

**Marana Unified School District**  
***Section B Revision Summary***

Section B contains substantial revisions due to a reorganization that aligns similar policy content and maintains comprehensive information for effective board governance. The policy documents listed below have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised.

**Policy BA — School Board Operational Goals**

Minor revisions were made to policy language.

**Policy BAA – Evaluation of School Board/Board Self - Evaluation**

Language in Policy BAA was revised for clarity

**Policy BB — School Board Legal Status**

Minor revisions were made to policy language.

**Policy BBA — Board Powers and Responsibilities**

**Exhibit BBA-E - Board Powers and Responsibilities *NEW***

Policy BBA now contains language from the following closely related Policies: BBAA/Board Member Authority and Responsibilities; BBBB/Board Member Oath of Office; BBBC/Board Member Resignation; BBBE/Unexpired Term Fulfillment; and BEDC/Quorum; therefore, Policies BBAA, BBBB, BBBC, BBBE, and BEDC were removed from the model manual. In addition, language referring to legislative, executive and appraisal functions were replaced with a list of Board responsibilities from A.R.S. 15-341, as well as subheadings added for clarity. Finally, newly created Exhibit BBA-E contains language formerly in Exhibit BBBB-E (no change was made to original exhibit language).

**Policy BBAA — Board Member Authority and Responsibilities *DELETED***

Language in Policy BBAA was moved to Policy BBA under the subheadings *Governing Board Powers and Responsibilities* and *Individual Board Members' Duties and Obligations*; therefore, Policy BBAA was removed from the model manual. No changes were made to the original policy language.

**Policy BBBA — Board Member Qualifications**

Language in Policy BBBA now includes the exception for school districts per A.R.S. 15-421 regarding persons related by affinity, by consanguinity or by law to the third degree in a school district with 250 or more students in a county with a population of 500,000 or more.

**Policy BBBB - Board Member Oath of Office *DELETED***

**Exhibit BBBB-E — Board Member Oath of Office *DELETED***

Language in Policy BBBB was moved to Policy BBA under the subheadings *Oath of Office* and *Familiarization with Open Meeting Law*; therefore, Policy BBBB was removed from the model manual. No changes were made to the original policy language. In addition, language from Exhibit BBBB-E was moved to Exhibit BBA-E; therefore, Exhibit BBBB-E was removed from the model manual. No changes were made to the original exhibit language.

**Policy BBBC — Board Member Resignation *DELETED***

Information from Policy BBBC was moved to Policy BBA under the subheading *Board Member Resignation*; therefore, Policy BBBC was removed from the model manual. Minor revisions were made to original policy language to align with statute (i.e., *may* vs *shall*). [A.R.S. 38-294]

**Policy BBBD — Board Member Removal from Office**

In Policy BBBD, “she” was added to E. as follows: *The person holding the office ceasing to be a resident of the district for which he/she was elected.*

**Policy BBBE — Unexpired Term Fulfillment *DELETED***

Language in Policy BBBE was moved to Policy BBA under the subheading *Vacancies*; therefore, Policy BBBE was removed from the model manual. No changes were made to the original policy language.

**Policy BCA — Board Member Ethics**

Policy BCA was revised in its entirety, and the legal reference was removed as the policy information is not statutorily based.

**Policy BCB — Board Member Conflict of Interest**

Policy BCB includes minor revisions to align with statute and the Uniform System of Financial Records (USFR), as well as for clarity.

**Policy BDA — Board Organizational Meeting**

Language from Policy BDB was revised and added to Policy BDA, subheadings were added for clarity, and the following phrase was added to the Policy title: “and Board President Duties.”

Language from Policy BDB was revised and added to Policy BDA, subheadings were added for clarity, and the following phrase was added to the Policy title: “and Board President Duties.”

**Policy BDB — Board Officers *DELETED***

Information from Policy BDB was revised and moved to Policy BDA under the subheading *Board President*; therefore, Policy BDB was removed from the model manual. Original policy language was revised for clarity.

**Policy BDD — Board – Superintendent Relationship**

Subheadings were added for clarity, and the following phrase was added to the Policy title: “and Superintendent Responsibilities.”

**Policy BDE — Board Committees**

Information from Policy BDF was added to Policy BDE under the subheading *Advisory Committees*. All language was retained from Policy BDF, with one addition to B. pertaining to

notices and agendas (twenty-four hour Arizona Open Meeting Law requirement). [A.R.S. 38-431.02]

**Policy BDF — Advisory Committees *DELETED***

Language in Policy BDF was moved to Policy BDE under the subheading *Advisory Committees*; therefore, Policy BDF was removed from the model manual.

**Policy BDG — School Attorney**

Language was revised to align with A.R.S. 11-532, and to clarify the process for obtaining legal advice. In addition, subheadings were added for clarity.

**Policy BE — School Board Meetings**

**Exhibit BE-EA – School Board Meetings *NEW***

**Exhibit BE-EB - School Board Meetings *NEW***

**Exhibit BE-EC - School Board Meetings *NEW***

Policy BE now includes information formerly in Policy BEC under the subheading *Executive Sessions/Open Meetings*, and additional subheadings were added for clarity. Policy BE also includes minor revisions (e.g., the two paragraphs regarding Meeting Notice have been removed as that information is addressed in BEDA; also, the District’s regular meeting day(s) have been removed as this may change from year to year). In addition, BE-EA through BE-EC are new exhibits.

**Policy BEC — Executive Sessions /Open Meetings *DELETED***

**Exhibit BEC-E — Executive Sessions / Open Meetings *DELETED***

Information from Policy BEC was moved to Policy BE under the subheading *Executive Sessions/Open Meetings*. In addition, Exhibit BEC-E was removed from the model manual as the current Exhibit BED-EB contains information regarding Executive Session Minutes.

**Policy BED — Meeting Procedures ~~/Bylaws~~**

**Regulation BED-R - Meeting Procedures *NEW***

**Exhibit BED-EA – Meeting Procedures *NEW***

**Exhibit BED-EB – Meeting Procedures *NEW***

Information from Policies BEDD, BEDF, and BEDG was added to Policy BED, and subheadings were added for clarity. Revisions to policy language are as follows: A-G is listed as an example under the subheading *Rules of Order* with a highlighted portion for Districts to enter its District-specific Rules of Order (formerly Policy BEDD); the phrase “including an electronic roll-call vote” was added under the subheading *Voting Methods* (formerly Policy BEDF); and “in print or digital form” was removed and replaced with “or a recording” under the subheading *Minutes* (formerly Policy BEDG). Also, the word “Bylaws” was removed from the titles of the Policy, Regulation, and Exhibits.

In addition, Regulation BED-R was created from the language in former Regulation BEDG-R; Exhibit BED-EA was created from the language in former Exhibit BEDG- EA; and Exhibit BED-EB was created from the language in former Exhibit BEDG- EB (no changes were made to the original language of the Regulation and both Exhibits with the exception of the title, from *Minutes* to *Meeting Procedures*).

### **Policy BEDA — Notification of Board Meetings**

In Policy BEDA, “and notice” was removed in the first paragraph.

### **Policy BEDB — Agenda**

#### **Exhibit BEDB-E — Agenda *DELETED***

Subheadings and minor revisions were included in Policy BEDB for clarity. In addition, language from Policy BEDBA was revised and added to this policy under the subheading *Preparation and Dissemination*. Finally, Exhibit BEDB-E was removed from the model manual as Policy BEDB contains the Order of Business for Regular Meeting Agendas (BEDB-E is a sample agenda that may or may not align with a District’s regular order of business).

### **Policy BEDBA — Agenda Preparation and Dissemination**

Language from Policy BEDBA was revised and moved to Policy BEDB; therefore, Policy BEDBA was removed from the model manual. Revisions to former Policy BEDBA language include clarification regarding agenda preparation, and the deletion of “Upon request” from the following sentence: “Upon request, copies of the agenda shall be available to the public and the press” (see current Policy BEDB under *Preparation and Dissemination - Regular Meetings* to review revisions).

### **Policy BEDC — Quorum *DELETED***

Language in Policy BEDC was moved to Policy BBA; therefore, Policy BEDC was removed from the model manual. No changes were made to the original policy language.

### **Policy BEDD — Rules of Order *DELETED***

Language in Policy BEDD was moved to Policy BED under the subheading *Rules of Order*; therefore, Policy BEDD was removed from the model manual. No changes were made to the A. – G. listing contained in Policy BEDD.

### **Policy BEDF — Voting Method *DELETED***

Language in Policy BEDF was moved to Policy BED under subheading *Voting Method*; therefore, Policy BEDF was removed from the model manual. Only revision to original policy language was the addition of “including an electronic roll-call vote.”

### **Policy BEDG — Minutes *DELETED***

#### **Regulation BEDG-R *DELETED***

#### **Exhibit BEDG-EA — Minutes *DELETED***

#### **Exhibit BEDG-EB — Minutes *DELETED***

Language in Policy BEDG was moved to Policy BED under the subheading *Minutes*; therefore, Policy BEDG was removed from the model manual (minor change: “in print or digital form” in Policy BEDG was removed in Policy BED and replaced with “or a recording”). Regulation BEDG-R and Exhibits BEDG-EA and BEDG-EB were recodified as BED-R, BED-EA, and BED-EB; therefore, BEDG-R, BEDG-EA, and BEDG-EB were removed from the model manual (no changes were made to these three documents with the exception of the title - “Minutes” was replaced with “Meeting Procedures”).

**Policy BEDH — Public Participation at Board Meetings****Exhibit BEDH-E — Public Participation at Board Meetings**

Subheadings were added to Policy BEDH for clarity. In addition, “and News Media Services” was added to the titles of the Policy and Exhibit: *Public Participation and News Media Services at Board Meetings* due to the addition of Policy BEDI language in this Policy.

**Policy BEDI — News Media Services at Board Meetings *DELETED***

Information from Policy BEDI was moved to Policy BEDH under the subheading *News Media Services*; therefore, this policy was removed from the model manual.

**Policy BGB — Policy Adoption****Regulation BGB-R – Policy Adoption *NEW***

Policy BGB now includes language from Policies BGC and BGF, as well as subheadings for clarity. Due to the additional information from these two policies, “Revision and Repeal” was added to the titles of the Policy and newly created Regulation: *Policy Adoption, Revision and Repeal*.

**Policy BGC — Policy Revision and Review *DELETED*****Regulation BGC-R — Policy Revision and Review *DELETED***

Language in Policy BGC was moved to Policy BGB under the subheading *Revision*; therefore, Policy BGC was removed from the model manual. In addition, Regulation BGC-R was recodified as BGB-R; therefore, Regulation BGC-R was removed from the model manual.

**Policy BGD — Board Review of Regulations**

Policy BGD contains a minor revision in the final sentence regarding the Board’s review of regulations prior to publication; additionally, the legal reference was removed as the statute does not specifically reference the Board’s review of regulations.

**Policy BGE — Policy Communication / Feedback****Regulation BGE-R — Policy Communication / Feedback**

“Communication/Feedback” was removed from the title of the Policy and the Regulation and replaced with “Manual”: *Policy Manual*. There were no revisions to Policy BGE or Regulation BGE-R language.

**Policy BGF — Suspension / Repeal of Policy *DELETED***

Language in Policy BGF was moved to Policy BGB under the subheading *Repeal/Suspension*; therefore, Policy BGF was removed from the model manual.

**Policy BHC — Board Communications with Staff Members**

Subheadings were added for clarity, language from Policy BHD was added under the subheading *General Public*, and “with Staff Members” was removed from the title: *Board Communications*.

**Policy BHD — Board Communications with the Public *DELETED***

Language in Policy BHD was moved to Policy BHC under the subheading *General Public*;

therefore, Policy BHD was removed from the model manual. No changes were made to the original policy language.

**Policy BIA — New Board Member Orientation / Handbook**

Policy BIA contains minimal language revisions. In addition, subheadings have been added for clarity, and “Handbook” has been removed from the title and replaced with “and Resources”: *New Board Member Orientation and Resources*.

**Policy BIB — Board Member Development Opportunities *DELETED***

**Regulation BIB-R — Board Member Development Opportunities *DELETED***

Information in Policy BIB was moved to Policy BIBA; therefore, Policy BIB was removed from the model manual. In addition, Regulation BIB-R was recodified as Regulation BIBA-R; therefore, BIB-R was removed from the model manual.

**Policy BIBA — Board Member Conferences, Conventions, and Workshops**

**Regulation BIBA-R – Board Member Conferences, Conventions, and Workshops *NEW***

Policy BIBA now contains information formerly in Policy BIB, as well as subheadings for clarity. In addition, “Development Opportunities:” has been added to the title: *Board Member Development Opportunities: Conferences, Conventions, and Workshops*. Finally, Regulation BIBA-R was created and contains language formerly in BIB-R (BIB-R was recodified as BIBA-R with no changes to the language).

**Policy BIE — Board Member Insurance / Liability**

Policy language includes minimal revisions; for example, the personal liability portion was relocated to the end of the policy under its own subheading, and wording regarding participation in group insurance plans was updated to align with A.R.S. 15-387.

**Policy BJ — School Board Legislative Program**

Policy language includes a minor revision regarding the Board’s choice (may vs. will) to participate in conferences that enhance understanding of legislative programs.

**Policy BK — School Board Memberships**

Subheadings have been added for clarity, and information from Policy BKA was added under the subheading *ASBA Delegates*. In addition, “and Arizona School Boards Association Delegates” was added to Policy BK’s title: *School Board Memberships and Arizona School Boards Association and Delegates*.

**Policy BKA — Liaison with School Boards Associations *DELETED***

Delegate information in Policy BKA has been moved to Policy BK under the subheading *ASBA Delegates*; therefore, Policy BKA has been removed from the model manual.

BA ©  
**SCHOOL BOARD OPERATIONAL GOALS**

The Governing Board is **representative of and** responsible to the people of the District and ~~therefore~~, should be aware of **community** opinions and attitudes ~~in the community~~ and of identified District needs. ~~As representatives of the people who own and support the schools~~  
**Therefore**, the Board ~~accepts the responsibility to identify community attitudes and opinions and District needs and to require supports~~ short- and long-range strategies that are responsive **to District needs** within ~~the its~~ budgetary limitations ~~of the District~~.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)



**BAA ©**  
**EVALUATION OF SCHOOL BOARD /**  
**BOARD SELF - EVALUATION**

The Board may meet ~~should it choose to do so~~, for the purpose of ~~appraising its functioning as a Board and to evaluate Board performance~~ **evaluating its function and performance**.

The ~~appraisal plan approved by the Board~~ **evaluation plan** will be developed by the Board President, working with the Superintendent.

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- A. Board meetings ~~and~~ decision-making process.
- B. Policy development ~~and~~ implementation **monitoring**.
- C. Board ~~and~~ District goal setting.
- D. Curriculum and instruction ~~management/program~~ **programs**.
- E. Fiscal management ~~and~~ resource allocation.
- F. School ~~plant planning/management~~ **facilities planning and monitoring**.
- G. Board member orientation.
- H. Board member development.
- I. Board officer performance.
- J. Board member relationships.
- K. Board-Superintendent relationship.
- L. Board-community relationship.
- M. Legislative and governmental relationships.

Adopted: ~~date of Manual adoption~~**<-- z2AdoptionDate -->**



CROSS REF.:

[BDD](#) - Board-Superintendent Relationship

**BB ©**  
**SCHOOL BOARD LEGAL STATUS**

The Arizona Constitution places the responsibility of establishing and maintaining public schools on the Arizona legislature and directs the legislature to provide for a state board of education, which has general supervision of the public schools. - It is further provided that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected boards. ~~Legally, then, local~~ Local school boards are thus instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the Arizona Administrative Code.

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**BOARD POWERS AND**  
**RESPONSIBILITIES**

**Governing Board Powers  
and Responsibilities**

The Board shall act as the general agent of the state of Arizona ~~in carrying out the will of the people of this District~~ and is responsible for the conduct and supervision of the District in the matter of public education.

The Board is authorized under the laws of the state of Arizona, the Arizona Constitution, the Arizona State Board of Education and other applicable regulations and rules to adopt all policies needed ~~policies and regulations~~ for the organization, evaluation, and governance in the District.

All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes. Meetings are governed by Arizona's Open Meeting Law, and all meetings must be held in accordance with the requirements of the law.

The Board performs the following basic functions necessary to the discharging of its responsibilities ~~:-legislative, executive, and appraisal~~ as stated in A.R.S. [15-341](#) and [15-342](#), including but not limited to:

~~A. The legislative function is the policy-making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.~~

~~B. The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.~~

~~C. The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.~~ Prescribe and enforce policies and procedures to govern the schools that are not inconsistent with the laws or rules prescribed by the State Board of Education.

B. Exclude from schools all books, publications, papers or audiovisual materials of a sectarian, partisan or denominational character. This paragraph does not prohibit the elective course allowed by section [15-717.01](#).

C. Manage and control the school property within its district, except that a district may enter into a partnership with an entity, including a charter school, another school district or a military

base, to operate a school or offer educational services in a district building, including at a vacant or partially used building, or in any building on the entity's property pursuant to a written agreement between the parties.

D. Acquire school furniture, apparatus, equipment, library books and supplies for the schools to use.

E. Prescribe the curricula and criteria for the promotion and graduation of pupils as provided in sections 15-701 and 15-701.01.

F. Furnish, repair and insure, at full insurable value, the school property of the District.

G. Construct school buildings on approval by a vote of the District electors.

H. In the name of the District, convey property belonging to the District and sold by the Board.

I. Purchase school sites when authorized by a vote of the District at an election conducted as nearly as practicable in the same manner as the election provided in section 15-481 and held on a date prescribed in section 15-491, subsection E, but such authorization shall not necessarily specify the site to be purchased and such authorization shall not be necessary to exchange unimproved property as provided in section 15-342, paragraph 23.

J. Construct, improve and furnish buildings used for school purposes when such buildings or premises are leased from the national park service.

K. Purchase school sites or construct, improve and furnish school buildings from the proceeds of the sale of school property only on approval by a vote of the District electors.

L. Hold pupils to strict account for disorderly conduct on school property.

M. Discipline students for disorderly conduct on the way to and from school.

### **Individual Board Member's**

#### **Duties and Obligations**

Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.

The duties and obligations of an individual Board member include the following:

A. To become familiar with the state's school laws, regulations of the State Department of Education, and District policies, rules, and regulations.

B. To have a general knowledge of the educational aims and objectives of the ~~system~~ District.

C. To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.

D. To vote and act in Board meetings impartially for the good of the District.

E. To accept the will of the majority vote in all cases ~~;~~ and give wholehearted support to the resulting policy.

F. To accept the responsibility for confidentiality in appropriate matters, especially those dealing with personnel and the divulging of privileged information that could cost the District money, support, or public confidence.

G. To represent the Board and the District to the public in a manner that promotes both interest and support.

H. To refer complaints to the proper school authorities and to refrain from individual counsel and action.

I. To perform other appropriate duties that may arise.

### **Oath of Office**

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board. When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.

### **Familiarization with Open**

#### **Meeting Law**

A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona Open Meeting Law (OML) material prepared by the attorney general.

### **Quorum and Vacancies**

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within thirty (30) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.

When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum. Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.

### **Vacancies**

Any vacancy of a Governing Board member, as defined in A.R.S. [38-291](#), may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.

When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.

### **Board Member Resignation**

Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the Secretary of State and may send a copy to the office of the County School Superintendent, giving the effective date of resignation. The resigning Board member may furnish a copy of such letter to each member of the Governing Board and to the Superintendent prior to the date on which said resignation is to become effective.

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LEGAL REF.:

A.R.S.

