



Policy Work Session Agenda

Friday, October 23, 2026 | 1:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

No actions will be taken at this meeting. The board may direct staff to study a matter or to schedule an item for further consideration and decision at a later date. The meeting room will be open to the public fifteen minutes prior to the beginning of the meeting.

1. OPENING ITEMS

1.A. Call to Order

2. ITEMS FOR DISCUSSION AND REVIEW

The Governing Board will not vote on Discussion or Review Items and any action taken as a result of this discussion will be limited to directing staff to study the matter or scheduling the matter for a future agenda.

Governing Board Policy Work Session

Joseph City Unified School District No. 2

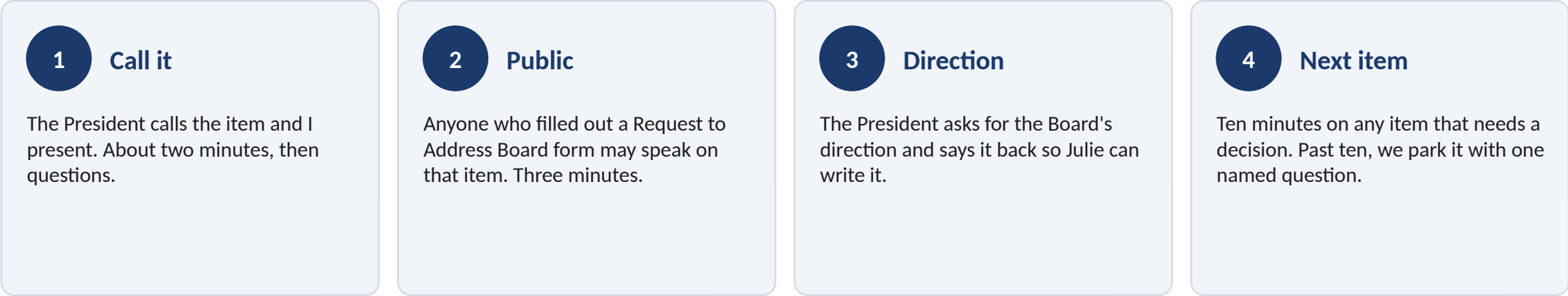
Friday, October 9, 2026 | 1:00 to 3:00 PM | Board Room, 8176 N Westover

Discussion only. No action will be taken.

Sections A, B and C: 51 Board policies. Session two of nine. Shannon Harvilla, Superintendent

How today runs

Discussion only under BED-R. The Board gives direction; every vote happens at a regular meeting.



What direction sounds like



Off the agenda: only items on today's notice can be discussed (A.R.S. 38-431.02). Give Julie the code and it goes on a later notice. **Minutes:** the tracker as read back at the close.

2.A The method

Every one of the 51 policies in Sections A, B and C went through the same seven questions. The answers put each one in a pile. Today we spend the time on the sixteen that need it.

The seven questions

AGREE THE METHOD

Agenda item 2.A | A policy lands in Confirm only when it is clean on all seven.

	The question	What we want to see
Q1	Has ASBA changed the model since we adopted this?	No change
Q2	Did we adopt it within the last five years?	Yes, with a date
Q3	Does it point to a policy we no longer have?	No dead cross references
Q4	Does it order a regulation or procedure we never wrote?	Nothing owed
Q5	Has an audit, a monitor or a lawyer flagged it?	Nothing on file
Q6	Does what we actually do match what it says?	Superintendent confirms
Q7	Is this one where being wrong is expensive?	Not on the high consequence list

Q1 is a proxy. ASBA's model manual is not public, so Q1 means no advisory on file since our adoption and no re-publication of our record. If neither could be checked, the row says Could not verify and goes to Decide. **Q7 is not a failure.** It marks the six policies I read in full.

Four piles, and where the 51 land

AGREE THE METHOD

Agenda item 2.A | A 9, B 29, C 13. The plan said 52; the library holds 51.

29

Confirm

Clean on all seven. One motion November 10, no discussion, unless a member pulls one.

6

Read in full

High consequence (Q7). I read each one and report in two minutes. They move with the Confirm motion unless pulled.

16

Decide

One or more questions flagged. Five groups, one page each in the packet. Direction today.

0

Retire

ASBA has not directed removal of anything in Sections A, B or C.

Pull rule: any member may move a Confirm policy to Decide by sending the code to Julie Strong by noon, Wednesday, October 7.

Two rows break the rule on purpose. A, the mission statement, is clean but sits in Decide because the Board said in September it might revisit it. CBA carries a Q1 flag that is already answered: the Board re-adopted it September 15. If the Board would rather run three piles, Read in full becomes Decide and Decide goes from 16 to 22.

Today at a glance: nine agenda items

Slides run in the order of the posted agenda, 2.A through 2.I.

Item	What it is	Policies	Pile	Minutes
2.A	The method: seven questions, four piles, the pull deadline		Agree the method	10
2.B	Confirm: clean on all seven	29	Confirm	10
2.C	Read in full: ACAA, BCB, BE, BEDA, BEDB, CBCA	6	Read in full	15
2.D	Nine policies with no adoption date	9	Decide	10
2.E	BBBA, BBBD, BEDH: ASBA record does not match our minutes	3	Decide	10
2.F	AC and ACA: the dead GDQD cross reference	2	Decide	5
2.G	BED: minutes practice	1	Decide	10
2.H	A: the mission statement	1	Decide	10
2.I	November and December, and Section D		Confirm the clock	5

51 policies: 29 + 6 + 16. The 30 regulations and exhibits in these sections come to the Board as information.

2.B Confirm: 29 policies

Clean on all seven questions. One motion at first read November 10, no discussion today, unless a member pulls one.

Confirm | 29 policies, one motion

Agenda item 2.B | A 3, B 18, C 8 | First read November 10, adoption December 8

WHAT CONFIRM MEANS

- ASBA has not changed the model since we adopted it, as far as the public record shows.
- Adopted within five years, with a date. No dead cross references. No procedure owed.
- No audit, monitor or legal flag on file, and I have checked that we do what it says.

ONE ROW TO KNOW ABOUT

- CBA, Qualifications and Duties of the Superintendent: re-adopted September 15 with the PA 1048 weapons detection language. ASBA's site still shows the old text. Julie confirms ASBA posts it. No Board action.

PRACTICE POINTS I CONFIRMED OR WILL REPORT

- BAA: date of the last Board self-evaluation. BDG: written counsel opinions go to all members.
- BK: the ASBA delegate alternate is named. CBI: the 2026-27 evaluation instrument is agreed.
- CFD: enrollment is under 600, so the small district exception applies. CK: consultant engagements since August 2025 are documented.

CONFIRM, ONE MOTION

WHAT I CHECK

- Nothing to change in the text of any of the 29.
- The full list is on the next slide.
- Pull deadline was noon Wednesday, October 7.

DIRECTION NEEDED

A for all 29, in one motion November 10.

The 29 Confirm policies

CONFIRM, ONE MOTION

Agenda item 2.B | Code, title, and our adoption date

Code	Title	Adopted
AA	School District Legal Status	Apr 8, 2025
ABA	Community Involvement in Education	Apr 8, 2025
ABAA	Parental Involvement	Apr 8, 2025
BA	School Board Operational Goals	May 13, 2025
BAA	Board Self-Evaluation	May 13, 2025
BB	School Board Legal Status	May 13, 2025
BBA	Board Powers and Responsibilities	May 13, 2025
BCA	Board Member Ethics	May 13, 2025
BDA	Organizational Meeting, President Duties	May 13, 2025
BDD	Board and Superintendent Relationship	May 13, 2025
BDE	Board Committees	May 13, 2025
BDG	School Attorney	May 13, 2025
BGB	Policy Adoption, Revision and Repeal	May 13, 2025
BGD	Board Review of Regulations	May 13, 2025
BGE	Policy Manual	May 13, 2025

10

Code	Title	Adopted
BHC	Board Communications	May 13, 2025
BIA	New Board Member Orientation	May 13, 2025
BIBA	Board Member Development	May 13, 2025
BIE	Board Member Liability Insurance	May 13, 2025
BJ	School Board Legislative Program	May 13, 2025
BK	Memberships and ASBA Delegates	May 13, 2025
CA	Administration Goals	Aug 12, 2025
CB	Superintendent	Aug 12, 2025
CBA	Qualifications and Duties of the Superintendent	Sept 15, 2026
CBI	Evaluation of Superintendent	Aug 12, 2025
CFD	School-Based Management	Aug 12, 2025
CHD	Administration in the Absence of Policy	Aug 12, 2025
CK	Administrative Consultants	Aug 12, 2025
CM	School District Annual Report	Aug 12, 2025

2.C Read in full: six policies

Q7, high consequence: Title IX, conflict of interest, open meetings three times, and the procurement delegation. I read each one and report in two minutes. They move with the Confirm motion unless a member pulls one.

The six I read in full

READ IN FULL

Agenda item 2.C | Text is current on all six. What I report is practice.

Code	Policy	Why it is here	What I report
ACAA	Title IX Sex Discrimination	Q5, Q7	Coordinator notice on the website and in handbooks names the Superintendent
BCB	Board Member Conflict of Interest	Q1, Q7	PA 1067 text adopts October 13; forms on file; annual training dated
BE	School Board Meetings	Q5, Q7	Executive session admonition read; open meeting reconvened before adjourning
BEDA	Notification of Board Meetings	Q7	Website statement of posting locations; 24 hour posting
BEDB	Agenda	Q1, Q7	September 15 text posted by ASBA; BEBD caption corrected in the minutes
CBCA	Delegated Authority	Q7	Procurement to \$100,000 sits consistently with the DJ delegation

None of the six needs a text change today. Direction for each is Heard, no change, unless a member pulls it.

ACAA | Title IX Sex Discrimination

Agenda item 2.C | Adopted November 12, 2025 | Q5, Q7 | Current JCUSD text follows

WHAT IT DOES

- Sets the District's Title IX framework: definitions, the coordinator, reporting, and the District's response to a complaint.
- Text is current. On September 18 the Board agreed no change to the policy.

WHERE THE WORK IS

- The coordinator is named in the regulation, ACAA-R, not the policy.
- I reissue ACAA-R in October naming positions, not people: the Superintendent as coordinator, the principal of the campus not involved as decision-maker, an outside hearing officer on appeal.

READ IN FULL

WHAT I CHECK

- The website and handbook Title IX notice names the Superintendent as coordinator by October 13.
- ACAA-R reissued in October, positions not people.

DIRECTION NEEDED

Heard, no change. Moves with the Confirm motion.

ACAA | Current JCUSD text, adopted November 12, 2025 (1 of 3)

Purpose

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. The District does not discriminate based on sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, including unlawful sexual harassment.

Definitions

Sexual Harassment

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Complainant

A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent

A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Title IX Coordinator

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

ACAA | Current JCUSD text, adopted November 12, 2025 (2 of 3)

Reporting

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

District Response Process

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Confidentiality

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Mandatory Reporting

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

ACAA | Current JCUSD text, adopted November 12, 2025 (3 of 3)

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: Wednesday, November 12, 2025

LEGAL REF.: A.R.S. 13-3620 20 U.S.C. 1092 20 U.S.C. 1681, Education Amendments of 1972, Title IX 34 U.S.C. 12291

CROSS REF.: AC - Nondiscrimination/Equal Opportunity JB - Equal Educational Opportunities

BCB | Board Member Conflict of Interest

Agenda item 2.C | PA 1067 text adopts October 13 by September 18 direction | Q1, Q7 | Text follows

WHAT IT DOES

- Voting limits, employment limits, substantial and remote interest, purchases from Board members, filing of disclosures.
- The Q1 flag is already answered: the PA 1067 text on the next slides adopts October 13. Not re-decided here.

WHAT CHANGES WITH PA 1067

- Annual conflict of interest training for every member.
- Each member signs BCB-E every January, within five days of taking office, and within fifteen days of any change.

READ IN FULL

WHAT I CHECK

- A signed BCB-E is on file for every member.
- The in-house annual training has a date (planned January 15 with Section G).
- BCB-E reissues with BCB on October 13.

DIRECTION NEEDED

Heard, no change. Adopted October 13.

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 is unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of the Board member or a Board member’s spouse or dependent as defined in A.R.S. 43-1001 and in accordance with A.R.S. 15-323.

Employment Limitations

No dependent, as defined in A.R.S. 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board in accordance with A.R.S. 15-502. 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)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the 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]

Pursuant to A.R.S. 15-421, the District is allowed to employ, including through a third (3rd)-party contractor 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, 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

The District shall annually provide conflict of interest training to all Board members. The training shall include information regarding the District’s policies regarding conflicts of interest, what constitutes a substantial and remote interest under the applicable statute, the definition of relative pursuant to A.R.S. 38- 502(9), how and when to complete the District’s annual Conflict-of-Interest Disclosure Form, the requirements to refrain from discussion or voting on a matter in which they or a relative has a substantial interest, and the penalties for violating the applicable statutes.

