



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** April 12, 2011

**TITLE:** General Review of the Structure of Governing Board Policies;

Review of Policies Contained in Board Policy Classifications A (Foundations and Basic Commitments); B (School Board Governance and Operations); C (General School Administration); D (Fiscal Management); E (Support Services); and F (Facilities Development).

**SUPPLEMENT # 2:**

Policy Series C (General School Administration); and  
Police Series D (Fiscal Management).

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**BACKGROUND:**

***Purpose***

The Arizona School Boards Association (“ASBA”) recommends periodic review of all district policies on a comprehensive and collective basis to ensure policies are updated as new legislation is enacted, and to reflect the intentions of the Governing Board over time.

***Manual Format***

As the Board is aware, the policy manual is organized according to the classification system of the National School Boards Association. This system provides an efficient means of coding, filing, and finding policies. The manual is divided into the following sections:

- A FOUNDATIONS AND BASIC COMMITMENTS
- B SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E SUPPORT SERVICES
- F FACILITIES DEVELOPMENT
- G PERSONNEL
- H MEET AND CONFER
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K SCHOOL - COMMUNITY RELATIONS
- L EDUCATION AGENCY RELATIONS

The Governing Board’s policies are, of course, intended to be broad, overall direction for the operation of the District. Implementation of policy is through administrative function, including the administrative regulations approved by the Superintendent. (Regulations are denoted by a “-R”, “-RA” or similar designation; exhibits are denoted by “-E” or “-EA”, etc.). The Board is only required to approve changes to policies, not regulations or exhibits. Simply put, policies are “theory and intention”; Regulations are those procedural steps necessary to affect the theory; and Exhibits are the forms needed to implement the Policy’s Regulation(s).

### ***Process – Identification of Necessary Revisions***

The process to facilitate identification of necessary changes has been initiated with staff working with the District's ASBA policy consultant to review each page (literally) of every policy/regulative document to identify the following:

1. Suggestions (or needs) for substantive changes (including adoption of entirely new policies or deletions of superfluous, duplicative or outdated ones);
2. Style or language changes (e.g., "pupil" to "student" or "parent" to "parental"); or
3. Reference updates (wherein we change a statutory reference or modify a policy cross-reference).

Through this review, a significant number of policies have been identified where some type of updating is recommended. Many policies, however, do not require change or require changes of little significance – such as the style changes.

### ***Process – Policy Forms***

The draft of changes to these sections is provided in two formats: first, a "final" version showing all the proposed changes incorporated into one "clean" document; second, a "redline" version which shows all the detail of the changes made in traditional editing format.

To aid Board members in conducting their review in a more manageable manner, a summary list relating to Policy Series A and B are also attached. The summary provides a list of those policies that staff believe require no revisions; those policies for which a legal and/or cross reference revision is required; those policies for which minor language changes (for clarity/grammar) are proposed; and those policies for which minor language *and* references are suggested. The summary also provides a listing of proposed deletions of policies, regulations and/or exhibits. Finally, those documents which staff believes require substantial revisions are set forth along with a brief synopsis of the suggested changes.

As the redline and final drafts are reviewed, there are a few clarification statements which the Board may find helpful:

- District identifying information, including name, county, mission statement, district legal status, etc. are not included in the ASBA model package; therefore, they sometimes appear as strikethroughs in red, which would normally suggest deletions. That is simply a function of current ASBA formatting; that language will not be deleted. Otherwise, all recommended deletions are indicated in red with a strikethrough.
- Recommended additions/changes are in blue.
- All sections of the draft which match the current policy language appear in black.
- Many documents have only minor or technical changes that are not substantive. Typically such changes or corrections are made to enhance sentence structure, improve grammatical presentation, correct semantics, accommodate statutory codification adjustments, and so forth.
- Many of the documents have no changes at all.
- If a policy, regulation, or exhibit has substantive changes, these should be reviewed closely since the potential revisions may materially alter an expectation, a practice, or a procedure of the District. These revisions may be the result of changes to federal laws or state statutes, alterations to the rules of regulatory agencies, findings in case law, attorney general opinions, et cetera. In some cases, the changes are the outcome of efforts to clarify the

contents of a document or to more adequately synchronize the District's policies and practices with one another.

- Documents which do not carry the ASBA copyright are either district creations or do not strictly conform to the ASBA proposed model.