[1-216](#)

[15-302](#)

[15-321](#)

[15-341](#)

[15-342](#)

[15-381](#)

[15-426](#)

[38-101](#)

[38-231](#)

[38-232](#)

[38-233](#)

[38-291](#)

[38-294](#)

[38-431.01](#)

A.G.O.

I81-054

I82-111  
I84-165

Arizona Constitution, Art. VII, Section 15  
Arizona Constitution, Art. XI, Section 2  
Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

CROSS REF.:

[KI](#) - Visitors to Schools



BBA-E ©

EXHIBIT

**BOARD POWERS AND  
RESPONSIBILITIES**

**Oath of Office**

In addition to any other form of oath or affirmation specifically provided by law, any officer or employee shall take and subscribe to the following oath or affirmation before entering upon the duties of such appointed office or employment.

State of Arizona, County of \_\_\_\_\_, I, **[type or print name]**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of **[name of office]** according to the best of my ability, so help me God (or so I do affirm).

\_\_\_\_\_  
(Signature of officer or employee)

LEGAL REF.:  
A.R.S.  
38-231

~~**BBAA ©**~~  
~~**BOARD MEMBER AUTHORITY**~~  
~~**AND RESPONSIBILITIES**~~

~~All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes.~~

~~Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.~~

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~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~15-342~~

~~15-381~~

~~CROSS REF.:~~

~~AA - School District Legal Status~~

~~BBA - Board Powers and Responsibilities~~

**BBBA ©**  
**BOARD MEMBER QUALIFICATIONS**

**(Governing Board Membership)**

A person who is a registered voter of this state, has been a resident of the District for one (1) year immediately preceding the day of election, and is not subject to registration as a sex offender in this state or any other jurisdiction is eligible for election or appointment to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District. [Small school Districts, as defined by A.R.S. 15-901, are granted an exception regarding employment of substitute teachers. \[A.R.S. 15-421\(E\)\].](#)

A Governing Board member is ineligible to serve simultaneously as a member of any other school district governing board, except that a Governing Board member may be a candidate for nomination or election for any other governing board if serving in the last year of a term of office.

**Five-Member Board Same Household Limitation**

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- A. Shall not serve simultaneously on the Governing Board.
- B. Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- C. Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

***Exception:***

[For a school district located in a county with a population of more than five hundred thousand persons and a student count of at least two hundred fifty, two persons related by affinity, by consanguinity, or by law to the third degree:](#)

- [A. May serve simultaneously on the Governing Board.](#)
- [B. Are eligible to be candidates for nomination or election to the Governing Board.](#)
- [C. May be simultaneous candidates for nomination or election to the Governing Board.](#)

A qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. [15-421](#) shall apply.

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LEGAL REF.:

A.R.S.

[15-302](#)

[15-421](#)

[38-201](#)

[38-296.01](#)

Arizona Constitution, Article VII, Section 15

~~BBBB-©~~  
**~~BOARD MEMBER OATH OF OFFICE~~**

**~~Oath of Office~~**

~~Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.~~

**~~Time of Oath (Governing Board Members)~~**

~~When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.~~

**~~Familiarization with  
Open Meeting Law~~**

~~A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona open meeting law (OML) material prepared by the attorney general.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-426~~

~~38-231~~

~~38-232~~

~~38-233~~

~~38-431.01~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings~~

~~BBBB-E ©~~

~~EXHIBIT~~

~~BOARD MEMBER OATH OF OFFICE~~

~~Oath of Office~~

~~In addition to any other form of oath or affirmation specifically provided by law, any officer or employee shall take and subscribe to the following oath or affirmation before entering upon the duties of such appointed office or employment.~~

~~State of Arizona, County of \_\_\_\_\_, I, [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of [name of office] according to the best of my ability, so help me God (or so I do affirm).~~

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of officer or employee)

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-231~~

~~BBBC ©~~  
~~BOARD MEMBER RESIGNATION~~

~~Any Board member who desires to resign from the Governing Board shall send a letter of resignation to the office of the County School Superintendent, with a copy to the Secretary of State, giving the effective date of resignation. The resigning Board member shall furnish a copy of such letter to each other member of the Board and to the Superintendent prior to the date on which said resignation is to become effective.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-101~~

~~38-291~~

~~38-294~~



**BBBD ©  
BOARD MEMBER REMOVAL  
FROM OFFICE**

A Board member's position may be considered vacant or the Board member may be removed from office for reasons included in A.R.S. [38-291](#). These reasons are:

- A. Death of the person holding the office.
- B. Insanity of the person holding the office, when judicially determined.
- C. Resignation of the person holding the office and the lawful acceptance of the resignation.
- D. Removal from office of the person holding the office.
- E. The person holding the office ceasing to be a resident of the district for which he/she was elected.
- F. Absence from the state by the person holding the office, without permission of the legislature, beyond the period of three (3) consecutive months.
- G. The person holding the office ceasing to discharge the duties of office for the period of three (3) consecutive months.
- H. Conviction of the person holding the office of a felony or an offense involving a violation of official duties.
- I. Failure of the person elected or appointed to such office to file an official oath within the time prescribed by law.
- J. A decision of a competent tribunal declaring void the election or appointment of the person elected or appointed to the office.
- K. Failure of a person to be elected or appointed to the office.
- L. A violation of section [38-296](#) by the person holding the office.

Every public officer holding an elective office, either by election or by appointment, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:  
A.R.S.  
[19-201](#)

[19-202](#)

[19-202.01](#)

[19-209](#)

[19-216](#)

[38-291](#)

[38-296](#)

[38-431.07](#)

~~BBBE ©~~  
~~UNEXPIRED TERM FULFILLMENT~~

~~Any vacancy of a Governing Board member, as defined in A.R.S. 38-291, may be filled by appointment by the County School Superintendent as prescribed by state law. Such appointment shall be until the next regular election, at which time a successor shall be elected to serve the unexpired portion of the term. The County School Superintendent may call for an election to fill a vacancy on a local Governing Board as an alternative to appointment.~~

~~When a vacancy occurs, the Governing Board may, within thirty (30) days after notification of the vacancy, submit to the County School Superintendent up to three (3) names for consideration of an appointment to fill the vacancy. The County School Superintendent is not required to appoint a Governing Board member from the list of names submitted by the Board.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-291~~

~~A.G.O.~~

~~182-111~~

~~Arizona Constitution, Article VII, Section 15~~

**BCA ©  
BOARD MEMBER ETHICS**

Board members will strive to improve public education, and to that end will:

- ~~A. Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~
- ~~B. Recognize that decisions should be made only after discussion at publicly held Board meetings;~~
- ~~C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups;~~
- ~~D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;~~
- ~~E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;~~
- ~~F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;~~
- ~~G. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;~~
- ~~H. Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;~~
- ~~I. Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;~~
- ~~J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~
- ~~K. Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.~~

A. Prioritize policies and decisions that support successful student outcomes.

B. Act honestly, ethically, and in the best interest of students, staff, and the community.

C. Take responsibility for board decisions and actions, ensuring transparency and adherence to policies.

D. Treat fellow Board members, students, staff, parents, and community members with respect and professionalism, listen to all with an open mind, and ensure differences of opinion are honored.

E. Protect sensitive student and personnel information and comply with privacy laws.

F. Avoid and disclose any legal, personal or financial conflicts of interest that may impact decision-making.

G. Ensure responsible, transparent, and efficient use of public funds, facilities, and resources.

H. Uphold federal and state laws and follow Board policies and procedures.

I. Maintain high standards of behavior and professionalism.

J. Work cooperatively with other Board members, District leaders, and the community to advance the District's mission.

K. Stay informed about educational issues, governance best practices, and ongoing professional development opportunities.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

**BCB ©**  
**BOARD MEMBER CONFLICT**  
**OF INTEREST**

**Board Member Voting Restrictions**

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it ~~shall be~~ is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of ~~such the board~~ member or ~~any person related to such member as a Board member's spouse or dependent as defined in A.R.S. 43-1001.~~ ~~[LEGAL REF.]~~ and in accordance with A.R.S. [15-323](#)].

**Employment Limitations**

No dependent, as defined in ~~Section A.R.S. 43-1001~~, of a Governing Board member may be employed in the District, except by consent of the Board. ~~[LEGAL REF.]~~ in accordance with A.R.S. [15-502](#). Small school Districts, as defined by A.R.S. ~~15-502~~[901](#), are granted an exception regarding employment of substitute teachers. [A.R.S. [15-421](#)(E)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. ~~[LEGAL REF.]~~ Small school Districts, as defined by A.R.S. [15-901](#), are granted an exception regarding employment of substitute teachers. [A.R.S. [15-421](#)]

~~The Pursuant to A.R.S. 15-421, the~~ District is allowed to employ, including through a third (3rd)-party contractor ~~that who~~ provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students. ~~Pursuant to A.R.S. 15-421, the~~, including as a certificated, a substitute teacher, and an employee or contractor who provides transportation, instructional support, or student support services. The District is authorized to increase the time period for this restriction to be more than two (2) years.

**Conflicts of Interest**

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. ~~[LEGAL REF.]~~ A.R.S. [38-503](#)]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. ~~[LEGAL REF.]~~ A.R.S. [38-503](#)]

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

## **Purchases from Governing Board**

### **Members ~~for Districts with~~**

#### **~~3,000 or More~~**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for services may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

A. Purchases ~~for~~ less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines and written quotations.

B. Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding.

### *Purchases from Governing Board*

#### *Members for Districts with*

#### *3,000 or More Students:*

A. Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction;.

B. Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);.

C. ~~The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.~~ D. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

~~[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. 184-012; 106-002]~~

## **Filing of Disclosures**

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [~~LEGAL REF.:~~ A.R.S. 38-509]



Adopted: ~~November 9, 2023~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

[15-421](#)

[15-502](#)

[38-481](#)

[38-503](#)

[38-509](#)

[43-1001](#)

A.G.O.

I84-012

I87-035

I88-013

I06-002

CROSS REF.:

[BBBA](#) - Board Member Qualifications

[DJE](#) - Bidding/Purchasing Procedures

**BDA ©**  
**BOARD ORGANIZATIONAL MEETING**  
**AND BOARD PRESIDENT DUTIES**

**Board Organizational Meeting**

For the purpose of organizing the Governing Board, the Board must meet in January following the election at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

The meeting shall be called to order by the President of the Board for the preceding year or by the Vice-President of the Board for the preceding year if the President is not in attendance. If neither of the former officers is in attendance, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The new President of the Board shall take office upon election. The Board may then elect a Vice-President. The officers of the Board shall hold office for a term of one year and until their successors are elected.

Whenever there is a vacancy in the office of President or Vice-President, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

In addition to the organizational meeting described in this policy, the Board may elect a Board President at any time, for any reason, providing that the matter has been properly placed and noticed on the Board agenda consistent with the open meeting law and adopted by the Board.

**Board President**

Duties of the Board President include, but are not limited to:

A. On behalf of the Governing Board as a whole, consult with the Superintendent regarding items to be placed on the agenda for each meeting.

B. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.

Unless otherwise prohibited by law, the President may make motions and vote on any motion that occurs during a meeting.

In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[38-431](#) *et seq.*

CROSS REF.:

~~[BDB](#) - Board Officers~~

[BE](#) - School Board Meetings

~~[BEC](#) - Executive Sessions/Open Meetings~~

[BEDA](#) - Notification of Board Meetings

~~BDB-©~~  
~~BOARD OFFICERS~~

**President**

~~The duties of the President of the Board shall be as follows:~~

~~A. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.~~

~~B. Consult with the Superintendent and, on behalf of the Governing Board as a whole, approve items to be placed on the agenda for each meeting.~~

~~C. Encourage and maintain orderly and democratic participation.~~

~~D. Keep all discussions factual and on the subject at hand.~~

~~E. Allow for full and complete exploration of each item of business.~~

~~In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~CROSS REF.:~~

~~BEDB - Agenda~~

~~BEDBA - Agenda Preparation and Dissemination~~

**BDD ©**  
**BOARD - SUPERINTENDENT RELATIONSHIP**  
**AND SUPERINTENDENT RESPONSIBILITIES**

**Board - Superintendent Relationship**

The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

**Superintendent Responsibilities**

The Superintendent is the chief executive officer of the School District and is responsible for the professional leadership ~~and skill~~ necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

Adopted: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

A.R.S.

[15-503](#)

**BDE ©**  
**BOARD COMMITTEES**

Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. If a temporary committee is appointed, it shall serve only ~~for~~ the time needed for its designated purpose. Committee recommendations shall be advisory only.

**Advisory Committees**

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.

If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the requirements of Arizona's Open Meeting Law.

The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A. A written, specific statement of the purpose of the committee.
- B. The dates on which interim and final reports of the committee are to be rendered.
- C. The date or event upon which the committee will be terminated.
- D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

- A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.
- B. Notices and agendas of all meetings of the committee will be posted at least twenty-four (24) hours in advance of a meeting as required by A.R.S. 38-431.02.

C. All meetings will be open for public attendance.

D. If an executive session is authorized, all applicable requirements as presented in Policy BE, School Board Meetings will be followed.

E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.

A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

CROSS REF.:

~~BDE - Advisory Committees~~

[BE](#) - School Board Meetings



~~BDF-©~~  
~~ADVISORY COMMITTEES~~

~~The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.~~

~~If the Board creates an advisory committee or directs that an advisory committee be created or appoints members to an advisory committee, and that advisory committee has the specific purpose of making a recommendation concerning a decision to be made or considered or a course of conduct to be taken or considered by the public body, that committee is considered a subcommittee of the public body and is subject to the conditions of Arizona's Open Meeting Law.~~

~~The Governing Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:~~

- ~~A. A written, specific statement of the purpose of the committee.~~
- ~~B. The dates on which interim and final reports of the committee are to be rendered.~~
- ~~C. The date or event upon which the committee will be terminated.~~
- ~~D. The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.~~

~~The Superintendent will ensure that the following actions are taken for each committee established by the Board:~~

- ~~A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.~~
- ~~B. Notices and agendas of all meetings of the committee will be posted.~~
- ~~C. All meetings will be open for public attendance.~~
- ~~D. If an executive session is authorized, all applicable requirements as presented in Policy BEC, Executive Sessions/Open Meetings will be followed.~~
- ~~E. Minutes will be taken and made available for public inspection three (3) working days after the meeting.~~

~~A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BEC—Executive Sessions/Open Meetings~~

**BDG ©  
SCHOOL ATTORNEY**

**County Attorney**

As the statutory attorney for the District, the County Attorney may serve as the District's legal counsel if no conflict of interest exists and based on the availability of staff per A.R.S. [11-532](#).

**Legal Counsel**

The Governing Board may employ an attorney to represent the District if the county attorney consents. The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable. Compensation and purpose should be determined at the time of employment of private counsel.

**Legal Advice**

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. [The Superintendent may authorize other district personnel to consult with legal counsel on matters related to their professional responsibilities.](#) With approval from the Superintendent or Board President, a Board member may consult with legal counsel for a matter that is directly related to his/her Board responsibilities. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. ~~Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.~~

Adopted: ~~date of Manual adoption~~<-- [z2AdoptionDate](#) -->

LEGAL REF.:

A.R.S.

[11-532](#)

[15-341](#)

[15-343](#)

[38-431.07](#)

**BE ©  
SCHOOL BOARD MEETINGS**

**Official Meetings: Regular**

**and Special**

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.

B. Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

The Board must provide sufficient seating to accommodate the reasonably anticipated number of desiring attendees when feasible. However, this does not require a public body to relocate a meeting outside of the largest regular meeting room.

A meeting includes a one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action **or otherwise discusses topics that may come before the body for legal action.**

A meeting also includes an exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.

~~Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.~~

~~Notice must include an agenda of the matters to be discussed or decided at the meeting or information on how the public may obtain a copy of such agenda. Except for a meeting through technological devices, the agenda shall also include notice of the time that the public will have physical access to the meeting place.~~

**~~Regular Board Meetings~~**

**Frequency**

***Regular Board Meetings***

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

~~The second (2nd) Thursday of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.~~

A regular meeting may be rescheduled or canceled:

- A. By majority vote of the Board when noticed as a meeting agenda item.
- B. By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
  - 1. Significantly inclement weather conditions, or
  - 2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- C. When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

### ***Special Board Meetings***

Special meetings may be called whenever deemed necessary. Written or ~~telephoned~~ **telephonic** notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

### ***Executive Sessions/Open Meetings***

Executive Session is a Board gathering from which the public is excluded. A quorum of the Board may vote in open session to hold an executive session for a reason delineated in A.R.S. [38-431.03](#). The Governing Board shall provide the public with notice of the executive session and it shall state the provision of law authorizing such session. The Governing Board shall also inform any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24)

hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

Minutes from an executive session shall be confidential except for the reasons listed in A.R.S. [38-431.03](#). No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-323](#)

[15-843](#)

[38-431](#) *et seq.*

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

A.G.O.

~~I79-45~~045

I79-049

I79-126

I79-136

I80-118

I80-146

I81-058

I81-060

I81-090

CROSS REF.:

~~BEC - Executive Sessions/Open Meetings~~

[BBA](#) - Board Powers and Responsibilities

[BED](#) - Meeting Procedures

[BEDA](#) - Notification of Board Meetings

[BEDB](#) – Agenda

~~[BEDC](#) – Quorum~~

~~[BEDF](#) – Voting Method~~

~~[BEDG](#) – Minutes~~

BE-EA ©

EXHIBIT

**SCHOOL BOARD MEETINGS**

**Form 7.5**

**Notice of Meeting and Possible Executive Session of a Public Body**

**Sections 7.6.8 and 7.10.1**

**NOTICE OF MEETING AND POSSIBLE EXECUTIVE SESSION OF THE  
[NAME OF PUBLIC BODY]**

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [*name of public body*] and to the general public that the [*name of public body*] will hold a meeting open to the public on [*date, time, and exact location*] for the purpose of deciding whether to go into executive session. If authorized by a majority vote of the [*name of public body*], the executive session will be held immediately after the vote and will not be open to the public.

The agenda for the meeting is as follows:

[Include a general description of the matters to be discussed or considered, but exclude information that would defeat the purpose of the executive session. See Form 7.7 (Sample Notice and Agenda)]

[OR]

A copy of the agenda for the meeting will be available at [*location where the agenda will be available*] at least twenty-four (24) hours in advance of the meeting.

This executive session is authorized under A.R.S. § 38-431.03, Subsection (A), paragraph [list applicable provision].

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[*name of public body*]

By \_\_\_\_\_  
[*authorized signature*]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [*name, telephone number, TDD telephone number*]. Requests should be made as early as possible to arrange the accommodation.



BE-EB ©

EXHIBIT

## SCHOOL BOARD MEETINGS

### Form 7.6

### Notice of Combined Public Meeting and Executive Session

#### Sections 7.6.8, 7.7.4, and 7.10.1

#### NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF [NAME OF PUBLIC BODY]

Pursuant to A. R.S. § 38-431.02, notice is hereby given to the members of the [name of public body] and to the general public that the [name of public body] will hold a meeting open to the public on [date, time, and exact location]. As indicated in the agenda, pursuant to A.R.S. § 38-431.03(A) [specific paragraph that justifies the executive session]. The [name of public body] may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The agenda for the meeting is as follows:

[List the specific matter to be discussed, considered, or decided. See Form 7.7 (Sample Notice and Agenda). Identify those matters that may be discussed or considered in executive session and identify the paragraph of A.R.S. § 38-431.03(A) authorizing the executive session, but exclude information that would defeat the purpose of the executive session.]