BCB | Text adopting October 13, ASBA Policy Advisory 1067 (as shown September 18) (2 of 3)

Each Board member shall annually complete and sign the District's Conflict-of- Interest Disclosure Form (BCB-E) and within fifteen (15) days of any change in circumstance. Board members shall complete and sign the Conflict-of-Interest Disclosure Form every January of their term and, if they are a new Board member, within five (5) days of starting their term. Evidence of the guidance provided and signed Disclosure Forms shall be maintained by the District in compliance with the Uniform System of Financial Records (USFR), and all disclosures shall be kept on file for public inspection as required by A.R.S. 38-509.

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. [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. [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.

Investigations

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation in a Governing Board meeting or other discussions when a substantial interest may exist.

Purchases from Governing

Board Members

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 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.

BCB | Text adopting October 13, ASBA Policy Advisory 1067 (as shown September 18) (3 of 3)

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 Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

Purchases from Governing Board

Members for Districts with

Fewer than 3,000 Students:

A. Each purchase is approved by the Governing Board; B. Although there is no limit on the amount of the purchase, the amount of the purchase is included in the Board's meeting minutes.

Filing of Disclosures

The District shall maintain in the District's official records and for public inspection in a special file all Board Member Conflict of Interest Disclosure Forms and all other documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [A.R.S. 38-509]

Adopted: _____

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

Attorney General Arizona Agency Handbook, Chapter 8

Uniform System of Financial Records

CROSS REF.:

BBBA - Board Member Qualifications

DJE - Bidding/Purchasing Procedures

BE | School Board Meetings

Agenda item 2.C | Adopted May 13, 2025 | Q5, Q7 | Current JCUSD text follows

WHAT IT DOES

- Regular, special and executive sessions. A special meeting takes only the business named in its notice. Members get 24 hours' written or phone notice of a special meeting.
- Executive session: the admonition on confidentiality is read, no final action is taken, and the open meeting reconvenes before adjourning.

WHY IT IS FLAGGED

- Open meetings are on the high consequence list.
- Board History notes practice points on special meetings. The missing minutes are handled under BED, item 2.G.

READ IN FULL

WHAT I CHECK

- The executive session admonition is read every time.
- The open meeting is reconvened before adjournment.
- Special meetings take only noticed business.

DIRECTION NEEDED

Heard, no change. Moves with the Confirm motion.

BE | Current JCUSD text, adopted May 13, 2025 (1 of 2)

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.

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.

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:

BE | Current JCUSD text, adopted May 13, 2025 (2 of 2)

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 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: Tuesday, May 13, 2025

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. I79-045 I79-049 I79-126 I79-136 I80-118 I80-146 I81-058 I81-060 I81-090

CROSS REF.: BBA - Board Powers and Responsibilities BED - Meeting Procedures BEDA - Notification of Board Meetings BEDB - Agenda

BEDA | Notification of Board Meetings

Agenda item 2.C | Adopted May 13, 2025 | Q7 | Current JCUSD text follows

WHAT IT DOES

- A statement on the website says where every meeting notice is posted, physical and online.
- Notice and agenda posted at least 24 hours before the meeting. Sundays and state holidays do not count.
- Written notice to any employee to be discussed in executive session, at least 24 hours ahead.

WHY IT IS FLAGGED

- Open meetings are on the high consequence list. Nothing failed.

READ IN FULL

WHAT I CHECK

- The website statement of posting locations is current.
- Today's notice was posted October 8 by 1:00 PM, 24 hours ahead.

DIRECTION NEEDED

Heard, no change. Moves with the Confirm motion.

BEDA | Current JCUSD text, adopted May 13, 2025 (1 of 2)

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 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.

BEDA | Current JCUSD text, adopted May 13, 2025 (2 of 2)

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: Tuesday, May 13, 2025

LEGAL REF.: A.R.S. 1-301 15-321 15-341 38-431.01 38-431.02 A.G.O. 179-045

CROSS REF.: BDA - Board Organizational Meeting and Board President Duties BE - School Board Meetings BEDB - Agenda

BEDB | Agenda

Agenda item 2.C | Re-adopted September 15, 2026 with PA 1047 | Q1, Q7 | Text on file follows

WHAT IT DOES

- The agenda lists what may be discussed or decided. The Superintendent prepares it with the President. A member may propose an item five working days ahead.
- Names Julie Strong as the contact for disability accommodations. That is current.

WHAT SEPTEMBER 15 ADDED (PA 1047)

- A tax rate, assessment or fee increase may not go on the consent agenda.
- A matter discussed in executive session that needs a final vote goes on the regular agenda, not consent.

READ IN FULL

WHAT I CHECK

- ASBA's site still shows the May 2025 text. Julie confirms ASBA posts the September 15 text.
- The September 15 minutes caption it BEBD. Julie corrects the caption.

DIRECTION NEEDED

Heard, no change. Moves with the Confirm motion.

BEDB | JCUSD text on file, May 13, 2025. September 15 revision adds two consent agenda sentences (1 of 3)

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 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 may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) 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. Adoption of the agenda (Discussion of items is not in order.)
- C. Pledge of allegiance

BEDB | JCUSD text on file, May 13, 2025. September 15 revision adds two consent agenda sentences (2 of 3)

- D. Board Meeting minutes not previously approved
 - E. Information only items (Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.)
 - 1. Summary of current events
 - a. Superintendent
 - Celebrations and recognitions
 - b. Governing Board members
 - 2. Reports (Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.)
 - F. Public comments (Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.)
 - G. Action items (Matters on which the Governing Board may take legal action during the meeting.)
 - 1. Consent agenda items (When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.)
 - 2. Specific items of District business (As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.)
 - H. Information and Discussion items (Matters about which the Board may engage in discussion but will take no action during the meeting.)
 - I. Information items (The Board will not propose, discuss, or take legal action during the meeting.)
 - Requests for future agenda items
 - J. Adjournment
- Special meetings:**
- A. Call to order

BEDB | JCUSD text on file, May 13, 2025. September 15 revision adds two consent agenda sentences (3 of 3)

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 Individual with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Julie Strong at 928-288-3307 or at JulieS@jcusd.org. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: Tuesday, May 13, 2025

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.: BDA - Board Organizational Meeting and Board President Duties BE - School Board Meetings

CBCA | Delegated Authority

Agenda item 2.C | Adopted August 12, 2025 | Q7 | Current JCUSD text follows

WHAT IT DOES

- Lets the Superintendent act without prior Board approval on a short list: contract nonrenewal notices (A.R.S. 15-536, 15-538.01, 15-503), preliminary notices of inadequacy reported within ten school days, assignments, school closures.
- Paragraph F: procurement up to \$100,000, under the school procurement code and USFR.

WHY IT IS FLAGGED

- Procurement delegation is on the high consequence list. All other checks pass.

READ IN FULL

WHAT I CHECK

- The DJ delegation coming October 13 sits consistently with paragraph F.
- Salary changes still need Board approval (paragraph E).

DIRECTION NEEDED

Heard, no change. Moves with the Confirm motion.

CBCA | Current JCUSD text, adopted August 12, 2025

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: Tuesday, August 12, 2025

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

2.D Nine policies with no adoption date

ADAA, AEAA, BDH, BG, BID, CE, CH, CHCA, CL. Q1 and Q2. One motion to adopt all nine with a date on November 10.

Nine policies with no adoption date

Agenda item 2.D | Q1 could not verify, Q2 no date | Packet page 3 | Text of each follows

WHAT WE FOUND

- None of the nine shows a local adoption date. Most have not been touched since the 2015 manual import.
- The ASBA model is not public, so we cannot tell whether ASBA still carries each one or has changed it.

TWO NOTES

- CE was refreshed from the ASBA model in November 2025 but never adopted here.
- CH repeats the first paragraph of BGD, which the Board adopted in May 2025.

TWO CHOICES INSIDE THE MOTION

- ADAA is the Board's own goals, separate from the mission statement. Adopt as written, or set new goals.
- BID covers member expenses. Reimbursement runs through DKC, which comes with Section D on November 20.

BOARD DIRECTION

THE FIX

- Julie asks ASBA Policy Services whether each of the nine is still in the model, and in what version.
- November 10: adopt all nine in one motion with a date, as written or with any edits ASBA names.

DIRECTION NEEDED

One motion November 10. Rewrite ADAA goals, yes or no?

The nine, one line each

BOARD DIRECTION

Agenda item 2.D | All nine: Q1 could not verify, Q2 no adoption date

Code	Title	Note
ADAA	School District Priority Goals and Objectives	The Board's own goals. Adopt as written or set new ones
AEAA	Commitment to Accomplishment	Untouched since the 2015 import
BDH	Board Consultants	Not in ASBA's 2025 Section B rewrite; probably unchanged
BG	School Board Policy Process	Untouched since the 2015 import
BID	Board Member Compensation and Expenses	Reimbursement follows DKC, Section D, November 20
CE	Administrative Councils, Cabinets and Committees	Refreshed from the model November 2025, never adopted
CH	Policy Implementation	First paragraph repeats BGD
CHCA	Handbooks and Directives	I confirm the Board has the 2026-27 handbooks
CL	Research, Administrative Reports	Untouched since 2016

ADAA | Current JCUSD text, no adoption date shown

The Board recognizes that education is a vital function of the state and community. The community should be encouraged to participate in the establishment and regular review of the educational goals for the District.

The Board shall establish educational goals for the District. Suggestions by the following will be considered:

- A. Representatives of the community
- B. Students
- C. District personnel
- D. Members of the Board

As a base for its educational program, the Board adopts the following educational goals for each pupil of the District:

- A. To learn and enjoy the process of learning and to acquire the skills necessary for a lifetime of learning and adaptation to change.
- B. To acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively.
- C. To become an effective and responsible contributor to the decision-making processes of the social and political institutions of the community, state, and nation.
- D. To acquire the necessary skills to be employable and, also, to acquire knowledge necessary for further education.
- E. To acquire current technological skills that will allow them to become functional in a technocratic society.
- F. To acquire the capacities for a satisfying and responsible role as a family member.
- G. To acquire the knowledge, habits, and attitudes that promote personal and public health, both physical and mental.
- H. To acquire an understanding of ethical principles and values and the ability to apply them to the student's own life.
- I. To develop an understanding of the student's own worth, abilities, potentialities, and limitations.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-203 15-321 15-341

AEAA | Current JCUSD text, no adoption date shown

The Board is dedicated to providing clear policy statements and expectations as to goals, operation(s), and program(s). Further, the Board supports comprehensive long- and short-range planning and the appraisal of results. Within budgetary constraints the District will provide the staff, resources, and support necessary to achieve this commitment.

Adopted: date of Manual adoption

BDH | Current JCUSD text, no adoption date shown

The District may employ consultants when appropriate to carry out tasks or projects that enhance the effectiveness of District operations 1) when the District does not have the specialized competency on its staff or 2) when such assignments would be burdensome to the school staff when added to their full-time assignments. The kinds of assistance sought from consultants may include, but will not necessarily be limited to 1) conducting fact-finding studies, surveys, and research; 2) providing counsel or services requiring special expertise; and 3) assisting the Board in developing policy and program recommendations. The employment of specific consultants, within the budgeted funds of the District, will be the responsibility of the Superintendent.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341 15-343 A.A.C. R7-2-1061 et seq. R7-2-1117 et seq.

BG | Current JCUSD text, no adoption date shown

It is the intent of the Board to adopt policies so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the District.

Policy adoption is one of the Board's chief responsibilities. Suggestions regarding the content of policies may originate with a member of the Board, the Superintendent, a staff member, a parent, a student, a consultant, a civic group, or any resident of the District. A careful and orderly process shall be used in examining such proposals. The policy proposals shall be referred to the administration for detailed study prior to recommendation(s) being provided to the Board. The Board may take action in accordance with Policy BGB after hearing the Superintendent's recommendations.

The policies of the Board are framed and intended to be interpreted within the context of applicable laws and regulations.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies. The District will welcome suggestions for ongoing policy review and revision.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-321 15-341

BID | Current JCUSD text, no adoption date shown

Board members may be reimbursed for expenses incurred in connection with any school business authorized by the Board.

