

**NOTICE AND AGENDA OF MEETING
OF
THE VALLEY UNION HIGH SCHOOL DISTRICT
4088 W Jefferson Rd
Elfrida, AZ 85610**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Governing Board Members of the Valley Union High School District and to the general public that the Governing Board of Valley Union High School will hold a regular board meeting November 4th, 2025 @ 5:30 PM in Library Room in the Admin Building. The Governing Board may vote to go into executive session, which will not be open to the public, by approval of the board on any item listed on the agenda for the purpose of receiving legal advice pursuant to A.R.S. § 38-431.02 A.3. Additional documentation relating to public agenda items may be obtained at least 24 hours in advance of the meeting by contacting the business office at 520-642-3492.

AGENDA

- 1. Call to Order Regular Board Meeting**
- 2. Agenda Adoption**
- 3. Pledge**
- 4. Approval of Minutes of Regular Board Meeting on October 7th, 2025**
- 5. Superintendent's/Principal's Report**
- 6. Governing Board**
- 7. Call to Public**

The President may allow individuals from the public to address the Board. Comments shall be limited to education-related issues on items that do not appear on this agenda or for which no public hearing has been held. The Board shall not and cannot 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, but may instruct the Superintendent to schedule discussion at a later date. At the conclusion of the open call to the public, individual members of the Governing Board may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda.

- 8. Discussion/Action: Ratify Vouchers—Payroll 8 & 9 and Expenses 2606 - 2607**
- 9. Discussion/Action: Activity/ Blue Devil Account September/October 2025**
- 10. Discussion/Action: Saint David IGA**
- 11. Discussion/Action: AG Laptop Purchase Approval**
- 12. Discussion/Action: K12itc proposal**
- 13. Discussion/Action: Winter Coaches**
- 14. Discussion/Action: Calendar Adjustment**
- 15. Discussion/Action: Position Descriptions**
- 16. Discussion/Action: Policy & Procedures**
 - A) Leave Policy and Use - 2nd read**
 - B) Travel - 2nd read**
 - C) Athletic Events - 1st read**
 - D) Policy Advisories 819-905 - 1st read**
- 17. Discussion/Action: Crexendo**
- 18. Discussion/Action: Relocation of Weight Room**
- 19. Discussion/Action: 301 plan**
- 20. Adjournment**
- 21. Next Regular Meeting Date: December 2nd, 2025**

Pursuant to the Americans with Disability Act (ADA), The Valley Union High School District does not by reason of a disability exclude from participation in or denies benefits of services, programs, activities or discriminates against any qualified person with a disability. Inquiries regarding compliance with ADA provisions, accessibility or accommodation can be directed to Elizabeth Hawkins Superintendent/Administrator at 520-642-3492, P.O. Box 158, Elfrida, AZ 85610. The school will provide a translator if the school is notified at least 24 hours in advance of the meeting.

Posted October 28, 2025. Amended October 29, 2025

Meeting link: <https://us06web.zoom.us/j/7706019171?pwd=e6vZlrHKC1iqlH3QSsgHkcoY6yTktk.1&omn=85622111320>

Meeting ID: 770 60 19 171

Passcode: 30 7241

Valley Union High School
PO BOX 158
ELFRIDA, AZ 85610
(520) 642-3492
(520) 642-3523 FAX

REGULAR BOARD MEETING

October 7, 2025

REGULAR BOARD MEETING

1. Board President Allana Essary called the meeting to order at 5:33 pm.
2. **Roll Call:** Those in attendance were Allana Essary, Cynthia Mortenson, Angel Vasquez, Daniel Boss, Elizabeth Hawkins, Sarah Barrett, Kirk Waddle (via Zoom), and Zach Weber (viz Zoom)
3. **Agenda Adoption:** *Cynthia Mortenson motioned to approve the agenda as presented. Daniel Boss seconded the motion and the motion passed 4-0.*
4. **Approval of Minutes:** *Cynthia Mortenson motioned to approve the minutes from September 2nd and September 5th with the need to correct the identified portions. Daniel Boss seconded the motion and the motion passed 4-0.*
5. **Superintendents Report:** Homecoming went well. The walkie talkies were helpful. Having fair, homecoming, and fall break back have been a lot. ASBA said we can consolidate the policies and clear them out and simplify them. Gave a draft of the new year's calendar and the wanting to meet the needs of our community regarding Parent Teacher Conference (PTC). The expectations of PTC need to be clear in the staff handbook. We are here to serve and meet the needs of the community. WE had a great follow up meeting regarding homecoming. The staff really did an excellent job. Employees of the month were Reyna De La Cruz, Debra Claus-Walker, and Veronica Zamora.
6. **Governing Board:** Asked about why the homecoming court wasn't sitting on the top of the corvettes this year. Asked if floats could possibly be at the bonfire. Discussed different options for school spirit and homecoming traditions. Cynthia expressed thanks to the staff. The PTO met with the high school staff prior to the board meeting to discuss the upcoming fall fest and the teachers were all receptive and excited to participate.

7. Call to the Public: N/A

8. Ratify Payroll Vouchers- 6 & 7 and Expenses 2603 - 2605:

Dusty Vasquez motioned to ratify payroll vouchers 6 & 7 and expenses 2603 - 2605. Cynthia Mortenson seconded the motion and the motion passed 4-0.

9. Activity/Blue Devil Account June 2025:

Sarah Barrett expressed a need for more time to get accurate information regarding the Activity/Blue Devils accounts. They are supposed to be recorded in 3 separate funds Activity, Auxiliary, and Tax Credit. They have not been and more research is need to determine what amounts fall under which.

Allana Essary motioned to table the Blue Devil/Activity account until November 2025. Cynthia Mortenson seconded the motion and the motion passed 4-0.

10. Technology Presentation: *Zach Weber K12itc presentation: They support several districts in AZ, 130 in the country. The program they are offering is called Albert. It manages technology and Infrastructure with 24 hr coverage. Albert is a bundled fixed cost system. Data will be moved to the cloud. They manage the infrastructure through the contract lifetime and will replace items as they fail. Can help contact other organizations that can lead to the purchasing of computers and other equipment. Daniel Boss asked about cost, why are they only in 130 states, and why should we go onto the cloud. No action taken as this was only a presentation.*

11. Annual Financial Report (AFR):

Kirk Waddle covered the Fund Balance Analysis of FY25 vs FY24 and the AFR for FY 25. Cynthia Mortenson motioned to approve out of district students. Dusty Vasquez seconded the motion and the motion passed 4-0.

12. 301 Plan:

Discussed needing to equal out Section IV Number 2 so that the total amount of all categories equals \$9000.00. Noted some issues with percentages, they do not end up totaling to 100%. Questions about what staff qualifies for the entire 301 and what staff only receives a portion. Suggested changes to student achievements, possible swapping tutoring with FAFSA and increase the amount to Galileo.

No action needed. Discussion Only.

13. Senior Trip:

May 5th – 9th is State Baseball. Senior Trip has historically been the week of graduation. Discuss of possible timeframe that Seniors could travel and return in time for graduation practice. Baseball/Softball tournaments could still cause issues. Travel could occur May 17 – 21, but dates need to be researched. No action needed. Discussion Only.

14. Elfrida Fire Dept. Pickleball Tournament:

Dusty Vasquez motioned to approve the Elfrida Fire Dept. Pickleball Tournament. Cynthia Mortenson seconded the motion and the motion passed 4-0.

15. Saint David IGA:

Allana Essary motioned to table the item until after contact with Saint David has been contact regarding price reduction. Cynthia Mortenson seconded the motion and the motion passed 4-0.

16. Policy & Procedures:

First read of Travel and Leave Policy and Use. Discussion on School Board Policies and Athletic Events. No action needed. Discussion only.

17. Executive Session:

Cynthia Mortenson motioned to enter Executive Session. Allana Essary seconded the motion, and the motion passed 4-0. Entered into at 9:04 PM.

18. Return to Regular Session:

Allana Essary motioned to return to Regular Session. Dusty Vasquez seconded the motion and the motion passed 4-0. Returned at 9:48 PM.

Leave Payout - Cynthia Mortenson motions to not do a leave payout per the employee's contract. Daniel Boss seconded the motion, and the motion passed 4-0.

Contracts

Daniel Boss motions to the 2 hour increase to employee's schedule. Dusty Vasquez seconded the motion and the motion passed 4-0.

Daniel Boss motions to move contractor from monthly to bimonthly payments. Cynthia Mortenson seconded the motion and the motion passed 4-0.

Fuel Response – Daniel Boss motions to wait on pending letter response for further action. Dusty Vasquez seconded the motion and the motion passed 4-0.

24. Future Agenda Items: First and Second read on policies.

22. Adjournment: Cynthia Mortenson motioned to adjourn the meeting at 9:50 PM. Allana Essary seconded the motion and motioned passed 4-0.

23. Next Regular Meeting Date: November 4, 2025 at 5:30 PM.

Submitted by Sarah Barrett
Governing Board Members
Valley Union High School
District # 22

VALLEY UNION HIGH VOUCHER

Voucher No: 8

Voucher Date: 10/10/2025

Prepared By: _____

Printed: 10/31/2025 12:34:55 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCHISE COUNTY is hereby authorized to draw warrants against VALLEY UNION HIGH funds for the sum of \$36,640.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Allana Essary

Board President

Cynthia Mortenson

Clerk

Angel Vasquez

Board Member

Daniel Boss

Board Member

VALLEY UNION HIGH

Fund		Amount
001	Maintenance and Operation Fund	\$33,625.46
261	BASIC GRANT	\$263.24
510	Food Service	\$2,379.44
596	VO-TECH	\$371.86
		<hr/>
		\$36,640.00

VALLEY UNION HIGH VOUCHER

Voucher No: 9

Voucher Date: 10/24/2025

Prepared By: _____

Printed: 10/31/2025 12:35:21 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCHISE COUNTY is hereby authorized to draw warrants against VALLEY UNION HIGH funds for the sum of \$37,478.24 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Allana Essary

Board President

Cynthia Mortenson

Clerk

Angel Vasquez

Board Member

Daniel Boss

Board Member

VALLEY UNION HIGH

Fund		Amount
001	Maintenance and Operation Fund	\$34,193.92
261	BASIC GRANT	\$263.24
510	Food Service	\$2,649.22
596	VO-TECH	\$371.86
		<hr/>
		\$37,478.24

VALLEY UNION HIGH VOUCHER

Voucher No: 2606 Voucher Date: 10/10/2025 Prepared By: _____

Printed: 10/31/2025 12:42:42 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCHISE COUNTY is hereby authorized to draw warrants against VALLEY UNION HIGH funds for the sum of \$26,672.44 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Allana Essary Board President

Cynthia Mortenson Clerk

Angel Vasquez Board Member

Daniel Boss Board Member

VALLEY UNION HIGH

Fund		Amount
001	Maintenance and Operation Fund	\$13,040.95
510	Food Service	\$7,716.64
525	Auxiliary Operations	\$2,113.93
530	Gifts and Donations	\$91.06
570	Indirect Costs	\$2,235.00
596	VO-TECH	\$1,304.76
610	Capital Outlay	\$0.00
850	Student Activities	\$170.10
955	Intergovernmental Agreements	\$0.00
		<hr/> <hr/>
		\$26,672.44

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arizona Agriculture Teacher Association						
Check Group:						
Arizona Agriculture Teachers Association Membership		1	26059	4015 10/8/2025	596.376.1024.6810.200	\$215.00
Check #: 75424						
PO/InvoiceTotal:						\$215.00
Vendor Total:						\$215.00
ASBA	1058					
Check Group:						
Open Meeting Books		3	26150	59636 10/8/2025	001.100.2500.6610.200	\$79.00
Board Memeber Books		3	26150	59636 10/8/2025	001.100.2500.6610.200	\$79.00
Board President book		1	26150	59636 10/8/2025	001.100.2500.6610.200	\$29.60
Check #: 75425						
PO/InvoiceTotal:						\$187.60
Vendor Total:						\$187.60
ASPIN/Mohave						
Check Group:						
Food Purchases Valley Union FY26		1	26029	24A03915 10/8/2025	510.100.3100.6633.200	\$1,113.75
Food Purchases Valley Union FY26		1	26029	25A04096 10/8/2025	510.100.3100.6633.200	\$981.05
Food Purchases Valley Union FY26		1	26029	26A03027 10/8/2025	510.100.3100.6633.200	\$473.67
Food Purchases Valley Union FY26		1	26029	26A03028 10/8/2025	510.100.3100.6633.200	\$1,083.25
Food Purchases Valley Union FY26		1	26029	26A03251 10/8/2025	510.100.3100.6633.200	\$1,097.11

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Food Purchases Valley Union FY26		1	26029	26A03488 10/8/2025	510.100.3100.6633.200	\$393.15
Food Purchases Valley Union FY26		1	26029	26A03489 10/8/2025	510.100.3100.6633.200	\$1,540.05
Food Purchases Valley Union FY26		1	26029	26A03690 10/8/2025	510.100.3100.6633.200	\$1,034.61
Check #: 75426						
PO/InvoiceTotal:						\$7,716.64
Vendor Total:						\$7,716.64
BOB'S HOMETOWN HARDWARE	1181					
Check Group:						
Maintenance Supplies		1	26091	V252677 10/8/2025	001.100.2600.6610.200	\$20.57
Check #: 75427						
PO/InvoiceTotal:						\$20.57
Vendor Total:						\$20.57
Cesar Gonzalez						
Check Group:						
Contracted Claning Services		1	26037	V50177 10/10/2025	001.100.2600.6420.200	\$180.00
Check #: 75428						
PO/InvoiceTotal:						\$180.00
Vendor Total:						\$180.00
Elfrida Water Improvement						
Check Group:						
Water Bill FY26		1	26026	404243 10/8/2025	001.100.2600.6411.200	\$36.17
Water Bill FY26		1	26026	404244 10/8/2025	001.100.2600.6411.200	\$113.53

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Water Bill FY26		1	26026	404245 10/8/2025	001.100.2600.6411.200	\$72.36
Water Bill FY26		1	26026	404507 10/8/2025	001.100.2600.6411.200	\$53.30
Water Bill FY26		1	26026	404508 10/8/2025	001.100.2600.6411.200	\$38.52
Water Bill FY26		1	26026	404509 10/8/2025	001.100.2600.6411.200	\$257.30
Water Bill FY26		1	26026	404510 10/8/2025	001.100.2600.6411.200	\$198.44
Check #: 75429						
PO/InvoiceTotal:						\$769.62
Vendor Total:						\$769.62
Game One						
Check Group:						
Gatorade Performrance Package Siceline Essentials		1	26087	10489458 10/8/2025	525.620.1034.6610.200	\$391.95
Gatorade Performance PAKage Fueling on the Go		1	26087	10489458 10/8/2025	525.620.1034.6610.200	\$210.17
Check #: 75430						
PO/InvoiceTotal:						\$602.12
Check Group:						
Volleyball uniforms - 20 sleeveless uniformas and 20 arm sleeves		1	26116	10492875 10/8/2025	525.620.1000.6890.200	\$1,252.34
Check #: 75430						
PO/InvoiceTotal:						\$1,252.34
Vendor Total:						\$1,854.46
Grand Canyon Janitorial Supply, Inc						
Check Group:						

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Assorted Cleaning Supplies - for the school year		1	26154	V230168 10/8/2025	001.100.2610.6610.200	\$2,400.60
Check #: 75431						
PO/InvoiceTotal:						\$2,400.60
Vendor Total:						\$2,400.60
Kirk Waddle						
Check Group:						
Business Manager Consulting and Training		1	26081	1011 10/8/2025	570.100.2510.6810.200	\$2,235.00
Check #: 75432						
PO/InvoiceTotal:						\$2,235.00
Vendor Total:						\$2,235.00
LivestockJudging.com						
Check Group:						
Elite Subscription - One Year , to prepare students for Career Development Events		1	26167	7626 10/8/2025	596.376.1024.6737.200	\$300.00
Check #: 75433						
PO/InvoiceTotal:						\$300.00
Vendor Total:						\$300.00
NAPA AUTO PARTS	1339					
Check Group:						
Parts/ Supplies to Repair/Maintain District Vehicles FY26		1	26021	375315 10/8/2025	001.100.2600.6610.200	\$18.74
Parts/Supplies to Repair/Maintain Buses FY26		1	26021	379398 10/8/2025	001.400.2700.6610.200	\$203.49
Parts/ Supplies to Repair/Maintain District Vehicles FY26		1	26021	379399 10/8/2025	001.100.2600.6610.200	\$77.27
Parts/Supplies to Repair/Maintain Buses FY26		1	26021	379490 10/8/2025	001.400.2700.6610.200	\$134.28