[OR]

A copy of the agenda for the meeting will be available at [location where the agenda will be available] at least twenty-four (24) hours in advance of the meeting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
[name of public body]

By \_\_\_\_\_  
[authorized signature]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

BE-EC ©

EXHIBIT

SCHOOL BOARD MEETINGS

**Form 7.13**

**Employee Notice of Executive Session**

**Section 7.9.4**

[DATE]

[Name and Address of Officer or Employee who is the  
subject of discussion at the executive session]

Dear [Name of employee]:

This is to advise you that the [name of public body] will meet in executive session at its next meeting on [date, time, and exact location] to discuss [describe nature of matters to be discussed or considered]. You may request that the discussion take place during the [name of public body's] public meeting rather than in executive session, by contacting the undersigned not later than [date and time by which notification must be given\*].

Any person with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

Very truly yours,

---

[authorized signature]

\* Since the public body must post its notice of either a public meeting or an executive session at least twenty-four (24) hours before the meeting, the deadline for the employee to exercise his or her right to demand a public meeting must be more than twenty-four (24) hours before the meeting.

~~BEC ©~~  
~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~The Board may enter into executive session after the following requirements have been met:~~

~~A. A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.~~

~~B. The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.~~

~~C. The Board President has identified the section or sections of A.R.S. 38-431.03 that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.~~

~~D. The executive session is authorized by a vote in open session, either during the current Governing Board meeting or at a prior meeting of the Board designating the time and the date of the future executive session.~~

~~The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.~~

~~No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.~~

~~The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.~~

~~During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-843~~

~~38-431.01~~

~~38-431.02~~

~~38-431.03~~

~~A.G.O.~~

~~179-45~~

~~179-49~~

~~179-126~~

~~I79-136~~

~~I80-118~~

~~I80-146~~

~~I81-058~~

~~I81-060~~

~~I81-090~~

~~CROSS-REF.:~~

~~BBBB - Board Member Oath of Office~~

~~BEDA - Notification of Board Meetings~~

~~BEDG - Minutes~~

~~BEC-E-©~~

~~EXHIBIT~~

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~MINUTES~~

<del>Date</del>	<del>Time</del>	<del>Place</del>
-----------------	-----------------	------------------

~~I. Record the names of persons present (Only Board Members, individuals provided for by statute, and other persons whom the Board determines are reasonably necessary for the purposes of the executive session may be present). Indicate who and when anyone leaves or enters during the executive session:~~

~~H. Specify the section of A.R.S. 38-431 under which the executive session was called and a general description of the respective topic(s). The same information should have been indicated on the agenda:~~

~~HH. (Read prior to each executive session:)~~

~~All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during this executive session. Failure to comply is a violation of A.R.S. 38-431.03.~~

~~IV. Items of discussion (if the session is held under authority of A.R.S. 38-431.03, Subsection A, paragraphs 4, 5, or 7, an accurate description of all instructions given must be included):~~

**BED ©**  
**MEETING PROCEDURES ~~BYLAWS~~**

### **Board President Role**

The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

### **Rules of Order**

The Board decides on rules for its meetings. One (1) example follows:

A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.

B. Each action item shall require a motion, and all motions shall require seconding.

C. The President may make or second motions and may vote on all motions.

D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.

E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.

F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

### **Voting Method**

Votes on all motions and resolutions shall be by *ayes*, *nays* or *abstentions*.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote, including an electronic roll-call vote, shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

## Minutes

Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. [38-431.01](#). The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes or a recording shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. [38-431.01](#). The Superintendent will provide confidential copies of unapproved written minutes or a recording to appropriate Board members per A.R.S. [38-431.03](#) prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. [39-101](#) and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes should be filed separately from Board executive session minutes.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

## LEGAL REF.:

A.R.S.

[1-216](#)

[15-321](#)

[15-341](#)

[15-843](#)

[38-421](#)

[38-431](#)

[38-431.01](#)

[38-431.03](#)

[39-101](#)

[39-121](#)

[39-122](#)

A.G.O.

I78-237  
I80-198

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings  
ASLAPR General Retention Schedule for School Districts and Charter Schools

CROSS REF.:

BEDA - Notification of Board Meetings

BEDB - Agenda

BEDH - Public Participation at Board Meetings and News  
Media Services at Board Meetings

BGB - Policy Adoption, Revision and Repeal



**BED-R ©**  
**REGULATION**  
**MEETING PROCEDURES**

**(Minutes of Open Session Governing Board Meetings,  
Board Subcommittees and Advisory Committees)**

For meetings other than executive sessions, minutes are to contain at *least* the following information:

- A. Date, time, and place of meeting.
- B. Members of the Governing Board recorded as either present or absent.
- C. General description of the matter considered.
- D. A record of how each member voted.
- E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.
- F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.

*A meeting*, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [A.R.S. 38-431]

It is therefore necessary to remember that:

- A. the coming together of a quorum of Governing Board members:
  - 1. in person or by technological devices such as speakerphone, Internet, or other device,
  - 2. including study sessions, work sessions, and retreats,
  - 3. regardless of whether or not any voting is scheduled to occur,
- B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
  - 1. is a "meeting" and, therefore,

2. minutes must be taken and processed as required by statute and specified above.

BED-EA ©

EXHIBIT

## MEETING PROCEDURES

### Form 7.10

### Minutes of Public Meeting

#### Sections 7.8.1 and 7.8.2

#### MINUTES OF PUBLIC MEETING OF THE [NAME OF PUBLIC BODY] OF MEETING HELD [DATE]

A public meeting of the *[name of public body]* was convened on *[date, time, and exact location]*. Present at the meeting were the following members of the *[name of public body]*: *[names of members present]*. Absent were: *[names of members absent]*. The following matters were discussed, considered, and decided at the meeting:

1. [Generally describe all matters discussed or considered by the public body.]
2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].
3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]
4. [Other required information. See Section 7.8.2(6), (7), (8).]

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*[name of public body]*

By \_\_\_\_\_  
*[authorized signature]*

**BED-EB ©**

**EXHIBIT**

**MEETING PROCEDURES**

**Form 7.11**  
**Minutes of Executive Session**

**Sections 7.8.1, 7.8.3**  
**MINUTES OF EXECUTIVE SESSION OF THE**  
**[NAME OF PUBLIC BODY] HELD [DATE]**

An executive session of the *[name of public body]* was convened on *[date, time, and exact location]*. The *[name of public body]* voted to go into executive session at a public meeting on *[date, time, and exact location]*. Present at the executive session were the following members of the *[name of public body]*: *[names of members present]*. Absent were: *[names of members absent]*. Also attending the executive session were: *[names of those present including the reasons for their presence, for example, attorney for the public body, etc.]*

The following matters were discussed and considered at the meeting:

1. [Generally describe the matters discussed or considered by the public body.]
2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § 38-431.03(A)(4), (5) and (7).]
3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]
4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*[name of public body]*

By \_\_\_\_\_  
*[authorized signature]*

**BEDA ©**  
**NOTIFICATION OF BOARD MEETINGS**

A statement shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings. Except for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable as to all meetings. When the District has complied with all other public notice requirements of A.R.S. [38-431.02](#), the Board is not precluded from holding a meeting for which notice was posted when a technological problem or failure either:

- A. prevents the posting of public notice on the District website, or
- B. temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the Board is scheduled, a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- A. the members of the Governing Board, and
- B. the general public.

At least twenty-four (24) hours prior to the meeting, notice shall be given to the members of the Governing Board and to the general public by posting in the designated public place(s) the time and place, and the meeting agenda or any change in the meeting agenda. The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period:

- A. May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- B. Does not include Sundays and other holidays prescribed in A.R.S. [1-301](#).

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of [38-431.02](#) as are appropriate to the circumstances.

The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less

than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

A meeting may be recessed and resumed with less than twenty-four (24) hours notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period, the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-301](#)

[15-321](#)

[15-341](#)

[38-431.01](#)

[38-431.02](#)

A.G.O.

I79-~~45~~045

CROSS REF.:

[BDA](#) - Board Organizational Meeting and Board President Duties

[BE](#) - School Board Meetings

~~[BEC](#)~~ - Executive Sessions/Open Meetings

[BEDB](#) - Agenda

## **BEDB © AGENDA**

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. Except for a meeting through technological devices, the agenda ~~and notice~~ shall also include the time that the public will have physical access to the meeting place. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. [38-431.02](#)*)

### **Preparation and Dissemination**

#### ***Regular Meetings***

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business by 12:00 p.m. at least four (4) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Copies of the agenda shall be available to the public and the press.

#### ***Special Meetings***

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

### **Order of Business**

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

#### ***Regular meetings:***

A. Call to order-

B. Roll call-

C. Adopt agenda; Pledge of Allegiance/moment of silence:

D. Recognitions/presentations:

E. Board Communications:

~~Board comments:~~

F. Remarks from the public (*members of the Governing Board shall not discuss or take legal action on raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)

G. Superintendent's comments:

H. Consent agenda (~~details are available in the Superintendent's office~~). Includes, but is not limited to:

1. ~~Approval of~~ Minutes of previous meeting (~~once per month~~).

2. ~~Financial~~ Voucher reports (~~every meeting~~).

3. Personnel reports (~~every meeting~~).

4. Out-of-state travel (~~if any~~).

I. Unfinished business:

J. New business:

~~K. Executive session (when needed).~~

~~L. Reconvene to regular/special meeting (if an executive session is held).~~

~~M.~~ K. Board member requests for future agenda items:

~~N.~~ L. Future meetings:

~~O.~~ M. Adjournment:

***Special meetings:***

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)



C. Announcements

D. Adjournment

***Executive sessions:***

An executive session may be scheduled, as necessary, during either a regular or special meeting. (See Arizona Attorney General Agency Handbook Section 7.6.7.)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session. [An agenda is also required and must contain a general description of the matters to be considered.](#)

2. [The following statement may be included on every agenda:](#)

"The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. [38-431.03\(A\)\(3\)](#)."

***Emergency meetings***

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by [A.R.S. 38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

**Accommodations for ~~the Disabled~~Individual  
with Disabilities**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's Office at (520) 682-4774 and [MUSD6@maranausd.org](mailto:MUSD6@maranausd.org). Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: ~~April 11, 2024~~[<-- z2AdoptionDate -->](#)

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

28 CFR § 35.163

#### 7.6.7 AZ Agency Handbook

CROSS REF.:

~~BDB~~ BDA - Board ~~Officers~~

~~BEC - Executive Sessions/Open~~ Organizational Meeting and Board President Duties

BE - School Board Meetings

**~~BEDBA~~**  
**~~AGENDA PREPARATION AND DISSEMINATION~~**

**~~Regular Meetings~~**

~~The Superintendent will prepare Board meeting agendas in consultation with the Board President.~~

~~The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business by 12:00 p.m. at least four (4) working days before the meeting.~~

~~The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.~~

~~Upon request, copies of the agenda shall be available to the public and the press.~~

**~~Special Meetings~~**

~~Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.~~

~~These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.~~

~~Adopted: February 13, 2025~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BDB - Board Officers~~

**BEDC ©  
QUORUM**

~~A quorum consisting of a majority of the Board membership shall be necessary to conduct any business. In the event that a quorum is not present within thirty (30) minutes of the time scheduled, the meeting may be canceled and another meeting scheduled, with due and proper notices as prescribed by policy and law.~~

~~When there is a vacancy of one (1) or more members on the Governing Board, a majority of the members remaining constitute a quorum for the transaction of business, except that a single Board member does not constitute a quorum.~~

~~Efforts shall be made to fill vacancies on the Governing Board as soon as is practicable.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~A.G.O.~~

~~184-165~~

~~CROSS REF.:~~

~~BBBE - Unexpired Term Fulfillment~~

~~BEDD-©~~  
~~RULES OF ORDER~~

~~The Board prescribes rules for its meetings as follows:~~

~~A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.~~

~~B. Each action item shall require a motion, and all motions shall require seconding.~~

~~C. The President may make or second motions, and may vote on all motions.~~

~~D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.~~

~~E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.~~

~~F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-341~~

~~CROSS REF.:~~

~~BED - Meeting Procedures/Bylaws~~

~~BEDA - Notification of Board Meetings~~

~~BEDB - Agenda~~

~~BEDBA - Agenda Preparation and Dissemination~~

~~BEDC - Quorum~~

~~BEDF - Voting Method~~

~~BEDG - Minutes~~

~~BEDH - Public Participation at Board Meetings~~

~~BGF - Suspension/Repeal of Policy~~

~~BEDF~~ ©  
**VOTING METHOD**

~~Votes on all motions and resolutions shall be by *ayes, nays or abstentions*.~~

~~At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.~~

~~All motions shall be carried by a majority of the members who vote, or as otherwise required by law.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~38-431~~

~~A.G.O.~~

~~178-237~~

~~CROSS-REF.:~~

~~BEDC – Quorum~~

~~BEDD – Rules of Order~~

~~BEDG – Minutes~~

## **BEDG-~~©~~** **MINUTES**

~~Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.~~

~~Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.~~

~~The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.~~

~~The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.~~

~~Adopted: date of Manual adoption~~

### **LEGAL REF.:**

~~A.R.S.~~

~~15-843~~

~~38-421~~

~~38-431.01~~

~~38-431.03~~

~~39-101~~

~~39-121~~

~~39-122~~

~~A.G.O.~~

~~180-198~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings~~

~~ASLAPR General Retention Schedule for School Districts and Charter Schools~~

### **CROSS REF.:**

~~BED - Meeting Procedures/Bylaws~~

~~BEDF - Voting Method~~

BEDG-R-©

## REGULATION

### MINUTES

#### **(Minutes of Open Session Governing Board Meetings, Board Subcommittees and Advisory Committees)**

For meetings other than executive sessions, minutes are to contain at *least* the following information:

A. ~~Date, time, and place of meeting.~~

B. ~~Members of the Governing Board recorded as either present or absent.~~

C. ~~General description of the matter considered.~~

D. ~~A record of how each member voted.~~

E. ~~An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.~~

F. ~~Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.~~

~~A *meeting*, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [38-431]~~

~~It is therefore necessary to remember that:~~

A. ~~the coming together of a quorum of Governing Board members:~~

1. ~~in person or by technological devices such as speakerphone, Internet, or other device;~~

2. ~~including study sessions, work sessions, and retreats;~~

3. ~~regardless of whether or not any voting is scheduled to occur;~~

B. ~~or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board;~~

1. ~~is a "meeting" and, therefore,~~



~~2. minutes must be taken and processed as required by statute and specified above.~~

**BEDH ©**  
**PUBLIC PARTICIPATION ~~AT~~ AND NEWS**  
**MEDIA SERVICES AT BOARD MEETINGS**

### **General Public**

All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

A. Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.

B. The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.

C. If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.

D. Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Upon conclusion of the open call to the public, individual members of the Board may respond to any criticism made by an individual who has addressed the Board.

E. Presentations for unsolicited services will not be permitted. Companies or businesses offering services of possible interest to the District should send information to the District Office for distribution to appropriate School District officials.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

### **News Media Services**

Local news media representatives shall be welcome to attend all regular or special meetings of the Board except for executive sessions. If representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431.01](#)

CROSS REF.:

~~[BDB](#) - Board Officers~~

[BHC](#) - Board Communications with Staff Members

~~[BHD](#) - Board Communications with the Public~~

[KEB](#) - Public Concerns/Complaints about Personnel

**BEDH-E**

**EXHIBIT**

**PUBLIC PARTICIPATION ~~AT~~ AND NEWS  
MEDIA SERVICES AT BOARD MEETINGS**

**REQUEST TO ADDRESS BOARD**

**Marana Unified School District  
11279 W. Grier Road  
Marana, AZ 85653  
(520) 682-3243**

Members of the public may speak during the "Remarks from the Public" portion of the agenda or on any specific agenda item when that item comes up for consideration by the Governing Board. Any person desiring to speak shall complete the bottom portion of this form.

The Governing Board President shall be responsible for recognizing speakers and for maintaining proper order by the setting of such limits as may be appropriate.

Individuals are encouraged to be brief, with a maximum time limit of three (3) minutes. Individuals attending the meeting and/or speaking before the Governing Board shall observe rules of propriety, decorum and good conduct, and refrain from impertinent and slanderous remarks.

The Board will not respond to comments or presentations made during "Remarks from the Public," but may refer matters to District personnel for study or recommendations.

**Please complete all of the following information before submitting this form, prior to the start of the meeting, to the Secretary of the Governing Board.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (zip code)

Phone \_\_\_\_\_ District No. 6 Resident? \_\_\_\_ Yes \_\_\_\_ No

Topic or Agenda Item \_\_\_\_\_

\_\_\_\_\_

**CONTENTS OF THIS FORM ARE PUBLIC INFORMATION.**

~~BEDL©~~  
~~NEWS MEDIA SERVICES AT~~  
~~BOARD MEETINGS~~

~~Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431.01~~

~~38-431.03~~

**BGB ©**  
**POLICY ADOPTION, REVISION**

**AND REPEAL**

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board.

**Adoption**

The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

Single meeting of the Board - the proposal shall be presented for review, discussion, and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

**Revision**

In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.

The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.

**Repeal/Suspension**

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated above to reinstate a suspended policy.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-321

CROSS REF.:

BGE - Policy Manual

**BGB-R ©**

**REGULATION**

**POLICY ADOPTION, REVISION  
AND REPEAL**

The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.

The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:

- A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.
- B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.
- C. The designated staff member(s) may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.
- D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.
- E. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.
- F. ASBA Policy Services will electronically publish the final adopted copy of the policy.



~~BGC ©~~  
~~POLICY REVISION AND REVIEW~~

~~In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.~~

~~The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.~~

~~Adopted: date of Manual adoption~~

~~CROSS REF.:~~

~~BGE - Policy Communication/Feedback~~

~~BGC-R-©~~

## ~~REGULATION~~

### ~~POLICY REVISION AND REVIEW~~

~~The District is a subscriber to the Policy Services Program of the Arizona School Boards Association (ASBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.~~

~~The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the ASBA Policy Services Program and all newly proposed policies:~~

~~A. A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.~~

~~B. Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.~~

~~C. The designated staff members may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.~~

~~D. If changes or new policies are recommended, the Superintendent may send a copy of the update to ASBA Policy Services for review or contact ASBA Policy Services to discuss the proposed changes.~~

~~E. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.~~

~~F. Following the first review, if any proposals are made for further changes, such changes may be sent to ASBA Policy Services for review or discussion.~~

~~G. If no changes are proposed, or after any such proposed changes have been reviewed by ASBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.~~

~~H. Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to ASBA Policy Services.~~

~~I. ASBA Policy Services will electronically publish the final adopted copy of the policy.~~

**BGD ©**  
**BOARD REVIEW OF REGULATIONS**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system.

The Board reserves the right to review all administrative regulations .~~The Superintendent shall provide a copy of each District regulation to each Board member~~ prior to distribution publication.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

**BGE ©**  
**POLICY ~~COMMUNICATION / FEEDBACK~~ MANUAL**

The Superintendent shall develop procedures to ensure that constituents, employees and Board members have access to a current policy manual that contains the policies and administrative regulations of the District. ~~A link to the online policy manual will be made available to all persons listed above.~~

The manual is intended both as a tool for District management and as a source of information to constituents, staff members, and others about how the District operates. To that end, the policy manual will be available for online access. In addition, a hard copy manual shall be available at such places as the Superintendent may determine for use by those persons who do not have access to the manual online. Printed copies of the policy manual shall remain the property of the District and shall be subject to recall at any time.

Any administrative regulation shall be so designated and included in the manual immediately following the policy with which it is associated.

The Board's policy manual shall be considered a public record and shall be open for inspection by accessing the online link on the District's website, or if needing a hard copy, during regular business hours at the District administration office and at places designated by the Superintendent.

The online master copy of the manual will be securely maintained by the Superintendent and archived as required by Records Management Standards adopted by the Arizona State Library, Archives and Public Records (ASLAPR). It is this online copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:  
A.R.S.  
[15-341](#)

**BGE-R ©**

**REGULATION**

**POLICY ~~COMMUNICATION / FEEDBACK~~ MANUAL**

The District's Policy Manual is available to the public online at <https://policy.azsba.org/asba/browse/asbaall/welcome/root>. The online policy manual shall be maintained by the Superintendent, and supersedes any discrepancies in language that exist in hard copies of the policy manual.