Reimbursement amounts shall not exceed the maximum amounts established pursuant to A.R.S. 38-624.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-342 38-621 38-622 38-623 38-624 38-625

CROSS REF.: DKC - Expense Authorization/Reimbursement

CE | Current JCUSD text, no adoption date shown

The Board authorizes the Superintendent to establish advisory councils, cabinets, and committees when deemed necessary for proper administration of Board policies and for the improvement of the total educational program. All cabinets, councils, and committees created by the Superintendent shall be for the purpose of obtaining to a maximum degree the advice and counsel of the personnel, clients, and patrons of the District.

The number, composition, and work to be done by such cabinets, councils, and committees shall be defined by the Superintendent.

Adopted: date of Manual adoption

CH | Current JCUSD text, no adoption date shown

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.

The policies adopted by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. All employees and students shall comply with Board policies and administrative regulations.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-341

CHCA | Current JCUSD text, no adoption date shown

Curriculum guides, manuals, handbooks, pamphlets, and similar publications will be presented to the Superintendent for approval prior to publication. The Superintendent shall ensure that all such publications are consistent with Board policies and administrative regulations.

Copies of all such publications shall be provided to the Board.

Adopted: date of Manual adoption

CL | Current JCUSD text, no adoption date shown

Each principal, director, supervisor, or other administrator shall give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and shall make an accurate and prompt response on scheduled dates for all statistical and other information required.

Adopted: date of Manual adoption

2.E BBBA, BBBB and BEDH

Three policies whose ASBA record does not match our minutes. Q1. Julie asks ASBA what was pushed and where the date came from; the Board re-adopts with a clean date November 10.

BBBA, BBBD, BEDH | Version questions

Agenda item 2.E | Q1 could not verify | Packet page 4 | Text of each follows

WHAT WE FOUND

- BBBA, Board Member Qualifications: ASBA's system republished it June 23, 2026.
- BBBD, Board Member Removal From Office: republished November 14, 2025.
- BEDH, Public Participation at Board Meetings: republished three times November 17, 2025; its adoption date moved between May 13 and June 10, 2025.
- The June 10, 2025 date on BBBA and BBBD matches no policy action in that meeting's minutes.

WHY IT MATTERS

- BBBA and BBBD decide who can serve and how a member is removed. BEDH governs public comment at every meeting. If our adopted text and the posted text differ, we should know which one we follow.

BOARD DIRECTION

THE FIX

- Julie asks ASBA Policy Services what was pushed on each date and where June 10, 2025 came from.
- November 10: re-adopt the current text of all three in one motion, with a clean date.
- I confirm BEDH is posted at the Board Room entrance with the forms.

DIRECTION NEEDED

Re-adopt all three with a clean date November 10.

BBBA | Current JCUSD text, adopted June 10, 2025

(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 (500,000) persons and a student count of at least two (2) 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.

Adopted: Tuesday, June 10, 2025

LEGAL REF.: A.R.S. 15-302 15-421 38-201 38-296.01 Arizona Constitution, Article VII, Section 15

BBBD | Current JCUSD text, adopted June 10, 2025

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: Tuesday, June 10, 2025

LEGAL REF.: A.R.S. 19-201 19-202 19-202.01 19-209 19-216 38-291 38-296 38-431.07

BEDH | Current JCUSD text, adopted May 13, 2025

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: Tuesday, May 13, 2025

LEGAL REF.: A.R.S. 38-431.01

CROSS REF.: BHC - Board Communications KEB - Public Concerns/Complaints about Personnel

2.F AC and ACA: the dead cross reference

Both point to GDQD, which ASBA deleted in April 2026 and folded into GCQF-RB. An editorial fix at first read.

AC and ACA | Nondiscrimination, Sexual Harassment

Agenda item 2.F | Both adopted April 8, 2025 | Q3, Q7 | Packet page 2 | Text follows

WHAT WE FOUND

- Both policies list GDQD in their cross references. ASBA deleted GDQD in April 2026 (Policy Advisory 1043) and moved its content into regulation GCQF-RB.
- Otherwise the text of both is current.

THE FIX

- Change the cross reference from GDQD to GCQF-RB in both. The substance does not change.
- AC-R and ACA-R cite GDQD too. I fix those the same way; they are mine to issue.

THE CHOICE

- Editorial fix at the November 10 first read (my recommendation), or ask ASBA to reissue both. Slower, same result.

BOARD DIRECTION

WHAT I CHECK

- Both are nondiscrimination policies, so I read them in full.
- Nothing else in either text needs to change.

DIRECTION NEEDED

Approve the editorial fix for November 10.

AC | Current JCUSD text, adopted April 8, 2025

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability or any other basis prohibited by law. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Adopted: Tuesday, April 8, 2025

LEGAL REF.: A.R.S. 23-341 41-1463 Arizona Constitution, Ordinance Art. XX, Par. Seventh 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act 20 U.S.C. 1681, Education Amendments of 1972, Title IX 20 U.S.C. 1703, Equal Employment Opportunity Act of 1972 29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504) 42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII 42 U.S.C. 12101 et seq., Americans with Disabilities Act

CROSS REF.: ACA - Sexual Harassment ACAA - Title IX Sex Discrimination GBA - Equal Employment Opportunity GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members GDQD - Discipline, Suspension, and Dismissal of Support Staff Members IHBA - Special Instructional Programs and Accommodations for Disabled Students JB - Equal Educational Opportunities JII - Student Concerns, Complaints and Grievances JK - Student Discipline JKD - Student Suspension KED - Public Concerns/Complaints about Facilities or Services

ACA | Current JCUSD text, adopted April 8, 2025

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

Adopted: Tuesday, April 8, 2025

LEGAL REF.: A.R.S. 41-1461 et seq. 20 U.S.C. 1681, Education Amendments of 1972, Title IX 20 U.S.C. 1703, Equal Employment Opportunity Act of 1972 42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.: AC - Nondiscrimination/Equal Opportunity GBA - Equal Employment Opportunity GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members GDQD - Discipline, Suspension, and Dismissal of Support Staff Members KED - Public Concerns/Complaints about Facilities or Services KFA - Public Conduct on School Property

2.G BED: minutes

The only place in 51 policies where what we do may not match what the policy says. A practice gap, not a policy problem, and it belongs to the District.

BED | Meeting Procedures

Agenda item 2.G | Adopted May 13, 2025 | Q5, Q7 | Packet page 5 | Current JCUSD text follows

THE STANDARD

- Minutes of every regular and special meeting, including executive sessions. Available to the public three working days after the meeting, marked draft until the Board approves them.

WHAT WE FOUND

- As of August 17, the June 24, 2026 special meeting minutes were a blank form on the public portal.
- Three 2026 study sessions have no minutes on file.
- The July minutes, approved August 11, were not published.

THE FIX

- Before October 13, Julie confirms which 2026 minutes are approved and posted, and closes any gap.
- Missing minutes come to the Board for approval as soon as they are complete.
- From here on, minutes post within three working days, and I confirm it at each regular meeting.

BOARD DIRECTION

WHAT I OWE

- A date from Julie, said in the room, for clearing the gap before October 13.
- A report at each regular meeting that minutes posted on time.

DIRECTION NEEDED

None on the text. Information: how we close the gap.

BED | Current JCUSD text, adopted May 13, 2025 (1 of 2)

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 yes, no 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.

BED | Current JCUSD text, adopted May 13, 2025 (2 of 2)

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: Tuesday, May 13, 2025

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. 178-237 180-198 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

2.H A: the mission statement

Clean on all seven. Here only because in September I told the Board it could choose to revisit the mission with the community.

A | District Mission and Belief Statement

Agenda item 2.H | Adopted April 8, 2025 | Clean on all seven | Packet page 1 | Text follows

WHAT IT IS

- The District's mission and five goals: academic and social success for every student, qualified staff, community partnership, a safe climate, resources for success.
- Nothing is wrong with the text.

THE CHOICE

- Leave it as written. It goes to the November 10 first read with the rest of Section A.
- Revisit it with the community. A community session this winter, then a revised statement at a later work session. The current statement stays in force until then.

BOARD DIRECTION

MY PART

- If the Board wants the community's voice in it, I organize the session.
- The mission is separate from the ADAA goals in 2.D.

DIRECTION NEEDED

Leave it, or schedule a community session.

A | Current JCUSD text, adopted April 8, 2025

The mission of the District is to provide comprehensive, success-oriented learning activities for students in our schools.

The goals of the District to accomplish this mission are outlined below.

A. Every student will be educated academically and socially so as to be a productive citizen and achieve college and/or career success.

B. Because a highly qualified staff is the foundation of a strong educational system, the District will maintain staff who have high expectations for themselves and their students and who are positive role models.

C. The District recognizes the importance of all educational community stakeholders, including staff, parents, students, and community members, in achieving its primary function of providing a high-quality education to its students.

D. The District will promote and uphold a positive educational climate and will provide a safe and secure environment for all stakeholders.

E. The District will provide necessary resources for student success.

Adopted: Tuesday, April 8, 2025

Regulations and exhibits: 30, information only

INFORMATION ONLY

Information only | The Superintendent issues regulations under A.R.S. 15-341(F). No vote, no first read.

Section	Regulations and exhibits	Count
A	AC-E, AC-R, ACA-E, ACA-R, ACAA-R	5
B	BAA-E, BBA-E, BCB-E, BE-EA, BE-EB, BE-EC, BED-EA, BED-EB, BED-R, BEDA-EA to BEDA-EG (7), BEDH-E, BGB-R, BGE-R, BIBA-R	20
C	CBCA-R, CBI-E, CFD-R, CH-R, CHCA-R	5

WHAT I AM DOING WITH THEM

- ACAA-R: reissued in October naming positions, not people, as the Board heard September 18.
- BCB-E: the revised disclosure form issues with BCB on October 13.
- AC-R and ACA-R: the same GDQD to GCQF-RB fix as their policies.
- No new regulation is owed in Sections A, B or C. The two policies that order procedures, BGB and BGE, have them.
- Several show no date on ASBA's site (the two complaint forms, the BEDA notice forms, CH-R, CHCA-R). They carry no Board action.

2.I November and December

First read November 10. Adoption December 8. Section D on Friday, November 20.

The clock from here

CONFIRM THE CLOCK

Agenda item 2.I | Sections A, B and C

Date	What happens
Tue Oct 13, 6:00 PM	Regular meeting. BCB and BCB-E adopted. DJ with its delegation. The missing minutes gap is closed.
Tue Nov 10	First read, Sections A, B and C: the Confirm and Read in full motion, the nine undated, the three re-adoptions, AC and ACA with the fix, A as the Board chooses.
Fri Nov 20, 1:00 PM	Work session, Section D. DKC, member reimbursement, comes with it.
Tue Dec 8	Adoption, Sections A, B and C.

Julie is out October 12 to 16, so the November 10 packet is built the week of October 5. Anything a member wants added to November goes to Julie before she leaves.

What we record on the tracker today

Direction only. Read back before adjourning.

Item	Direction sought	Next step
2.A Method	Agree the seven questions, four piles and the pull deadline	Same method for Section D
2.B Confirm, 29	A: adopt as written, one motion	First read Nov 10
2.C Read in full, 6	Heard, no change	Moves with the Confirm motion
2.D Nine undated	A: adopt all nine with a date; ADAA goals yes or no	Julie asks ASBA; first read Nov 10
2.E BBBA, BBBD, BEDH	A: re-adopt with a clean date	Julie asks ASBA by Oct 13
2.F AC, ACA	E: editorial fix, GDQD to GCQF-RB	First read Nov 10
2.G BED	I: practice gap, Julie's date	Gap closed before Oct 13
2.H A, mission	A: leave as written, or schedule a community session	Board's choice
2.I Clock	Agreed	Nov 10, Nov 20, Dec 8

Next: Tuesday, October 13, 6:00 PM

Regular meeting.

Then first read of Sections A, B and C on November 10, and Section D on Friday, November 20, 1:00 PM.

Minutes of today are the tracker as read, posted within three working days.