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Parts/ Supplies to Repair/Maintain District Vehicles FY26		1	26021	975777 10/8/2025	001.100.2600.6610.200	\$74.35
Check #: 75434						
PO/InvoiceTotal:						\$508.13
Check Group:						
Battery for John Deere Riding Lawn Mower		1	26060	V734736 10/8/2025	001.100.2600.6610.200	\$74.35
Check #: 75434						
PO/InvoiceTotal:						\$74.35
Check Group:						
D170 John Deer Mower Battery		1	26151	379988 10/8/2025	001.100.2650.6610.200	\$79.85
Check #: 75434						
PO/InvoiceTotal:						\$79.85
Vendor Total:						\$662.33
NATIONAL FFA ORGANIZATION	934					
Check Group:						
Early Bird Registration for National FFA Conference		8	26109	565-1294388-974 8 10/10/2025	596.376.1024.6810.200	\$720.00
Check #: 75435						
PO/InvoiceTotal:						\$720.00
Vendor Total:						\$720.00
Senergy Petroleum						
Check Group:						
Yellow Fleet Diesel		1	26031	V827890 10/8/2025	001.400.2700.6627.200	\$2,172.21
Check #: 75436						
PO/InvoiceTotal:						\$2,172.21
Vendor Total:						\$2,172.21

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Stamback Services						
Check Group:						
Grease Trap Service - Includes mixing and removing grease up to 1000 gallons		1	26121	V619867 10/8/2025	001.100.2620.6431.200	\$500.00
Check #: 75437						
PO/InvoiceTotal:						\$500.00
Vendor Total:						\$500.00
SULPHUR SPRING VALLEY ELECTRIC						
1295						
Check Group:						
Electric Bill M&O FY26		1	26012	V117011 10/8/2025	001.100.2600.6622.200	\$596.85
Electric Bill M&O FY26		1	26012	V291646 10/8/2025	001.100.2600.6622.200	\$22.80
Electric Bill M&O FY26		1	26012	V372583 10/8/2025	001.100.2600.6622.200	\$557.21
Electric Bill SPED FY26		1	26012	V372583 10/8/2025	001.200.2600.6622.200	\$11.68
Electric Bill CTED FY26		1	26012	V372583 10/8/2025	001.270.2600.6622.200	\$4.56
Electric Bill Cafeteria FY26		1	26012	V372583 10/8/2025	001.100.3100.6622.200	\$123.68
Check #: 75438						
PO/InvoiceTotal:						\$1,316.78
Vendor Total:						\$1,316.78
Sulphur Springs Sanitation						
Check Group:						
Sanitation Services Fy24-25		1	26030	56357 10/8/2025	001.100.2600.6421.200	\$250.00
Sanitation Services Fy24-25		1	26030	56357 10/8/2025	001.100.2600.6421.200	\$220.00

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Check #: 75439

PO/InvoiceTotal: \$470.00

Vendor Total: \$470.00

The Sherwin-Williams Company

Check Group:

ATH White Paint	180	26117	V560715	001.100.2600.6610.200	\$2,077.29
			10/8/2025		
ATH Black Paint	48	26117	V560715	001.100.2600.6610.200	\$512.15
			10/8/2025		
ATH White Paint	12	26117	V799463	001.100.2600.6610.200	\$141.20
			10/8/2025		

Check #: 75440

PO/InvoiceTotal: \$2,730.64

Vendor Total: \$2,730.64

Valley Imaging Solutions

Check Group:

Excess Copies	1	26089	AR44923	001.100.2600.6430.200	\$113.72
			10/8/2025		
Excess Copies	1	26089	V951427	001.100.2600.6430.200	\$55.38
			10/8/2025		

Check #: 75441

PO/InvoiceTotal: \$169.10

Vendor Total: \$169.10

VALLEY TELECOM

853

Check Group:

Phone, Fax and Internet Services FY26	1	26017	V302807	001.100.2600.6531.200	\$52.19
			10/8/2025		
Phone, Fax and Internet Services FY26	1	26017	V571381	001.100.2600.6531.200	\$73.98
			10/8/2025		

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Phone, Fax and Internet Services FY26		1	26017	V830400 10/8/2025	001.100.2600.6531.200	\$213.27
				Check #: 75442		
					PO/InvoiceTotal:	\$339.44
					Vendor Total:	\$339.44
VERIZON BUSINESS	1354					
Check Group:						
Long Distance Phone Services FY26		1	26022	570972692509 10/8/2025	001.100.2600.6531.200	\$18.02
				Check #: 75443		
					PO/InvoiceTotal:	\$18.02
					Vendor Total:	\$18.02
Western Bank Visa Card Service Center						
Check Group:						
Burger Barn Concessions replenishment		1	26127	V425997 10/8/2025	850.610.1024.6610.200	\$170.10
Fair Drinks (Water and Gatorade)		1	26127	V425997 10/8/2025	596.376.1024.6610.200	\$69.76
				Check #: 75444		
					PO/InvoiceTotal:	\$239.86
Check Group:						
Hotel rooms for volleyball players and coaches		3	26146	V683264 10/8/2025	525.620.1039.6890.200	\$259.47
				Check #: 75444		
					PO/InvoiceTotal:	\$259.47
Check Group:						
Flowers for Homecoming - Safeway		1	26161	V460201 10/8/2025	001.100.1000.6890.200	\$104.04
				Check #: 75444		

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2606

10/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$104.04
Check Group:						
Little Ceasers for FAFSA Night - 4 pepperoni, 4 cheese, and 6 2L sodas		1	26165	V388318 10/8/2025	530.100.1000.6610.200	\$91.06
Check #: 75444						
PO/InvoiceTotal:						\$91.06
Vendor Total:						\$694.43
Yesenia Peralta						
Check Group:						
Contracted Cleaning Services for FY26		1	26039	V389455 10/10/2025	001.100.2600.6420.200	\$1,000.00
Check #: 75445						
PO/InvoiceTotal:						\$1,000.00
Vendor Total:						\$1,000.00
Grand Total:						\$26,672.44

End of Report

VALLEY UNION HIGH VOUCHER

Voucher No: 2607 Voucher Date: 10/22/2025 Prepared By: _____

Printed: 10/31/2025 12:43:03 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCHISE COUNTY is hereby authorized to draw warrants against VALLEY UNION HIGH funds for the sum of \$23,806.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Allana Essary Board President

Cynthia Mortenson Clerk

Angel Vasquez Board Member

Daniel Boss Board Member

VALLEY UNION HIGH

Fund		Amount
001	Maintenance and Operation Fund	\$13,373.48
374	E-Rate	\$2,000.00
510	Food Service	\$3,524.29
525	Auxiliary Operations	\$648.76
596	VO-TECH	\$130.00
610	Capital Outlay	\$3,176.84
691	School Facilities Board	\$0.00
850	Student Activities	\$953.13
		<hr/>
		\$23,806.50

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2607

10/22/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arizona Association FFA						
Check Group:						
2025 State Leadership Conference - remaining portion of payment from prior instructor		1	26177	34986 10/21/2025	596.610.1024.6810.200	\$130.00
Check #: 76092						
PO/InvoiceTotal:						\$130.00
Vendor Total:						\$130.00
ASPIN/Mohave						
Check Group:						
Food Purchases Valley Union FY26		1	26029	26A04369 10/19/2025	510.100.3100.6633.200	\$1,054.08
Food Purchases Valley Union FY26		1	26029	26A04764 10/19/2025	510.100.3100.6633.200	\$403.71
Food Purchases Valley Union FY26		1	26029	26A04765 10/19/2025	510.100.3100.6633.200	\$1,231.23
Food Purchases Valley Union FY26		1	26029	26A04887 10/19/2025	510.100.3100.6633.200	\$835.27
Check #: 76093						
PO/InvoiceTotal:						\$3,524.29
Vendor Total:						\$3,524.29
AZ Dept of Environmental Quality						
Check Group:						
MAP - Monitoring Assistance Program - 2026 Monitoring Period		1	26179	0000433934X 10/21/2025	001.100.2600.6810.200	\$253.19
Check #: 76094						
PO/InvoiceTotal:						\$253.19
Vendor Total:						\$253.19
ByteSpeed, LLC						
Check Group:						

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2607

10/22/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Microsoft OV Subscription OVSES Office Pro Plus E - 2FJ00005		14	26152	INV0182010 10/21/2025	001.100.1000.6737.200	\$453.89
Check #: 76095						
PO/InvoiceTotal:						\$453.89
Vendor Total:						\$453.89
Canyon State Bus Sales						
Check Group:						
PArts for Bus #4 Belt Slipping Issue		1	26153	01P88550 10/19/2025	001.100.2730.6610.200	\$903.90
Check #: 76096						
PO/InvoiceTotal:						\$903.90
Vendor Total:						\$903.90
Cesar Gonzalez						
Check Group:						
Contracted Claning Services		1	26037	V640965 10/21/2025	001.100.2600.6420.200	\$180.00
Check #: 76097						
PO/InvoiceTotal:						\$180.00
Vendor Total:						\$180.00
Champion Teamwear						
Check Group:						
Ladies SF V-neck LS Crop Top		1	26046	101783819 10/19/2025	001.620.1033.6610.200	\$259.80
Check #: 76098						
PO/InvoiceTotal:						\$259.80
Vendor Total:						\$259.80
COCHISE COLLEGE BUSINESS OFFICE	700					
Check Group:						

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2607

10/22/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cochise College Dual Enrollment Fall Semester		1	26171	25844 10/21/2025	001.100.1000.6564.200	\$2,304.00
Check #: 76099						
PO/InvoiceTotal:						\$2,304.00
Vendor Total:						\$2,304.00
Debra Whiting						
Check Group:						
SPED Services FY26		1	26190	V846187 10/21/2025	001.200.2100.6320.200	\$1,170.00
Check #: 76100						
PO/InvoiceTotal:						\$1,170.00
Vendor Total:						\$1,170.00
Elfrida Fire District	0					
Check Group:						
Standby Service for Athletic Events - 2 EMS personnel (54.00 rate each) FY26		2	26170	1036 10/21/2025	001.620.1000.6300.200	\$216.00
Check #: 76101						
PO/InvoiceTotal:						\$216.00
Vendor Total:						\$216.00
FERTIZONA COMPANY OF ARIZONA	0					
Check Group:						
50 lbs bag Top Choice Fertilizer 40 total		1	26169	18042390 10/21/2025	001.100.2630.6610.200	\$1,046.16
Check #: 76102						
PO/InvoiceTotal:						\$1,046.16
Vendor Total:						\$1,046.16
Health Special Risk						
Check Group:						

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2607

10/22/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FY26 Policy Fees		1	26176	821582 10/21/2025	001.100.1014.6590.200	\$2,860.10
Check #: 76103						
PO/InvoiceTotal:						\$2,860.10
Vendor Total:						\$2,860.10
Liminex, Inc.						
Check Group:						
Go Guardian monitoring services for student technology. Teacher Video Conferencing. PD consulting, Virtual PD.		1	26103	INV-139388 10/19/2025	610.100.1000.6642.200	\$3,176.84
Check #: 76104						
PO/InvoiceTotal:						\$3,176.84
Vendor Total:						\$3,176.84
San Simon Unified District						
Check Group:						
Entry Fee for Volleyball Tournament		1	26173	26-1018253 10/21/2025	525.620.1039.6810.200	\$275.00
Check #: 76105						
PO/InvoiceTotal:						\$275.00
Vendor Total:						\$275.00
Sarah Barrett						
Check Group:						
Travel Reimbursement		1	26180	V535880 10/21/2025	001.100.2213.6890.200	\$131.00
Check #: 76106						
PO/InvoiceTotal:						\$131.00
Vendor Total:						\$131.00
Senergy Petroleum						
Check Group:						

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2607

10/22/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
White Fleet Gas		1	26031	415256156 10/19/2025	001.100.2600.6626.200	\$779.45
Yellow Fleet Diesel		1	26031	415256156 10/19/2025	001.400.2700.6627.200	\$990.99
Check #: 76107						
PO/InvoiceTotal:						\$1,770.44
Vendor Total:						\$1,770.44
Shawna Hill						
Check Group:						
Senior Banners		1	26178	V470664 10/21/2025	001.100.1014.6610.200	\$350.00
Check #: 76108						
PO/InvoiceTotal:						\$350.00
Vendor Total:						\$350.00
THE PROFESSIONAL GROUP PUBLIC CONSULTING						
Check Group:						
Project documentation and BRG Admin assistance		1	26084	2025-483 M 10/19/2025	001.100.4000.6330.200	\$225.00
Check #: 76109						
PO/InvoiceTotal:						\$225.00
Vendor Total:						\$225.00
Western Bank Visa Card Service Center						
Check Group:						
Refilling 2 Propane Bottles at the Desert Videoland Gas Station		1	26158	V780032 10/21/2025	850.610.1024.6610.200	\$30.14
Check #: 76110						
PO/InvoiceTotal:						\$30.14
Check Group:						

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2607

10/22/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Burger Barn Concession Supplies		1	26159	V74520 10/21/2025	850.610.1024.6610.200	\$448.76
Check #: 76110						
PO/InvoiceTotal:						\$448.76
Check Group:						
Burger Barn Concession Supplies		1	26160	V832143 10/21/2025	850.610.1024.6610.200	\$474.23
Check #: 76110						
PO/InvoiceTotal:						\$474.23
Check Group:						
Supplies for Concession for Volleyball to sell at games		1	26187	V174307 10/21/2025	525.100.1039.6610.200	\$373.76
Check #: 76110						
PO/InvoiceTotal:						\$373.76
Vendor Total:						\$1,326.89
Western Water Works						
Check Group:						
Monthly Water Testing Services		1	26090	32753 10/19/2025	001.100.2600.6430.200	\$250.00
Check #: 76111						
PO/InvoiceTotal:						\$250.00
Vendor Total:						\$250.00
Yavapai County Education Service Agency						
Check Group:						
FY 2025 -26 E-Rate Consulting Services Annual Invoice		1	26181	25-106 10/21/2025	374.100.2300.6340.200	\$2,000.00
Check #: 76112						
PO/InvoiceTotal:						\$2,000.00
Vendor Total:						\$2,000.00

VALLEY UNION HIGH

Voucher Detail Listing

Voucher Batch Number: 2607

10/22/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Yesenia Peralta

Check Group:

Contracted Cleaning Services for FY26	1	26039	V857326	10/21/2025	001.100.2600.6420.200	\$1,000.00
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Check #: 76113

PO/InvoiceTotal:	\$1,000.00
Vendor Total:	\$1,000.00
Grand Total:	\$23,806.50

End of Report

INTERGOVERNMENTAL AGREEMENT
RENEWAL CONTRACT
2025-2026

Valley Union High School and St. David Unified School District #21 hereby renew their agreement for providing direct services to students who qualify for special education and who attend schools of **Valley Union High School** and St. David Unified School District, recorded on October 7, 2005 by the Cochise County Recorder, fee number 051038414, and originally executed for the 2005-2006 fiscal year. This renewal shall be for an additional year to begin on July 1, 2025 and end on June 30, 2026. All terms and conditions of the original agreement are to remain in effect during the renewal period except as follows:

- 1) The attached Exhibit "A" supersedes and replaces the prior Exhibit "A."
- 2) The following terms will be added to the Agreement:
 13. **Nondiscrimination.** The parties agree to comply with all provisions of applicable federal, state, and local laws, ordinances, and regulations relating to non-discrimination, equal employment opportunity, and the Americans with Disabilities Act. The parties further agree to comply with Arizona Governor's Executive Order 2009-09 dated October 20, 2009 to the extent applicable, if any, to this Agreement.
 14. **E-Verify.** The parties warrant their compliance with all federal and state immigration laws (A.R.S. 41-4401 and 23-214) and regulations related to their employees and warrant verification of employment eligibility through #-Verify and that a breach of this warranty shall be deemed a material breach of this Agreement subjecting this agreement to termination.
 15. **Fingerprint Requirement.** The parties shall comply with A.R.S. 15-512, where applicable.

The rest and remainder of the Agreement shall not be affected by these changes.