All changes to the policy manual will be communicated by the Superintendent to staff and Governing Board members, and will be archived as required by the Arizona State Library, Archives and Public Records (ASLAPR).

LEGAL REF.:

Uniform System of Financial Records

**BGF ©**  
**~~SUSPENSION / REPEAL OF POLICY~~**

~~The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:  
A.R.S.  
15-321~~

**BHC ©**  
**BOARD COMMUNICATIONS~~WITH STAFF MEMBERS~~**

**Staff Members**

Official communication between the Board and employees will occur as follows:

A. An employee will first communicate on school ~~or~~ employment-related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.

B. Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in ~~Policies~~ Policy BEDH and BHD as noted below.

C. Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

**General Public**

Official communication between the Board and the community is subject to the following:

A. Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.

B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.

C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

[38-431.01](#)

[38-431.02](#)

CROSS REF.:

[BEDH](#) - Public Participation at Board Meetings and News  
Media Services at Board Meetings

~~BHD-6~~  
**BOARD COMMUNICATIONS**  
**WITH THE PUBLIC**

~~Official communication between the Board and the community is subject to the following:~~

~~A. Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.~~

~~B. A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.~~

~~C. Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.~~

~~Adopted: date of Manual adoption~~

~~CROSS REF.:~~

~~BEDH - Public Participation at Board Meetings~~



**BIA ©**  
**NEW BOARD MEMBER**  
**ORIENTATION ~~HANDBOOK~~ AND RESOURCES**

## **Orientation**

A member-elect - or any person designated for appointment as a member-elect - of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

The ~~member-elect is to be provided access to appropriate publications and aids, including the Board 's Policy Manual and Administrative Regulations and publications of the state and national school boards associations. The Board~~ President and members of the administrative staff will also confer with the member-elect as necessary on special problems or concerns.

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

## **Resources**

The member-elect is to be provided with access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school boards associations.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[38-431.01](#)

~~BIB-©~~  
**BOARD MEMBER DEVELOPMENT  
OPPORTUNITIES**

~~Governing Board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be available to every Board member.~~

~~No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.~~

~~*Blame or judgment on the basis of race, ethnicity or sex* is defined in the statute by seven (7) concepts.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~41-1494~~

~~BIB-R ©~~

~~REGULATION~~

~~BOARD MEMBER DEVELOPMENT  
OPPORTUNITIES~~

~~"Blame or judgment on the basis of race, ethnicity or sex" is defined in statute by the following concepts:~~

- ~~1. One race, ethnic group or sex is inherently morally or intellectually superior to another race, ethnic group or sex.~~
- ~~2. An individual, by virtue of the individual's race, ethnicity or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously.~~
- ~~3. An individual should be invidiously discriminated against or receive adverse treatment solely or partly because of the individual's race, ethnicity or sex.~~
- ~~4. An individual's moral character is determined by the individual's race, ethnicity or sex.~~
- ~~5. An individual, by virtue of the individual's race, ethnicity or sex, bears responsibility for actions committed by other members of the same race, ethnic group or sex.~~
- ~~6. An individual should feel discomfort, guilt, anguish or any other form of psychological distress because of the individual's race, ethnicity or sex.~~
- ~~7. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race, ethnic group or sex to oppress members of another race, ethnic group or sex.~~

**BIBA ©**  
**BOARD MEMBER ~~CONFERENCES,~~**

**DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, ~~AND~~**  
**AND WORKSHOPS**

**Conferences, Conventions, and**

**Workshops**

In keeping with the need for continuing ~~in-service training and~~ professional development for its members, the Board encourages the participation of all members at appropriate Board conferences, ~~workshops-conventions,~~ and ~~conventions~~ workshops. However, in order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

A. The Board will periodically decide which ~~meetings~~ educational opportunities appear to be most promising in terms of producing direct and indirect benefits to the District.

B. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting. With the prior approval of the Board, Board members may participate in meetings other than those authorized in the budget.

C. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and material acquired at the meeting.

**Disallowed Trainings, Orientations**

**or Therapy**

No public monies can be used for training, orientation or therapy that presents any form of blame or judgment on the basis of race, ethnicity or sex. This does not include any training on sexual harassment.

*Blame or judgment on the basis of race, ethnicity or sex is defined in A.R.S. § [41-1494](#).*

**Professional Literature**

Any professional journals and books in the school libraries shall be available to every Board member.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[41-1494](#)

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement

**BIBA-R ©**

**REGULATION**

**BOARD MEMBER DEVELOPMENT  
OPPORTUNITIES: CONFERENCES, CONVENTIONS,  
AND WORKSHOPS**

"Blame or judgment on the basis of race, ethnicity or sex" is defined in statute by the following concepts:

1. One race, ethnic group or sex is inherently morally or intellectually superior to another race, ethnic group or sex.
2. An individual, by virtue of the individual's race, ethnicity or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously.
3. An individual should be invidiously discriminated against or receive adverse treatment solely or partly because of the individual's race, ethnicity or sex.
4. An individual's moral character is determined by the individual's race, ethnicity or sex.
5. An individual, by virtue of the individual's race, ethnicity or sex, bears responsibility for actions committed by other members of the same race, ethnic group or sex.
6. An individual should feel discomfort, guilt, anguish or any other form of psychological distress because of the individual's race, ethnicity or sex.
7. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race, ethnic group or sex to oppress members of another race, ethnic group or sex.

**BIE ©**  
**BOARD MEMBER**  
**INSURANCE / LIABILITY**

**General**

~~Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. However,~~ The Governing Board may procure insurance or may establish a self-insurance program for the management and administration of a system for direct payment of benefits, losses, or claims, or any combination of insurance and direct payments, including risk-management consultation, to provide payment of any property loss sustained or lawful claim of liability or fortuitous loss made against the District or its employees or officers, if the employees or officers are acting in the scope of their employment or authority.

The District shall secure general liability, property damage, and workers' compensation insurance coverage, and shall secure performance and payments bonds for all construction projects.

**Participation in Group Insurance  
Plans of the District**

Governing Board members and their dependents are eligible to participate in health, accident, life, or disability insurance plans made available to employees of the District if the Board members pay the full premiums associated with such coverage and participation of the members and their dependents does not result in an expenditure of District monies.

Former Board members, ~~their spouses,~~ dependents, and surviving spouses or dependents of Board members or former Board members may continue to participate in the health, accident, life, or disability insurance benefits provided to employees of the District if the following conditions are met:

A. Former Board members must have served at least four (4) consecutive years on the Board, must have been covered under the insurance plan while serving as Board members, and must pay the full premiums for the insurance coverage. Such participation must not result in an expenditure of District monies.

B. The ~~surviving~~ spouse and/or dependents of a Board member or former Board member may continue participation in the insurance plan if they pay the full premium for the insurance coverage and their participation does not result in any expenditure of District monies.

C. For a surviving spouse ~~and/or~~ dependents of a Board member or former Board member to be eligible for continued coverage, the deceased Board member or former Board member must have served four (4) consecutive years and have been covered under the insurance plan while serving on the Board.

D. The surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while in office will be eligible for continued coverage.

### **Personal Liability**

Pursuant to statute, Governing Board members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-382](#)

[15-387](#)

A.G.O.

I90-038



**BJ ©**  
**SCHOOL BOARD LEGISLATIVE PROGRAM**

The Board may participate in ~~legislative programs through~~ conferences ~~with~~ at the state ~~and~~  
~~national school boards associations~~ or national level that enhance its understanding of legislative  
programs.

The Board authorizes the Superintendent to actively participate in the development of legislation  
that has a positive effect on educational programs of the District.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

**BK ©**  
**SCHOOL BOARD MEMBERSHIPS**  
**AND ARIZONA SCHOOL BOARDS**  
**ASSOCIATION DELEGATES**

**Memberships**

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

The District shall not spend monies for memberships in an association that attempts to influence the outcome of an election, as determined by state and federal law.

**ASBA Delegates**

To be officially represented in the Arizona School Boards Association (ASBA) delegate assembly, each Board will designate one (1) Board Member and one (1) alternate as representatives for ASBA's legislative advocacy efforts.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-511](#)

~~BKA ©~~  
~~LIAISON WITH SCHOOL~~  
~~BOARDS ASSOCIATIONS~~

~~In addition to informational liaison between itself and the various school boards associations, the Board may be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

**Marana Unified School District**  
***Section C Revision Summary***

The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised.

**Policy CA — Administration Goals / Priority Objectives**

Minor revisions were made to policy language for clarity, and A.R.S. 15-341 was added as a Legal Reference as the statute pertains to Board policies and curricula noted in Policy CA.

**Policy CB — Superintendent**

Policy CB was updated to align with statutory language (*may* versus *shall*). [A.R.S. 15-503]

**Policy CBA — Qualifications and Duties of the Superintendent**

Subheadings were added and language in Policy CBA was reorganized for clarity (e.g., the statutory fingerprint card was moved to the second paragraph under the subheading, *Qualifications*, and the delegation portion in the second paragraph was moved under the subheading, *Duties*); additional minor edits were included for clarity.

**Policy CBCA — Delegated Authority**

**Regulation CBCA-R - Delegated Authority (*NEW*)**

Information from Policy CCB was moved to Policy CBCA under “H.” and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. In addition, E. - G. were added as additional areas of delegated authority, and Legal References A.R.S. 15-806 and 15-341 were added (school closures portions). Also, newly created Regulation CBCA-R contains language formerly in Regulation CCB-R; therefore, Regulation CCB-R was removed from the model manual (no change was made to original regulation language).

**Policy CBI — Evaluation of Superintendent**

Subheadings were added and language in Policy CBI was reorganized for clarity (e.g., information regarding executive session was moved to the first paragraph under the subheading, *Executive Session*, and the sentence regarding the Superintendent’s personnel file was moved to the final sentence under the subheading, *Evaluation Process*). In addition, information regarding the exception to the contract offer date due to an override election per A.R.S. 15-503, and the contract acceptance timeframe were added.

**Policy CCB — Line and Staff Relations (*DELETED*)**

**Regulation CCB-R — Line and Staff Relations (*DELETED*)**

Language in Policy CCB was moved to Policy CBCA under “H.” and the final sentence of the policy; therefore, Policy CCB was removed from the model manual. Language in Regulation CCB-R was moved to newly created Regulation CBCA-R; therefore, CCB-R was removed from the model manual. No change was made to the original regulation language (title change only).

**Policy CFD — School - Based Management**

**Regulation CFD-R — School - Based Management**

**Exhibit CFD-E — Board Member Oath of Office (*DELETED*)**

**Policy CFD — School - Based Management (*DELETED*) (<600 students)**

The statutory requirement for school councils was added to the first sentence [A.R.S. 15-351], as well as the exception for small Districts [A.R.S. 15-352]. Due to the addition of the Small District Exception in the general Policy CFD, the second Policy CFD specifically for Small Districts was removed from the model manual, as well as its accompanying Exhibit CFD-E. Subheadings were also added, and language was removed for clarity in both the general Policy CFD and its accompanying Regulation CFD-R.

**Policy CHD — Administration in the Absence of Policy**

The legal reference was removed from Policy CHD as the statute does not specifically reference policy language.

**Policy CK — Administrative Consultants**

The phrase “curricula, physical plant and other requirements of the District” was added to Policy CK to align with language in A.R.S. 15-343.

**Policy CM — School District Annual Report**

An introductory sentence, subheadings, and information regarding the Financial Annual Report were added to Policy CM for clarity. In addition, the section regarding Guaranteed Energy Cost Savings was removed as a District may include the required information in their Annual Report by utilizing the report provided by the qualified provider.

CA ©  
**ADMINISTRATION GOALS /  
PRIORITY OBJECTIVES**

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- A. ~~the processes of decision~~ **Decision**-making and communication;
- B. ~~planning~~ **Planning**, organizing, implementing, and evaluating educational programs;
- C. ~~the demonstration of~~ **Providing** educational leadership;
- D. ~~the development and maintenance of~~ **Developing and maintaining** close working relationships and channels of communication within the District and the community;
- E. ~~the minimization of misunderstandings; and~~
- F. ~~the development of cooperation toward attaining the~~ **Supporting** educational goals adopted by the Board.

Adopted: ~~date of Manual adoption~~**<-- z2AdoptionDate -->**

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

**CB ©  
SUPERINTENDENT**

The Board ~~shall~~may employ a Superintendent, who ~~shall~~will enforce the statutes and rules of the state of Arizona and the federal government, and the policies of the Governing Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Arizona Administrative Code and the policies of the Governing Board. These regulations are binding on the employees of this District and students in the schools.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-503](#)

**CBA ©  
QUALIFICATIONS AND DUTIES  
OF THE SUPERINTENDENT**

~~(Performance Responsibilities)~~

**Qualifications**

The Superintendent shall have appropriate qualifications as determined by the Governing Board by action taken at a public meeting. -

The Superintendent shall ~~supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.~~ have a valid fingerprint card issued pursuant to [A.R.S. 41-1758.03](#).

**Duties**

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

[The Superintendent, as chief administrative officer of the District, shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.](#)

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the District, including [but not limited to](#) those listed below.

***Education:***

A. Administers the development, coordination, maintenance, and evaluation of ~~the educational program, including the special education program~~ [all educational programs](#).

B. Supervises methods of teaching, supervision, and administration in effect in the schools.

C. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.



D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

***Management:***

A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and ~~submits~~ submission of it to the Board for review and approval.

C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.

D. Maintains ~~or has maintained~~ adequate records for the schools, including, but not limited to:

1. financial accounts,
2. business and property records,
3. personnel,
4. school population,
5. student records including verifiable documentation of each student's residency in this state in accordance with guidelines and forms adopted by the Arizona Department of Education, and
6. scholastic records.

E. Provides suitable instructions and regulations to govern the maintenance of District properties.

F. Provides suitable instructions and regulations to govern the safety and transportation of students.

G. Assumes responsibility for the use of buildings and grounds.

H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

I. Oversees the processing and submission of required reports.

J. Interprets the budget and finances to the community.

K. Remains current on new legislation and implements laws to the best advantage of the District.

***Governing Board:***

A. Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

B. Takes prompt action to implement all directives of the Board.

C. Advises the Board on the need for new and/or revised policies.

D. Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

E. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

F. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

G. Develops and implements rules and regulations in keeping with Board policy.

H. Acts as chief public relations agent for the District.

I. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

***Personnel:***

A. Recommends to the Board the appointment or dismissal of all employees of the District.

B. Ensures that all employees are evaluated in accordance with the schedule established by the Board.

C. Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

D. Recommends all promotions, demotions, and salary changes to the Board.

E. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

~~The Superintendent shall have a valid fingerprint card issued pursuant to A.R.S. 41-1758.03.~~

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-503](#)

[15-802](#)

[38-201](#)

[41-1758](#)

A.A.C.

[R7-2-603](#)

CROSS REF.:

[CBI](#) - Evaluation of Superintendent

**CBCA ©  
DELEGATED AUTHORITY**

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts [without the need for prior Board approval](#):

A. To give notice to teachers, pursuant to A.R.S. [15-536](#), of the Board's intention not to offer a teaching contract.

B. To give notice to teachers, pursuant to A.R.S. [15-538.01](#), of the Board's intention not to offer a teaching contract and to dismiss the teacher.

C. To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. [15-503](#), of the Board's intention not to offer a new contract.

D. To issue to teachers, pursuant to A.R.S. [15-536](#), [15-538](#), and [15-539](#), written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ten (10) school days.

E. [To assign any employee to any position in the District for which the employee is qualified. Any reduction or increase in an employee's salary must have Governing Board approval.](#)

F. [To procure goods, services or construction in an amount not to exceed one hundred thousand dollars \(\\$100,000\). All procurement shall comply with the State Board of Education procurement code \(School Procurement Code and the Uniform System of Financial Accounting\).](#)

G. [To close any or all schools, buildings, or other facilities as permitted by law.](#)

H. [To delegate to others any of the powers and duties specifically assigned to the Superintendent, unless otherwise specifically limited by statute or Board action. The Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.](#)

[Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.](#)

Adopted: ~~date of Manual adoption~~[<-- z2AdoptionDate -->](#)

LEGAL REF.:

A.R.S.

[15-503](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-539](#)

[15-341](#)

[15-806](#)

[A.A.C.](#)

[R7-2-1007](#)

**CBCA-R ©**

**REGULATION**

**DELEGATED AUTHORITY**

**(School Administration)**

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties may include, but are not limited to, the following:

- A. A principal is responsible for the operation of the educational program of the school.
- B. A principal is responsible for the supervision and evaluation of the building staff members.
- C. A principal will maintain discipline on the part of personnel and students.
- D. A principal will care for and protect the building, the equipment, the grounds, and other school property.
- E. A principal will maintain school records and prepare reports.
- F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

**CBI ©**  
**EVALUATION OF SUPERINTENDENT**

**Executive Session**

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

**Evaluation Process**

The Governing Board shall evaluate the Superintendent at least once each year.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the evaluation instrument not later than November 10.

The Board President shall schedule a meeting not later than December 18, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

**Contract Modifications**

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless, on or before April 15, the Board gives notice to the Superintendent of the Board's intention **not** to ~~not~~ offer a new administrative contract; this contract may or may not be for the position of Superintendent.

~~The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.~~

Acceptance of this contract must be in writing within thirty (30) days or the offer is revoked.

***Exception: Override Election***

If the Governing Board calls for an override election per A.R.S. [15-481](#), it shall offer a contract to certificated administrators on or before June 15 unless timely notice is given, per A.R.S. [15-503\(D\)](#), of the Governing Board's intent not to offer a new contract.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-503](#)

CROSS REF.:

[CBA](#) - Qualifications and Duties of the Superintendent



**CCB ©**  
**LINE AND STAFF RELATIONS**

~~Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.~~

~~Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.~~

~~Adopted: date of Manual adoption~~

*Remove per PA 868 - April 2025 (Added to CBCA).*

CCB-R ©

REGULATION

LINE AND STAFF RELATIONS

**(School Administration)**

~~The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.~~

~~A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:~~

~~A. A principal is responsible for the operation of the educational program of the school.~~

~~B. A principal is responsible for the supervision and evaluation of the building staff members.~~

~~C. A principal will maintain discipline on the part of personnel and students.~~

~~D. A principal will care for and protect the building, the equipment, the grounds, and other school property.~~

~~E. A principal will maintain school records and prepare reports.~~

~~F. A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.~~

~~G. A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.~~

~~H. A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.~~

*Remove per PA 868 - April 2025 (Added to CBCA).*

CFD ©  
SCHOOL - BASED MANAGEMENT  
(School Councils)

### Establishment

A school council shall be established at each school. The Governing Board may delegate to a school council the responsibility to ~~develop~~ provide input for a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

~~The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.~~

*Exception for Small Districts.* If a District has only one (1) school or fewer than six hundred (600) students, it is not required under Arizona statutes to have a program of school-based management as outlined in Arizona statutes, and the Governing Board elects not to have such a program.

### Purpose

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

~~A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.~~

~~Curricular and instructional strategies/designs that result from such shared decision making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.~~

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

### Membership

The school council at each school shall take into consideration the ethnic composition of the local community and ~~initially~~ shall be composed of:

A. Parents or guardians of students enrolled in the school who are not employed by the District in the school of proposed membership.

B. Teachers.

C. Noncertificated employees.

D. Community members ~~if the school is a high school or two (2) community members if the school is not a high school.~~

E. Students if the school is a high school.

F. The principal of the school.

### Selection

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. 15-351. The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined.-

There must be an equal number of teachers and parents of pupils enrolled in the school on the council, and they shall constitute a majority of the council members.-

The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: ~~April 11, 2024~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-351](#)

[15-352](#)

[43-1089.01](#)

A.G.O.