Every code: Section A

Foundations and Basic Commitments | 9 policies, 5 regulations and exhibits (information)

A District Mission and Belief Statement [Decide 2.H]

AA School District Legal Status [Confirm 2.B]

ABA Community Involvement in Education [Confirm 2.B]

ABAA Parental Involvement [Confirm 2.B]

AC Nondiscrimination Equal Opportunity [Decide 2.F]

AC-E Nondiscrimination Equal Opportunity Complaint Form (information)

AC-R Nondiscrimination Equal Opportunity Regulation (information)

ACA Sexual Harassment [Decide 2.F]

ACA-E Sexual Harassment Complaint Form (information)

ACA-R Sexual Harassment Regulation (information)

ACAA Title IX Sex Discrimination [Read 2.C]

ACAA-R Title IX Sex Discrimination Regulation (information)

ADAA School District Priority Goals and Objectives [Decide 2.D]

AEAA Commitment to Accomplishment [Decide 2.D]

Every code: Section B

School Board Governance and Operations | 29 policies, 20 regulations and exhibits (information)

- BA School Board Operational Goals [Confirm 2.B]**
- BAA Evaluation of School Board - Board Self-Evaluation [Confirm 2.B]**
 - BAA-E Evaluation of School Board - Board Self-Evaluation Exhibit (information)
- BB School Board Legal Status [Confirm 2.B]**
- BBA Board Powers and Responsibilities [Confirm 2.B]**
 - BBA-E Board Powers and Responsibilities Exhibit (information)
- BBBA Board Member Qualifications [Decide 2.E]**
- BBBD Board Member Removal From Office [Decide 2.E]**
- BCA Board Member Ethics [Confirm 2.B]**
- BCB Board Member Conflict of Interest [Read 2.C]**
 - BCB-E Board Member Conflict of Interest Exhibit (information)
- BDA Board Organizational Meeting and Board President Duties [Confirm 2.B]**
- BDD Board - Superintendent Relationship and Superintendent Responsibilities [Confirm 2.B]**
- BDE Board Committees [Confirm 2.B]**
- BDG School Attorney [Confirm 2.B]**
- BDH Board Consultants [Decide 2.D]**
- BE School Board Meetings [Read 2.C]**
 - BE-EA School Board Meetings Exhibit A Notice of Meeting and Possible Executive Session (information)
 - BE-EB School Board Meetings Exhibit B Notice of Combined Public Meeting and Executive Session (information)
 - BE-EC School Board Meetings Exhibit C Employee Notice of Executive Session (information)
- BED Meeting Procedures [Decide 2.G]**
 - BED-EA Meeting Procedures Exhibit A Minutes of Public Meeting (information)
 - BED-EB Meeting Procedures Exhibit B Minutes of Executive Session (information)
 - BED-R Meeting Procedures Regulation (information)
- BEDA Notification of Board Meetings [Read 2.C]**

- BEDA-EA Notification of Board Meetings Exhibit A Disclosure Statement (information)**
- BEDA-EB Notification of Board Meetings Exhibit B Notice of Public Meeting of a Public Body (information)**
- BEDA-EC Notification of Board Meetings Exhibit C Notice of Public Meeting of a Subcommittee or Advisory Committee (information)**
- BEDA-ED Notification of Board Meetings Exhibit D Notice of Regular Meetings of a Public Body (information)**
- BEDA-EE Notification of Board Meetings Exhibit E Certification of Posting of Notice (information)**
- BEDA-EF Notification of Board Meetings Exhibit F Special Notice of Emergency Meeting (information)**
- BEDA-EG Notification of Board Meetings Exhibit G Notice of Action to be Ratified (information)**
- BEDB Agenda [Read 2.C]**
- BEDH Public Participation and News Media Services at Board Meetings [Decide 2.E]**
 - BEDH-E Public Participation and News Media Services at Board Meetings Exhibit (information)
- BG School Board Policy Process [Decide 2.D]**
- BGB Policy Adoption Revision and Repeal [Confirm 2.B]**
 - BGB-R Policy Adoption Revision and Repeal Regulation (information)
- BGD Board Review of Regulations [Confirm 2.B]**
- BGE Policy Manual [Confirm 2.B]**
 - BGE-R Policy Manual Regulation (information)
- BHC Board Communications [Confirm 2.B]**
- BIA New Board Member Orientation and Resources [Confirm 2.B]**
- BIBA Board Member Development Opportunities Conferences Conventions and Workshops [Confirm 2.B]**
 - BIBA-R Board Member Development Opportunities Conferences Conventions and Workshops Regulation (information)
- BID Board Member Compensation and Expenses [Decide 2.D]**
- BIE Board Member Insurance - Liability [Confirm 2.B]**
- BJ School Board Legislative Program [Confirm 2.B]**
- BK School Board Memberships and Arizona School Boards Association Delegates [Confirm 2.B]**

Every code: Section C

General School Administration | 13 policies, 5 regulations and exhibits (information)

CA Administration Goals - Priority Objectives [Confirm 2.B]

CB Superintendent [Confirm 2.B]

CBA Qualifications and Duties of the Superintendent [Confirm 2.B]

CBCA Delegated Authority [Read 2.C]

CBCA-R Delegated Authority Regulation (information)

CBI Evaluation of Superintendent [Confirm 2.B]

CBI-E Evaluation of Superintendent Exhibit (information)

CE Administrative Councils Cabinets and Committees [Decide 2.D]

CFD School - Based Management [Confirm 2.B]

CFD-R School - Based Management Regulation (information)

CH Policy Implementation [Decide 2.D]

CH-R Policy Implementation Regulation (information)

CHCA Handbooks and Directives [Decide 2.D]

CHCA-R Handbooks and Directives Regulation (information)

CHD Administration in the Absence of Policy [Confirm 2.B]

CK Administrative Consultants [Confirm 2.B]

CL Research - Administrative Reports [Decide 2.D]

CM School District Annual Report [Confirm 2.B]

2.A. Section A, Foundations and Basic Commitments, nine policies: A, AA, ABA, ABAA, AC, ACA, ACAA, ADAA, AEAA. Information only in A: AC-E, AC-R, ACA-E, ACA-R, ACAA-R.

POLICY SERVICES

ADVISORY

Volume 37, Number 1

February 2025

Policy Advisory No. 809	Policy A — District Mission and Belief Statement
Policy Advisory No. 810	Policy AA — School District Legal Status
	DELETED Exhibit AA-E — School District Legal Status
Policy Advisory No. 811	Policy ABA — Community Involvement in Education
Policy Advisory No. 812	Policy ABAA — Parental Involvement
Policy Advisory No. 813	Policy AC — Nondiscrimination / Equal Opportunity
	Regulation AC-R — Nondiscrimination / Equal Opportunity
	Exhibit AC-E — Nondiscrimination / Equal Opportunity
Policy Advisory No. 814	Policy ACA — Sexual Harassment
	Regulation ACA-R — Sexual Harassment
	Exhibit ACA-E — Sexual Harassment
Policy Advisory No. 815.....	Policy ACAA — Title IX Sex Discrimination
	Regulation ACAA-R — Title IX Sex Discrimination
Policy Advisory No. 816 DELETED	Policy AD — Education Philosophy /
	School District Mission
Policy Advisory No. 817	Policy GBK — Staff Grievances
Policy Advisory No. 818	Policy JII — Student Concerns, Complaints,
	and Grievances

POLICY ADVISORY DISCUSSION

Summary

Updated Section A and Title IX Revised Documents

ASBA Policy Services’ commitment of service to our subscribers includes listening to your feedback and improving our services to best support you. Thus, as we have shared at county meetings, via our *Pulse on Policy* newsletter, and at our annual conference, we are in the process of conducting a full review of our model manual and are rolling it out in sections for manageability. This manual update is a team effort of policy and legal experts, as well as district and educational leaders, who are vetting each document prior to sending each section to you.

Section A documents, along with the revisions to Policies GBK and JII, are provided below. Policy documents ACA, ACAA, ACAA-R, GBK, and JII include the Title IX updates from 20 U.S.C. 1681, Education Amendments of 1972, Title IX. The updated documents are available in PolicyBridge for adoption/approval as with any other Policy Advisory.

Policy Advisory Discussion

Policy Advisory No. 809

Policy A — District Mission and Belief Statement

Policy language was updated and merged with Policy AD-Educational Philosophy.

Policy Advisory No. 810

Policy AA — School District Legal Status **DELETED** Exhibit AA-E — School District Legal Status

Policy language was updated to include information regarding how to access the District’s legal boundaries; therefore, the accompanying exhibit (AA-E) was removed.

Policy Advisory No. 811

Policy ABA — Community Involvement in Education

Policy language was updated.

Policy Advisory No. 812

Policy ABAA — Parental Involvement

Policy language was updated.

Policy Advisory No. 813

Policy AC — Nondiscrimination / Equal Opportunity Regulation AC-R — Nondiscrimination / Equal Opportunity Exhibit AC-E — Nondiscrimination / Equal Opportunity

Policy language was expanded to include “or any other basis prohibited by law”; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.

Policy Advisory No. 814

**Policy ACA — Sexual Harassment
Regulation ACA-R — Sexual Harassment
Exhibit ACA-E — Sexual Harassment**

Policy language removed the Title IX references; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.

Policy Advisory No. 815

**Policy ACAA — Title IX Sex Discrimination
Regulation ACAA-R — Title IX Sex Discrimination**

Language in the Policy and Regulation was updated to include Title IX revisions based on the rescinded 2024 Title IX Final Rule.

Policy Advisory No. 816

**Policy AD — Education Philosophy /
School District Mission**

Policy AD was removed and relevant portions were placed in Policy A-District Mission and Belief Statement.

Policy Advisory No. 817

Policy GBK — Staff Grievances

Title IX information was removed.

Policy Advisory No. 818

**Policy JII — Student Concerns, Complaints,
and Grievances**

Title IX information was revised to refer to 20 U.S.C. 1681, Education Amendments of 1972, Title IX.

=====

If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

ADVISORY 809

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

A ©
DISTRICT MISSION AND
BELIEF STATEMENT

*(Provided as a placeholder.
Actual statements should reflect District's mission and beliefs.)*

~~_____ "SCHOOLS ARE FOR CHILDREN"~~

~~_____ "SCHOOLS BELONG TO THE COMMUNITY"~~

~~_____ "SCHOOLS ARE PEOPLE DEVELOPERS"~~

~~_____ "SELF EFFORT EDUCATES"~~

The mission of the District is to provide comprehensive, success-oriented learning activities for ~~young people~~ students in our schools.

~~These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development, and community contribution.~~

~~The beliefs~~ The goals of the District to accomplish this mission are outlined below:

Students

We believe:

- A. Every student will be educated academically and socially so as to be a productive citizen and achieve college and/or career success.
- ~~B. All students will have equal educational opportunities to achieve their individual potential.~~
- ~~C. We have something to offer every student.~~
- ~~D. Each student is unique.~~
- ~~E. Successful education depends on parental commitment to education.~~

Teachers

We believe:

- ~~A. Teachers are~~ Because a highly qualified staff is the foundation of a strong educational system.

~~B. Teachers, the District will maintain staff who have high expectations for themselves and their students -~~

~~C. Teachers should serve as and who are positive role models for students.~~

~~D. Teachers will actively seek parent support and involvement.~~

Principals

We believe:

~~A. A principal is the instructional leader of the school.~~

~~B. A principal is the facilitator for a positive learning environment.~~

~~C. A principal actively seeks parent support and involvement.~~

~~D. A principal serves as a liaison between school and community.~~

~~E. A principal maintains high expectations for students and staff members.~~

Governing Board

We believe:

~~A. Students are the number one priority.~~

~~B. The Board conveys the educational needs and desires of the community to the District and establishes policies accordingly.~~

~~C. The Board maintains high expectations for the District and themselves in working toward excellence.~~

Superintendent

We believe:

~~A. The Superintendent is the leader, implementer, and facilitator of a successful School District.~~

~~B. The Superintendent promotes and upholds the positive educational climate of the School District.~~

Management Principles

We believe:

- ~~A. In human beings as the single most important element in all transactions.~~
 - ~~B. In behaving with uncompromising honesty and integrity.~~
 - ~~C. In challenging people to experience their full potential so each individual contributes to educational excellence.~~
 - ~~D. In reaching quality decisions through the involvement of people.~~
 - ~~E. In establishing priorities that respond to the needs of our students, staff members, and community, and serve as the driving force behind all of our actions.~~
 - ~~F. In focusing on excellence in everything we do~~
- C. The District recognizes the importance of all educational community stakeholders, including staff, parents, students, and community members, in achieving its primary function of providing a high-quality education to its students.
 - D. The District will promote and uphold a positive educational climate and will provide a safe and secure environment for all stakeholders.
 - E. The District will provide necessary resources for student success.

Adopted: _____

ADVISORY 810

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

AA ©
SCHOOL DISTRICT LEGAL STATUS

The legally designated name of the District is School District No. _____ of _____ County. The official name shall be _____ School District No. ____.

The District's legal boundaries can be found in the transcript that the County School Superintendent annually files with the Board of Supervisors and County Assessor.

Adopted: _____

LEGAL REF.:

A.R.S.