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At the time this Board Item was prepared, staff is continuing to summarize the information developed regarding necessary revisions. A detailed policy-by-policy listing will be submitted to the Board in advance of the Board's meeting.

Policy series revisions E and F will follow by supplement.

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**RECOMMENDATION:** This item is presented for the Board's study at this time. The policy revisions will be brought back on April 26<sup>th</sup> for the Board's approval.

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**INITIATED BY:**



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**Todd A. Jaeger, Associate to the Superintendent**

**Date: April 6, 2011**



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**Vicki Balentine, Ph.D., Superintendent**

## ***POLICY REVISIONS***

### **Section C (General School Administration)**

No revisions: **CC, CD, CE, CE-R, CFD-R, CH-R**

Legal/Cross reference only: **CA, CCB, CHCA, CHCA-R, CHD**

Minor language only: **CB, CFD, CH**

Delete: **CF** (now CCB-R)

**CBA (Qualifications and Duties of the Superintendent).** Expands and clarifies the Superintendent's responsibilities as chief executive officer for the district. Deletes limiting language.

**CBCA (Delegated Authority).** Includes administrators and psychologists with teachers as those to whom the Board must give notice of its intention not to offer a contract and/or its intent to dismiss.

**CBI (Evaluation of Superintendent).** Deletes confidentiality provision for evaluation.

**CCB-R (Line and Staff Relations: School Administration).** A new proposed regulation (formerly policy CF) which prescribes the general duties of a school principal.

**CFD-E (School Based Management: School Councils).** A new exhibit setting guidelines for effective collaboration between school staff and parents.

**CK (Administrative Consultants).** Revises guidelines for use of consultants.

**CM (School District Annual Report).** Excess utilities annual report provision is deleted due to the expiration of the statutory authorization to budget for excess utilities. Added, through A.R.S. 15-213.01 by House Bill 2332, is the requirement for annual reports to be filed with the School Facilities Board and the Department of Commerce Energy Office by school districts having a guaranteed energy cost savings contract.

### **Section D (Fiscal Management)**

No revisions: **DA, DBI, DD, DDA-R, DFB, DFD, DJGA**

Legal/Cross reference only: **DB, DBC, DK, DK-E**

Minor language only: **DBC-R, DDA, DG, DH, DID, DID-R, DJ, DJE-E, DJGA-R, DKC**

Minor language/legal reference: **DBF, DFA, DGA, DI, DIB, DM**

Delete: **DKC-E**

**DBJ (Budget Transfers).** Technical correction by ASBA. HB 2011 deletes from language in A.R.S. 15-905(G) a provision, valid until June 30, 1999, that authorized expending monies in excess of the capital outlay section of the budget only by action taken at a board meetings and if monies were available in the reserve. Policy Services had inadvertently left the provision in DBJ.

**DD-E (Funding Proposals, Grants and Special Projects).** A new exhibit form of Governing Board Resolution regarding the district's participation in programs funded in whole or in part by federal funds directing the Superintendent to ensure that the district complies with federal mandates for comparability and equivalency of access.

**DEC (Funding from Federal Tax Sources.)** Revised to reflect language added to A.R.S. § 15-905 as required by HB2725 regarding the district's receipt of Impact Aid Program funds pursuant to Title VIII of the Elementary and Secondary Education Act of 1965. Statute specifies:

- districts are to establish a local impact aid fund into which impact aid monies are to be deposited;
- a separate accounting is to be made for the fund monies;
- compliance with USFR required;
- Monies:
  - are not to be combined with any other source of local, state or federal assistance;
  - must be expended pursuant to federal law only for the purposes allowed by 15-905;
  - are considered federal monies and are not subject to legislative appropriation.

**DFF (Income from School Sales and Services).** Statutes revised to include the authority to sell advertising space:

- on school buses;
  - no limitation placed on the sale of advertising;
  - restrictions and requirements proscribed for:
    - advertisement content;
    - exterior ad placement.
- athletic facilities;
- on school district websites and websites maintained by schools in the school district;

Advertising monies

- to be deposited in separate funds
  - composed of revenues from ad sales on buses and at athletic facilities
  - established for revenues from the sale of website advertising,
- are not subject to reversion.