I99-018

CROSS REF.:

BDD - Board-Superintendent Relationship

~~CCB - Line and Staff Relations~~ [CBCA](#) - Delegated Authority

## CFD-R ©

### REGULATION

#### SCHOOL - BASED MANAGEMENT

##### (School Councils)

~~The District endorses shared decision making contingent upon a school council fulfilling the following elements:~~

~~A. Curricular and instructional implementation strategies/designs must fulfill the mission statement and adopted beliefs of the District.~~

~~B. The school council should carefully follow the processes, including brainstorming, consensus building, and pyramiding. This is "vision" creation, as opposed to a problem-solving process.~~

~~C. The school council must fully analyze and explore current resources and assess options for reaching their vision of excellence.~~

~~D. The school council, with approval by the principal, will, at scheduled intervals, monitor and evaluate implementation based on a written evaluation plan. The evaluation plan must include some demonstrably valid, quantifiable measures of progress.~~

##### **Role and Responsibility of the School Council**

###### ***The council:***

- A. Is advisory to the school administrative staff.
- B. Is a representative group that solicits input from parents, community, and staff members.
- C. Reviews literature and data.
- D. Makes recommendations for school improvement.
- E. Monitors implementation structure for new instructional designs.
- F. ~~Provides local leadership and representation in the school decision-making structure.~~  
Promotes a shared decision-making model that involves all constituencies in fulfilling the mission and goals of the District.
- G. Provides local leadership and representation in the school decision-making structure.

~~There may be a tendency for a school council to lose its understanding of extended ownership to groups affected by its decisions, and, in effect, become a new local bureaucracy. To avoid this result, employees must be aware and remind one another that the movement to shared decision making at the school level is not for the purpose of creating new, smaller bureaucracies to replace a larger bureaucracy, but, rather, a movement to involve~~

### **~~Proposal Outline~~**

~~Shared decision-making proposals are for the purpose of creating new and effective curricular and instructional strategies/designs and increasing student learning. All proposals shall be submitted to the principal and shall, as nearly as possible, follow the outline identified below.~~

#### **~~Shared decision-making - curricular and/or instructional strategy/design plan process - proposal requirements:~~**

~~A. Documentation that the new curricular and instructional design was developed in conjunction with parents, students, teachers, and support personnel.~~

~~B. Documentation of parent, student, teacher, and support staff support of the program.~~

~~C. Proposal development:~~

~~1. Needs assessment.~~

~~2. Goals.~~

~~3. Measurable performance objectives.~~

~~4. Proposal implementation (activities):~~

~~a. Staffing.~~

~~b. Materials, supplies, equipment.~~

~~c. Facilities.~~

~~d. Staff training.~~

~~e. Support services.~~

~~5. Time line (calendar of events).~~

~~6. Evaluation design.~~

~~7. Budget.~~

~~D. Statement(s) of assurances that the proposal is:~~

~~1. To increase the efficiency and effectiveness of the school.~~

~~2. To increase academic achievement for "all" students.~~

~~E. Provision of a dissemination plan.~~

~~F. Provision of a monitoring plan.~~

### **~~Conflict Resolution~~**

~~If a school council's curricular and/or instructional strategy/design plan conflicts with an existing Board-approved program or policy, the following steps can be taken:~~

~~A. The school council shall attempt to design an alternative plan that arrives at the same intended outcomes without violation or conflict with the Board-approved program or policy.~~

~~B. If this cannot be accomplished, the school council may request a waiver for a strategy/design plan that conflicts with existing Board-approved programs or policies.~~

~~C. If a plan requires waivers, it must be approved by the principal and brought to the Superintendent for approval and possible submission to the Board.~~

~~D. Waivers may be granted for temporary and specific periods of time and will be evaluated in light of the plan's ability to better implement the mission statement and adopted beliefs of the District.~~

~~Requests for~~

### **Additional Authority**

Additional responsibilities and authority may be delegated to a school council if deemed necessary by the Board. ~~The school council may request additional authority to accomplish delegated responsibilities by submitting a written proposal to the Superintendent, which must contain the elements identified below.~~

~~A. The principal's statement of support.~~

~~B. Motion of the council to request additional authority and vote count.~~

~~C. Specific authority requested and reason for request, analyzing how the request will improve the program for all children.~~

~~D. Possible impact of additional authority on personnel use and cost of programs to be improved.~~

~~E. Suggested date of termination of authority unless reapproved by the Governing Board.~~



**CFD-E ©**

**EXHIBIT**

**SCHOOL - BASED MANAGEMENT**

**SCHOOL COUNCILS**

~~Research has identified characteristics of effective schools. Such research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:~~

~~A. Consensus on explicit instructional goals and beliefs (mission statement).~~

~~B. District-level support for school improvement; Governing Board, administration, and staff commitment to current research and the District-adopted mission statement.~~

~~C. Ongoing staff development and training.~~

~~D. High level of parental involvement and support.~~

~~E. Individual school autonomy and flexibility in the development of new curricular and instructional designs.~~

~~F. Collaborative, collegial instructional planning.~~

~~G. A focus on basic skills acquisition.~~

~~H. An emphasis upon higher-order cognitive skills.~~

~~I. Teacher responsibility for effective instructional and classroom management decisions and practices.~~

~~J. Teacher/parent accountability and acceptance of responsibility for student performances.~~

~~K. A safe, orderly, and disciplined school climate.~~

~~L. Strong instructional leadership.~~

~~M. Frequent monitoring of student progress.~~

~~N. Measurable student performance outcomes.~~

*Remove per PA 870 - April 2025*

**CHD ©**  
**ADMINISTRATION IN THE**  
**ABSENCE OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

**CK ©  
ADMINISTRATIVE CONSULTANTS**

Professional consultants from the Arizona School Boards Association, the Arizona Department of Education, universities, and colleges, as well as other resource persons, may be used when such services will be helpful in the improvement of the ~~instructional program.~~ [curricula](#), [physical plant and other requirements of the District](#). All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: ~~date of Manual adoption~~[<-- z2AdoptionDate -->](#)

LEGAL REF.:  
A.R.S.  
[15-343](#)

CM ©  
SCHOOL DISTRICT ANNUAL REPORT

Districts are responsible for filing several annual reports including but not limited to the ones listed below.

**Academic Annual Report**

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent. The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. [15-241](#) during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of C, D, or F during the same three (3) years the District may receive exemptions from statutes and rules prescribed in statute. Should the District believe it qualifies for an exemption the District may submit a request for exemption to the Arizona State Board of Education. The State Board of Education shall review and may approve the exemption submitted by the District. The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. [15-215](#).

~~**Guaranteed Energy Cost Saving**~~

~~**Contract Annual Reports**~~

~~The District shall report to the School Facilities Board annually, not later than October 15, actual energy and cost savings pursuant to a guaranteed energy cost savings contract.~~

~~The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:~~

~~A. The name of the project~~

~~B. The qualified provider~~

~~C. The total cost of the project~~

~~D. The expected energy and cost savings~~

~~The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.~~

~~Adopted: date of Manual adoption~~

## Financial Annual Report

The Governing Board shall publish an annual financial report for the prior fiscal year by November 15 of each year, using the format prescribed by the Auditor General per A.R.S. [15-904](#). This financial report shall be prepared and distributed by the District by October 15, including to the Country School Superintendent. On or before October 15 the Governing Board shall submit the annual financial report for the previous fiscal year to the Arizona Department of Education (ADE).

Adopted: <-- z2AdoptionDate -->

### LEGAL REF.:

A.R.S.

[15-213.01](#)

[15-215](#)

[15-341](#)

[15-904](#)

### CROSS REF.:

[DBF](#) - Budget Hearings and Reviews/Adoption Process

[DIC](#) - Financial Reports and Statements

**Marana Unified School District**  
***Section D Revision Summary***

Section D revisions are due to a reorganization that aligns similar policy content and maintains comprehensive information for effective Board governance and District operations. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised.

**Policy DA — Fiscal Management Goals / Priority Objectives**

Minor edits were made to the policy language to reflect current best practices; the title was also updated to *Fiscal Management Goals* (removing *Priority Objectives*) as the list included in Policy DA reflects broad outcomes/aspirations.

**Policy DB — Annual Budget *NEW***

**Regulation DB-R — Annual Budget: Schedule Preparation/Planning, Format, and Posting/Submission *NEW***

Language in Policies DBC and DICA was moved to Policy DB; therefore, Policies DBC and DICA were removed from the model manual. Headings were also added for clarity, and the title was updated to *Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission* to align with policy content. In addition, information regarding desegregation funding was included per

A.R.S. 15-910, and submission information was included per A.R.S. 15-905. The list under the heading *Format* was updated to align with requirements in A.R.S. 15-903, and Legal References were also updated. Newly created Regulation DB-R contains content from Regulation DBC-R; therefore, DBC-R was removed from the model manual. Headings were added for clarity, and language was revised to include additional guidance from the USFR and statute.

**Policy DBC — Budget Planning, Preparation, and Schedules *DELETED***

**Regulation DBC-R — Budget Planning, Preparation, and Schedules *DELETED***

Language in Policy DBC was moved to Policy DB under the heading *Schedule*; therefore, Policy DBC was removed from the model manual. Regulation DBC-R was recodified as Regulation DB-R; therefore, Regulation DBC-R was removed from the model manual.

**Policy DBF — Budget Hearings and Reviews / Adoption Process**

The first paragraph in Policy DBI was moved to Policy DBF under the heading *Implementation*; therefore, Policy DBI was removed from the model manual. Headings were also added for clarity, and the title was updated to *Budget Process, Adoption and Implementation* to align with policy content.

**Policy DBI — Budget Implementation *DELETED***

Language in Policy DBI was moved to Policy DBF under the heading *Implementation*; therefore, Policy DBI was removed from the model manual.

### **Policy DBJ — Budget Transfers**

Headings were added for clarity, and “Reconciliation and” was added to the policy title to align with content (current title – *Budget Reconciliation and Transfers*).

### **Policy DD — Funding Proposals, Grants, and Special Projects**

#### **Exhibit DD-E — Funding Proposals, Grants, and Special Projects**

Language in Policies DDA and DEC were moved to Policy DD; therefore, Policies DDA and DEC were removed from the model manual. Headings were also added for clarity, and the title to the policy and accompanying exhibit was updated to *Budget Funding Sources* to align with content. A.R.S. 15-991 was added to the Legal References as it pertains to Impact Aid.

### **Policy DDA — Funding Sources Outside the School System *DELETED***

Language in Policy DDA was moved to Policy DD under the heading *Funding Sources Outside the School System*; therefore, Policy DDA was removed from the model manual.

### **Policy DEC — Funding from Federal Tax Sources *DELETED***

Language in Policy DEC was moved to Policy DD under the heading *Funding From Federal Tax Sources (Impact Aid Program)*; therefore, Policy DEC was removed from the model manual.

### **Policy DFA — Revenues from Investments**

Language in Policies DFB, DFD, and DFF was moved to Policy DFA; therefore, Policies DFB, DFD, and DFF were removed from the model manual. Headings were also added for clarity, and the policy title was updated to *Revenues and Income* to align with policy content. In addition, compliancy language was expanded (e.g., permitted and prohibited fundraisers) under the heading *Student Activity Income* to assist Districts.

### **Policy DFB — Revenues from School – Owned Real Estate *DELETED***

Language in Policy DFB was moved to Policy DFA under the heading *School-Owned Real Estate*; therefore, Policy DFB was removed from the model manual. Information under *Student Activities Income* was updated and *Career and Technical Education* was added to provide additional guidance. Legal References were also updated.

### **Policy DFD — Gate Receipts and Admissions *DELETED***

Language in Policy DFD was moved to Policy DFA under the heading *Gate Receipts and Admissions*; therefore, Policy DFD was removed from the model manual.

### **Policy DFF — Income from School Sales and Services *DELETED***

Language in Policy DFF was moved to Policy DFA under the heading *School Sales and Services*; therefore, Policy DFF was removed from the model manual.

### **Policy DG — Banking Services**

Language in Policy DGA was moved to Policy DG; therefore, Policy DGA was removed from the model manual. Headings were also added for clarity, and the policy title was updated to *Banking Services and Authorized Signatures* to align with policy content.

**Policy DGA — Authorized Signatures *DELETED***

Language in Policy DGA was moved to Policy DG under the heading *Authorized Signatures*; therefore, Policy DGA was removed from the model manual.

**Policy DGD — Credit Cards**

Policy DGD included a minor reorganization (the *Definition* portion of the policy was relocated to the top of the document).

**Policy DI — Fiscal Accounting and Reporting**

Language in Policy DIA was moved to Policy DI; therefore, Policy DIA was removed from the model manual. Headings were also added for clarity.

**Policy DIA — Accounting System *DELETED***

Language in Policy DIA was moved to Policy DI under the heading *Accounting System*; therefore, Policy DIA was removed from the model manual.

**Policy DIB — Types of Funds / Revolving Funds**

Policy DIB includes a title change only: *Revolving and Auxiliary Funds*.

**Policy DIC — Financial Reports and Statements**

Headings were added for clarity.

**Policy DICA — Budget Format *DELETED***

Language in Policy DICA was moved to Policy DB under the heading *Format* and the first paragraph under the heading *Posting and Submission*; therefore, Policy DICA was removed from the model manual.

**Policy DID — Inventories Regulation DID-R — Inventories**

The Stewardship List in Policy DID was updated to align with language in the Uniform System of Financial Records, and information regarding Equipment Inventory and Supplies inventory lists were included for additional guidance. Headings were added to Regulation DID-R, and the following sentence was moved to the first paragraph: “The copy of the complete inventory shall be on file in the office of the business manager” for clarity.

**Policy DIE — Audits / Financial Monitoring****Regulation DIE-R — Audits / Financial Monitoring**

Headings were added to the Policy DIE and Regulation for DIE-R clarity. In addition, Section A was updated to \$700,000 and Section B was updated to \$750,000 to align with the USFR and Auditor General.

**Policy DJ — Purchasing**

To provide additional clarity, Policy DJ includes the following minor edits: headings were added, additional Legal References were provided, title was updated to *Purchasing Ethics*, subtitle was removed, and one sentence was revised under the heading *Definitions*.



## **Policy DJE — Bidding / Purchasing Procedures**

### **Regulation DJE-R — Bidding / Purchasing Procedures**

Information in Policy DJE and Regulation DJE-R was reorganized and headings were added for efficiency and clarity. In addition, “veteran-owned businesses” was added to Policy DJE to align with language in 2 C.F.R. 200.321, and *Purchases from District Employees* and *Purchases from District Board Members* were added under the heading *Purchasing* for additional guidance as provided per USFR. Regulation DJE- R includes updated A.A.C. references and additional guidance as provided per USFR.

## **Policy DJG — Vendor / Contractor Relations**

### **Regulation DJG-R — Vendor / Contractor Relations**

Language in Policy DJGA was moved to Policy DJG; therefore, Policy DJGA was removed from the model manual. In addition, the policy and regulation titles were updated to *Vendor/Contractor and Sales Calls Requirements* to align with content. In Regulation DJG-R, a heading was added, and the first sentence was removed for clarity.

## **Policy DJGA — Sales Calls and Demonstrations *DELETED***

### **Regulation DJGA-R — Sales Calls and Demonstrations *DELETED***

Language from Policy DJGA was moved to Policy DJG under the heading *Sales Calls and Demonstrations Requirements*; therefore, Policy DJGA was removed from the model manual. Regulation DJGA-R was removed from the model manual as this information is addressed in Policy DJG.

## **Policy DK — Payment Procedures**

### **Exhibit DK-EA — Payment Procedures**

Language in Policy DKA was moved to Policy DK; therefore, Policy DKA was removed from the model manual (minor edits were made to original language for clarity). Headings were also added, and the titles for the policy and exhibits were updated to *Payment and Payroll Procedures* to align with content.

## **Policy DKA — Payroll Procedures / Schedules *DELETED***

Language in Policy DKA was moved to Policy DK under the heading *Payment and Payroll Procedures*; therefore, Policy DKA was removed from the model manual.

## **Policy DN — School Properties Disposition**

Information pertaining to Competitive Sealed Bidding was removed from Policy DN as this information is provided in Policy DJE and its accompanying Regulation DJE- R.

DA ©  
**FISCAL MANAGEMENT GOALS ~~PRIORITY OBJECTIVES~~**

The Governing Board recognizes that money and its management ~~constitute the foundation of the entire school program.~~ have foundational effects on School District operations. To make that ~~support as~~ fiscal management as effective as possible, the Board intends to:

A. ~~Encourage short- and long-range planning through the best possible budgeting procedures~~ Ensure budget development aligns with the strategic direction/plan.

B Explore all practical and legal sources of ~~monetary income~~ revenue.

C Guide and monitor the expenditure of funds to achieve ~~the greatest educational returns~~ successful student outcomes.

D. Require maximum effectiveness, efficiency and transparency in accounting and reporting procedures.

E. Maintain, within budget limits, a level of per-student expenditure ~~needed to provide high-quality education~~ that provides for the needs of all students.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

**DB ©**  
**ANNUAL BUDGET: SCHEDULE, PREPARATION /**  
**PLANNING, FORMAT, AND**  
**POSTING / SUBMISSION**

**Schedule**

Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, at a minimum, provide specific dates for the accomplishment of all state-mandated actions.

**Preparation and Planning**

The Superintendent is directed to formulate the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the student's opportunity to gain an education.

The Superintendent shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budgets and documentation necessary for Board study, review, and action.

The Governing Board shall be informed if the proposed budget could require an increase in the primary property tax levy of the District over the preceding year's tax levy.

If the District receives desegregation funding, a desegregation budget shall be prepared and submitted using relevant forms from the Auditor General.

**Format**

The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.

The budget format as specified in A.R.S. 15-903 shall contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items B through E below:

A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.

B. The prominent display of the average salary of all teachers employed by the School District for the current year.

C. The prominent display of the average salary of all teachers employed by the School District for the previous year.

D. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.

E. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.

The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to provide a more comprehensive representation of the percentage of District dollars spent that directly impacted teaching and student learning.

### **Posting and Submission**

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

The District shall submit this annual expenditure budget to the Arizona Department of Education (ADE) and shall utilize the relevant forms and instructions from the Auditor General.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-821~~[271](#)

[15-302](#)

[15-481](#)

[15-824](#)

[15-903](#)

[15-905](#)

[15-905.01](#)

[15-910](#)

~~15-2201~~[977](#)

[15-991](#)

[41-1279.03](#)

CROSS REF.:

CM - School District Annual Report

DB-R - Annual Budget: Schedule, Preparation/Planning, Format and Posting/Submission

DBF - Budget Process, Adoption and Implementation

DIC - Financial Reports and Statements

DIE - Audits/Financial Monitoring

**DB-R ©**

**REGULATION**

**ANNUAL BUDGET: SCHEDULE, PREPARATION /  
PLANNING, FORMAT, AND  
POSTING / SUBMISSION**

The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- A. Specific date for receipt of unit budgets from administrators.
- B. Date for initial meeting on the budget with appropriate staff members.
- C. Date(s) for student membership and attendance reports.
- D. Date(s) for estimates on the maintenance and operations and capital budgets.
- E. Date for completion of employee compensation consideration(s).
- F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- G. Date for determining if the proposed budget(s) is (are) in excess of the District's Truth in Taxation base limit [A.R.S. 15-905.01].
  1. When the base limit is exceeded, or the District plans to levy any amount for adjacent ways projects or liabilities in excess of the School District budget, a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.
  2. Either publication procedure requires publication of at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.
  3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.
- H. *Proposed Budget*: The Governing Board shall not later than July 5 and not less than ten (10) days before:
  1. Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.