Valley Union High School

Recipient Administrator

St. David Unified School District #21



Coordinator/Fiscal Agent Administrator

Exhibit "A"

2025-2026 REQUESTED SERVICES
BASED ON 36 WEEKS PER SCHOOL YEAR

SCHOOL: Valley Union High School

SERVICE	COST PER DAY/HOUR	TIME REQUESTED	TOTAL COST
PSYCHOLOGICAL	600.00	.10	10,800.00
SPEECH/LANGUAGE	500.00	½ day weekly	9,000.00
COUNSELING	400.00	1/3 day weekly or as needed	5,100.00
OT/PT/MISC. SERVICE Hearing/Vision Screens	OT/PT/Misc. Hearing/Vision Screens	As Needed	7,000.00
MONITORING/IGA MANAGEMENT	FTE		5,000.00

TOTAL COST 2025-2026 SCHOOL YEAR	36,900.00
ADD 5% ADMINISTRATIVE COSTS	1,845.00
ASSESSMENT	38,745.00
*IDEA Entitlement grant must be written by each school individually for 2018-2019 school year.	

Valley Union High School				
Requisition				
Ed Quillen		AG Classroom		
Name of Requester		Department		
9/29/2025				
Date Submitted		Date Desired		
Dell		Dell		
Supplier		Company Name		
Glenn Cordua		One Dell Way		
Contact Person		Address		
(512) 513-0789			Round Rock, TX 78682	
Phone Number	Fax Number		City, State Zip Code	
Quantity	Catalog Number	Specific Description	Unit Price	Total Price
22		Dell Pro 16 PC16250	\$1,025.17	\$ 22,553.74
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
022\\ \\			Shipping	\$ -
			Tax	\$ 1,488.55
			Total	\$ 24,042.29
Comments:	Quote: 3000194065985.3			

Approved ☐ Not Approved ☐

Principal's Signature: _____

Approved ☐ Not Approved ☐

Superintendent Signature: _____

G/L Account Code: _____

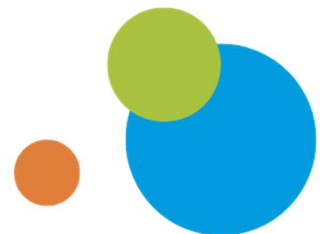


Managed Technology for K-12 Schools

www.k12itc.com

Proposal Prepared For Valley Union High School District #22

Zach Weber
Account Manager
zach.weber@k12itc.com
660-888-3030
10/3/2025 |





**With Albert,
the technology you
need to run your
school just works.**

Meet Albert.

Albert is your genius partner in managing your school's technology infrastructure and support from one secure platform.

The equipment is ours, but the opportunities are yours. With a 24/7 team of specialized experts, we focus on the technology, freeing you to focus on education.

Albert provides real-time visibility into open tickets, wait times, internet bandwidth and much more. So there's never a question about IT status.

Albert is quite simply, the evolution of technology in education. It's a richer learning experience. It's creating smarter schools and graduates more ready than ever to take on the world.

The Albert platform makes it easy to give your staff and students secure access to a wealth of information beyond the walls of a single school.

Become an Albert school.

Why Albert?

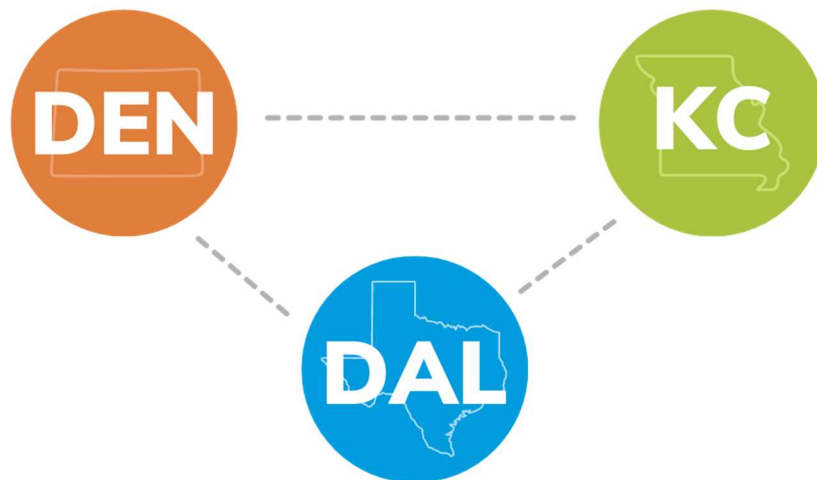
Albert empowers a big leap forward in K-12 technology. Albert can bundle every aspect of a school's IT infrastructure and support into one efficient package, at a fixed rate.

With Albert, schools across the United States can receive turn-key IT infrastructure and IT support at a fraction of the cost of traditional models. K12itc provides certified staff and utilizes the latest technologies from industry leading manufacturers.

From East to West, hundreds of schools nationwide outsource their technology to K12itc.

The Albert Core Network

Designed around simplicity, Albert is purpose built for performance, redundancy, and reliability. At the core of this design are three K12itc data center locations throughout the Central US, including Kansas City, Dallas, and Denver. K12itc's core network is directly connected to more than 60 telecommunications, content, and cloud distribution networks in different geographic regions. Disaster recovery is built into Albert, spread geographically diverse and included for every customer.



What's included with Albert?

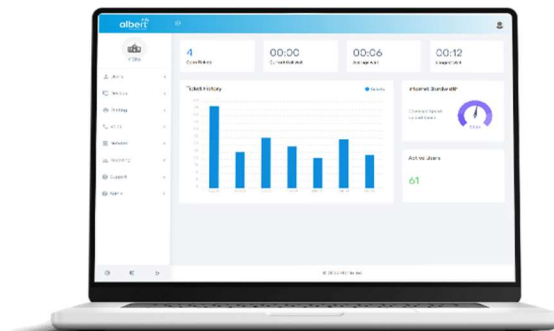
The genius of Albert is in how it simplifies and combines the way technology is delivered to schools.

Unlike other models, Albert is not focused on individual specifications of equipment at a point in time.

Rather, Albert is a platform designed to continually deliver needed capacity, service, and support during the entire life of the agreement.

With Albert, the focus shifts away from size of uplinks, number of wireless access points, adequately sized web filters, large core switches and other core infrastructure devices. Instead, Albert provides assured capacity during the entire life of the agreement. If a switch is too slow on a sustained basis, we will replace it. If the district buys additional endpoints and needs more capacity, we include it. This shift enables technology infrastructure to be an enabler for the district, and not a bottleneck. Albert includes:

- **Albert Dashboard** – Purpose built Albert platform delivering user management, authentication, core network services, end-user Help Desk access and more. K12itc's Albert platform includes enhanced user enablement services, including a web app for activation and onboarding, printer selection, file share management, frequently asked questions, support engagement, self-service password resets, and more.
- **Managed Switching** – All components, service, and support necessary, including: switches, power supplies, modules, stacking cables, licensing and other required components. K12itc will install, configure, monitor, and maintain equipment to meet assured bandwidth requirements. Equipment upgrades for assured bandwidth shall be based upon sustained link/backplane



bandwidth of 90% or more of capacity for 72 hours. All cabling (fiber & copper) to connect managed switching services and network devices can be installed for an additional fee.

- **Managed Wireless** – All components, service, and support necessary to provide Wifi 6 wireless connectivity, including access points, controllers, licensing, mounting hardware, and other required components.



- **Managed Firewall** – All components, service, and support necessary to provide managed firewall services to secure and provide network address translation for district internet connection. Firewall throughput to be capable of servicing internet connection bandwidth.
- **Managed Web Filter** – All components, service and support to provide web filtering based on CIPA compliance. Internet filter to be capable of supporting bandwidth of district internet connection.

- **Managed Servers** – All components, service, and support necessary for district servers, including: servers, storage, backup, disaster recovery, virtualization, server OS licensing and other necessary components to provide server services in the Albert hybrid-cloud. K12itc to determine best positioning of servers based on application requirements, latency, bandwidth needs, storage needs, recovery targets, etc. Managed servers include hardware, operating system, and application management (installation, configuration, support, 3rd party troubleshooting) of all supported applications on server operating systems.



- **Identity Management** – Embedded identity management including integration with student information systems and human resources processes to populate the Albert platform. Cascading access changes are performed within minutes of entry, as opposed to hourly or daily refresh cycles. Identity management to key systems (such as Office 365/Google G-Suite) are integrated into the Albert platform with no additional charge.



- **Albert Bridge** – Connectivity services to join to the Albert network. Connectivity to multiple K12itc data center locations for redundancy, reliability and optimization.
- **Backup & Disaster Recovery** – Geographic and network redundant backup and disaster recovery services provided by the Albert core network, including 400 miles of separation between facilities. Albert active/active core infrastructure ensures that a loss of one data center facility provides transparent failover for core services. All data center facilities maintain backup power via diesel generators in a N+1 configuration, A & B power feeds, backup cooling in a N+1 fashion, and multiple connections to diverse carriers. Servers are replicated, at minimum, every hour between facilities. Data center facilities are protected by a gaseous fire suppression system, and in hardened buildings with multiple layers of physical security (fingerprint, badge, key, pin code, cameras).

- **Help Desk** – K-12 focused, Kansas City-based technology Help Desk available from 6AM-6PM Monday through Friday. Accessed through the Albert Dashboard, Help Desk support is available via web, phone, and chat with integrated ticketing system. Help Desk services are backed by a Service Level Agreement (SLA) with key metrics continuously evaluated for performance and



improvement, including average hold time, maximum hold time, call per day, ticket age, average resolution time, mean time to resolution and last ticket update/communication to end user.

- **24/7 Network Monitoring & Support** – 24/7 network monitoring and support response for all K12itc covered services.
- **Incident Detection & Response (IDR)** – IDR Monitoring for user and attacker behavior that occurs on networks. This service provides real time data reports to our dedicated security team for further investigation and threat elimination.
- **(New!) Endpoint Detection & Response (EDR)** - EDR collects data from the endpoint and examines it for malicious or anomalous patterns in real time. Simply put, EDR detects an infection and initiates a response. In addition, EDR also includes capabilities to block malicious files while recognizing that not all modern attacks are file-based. Moreover, proactive EDR provides critical features not found in Antivirus, including automated response and deep visibility into what file modifications, process creations and network connections have occurred on the endpoint. This feature is vital for threat hunting, incident response, and digital forensics.
- **(New!) Automated Incident & Threat Response** - Are you still re-imaging systems because you're not sure that a threat was fully removed? Are you able to instantly quarantine a user or device from accessing your network and doing further damage? Automated response can do all this and much more to keep you better protected and limit downtime to your users and technical support staff.



- **(New!) 24x7 Threat Monitoring** - Threat Monitoring is at the heart of our IDR and EDR platforms. We proactively monitor and receive alerts for threats in real time. Our monitoring services allow us to respond to a threat from anywhere, on any device, within seconds.

Additional Value-Added Services from K12itc

- **Monthly Leadership Engagements** – Monthly calls with district leadership to discuss key metrics from previous month, upcoming projects, technology planning and service issues not effectively represented in open tickets.
- **Local and State Assessment Coordination** – Ongoing management, coordination, and preparation to ensure technology components are in place for state and localized test/computer-based assessments.
- **Windows Operating System Imaging** – Infrastructure for imaging and software distribution to Windows devices is built into the Albert core network.
- **MDM Infrastructure Support** – Installation, configuration, and support of MDM infrastructure to manage mobile devices on district-provided MDM platform.
- **Google Admin Console Support** – Configuration and support of Google Admin Console to support Google Chromebooks.
- **Daily/Periodic Checks and Tests** – Up to date Antivirus, security alerts and notifications, log reviews (when needed) and frequent back up tests.
- **Proactive Maintenance** - Microsoft Patching, 3rd Party Software Patching, All Hardware firmware upgrades, 24/7/365 Monitoring of Hardware.

Cost Summary

Albert	
Annual Costs (5 Year Agreement) (monthly cost: \$1,807.13)	\$21,685.56
Total:	\$21,685.56

Albert Set Up Fee (One Time)	
One Time Set Up Fee	\$4,553.97
Total:	\$4,553.97

**Pricing is valid for 30 Days. Does not include Network Cabling.*

**Pricing does not include Microsoft Licensing.*

**Pricing includes EDR licenses.*

Valley Union High School District
Position Description

Administrative Assistant

Overtime Eligible: ☐ Yes ☒ No

Job Status: Full Time – Salary

FLSA Status: Non-Exempt

Work Schedule: M – TH 7:00 – 3:30 Plus one Friday per month in line with the board approved school calendar

Reports To: School Principal/Superintendent

Positions Supervised: Cleaning Staff

POSITION SUMMARY

The Administrative Assistant provides high-level clerical and administrative support to ensure the efficient operation of the school or district office. This role is responsible for managing daily office functions, maintaining accurate records, preparing correspondence and reports, and serving as a primary point of contact for staff, students, parents, and the public. The Administrative Assistant must handle sensitive and confidential information with professionalism and discretion, exercise sound judgment in prioritizing tasks, and provide exceptional customer service. The position requires strong organizational skills, attention to detail, and proficiency with office technology to support the operational and administrative needs of the school or district.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- *Serve as the first point of contact for visitors, staff, students, and community members; provide information or direct inquiries to the appropriate person or department.*
- *Perform a variety of clerical duties, including typing, filing, copying, scanning, and data entry, to support school and district operations.*
- *Prepare, proofread, and distribute correspondence, reports, forms, and other documents as assigned.*
- *Maintain accurate records and databases, including student, staff, financial, and inventory files, in compliance with district policies and legal requirements.*
- *Schedule and coordinate meetings, appointments, and events, including preparation of meeting materials and agendas.*
- *Receive and route incoming mail, email, and phone calls in a timely and professional manner.*
- *Assist in tracking budgets, processing purchase orders, invoices, and reimbursements as assigned.*
- *Support human resources and payroll functions by collecting and processing required forms and documentation.*
- *Maintain confidentiality of sensitive information, including student records, personnel files, and financial data.*
- *Assist with preparation and distribution of communications, newsletters, and notices to staff, parents, and the community.*
- *Operate and maintain office equipment; coordinate repairs and supply ordering as needed.*
- *Provide general administrative support to the Superintendent/Principal.*

POSITION QUALIFICATIONS

Competencies:

- *Exceptional organizational skills and attention to detail.*
- *Ability to manage multiple tasks and priorities in a fast-paced environment.*
- *Strong interpersonal skills and the ability to work effectively with diverse individuals.*
- *High level of integrity, confidentiality, and professionalism.*
- *Ability to work independently and as part of a team.*
- *Problem-solving skills and adaptability to changing needs.*

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- *High school diploma or equivalent.*
- *Two years of clerical or administrative experience, preferably in an educational or public sector setting.*
- *Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) or Google Workspace.*
- *Strong written and verbal communication skills.*
- *Successful completion of required background checks and possession of a valid Arizona IVP Fingerprint Clearance Card.*

Preferred Qualifications:

- *Associate's degree or higher in business administration, office management, or a related field.*
- *Experience with student information systems, financial software, or other school-based technology platforms.*
- *Previous experience supporting senior-level administrators.*

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Computer Skills:

- *Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or Google Workspace.*
- *Ability to learn and operate student information systems, financial software, and other district applications.*
- *Competence in creating, formatting, and editing documents, spreadsheets, and presentations.*
- *Ability to maintain organized electronic files and databases.*
- *Basic troubleshooting skills for office equipment and technology.*
- *Ability to use email, calendars, and online collaboration tools effectively.*

Certificates & Licenses: *The Teacher must hold and maintain a valid teaching certificate or license issued by the Arizona Department of Education, with the appropriate subject and/or grade-level endorsement(s) for the assigned teaching position. Additional certifications or endorsements (such as Special Education, English as a Second Language, or Career and Technical Education) may be required depending on the assignment. All certifications and licensure must be kept current and in good standing as a condition of employment. The Teacher must also maintain a valid fingerprint clearance card and successfully complete all background checks as required by state law, district policy, and applicable regulations.*

Other Requirements:

- *Knowledge of general office procedures and practices.*
- *Strong customer service orientation and ability to interact with diverse stakeholders.*
- *Knowledge of or willingness to learn school district policies, procedures, and applicable state regulations.*
- *First Aid/CPR certification or ability to obtain within a specified timeframe after hire (preferred).*
- *Ability to work occasional evenings or weekends for special events or meetings.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- *Frequently required to sit for extended periods while working at a computer.*
- *Regularly required to use hands and fingers to operate office equipment and technology.*
- *Must be able to communicate effectively in both verbal and written form.*
- *Occasionally required to stand, walk, bend, or lift and/or move up to 20 pounds.*
- *Visual acuity to read documents, operate office equipment, and monitor information on a computer screen.*

WORK ENVIRONMENT

- *Work is performed primarily in an office setting within a school or district administrative environment.*
- *The noise level is generally quiet to moderate, but may be higher during peak office activity.*
- *Requires the ability to manage frequent interruptions and shifting priorities.*
- *May require occasional attendance at evening or weekend events or meetings.*
- *May involve occasional travel between district sites for meetings or support.*

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

Valley Union High School District has reviewed this job description to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and outline the employee's ability to perform the position described. This description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the Superintendent, Principal, or designee as deemed appropriate to meet the needs of the District.

