



**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 # 1:**

Policy Series A (Foundations and Basic Commitments); and  
Policy Series B (School Board Governance and Operations).

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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 C, D, 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**

### **Manual Introduction**

Language, code and index updates

### **Section A (Foundations and Basic Commitments)**

No revisions: **A, AA, AA-E, ADA, ADAA**

Legal/Cross reference only: **ABA, AC, ACA**

Minor language only: **AC-E, AD**

Minor language/cross reference: **ABAA**

Deleted: **ACA-RB, ACA-RC**

**AC-R** - Timelines for the initial complaint filing, investigation and responses have been added.

**ACA-R** (was ACA-RA) - Timelines for the initial complaint filing, investigation and responses have been added.

**ACA-E** (was ACA-RB) - Complaint form added.

### **Section B (School Board Governance and Operations)**

No revisions: **BAA, BBBB, BBBE, BDB, BDF, BED, BEDH-EA, BEDH-EB, BHA**

Legal/Cross reference only: **BB, BCA, BDH, BEDI, BIA, BJ, BK, BKA**

Minor language only: **BA, BBA, BBBC, BCB-E, BDD, BEDF, BG, BGB, BGC, BGE, BGF**

Delete: **BDG-R, BEDK, BKB**

**BBA** – Descriptions of the legislative, executive, and appraisal responsibilities of the Board are added.

**BBA** – Sets forth that a quorum of the Board may be met by appearance of a member in person or through technological devices

**BBBB (Board Member Oath of Office)**. The requirement that at least one day between the date an elected or appointed official took the oath of office and the date the official could commence the term of office was removed (per legislation). The member must take the oath, however, before the member can commence the term and perform any official act. Signing the oath of office is the official taking of the oath; a ceremony may be held, if desired, but it does not constitute the official oath. Also, newly elected Board members must review the Open Meeting Law before taking office.

**BCB (Board Member Conflict of Interest)**. Adds language that school district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Conditions for purchases of supplies, materials, and equipment from Board members are set forth.

**BDA (Board Organizational Meeting)**. Adds language that, 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.

**BDE (Board Committees)**. Clarifies that the Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members.

**BDG (School Attorney).** Removes language permitting the Board to utilize the services of the County Attorney. Permits the Board to retain private counsel and services as necessary.

**BE (School Board Meetings).** Adds reference to Policy BEDA which sets out new notice posting requirements. Policy BE has been further adjusted to address a potential technical complication concerning the manner by which a scheduled Board meeting may be postponed or cancelled.

**BEC (Executive Sessions / Open Meetings).** Adds provisions to requirements necessary for the Board to meet in executive session.

**BEC-E (Executive Sessions / Open Meetings Minutes).** New form to follow for recording of Executive Session Minutes.

**BEDA (Notification of Board Meetings).** Language added to A.R.S. 38-431.02 by Senate Bill 1303 further clarifies requirements for the posting of meeting notices. The statute now specifies that the minimum twenty-four hour notice of a meeting may include Saturday when the public has twenty-four hour access to a physical posting location of the notice, but does not include Sundays or holidays identified in A.R.S. 1-301.

**BEDB (Agenda).** Revised to clarify and differentiate what, when, and how the several types of items on an agenda can be addressed without violating Arizona's open meeting law (OML). The particular agenda form the district uses will now be displayed as a Manual exhibit following policy BEDB.

**BEDBA (Agenda Preparation and Dissemination-Regular Meetings).** Removes language permitting the Superintendent to remove items from a published Governing Board agenda.

**BEDC (Quorum).** Lacking a quorum, meetings cannot be convened and board actions necessary to authorize critical functions of the district may not be accomplished. Senate Bill 1196 adds a subsection to A.R.S. 5-321 that permits the remaining members of a board having one or more vacant member seats to qualify as a quorum for the purpose of transacting business, with the stipulation that a single board member does not constitute a quorum.

**BEDD (Rules of Order).** Modifies procedural rules regarding addressing the Board, the making and seconding of a motion.

**BEDG (Minutes).** Sets forth requirements for how and when Board meeting Minutes will be prepared, maintained, stored and be made available to the public for inspection.

**BEDG-R (Minutes of Open Session Governing Board Meetings, Board Subcommittees and Advisory Committees).** Sets requirements for the inclusion of information in Board or board-authorized meetings other than executive sessions.

**BEDH (Public Participation at Board Meetings).** Extensive language simplification.

**BGC-R (Policy Revision and Review).** New Regulation which adds guidelines for utilization of the Policy Services Program of the Arizona School Boards Association (ASBA) in the amendment of District policies or in the adoption of new policies originated by the District.

**BGD (Board Review of Regulations).** Provides for the Board to receive advance copies of administrative regulations.

**BGE-R (Policy Communication/Feedback).** Provides guidelines for making revisions to Manual

**BGE-E (Policy Communication/Feedback: Change Memorandum).** Provides memorandum form for policy revisions.

**BHC (Board Communications with Staff Members).** New policy requiring employees to exhaust administrative remedies before discussing concerns with Board members; clarifies that employees who wish to address the Board as a member of the public should follow established guidelines. Board members will communicate to employees through the Superintendent.

**BHD (Board Communication with the Public).** New policy clarifying procedure for discussion with Board members.

**BIB (Board Member Development Opportunities).** Encourages Board member development via governmental and national school boards associations. Requires professional journals and books in the school libraries to be made available to every Board member.

**BIBA (Board Member Conferences, Conventions and Workshops).** New policy sets guidelines for Board members' training opportunities, conference attendance and resource-sharing.

**BID (Board Member Compensation and Expenses).** Permits recompense to Board members for expenses incurred in connection with school business. Notes legislative limit on reimbursement amounts.

**BIE (Board Member Insurance/Liability).** HB 2011 slightly revised A.R.S. 15-341(A)(31) and re-codified it as 15-341(A)(29). The revised language has the effect of directing that the governing board shall ensure the identified insurance coverage is secured. The statement is added in BIE to clearly state the board's directive for district compliance with the statutory requirement.