2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.

3. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

I. *Budget Adoption*: The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:

1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and

If a truth in taxation hearing is required it must be conducted prior to the budget hearing.

2. Immediately following the public hearing, the President shall call the Governing Board meeting to order for the purpose of adopting the budget.

J. *Adopted Budget*: Not later than July 18:

1. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.

2. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

K. *Publishing*: The Governing Board must do one (1) of the following and provide notice of the public hearing and Board meeting to adopt the budget no later than ten (10) days prior to the meeting to adopt the budget:

1. Posting to ADE's Website: Districts that have a website are required to follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the Hearing Notification and Summary via the School Finance Budget System to ADE for posting on ADE's website. If the budget or proposed budget and notice are posted on a website maintained by the department of education or mailed, the Board shall file an affidavit with the Superintendent of Public Instruction within thirty (30) days after the mailing or the date that the information is posted on the website.

2. Publishing in a newspaper: Print the proposed budget or Summary and Hearing Notification in at least eight (8)-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public

Instruction within thirty (30) days of the publication. To meet this requirement, districts should scan and e-mail the affidavit to [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

3. Mailing: Mail the proposed budget or Summary and Hearing Notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) days of mailing. To meet this requirement, districts should scan and e-mail the affidavit to [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

*L. Override Election:*

1. When applicable, dates pursuant to A.R.S. §§ [15-481-15-482](#), as applicable.
2. Date for budget hearing on following year's budget.
  - a. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.
  - b. At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.
  - c. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.

*M. Annual Financial Report:*

1. Not later than October 15 of each year the Governing Board shall:
  - a. Prepare and distribute the annual financial report for the prior fiscal year.
  - b. Provide a copy of the financial report to the County School Superintendent.
  - c. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.
  - d. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.
2. Not later than November 15 of each year the Governing Board shall publish the annual financial report:
  - a. In a newspaper of general circulation within the School District, or



- b. In the official newspaper of the county as defined in A.R.S. 11-255, or
- c. By mailing a copy to each household in the District, or
- d. By electronic transmission of the information to the Department of Education for posting on the Department's website (if the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website).

All forms and technical requirements for each respective form shall be as prescribed in A.R.S. 15-904.

**DBC ©**  
**BUDGET PLANNING, PREPARATION,**  
**AND SCHEDULES**

~~Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, as a minimum, provide specific dates for the accomplishment of all state-mandated actions.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-481~~

~~15-824~~

~~15-905~~

~~15-905.01~~

~~15-952~~

~~15-991~~

~~CROSS REF.:~~

~~DBF - Budget Hearings and Reviews/Adoption Process~~

*Remove per PA 878 - May 2025 (Merged with Policy DB.)*

**DBC-R ©**

**REGULATION**

**BUDGET PLANNING, PREPARATION,  
AND SCHEDULES**

~~The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.~~

~~The following items may be included in the recommended budget schedule:~~

~~A. Specific date for receipt of unit budgets from administrators.~~

~~B. Date for initial meeting on the budget with appropriate staff members.~~

~~C. Date(s) for student membership and attendance reports.~~

~~D. Date(s) for estimates on the maintenance and operations and capital budgets.~~

~~E. Date for completion of employee compensation consideration(s).~~

~~F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.~~

~~G. Date for determining if the proposed budget(s) is (are) in excess of the District's truth in taxation base limit [A.R.S. 15-905.01].~~

~~1. When the base limit will be exceeded a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.~~

~~2. Either publication procedure requires publication at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.~~

~~3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.~~

~~H. The Governing Board shall not later than July 5 and not less than ten (10) days before:~~

~~1. Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.~~

~~2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.~~

~~3. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~I. The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:~~

~~1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and~~

~~If a truth in taxation hearing is required it must be conducted prior to the budget hearing.~~

~~2. Immediately following the public hearing the President shall call the Governing Board meeting to order for the purpose of adopting the budget.~~

~~J. Not later than July 18:~~

~~1. The adopted budget shall be filed by the Governing Board with the County School Superintendent (who shall immediately transmit a copy to the Board of Supervisors):~~

~~2. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.~~

~~3. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~K. File with the Superintendent of Public Instruction within thirty (30) days from the action date:~~

~~1. The publisher's affidavit of publication confirming publication of the proposed budget, or~~

~~2. An affidavit affirming the proposed budget was mailed to each household in the School District, or~~

~~3. An affidavit noticing that the proposed budget was posted on the Department of Education website.~~

***Override Election:***

~~A. Date(s) for override, if applicable.~~

~~B. Date for budget hearing on following year's budget.~~

~~1. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.~~

~~2. At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.~~

~~3. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.~~

**~~Annual Financial Report:~~**

~~Not later than October 15 of each year the Governing Board shall:~~

~~A. Prepare and distribute the annual financial report for the prior fiscal year.~~

~~B. Electronically submit a copy of the financial report to the County School Superintendent. The report shall be approved by the County Superintendent in an electronic procedure prescribed by the Department of Education.~~

~~C. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.~~

~~D. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.~~

~~Not later than November 15 of each year the Governing Board shall publish the annual financial report:~~

~~A. In a newspaper of general circulation within the School District, or~~

~~B. In the official newspaper of the county as defined in A.R.S. 11-255, or~~

~~C. By mailing a copy to each household in the District, or~~

~~D. By electronic transmission of the information to the Department of Education for posting on the Department's website, or~~

~~If the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website.~~

~~All forms and technical requirements for each respective form shall be as prescribed in A.R.S. 15-904.~~

*Remove per PA 878 - May 2025 (Merged with New Regulation DB-R.)*

**DBF ©**  
**BUDGET ~~HEARINGS AND REVIEWS~~**

**~~ADOPTION PROCESS~~**

~~At least~~

**PROCESS, ADOPTION  
AND IMPLEMENTATION**

**Process**

**Within** ten (10) days before and not later than July 5, the Governing Board shall publish notice of the public hearing and Board meeting to be held no later than July 15 to present the proposed budget for consideration of the residents or taxpayers of the District and shall submit the proposed budget to the Department of Education.-

The Department shall prominently display the budget information on the website maintained by the Department. If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.-

If a truth-in-taxation notice and hearing is required under A.R.S. [15-905.01](#), the Board may combine the budget notice and hearing with the truth-in-taxation notice and hearing.

The publishing of the proposed budget and notice of the hearing and meeting shall be in accordance with A.R.S. [15-905](#). If a truth-in-taxation notice and hearing is necessary, the notice shall be in accordance with A.R.S. [15-905.01](#). If the Board determines to combine the budget and truth-in-taxation hearings, publication of a combined notice must satisfy the requirements of both A.R.S. [15-905](#) and [15-905.01](#).

**Adoption**

Immediately following the public hearing, the President shall call to order the Board meeting for the purpose of adopting the budget. A Board member may, without creating a conflict of interest, participate in adoption of a final budget even though the member may have substantial interest in specific items included in the budget.

The Board shall adopt the budget and enter the budget as adopted in its minutes.

Not later than July 18, the Governing Board shall submit the adopted budget to the Department of Education. The Department shall prominently display the District budget information on the website maintained by the Department. If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.

Filing of the budget shall be according to state law. [See Regulation ~~DB~~[CDB](#)-R]

If the Governing Board receives notification that one (1) or more of the District's categorical budgets are in excess of its authorized limit, the Board shall revise the affected budget(s) in accordance with A.R.S. [15-905](#).

## Implementation

To determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. Variances within budget categories shall be a part of this report.

Adopted: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-903](#)

[15-905](#)

[15-905.01](#)

[15-911](#)

[15-915](#)

CROSS REF.:

~~DBC-DB~~ - Annual Budget: Schedule, Preparation/Planning, ~~Preparation and Schedules~~ Format, and Posting/Submission



**DBI ©  
BUDGET IMPLEMENTATION**

~~In order to determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. Variances within budget categories shall be a part of this report.~~

~~An expenditure in excess of a major subsection of the maintenance and operation budget shall require Board approval.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.  
15-905~~

*Remove per PA 880 - May 2025 (Merged with Policy DBF.)*

**DBJ ©**  
**BUDGET ~~TRANSFERS~~ RECONCILIATION**  
**AND TRANSFERS**

**Reconciliation**

Periodically throughout the year, the budget will be reconciled to the actual expenditures of the District.

**Transfers**

The Governing Board may authorize the expenditure of monies budgeted within the maintenance and operation section of the budget for any subsection within the section in excess of amounts specified in the adopted budget only by action taken at a public meeting of the Governing Board and if the expenditures for all subsections of the section do not exceed the amount budgeted.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-905](#)

**DD ©**  
**~~FUNDING PROPOSALS, GRANTS,~~**  
**~~AND SPECIAL PROJECTS~~BUDGET FUNDING SOURCES**

The Governing Board is to be kept informed of possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

### **Funding Sources Outside**

#### **the School System**

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

### **Funding From Federal Tax Sources**

#### **(Impact Aid Program)**

Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.

The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.

If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. 15-255.

Monies in the Fund are considered federal monies and are not subject to legislative appropriation.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-206](#)

[15-207](#)

[15-208](#)

[15-209](#)

[15-210](#)

[15-341](#)

[15-905](#)

[15-991](#)

[20 U.S.C. 7701, Title VIII - Impact Aid Program](#)

CROSS REF.:

[KCD](#) - Public Gifts/Donations to Schools

[IHBJ](#) - Indian Education

[KJGA](#) - Relations with Parents of Children Educated Pursuant to  
Federal Impact Aid Programs

DD-E ©

EXHIBIT

~~FUNDING PROPOSALS, GRANTS,  
AND SPECIAL PROJECTS~~

~~RESOLUTION~~

**BUDGET FUNDING SOURCES**

WHEREAS, participation in programs funded in whole or in part by federal funds requires that a participating district demonstrate that the district meets the requirement of comparability between schools that receive federal funding and those that do not receive such funding, and that the district provide for equivalency of access to district staffing, equipment, and materials by all district schools, based on student per-capita allocations and individual schools' needs analyses, and, in addition, that all schools and programs have equivalent access to district support operations including but not limited to maintenance, transportation, and warehousing operations support; and

WHEREAS, budgets for staffing, textbooks, equipment, supplies, and services for district schools will be provided for at all schools without supplanting special funding provided from any source with nonsupplanting requirements; and

WHEREAS, expenditures budgets for schools participating in Title I programs will be provided for on the same per-capita basis as budgets for schools not participating in the program; and

WHEREAS, the Marana Unified School District No. 6 intends to participate in such programs and receive federal funds;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Marana Unified School District No. 6 hereby directs the Superintendent to ensure that said district does in fact comply with such mandates for comparability and equivalency of access for the period of any grant under which such funds are received.

This resolution was moved, seconded, and passed at a meeting of the Marana Unified School District No. 6 Governing Board on \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
President

**DDA ©  
FUNDING SOURCES OUTSIDE  
THE SCHOOL SYSTEM**

~~The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.~~

~~Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.~~

~~The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.~~

~~The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.:~~

~~15-341~~

~~CROSS REF.:~~

~~KCD - Public Gifts/Donations to Schools~~

*Remove per PA 883 - May 2025 (Merged with Policy DD.)*

**DEC ©**  
**FUNDING FROM FEDERAL**  
**TAX SOURCES**

**(Impact Aid Program)**

~~Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.~~

~~The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.~~

~~If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. 15-255.~~

~~Monies in the Fund are considered federal monies and are not subject to legislative appropriation.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-905~~

~~20 U.S.C. 7701, Title VIII - Impact Aid Program~~

~~CROSS-REF.:~~

~~HHBI - Indian Education~~

~~KJGA - Relations with Parents of Children Educated Pursuant to~~

~~———— Federal Impact Aid Programs~~

*Remove per PA 884 - May 2025 (Merged with Policy DD.)*

**DFA ©**  
**REVENUES ~~FROM INVESTMENTS~~ AND INCOME**

**Investments**

The Board will annually consider and vote on a request to the County Treasurer to authorize investments for the following fiscal year. The Superintendent shall ensure that this question is placed on an agenda for a Board meeting in June of each year.

**School-Owned Real Estate**

Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Excess rental/lease revenues may be used pursuant to A.R.S. 15-342(29). Monies from the sale of school-owned real estate shall be deposited as provided under state statutes.

**Gate Receipts and Admissions**

Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these monies.

Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.

**School Sales and Services**

***Student Activity Income***

Procedures shall be developed by the Superintendent to ensure compliance of all student activity funds pursuant to A.R.S. 15-1121-1124.

Student activity fund-raisers may not include: raffles; Bingo games; purchasing of classroom items.

Student activity fund-raisers may include: silent auctions; donations to other entities (i.e., Red Cross), with administrative approval.

The principal of each campus shall monitor the financial activities of the student body to ensure that fund-raising complies with District guidelines and is in accordance with the provisions of A.R.S. Title 15.

To comply with District fund-raising guidelines and A.R.S. Title 15, the principal shall monitor all student activity finances.

***Advertising Income***



A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.

All revenues collected will be deposited in the Advertisement Fund and accounted for in accordance with the Uniform System of Financial Records. Monies in the Advertising Fund are not subject to reversion.

### *Career and Technical Education*

#### *(Vocational Education)*

The governing board of a school district may establish a permanent career and technical education projects fund in an amount of not more than one hundred thousand dollars (\$100,000). The fund consists of proceeds from the sale of items produced or services provided by career and technical education programs. Monies in the fund may be used for any purposes noted in [15-1231](#).

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[15-996](#)

[15-1024](#)

[15-1025](#)

[15-1102](#)

[15-1105](#)

[15-1121](#) through [1124](#)

[15-1231](#)

A.G.O.

I80-099

I82-090

I84-018

**DFB ©  
REVENUES FROM SCHOOL - OWNED  
REAL ESTATE**

~~Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Monies from sale of school-owned real estate shall be deposited as allowable under state statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-1102~~

~~15-1105~~

~~15-1106~~

*Remove per PA 886 - May 2025 (Merged with Policy DFA.)*

**DFD ©**  
**GATE RECEIPTS AND ADMISSIONS**

~~Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these fees.~~

~~Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-1121 to 15-1126~~

*Remove per PA 887 - May 2025 (Merged with Policy DFA.)*

**DFF ©**  
**INCOME FROM SCHOOL**  
**SALES AND SERVICES**

**~~Vocational Activity Income~~**

~~Through certain vocational activities, students may provide goods and services at a charge to the public. These activities are designed for educational purposes, not to make a profit or to be competitive with business in the community.~~

~~The charges for work performed and goods sold through these activities will be kept current with costs for the particular service or item offered for sale.~~

**~~Advertising Income~~**

~~A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.~~

~~All revenues collected will be deposited and accounted for in accordance with the Uniform System of Financial Records. Monies in the advertising funds are not subject to reversion.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

~~15-1121~~

~~CROSS REF.:~~

~~KHB - Advertising in Schools~~

*Remove per PA 888 - May 2025 (Merged with Policy DFA.)*

DG ©  
BANKING ~~SERVICES~~SERVICES AND

AUTHORIZED SIGNATURES

**Banking Services**

The Board, by majority vote, shall designate one (1) or more banks as depository for the safeguarding of school auxiliary and revolving funds.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the District but to deposit checks only to the District auxiliary accounts.

**Authorized Signatures**

Authorized signatories for all checking accounts shall be approved by the Board.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-321

15-341

15-1122

15-1126

**DGA ©**  
**AUTHORIZED SIGNATURES**

~~Authorized signatures for all checking accounts shall be approved by the Board.~~

~~On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-1122~~

~~15-1126~~

*Remove per PA 890 - May 2025 (Merged with Policy DG.)*

**DGD ©  
CREDIT CARDS**

**(Credit Cards and/or Procurement Cards)**

~~Use of Credit Cards~~**Definition of Credit/  
Procurement Card**

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

**Use of Credit Cards/**

**Procurement Cards**

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel. District-assigned credit/procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases ~~are~~ **is** to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.-

The Board reserves the right to revise or rescind this policy at its sole discretion.

~~**Definition of Credit/**~~

~~**Procurement Card**~~

~~The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.~~

Adopted: ~~date of Manual adoption~~**<-- z2AdoptionDate -->**

LEGAL REF.:

A.R.S.

[15-342](#)

[38-621](#)

[38-622](#)

[38-623](#)

[38-624](#)

[38-625](#)

Uniform System of Financial Records

CROSS REF.:

[DKC](#) - Expense Authorization/Reimbursement



**DI ©**  
**FISCAL ACCOUNTING AND REPORTING**

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the District.

**Uniform System of Financial**

**Records (USFR)**

The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

**Reporting**

The Superintendent shall provide to the Board periodic financial reports showing the financial condition of the District.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

**Accounting System**

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.

The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file an accounting responsibility plan with the Arizona Department of Education (ADE) and the county school superintendent of the county in which the school district is located as specified in A.R.S. 15-914.01.

Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the Auditor General and by the County Treasurer of the county in which the school district is located, as specified in A.R.S. 15-914.01.

If the SBE approves for the District to assume accounting responsibility, the District must contract with an independent certified public accountant for an annual financial and compliance audit.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:  
A.R.S.  
15-239

15-271

15-272

15-901

[15-914.01](#)

Uniform System of Financial Records

CROSS REF.:

[DIC](#) - Financial Reports and Statements

## DIA © ACCOUNTING SYSTEM

~~Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.~~

~~The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file with the department of education (ADE) and the county school superintendent of the county in which the school district is located an accounting responsibility plan as specified in A.R.S. 15-914.01.~~

~~Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the county treasurer of the county in which the school district is located.~~

~~An approval by the SBE for the District to assume accounting responsibility compels the District to contract with an independent certified public accountant for an annual financial and compliance audit.~~

Adopted: <-- z2AdoptionDate -->

### ~~LEGAL REF.:~~

~~A.R.S.~~

~~15-239~~

~~15-914.01~~

~~15-271~~

~~15-272~~

### ~~CROSS REF.:~~

~~DI - Fiscal Accounting and Reporting~~

~~DIC - Financial Reports and Statements~~

*Remove per PA 893 - May 2025 (Merged with Policy DI.)*

**DIB ©**

**~~TYPES OF FUNDS / REVOLVING FUNDS~~ REVOLVING AND AUXILIARY FUNDS**

**General Purpose Revolving Fund**

A general purpose revolving fund shall be established, pursuant to A.R.S. [15-1101](#), at a local bank in the account name of the Marana Unified School District No. 6. Drafts drawn on the account shall be signed by the employee in charge of the fund or other designated person. The fund shall be managed in the manner prescribed by the Uniform System of Financial Records (USFR).

No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund. The cost of the bond shall be a proper charge against the District.

**Auxiliary Operations Fund**

The auxiliary operations fund shall consist of monies raised with the approval of the Board in pursuance of and in connection with all activities of school bookstores and athletic activities.

Fund monies shall be accounted for in accordance with the requirements of the USFR.

After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund. Disbursements from the fund shall be authorized by the Board.

Disbursements shall be made by check signed by two (2) employees of the District designated by the Board. Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the Board. All monies earned by investment shall be credited to the auxiliary operations fund.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-1101](#)

[15-1124](#)

[15-1125](#)

[15-1126](#)

[15-1154](#)

CROSS REF.:

[JJF](#) - Student Activities Funds

**DIC ©  
FINANCIAL REPORTS  
AND STATEMENTS**

**Financial Reports**

Prior to October 15 of each year, the Superintendent shall present to the Board the annual financial report for the previous fiscal year and the Governing Board shall submit the annual financial report for the previous fiscal year to the Department of Education, which shall prominently display this information about the District on the website maintained by the Department. -

The District annual financial report shall be published by November 15 either in a newspaper of general circulation within the District, by electronic submission to the Department of Education for publication on its ~~web-site~~website, in the official newspaper of the county, or by mailing to each household in the School District. If published electronically as indicated above, a link shall be posted on the School District web site to the state department's ~~web-site~~website.