15-101

15-441

15-442

~~Arizona Constitution, Art. XI, Sections 1-4~~

~~Arizona Constitution, Art. XX, Paragraph 7~~

~~AA-E ©~~

~~EXHIBIT~~

~~SCHOOL DISTRICT LEGAL STATUS~~

~~(Legal Description)~~

~~_____ SCHOOL DISTRICT NO. _____~~

~~_____, _____ COUNTY, ARIZONA~~

ADVISORY 811

ABA ©
COMMUNITY INVOLVEMENT
IN EDUCATION

The Board recognizes that the public has substantial resources of, training, and experiences that could be useful to schools. ~~The strength of the local District is in large measure determined by the manner and degree to which these resources are utilized in an advisory capacity and to the degree that these resources are involved in supporting the improvement of the local educational program, and it encourages active involvement in District activities.~~ The advice of the public will be given careful consideration. ~~In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with goals adopted by the Board, consistent with current educational practice, or within the reach of the financial resources available~~ is appropriate.

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~15-327~~

CROSS REF.:

~~IJ - Instructional Resources and Materials~~

KB - Parental Involvement in Education

ADVISORY 812

**ABAA ©
PARENTAL INVOLVEMENT**

The District supports the active involvement of parents and guardians as partners in their students' educational activities.

~~Based on the philosophy of the District, it is the intent of the Board that parental involvement in the District, at both the District and site levels, be defined in the broadest possible terms.~~

~~Further, it is the intent of the Board, under such a definition, that the Superintendent will, within the capabilities of the District staff and the financial limitations of the District, at both the District and school levels, incorporate to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and school structures that provide for the:~~

~~active involvement of,~~

~~active support to,~~

~~effective interaction with, and~~

~~development of~~

~~parents as active partners in a student support team effort that will enhance the capacity of all students to reach their optimum potential.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-102

~~15-341~~

~~15-342~~

CROSS REF.:

IHBD - Compensatory Education

KB - Parental Involvement in Education

ADVISORY 813

**AC ©
NONDISCRIMINATION / EQUAL OPPORTUNITY**

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, ~~and disability, or any other basis prohibited by law~~. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Adopted: _____

LEGAL REF.:

A.R.S.

23-341

41-1463

Arizona Constitution, Ordinance Art. XX, Par. Seventh

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act

CROSS REF.:

ACA - Sexual Harassment

ACAA - Title IX Sexual Harassment

GBA - Equal Employment Opportunity

GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

IHBA - Special Instructional Programs and Accommodations for
Disabled Students

JB - Equal Educational Opportunities

JII - Student Concerns, Complaints and Grievances

JK - Student Discipline

JKD - Student Suspension

KED - Public Concerns/Complaints about Facilities or Services

AC-R ©

REGULATION

NONDISCRIMINATION / EQUAL OPPORTUNITY

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or ~~to have~~ who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint ~~Procedure~~ Process

Investigation

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 et seq., may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD and JKE.

Dismissal of Complaint

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

AC-E ©

EXHIBIT

NONDISCRIMINATION / EQUAL OPPORTUNITY

COMPLAINT FORM

(To be filed with the compliance officer as provided in AC-R)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
------	---------	------------------

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

The compliance officer, as designated in AC-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

ADVISORY 814

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**ACA ©
SEXUAL HARASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 ~~and Title IX of the Education Amendments of 1972.~~

The Equal Employment Opportunity Commission defines “sexual harassment” as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent practicable and allowable by law.

Adopted: _____

LEGAL REF.:

A.R.S.

41-1461 *et seq.*

20 U.S.C. 1681, Education Amendments of 1972, Title IX,

~~as amended in 2024, Title IX~~

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

GBA - Equal Employment Opportunity

GCQF - Discipline, Suspension, and Dismissal of Professional Staff
Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

KED - Public Concerns/Complaints about Facilities or Services

KFA - Public Conduct on School Property

ACA-R ©

REGULATION

SEXUAL HARASSMENT

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint ~~Procedure~~ Process

Investigation

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.*, may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

Dismissal of Complaint

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

ACA-E ©

EXHIBIT

SEXUAL HARASSMENT

COMPLAINT FORM

(To be filed with the compliance officer as provided in ACA-R)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
------	---------	------------------

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

The compliance officer, as designated in ACA-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

ADVISORY 815

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ACAA ©
TITLE IX SEX DISCRIMINATION

Purpose

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate based on the basis of sex and is ~~required by Title IX not to discriminate in such a manner.~~ The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sex discrimination, ~~to include~~ including unlawful sexual harassment.

Definitions

Sexual Harassment

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. *Sexual harassment* means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe ~~or~~ pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; ~~or~~
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

~~D. Hostile Environment Harassment.~~

Complainant

~~The District also accepts and shall employ the definition of a complainant as~~ A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, ~~and a respondent as.~~

Respondent

A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Title IX Coordinator

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Reporting

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

District Response Process

The District will respond promptly when any school employee has notice of sex discrimination, including of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Confidentiality

The District will make reasonable efforts to keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Mandatory Reporting

Title IX sex discrimination complaints, including sexual harassment complaints, may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: _____

LEGAL REF.:

A.R.S.

13-3620

20 U.S.C. 1092

20 U.S.C. 1681, Education Amendments of 1972, Title IX,
~~as amended in 2024, Title IX~~

34 U.S.C. 12291

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

JB - Equal Educational Opportunities

ACAA-R ©

REGULATION

TITLE IX SEX DISCRIMINATION

Title IX Coordinator

The Superintendent shall appoint an employee as the "Title IX Coordinator." If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

Title IX Coordinator:

Name/Title: _____

Address: _____

E-mail: _____

Telephone: _____

Response to Sex Discrimination Complaint Process

~~A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its~~ When the District has actual knowledge of sexual harassment in an education program or activity must respond promptly and effectively of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or to any employee.

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sex discrimination sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

C. A District is "deliberately indifferent" only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

Supportive Measures

The District's initial response to any report of sex discrimination must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

~~The Title IX Coordinator shall promptly:~~

- ~~A. Contact the complainant to discuss the availability of supportive measures;~~
- ~~B. Consider the complainant's wishes with respect to supportive measures;~~
- ~~C. Inform the complainant of the availability of supportive measures; and~~
- ~~D. Explain to the complainant the process for filing a complaint.~~

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter ~~sex discrimination~~ sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. ~~The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would~~ Supportive measures provided shall remain confidential, if possible. This confidentiality must not impair the District's ability of the District to provide the supportive measures support, limit its ability to carry out the complaint process, including as otherwise may be permitted by law.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

- A. Contact the complainant to discuss the availability of supportive measures;
- B. Consider the complainant's wishes with respect to supportive measures;
- C. Inform the complainant of the availability of supportive measures; with or without the filing of a formal complaint; and
- D. Explain to the complainant the process for filing a complaint.

Removal of Respondent

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of ~~sex discrimination~~ sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Response to a Notification of Conduct

~~The Title IX Coordinator must take the following actions upon being notified of conduct that reasonably may constitute sex discrimination:~~

~~A. Treat the complainant and respondent equitably. (§ 106.44(f)(1)(i)).~~

~~B. Offer and coordinate supportive measures, as appropriate, for the complainant. If the recipient has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent. (§ 106.44(f)(1)(ii)).~~

~~C. Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(A)).~~

~~D. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(B)).~~

~~E. In response to a complaint, initiate the recipient's grievance procedures or informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iv)).~~

~~F. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact specific determination by considering, at a minimum, eight (8) listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint. (§ 106.44(f)(1)(v)).~~

~~G. If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others. (§ 106.44(f)(1)(vi)).~~

~~H. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the recipient's education program or activity, in addition to providing remedies to an individual complainant. (§ 106.44(f)(1)(vii)).~~

~~If the conduct alleged does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.~~

~~The District may dismiss a complaint or any allegations therein, if at any time:~~

~~A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein;~~

~~B. The respondent is no longer enrolled or employed by the District; or~~

~~C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or allegations therein.~~

~~Upon dismissal of a complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.~~

~~When investigating a complaint and throughout the grievance process, the District shall:~~

Response to a Formal Complaint

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

A. Provide written notice to all parties upon receipt of complaint, which must include:

1. Notice of the District's formal grievance process, including any informal resolution process;

2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and

5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.

B. Treat complainants and respondents equitably;

C. Require an objective evaluation of all relevant evidence;

D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;

E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;

F. Include reasonably prompt timeframes for the conclusion of the grievance process;

G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;

H. State that the District uses a preponderance of the evidence standard or the clear and convincing evidence standard to determine responsibility;

I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;

J. Describe the range of supportive measures available to complainants and respondents; and

K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

Investigation

When investigating a formal complaint and throughout the complaint process, the District shall:

A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;

B. Provide an equal opportunity for the parties to present witnesses and evidence;

C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;

D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;

E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;

F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and

G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

Informal Resolution Process

At any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

A. Provides to the parties a written notice disclosing:

1. The allegations;

2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;

B. Obtains the parties' voluntary, written consent to the informal resolution process; and

C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Dismissal of Complaint

If the conduct alleged in a formal complaint does not meet the Title IX definition of sex discrimination as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.

B. The respondent is no longer enrolled or employed by the District; or

C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.

Decision-Maker

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

~~Decision~~ The decision-maker(s) must not have bias or conflict of interest. A decision-maker may be the , who cannot be the same person(s) as the Title IX Coordinator or investigator as long as there is no bias or conflict or interest. ~~The decision-maker the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:~~

- A. Identification of the allegations potentially constituting ~~sex discrimination~~ sexual harassment;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.

Determination and Appeal Process

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rationale for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of ~~sex discrimination—sexual harassment~~. ~~However, at any time prior to reaching a determination regarding responsibility during a complaint process, Similarly, the District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:~~

~~A. Provides to the parties a written notice disclosing:~~

~~1. The allegations;~~

~~2. The requirements of the informal resolution process, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process; and~~

~~3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;~~

~~B. Obtains the parties' voluntary, written consent to the informal resolution process; and~~

~~C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.~~

Records

The District shall maintain for a period of seven (7) years records of:

A. Each sex discrimination investigation including:

1. Any determination regarding responsibility;

2. Any disciplinary sanctions imposed on the respondent; and

3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken or not taken in response to a report or formal complaint of sex discrimination. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a District recipient does not provide a complainant with supportive measures, then the District shall recipient must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

ADVISORY 816

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~AD-©~~
**EDUCATIONAL PHILOSOPHY/
SCHOOL DISTRICT MISSION**

~~The District was established by the state legislature, under the authority contained in the Arizona State Constitution, for the sole purpose of providing an education to the students of the District. While the establishment of the District also provides other services, such as caring for students during the school day, providing employment to the school staff, and providing facilities for the use of the community, all of these services are necessarily subordinate to the District's prime function of providing an education to students. The Governing Board of the District is selected by the citizens of the community to ensure that this responsibility is accomplished. However, the Board recognizes that it cannot accomplish this objective unless all of the sectors of the school community also accept and perform their responsibilities. The Board considers the responsibilities of these elements of the school community to be as follows:~~

Staff

~~The Board fulfills its responsibility for the education of students by employing first a competent Superintendent, on whose recommendation it also employs a competent staff. As a condition of this employment, the Board expects each staff member's best efforts to be exerted toward the accomplishment of the educational objectives of the District. Because education is imparted primarily by teachers, the Board specifically places responsibility for maintaining and expanding educational ability on each teacher, to the end that each student may reach maximum potential and develop a sense of dignity and self-worth.~~

Parents

~~The Board recognizes that the ultimate responsibility for the well-being of all children rests with their parents. All parents are expected to cooperate in the District's educational effort by ensuring maximum attendance of their children, by requiring that their children cooperate in the educational endeavor of the District, and by fostering an attitude in their children that recognizes the importance of education.~~

Community

~~The resources necessary to provide education for students are provided by members of the community through their taxes and other supporting services. The Board's goal is that all members of the community, both individually and through their governmental, civic, and social organizations, will continue to support the educational activities of the District.~~

Students

~~Education is an opportunity provided to the children of the District by their community. The Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials are realized. The Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right.~~

~~The Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society. Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and urbanization must also be taught. The input and support of the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid change.~~

~~In consideration of the accomplishment of these responsibilities by each sector of the school community listed above, the Governing Board, with the concurrence of each individual Board member, pledges its best efforts to ensure that the District is governed effectively and efficiently so that the goal of an appropriate and outstanding educational experience is available for all students of the District.~~

Adopted: _____

LEGAL REF.:

~~Arizona State Constitution, Article XI, Section 1~~

ADVISORY 817

**GBK ©
STAFF GRIEVANCES**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level. ~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party.~~

Such procedure shall provide for ~~an appeal to the~~ Board ~~for~~ review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

Adopted: _____

LEGAL REF.:

A.R.S.

38-532

~~20 U.S.C. 1681, Education Amendments of 1972, Title IX,~~

~~—as amended in 2024, Title IX~~

ADVISORY 818

**JII ©
STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding any one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies, not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability, or any other basis considered by law.