**DGD (Credit Cards and/or Procurement Cards).** A new policy permitting the assignation and use of controlled-limit credit cards.

**DGD-R (Credit Cards and/or Procurement Cards).** A new regulation setting forth the specific issuance, use and limitations for the use of district credit cards.

**DGD-E (District Assigned Credit/Procurement Card Holder Agreement.)** A new exhibit/form agreement to be signed by anyone authorized to use a district credit card.

**DIA (Accounting System).** Previously A.R.S. 15-914.01(A) granted statutory authority for a school district with a student count of at least four thousand students to apply for State Board of Education (SBE) approval to assume accounting authority for the district in place of accounting authority residing with the county school superintendent. HB 2011 revised 15-914.01(A) to remove the student count requirement. Standards have been added through 15-914(D) by which any qualifying school district may seek approval by the SBE to assume accounting responsibility. The authority to submit an accounting responsibility plan to the SBE, and the requirement, upon approval of that plan, compelling the district to contract with an independent certified public accountant for an annual financial and compliance audit have been written into policy DIA.

**DIC (Financial Reports and Statements).** House Bill 2369, approved in the Second Regular Session of the 48th Legislature, amended A.R.S. 15-904 authorizes the distribution of the annual financial report by either a newspaper of general circulation in the district, electronically on the Arizona Department of Education (ADE) web site, by the official newspaper of the county or by mail to each household in the district. If the ADE web site is used there must be a link from the district web site to that location.

**DIE (Audits/Financial Monitoring).** Language revised to reflect of correct legislative citation; removes language requiring governing Board to appoint a certified public accountant for audit services and directs Superintendent to assure financial monitoring and audit compliance.

**DIE-R (Audits/Financial Monitoring).** Sets forth the standards to qualify for approval of an accounting responsibility plan.

**DJB (Bidding/Purchasing Procedures).** Deletes policy language in favor of reference to Policy DJE.

**DJE (Bidding / Procurement Procedures).** A.R.S. 41-4401, through HB 2745, was revised to direct that school districts award a contract only to entities that complies with the E-Verify procedures for employers. Language added:

- to include additional procurements that do not require the bidding process;
- to set forth the authority for online bidding;
- to specify the requirement for:
  - verbal quotations for purchases of \$5,000 to \$25,000;
  - written quotations for purchases from \$25,000 to \$50,000;
  - competitive bidding and procurements procedures for purchases of \$50,000 and greater.

**DJE-R (Bidding/Purchasing Procedures).** The Cooperative Purchasing Agreements section of this administrative regulation has been revised to reflect new competitive bidding requirements as described above (DJE). The regulation has been substantially expanded for the purpose of providing more extensive guidance to a school district's procurement procedures and practices.

**DJG (Vendor/Contractor Relations).** Issues and concerns with earlier language in A.R.S. 15-512 concerning the fingerprinting of contractors, subcontractors, and vendors led to further alterations in House Bill 2031. Contractors, subcontractors, and vendors contacted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card unless the superintendent or principal grants an exemption. The statute now states a contractor, subcontractor, and vendor may be exempt from the fingerprint card requirements if the superintendent or principal determines the provider is not likely to have independent access or unsupervised contact with students as a result of the provider's normal job duties while at the school. To comply with the revised 15-512, contractors, subcontractors, and vendors must obtain a valid fingerprint clearance card by December 31.

**DJG-R (Vendor/Contractor Relations).** A new regulation prepared to permit random audits of vendor records to ensure their employees' right to work status and contract warranty compliance.

**DKA (Payroll Procedures/Schedules).** Modifies payroll procedures including:

- removes requirement for salary checks to be issued biweekly;
- provides for two or more fixed paydays per month;
- permits employees to choose full payment upon assignment completion –or – annualization of pay;
- provides method for waiver of IRS penalties on deferred wage payment.

**DKA-E (Deferred Wage Payment Election Form).** New exhibit form for deferred wage payment election.

**DN (School Properties Disposition).** Revisions:

- permit the District to determine the fair market value of excess and surplus property;
- specify that surplus/outdated learning materials may be donated to nonprofit community organizations when the cost of selling the materials equals or exceeds the market value;
- provide for the Board to sell used equipment to a charter school before attempting to sell or dispose of the equipment by other means; and
- remove the requirement to provide lists of obsolete equipment to the Board prior to disposal.