**Financial Statements**

The Superintendent shall also ensure that a report of expenditures of public funds and student activity funds is provided to the Board on a monthly basis.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.  
15-271  
15-302  
15-904  
15-977  
15-991

CROSS REF.:

CM - School District Annual Report

~~DB~~DB-R - Annual Budget: Schedule,

Preparation/Planning, ~~Preparation~~Format, and ~~Schedules~~Posting/Submission

## **DICA © BUDGET FORMAT**

~~The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the auditor general. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.~~

~~The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the auditor general.~~

~~The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to give a more accurate picture of the percentage of district dollars spent that directly impact teaching and student learning.~~

~~The budget format, in addition to other requirements specified in statute, shall also contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items C through F below:~~

~~A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.~~

~~B. A statement identifying the number of full-time equivalent certificated employees.~~

~~C. The prominent display of the average salary of all teachers employed by the School District for the current year.~~

~~D. The prominent display of the average salary of all teachers employed by the School District for the previous year.~~

~~E. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.~~

~~F. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-271~~

~~15-302~~

~~15-903~~

~~15-977~~

~~15-991~~

~~41-1279.03~~

~~CROSS-REF.:~~

~~CM - School District Annual Report~~

~~DBC-R - Budget Planning, Preparation and Schedules~~

~~DIC - Financial Reports and Statements~~

~~DIE - Audits/Financial Monitoring~~

*Remove per PA 896 - May 2025 (Merged with Policy DB.)*

## **DID © INVENTORIES**

The Superintendent shall establish a program to implement District inventory procedures, which shall include inventory of land, buildings, and equipment as required in the Uniform System of Financial Records (USFR).

The acquisition threshold for capitalizing items and entering them on the ~~general fixed assets listing shall~~ **Capital Assets List shall** be five thousand dollars (\$5,000) or greater. Items having an acquisition cost greater than one thousand dollars (\$1,000) but less than ~~five thousand dollars (\$5,000)~~ **the District's adopted capitalization threshold** shall be placed on the ~~stewardship listing. General fixed assets~~ **Stewardship List. Capital assets** and stewardship items shall be inventoried as specified by the USFR. **The District shall also maintain Equipment Inventory and Supplies inventory lists as specified by the USFR.**

Adopted: ~~date of Manual adoption~~**<-- z2AdoptionDate -->**

LEGAL REF.:  
Uniform System of Financial Records



## **DID-R ©**

### **REGULATION**

### **INVENTORIES**

The ~~chief financial officer~~ **business manager** has responsibility to assist the Superintendent in developing procedures for maintaining District inventories. The District will follow the prescribed minimum internal control policies and procedures provided by the Uniform System of Financial Records to meet compliance requirements for inventories. A copy of the complete inventory shall be on file in the office of the ~~chief financial officer~~ **business manager**.

#### **Capital Assets**

A detailed listing of capital assets such as land, buildings, machinery and equipment, vehicles, infrastructure, and easements must be established as prescribed by the Governmental Accounting Standards Board (GASB). Assets, including lands and buildings, and improvements to land and/or existing buildings, having a total acquisition cost of five thousand dollars (\$5,000) or more will be tagged, marked, capitalized and included in the general fixed-assets inventory. To comply with the requirements of GASB Statement number 34, accurate, complete, and up-to-date documentation including, but not limited to, the following shall be maintained:

A. An inventory record registering for each item the:

1. description;
2. year of acquisition;
3. method of acquisition;
4. funding source;
5. cost or estimated cost;
6. salvage value;
7. estimated useful life;
8. function(s) for which the asset is used.

B. A depreciation schedule that:

1. includes all exhaustible capital assets, by type, with examples;
2. excludes non-exhaustible capital assets and construction in process;

3. is based on locally-determined estimated useful life, typically in years;
4. projects residual value at the end of useful life;
5. identifies the method used for calculating depreciation;
6. identifies the selected averaging condition, where applicable.

C. A disposal listing of items removed from the inventory, including at minimum the date and method of disposal.

### **Stewardship Inventory**

A stewardship inventory shall also be maintained for all equipment, including vehicles, with a cost of one thousand dollars (\$1,000) or more but less than the capital asset threshold. ~~ac~~ The inventory must identify each item's description, identification (tag) number, location, and the month and year of acquisition.

### **Other Inventory**

#### **(less than \$1000)**

For insurance and other purposes, an inventory of items with an acquisition cost of less than one thousand dollars (\$1,000) may be maintained.

### **Physical Inventory**

The District shall conduct a physical inventory of listed equipment:

A. at least every two (2) years for items:

1. purchased with federal funds;
2. with an acquisition cost of five thousand dollars (\$5,000) or more.

B. at least every three (3) years:

1. for all capital equipment;
2. for items on the stewardship list, where such list exists.

Facility administrators shall implement the procedures, maintain lists, and provide reports as requested on the contents of their buildings.

Each administrative unit shall assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Facility administrators shall require any employee who desires to remove an item from one school or department for use in another to submit a written transfer request form to the ~~chief financial officer~~ **business manager**. Written approval must be obtained from the ~~chief financial officer~~ **business manager** prior to the relocation of an item.

### **Supply Records**

**Supply** records shall be kept, which will show:

- A. The name of the individual receiving the supplies.
- B. The date received.
- C. The disposition of the supplies.

A perpetual inventory shall be maintained for all supplies warehoused by the District.

**DIE ©**  
**AUDITS / FINANCIAL MONITORING**

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for **audits and** financial monitoring ~~and audits~~. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments and Office of Management and Budget (OMB) Compliance Supplement June 2016.

**Necessary Services**

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

**Board Presentation**

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

**Posting**

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-213

15-239

15-914

15-2111

41-1279.03

41-1279.04

41-1279.05

41-1279.07

41-1279.21

41-1279.22

A.A.C.  
R7-2-902  
USFR - Audit Requirements  
2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

~~DICA - Budget Format~~ [DB](#) - Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission

## **DIE-R ©**

### **REGULATION**

#### **AUDITS / FINANCIAL MONITORING**

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

#### **Requirements for Proper**

#### **Management**

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

A. Whenever the District's expenditure of federal financial assistance is less than ~~five~~ **seven** hundred thousand dollars (~~\$500~~**\$700**,000) during a fiscal year, the District shall be subject to a procedural review conducted by the Office of the Auditor General at times determined by the Auditor General, subject to the following provisions:

1. Districts that have adopted a Maintenance and Operations Fund (M&O) budget of two million dollars (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with generally accepted governmental auditing standards.

2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven hundred thousand dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent certified public accountant to conduct a biennial financial statement audit in accordance with generally accepted governmental auditing standards.

B. Whenever the District's combined expenditure from all sources of federal financial assistance is ~~five hundred thousand~~ **seven hundred and fifty thousand** dollars (~~\$500~~**\$750**,000) or more during a fiscal year, the District shall contract with an approved independent auditor to conduct an annual financial audit. The audit shall be performed in accordance with generally accepted auditing standards in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB).

To the extent permitted by federal law, the District:

A. may convert to a biennial audit schedule when the previous annual audit contained no significant negative findings, defined as the District having received a letter of noncompliance issued by the auditor general;

B. shall convert back to an annual audit whenever an audit produces significant negative findings;

C. may convert back to a biennial audit schedule when the two (2) previous audits have not contained any significant negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

## PURCHASING ETHICS

~~(Purchasing Ethics Policy)~~

### Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, [laws pertaining to travel](#) and [subsistence, gifts, grants \(including federal grants\), or devises, and policies](#) of the Department of Education.

### Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Any person or vendor ~~that~~ [who](#) has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

### Definitions

For the purpose of this policy, a *gift or benefit* means a payment, distribution, expenditure, advance, deposit or [donation of monies](#), any intangible personal property, ~~or any kind of~~ tangible personal or real property. A *gift or benefit* does not include ~~food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this policy, nor does this include an item of~~ an item of nominal value such as a greeting card, ~~Ti~~-shirt, mug or pen. [A gift or benefit does not include food or beverage, or expenses or sponsorships](#)



relating to a special event or function to which individuals involved in procurement and purchasing are invited.

## Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

~~3815-503~~[341](#)

[15-342](#)

~~38-504~~

[501 to 38-511](#)

A.A.C.

[R7-2-1001 to R7-2-1003](#)

[R7-2-1308](#)

Article IX, section 7, Constitution of Arizona (~~laws pertaining to travel and  
—subsistence, gifts, grants, including federal grants, or devises~~)

Policies adopted by the Department of Education

CROSS REF.:

[DJE](#) - Bidding/Purchasing Procedures

[GBEAA](#) - Staff Conflict of Interest

**DJE ©**  
**BIDDING / PURCHASING PROCEDURES**

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. [R7-2-1141](#) *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. [23-214](#) subsection A. Each contract shall contain the warranties required by A.R.S. [41-4401](#) relative to the E-verify requirements District purchases shall also be in accordance with 2 C.F.R. 200 ~~.214~~ (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. ~~Administrative regulations shall be established to assure the District is~~, including A.R.S. [38-503\(C\)](#). The Superintendent shall [establish administrative regulations to ensure the District is](#) in full compliance, including contracting with small and minority businesses, women's business enterprises, [veteran-owned businesses](#), and labor surplus area firms. (2 C.F.R. 200.321).

**~~Purchases Not Requiring Bidding~~**

~~Purchases of less than~~

**Bidding**

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. [15-765](#). The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. [15-213](#).

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. [15-382](#).

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

## ***Online Bidding***

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) ~~may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District. Written price quotations will be requested from at least three (3) vendors for or more~~ are subject to competitive bidding requirements.

## **Purchasing**

### ***Purchases from District Employees***

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

### ***Purchases from District Board Members***

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

### *Purchases Requiring Bidding*

For transactions of at least ten thousand dollars (\$10,000) and less than one hundred thousand dollars (\$100,000), written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand (\$100,000) dollars, sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

### *Purchases Not Requiring Bidding*

Except as otherwise provided above, purchases of less than ten thousand (\$10,000) dollars may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. [15-765](#). The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. [15-213](#).

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. [11-952](#) are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. [15-213](#) (A.A.C. [R7-2-1002\(C\)\(2\)](#)).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. [15-382](#).

~~The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.~~

### *Contract Requirements*

### *Contract Duration*

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be two million dollars (\$2,000,000) or as determined by the Board.

### **~~Online Bidding~~**

~~Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.~~

### **~~Purchases Requiring Bidding~~**

~~Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.~~

### ***Public Inspection and Rationale***

#### ***for Awarding a Contract***

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. The documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

## **Requirement: Registered Sex**

### **Offender Prohibition**

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

***Registered Sex Offender Restriction.*** Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. [13-3821](#), will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

Adopted: ~~November 14, 2024~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[11-952](#)

[15-213](#)

[15-213.01](#)

[15-213.02](#)

[15-239](#)

[15-323](#)

[15-342](#)

[15-382](#)

[15-765](#)

[15-910.02](#)

[23-214](#)

[34-101](#) et seq.

[35-391](#) et seq.

[35-393](#) et seq.

[38-503](#)

[38-511](#)

[39-121](#)

[41-2632](#)

[41-2636](#)

[41-4401](#)

A.A.C.

[R7-2-1001](#) et seq.

[R7-2-1023](#)

[R7-2-1029](#)

A.G.O.

I83-136

I87-035

I06-002

~~USFR~~ [Uniform System of Financial Records](#): VI-G-8 *et seq.*

2 C.F.R. 200

[2 C.F.R. 200.321](#)

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[DJ](#) - Purchasing [Ethics](#)

[DJG](#) - Vendor/Contractor Relations [and Sales Calls Requirements](#)

[GBEAA](#) - Staff Conflict of Interest

[JLIF](#) - Sex Offender Notification

## **DJE-R ©**

### **REGULATION**

#### **BIDDING / PURCHASING PROCEDURES**

All District purchases shall be in accordance with the relevant sections of the Arizona Revised Statutes (including, but not limited to [15-213](#), [15-323](#), [23-214](#) subsection A, [38-503](#), and [41-4401](#)), and the Arizona school district procurement rules set out in the Arizona Administrative Code (A.A.C.) [R7-2-1001](#) through [R7-2-1195](#). District purchases shall also be in accordance with 2 CFR 200 ~~214~~ (Code of Federal Regulations Title 2).

#### **~~Requesting Quotations~~**

#### **Definitions**

The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at [R7-2-1001](#).

#### **Preparations of Specifications**

Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules [R7-2-1010](#) through [R7-2-1017](#).

#### **Procurement of Services**

##### *Specified Professional Services*

##### *and Construction Services*

When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34 and Arizona Administrative Code Title 7, Chapter 2, Parts XIV and XV. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.

##### *Procurement of Services by Certain*

##### *Other Classes of Providers*



Except as authorized pursuant to [R7-2-1002](#), [R7-2-1053](#), or [R7-2-1055](#), the purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in [R7-2-1061](#) through [R7-2-1068](#). Except as authorized in [R7-2-1033](#), [R7-2-1053](#), [R7-2-1055](#), and [R7-2-1122](#), the procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with [R7-2-1117](#) through [R7-2-1123](#). Procurement procedures related to purchasing services from the professional providers are to conform to [R7-2-1119](#) through [R7-2-1122](#).

### ***Construction Procurement Procedures***

Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with [R7-2-1100](#) through [R7-2-1115](#).

### ***Sole-Source Procurements***

A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. [R7-2-1053](#). Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written determination of the basis for the sole-source procurement and any cost or pricing data shall be retained in the procurement file by the District.

The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.

### ***Due Diligence***

The District is responsible for ensuring that all procurements are done in accordance with applicable law and school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The appropriate amount and complexity of due diligence to be performed by a district will vary based on the procuring entity with which the district is participating. A.R.S. [15-213\(F\)](#) requires school districts and school purchasing cooperatives, in connection with any audit conducted by a certified public accountant, to have a systematic review of purchasing practices. The Office of the Auditor General has prescribed the guidelines for performing these reviews as part of the Procurement Compliance Questionnaire for cooperatives and the Expenditures section of the USFR Compliance Questionnaire for districts.

The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance

Questionnaire for school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.

## **Contract Requirements**

Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out in [R7-2-1072](#) through [R7-2-1087](#) and the accompanying conditions described in [R7-2-1092](#) through [R7-2-1093](#), as applicable.

## **Quotations**

### ***Requesting Quotations***

Requests for price quotations are to include adequate details and be issued with sufficient lead time to enable vendors to effectively respond. When a contract is to be awarded on the basis of price and additional factors, those factors are to be included in the request for quotations. Such factors should include, but are not limited to, the following:

A. Submittal requirements including:

1. Date and time due;
2. Type and manner by which quotations may be received (e.g., telephone, written, fax, e-mail, prepared form);
3. Physical or digital address to which quotations are to be delivered.

B. Specific information the quotation must include.

C. Whether or not negotiations may be held.

D. Options that may be made pursuant to a purchase contract, i.e., extensions and renewals.

E. Contracts for job-order-contracting services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District and has provided for such duration as a part of bid documents and conditions of renewal or extension within contract language. Such determination should be memorialized in writing and kept in the meeting minutes and contract/bid file.

F. Uniform terms and conditions included in the request by text or reference.

G. Such additional terms, conditions, and instructions as are applicable to the purchase under consideration.

All requests for written quotations shall be at the direction of the Superintendent or a person designated by the Superintendent.

When a vendor is selected on the basis of factors other than lowest price, the reasons shall be documented and filed with the price quotations. Documentation of the quotations process and details including vendor names, persons contacted, telephone numbers and identification of other communication procedures, price results, and determinations are to be documented and retained by the District in a procurement file that includes the pertinent requisition form and purchase order.-

A written contract or purchase order must be approved prior to a purchase being made.

### **~~Cumulative and Like~~**

#### **~~Item Purchases~~**

~~An analysis shall be performed annually to determine the extent of the District need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.~~

#### **~~Multiple Year Purchases Totaling Less~~**

##### **~~Than One Hundred Thousand Dollars~~**

~~The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

- ~~A. When the terms and conditions of renewal or extension are included in the solicitation for bids;~~
- ~~B. When monies are available for the first fiscal year at the time of contracting;~~
- ~~C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.~~

#### **~~Multiple Year Purchases Totaling More~~**

##### **~~Than One Hundred Thousand Dollars~~**

~~The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

~~A. The Governing Board has determined in writing that:~~

- ~~1. The estimated requirements cover the contract period and are reasonable and continuing;~~
- ~~2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement;~~
- ~~3. If monies are not appropriated or available in future years the contract will be cancelled.~~

~~If multiple-year quotations are used, the District shall:~~

~~A. Document the time period that the pricing is valid;~~

~~B. Determine the vendor will honor the pricing for the multi-year period;~~

~~C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.~~

### ~~Multiple Awards to More~~

### ~~Than One Contractor~~

~~Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service. However, there are instances in which the District may make multiple awards. If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids.~~

~~A multiple award to more than one (1) vendor should be made only when the District has determined and documented in writing that a single award is not advantageous to the District. The award should also be limited to the least number of suppliers necessary to meet the District's requirements.~~

## Bidding

### *Bidding Methods*

Sealed bids or proposals will be requested when an award is to be made for a transaction to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). The Superintendent must review the expenditure and make a recommendation to the Board for final action. The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids.

The bidder to whom the award is made may be required to enter into a written contract with the District.

Pursuant to the procurement code, contracts can be let for a period not to exceed five (5) years.

### **Definitions**

~~The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at [R7-2-1001](#).~~

### ***Prospective Bidders' Lists***

The District shall compile and maintain a prospective bidders' list. Inclusion of the name of a person shall not indicate whether the person is responsible concerning a particular procurement or otherwise capable of successfully performing a District contract.

Persons desiring to be included on the prospective bidders' list shall notify the District. Upon notification, the District shall mail or otherwise provide the person with the District procedures for inclusion on the bidders' list. Within thirty (30) days after receiving the required information, the District shall add the person to the prospective bidders' list unless the District makes a determination that inclusion is not advantageous to the District.

Persons who fail to respond to invitations for bids for two (2) consecutive procurements of similar items may be removed from the applicable bidders' list after mailing a notice to the person. This notice shall not be required if the two (2) invitations for bids which were not responded to both contained the notice that bidders' names may be removed from the bidders' list if they fail to respond to invitations for bids for two (2) consecutive procurements of similar items. Persons may be reinstated upon request.

Prospective bidders' lists shall be available for public inspection, unless the District makes a written determination that it is in the best interest of the District that they should be confidential or private and should not be open for inspection pursuant to A.R.S. [39-121](#).

### ***Competitive Sealed Bidding***

If the intended procurement is for construction to cost less than one hundred fifty thousand dollars (\$150,000), the rules established for the simplified school construction procurement program described at [R7-2-1033](#) may be followed. In all other cases, adequate public notice of the invitation for bids shall be given as provided in [R7-2-1022](#) or as provided in [R7-2-1024](#), which are outlined below, and shall indicate that any bid protest shall be filed with the District representative, who shall be named therein.

If notice is given pursuant to [R7-2-1024](#), notice also may be given as provided in [R7-2-1022](#). If fewer than five (5) prospective bidders are included on the bidders' list, the notice must also be given as provided in [R7-2-1022](#). When the invitation for bids is for the procurement of services

other than those described in [R7-2-1061](#) through [R7-2-1068](#) and [R7-2-1117](#) through [R7-2-1123](#), Specified Professional Services, notice also shall be given as provided in [R7-2-1022](#).