~~In cases of alleged sex discrimination, this grievance procedure should provide supportive measures to complainants and respondents affected by the alleged sex discrimination conduct, must require adequate notice, must provide an equal opportunity to present and access evidence, and provide a reasonable opportunity for response by each party.~~

- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The complaint or grievance accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-341

20 U.S.C. 1681, Education Amendments of 1972, Title IX,

~~—as amended in 2024, Title IX~~

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

ACA - Sexual Harassment

GBEB - Staff Conduct

JB - Equal Educational Opportunities

JIC - Student Conduct

JICFA - Hazing

JICK - Student Bullying/Harassment/Intimidation

JK - Student Discipline

JKD - Student Suspension

JKE - Expulsion of Students

KE - Public Concerns and Complaints

2.B. Section B, School Board Governance and Operations, twenty nine policies: BA, BAA, BB, BBA, BBBA, BBBB, BCA, BCB, BDA, BDD, BDE, BDG, BDH, BE, BED, BEDA, BEDB, BEDH, BG, BGB, BGD, BGE, BHC, BIA, BIBA, BID, BIE, BJ, BK. Information only in B: BAA-E, BBA-E, BCB-E, BE-EA, BE-EB, BE-EC, BED-EA, BED-EB, BED-R, BEDA-EA, BEDA-EB, BEDA-EC, BEDA-ED, BEDA-EE, BEDA-EF, BEDA-EG, BEDH-E, BGB-R, BGE-R, BIBA-R.

POLICY SERVICES *ADVISORY*

Volume 37, Number 2

March 2025

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Policy Advisory No. 821	Policy BB — School Board Legal Status
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Policy Advisory No. 823 <i>DELETED</i>	Policy BBAA — Board Member Authority and Responsibilities
Policy Advisory No. 824	Policy BBBA – Board Member Qualifications
Policy Advisory No. 825 <i>DELETED</i>	Policy BBBB – Board Member Oath of Office <i>DELETED</i> Exhibit BBBB-E – Board Member Oath of Office
Policy Advisory No. 826 <i>DELETED</i>	Policy BBBC – Board Member Resignation
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Policy Advisory No. 832 <i>DELETED</i>	Policy BDB — Board Officers
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Policy Advisory No. 834.....	Policy BDE — Board Committees
Policy Advisory No. 835 <i>DELETED</i>	Policy BDF — Advisory Committees
Policy Advisory No. 836.....	Policy BDG — School Attorney
Policy Advisory No. 837.....	Policy BE — School Board Meetings
	<i>NEW</i> Exhibit BE-EA – School Board Meetings
	<i>NEW</i> Exhibit BE-EB – School Board Meetings
	<i>NEW</i> Exhibit BE-EC – School Board Meetings
Policy Advisory No. 838 <i>DELETED</i>	Policy BEC — Executive Sessions / Open Meetings
	<i>DELETED</i> Exhibit BEC-EA — Executive Sessions / Open Meetings
	<i>DELETED</i> Exhibit BEC-EB — Executive Sessions / Open Meetings
	<i>DELETED</i> Exhibit BEC-EC — Executive Sessions / Open Meetings
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Policy Advisory No. 849.....	Policy BGB — Policy Adoption <i>NEW</i> Regulation BGB-R – Policy Adoption
Policy Advisory No. 850 <i>DELETED</i>	Policy BGC — Policy Revision and Review <i>DELETED</i> Regulation BGC-R — Policy Revision and Review
Policy Advisory No. 851.....	Policy BGD — Board Review of Regulations
Policy Advisory No. 852.....	Policy BGE — Policy Communication / Feedback Regulation BGE-R — Policy Communication / Feedback
Policy Advisory No. 853 <i>DELETED</i>	Policy BGF — Suspension / Repeal of Policy
Policy Advisory No. 854.....	Policy BHC — Board Communications with Staff Members
Policy Advisory No. 855 <i>DELETED</i>	Policy BHD — Board Communications with the Public
Policy Advisory No. 856.....	Policy BIA — New Board Member Orientation / Handbook
Policy Advisory No. 857 <i>DELETED</i>	Policy BIB — Board Member Development Opportunities <i>DELETED</i> Regulation BIB-R — Board Member Development Opportunities
Policy Advisory No. 858.....	Policy BIBA — Board Member Conferences, Conventions, and Workshops <i>NEW</i> Regulation BIBA-R – Board Member Conferences, Conventions, and Workshops
Policy Advisory No. 859.....	Policy BIE — Board Member Insurance / Liability
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Policy Advisory No. 861.....	Policy BK — School Board Memberships
Policy Advisory No. 862 <i>DELETED</i>	Policy BKA — Liaison with School Boards Associations

POLICY ADVISORY DISCUSSION

Summary

Section B Revision

Section B contains more substantial revisions than Section A due to a reorganization that aligns similar policy content and maintains comprehensive information for effective board governance. The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this **comparison document** from Section B did not change. The **clean copy document** linked on the Policy Advisory communication provides the revised Section B in its entirety.

Policy Advisory No. 819 Policy BA — School Board Operational Goals

Minor revisions were made to policy language.

Policy Advisory No. 820 Policy BAA – Evaluation of School Board / Board Self - Evaluation Exhibit BAA-E — Evaluation of School Board / Board Self – Evaluation

Language in Policy BAA was revised for clarity. Exhibit BAA-E offers Districts a choice: the original Board evaluation tool which does NOT contain any changes (labeled as BAA-**EA** in this document) or the newly offered Board evaluation tool (labeled as BAA-**EB** in this document). Exhibit BAA-EB is an electronic survey and report that is available at no cost; this evaluation tool takes approximately 15 minutes to complete and provides data to guide goal setting for continual improvement. A link to access the electronic survey is provided in the Exhibit BAA-EB.

Policy Advisory No. 821 Policy BB — School Board Legal Status

Minor revisions were made to policy language.

Policy Advisory No. 822 Policy BBA — Board Powers and Responsibilities NEW Exhibit BBA-E - Board Powers and Responsibilities

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).

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 823 *DELETED* Policy BBAA — Board Member Authority and Responsibilities

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 Advisory No. 824 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 Advisory No. 825 *DELETED* Policy BBBB - Board Member Oath of Office
***DELETED* Exhibit BBBB-E — Board Member Oath of Office**

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 Advisory No. 826 *DELETED* Policy BBBC — Board Member Resignation

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 Advisory No. 827 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 Advisory No. 828 *DELETED* Policy BBBE — Unexpired Term Fulfillment

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 Advisory No. 829

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 Advisory No. 830

**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 Advisory No. 831

**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.”

Policy Advisory No. 832

DELETED

Policy BDB — Board Officers

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 Advisory No. 833

**Policy BDD — Board – Superintendent
Relationship**

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

Policy Advisory No. 834

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 Advisory No. 835 *DELETED*

Policy BDF — Advisory Committees

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

Policy Advisory No. 836

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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 837

NEW
NEW
NEW

Policy BE — School Board Meetings

Exhibit BE-EA – School Board Meetings
Exhibit BE-EB - School Board Meetings
Exhibit BE-EC - School Board Meetings

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 were recodified with title changes; however, the content remains unchanged (see Discussion 837 below regarding BEC-EB through BEC-ED).

Policy Advisory No. 838 *DELETED*

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

***DELETED* Exhibit BEC-EA — Executive Sessions / Open Meetings**
***DELETED* Exhibit BEC-EB — Executive Sessions / Open Meetings**
***DELETED* Exhibit BEC-EC — Executive Sessions / Open Meetings**
***DELETED* Exhibit BEC-ED — Executive Sessions / Open Meetings**

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

Policy Advisory No. 839

NEW
NEW
NEW

Policy BED — Meeting Procedures ~~/Bylaws~~

Regulation BED-R - Meeting Procedures
Exhibit BED-EA – Meeting Procedures
Exhibit BED-EB – Meeting Procedures

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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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 Advisory No. 840

Policy BEDA — Notification of Board Meetings

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

Policy Advisory No. 841

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

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 Advisory No. 842 *DELETED*

**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 Advisory No. 843 *DELETED*

Policy BEDC — Quorum

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 Advisory No. 844 *DELETED*

Policy BEDD — Rules of Order

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 Advisory No. 845 *DELETED*

Policy BEDF — Voting Method

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 Advisory No. 846

***DELETED
DELETED
DELETED
DELETED***

**Policy BEDG — Minutes
Regulation BEDG-R
Exhibit BEDG-EA — Minutes
Exhibit BEDG-EB — Minutes**

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-EA; 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 Advisory No. 847

**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. Finally, Exhibit BEDH-E now provides an additional option to the Request to Address Board form. Pursuant to A.R.S. 38-431.01, if a Governing Board chooses to make an open call to the public during a public meeting, individuals may address the Board on any issue within its jurisdiction. Therefore, this language is added to avoid restricting content. Additional language from statute was also included at the end of this form to clarify the Board’s response after the Call to the Public.

Policy Advisory No. 848 *DELETED*

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

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 Advisory No. 849

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

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*. In addition, minor revisions to the policy were made regarding policy adoption to clarify the purpose for first and second readings and the adoption of policies at a single meeting. Finally, information from Regulation BGC-R was moved to newly created BGB-R with minor revisions to F. and G. to clarify the policy adoption and revision process.

Policy Advisory No. 850 *DELETED*

**Policy BGC — Policy Revision and
Review**

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

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. Minor revisions were made to F. and G. in the Regulation (now BGB-R) to clarify the policy adoption and revision process.

Policy Advisory No. 851

**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 Advisory No. 852

**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 Advisory No. 853 *DELETED*

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

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

Policy Advisory No. 854

**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 Advisory No. 855 *DELETED* Policy BHD — Board Communications
with the Public**

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 Advisory No. 856

**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 Advisory No. 857 *DELETED*

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

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 Advisory No. 858

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

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 Advisory No. 859

**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 Advisory No. 860

**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 Advisory No. 861

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 Advisory No. 862 *DELETED* Policy BKA — Liaison with School
Boards Associations**

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.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org]. You may also fax information to (602) 254-1177.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

ADVISORY 819

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**BA ©
SCHOOL BOARD OPERATIONAL GOALS**

The Governing Board is representative of and responsible to the people of the District and ~~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: _____

LEGAL REF.:

A.R.S.

15-321

15-341

ADVISORY 820

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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

The Board may meet ~~should it choose to do so~~, for the purpose of ~~appraising~~ evaluating its functioning as a Board and to ~~evaluate Board~~ performance. ~~The appraisal~~ The evaluation plan approved by the Board will be developed by the Board President, working with the Superintendent, and approved by the Board.`

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~~/programs.
- E. Fiscal management/~~and~~ resource allocation.
- F. School ~~plant~~ facilities planning/~~management 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: _____

CROSS REF.:

BDD - Board-Superintendent Relationship

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

BAA-EA ©

EXHIBIT

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

**ANNUAL SELF-APPRAISAL OF
THE GOVERNING BOARD**

(Districts may choose either BAA-EA or BAA-EB)

The following list of items pertaining to the operation of the Governing Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (S = satisfactory, N = needs improvement, U = unsatisfactory).

**A. Board Relationship with
the Superintendent:**

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|--|
| S | N | U | (1) | The Board imparts information on issues, needs, and |
| ☐ | ☐ | ☐ | | complaints in a manner allowing the Superintendent |
| | | | | the opportunity to solve related problems in a |
| | | | | professional manner. |
| | | | | |
| S | N | U | (2) | The Board clearly interprets its position on contro- |
| ☐ | ☐ | ☐ | | versial matters pertaining to the District, thereby |
| | | | | enabling the Superintendent to properly carry out |
| | | | | the wishes of the Board. |
| | | | | |
| S | N | U | (3) | The Board disregards personalities and considers |
| ☐ | ☐ | ☐ | | the recommendations of the Superintendent in an |
| | | | | unbiased and objective manner. |
| | | | | |
| S | N | U | (4) | The Board communicates views of personnel |
| ☐ | ☐ | ☐ | | effectiveness, including views related to the |
| | | | | Superintendent, in a confidential and |
| | | | | professional manner. |

**B. Board Relationship with
the Community:**

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|---|
| S | N | U | (1) | The Board recognizes that the citizens have entrusted |
| ☐ | ☐ | ☐ | | them with the educational development of the |
| | | | | children and youth of this community. |

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

S N U (2) The Board recognizes that the community expects
☐ ☐ ☐ their first and greatest concern to be in the best
interest of each and every one of the young people
without distinction as to who they are or what their
background may be.

S N U (3) The Board enacts policies supporting the efforts of
☐ ☐ ☐ the administration in helping the people of this
community to have the facts about their schools,
to the end that they will readily provide the finest
possible school program, school staff, and school
facilities.