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Valley Union High School District

Position Description

Business/Human Resource Manager

Job Status: Full Time - Salary

FLSA Status: Exempt

Work Schedule: M – TH 7:00 – 3:30 Plus one Friday per month in line with the board approved school calendar

Overtime Eligible: ☐ Yes ☒ No

Reports To: School Principal/Superintendent

Positions Supervised: N/A

POSITION SUMMARY

The School Business Manager is responsible for overseeing the financial and operational functions of the school district to ensure effective use of resources in support of educational goals. This role provides leadership in budgeting, accounting, purchasing, payroll, human resources, facilities management, and compliance with federal, state, and local regulations. The School Business Manager collaborates closely with the Superintendent, Governing Board, administrators, and staff to promote fiscal responsibility, operational efficiency, and transparency. The position requires strong analytical, organizational, and communication skills, as well as the ability to manage multiple priorities in a fast-paced environment while maintaining a high level of accuracy and integrity.

The Human Resources (HR) Manager is responsible for planning, directing, and coordinating the human resources functions of the district to ensure compliance with applicable laws, policies, and best practices. This role oversees recruitment, hiring, onboarding, employee relations, benefits administration, personnel records, and compliance with state and federal employment regulations. The HR Manager serves as a strategic partner to the Superintendent, administrators, and supervisors, providing guidance on staffing, policy interpretation, performance management, and professional development. This position requires strong interpersonal, organizational, and problem-solving skills, as well as the ability to maintain confidentiality and build positive working relationships across all levels of the organization.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Develop, implement, and monitor the district's annual budget in alignment with strategic goals and state reporting requirements.
- Oversee accounting operations, including accounts payable, accounts receivable, general ledger maintenance, and reconciliations.
- Ensure compliance with federal, state, and local laws, regulations, and reporting deadlines related to school finance, procurement, payroll, and human resources.
- Manage payroll operations, ensuring accuracy, timeliness, and adherence to employment contracts and labor laws.
- Direct and monitor purchasing activities, ensuring cost-effectiveness and adherence to district procurement policies.
- Prepare and present regular financial reports to the Superintendent, Governing Board, and external agencies as required.
- Coordinate the district's annual financial audit and implement corrective actions for any findings.
- Oversee risk management, insurance programs, and vendor contracts to protect district assets.
- Supervise business office staff, providing leadership, training, and performance management.
- Collaborate with administrators to support capital projects, facility maintenance planning, and resource allocation.
- Implement and maintain effective internal controls to safeguard district funds and assets.

- *Support the Superintendent in long-term financial planning and strategic decision-making.*
- *Oversee and manage all aspects of the district's human resources operations, including recruitment, hiring, onboarding, and retention of qualified staff.*
- *Ensure compliance with federal, state, and local employment laws, regulations, and district policies.*
- *Maintain accurate and secure personnel records in compliance with recordkeeping requirements.*
- *Administer employee benefits programs, including health insurance, retirement plans, leave programs, and workers' compensation.*
- *Advise administrators and supervisors on employee relations matters, policy interpretation, and performance management.*
- *Coordinate and conduct employee orientations, trainings, and professional development sessions.*
- *Manage investigations into employee complaints or concerns, ensuring fair, thorough, and timely resolution.*
- *Prepare required HR reports for internal use, the Governing Board, and external agencies.*
- *Support payroll processes by ensuring accuracy of personnel data, contracts, and compensation changes.*
- *Oversee the evaluation process to ensure timely completion in accordance with district policy.*
- *Collaborate with leadership to develop and update job descriptions, compensation structures, and personnel policies.*
- *Serve as the district's primary contact for HR-related questions from staff, applicants, and the public.*

POSITION QUALIFICATIONS

Competencies:

- *Strong analytical, problem-solving, and decision-making skills.*
- *High level of integrity, confidentiality, and professional ethics.*
- *Effective written and verbal communication skills, including the ability to present complex financial information clearly.*
- *Strong organizational skills with the ability to manage multiple projects and meet deadlines.*
- *Ability to work collaboratively with diverse stakeholders, including administrators, staff, board members, and community partners.*
- *Commitment to continuous professional growth and adherence to industry best practices.*
- *Strong interpersonal and communication skills with the ability to build trust and credibility.*
- *High level of confidentiality, integrity, and professionalism.*
- *Strong organizational skills with the ability to manage multiple priorities and deadlines.*
- *Knowledge of HRIS systems and proficiency in Microsoft Office Suite or Google Workspace.*
- *Ability to analyze complex situations and develop effective solutions.*
- *Commitment to equity, inclusion, and fostering a positive work culture.*

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- *Bachelor's degree in accounting, finance, business administration, or a related field.*
- *Demonstrated experience in financial management, budgeting, and accounting, preferably in a public school or governmental setting or the willingness to learn.*
- *Knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards (GASB) or the willingness to learn.*
- *Proficiency with financial software, spreadsheets, and database management systems.*
- *Successful completion of required background checks and possession of a valid IVP Fingerprint Clearance Card.*

Preferred Qualifications:

- *Master's degree in business administration, accounting, finance, or related field.*
- *Certification as a School Business Official (e.g., ASBO International or state-level certification).*
- *Experience with Arizona school finance laws, Uniform System of Financial Records (USFR), and ADE reporting requirements.*
- *Prior supervisory experience in a finance or business office setting.*
- *Professional certification such as SHRM-CP, SHRM-SCP, PHR, or SPHR.*
- *Experience in a public school district or governmental entity.*
- *Supervisory experience in a human resources department.*

Attributes of a Blue Devil:

- ***Solution-Oriented Problem Solver*** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- ***Transparent and Open to Feedback*** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- ***Team Oriented*** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- ***Adaptable*** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- ***Reliable and Accountable*** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- ***Integrity*** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- ***Willingness to Learn and Lead*** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Computer Skills:

- *Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or Google Workspace.*
- *Ability to use financial management and accounting software.*
- *Experience with database systems and report generation tools.*
- *Familiarity with state reporting systems and online submission portals.*
- *Basic troubleshooting of office equipment and software issues.*
- *Ability to maintain secure and organized electronic records.*

Other Requirements:

- *Knowledge of or willingness to learn applicable federal, state, and local laws, regulations, and policies related to school finance, procurement, payroll, and human resources.*
- *Supervisory experience in a business or finance office setting or the willingness to learn.*
- *Current First Aid/CPR certification or ability to obtain within a specified timeframe after hire (preferred).*
- *Advanced degree or professional certification in school business management (preferred).*
- *Specialized training in governmental accounting, audit preparation, or compliance or willingness to learn.*
- *Strong interpersonal skills and the ability to work collaboratively with diverse stakeholders.*
- *Knowledge of human resources best practices and applicable employment laws or the willingness to learn.*
- *Strong conflict resolution and negotiation skills.*
- *Ability to maintain confidentiality and handle sensitive situations with discretion.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Frequently required to sit for extended periods while working at a computer.*
- *Regularly required to use hands and fingers to operate office equipment and technology.*
- *Must be able to communicate effectively in both verbal and written form.*
- *Occasionally required to stand, walk, bend, or lift and/or move up to 20 pounds.*
- *Ability to read, analyze, and interpret detailed financial documents and data.*

WORK ENVIRONMENT

- *Work is performed primarily in an office setting within the Valley Union High School District administrative offices.*
- *The noise level is generally quiet to moderate.*
- *Requires the ability to work under pressure to meet multiple deadlines.*
- *May require occasional attendance at evening or weekend board meetings, trainings, or community events.*
- *May involve occasional travel for professional development, training, or district business.*

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

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Valley Union High School District

Position Description

Cafeteria Staff

Job Status: Full Time - Hourly

FLSA Status: Non-Exempt

Work Schedule: As designated by Food Service Director

Overtime Eligible: ☒ Yes ☐ No

Reports To: Food Service Director/
Principal/Superintendent

Positions Supervised: N/A

POSITION SUMMARY

The Cafeteria Staff member is responsible for preparing, serving, and assisting with the clean-up of nutritious meals in accordance with federal, state, and local regulations, as well as district policies. This position supports the school's food service program by maintaining a clean, safe, and welcoming cafeteria environment and providing excellent customer service to students, staff, and visitors. The role includes assisting with food preparation, portion control, inventory management, and ensuring compliance with food safety and sanitation standards.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- *Prepare, assemble, and serve meals following established menus and portion guidelines.*
- *Maintain food safety and sanitation standards in compliance with health regulations and district policy.*
- *Assist with setting up and breaking down serving lines and dining areas.*
- *Operate kitchen equipment safely and maintain it in good working condition.*
- *Monitor food temperatures, storage conditions, and expiration dates to ensure freshness and safety.*
- *Assist with receiving, inspecting, and storing food and supplies.*
- *Maintain cleanliness of kitchen, serving areas, and dining spaces, including washing dishes and sanitizing surfaces.*
- *Provide courteous and efficient service to students, staff, and visitors.*
- *Assist in keeping accurate records for production, inventory, and compliance as directed by the Food Service Director.*
- *Participate in required training and professional development.*

POSITION QUALIFICATIONS

Competencies:

- **Customer Service Orientation** – Provides friendly, respectful, and efficient service to students, staff, and visitors.
- **Food Safety & Sanitation** – Follows proper food handling, hygiene, and safety standards in compliance with health regulations.
- **Teamwork & Collaboration** – Works cooperatively with colleagues to ensure smooth food service operations.
- **Attention to Detail** – Ensures meals are prepared, portioned, and served accurately according to guidelines.
- **Time Management** – Completes assigned tasks promptly in a fast-paced environment.
- **Adaptability** – Adjusts to changes in menus, schedules, or work assignments.
- **Work Ethic & Dependability** – Demonstrates reliability, punctuality, and consistent attendance.
- **Communication Skills** – Listens and follows instructions accurately while interacting respectfully with others.

- **Safety Awareness** – Recognizes potential hazards and follows established safety procedures.
- **Professionalism** – Maintains a positive attitude and professional demeanor in all interactions.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- *High school diploma or equivalent preferred.*
- *Ability to follow verbal and written instructions.*
- *Basic understanding of food safety and sanitation practices.*
- *Ability to pass a background check and meet all district employment requirements.*

Preferred Qualifications:

- *Previous food service or cafeteria experience.*
- *ServSafe® or equivalent food handler certification.*
- *Experience working with children or in a school environment.*

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Other Requirements:

- *Must maintain any required food safety certifications.*
- *Ability to lift up to 40 pounds and stand for extended periods.*
- *Willingness to work flexible hours as needed for school events.*

PHYSICAL DEMANDS

- *Frequent standing, walking, bending, and reaching.*
- *Ability to lift, carry, push, or pull heavy objects and food supplies.*
- *Exposure to heat, cold, and noise typical in a commercial kitchen environment.*

WORK ENVIRONMENT

- *Primarily in a commercial kitchen and cafeteria setting.*
- *May require early mornings, evenings, or weekend work for special events.*
- *Interaction with students, staff, vendors, and community members.*

[Signatures on the Next Page]

Supervisor Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

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Valley Union High School District

Position Description

Cleaning Staff

Job Status: Part Time - Hourly

Overtime Eligible: ☒ Yes ☐ No

FLSA Status: Non-Exempt

Reports To: Administrative Assistant/ Maintenance Supervisor/
Principal/Superintendent

Work Schedule: As directed/negotiated

Positions Supervised: N/A

POSITION SUMMARY

The Cleaning Staff member is responsible for maintaining a clean, safe, and orderly school environment to support the health and well-being of students, staff, and visitors. This position performs a variety of custodial duties, including cleaning classrooms, restrooms, offices, and common areas; maintaining floors and surfaces; and assisting with event setup and breakdown. The Cleaning Staff member follows established safety and sanitation procedures, operates cleaning equipment, and works collaboratively with the maintenance team to ensure all facilities are well-maintained and presentable.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Clean and sanitize classrooms, offices, restrooms, and common areas daily.
- Sweep, mop, vacuum, strip, wax, and buff floors as required.
- Empty trash and recycling receptacles and dispose of waste properly.
- Clean windows, mirrors, whiteboards, and other surfaces.
- Refill restroom and cleaning supplies as needed.
- Report any maintenance or safety issues to the Maintenance Supervisor.
- Assist with setup and teardown for school events and activities.
- Follow proper use and storage of cleaning chemicals in accordance with safety guidelines.
- Maintain custodial equipment in good working condition.
- Perform seasonal or deep cleaning tasks during breaks or as assigned.

POSITION QUALIFICATIONS

Competencies:

- **Attention to Detail** – Maintains high standards for cleanliness and sanitation in all areas.
- **Safety Awareness** – Follows all safety protocols when using cleaning chemicals, equipment, and tools.
- **Time Management** – Completes assigned tasks efficiently and within designated time frames.
- **Dependability** – Demonstrates consistent attendance, punctuality, and reliability.
- **Teamwork & Collaboration** – Works cooperatively with colleagues to maintain a clean and safe environment.
- **Adaptability** – Adjusts to changing priorities, schedules, and cleaning needs.
- **Communication** – Reports maintenance or safety concerns promptly and follows directions accurately.
- **Professionalism** – Maintains a respectful, courteous, and service-oriented attitude.
- **Initiative** – Identifies cleaning or maintenance needs without waiting for direction.
- **Customer Service Orientation** – Responds positively to requests from staff, students, and visitors.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- High school diploma or equivalent preferred.
- Ability to follow verbal and written instructions.

- *Knowledge of basic cleaning techniques and safe use of cleaning products.*
- *Ability to pass a background check and meet all district employment requirements.*

Preferred Qualifications:

- *Prior custodial or janitorial experience in a school, commercial, or institutional setting.*
- *Knowledge of OSHA safety regulations and Material Safety Data Sheets (MSDS).*
- *Experience working with children or in a school environment.*

Skills & Abilities:

- **Attention to Detail** – Ensures cleaning is thorough and meets quality standards.
- **Safety Awareness** – Follows proper procedures for handling cleaning products and equipment.
- **Time Management** – Completes assigned tasks efficiently within designated time frames.
- **Dependability** – Maintains consistent attendance and punctuality.
- **Teamwork** – Works cooperatively with colleagues to meet school cleanliness goals.
- **Adaptability** – Adjusts to changing priorities or cleaning assignments.
- **Communication** – Reports issues and follows directions accurately.
- **Professionalism** – Maintains a respectful and courteous demeanor at all times.

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Other Requirements:

- *Ability to lift and carry up to 50 pounds.*
- *Ability to stand, walk, bend, and reach for extended periods.*
- *Willingness to work flexible hours, including evenings or weekends, as needed for school events.*

PHYSICAL DEMANDS

- *Frequent standing, walking, bending, and lifting.*
- *Exposure to cleaning chemicals, dust, and noise.*
- *Operation of custodial equipment such as buffers, vacuums, and floor scrubbers.*

WORK ENVIRONMENT

- *Primarily indoors, with occasional outdoor duties.*
- *May work in varying temperatures depending on the area being cleaned.*
- *May require early mornings, evenings, or weekend work for special events.*
- *Interaction with students, staff, vendors, and community members.*

[SIGNATURES ON THE NEXT PAGE]

Supervisor Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

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Valley Union High School District

Position Description

Dropout Prevention Specialist

Job Status: Full Time - Salary

FLSA Status: Non-Exempt

Work Schedule: M – TH 7:30 – 3:30 Plus one Friday per month

Overtime Eligible: ☐ Yes ☒ No

Reports To: School Principal/Superintendent

Positions Supervised: N/A

POSITION SUMMARY

*The **Guidance Counselor / Dropout Prevention Specialist** supports the academic, social-emotional, and post-secondary success of all students while providing targeted interventions to identify, support, and re-engage at-risk youth. This position works collaboratively with students, families, staff, and community partners to address barriers to school success, reduce dropout risk factors, and promote graduation. The Guidance Counselor / Dropout Prevention Specialist provides individual and group counseling, academic advisement, and career planning; monitors attendance, behavior, and performance data; and develops individualized support plans to meet student needs.*

The incumbent serves as a liaison between school and home, connecting families with community resources, mentoring opportunities, and alternative educational pathways when appropriate. This role requires a proactive, student-centered approach, the ability to foster trust and rapport with diverse populations, and a commitment to equity, confidentiality, and compliance with state and federal regulations.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- **Academic Counseling & Advisement**
 - Provide academic guidance to students regarding course selection, credit requirements, graduation planning, and post-secondary options.
 - Assist students in setting and achieving educational, career, and personal goals.
 - Work with school administration to develop the master schedule and ensure student schedules align with graduation requirements, academic needs, and student interests.
 - Develops and manages student schedules to ensure that each student remains on track for timely graduation.
 - Collaborates with the Athletic Director, Special Education Department, and school administration to monitor student grades, identify at-risk students, and provide advising and coaching support to those who are underperforming.
 - Review report cards and transcripts to ensure accuracy and verify that students are on track for graduation and their chosen post-high school plans, including college, career, or vocational pathways.
 - Run, review, and distribute report cards, transcripts, and progress reports in collaboration with school administration to ensure timely communication with students and families.
- **Dropout Prevention & Intervention**
 - Identify students at risk for academic failure, chronic absenteeism, or dropping out through data analysis and staff referrals.
 - Develop and implement individualized intervention plans to address academic, behavioral, attendance, and social-emotional barriers.