#### **[R7-2-1022:](#)**

In the event there are four (4) or less prospective bidders on the bidders' list, the notice shall include publication in the official newspaper of the county within which the school district is located for two (2) publications which are not less than six (6) nor more than ten (10) days apart. The second publication shall not be less than two (2) weeks before bid opening. The time of publication may be altered if deemed necessary pursuant to [R7-2-1024\(A\)](#).

#### **[R7-2-1024:](#)**

Invitation for bids shall be issued at least fourteen (14) days before the time and date set for bid opening in the invitation for bids unless a shorter time is deemed necessary for a particular procurement as determined by the school district.

The school district shall mail or otherwise furnish invitation for bids or notices of the availability of invitation for bids to all prospective bidders registered with the school district for the specific material, service or construction being bid.

The time and date at which a bid is called due shall be during regular working hours at a regular place of school business or during a public meeting of the Governing Board at its regular meeting place.

Invitations to bid will be sent to all vendors who have requested to bid or who have applied to be placed on a bid list appropriate to the items being sought.

#### ***[Bid Call for Construction Projects](#)***

A bid call relating to "construction projects" must describe the nature of the work to be performed and where complete plans, if necessary, may be obtained. Deposits may be required for plans and specifications in good order. A certified check, cashier's check, or surety bond for ten percent (10%) of the bid must accompany each bid, but will be returned to unsuccessful bidders. The successful bidder must present performance and payment bonds for one hundred percent (100%) of the bid within five (5) working days after notification of the award.

#### ***[Sealed Bids](#)***

Each sealed bid must be submitted in a sealed envelope, addressed to the District, clearly marked on the outside of the envelope, "Sealed Bid for \_\_\_\_\_." The bids shall be opened publicly and read aloud at the time and place stated in the invitation. Awards shall be made with reasonable promptness to the lowest responsible, qualified vendor, taking into consideration all factors set forth in policy. Price shall not be the sole factor in making the bid award. When out-of-state bidders are not to pay sales/use tax, the amount of such tax shall not be a consideration in determining the low bidder. All proposed contracts for outside professional

services in excess of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur, may be reviewed by the attorney for the District prior to entering into the contract. The policies relating to outside professional services apply only to services required by law to be placed on bid, and even those policies may be set aside if a state of emergency is declared. If a state of emergency is declared, a memorandum will be issued justifying such a declaration, which will be filed in the District's records.

### ***Multistep Sealed Bidding***

The multistep sealed bidding method may be used if the Governing Board determines that:

- A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;
- B. Definite criteria exist for evaluation of technical offers;
- C. More than one (1) technically qualified source is expected to be available; and
- D. A fixed-price contract will be used.

The District may hold a pre-technical offer conference with bidders as provided in [R7-2-1136\(C\)](#).

The multistep sealed bidding method may not be used for construction contracts.

When the multistep sealed bidding method is determined to be authorized, the procedures set out in [R7-2-1036](#) and [R7-2-1037](#) shall be followed.

### ***Restrictions***

The use of bidding, contracting, or purchasing specifications that are in any way proprietary to one (1) supplier, distributor, or manufacturer is prohibited unless no other resource is practical for the protection of the public interest.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The Board reserves the right to waive informalities in any bid or to reject any bid, all bids, or any part of any bid. Any bids may be withdrawn prior to the scheduled time for the opening of the bids. Any bids received after the opening begins shall not be accepted. Opening of bids shall not be delayed to accommodate late bid responses. Submitted bids shall be honored for at least thirty (30) days or as otherwise stated in the invitation. All information relating to a bid shall be retained and made available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

### **~~Multistep Sealed Bidding~~**

~~The multistep sealed bidding method may be used if the Governing Board determines that:~~

~~A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;~~

~~B. Definite criteria exist for evaluation of technical offers;~~

~~C. More than one (1) technically qualified source is expected to be available; and~~

~~D. A fixed-price contract will be used.~~

~~The District may hold a conference with bidders before submission or at any time during the evaluation of the unpriced technical offers.~~

~~The multistep sealed bidding method may not be used for construction contracts.~~

~~When the multistep sealed bidding method is determined to be advantageous to the District, the procedures set out in R7-2-1036 and 1037 shall be followed.~~

### **Competitive Sealed Proposals**

If, pursuant to [R7-2-1041](#), the Governing Board determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by competitive sealed proposals. The Governing Board may make a class determination that it is either not practicable or not advantageous to the District to procure specified types of materials or services by competitive sealed bidding. The competitive sealed proposal method may not be used for construction contracts. The Governing Board may modify or revoke a class determination at any time.

If competitive sealed bidding is neither practicable or advantageous, competitive sealed proposals may be used if it is necessary to:

A. Use a contract other than a fixed-price type;

B. Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;

C. Afford offerors an opportunity to revise their proposals;

D. Compare the different price, quality, and contractual factors of the proposals submitted; or

E. Award a contract in which price is not the determining factor.



Procedures to be applied subsequent to the issuance of an invitation for bids are to be consistent with the requirements set out in [R7-2-1025](#) through [R7-2-1032](#).

Competitive sealed proposals shall be solicited through a request for proposals. The request for proposals shall set forth those factors listed above for competitive sealed bids that are applicable and shall also state:

- A. The type of services required and a description of the work involved;
- B. The type of contract to be used;
- C. An estimate of the duration the service will be required;
- D. That cost or pricing data is required;
- E. That offerors may designate as proprietary portions of the proposals;
- F. That discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award;
- G. The minimum information that the proposal shall contain;
- H. The closing date and time of receipt of proposals; and
- I. The relative importance of price and other evaluation factors.

Procurement of information systems and telecommunications systems shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost and application benefits of the information systems or telecommunication systems.

Procurement of earth-moving, material-handling, road maintenance and construction equipment shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.

A request for proposals shall be issued at least fourteen (14) days before the closing date and time for receipt of proposals unless a shorter time is determined necessary by the District.

Notice of the request for proposals shall be issued in accordance with [R7-2-1022](#).

Before submission of initial proposals, amendments to requests for proposals shall be made in accordance with [R7-2-1026](#). After submission of proposals, amendments may be made in accordance with [R7-2-1036](#)(C).

## **~~Specified Professional Services~~**

### **~~and Construction Services~~**

~~When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.~~

### **~~Procurement of Services by Certain~~**

#### **~~Other Classes of Providers~~**

~~The purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in R7-2-1061 through R7-2-1068. The procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with R7-2-1117 and 1118. Procurement procedures related to purchasing services from the professional providers are to conform to R7-2-1119 through 1122.~~

### **~~Contract Requirements~~**

~~Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out at R7-2-1068 through 1086 and the accompanying conditions described in R7-2-1091 through 1093.~~

### **~~Preparation of Specifications~~**

~~Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules R7-2-1101 through 1105.~~

### **~~Construction Procurement Procedures~~**

~~Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with R7-2-1109 through 1116.~~

## **~~Emergency~~ Awards**

## ***Multiple Awards to More***

### ***Than One Contractor***

Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service. However, there are instances in which the District may make multiple awards. If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids and the request for proposals shall include the criteria the school district will use for selecting vendors for each contract under the multiple award, including as applicable, whether contracts will be awarded by individual line items, groups of line items, or categories, whether contracts will be awarded incrementally, and whether contracts will be awarded by designated regions or locations.

A multiple award to more than one (1) vendor should be made only when the District has determined in writing that a multiple award is necessary and advantageous to the District. Before making the award, the District shall establish procedures for the use of the multiple awarded contracts to ensure that purchases are made from the contracts determined by the School District to offer the lowest cost in satisfying the School District's requirements. The award shall also be limited to the least number of suppliers necessary to meet the District's requirements.

## **Purchasing**

### ***Cumulative and Like Item Purchases***

An analysis shall be performed annually to determine the extent of the District's need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.

### ***Multiple Year Purchases Totaling Less***

#### ***Than One Hundred Thousand Dollars***

The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

A. When the terms and conditions of renewal or extension are included in the solicitation for bids, proposals, or quotes;

B. When monies are available for the first fiscal year at the time of contracting;

C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.

Contracts for materials or services and contracts for job-order-contracting construction services may be entered into for more than five (5) years if, before the procurement solicitation is issued, the Governing Board determines in writing that a contract of longer duration would be advantageous to the District. Payment and performance obligations for succeeding fiscal years are subject to the availability and appropriation of monies.

### ***Multiple Year Purchases Totaling More***

### ***Than One Hundred Thousand Dollars***

The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

The Governing Board has determined in writing that:

1. The estimated requirements cover the contract period and are reasonable and continuing;
2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement; and
3. If monies are not appropriated or available in future years the contract will be cancelled.

If multiple-year quotations are used, the District shall:

- A. Document the time period that the pricing is valid;
- B. Secure and maintain written affirmation that the vendor will honor the pricing for the multi-year period;
- C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.

### ***Cooperative Purchasing Agreements***

Procurements in accordance with intergovernmental agreements and contracts between the District and other governmental entities as authorized by Arizona Revised Statute are exempt from competitive bidding requirements pursuant to A.A.C. R7-2-1002(C)(2).â€” Inspection of

and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.

### ***Emergency Purchases***

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances pursuant to A.A.C. [R7-2-1055](#) shall be included in the procurement file and maintained in the District office.

### **~~Sole-Source Procurements~~**

~~A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. R7-2-1053. Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the District.~~

~~The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.~~

### **~~Cooperative Purchasing Agreements~~**

~~Procurements in accordance with intergovernmental agreements and contracts between the District and other governing bodies as authorized by Arizona Revised Statute are exempt from competitive bidding requirements under A.R.S. 15-213. Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.~~

### **~~Due Diligence~~**

~~The District is responsible for ensuring that all procurements are done in accordance with school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for school districts when~~

~~assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.~~

## **Federal Regulations for Suspension**

### **and Debarment Verification**

If a requisition involves the expenditure of funds received from Federal assistance, these procedures must include a process that confirms and documents verification of vendor suspension and debarment, per 2 CFR § 200.214 (Code of Federal Regulations Title 2). This verification can be done by accessing [www.sam.gov/sam/](http://www.sam.gov/sam/) where names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or other regulatory authority can be found. Federal regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A covered transaction includes a contract for audit services (that is federally required) and contracts for goods or services in the amount of at least, twenty-five thousand dollars (\$25,000), including subcontracts. Evidence and documentation of this verification process should be maintained by the Superintendent.

**DJG ©**  
**VENDOR / CONTRACTOR-RELATIONS**

**~~Fingerprinting Requirements~~**

**AND SALES CALLS REQUIREMENTS**

**Fingerprinting Requirements**

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card pursuant to A.R.S. [41-1758](#) *et seq.* The Superintendent, or a principal subject to approval by the Superintendent, may exempt from the requirement to obtain a fingerprint clearance card a contractor, subcontractor, or vendor whom the Superintendent or principal has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the school or to the School District. The exemption shall be given in writing and a copy filed in the District office.

The Superintendent shall develop uniform District criterion for making a determination of whether or not an exemption will be granted.

**Required Contract Provisions**

Each District contract shall contain the provisions of statute paraphrased below and the Superintendent shall implement procedures to randomly verify the records of contractor and subcontractor employees to ensure compliance with these warranties.

The contract or agreement with each contractor shall contain the warranties indicated below:

A. Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of this warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.

B. The contractor further acknowledges that the School District retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the contract to ensure compliance by the contractor or subcontractor.

The contractor shall facilitate this right by notice to his employees and supervisors.

**Sales Calls and Demonstrations**

**Requirements**

Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-342](#)

[15-512](#)

[23-214](#)

[41-1758](#) *et seq.*

[41-4401](#)

A.A.C.

[R7-2-1001](#)

[R7-2-1003](#)

[R7-2-1004](#)

[R7-2-1010](#)

Public Law 92-544

CROSS REF.:

[DBF](#) - Budget ~~Hearings and Reviews/Adoption Process~~ Process, Adoption and Implementation

[DIC](#) - Financial Reports and Statements

[DJE](#) - Bidding/Purchasing Procedures



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**SALES CALLS AND DEMONSTRATIONS**

~~Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-341~~

*Remove per PA 902 - May 2025 (Merged with Policy DJG.)*

**DJGA-R ©**

**REGULATION**

**SALES CALLS AND DEMONSTRATIONS**

~~When appropriate, the principal may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.~~

*Remove per PA 902 - May 2025*

**DK ©**  
**PAYMENT AND PAYROLL PROCEDURES**

### **Payment Procedures**

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

The Superintendent will implement procedures for the review of purchase ~~invoices~~ **orders** to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

In addition, the Board authorizes the Accounts Payable Department to process vouchers for payment up to ten percent (10%) greater than the approved purchase order amount. The additional authorized payment of ten percent (10%) will compensate for minor differences in freight, taxes, et cetera.

### **Payroll Procedures**

The District will establish two (2) or more days in each month, not more than sixteen (16) days apart, as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

Notwithstanding A.R.S. 23-351 and 23-353, an employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge [A.R.S. 15-502].

Employees with written contracts shall designate a salary payment option they desire in their contract. All other employees must complete a separate pay option form. For those employees who utilize a separate pay option form, the employee's selection on such form as to how his or her wages will be paid shall be made on an annual basis.

Failure of an employee to complete a pay option form or mark a salary payment option on his or her contract, as applicable, shall result in pay annualization.

*Holiday Pay:* Compensation for District-approved holidays which is provided according to position and the adopted calendar for the year. To receive holiday pay, an employee is required to be actively working, have an approved paid personal day, or have a paid sick day the workday immediately preceding and the workday following the holiday. This applies to all paid

holidays, including spring break and winter break. (If the work day before a holiday is a half [1/2] day of paid work and half [1/2] day unpaid, the second half [1/2] of the workday controls and the holiday will not be paid).

Adopted: ~~date of Manual adoption~~<-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-304

15-321

15-[502](#)

[15-906](#)

[23-351](#)

[23-353](#)

CROSS REF.:

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

DK-~~E~~EA ©

EXHIBIT

~~PAYMENT~~ PAYMENT AND PAYROLL PROCEDURES

**RESOLUTION AUTHORIZING THE EXECUTION OF  
WARRANTS BETWEEN BOARD MEETINGS**

WHEREAS, A.R.S. [15-321](#) sets forth the procedures for execution of warrants drawn on the District, and

WHEREAS, said statute provides that an order for salary or other expense may be signed between Board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District in accordance with the provisions of A.R.S. [15-321](#).

This resolution was moved, seconded, and passed at a meeting of the Marana Unified School District No. 6 Governing Board on \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
President

**DKA ©**  
**PAYROLL PROCEDURES / SCHEDULES**

~~The District will establish two (2) or more days in each month, not more than sixteen (16) days apart, as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to the first duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.~~

~~Employees with written contracts shall designate a salary payment option they desire in their contract. All other employees must complete a separate pay option form. For those employees who utilize a separate pay option form, the employee's selection on such form as to how his or her wages will be paid shall be made on an annual basis.~~

~~Failure of an employee to complete a pay option form or mark a salary payment option on his or her contract, as applicable, shall result in pay annualization.~~

~~An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.~~

~~An employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge.~~

**Definitions**

~~*Stipend Pay* is a fixed payment for specific services rendered as defined and approved annually by the Governing Board. Included are: hard to fill; extracurricular; professional; extra section; department head; leadership.~~

~~*Extra Duty Pay* is assignments for certificated staff are separate and distinct from any other contractual obligations. The assignments are agreed upon with the employee and site administrator and paid on a time card by the hour. Included are: tutoring, homebound teacher, loss of planning.~~

~~*Holiday Pay:* Compensation for District-approved holidays which is provided according to position and the adopted calendar for the year. To receive holiday pay, an employee is required to be actively working, have an approved paid personal day, or have a paid sick day the workday immediately preceding and the workday following the holiday. This applies to all paid holidays, including spring break and winter break. (If the work day before a holiday is a half [1/2] day of paid work and half [1/2] day unpaid, the second half [1/2] of the workday controls and the holiday will not be paid).~~

~~*Exempt Staff Member:* A contract employee who is not subject to the time-keeping provisions of the Fair Labor Standards Act. Exempt staff members are paid on a salary basis according to their respective contracts.~~

~~*Non-Contract Staff Member:* An employee who is not subject to the time-keeping provisions of the Fair Labor Standards Act and, therefore is required to record the hours he or she works.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-502~~

~~23-351~~

~~23-353~~

~~CROSS REF.:~~

~~GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members~~

~~GDQD - Discipline, Suspension, and Dismissal of Support Staff Members~~

*Remove per PA 904 - May 2025 (Merged with Policy DK)*

**DN ©**  
**SCHOOL PROPERTIES DISPOSITION**

**Sale or Lease of Property**

The Board may sell or lease to the state, a county, a city, another school district or a tribal government agency any school property required for public purpose provided the sale or lease of the property will not affect the normal operation of a school within the District and the District is in compliance with Policy FCB, Retirement of Facilities, and A.R.S. ~~15-189~~[15-342](#).

**Disposition of Surplus Materials**

The School District shall determine the fair market value of excess and surplus property. Except as provided in A.R.S. [15-342](#), surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade-in, posted prices, or state surplus property. If unusual circumstances render the above methods impractical, the District may employ other disposition methods, including appraisal or barter, provided the District makes a determination that such procedure is advantageous to the District. Only United States Postal Money Orders, certified checks, cashier's checks, or cash shall be accepted for sales of surplus property unless otherwise approved by the District or for sales of less than one hundred dollars (\$100).

**Exceptions for Disposition of Learning Materials and Equipment**

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials to nonprofit community organizations when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

The Board may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means.

**~~Competitive Sealed Bidding~~**

~~Notice of the sale bids shall be publicly available from the District at least ten (10) days before the date set for opening bids. Notice of the sale bids shall be mailed to prospective bidders, including those on lists maintained by the District pursuant to A.A.C. R7-2-1023. The notice of the sale bids shall list the materials offered for sale; their location; availability for inspection; the terms and conditions of sale; and instructions to bidders, including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of A.A.C. R7-2-1029.~~

~~The award shall be made, in accordance with the provisions of the notice of the sale bids, to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the District. If the District determines that the bid is not advantageous to the~~



~~District, the District may reject the bids in whole or in part and may resolicit bids, or the District may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.~~

## Auctions

Auctions shall be advertised at least two (2) times prior to the auction date in a newspaper of the county as defined in A.R.S. [11-255](#). Advertisements must be at least seven (7) days apart. All of the terms and conditions of any sale shall be available to the public at least twenty-four (24) hours prior to the auction date.

Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the District shall approve such disposal. The District shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

An employee of the District or a Governing Board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or Board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

## State Surplus Property Manager

Except as provided in A.R.S. [15-342](#), the District may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code [A.R.S. [41-2601](#) *et seq.*] and the rules promulgated thereunder.

## Donation of Surplus

The Board may donate surplus or outdated learning materials, educational equipment and furnishings to nonprofit community organizations where the Board determines the anticipated cost of selling the learning materials, educational equipment or furnishings equals or exceeds the estimated market value of the materials.

## Offer to Sell

The Board may offer to sell outdated learning materials, educational equipment or furnishings at a posted price commensurate with the value of the item to pupils who are currently enrolled in the District before those materials are offered for public sale.

Adopted: ~~date of Manual adoption~~<-- [z2AdoptionDate](#) -->

LEGAL REF.:

A.R.S.

~~15-189~~[341](#)

~~15-341~~[342](#)

~~15-342~~[727](#)  
[15-729](#)

A.A.C.

[R7-2-1131](#)

A.G.O.

I80-036

I80-189

U.S.F.R. Sec. III-J-5(10); App. B(6)

CROSS REF.:

[BCB](#) - Board Member Conflict of Interest

[FCB](#) - Retirement of Facilities

[GBEAA](#) - Staff Conflict of Interest

[IJJ](#) - Textbook/Supplementary Materials Selection and Adoption