**C. Board Relationships Among
Members During Meetings:**

S N U (1) Individual members of the Board treat other members
☐ ☐ ☐ of the Board and professional staff with respect
during Board meetings.

S N U (2) Differences of opinion influencing Board member
☐ ☐ ☐ votes are based on the issues at hand and not
on a personality basis.

S N U (3) All members of the Board conduct themselves in
☐ ☐ ☐ such a manner as to emphasize that individual
Board members have authority only when convened
in a legally conducted Board meeting with at least a
quorum present.

**D. Board Relationships with
Staff and Personnel:**

S N U (1) The Board requires the Superintendent to
☐ ☐ ☐ recommend personnel for their consideration
and consistently adheres to this procedure.

S N U (2) The Board members make every effort to become
☐ ☐ ☐ acquainted with the personnel of the District.

S N U (3) The Board members' personal friendships with
☐ ☐ ☐ District personnel are maintained without allowing
them to affect overall Board decisions and/or
policies.

E. Board Relationship to the Instructional Program:

- S N U (1) The Board makes an effort to keep informed about
☐ ☐ ☐ the instructional program by providing for periodic reports as deemed necessary and by periodic visitation in the schools.
- S N U (2) The Board attempts to gain information from the
☐ ☐ ☐ community pertaining to instructional program needs.
- S N U (3) The Board maintains policies necessary to enable
☐ ☐ ☐ the educational staff to develop the educational program required to meet the needs of the community.

F. Board Relationship to the Financial Management of the Schools:

- S N U (1) The Board establishes the policies and provides the
☐ ☐ ☐ necessary resources to properly manage the finances of the District.
- S N U (2) The Board requires the proper accountability for the
☐ ☐ ☐ expenditure of funds in the District.
- S N U (3) The Board provides justified funding to maintain a
☐ ☐ ☐ high quality educational program in this District.
- S N U (4) The Board keeps the community informed about the
☐ ☐ ☐ financial needs of the District.

G. General Statements:

(1) List in order of priority four (4) challenges the Board faces:

- (a)
- (b)
- (c)
- (d)

(2) List any weaknesses you have observed in the operation of the school system:

(3) List any significant accomplishments made by the school system during the past year:

BAA-EB ©

EXHIBIT

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

**ANNUAL SELF-APPRAISAL OF
THE GOVERNING BOARD**

(Districts may choose either BAA-EA or BAA-EB)

The Arizona School Boards Association (ASBA) Board Self-Evaluation focuses on the following five (5) pillars (Standards) of Board Governance:

- A. Conduct and Ethics: Provide responsible Board governance.
- B. Vision: Set and communicate high expectations for student learning with clear goals and plans for meeting those.
- C. Structure: Create conditions District-wide for student and staff success.
- D. Accountability: Hold School District accountable for meeting student learning expectations.
- E. Advocacy: Engage local community and represent the values and expectations they hold for their schools.

To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: <https://azsba.org/asba-board-self-evaluation-form/>.

ADVISORY 821

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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 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.

Adopted: _____

LEGAL REF.:

A.R.S.

15-421

Arizona Constitution, Art. XI, Section 1

Arizona Constitution, Art. XX, Paragraph 7

ADVISORY 822

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**BBA ©
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~~ and is responsible for the conduct and supervision of the this 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 District system.
- 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 _____ () 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.

Adopted: _____

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, Sect. 15

Arizona Constitution - Art. XI, Sect. 2

Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings

CROSS REF.:

KI - Visitors to Schools

BBA-E ©

EXHIBIT

**BOARD POWERS AND
RESPONSIBILITIES**

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

ADVISORY 823

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~BBAAC~~
**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.~~

Adopted: _____

~~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~~

ADVISORY 824

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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 (500,000) persons and a student count of at least two hundred fifty (250), two (2) 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.

Adopted: _____

LEGAL REF.:

A.R.S.

15-302

15-421

38-201

38-296.01

Arizona Constitution, Article VII, Section 15

ADVISORY 825

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____

~~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~~

ADVISORY 826

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-101~~

~~38-291~~

~~38-294~~

ADVISORY 827

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

19-201

19-202

19-202.01

19-209

19-216

38-291

38-296

38-431.07

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 828

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-291~~

~~A.G.O.~~

~~182-111~~

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

ADVISORY 829

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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: _____

ADVISORY 830

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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~~ 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.: Board in accordance with A.R.S. 15-502].~~ 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)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the 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]

~~[LEGAL REF.: 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 teacher, 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 Students~~**

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~~ Purchases 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. I84-012; I06-002]

**~~Purchases from Governing Board
Members for Districts with
Fewer than 3,000 Students~~**

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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 less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral 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; C~~

**Purchases from Governing Board
Members for Districts with
Fewer than 3,000 Students:**

A. Each purchase is approved by the Governing Board;

~~DB.~~ Although there is no limit on the amount of the purchase, the amount of the purchase must be ~~is~~ included in the Board's meeting minutes.

[LEGAL REF.: A.R.S. 15-323; A.G.O. I06-002]

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: _____

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

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 831

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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 must be called to order by the President of the Board from the prior year. If that person is no longer a member of the Board, a temporary president must be elected to call the meeting to order and preside until a successor is chosen.

The new President of the Board shall take office upon election.

If there is a vacancy in the office of President, the Board shall elect a new officer to fill the vacancy. However, the Board may elect a Board President at any time, for any reason, ~~provided~~ⁱⁿ that the matter is handled in a way that is consistent with the ~~Open m~~^{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: _____

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

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 832

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

~~CROSS REF.:~~

~~BEDB Agenda~~

~~BEDBA Agenda Preparation and Dissemination~~

ADVISORY 833

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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: _____

LEGAL REF.:
A.R.S.
15-503

ADVISORY 834

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: _____

LEGAL REF.:

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

CROSS REF.:

~~BDF – Advisory Committees~~

BE – School Board Meetings

~~BEC – Executive Sessions/Open Meetings~~

ADVISORY 835

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BEC – Executive Sessions/Open Meetings~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 836

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: _____

LEGAL REF.:

A.R.S.

11-532

15-341

15-343

38-431.07

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 837

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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.~~

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.

~~Choose this:~~

~~The _____ and _____ of each month during the regular school year are designated as the regular Board meeting dates. The Board may hold other meetings as often as called.~~

~~Or choose this:~~

~~The _____ 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 telephonic~~ed~~ 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: _____

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.

I79-045

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

I79-049
I79-126
I79-136
I80-118
I80-146
I81-058
I81-060
I81-090

CROSS REF.:

BBA – Board Powers and Responsibilities

~~BEC – Executive Sessions/Open Meetings~~

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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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.

ADVISORY 838

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____

LEGAL REF.:

A.R.S.

15-843

38-431.01

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~38-431.02~~

~~38-431.03~~

~~A.G.O.~~

~~I79-45~~

~~I79-49~~

~~I79-126~~

~~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~~

~~JKD—Student Suspension~~

~~BEC- EA ©~~

~~EXHIBIT~~

~~EXECUTIVE SESSIONS / OPEN MEETINGS~~

~~MINUTES~~

~~Date~~	~~Time~~	~~Place~~
-----------------	-----------------	------------------

~~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:~~

~~II. 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:~~

~~III. (*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*):~~

~~BEC-EB-©~~

~~EXHIBIT~~

~~EXECUTIVE SESSIONS / OPEN 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.~~

~~BEC-EC ©~~

~~EXHIBIT~~

~~EXECUTIVE SESSIONS / OPEN 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.~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~BEC-ED ©~~

~~EXHIBIT~~

~~EXECUTIVE SESSIONS / OPEN 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.~~

ADVISORY 839

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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.

Insert District Rules here.

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 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: _____

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

BGF – ~~Suspension/Repeal of Policy~~

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]

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 840

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: _____

LEGAL REF.:

A.R.S.

1-301

15-321

15-341

38-431.01

38-431.02

A.G.O.

I79-045

CROSS REF.:

BDA – Board Organizational Meeting and Board President Duties

BE - School Board Meetings

~~BEC – Executive Sessions/Open Meetings~~

BEDB - Agenda

ADVISORY 841

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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 may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) 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. Adoption of the agenda (*Discussion of items is not in order.*)
- C. Pledge of allegiance

D. Board Meeting minutes not previously approved

E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)

1. Summary of current events

a. Superintendent

Celebrations and recognitions

b. Governing Board members

2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report.*)

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

G. Action items (*Matters on which the Governing Board may take legal action during the meeting.*)

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)

2. Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)

Requests for future agenda items

J. 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)." [7.6.7 AZ Agency Handbook]

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 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 Individuals with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name of designated District contact person] at [provide telephone number and e-mail]. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: _____

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.:

BDA – Board Organizational Meeting and Board President Duties

~~BDB – Board Officers~~

BE - School Board Meetings

~~BEC – Executive Sessions/Open Meetings~~

~~BEDB-E ©~~

EXHIBIT

AGENDA

Form 7.7

**~~Sample Notice and Agenda of Public Meeting and
Executive Session~~**

~~Sections 7.6.4, 7.6.8, 7.7.2, 7.7.4, and 7.10.1~~

**~~NOTICE AND AGENDA OF MEETING OF THE
ARIZONA COMMISSION ON THE ENVIRONMENT~~**

Pursuant to A.R.S. § ~~38-431.02~~, notice is hereby given to the members of the Arizona Commission on the Environment and to the general public that the Arizona Commission on the Environment will hold a meeting open to the public on January 21, 2000, beginning at 8:30 a.m. in Room 201, Health Building, 1740 West Adams, Phoenix, Arizona. As indicated in the following agenda, the Arizona Commission on the Environment 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:

I. ~~Call to Order. (Chairman Smith)~~

II. ~~Approval of Minutes of October 19, 1999 Meeting.~~

III. ~~Committee Reports. (Oral reports of the following committees and discussion thereon.)~~

1. ~~Computer Committee. Report by the chair of the Commission's Advisory Committee on proposals for acquiring a new computer system for the Commission.~~

IV. ~~Personnel.~~

1. ~~Consideration of applicants for Director of the Commission. The Commission may vote to discuss this matter in executive session pursuant to A. R.S. § ~~38-431.03~~(A)(1). The names of the applicants may be obtained by contacting the Commission's Executive Secretary.~~

2. ~~Selection of Director of the Commission. The Commission may defer a decision on this matter to a later date.~~

V. ~~Litigation.~~

1. ~~State v. Acme Polluters. Discussion and decision concerning possible settlement. The Commission may vote to discuss this matter with the Commission's attorneys in executive session pursuant to A.R.S. § ~~38-431.03~~(A)(3) and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.~~

~~2. Instituting Litigation. Discussion with and instruction to the Commission's attorneys concerning the filing of an enforcement action against The Brown Corporation. The Commission may discuss this matter in executive session pursuant to A.R.S. § 38-431.03(A)(2), (3), and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.~~

~~VI. Consent Agenda.~~

~~Approval of routine warrants, purchase orders, travel claims, employee leave and transfer requests, and employee resignations. (Documentation concerning the matters on the consent agenda may be reviewed at the Commission's office.) Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any Commission member.~~

~~1. Approval of purchase order numbers 1204, 1205, and 1206 for purchase of computer equipment.~~

~~2. Approval of travel claims for employees John Q. Smith and Mary M. McGee.~~

~~3. Approval of resignation of Daniel Warren and resolution to thank Daniel Warren for ten (10) years of service.~~

~~VII. Call to the Public.~~

~~This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.~~

~~VIII. Summary of Current Events.~~

~~The chief administrator, presiding officer or a member of the board may present a brief summary of current events pursuant to A.R.S. § 38-431.02(K). The Board will not discuss or take action on any current event summary.~~

~~The Board may discuss future dates for meetings and direct staff to place matters on future agendas.~~

~~IX. Future Meeting Dates and Items for Future Agendas.~~

~~A copy of the agenda background material provided to Commission members (with the exception of material relating to possible executive sessions) is available for public inspection at the Commission's office, Room 402, Health Building, 1740 West Adams, Phoenix, Arizona.~~

~~Dated this 7th day of January, 2000.~~

~~ARIZONA COMMISSION ON THE ENVIRONMENT~~

~~Chris Jones
Executive Secretary~~

~~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.~~

ADVISORY 842

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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 at least five (5) 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: _____

LEGAL REF.:

A.R.S.

38-431 *et seq.*

CROSS REF.:

BDB – Board Officers

ADVISORY 843

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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 _____ (____) 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: _____

LEGAL REF.:

A.R.S.

1-216

15-321

A.G.O.