- *Monitor student progress and adjust plans as needed to ensure timely credit recovery and advancement toward graduation.*
- *Coordinates with community partners and state representatives to provide guest speakers and create opportunities for student career exploration.*
- *Collaborates with county and state partners to identify at-risk students and connect them with alternative pathways to graduation, with the goal of reducing student dropouts.*
- ***Social-Emotional & Behavioral Support***
 - *Provide individual and group counseling to address personal, social, and emotional issues impacting student success.*
 - *Collaborate with teachers, parents, and support staff to develop strategies that foster positive behavior and engagement.*
- ***Family & Community Engagement***
 - *Serve as a liaison between home, school, and community agencies to connect students and families with resources and supports.*
 - *Conduct outreach to families of at-risk students to encourage consistent attendance and active participation in the student's education.*
- ***Collaboration & Coordination***
 - *Partner with school administrators, teachers, and support staff to ensure coordinated support for students.*
 - *Coordinate with external agencies, mentoring programs, and service providers to enhance student services.*
- ***Career & College Readiness***
 - *Guide students in exploring career interests, college admissions requirements, vocational programs, and scholarship opportunities.*
 - *Organize and facilitate college visits, career fairs, and informational workshops.*
- ***Data Management & Reporting***
 - *Maintain accurate, confidential student records in compliance with FERPA and district policy.*
 - *Track student progress, prepare reports on dropout prevention efforts, and present data to administration as required.*
- ***Crisis Intervention***
 - *Provide immediate assistance to students in crisis and coordinate with appropriate school and community resources.*
 - *Follow established protocols for student safety and mental health emergencies.*
- ***Professional Responsibilities***
 - *Maintain knowledge of state and federal laws, district policies, and best practices related to counseling and dropout prevention.*
 - *Participate in professional development and training to enhance skills and remain current with educational trends.*

POSITION QUALIFICATIONS

Competencies:

- ***Student-Centered Approach*** – *Demonstrates genuine care for student success, well-being, and growth while maintaining high expectations.*
- ***Counseling & Advisement Skills*** – *Applies effective academic, career, and social-emotional counseling techniques to guide students toward graduation and post-secondary readiness.*
- ***Data-Driven Decision Making*** – *Uses attendance, behavior, academic, and assessment data to identify at-risk students and design targeted interventions.*
- ***Collaboration & Teamwork*** – *Works effectively with administrators, teachers, staff, parents, and community partners to support student success.*
- ***Communication Skills*** – *Communicates clearly, professionally, and empathetically with diverse audiences in both oral and written form.*
- ***Problem-Solving & Critical Thinking*** – *Anticipates challenges, analyzes issues, and develops practical, student-focused solutions.*

- **Organization & Time Management** – Manages multiple priorities, meets deadlines, and maintains accurate records.
- **Cultural Competence** – Demonstrates respect for diverse backgrounds, experiences, and perspectives; adapts practices to meet student needs.
- **Technology Proficiency** – Utilizes student information systems to run schedules, transcripts, report cards, and progress reports; uses technology for communication, data analysis, and counseling resources.
- **Confidentiality & Ethics** – Adheres to FERPA, professional counseling ethics, and district policies in handling sensitive information.
- **Crisis Response** – Responds effectively and calmly in emergency or high-stress situations, connecting students to appropriate support.
- **Continuous Improvement Mindset** – Engages in ongoing professional learning and reflects on practice to improve effectiveness.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- Degree in counseling, Psychology, or related field.
- Experience working with at-risk youth, academic counseling, or dropout prevention.
- Proficiency with student information systems and Microsoft Office/Google Workspace.

Preferred Qualifications:

- Master's degree in School Counseling, Education, Psychology, or related field.
- Valid Arizona School Counselor Certificate (or ability to obtain before hire).
- Experience in both academic counseling and dropout prevention in a secondary school setting.
- Knowledge of community-based resources and social services.
- Bilingual (English/Spanish) skills.

Computer Skills:

- Proficient in Student Information Systems (SIS) for scheduling, transcripts, report cards, and progress reports.
- Ability to generate, review, and interpret academic performance data and reports.
- Skilled in using Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Slides, Forms) for documentation, communication, and presentations.
- Experience with email communication platforms and digital calendaring tools.
- Familiarity with career and college planning platforms, assessment tools, and online resources for student development.
- Ability to use virtual meeting platforms (Zoom, Google Meet, etc.) for remote counseling sessions, parent meetings, and professional development.
- Understanding of secure data management practices in compliance with FERPA and district policies.
- Capability to integrate educational technology into counseling and dropout prevention strategies to engage students and track progress.

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.

- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Certificates & Licenses: A valid Arizona IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety is required. Current CPR and First Aid Certification must be held at the time of hire or obtained within 60 days. A valid Arizona Driver's License with an acceptable driving record is required if the position involves travel. An Arizona School Counselor Certificate is preferred but not required, provided the candidate has equivalent education and experience that meet state and district standards.

Other Requirements:

This position requires the ability to work effectively with students, parents, staff, and community members from diverse backgrounds and experiences. The individual must demonstrate strong interpersonal skills, discretion, and the ability to maintain confidentiality in accordance with FERPA and district policy. The role requires flexibility to adjust work hours for evening or weekend events, meetings, or crisis response as needed. The incumbent must be able to travel between school sites or to community locations when necessary, possess strong problem-solving and organizational skills, and maintain a professional appearance and demeanor at all times. A commitment to continuous professional growth and adherence to ethical counseling practices is essential.

PHYSICAL DEMANDS

- Prolonged periods of sitting, standing, or walking.
- Occasional lifting of up to 25 pounds.
- Frequent computer and telephone use.

WORK ENVIRONMENT

- Primarily school-based, with occasional travel to community agencies, conferences, or off-site meetings.
- May require evening or weekend hours for events, family meetings, or crisis response.

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

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Valley Union High School District

Position Description

Food Service Director

Job Status: Full Time - Hourly

FLSA Status: Non-Exempt

Work Schedule: Four days a week as negotiated with supervisor

Overtime Eligible: ☒ Yes ☐ No

Reports To: Principal/Superintendent

Positions Supervised: Cafeteria Staff

POSITION SUMMARY

The Food Service Director is responsible for planning, organizing, and directing all aspects of the school's food service program to ensure the delivery of high-quality, nutritious meals that meet or exceed federal, state, and local regulations. This position oversees menu planning, food preparation, purchasing, inventory control, and compliance with the National School Lunch and Breakfast Programs. The Food Service Director manages food service staff, ensures adherence to safety and sanitation standards, monitors budgets, and works collaboratively with school administration to support student wellness initiatives. The role requires strong leadership, organizational skills, and a commitment to providing a positive dining experience for students, staff, and visitors.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- *Plan, direct, and coordinate the preparation and serving of meals in accordance with USDA guidelines, state regulations, and district policy.*
- *Develop and implement menus that meet nutritional standards and accommodate special dietary needs.*
- *Supervise, train, and evaluate food service staff, ensuring proper food handling, portion control, and customer service.*
- *Maintain compliance with all safety, sanitation, and health regulations.*
- *Manage inventory, order food and supplies, and ensure proper storage and rotation of products.*
- *Monitor food service budget, control costs, and prepare required financial and operational reports.*
- *Coordinate with school administrators to promote nutrition education and wellness initiatives.*
- *Oversee kitchen equipment maintenance and arrange for repairs as necessary.*
- *Maintain accurate records required for state and federal reporting.*
- *Support school events and activities with catering or special meal services as needed.*

POSITION QUALIFICATIONS

Competencies:

- **Leadership & Team Development** – Leads, trains, and motivates food service staff, fostering a positive and productive work environment.
- **Nutritional Expertise** – Understands and applies nutrition principles, USDA guidelines, and best practices in menu planning.
- **Regulatory Compliance** – Maintains up-to-date knowledge of federal, state, and local regulations related to school nutrition programs.
- **Budget & Resource Management** – Manages program budgets, monitors expenses, and ensures cost-effective purchasing.
- **Organization & Time Management** – Plans, prioritizes, and executes tasks efficiently to meet operational deadlines.
- **Customer Service Orientation** – Provides courteous and responsive service to students, staff, and the school community.

- **Communication** – Communicates effectively with staff, administrators, vendors, and parents, both verbally and in writing.
- **Problem-Solving & Decision-Making** – Identifies issues, evaluates options, and implements effective solutions.
- **Safety & Sanitation** – Promotes and enforces safe food handling, sanitation, and workplace safety standards.
- **Adaptability** – Adjusts to changing regulations, school needs, and operational challenges.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- High school diploma or equivalent; associate or bachelor's degree in nutrition, food service management, or related field preferred.
- Minimum of three (3) years of experience in food service operations, including supervisory responsibilities.
- Knowledge of federal and state child nutrition program requirements.
- Ability to pass a background check and meet all district employment requirements.

Preferred Qualifications:

- Certification in School Nutrition or Food Service Management.
- ServSafe® Food Protection Manager Certification or equivalent.
- Experience managing budgets and food service programs in a school or institutional setting.
- Knowledge of menu planning software and point-of-sale systems.

Skills & Abilities:

- **Leadership & Team Management** – Effectively leads, trains, and motivates food service staff.
- **Nutritional Knowledge** – Understands and applies nutrition principles and USDA meal pattern requirements.
- **Organization & Time Management** – Plans and prioritizes work efficiently to meet deadlines.
- **Budget & Inventory Control** – Manages resources effectively and reduces waste.
- **Customer Service** – Creates a welcoming and positive dining environment for students and staff.
- **Regulatory Compliance** – Maintains up-to-date knowledge of food safety, sanitation, and child nutrition program rules.
- **Problem-Solving** – Addresses operational challenges quickly and effectively.

Other Requirements:

- Must maintain current food safety certification as required by the state or district.
- Willingness to work flexible hours to accommodate school events.
- Ability to lift up to 50 pounds and stand for extended periods.
- Commitment to ongoing professional development.

PHYSICAL DEMANDS

- Frequent standing, walking, bending, and reaching.
- Ability to lift, carry, push, or pull heavy objects and food supplies.
- Exposure to heat, cold, and noise typical in a commercial kitchen environment.

WORK ENVIRONMENT

- Primarily in a commercial kitchen and cafeteria setting.
- May require early mornings, evenings, or weekend work for special events.
- Interaction with students, staff, vendors, and community members.

[Signatures on the Next Page]

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

Valley Union High School District has reviewed this job description to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and outline the employee's ability to perform the position described. This description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the Superintendent, Principal, or designee as deemed appropriate to meet the needs of the District.

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Valley Union High School District

Position Description

Maintenance

Job Status: Part-time - Hourly

FLSA Status: Exempt

Work Schedule: As negotiated with Maintenance Supervisor

Overtime Eligible: ☒ Yes ☐ No

Reports To: Maintenance Director

Positions Supervised: None

POSITION SUMMARY

The Maintenance Worker performs a variety of skilled and semi-skilled tasks in the maintenance, repair, and improvement of district buildings, grounds, and equipment. This position plays a vital role in maintaining safe, clean, and efficient learning environments that support student achievement and staff well-being. The Maintenance Worker collaborates with administrators, custodial staff, and outside contractors to ensure district facilities remain in optimal condition and in compliance with state, local, and federal regulations.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Perform general maintenance and repair work on school buildings, facilities, and equipment, including plumbing, electrical, carpentry, and mechanical systems.
- Conduct preventive maintenance inspections and complete assigned work orders in a timely and efficient manner.
- Repair or replace fixtures, doors, locks, hardware, flooring, and roofing as needed.
- Maintain and repair HVAC systems within scope of training and safety standards.
- Operate hand and power tools safely and effectively.
- Maintain the cleanliness and functionality of district grounds, including mowing, trimming, irrigation, and minor landscaping.
- Assist with snow removal, painting, signage, and other special projects as assigned.
- Set up and move furniture, equipment, and supplies for school events and functions.
- Maintain accurate records of work performed, materials used, and time spent on assigned tasks.
- Identify safety hazards and report maintenance concerns promptly to the Maintenance Supervisor or administration.
- Ensure compliance with OSHA and district safety standards and participate in safety trainings as required.
- Support emergency response efforts and perform duties necessary for campus safety and security (e.g., fire alarms, emergency repairs, storm preparation).
- Perform other duties as assigned to support district operations and student safety.

POSITION QUALIFICATIONS

Competencies:

- **Technical Expertise** – Possesses in-depth knowledge of building systems (HVAC, electrical, plumbing, carpentry) and the ability to troubleshoot and resolve complex maintenance issues.
- **Safety & Compliance** – Maintains a strong commitment to safety practices and ensures compliance with applicable building codes, environmental regulations, and district policies.

- **Problem-Solving & Decision-Making** – Identifies issues quickly, evaluates possible solutions, and implements effective corrective actions.
- **Communication** – Communicates clearly and professionally with staff, administrators, vendors, and contractors; documents maintenance activities and provides timely updates.
- **Customer Service Orientation** – Responds promptly to maintenance requests and works to maintain a safe, clean, and positive environment for students, staff, and visitors.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- High school diploma or equivalent required.
- Valid Arizona Driver's License required (must maintain throughout employment).
- Fingerprint Clearance Card required.
- Minimum of two years of experience in building maintenance, construction, or a related field preferred.

Skills & Abilities:

- Working knowledge of building maintenance, repair techniques, and safe work practices.
- Ability to operate maintenance tools, vehicles, and equipment effectively.
- Basic understanding of mechanical, electrical, and plumbing systems.
- Ability to read and follow blueprints, schematics, and safety instructions.
- Strong organizational and time management skills.
- Ability to work independently or collaboratively with minimal supervision.
- Ability to lift, carry, push, or pull objects weighing up to 50 pounds on a regular basis.

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Other Requirements:

- Knowledge of general office procedures and practices.
- Strong customer service orientation and ability to interact with diverse stakeholders.
- Knowledge of or willingness to learn school district policies, procedures, and applicable state regulations.
- First Aid/CPR certification or ability to obtain within a specified timeframe after hire (preferred).
- Ability to work occasional evenings or weekends for special events or meetings.

PHYSICAL DEMANDS

- Frequent walking, standing, bending, and lifting up to 50 pounds.
- Ability to work in confined spaces, at heights, and in varying weather conditions.
- Ability to operate tools, equipment, and machinery related to building maintenance.

WORK ENVIRONMENT

- Primarily indoors with regular outdoor work.
- Exposure to noise, dust, chemicals, and temperature extremes.
- On-call availability for emergencies outside normal working hours.

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

Valley Union High School District has reviewed this job description to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and outline the employee's ability to perform the position described. This description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the Superintendent, Principal, or designee as deemed appropriate to meet the needs of the District.

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Valley Union High School District

Position Description

Maintenance Supervisor

Job Status: Full Time - Salary

FLSA Status: Exempt

Work Schedule: As negotiated with superintendent

Overtime Eligible: ☐ Yes ☒ No

Reports To: School Principal/Superintendent

Positions Supervised: Cleaning & Maintenance Staff

POSITION SUMMARY

The Maintenance Supervisor is responsible for supervising employees to maintain the school building while personally devoting the majority of their time to the athletic fields and school grounds.

This position plans, schedules, and oversees maintenance projects; coordinates with contractors and vendors; and ensures that repairs and preventive maintenance are performed on all building systems. Responsibilities include supervising custodial and maintenance staff, monitoring work quality, assisting in the preparation of the annual maintenance and operations budget, monitoring expenditures to ensure alignment with approved allocations, and maintaining accurate records of work performed. The supervisor ensures that maintenance staff effectively address the overall maintenance, repair, and safe operation of the school's buildings and mechanical systems, while also ensuring that all facilities are clean, well-maintained, and compliant with local, state, and federal regulations.

The Maintenance Supervisor works closely with school administration to prioritize and address facility needs, supports district events, and ensures a safe and functional learning environment for students, staff, and visitors.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- *Plan, assign, and supervise daily maintenance and custodial operations for buildings and grounds.*
- *Inspect facilities regularly to identify and address maintenance needs and safety hazards.*
- *Oversee preventive maintenance programs for HVAC, plumbing, electrical, and other building systems.*
- *Coordinate and monitor work performed by outside contractors and vendors.*
- *Maintain accurate records of work orders, inspections, repairs, and preventive maintenance.*
- *Order and maintain inventory of supplies, tools, and equipment needed for maintenance operations.*
- *Maintain compliance with OSHA, ADE, EPA, and other applicable state and federal safety standards.*
- *Respond to emergency maintenance requests promptly and effectively.*
- *Ensure proper handling, storage, and documentation of hazardous materials (e.g., chemicals, cleaning agents, pesticides).*
- *Coordinate facility use for community events in accordance with district policies.*
- *Maintain, supervise, and oversee the upkeep of all school grounds, including landscaping, parking areas, and athletic fields, ensuring they are safe, functional, and well-presented for school and community use. A maintenance and care schedule shall be established to ensure athletic fields are properly maintained. Fields are expected to be regularly mowed, kept green, free of weeds, and consistently serve as a source of pride for the school and community.*
- *Work collaboratively with the principal/superintendent to plan and budget for long-term facility improvements.*

POSITION QUALIFICATIONS

Competencies:

- **Leadership & Supervision** – Demonstrates the ability to lead, motivate, and guide maintenance and custodial staff; sets clear expectations and holds team members accountable for performance.
- **Technical Expertise** – Possesses in-depth knowledge of building systems (HVAC, electrical, plumbing, carpentry) and the ability to troubleshoot and resolve complex maintenance issues.
- **Safety & Compliance** – Maintains a strong commitment to safety practices and ensures compliance with applicable building codes, environmental regulations, and district policies.
- **Planning & Organization** – Effectively plans, prioritizes, and schedules maintenance activities to optimize resources and minimize disruption to school operations.
- **Problem-Solving & Decision-Making** – Identifies issues quickly, evaluates possible solutions, and implements effective corrective actions.
- **Communication** – Communicates clearly and professionally with staff, administrators, vendors, and contractors; documents maintenance activities and provides timely updates.
- **Budget & Resource Management** – Manages maintenance budgets responsibly; ensures cost-effective purchasing and efficient use of supplies, tools, and equipment.
- **Customer Service Orientation** – Responds promptly to maintenance requests and works to maintain a safe, clean, and positive environment for students, staff, and visitors.
- **Adaptability** – Adjusts to changing priorities, handles unexpected challenges, and remains flexible in meeting the needs of the school.
- **Teamwork & Collaboration** – Works effectively as part of a team, fostering positive relationships with colleagues and external partners to support district goals.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- High school diploma or equivalent; technical training or trade certification preferred.
- Demonstrated ability to read and interpret technical manuals, blueprints, and schematics.
- Valid driver's license.
- Possess current certification/licensure to apply chemicals, or demonstrate the ability and willingness to obtain such certification within a reasonable timeframe.
- Knowledge of or the willingness to learn about landscaping/athletic field maintenance.
- Ability to pass a background check and meet all state and district employment requirements.

Preferred Qualifications:

- Three (3) or more years of progressively responsible maintenance experience, including at least one (1) year in a supervisory role.
- Knowledge of building systems, including HVAC, electrical, plumbing, carpentry, and general repair.
- Experience in school, municipal, or institutional facility maintenance.
- Formal training or certification in one or more building trades (HVAC, electrical, plumbing).
- Knowledge of local, state, and federal building codes and safety regulations.
- Experience with computerized maintenance management systems (CMMS).
- CDL license
- Strong organizational and project management skills.

Skills & Abilities:

- Ability to lead, train, and evaluate maintenance and custodial staff.
- Strong problem-solving and troubleshooting abilities.
- Effective verbal and written communication skills.
- Ability to prioritize tasks and manage multiple projects simultaneously.
- Commitment to maintaining a safe, clean, and functional school environment.

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Other Requirements:

- Knowledge of general office procedures and practices.
- Strong customer service orientation and ability to interact with diverse stakeholders.
- Knowledge of or willingness to learn school district policies, procedures, and applicable state regulations.
- First Aid/CPR certification or ability to obtain within a specified timeframe after hire (preferred).
- Ability to work occasional evenings or weekends for special events or meetings.

PHYSICAL DEMANDS

- Frequent walking, standing, bending, and lifting up to 50 pounds.
- Ability to work in confined spaces, at heights, and in varying weather conditions.
- Ability to operate tools, equipment, and machinery related to building maintenance.

WORK ENVIRONMENT

- Primarily indoors with regular outdoor work.
- Exposure to noise, dust, chemicals, and temperature extremes.
- On-call availability for emergencies outside normal working hours.

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

Valley Union High School District has reviewed this job description to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and outline the employee's ability to perform the position described. This description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the Superintendent, Principal, or designee as deemed appropriate to meet the needs of the District.

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Valley Union High School District

Position Description

Principal/Superintendent

Job Status: Full Time - Salary
FLSA Status: Exempt
Work Schedule: As negotiated in contract

Overtime Eligible: ☐ Yes ☒ No
Reports To: School Board
Positions Supervised: All employees

POSITION SUMMARY

The Principal/Superintendent serves as the chief executive and instructional leader of the school district, responsible for providing visionary leadership, strategic direction, and operational oversight for all district programs, services, and personnel. This position ensures high-quality educational opportunities, fiscal responsibility, compliance with federal, state, and local regulations, and the effective implementation of district policies and initiatives. The Principal/Superintendent fosters a safe, inclusive, and academically rigorous environment, promotes continuous improvement, and builds strong partnerships with staff, students, parents, the governing board, and the community. In this dual role, the Principal/Superintendent also serves as the on-site instructional leader for the high school, overseeing curriculum, instruction, assessment, student discipline, and daily school operations.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

District Leadership

- *Serve as the chief executive officer of the district, implementing governing board policies and directives.*
- *Develop and execute a long-term vision and strategic plan for academic achievement and operational excellence.*
- *Ensure compliance with all applicable laws, regulations, and reporting requirements.*
- *Prepare and manage the district budget, ensuring fiscal accountability and efficient resource allocation.*
- *Recommend policies, procedures, and initiatives to the governing board for approval.*
- *Represent the district to parents, community members, governmental agencies, and the media.*

School Leadership

- *Serve as the instructional leader for the high school, ensuring rigorous curriculum, effective teaching, and meaningful assessment practices.*
- *Supervise and evaluate all school staff, providing coaching, feedback, and professional growth opportunities.*
- *Oversee student discipline, attendance, and support services to promote a positive and safe school climate.*
- *Use data-driven decision-making to improve student performance and close achievement gaps.*
- *Implement and monitor educational programs to meet the needs of all learners, including special education and English language learners.*
- *Foster strong relationships with students, staff, families, and the community to support student success.*

POSITION QUALIFICATIONS

Competencies:

- **Visionary Leadership** – *Creates, communicates, and implements a compelling vision for the district that promotes academic excellence, equity, and continuous improvement.*

- **Instructional Expertise** – Leads curriculum, instruction, and assessment practices to improve student achievement and close performance gaps.
- **Strategic Planning** – Develops and executes short- and long-term goals aligned with the district’s mission and governing board priorities.
- **Educational Frameworks** - Demonstrate familiarity with seminal educational theorists and frameworks, including Robert Marzano and Charlotte Danielson, recognizing that Arizona’s teacher evaluation system is based upon the Charlotte Danielson Framework for Teaching.
- **Fiscal Stewardship** – Manages budgets, allocates resources efficiently, and ensures fiscal accountability.
- **Personnel Management** – Recruits, develops, evaluates, and retains high-quality staff, fostering a culture of collaboration and professional growth.
- **Community & Stakeholder Engagement** – Builds and sustains positive relationships with parents, staff, students, community organizations, and local agencies.
- **Decision-Making & Problem-Solving** – Uses data, research, and stakeholder input to make informed, ethical, and student-centered decisions.
- **Policy Implementation & Compliance** – Ensures district operations and programs comply with federal, state, and local regulations, as well as board policies.
- **Communication Skills** – Communicates clearly, respectfully, and effectively with diverse audiences in both written and verbal formats.
- **Adaptability & Resilience** – Responds effectively to challenges, change, and complex issues with professionalism and composure.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- Master’s degree in Education, Educational Leadership, or related field.
- Valid Arizona Superintendent and Principal Certification (or ability to obtain prior to hire).
- Minimum of five (5) years of successful school or district-level leadership experience.
- Demonstrated knowledge of curriculum, instruction, assessment, and school improvement strategies.
- Proven experience in budget management and fiscal accountability.

Preferred Qualifications:

- Doctorate in Education or related field.
- Experience in both rural and diverse educational settings.
- Familiarity with Arizona Department of Education reporting systems and state accountability measures.
- Proven success in leading school improvement initiatives and increasing student achievement.

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.

- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Computer Skills:

- Proficiency in word processing, spreadsheet, and presentation software (e.g., Microsoft Office Suite or Google Workspace).
- Ability to use email and calendar applications for professional communication and scheduling.
- Familiarity with Learning Management Systems (LMS) and/or online gradebook systems.
- Ability to operate interactive whiteboards, projectors, and other instructional technology.
- Basic troubleshooting of classroom technology (e.g., printers, document cameras, student devices).
- Competence in conducting virtual meetings and instruction using video conferencing platforms (e.g., Zoom, Google Meet).
- Skill in accessing, analyzing, and using digital student data to inform instruction.

Certificates & Licenses: *The Principal/Superintendent must hold and maintain a valid Arizona Principal Certificate (secondary level) and a valid Arizona Superintendent Certificate issued by the Arizona Department of Education. Additional certifications or endorsements (such as a valid Arizona Teaching Certificate) are preferred and may be required based on district needs.*

All required certifications and licenses must be kept current and in good standing as a condition of employment. The Principal/Superintendent must also maintain a valid Arizona Fingerprint Clearance Card and successfully complete all background checks as required by state law, district policy, and applicable regulations.

Other Requirements:

- Ability to pass a background check and fingerprint clearance.
- Willingness to work flexible hours, including evenings and weekends.
- Commitment to continuous professional learning.
- Certification or willingness to earn Arizona certification for evaluation of teachers and administrators.
- Valid Arizona driver's license or ability to obtain upon employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand, walk, sit.
- Regularly required to use hands and fingers to operate instructional technology, classroom equipment, and office tools.
 - Must be able to communicate effectively in both verbal and written form.
- Occasionally required to stoop, kneel, crouch, or lift and/or move up to 25 pounds.
- Ability to work for extended periods at a computer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office and school environments with frequent interaction with staff, students, and the public.
- Fast-paced, high-responsibility role requiring the ability to manage multiple priorities.
- The noise level in the work environment is generally moderate but may be loud during group activities, assemblies, or special events.
- Duties may require exposure to varying weather conditions during recess, bus duty, field trips, or emergency drills.

- *May involve exposure to childhood illnesses and other communicable diseases typically associated with school settings.*
- *Requires the ability to adapt to frequent interruptions, changing priorities, and multiple demands.*
- *Work schedule follows the district calendar, with occasional evening or weekend hours for school events, meetings, or professional development.*

VUHS Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

Valley Union High School District has reviewed this job description to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and outline the employee's ability to perform the position described. This description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the Superintendent, Principal, or designee as deemed appropriate to meet the needs of the District.

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Valley Union High School District

Position Description

Security Resource Officer

Job Status: Full Time - Hourly

FLSA Status: Non-Exempt

Work Schedule: As negotiated with the superintendent

Overtime Eligible: ☒ Yes ☐ No

Reports To: School Principal/Superintendent

Positions Supervised: N/A

POSITION SUMMARY

The Security Resource Officer (SRO) is responsible for providing a safe and secure learning environment for students, staff, and visitors by protecting school property, enforcing school rules, and deterring and responding to incidents on campus. The SRO serves as a visible and accessible presence on campus, fosters positive relationships with students and staff, and collaborates with local law enforcement and emergency services to ensure the safety and security of the school community.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Patrol school buildings, grounds, and parking areas to deter and detect unauthorized or unsafe activity.
- Monitor entrances, exits, and security systems to control access to campus.
- Respond promptly to incidents, disturbances, or emergencies, taking appropriate action to maintain order and safety.
- Enforce school rules, policies, and procedures in a fair and consistent manner.
- Plan, lead, and document fire drills, lockdowns, evacuations, and other emergency procedures.
- Lead the District Health and Safety Committee and collaborate with the Principal/Superintendent to implement approved recommendations.
- Serve as a liaison between the school and local law enforcement, coordinating responses to incidents as needed.
- Prepare detailed and accurate incident reports, logs, and other documentation.
- Support safety education programs for students and staff, including crime prevention, anti-bullying, and emergency preparedness.
- Attend and provide security for school events, athletic competitions, and other activities as assigned.
- Maintain confidentiality and comply with all applicable laws, policies, and professional standards.

POSITION QUALIFICATIONS

Competencies:

- **Leadership & Supervision** – Demonstrates the ability to lead, motivate, and guide maintenance and custodial staff; sets clear expectations and holds team members accountable for performance.
- **Technical Expertise** – Possesses in-depth knowledge of building systems (HVAC, electrical, plumbing, carpentry) and the ability to troubleshoot and resolve complex maintenance issues.
- **Safety & Compliance** – Maintains a strong commitment to safety practices and ensures compliance with applicable building codes, environmental regulations, and district policies.
- **Planning & Organization** – Effectively plans, prioritizes, and schedules maintenance activities to optimize resources and minimize disruption to school operations.
- **Problem-Solving & Decision-Making** – Identifies issues quickly, evaluates possible solutions, and implements effective corrective actions.

- **Communication** – Communicates clearly and professionally with staff, administrators, vendors, and contractors; documents maintenance activities and provides timely updates.
- **Budget & Resource Management** – Manages maintenance budgets responsibly; ensures cost-effective purchasing and efficient use of supplies, tools, and equipment.
- **Customer Service Orientation** – Responds promptly to maintenance requests and works to maintain a safe, clean, and positive environment for students, staff, and visitors.
- **Adaptability** – Adjusts to changing priorities, handles unexpected challenges, and remains flexible in meeting the needs of the school.
- **Teamwork & Collaboration** – Works effectively as part of a team, fostering positive relationships with colleagues and external partners to support district goals.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- High school diploma or equivalent.
- Prior experience in law enforcement, security, or military service preferred.
- Current Arizona driver's license and clean driving record.
- Ability to pass a comprehensive background check and fingerprint clearance.
- Strong communication, conflict resolution, and interpersonal skills.
- Ability to remain calm and effective under stressful or emergency situations.

Preferred Qualifications:

- Arizona Peace Officer Standards and Training (POST) certification or equivalent.
- Experience working in a school or youth-oriented environment.
- Knowledge of juvenile laws, search and seizure protocols, and school safety regulations.
- Training in crisis intervention, de-escalation techniques, and first aid/CPR.

Skills & Abilities:

- **Observation & Awareness** – Maintains high situational awareness and quickly identifies potential safety concerns.
- **Crisis Response** – Responds effectively to emergencies and coordinates appropriate actions with staff and law enforcement.
- **Communication** – Communicates clearly with diverse individuals, including students, parents, staff, and community members.
- **Conflict Resolution** – Uses de-escalation strategies to resolve disputes and maintain a positive school climate.
- **Collaboration** – Works effectively with administrators, staff, and law enforcement to support the safety mission of the school.

Attributes of a Blue Devil:

- **Solution-Oriented Problem Solver** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- **Transparent and Open to Feedback** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- **Team Oriented** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- **Adaptable** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.

- **Reliable and Accountable** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- **Integrity** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- **Willingness to Learn and Lead** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Other Requirements:

- Ability to obtain and maintain any certifications required by the district or state for school security personnel.
- Must be available for flexible scheduling, including evenings, weekends, and special events.
- Commitment to ongoing professional development in areas such as school safety, emergency management, and youth engagement.
- Ability to work effectively with students from diverse backgrounds and varying levels of need.
- Must maintain a professional appearance and demeanor at all times.
- Ability to maintain confidentiality and handle sensitive information in accordance with FERPA and district policy.