I84-165

CROSS REF.:

~~BBBE--Unexpired Term Fulfillment~~

ADVISORY 844

~~**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.~~
- ~~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.~~

Adopted: _____

~~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~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 845

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____

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~~

ADVISORY 846

~~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: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-843~~

~~38-421~~

~~38-431.01~~

~~38-431.03~~

~~39-101~~

~~39-121~~

~~39-122~~

~~A.G.O.~~

~~I80-198~~

~~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~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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.~~

~~BEDG- EA ©~~

~~EXHIBIT~~

~~MINUTES~~

~~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]~~

~~BEDG-EB-©~~

~~EXHIBIT~~

~~MINUTES~~

~~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]~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 847

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

BEDH ©
PUBLIC PARTICIPATION 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: _____

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 AND NEWS
MEDIA SERVICES AT BOARD MEETINGS**

REQUEST TO ADDRESS BOARD

I request permission to address the Governing Board on the following item on the agenda:

OR

I request permission to address the Governing Board on the following item that is within the jurisdiction of the Governing Board:

(Date)

(Name and Telephone Number)

(Street Address)

(City)

(State)

(Zip)

(E-mail Address)

(Representing)

At the conclusion of an open call to the public, individual members of the Governing Board may respond to criticism made by those who have addressed the public body, may ask the Superintendent to review a matter, or may ask that a matter be put on a future agenda. However, members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. [A.R.S. 38-431.01]

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 848

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~BEDI©~~
~~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: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431.01~~

~~38-431.03~~

ADVISORY 849

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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

A. ~~First meeting the proposal shall~~ First Read:

The proposal will be presented for review, including discussion, feedback and/or modification.

B. ~~Second meeting the proposal shall~~ Second Read:

The original or revised proposal will be presented for 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.

Policies may be adopted or amended at a single meeting of the Board ~~in a Board-declared emergency~~ by a majority vote.

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: _____

LEGAL REF.:

A.R.S.

15-321

CROSS REF.:

BGE - Policy Communication/Feedback 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. The updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.
- F. If any proposals are made for further changes during the first review, such changes may be sent to ASBA Policy Services and/or appropriate District personnel for review or discussion.
- G. If no changes were proposed, or after any such proposed changes have been reviewed by ASBA Policy Services and/or District personnel, the originally proposed or revised 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.

ADVISORY 850

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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: _____

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 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. 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.~~

ADVISORY 851

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: _____

LEGAL REF.:

A.R.S.

~~15-321~~

ADVISORY 852

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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: _____

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

ADVISORY 853

~~BGB ©~~
~~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: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

ADVISORY 854

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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: _____

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

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ADVISORY 855

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~BHD-©~~
**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: _____

~~CROSS REF.:~~

~~BEDH Public Participation at Board Meetings~~

ADVISORY 856

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: _____

LEGAL REF.:

A.R.S.

15-342

38-431.01

ADVISORY 857

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~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: _____

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.~~

ADVISORY 858

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

BIBA ©
BOARD MEMBER DEVELOPMENT
OPPORTUNITIES: CONFERENCES, CONVENTIONS,
AND WORKSHOPS

Conferences, Conventions, and Workshops

In keeping with the need for continuing professional in-service training and development for its members, the Board encourages the participation of all members at appropriate Board conferences, ~~workshops~~ conventions, and 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 educational opportunities ~~meetings~~ 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: _____

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.

ADVISORY 859

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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, t~~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: _____

LEGAL REF.:

A.R.S.

15-341

15-382

15-387

A.G.O.

I90-038

ADVISORY 860

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**BJ ©
SCHOOL BOARD LEGISLATIVE PROGRAM**

The Board ~~will~~ 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: _____

ADVISORY 861

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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: _____

LEGAL REF.:
A.R.S.
15-342
15-511

ADVISORY 862

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~BJA ©~~
~~LIAISON WITH SCHOOL~~
~~BOARDS ASSOCIATIONS~~

~~In addition to informational liaison between itself and the various school boards associations, the Board shall 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: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

2.C. Section C, General School Administration, thirteen policies: CA, CB, CBA, CBCA, CBI, CE, CFD, CH, CHCA, CHD, CK, CL, CM. Information only in C: CBCA-R, CBI-E, CFD-R, CH-R, CHCA-R.

POLICY SERVICES

ADVISORY

Volume 37, Number 4

April 2025

Policy Advisory No. 866	Policy CA — Administration Goals / Priority Objectives
Policy Advisory No. 867	Policy CB — Superintendent
Policy Advisory No. 868	Policy CBA — Qualifications and Duties of the Superintendent
Policy Advisory No. 869	Policy CBCA — Delegated Authority <i>NEW</i> Regulation CBCA-R — Delegated Authority
Policy Advisory No. 870	Policy CBI — Evaluation of Superintendent Exhibit CBI-EA — Evaluation of Superintendent (Districts may choose either CBI-EA or CBI-EB) Exhibit CBI-EB — Evaluation of Superintendent
Policy Advisory No. 871 <i>DELETE</i>	Policy CCB — Line and Staff Relations <i>DELETE</i> Regulation CCB-R — Line and Staff Relations
Policy Advisory No. 872	Policy CFD — School - Based Management Regulation CFD-R — School - Based Management <i>DELETE</i> Exhibit CFD-E — School - Based Management <i>DELETE</i> Policy CFD — School - Based Management (Version for one [1] school District or < than 600 students)
Policy Advisory No. 873	Policy CHD — Administration in the Absence of Policy
Policy Advisory No. 874	Policy CK — Administrative Consultants
Policy Advisory No. 875	Policy CM — School District Annual Report

POLICY ADVISORY DISCUSSION

Summary

Section C Revision

The policy documents listed above have either been removed, added due to recodification, merged with policy documents containing similar topics, or revised (see Discussions below for specific information regarding each document). Documents not listed in this **comparison document** from Section C did not change. The **clean copy document** linked on the Policy Advisory communication provides the revised Section C in its entirety.

Policy Advisory No. 866

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 Advisory No. 867

Policy CB — Superintendent

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

Policy Advisory No. 868

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 Advisory No. 869

Policy CBCA — Delegated Authority NEW Regulation CBCA-R - Delegated Authority

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).

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 870

Policy CBI — Evaluation of Superintendent
Exhibit CBI-EA — Evaluation of Superintendent
(Districts may choose either CBI-EA or CBI-EB)
Exhibit CBI-EB — 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. As with the Board Self-Evaluation Tool (Policy Advisory 820), Exhibit CBI-E offers Districts a choice: the original Superintendent Evaluation Tool (labeled as CBI-EA in this document) or the updated Superintendent Evaluation Tool (labeled as CBI-EB in this document). The updated Exhibit CBI-EB, created in collaboration with ASA (Arizona School Administrators), contains links to both the Evaluation Tool Guidance Handbook and the Superintendent Evaluation Tool, a free and customizable tool incorporating the yearly Superintendent goals. No change was made to the original language in Exhibit CBI-EA; minor edits were made to CBI-EB.

Policy Advisory No. 871 ~~DELETED~~ Policy CCB — Line and Staff Relations
~~DELETED~~ Regulation CCB-R — Line and Staff Relations

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 Advisory No. 872

Policy CFD — School - Based Management
Regulation CFD-R — School - Based Management
~~DELETED~~ Exhibit CFD-E — Board Member Oath of Office
~~DELETED~~ (<600 students) Policy CFD — School - Based Management

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 Advisory No. 873

**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 Advisory No. 874

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 Advisory No. 875

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.

=====

If you have any questions, call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

ADVISORY 866

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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-making and communication;
- B. ~~p~~Planning, organizing, implementing, and evaluating educational programs;
- C. ~~the demonstration of~~ Providing educational leadership;
- D. ~~the development~~ Developing and ~~maintenance of~~ maintaining close working relationships and channels of communication within the District and the community;
- E. ~~the minimization of misunderstandings; and~~ Supporting educational goals adopted by the Board.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

ADVISORY 867

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: _____

LEGAL REF.:
A.R.S.
15-503

ADVISORY 868

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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: _____

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

ADVISORY 869

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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: _____

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.

ADVISORY 870

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**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.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. 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 agreed upon evaluation instrument not later than September 1.

The Board President shall schedule a meeting not later than March 30, 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).

~~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 offer a new administrative contract; this contract may or may not be for the position of Superintendent. 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 certified 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.

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-503

CROSS REF.:

CBA - Qualifications and Duties of the Superintendent

CBI-EA ©

EXHIBIT

EVALUATION OF SUPERINTENDENT

(Districts may choose either CBI-EA or CBI-EB)

Evaluation Rating Symbols

O = Outstanding; S = Satisfactory; N = Needs Improvement;

U = Unsatisfactory; X = Not Observed

Note: Any rating of outstanding, needs improvement, or unsatisfactory requires the evaluator to list specific information in the Comments section that justifies and supports such rating.

A. Education

O S N U X
☐ ☐ ☐ ☐ ☐

A. Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.

O S N U X
☐ ☐ ☐ ☐ ☐

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

O S N U X
☐ ☐ ☐ ☐ ☐

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

O S N U X
☐ ☐ ☐ ☐ ☐

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

Comments regarding Section A:

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

B. Management

O S N U X

☐ ☐ ☐ ☐ ☐

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.

O S N U X

☐ ☐ ☐ ☐ ☐

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

O S N U X

☐ ☐ ☐ ☐ ☐

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 by the Board.

O S N U X

☐ ☐ ☐ ☐ ☐

D. Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.

O S N U X

☐ ☐ ☐ ☐ ☐

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

O S N U X

☐ ☐ ☐ ☐ ☐

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

O S N U X

☐ ☐ ☐ ☐ ☐

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

O S N U X

☐ ☐ ☐ ☐ ☐

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.

O S N U X

☐ ☐ ☐ ☐ ☐

I. Oversees the processing and submission of required reports.

O S N U X

☐ ☐ ☐ ☐ ☐

J. Interprets the budget and finances to the community.

O S N U X

☐ ☐ ☐ ☐ ☐

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

Comments regarding Section B:

C. Governing Board

O S N U X

☐ ☐ ☐ ☐ ☐

O S N U X

☐ ☐ ☐ ☐ ☐

O S N U X

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O S N U X

☐ ☐ ☐ ☐ ☐

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 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.

O S N U X

☐ ☐ ☐ ☐ ☐

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.

Comments regarding Section C:

D. Personnel

O S N U X

☐ ☐ ☐ ☐ ☐

O S N U X

☐ ☐ ☐ ☐ ☐

O S N U X

☐ ☐ ☐ ☐ ☐

O S N U X

☐ ☐ ☐ ☐ ☐

O S N U X

☐ ☐ ☐ ☐ ☐

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.

Comments regarding Section D:

Summary:

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

CBI-EB ©

EXHIBIT

**EVALUATION OF SUPERINTENDENT
SUPERINTENDENT EVALUATION HANDBOOK
AND
SUPERINTENDENT EVALUATION TOOL**

(Districts may choose either CBI-EA or CBI-EB)

To view/access the District's Superintendent Evaluation Tool Guidance Handbook created by ASA/ASBA, [click here](#).

To view/access the District's Superintendent Evaluation Tool created by ASA/ASBA, [click here](#).

ADVISORY 871

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~CCB ©~~
~~LINE AND STAFF RELATIONS~~

Remove per PA 871 - April 2025 (Added to CBCA).

~~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.~~

~~CCB-R ©~~

REGULATION

~~LINE AND STAFF RELATIONS~~

~~(School Administration)~~

Remove per PA 871 - April 2025 (Added to CBCA-R).

~~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.~~

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ADVISORY 872

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**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.
- 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: _____

LEGAL REF.:

A.R.S.
15-351
15-352
43-1089.01
A.G.O.
I99-018

CROSS REF.:

BDD - Board-Superintendent Relationship
CBCA – Delegated Authority
~~CCB – Line and Staff Relations~~

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. 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 all constituencies in fulfilling the mission and beliefs of the District.~~

~~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**

Remove per PA 872 - April 2025

~~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.~~

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SCHOOL - BASED MANAGEMENT
(School Councils)**

Remove per PA 872 - April 2025 (Merged "Small District" version with "All District" version.)

~~The District, having only one (1) school or fewer than six hundred (600) students, 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.~~

~~Adopted: November 20, 2005~~

~~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~~

ADVISORY 873

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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: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

ADVISORY 874

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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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: _____

LEGAL REF.:

A.R.S.

15-343

ADVISORY 875

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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 cost savings and relevant escalators.~~

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

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: _____

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

2.D. Regulation JLIB-R, Dismissal Precautions: proposed language on release of students at the end of the school day. Discussion only.

2.E. Items for the November 20, 2026 policy work session: Sections D, E and F of the policy manual. Discussion only.

3. Adjournment