PHYSICAL DEMANDS

- Frequent walking, standing, and patrolling indoors and outdoors.
- Ability to run, climb stairs, or physically restrain individuals if necessary.
- Must be able to lift up to 50 pounds and operate security equipment.

WORK ENVIRONMENT

- Primarily in a campus setting indoors and outdoors outdoor work, in all weather conditions.
- Exposure to noise and temperature extremes.
- May require evening, weekend, and holiday hours for events or emergencies.

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

Valley Union High School District has reviewed this job description to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and outline the employee's ability to perform the position described. This description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the Superintendent, Principal, or designee as deemed appropriate to meet the needs of the District.

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Valley Union High School District

Position Description

Special Education Paraprofessional

Job Status: Full Time - Hourly

FLSA Status: Non-Exempt

Work Schedule: M – TH 7:30 – 3:30 Plus one Friday per month in line with the board approved school calendar

Overtime Eligible: ☒ Yes ☐ No

Reports To: Special Education Teacher
/Principal/Superintendent

Positions Supervised:

POSITION SUMMARY

The Special Education Paraprofessional provides instructional, behavioral, and personal support to students with disabilities under the direction of a certified special education teacher and in collaboration with related service providers. This position assists in implementing individualized education programs (IEPs), adapting classroom materials, and supporting students in both special education and general education settings to promote academic, social, and emotional growth. The Special Education Paraprofessional helps maintain a safe, inclusive, and supportive learning environment and may provide one-on-one or small-group assistance, as well as supervision during transitions, lunch, and other school activities.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Assist in implementing instructional activities and accommodations outlined in students' IEPs.
- Provide one-on-one or small-group academic support under teacher direction.
- Adapt instructional materials and classroom activities to meet individual student needs.
- Support students in developing social skills, appropriate behaviors, and self-regulation strategies.
- Supervise students during transitions, recess, lunch, field trips, and other school activities.
- Assist with personal care needs such as feeding, toileting, and mobility support, as required.
- Monitor student progress and communicate observations to the supervising teacher.
- Assist in collecting data for IEP goals and behavior plans.
- Maintain confidentiality in all student-related matters in accordance with FERPA and district policy.
- Follow established safety and emergency protocols to ensure student well-being.

POSITION QUALIFICATIONS

Competencies:

- **Student-Centered Support** – Demonstrates commitment to meeting the academic, social, emotional, and physical needs of students with disabilities.
- **Collaboration** – Works effectively with teachers, administrators, specialists, and families to support student success.
- **Adaptability** – Adjusts strategies, materials, and approaches to meet diverse student needs and changing classroom situations.
- **Communication** – Communicates clearly, respectfully, and professionally with students, staff, and families.
- **Patience & Empathy** – Maintains a calm and understanding demeanor, even in challenging situations.
- **Confidentiality** – Protects sensitive student information in compliance with FERPA, IDEA, and district policies.
- **Instructional Support** – Implements instructional and behavioral strategies as directed by the supervising teacher.
- **Problem-Solving** – Responds effectively to unexpected challenges and seeks appropriate solutions.
- **Cultural Awareness** – Demonstrates respect and sensitivity to cultural and individual diversity.
- **Dependability** – Maintains consistent attendance, punctuality, and reliability in supporting classroom operations.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- *High school diploma or equivalent.*
- *Ability to obtain a paraprofessional certification or meet state paraprofessional requirements.*
- *Experience working with children or youth in an educational or caregiving setting.*
- *Ability to pass a background check and fingerprint clearance.*

Preferred Qualifications:

- *Associate degree or higher in education, child development, or related field.*
- *Prior experience working with students with disabilities in a school setting.*
- *Training in crisis intervention, de-escalation techniques, and/or Applied Behavior Analysis (ABA).*
- *CPR and First Aid certification.*

Skills & Abilities:

- *Patience, empathy, and the ability to build positive relationships with students.*
- *Strong communication and teamwork skills.*
- *Ability to follow directions and implement instructional and behavioral strategies.*
- *Awareness of and sensitivity to cultural and individual diversity.*
- *Dependability, flexibility, and adaptability to changing situations.*

Attributes of a Blue Devil:

- ***Solution-Oriented Problem Solver*** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- ***Transparent and Open to Feedback*** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- ***Team Oriented*** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- ***Adaptable*** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- ***Reliable and Accountable*** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- ***Integrity*** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- ***Willingness to Learn and Lead*** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Other Requirements:

- *Ability to maintain strict confidentiality in accordance with FERPA, IDEA, and district policy.*
- *Willingness to participate in ongoing training in special education strategies, behavior management, and student safety.*
- *Flexibility to adjust work assignments based on student needs and teacher direction.*
- *Ability to remain calm and supportive in challenging or crisis situations.*
- *Commitment to fostering an inclusive, respectful, and supportive environment for all students.*
- *Must be punctual, reliable, and maintain regular attendance.*
- *Willingness to assist in all areas of student support, including academic, behavioral, and personal care.*

PHYSICAL DEMANDS

- *Ability to stand, walk, bend, and sit for extended periods.*
- *May be required to lift up to 50 pounds and assist with student mobility.*
- *May involve working in a variety of environments, including classrooms and community settings.*
-

WORK ENVIRONMENT

- *Primarily indoors in a classroom or resource room setting, with some outdoor supervision duties.*
- *Interaction with students who may display challenging behaviors.*
- *Collaboration with a multidisciplinary team of educators, specialists, and administrators.*

Supervisor Signature: _____ Date: _____

VUHS School Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

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Valley Union High School District

Position Description

Teacher

Job Status: Full Time - Salary

FLSA Status: Exempt

Work Schedule: M – TH 7:30 – 3:30 Plus one Friday per month in line with the board approved school calendar

Overtime Eligible: ☐ Yes ☒ No

Reports To: School Principal/Superintendent

Positions Supervised: Students

POSITION SUMMARY

The Teacher is responsible for planning, delivering, and assessing engaging, standards-based instruction that promotes student learning and academic achievement. This role requires creating a positive, inclusive, and safe classroom environment that supports the intellectual, social, and emotional development of all students. The Teacher collaborates with colleagues, parents, and the community to foster a culture of respect, responsibility, and lifelong learning, while adhering to district policies, state standards, and professional best practices.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions:

- Plan, prepare, and deliver engaging, standards-based lessons aligned with district curriculum.
- Use varied instructional strategies and technology to meet diverse learning needs.
- Assess student progress using formative and summative measures; adjust instruction accordingly.
- Maintain a safe, respectful, and inclusive classroom environment.
- Communicate regularly with parents/guardians regarding student progress and needs.
- Collaborate with colleagues, support staff, and administrators to improve student learning.
- Participate in professional development, staff meetings, and school activities.
- Support the social, emotional, and academic growth of all students.

POSITION QUALIFICATIONS

Competencies:

- Strong instructional planning, classroom management, and assessment skills.
- Ability to differentiate instruction to meet diverse student needs.
- Effective communication and interpersonal skills for working with students, parents, and colleagues.
- Commitment to continuous professional growth and adherence to ethical standards.
- Cultural competency and the ability to create an inclusive learning environment.
- Problem-solving skills and the ability to adapt to changing student and school needs.

SKILLS & ABILITIES

Education:

Minimum Qualifications:

- Bachelor's degree in Education or related field from an accredited institution.
- Valid state teaching certificate or license for the assigned subject/grade level.
- Demonstrated knowledge of state academic standards, curriculum, and assessment practices.
- Successful completion of required background checks and fingerprint clearance.

Preferred Qualifications:

- *Master's degree in Education or related field.*
- *Additional endorsements or certifications (e.g., Special Education, ESL/ELL).*
- *Experience integrating technology into instruction.*
- *Prior successful teaching experience at the applicable grade level.*

Attributes of a Blue Devil:

- ***Solution-Oriented Problem Solver*** – Approaches challenges with a positive, proactive mindset focused on finding effective and practical solutions rather than dwelling on problems. Demonstrates strong analytical thinking and creativity in identifying root causes and developing strategies that resolve issues efficiently.
- ***Transparent and Open to Feedback*** – Communicates openly and honestly with colleagues, leadership, and stakeholders, building trust through consistent, clear, and ethical communication. Welcomes constructive input and uses it as an opportunity for professional growth and continuous improvement.
- ***Team Oriented*** – Collaborates effectively with others, values diverse perspectives, and contributes to a positive, supportive, and unified team environment.
- ***Adaptable*** – Adjusts effectively to changing priorities, new regulations, and evolving school or district needs while maintaining professionalism, flexibility, and productivity.
- ***Reliable and Accountable*** – Consistently meets deadlines, follows through on commitments, and can be counted on to deliver high-quality work with integrity. Takes ownership of actions, decisions, and outcomes, modeling responsibility and dependability.
- ***Integrity*** – Upholds the highest ethical standards, demonstrating honesty, fairness, and respect in all professional interactions and decisions.
- ***Willingness to Learn and Lead*** – Embraces continuous learning, seeks opportunities for growth, and models leadership through initiative, professionalism, and a commitment to excellence.

Computer Skills:

- *Proficiency in word processing, spreadsheet, and presentation software (e.g., Microsoft Office Suite or Google Workspace).*
- *Ability to use email and calendar applications for professional communication and scheduling.*
- *Familiarity with Learning Management Systems (LMS) and/or online gradebook systems.*
- *Ability to operate interactive whiteboards, projectors, and other instructional technology.*
- *Basic troubleshooting of classroom technology (e.g., printers, document cameras, student devices).*
- *Competence in conducting virtual meetings and instruction using video conferencing platforms (e.g., Zoom, Google Meet).*
- *Skill in accessing, analyzing, and using digital student data to inform instruction.*

Certificates & Licenses: *The Teacher must hold and maintain a valid teaching certificate or license issued by the Arizona Department of Education, with the appropriate subject and/or grade-level endorsement(s) for the assigned teaching position. Additional certifications or endorsements (such as Special Education, English as a Second Language, or Career and Technical Education) may be required depending on the assignment. All certifications and licensure must be kept current and in good standing as a condition of employment. The Teacher must also maintain a valid fingerprint clearance card and successfully complete all background checks as required by state law, district policy, and applicable regulations.*

Other Requirements:

- ***Knowledge of Laws and Regulations*** – Understanding of applicable federal, state, and local laws, regulations, and policies related to education, student rights, safety, and confidentiality (e.g., FERPA, IDEA, ADA).
- ***Supervisory Skills*** – Ability to supervise and manage students effectively in classroom and school settings, ensuring safety and appropriate behavior.
- ***Educational Frameworks*** - Demonstrate familiarity with seminal educational theorists and frameworks, including Robert Marzano and Charlotte Danielson, recognizing that Arizona's teacher evaluation system is based upon the Charlotte Danielson Framework for Teaching.

- **First Aid/CPR Certification** – Current certification in First Aid and CPR, or ability to obtain within a specified timeframe after hire.
- **Preferred Education** – Advanced degree in Education or related field beyond the minimum required qualification.
- **Preferred Training** – Completion of specialized training in areas such as classroom management, differentiated instruction, trauma-informed practices, or culturally responsive teaching.
- **Additional Licenses/Certificates** – Endorsements or certifications in specialized areas such as Special Education, ESL/ELL, or Career and Technical Education.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand, walk, sit, and engage in active supervision of students.
- Regularly required to use hands and fingers to operate instructional technology, classroom equipment, and office tools.
 - Must be able to communicate effectively in both verbal and written form.
- Occasionally required to stoop, kneel, crouch, or lift and/or move up to 25 pounds.
- Ability to visually monitor student activities and instructional materials at close and distant ranges.
- Sufficient auditory ability to hear student questions, respond to safety concerns, and participate in conversations in varying noise levels.
- Ability to work for extended periods at a computer or in front of a projection device.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in a classroom and school environment with occasional outdoor supervision or activities.
- The noise level in the work environment is generally moderate but may be loud during group activities, assemblies, or special events.
- Duties may require exposure to varying weather conditions during recess, bus duty, field trips, or emergency drills.
- May involve exposure to childhood illnesses and other communicable diseases typically associated with school settings.
- Requires the ability to adapt to frequent interruptions, changing priorities, and multiple demands.
- Work schedule follows the district calendar, with occasional evening or weekend hours for school events, meetings, or professional development.

Supervisor Signature: _____ Date: _____

VUHS Board Approval: _____ Date: _____

Employee Signature: _____ Date: _____

Valley Union High School District has reviewed this job description to ensure that essential functions and basic duties are included. It is intended to provide guidelines for job expectations and outline the employee's ability to perform the position described. This description is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the Superintendent, Principal, or designee as deemed appropriate to meet the needs of the District.

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**Valley Union High School District
Standard Operating Procedure**

Standard Operating Procedure Number: HR-001	Title Leave Accrual and Use	Effective Date: November 5, 2025
Division: Human Resources		Revision Date:
School Board President, Valley Union High School District	Superintendent, Valley Union High School District	

I. Purpose

The procedure sets forth guidelines for the accrual, use, and pay out of sick leave.

II. Applicability

This Standard Operating Procedure applies to all employees in Valley Union High School District eligible to earn different types of leave.

III. Definitions

Athletic/School Event- any school-sponsored game, tournament, competition, chaperoned activity, or trip in which students are representing the school. This includes both athletic and non-athletic extracurricular activities that are officially sanctioned and supervised by school staff.

Bereavement Leave – Bereavement leave is time off from work granted to an employee following the death of a close family member or loved one. It provides the necessary time to grieve, make funeral arrangements, and manage related personal matters. This leave may be used to attend funeral services, handle legal and financial affairs, and cope with the emotional and practical challenges that follow a loss.

Compensatory Time (Comp) - is time off from work that employees receive instead of overtime pay for extra hours worked. Instead of being paid extra for working overtime, employees can accumulate time off to be used at a later date.

Family Member – As defined in statute (**A.R.S. [23-371](#)**), "family member" means:

1. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco*

parentis, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;

2. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
3. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
4. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
5. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Flex Time - is a work scheduling option that allows eligible employees to adjust their starting and ending times within a defined range while still fulfilling their required daily or weekly contracted hours. Flex time provides limited flexibility for employees to balance personal needs with professional responsibilities while ensuring that the District's operational and instructional needs are met.

FMLA- The Family and Medical Leave Act (FMLA) is a federal law that entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave during a 12-month period for specified family and medical reasons. FMLA leave provides job protection and continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. FMLA leave itself is not paid; however, employees may use accrued paid leave (such as sick, vacation, or personal leave) in accordance with District policy.

Job Abandonment – Job Abandonment occurs when an employee fails to report to work for **three (3) consecutive scheduled workdays** without notifying their supervisor or the District and without obtaining approved leave. In accordance with Arizona employment practices, such failure to communicate or return to work is considered a voluntary resignation. Employees are responsible for notifying their supervisor as soon as possible if they are unable to report to work. Failure to do so may result in separation from employment under Job Abandonment.

Jury Duty- Jury Duty is defined as the legally mandated service of an employee who has been summoned to appear in court to serve as a juror. When an employee is called for Jury Duty, the District recognizes this as a civic responsibility and will provide leave in accordance with applicable federal and state laws.

Leave Without Pay- Leave Without Pay is an authorized absence from work that has been approved by the District but is not covered by paid leave benefits. During LWOP, employees do not receive wages; however, the period of absence may be considered as

continued employment for purposes of benefits, length of service, or reinstatement rights, as required by federal and state law or applicable District policy. Employees must request LWOP in advance through their supervisor and the Human Resources Department. Approval is not automatic and will depend on the circumstances of the request, operational needs of the District, and compliance with applicable laws and policies.

Military Leave - is an authorized absence granted to employees who are members of the United States Armed Forces, including the Reserves and National Guard, for the purpose of fulfilling active duty, training, or other official military obligations. Military Leave ensures that employees are not disadvantaged in their civilian careers due to military service and that their reemployment rights, benefits, and job protections are preserved in accordance with federal and state law.

Personal Leave - is approved time off from work that an employee may use for personal matters not covered under other types of leave (such as vacation, sick, or bereavement leave). It may be used for reasons including, but not limited to, personal appointments, family needs, religious and/or other obligations that require the employee's absence during scheduled work hours.

Position Description - is an official document that outlines the essential duties, responsibilities, qualifications, competencies, and reporting relationships associated with a specific job within the District. It establishes the scope of work, required credentials, and performance expectations for an employee serving in that role.

Professional Leave – Professional Leave is defined as an authorized absence from regular duties for the purpose of participating in professional development activities that enhance the employee's skills, knowledge, or effectiveness in their role. This type of leave is typically granted for attendance at conferences, workshops, trainings, seminars, or other professional learning opportunities that are directly related to the employee's job responsibilities and aligned with District goals.

Sabbatical Leave - Is an extended, planned period of leave granted to an eligible employee for the purpose of professional growth, research, advanced study, curriculum or program development, or other approved activities that directly benefit both the employee and the District. A sabbatical is not vacation or personal leave, but rather a structured opportunity to pursue activities that enhance the employee's skills, knowledge, and contributions to the District's mission.

Staff Schedule - is the official supervisor-approved work schedule that outlines the expected duty hours, instructional periods, preparation time, supervisory assignments, and other designated responsibilities for each employee.

Sick Leave – generally refers to paid time off that employee can use for their own or a family member's medical care, injury, or health condition. It also includes situations related to domestic violence, sexual violence, abuse, stalking, or public health

emergencies. Arizona's [Fair Wages and Healthy Families Act](#) mandates that employers provide this leave to employees.

Victim Leave - is an authorized absence from work granted to an employee who is a victim of a crime, or who is required to assist a close family member who is a victim, for the purpose of complying with legal obligations and participating in related proceedings.

Victim Leave ensures that employees are not penalized for fulfilling their rights and responsibilities under state law.

IV. Procedure

- A. Staff will meet with their supervisor at the time of hire and annually thereafter to review and sign their employment contract, position description, and work schedule. Copies of all signed documents shall be maintained in the employee's personnel file.
- B. When staff are absent or not present during the hours specified in their work schedule or employment contract, they are required to complete and submit a Request for Leave Form (VUHS-HR-001A). Staff calling off will follow the locally established protocol.
- C. All employees shall be granted up to five (5) days of bereavement leave following the death of a family member. Employees must provide documentation verifying the death, funeral, or memorial service and attach it to the Request for Leave Form (VUHS-HR-001A). Bereavement leave is not accrued and is therefore not subject to payout.
- D. Employees shall be granted personal leave in accordance with the terms of their contracts. Personal leave shall be pre-approved (VUHS-HR-001A), except in cases of emergency.
- E. Sick leave for VUHS District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

- 1. Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed unless otherwise specified in their contracts:

- 1. Twelve (12) month employment twelve (12) days

- 2. Ten (10) month employment ten (10) days

Employees will earn .5 days per pay period to reach the employees' full allowance.

- 2. At the end of the school year, any unused sick leave shall roll over and accumulate up to a maximum of 200 days. Once the 200-day limit is reached, no additional sick leave may be accrued. However, if the number of accumulated sick leave days falls below 200 due to usage, the employee may begin accruing sick leave again, up to the maximum limit.
 - 3. Earned paid sick time shall be provided to an employee by an employer for:
 - i. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

- ii. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
 - iii. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. [23-373](#).
- 4. Earned paid sick time shall be granted upon request by an employee in accordance with local procedures. When possible, the request should include the anticipated duration of the absence. Employees are required to complete a district-approved leave form(s) (VUHS-HR-001A) and submit it to the building principal in advance when foreseeable, or upon return if the absence was due to unforeseen circumstances.
 - i. **Foreseeable Leave:** When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide advance notice and schedule the leave in a manner that does not unduly disrupt district operations.
 - ii. **Medical Documentation Requirement (After Three Consecutive Days):** For absences of three (3) or more consecutive workdays, the district may require reasonable documentation that the leave was used for a qualifying purpose. Documentation signed by a licensed health care professional indicating that the leave was medically necessary shall be considered sufficient.
 - iii. **Medical Care Documentation – International:** Employees who seek medical care across the border or in other countries must use the district’s **HIPAA-compliant, dual-language medical documentation form** (VUHS-HR-001D). This form is required to: Ensure accurate communication between medical providers and district administrators. Provide documentation in both English and the applicable local language for clarity. Maintain compliance with HIPAA and district policy regarding the confidentiality and accuracy of employee medical records. Employees are responsible for presenting the form to the medical provider at the time of service and returning the completed documentation to the Human Resources office promptly upon their return to duty. Failure to use the designated form may result in delays in approving leave, accommodations, or return-to-work clearance.
 - iv. **Family and Medical Leave Act (FMLA):** The District complies with all applicable federal and state regulations. Employees who experience a qualifying event are encouraged to apply for FMLA leave. Please note that eligibility for FMLA leave is determined by federal law and requires that employees meet specific criteria, including (but not limited to) length of service and hours worked within the preceding 12 months. Approval is not automatic; each request will be reviewed to ensure compliance with statutory requirements. Employees seeking FMLA leave should contact the Human Resources Department as soon as possible to begin the application process and to receive additional information regarding eligibility, rights, and responsibilities under

FMLA. Please note that FMLA provides job-protected leave, but it is not paid leave. Employees may, however, use accrued paid leave (e.g., sick leave, vacation, or personal leave) to cover their absence during the FMLA period, consistent with District policies.

- v. **Extended Leave Request/Annual Limit (Over 40 Hours):** Employees may not use more than 40 hours of paid sick leave per year without prior written approval from the superintendent and formal approval by the Governing Board. Requests to exceed the 40-hour limit must be submitted with appropriate supporting documentation (VUHS-HR-001C).
- vi. **Military Leave:** The District recognizes the extraordinary commitment and sacrifice of individuals who serve in the United States Armed Forces, and we value the unique perspectives, skills, and leadership qualities they bring to our schools.
 - 1. An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training [[A.R.S. 26-168](#) and [38-610](#)].
 - 2. An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.
 - 3. The District must reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member:
 - i. Was employed by the District.
 - ii. Gave the District notice that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable.
 - iii. Has a cumulative period of service in the uniformed services not exceeding five (5) years.
 - iv. Was not released from service under dishonorable or other punitive conditions.
 - v. Has reported back to the District in a timely manner or has submitted a timely application for reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act.
- vii. **Victim Leave:** The district will comply with [A.R.S. 8-420](#) or [13-4439](#) and compensation may be provided if the employee has available vacation or to the extent other leave may be available by policy.
 - a. An employee's accrued vacation, personal, sick or other applicable leave shall be used to the extent available by policy.
 - b. If paid leave is unavailable, the employee must request an unpaid leave of absence in accord with policy.
 - c. Before an employee may leave work for this purpose, the employee shall provide the employer with a copy of the form

provided by law enforcement and if applicable a copy of the information the law enforcement agency provides the employee pursuant to either A.R.S. 8-386 or 13-4405.

- d. Leave for this purpose may be limited if the leave creates an undue hardship to the employer's business.
 5. Employees are not permitted to use leave to extend holidays or school breaks. This includes taking personal or sick leave immediately before or after a scheduled holiday, school break period, the start and/or end of the school year. This policy is intended to ensure consistent staffing, minimizes disruption to school operations, and promotes equitable and responsible use of leave benefits.
 - i. Requests for Exception:
 1. If an employee has special circumstances that require leave before or after a holiday or break, they must submit a written request to the School Superintendent for consideration. Approval of such requests is not guaranteed and will be determined based on the specific circumstances and operational needs of the district.
 - ii. Use of Personal Leave Before or After Holiday or Break:
 1. Employees who request personal leave immediately before or after a holiday or break will be charged twice (2x) the amount of leave requested.
 - iii. Use of Sick Leave Before or After Holiday or Break:
 1. Employees who call off sick immediately before or after a holiday or break will also be charged twice (2x) the amount of sick leave used, unless appropriate medical documentation is provided verifying a legitimate illness or emergency.
 6. Any indication of pattern abuse related to the use of sick leave or personal leave may be subject to progressive disciplinary action. Pattern abuse includes, but is not limited to, frequent or repeated use of leave before or after weekends, holidays, or scheduled breaks; consistent absences on particular days of the week; or other identifiable patterns that suggest misuse of leave privileges. Supervisors are responsible for monitoring attendance patterns and may request supporting documentation or require a meeting with the employee to discuss attendance concerns. Repeated or unsubstantiated leave use that reflects a pattern of abuse may result in corrective action, up to and including suspension or termination, in accordance with district policy and applicable regulations.
 7. If an employee does not wish to return to her duties immediately following childbirth, adoption, or foster placement, she must submit a formal request for an extended leave of absence. This is done by completing the *Request for Extended Leave* form and submitting it to Human Resources or the School Administrator and including the requirement for appropriate documentation and, when applicable, superintendent and Governing Board approval.
- F. **District Covered Leave** - The District recognizes certain categories of leave as job-related or civic responsibilities that will be covered without requiring employees to use

their accrued paid leave balances. Request for Leave Forms (VUHS-HR-001A) must be filled out and approved in advance. These include:

1. **Professional Leave** – for attendance at approved conferences, trainings, workshops, or other professional development activities aligned with the employee’s role and District goals.
2. **Athletic/School Events** – for participation in school-sponsored games, tournaments, competitions, chaperoned activities, or trips in which students are representing the school and the employee has an assigned supervisory or support role.
3. **Jury Duty** – for service in compliance with a valid court-issued summons.
In these instances, employees will continue to receive their regular pay, and accrued leave will not be deducted.

G. **Sabbatical Leave** - Sabbatical leave may be granted to certificated teaching and administrative personnel for a maximum of one (1) year when conforming to Arizona Revised Statute, 15-510.

Application for sabbatical leave must be received by March 15. It will be considered within the framework of all applicable law, on the basis of improvement of professional preparation and/or the educational program of the District, current assignment of the individual, value of the leave to the District, and funds that are available.

An employee's sabbatical leave will be governed by applicable Arizona Revised Statutes.

H. **Unpaid Leave** - Employees are required to submit a Request for Leave Form (VUHS-HR-001A) for all absences. Failure to complete the required leave documentation may result in the absence being recorded as Unpaid Leave.

1. Exhaustion of Sick Leave: Once an employee has exhausted all available accrued leave (e.g., sick leave, personal leave, or vacation), the employee may submit a request for Unpaid Leave to the Superintendent in accordance with District policy.
 - i. Any additional time off taken without available leave will be designated as **Unpaid Leave**, unless otherwise covered by applicable law (such as FMLA) or specifically approved under District policy.
 - ii. During periods of Unpaid Leave, employees will not receive wages and may be responsible for their portion of benefit premiums, if applicable. Extended Unpaid Leave must be approved by both the supervisor and the Human Resources Department.
2. Employees who fail to notify the District of their absence from work for **three (3) or more consecutive scheduled workdays** will be considered to have engaged in **Job Abandonment**, which will be treated as a voluntary resignation.

I. **Compensatory Time** – Employees may be eligible to earn compensatory (“comp”) time under special circumstances. Comp time is earned on an hour-for-hour basis and must be pre-approved using the Compensatory Time Request Form (VUHS-HR-001B) prior to the work being performed to ensure accrual. Use of comp time also requires prior approval. All comp time must be used within 90 days of accrual or it will be forfeited. Comp time is not eligible for payout.

- J. **Overtime** - Employees eligible for overtime must obtain prior approval from their supervisor before working additional hours. Overtime worked without advance authorization will subject to discipline.
- K. **Flex Time** – The purpose of Flex Time is to support employee well-being and work-life balance while maintaining accountability and coverage for essential duties. It is not intended to reduce total contracted hours, circumvent leave procedures, or create overtime without prior approval.
 - 1. Flex time must be requested in advance and approved by the employee’s supervisor.
 - 2. Approval will be based on the needs of the District, student supervision, and job responsibilities.
 - 3. Flex time adjustments must not interfere with instructional time, required meetings, or other assigned duties.
 - 4. Flex time may not be used in place of approved leave (e.g., sick, personal, vacation).
 - 5. A Request for Leave Form (VUHS-HR-001A) must be completed and signed in advance.
- L. **Return to Work Requirements** - Employees who are placed on light duty or required to be off work by a licensed healthcare provider due to medical restrictions must provide documentation from the provider releasing them to return to work without restrictions before resuming their full duties. Additionally, any employee who is absent due to illness or medical restrictions for three (3) or more consecutive workdays is required to provide a medical note from a licensed healthcare provider upon their return. This documentation must confirm the employee’s ability to resume work and specify any necessary restrictions, if applicable.
- M. **Pay Out for Leave** - All leave payouts shall be compensated based on the employee’s base rate of pay, unless otherwise specified in the individual employment contract.
 - 1. **Sick leave payout** shall be available under the following conditions:
 - i. **Excess Accrual:** Once an employee has accrued the maximum allowable sick leave, they may request a payout for any days in excess of 200.
 - ii. **Termination:** Upon termination of employment, employees may request a payout for any unused, earned sick leave.
 - 2. **Personal leave payout** shall be available under the following conditions, unless otherwise indicated in their contract:
 - i. **Excess Accrual:** Once an employee has accrued the maximum allowable personal leave, they may request a payout for any days in excess of 10 days at \$30.00.
 - ii. **Annual Payout:** At the end of each fiscal year, employees may request a payout for up to one year’s worth of accrued leave, provided they retain at least 3 days of personal leave going into the next fiscal year.
 - iii. **Termination:** Upon termination of employment, employees may request a payout for any unused earned personal leave.
- V. **Unearned Leave and Recovery of Funds** - The District provides eligible employees with annual leave benefits that may be “front-loaded” at the beginning of the school year for ease of tracking and planning. However, these leave benefits are earned progressively

throughout the employee's contract period. If an employee separates from employment before completing their full contract term, the District will pro-rate the amount of leave earned based on the portion of the contract year actually worked. Any leave taken in excess of the amount earned at the time of separation will be considered unearned leave, and the District is required to recover the value of the unearned leave. Recovery of funds may occur through one or more of the following means:

- i. Deduction from the employee's final paycheck;
- ii. Direct repayment from the employee to the District; or
- iii. Other lawful methods of collection as permitted under state and federal law.

It is the responsibility of all employees to monitor their leave balances and ensure that their usage aligns with earned leave accrual. The District reserves the right and responsibility to enforce this policy to ensure proper stewardship of public funds.

- VI. **Misuse of Leave** - The District provides various forms of leave to support employees in times of need, consistent with law and policy. Abuse or misuse of any leave—including, but not limited to, falsifying documentation, misrepresenting the need for leave, or using leave for purposes not authorized—may result in disciplinary action, up to and including termination of employment.

VII. Attachments

VUHS-HR-001A	Request for Leave Form
VUHS-HR-001B	Request for Extended Leave Form
VUHS-HR-001C	Request for Compensatory Leave Form
VUHS-HR-001D	Medical Leave Form (International)

VIII. Monitoring

The Superintendent of Valley Union High School District or designee shall review this Standard Operating Procedure annually.

IX. References

LEGAL REF.:

Arizona State Legal References

1. **A.R.S. § 23-371** – Definitions (Arizona Fair Wages and Healthy Families Act)
2. **A.R.S. § 23-372** – Accrual of Earned Paid Sick Time
3. **A.R.S. § 23-373** – Use of Earned Paid Sick Time
4. **A.R.S. § 23-374** – Retaliation Prohibited
5. **A.R.S. § 23-364** – Enforcement; Penalties
6. **A.R.S. § 15-510** – Authorization of Sabbatical Leave for Certificated Staff
7. **A.R.S. § 26-168** – Military Leave for Public Employees (National Guard / Reserve Training)
8. **A.R.S. § 38-610** – Leaves of Absence for Officers and Employees (Public Employment)
9. **A.R.S. § 8-420** – Victims' Rights; Employment Leave
10. **A.R.S. § 13-4439** – Victims' Employment Rights
11. **A.R.S. § 23-375** – Recordkeeping and Employer Obligations

12. Arizona Administrative Code R2-5A-B603 – Sick Leave (State Personnel Rules)

Federal / National Legal References

1. **29 U.S.C. §§ 2601 – 2654** – Family and Medical Leave Act (FMLA)
2. **29 C.F.R. Part 825** – FMLA Regulations
3. **38 U.S.C. §§ 4301 – 4335** – Uniformed Services Employment and Reemployment Rights Act (USERRA)
4. **29 U.S.C. § 207(o)** – Compensatory Time for Public Employees (Fair Labor Standards Act)
5. **29 C.F.R. Part 553** – FLSA: Overtime and Comp Time for Public Agencies
6. **42 U.S.C. §§ 12101 et seq.** – Americans with Disabilities Act (ADA) (relevant to medical leave and return-to-work)
7. **29 U.S.C. § 201 et seq.** – Fair Labor Standards Act (FLSA)
8. **Public Law 103-3** – Family and Medical Leave Act of 1993
9. **U.S. Department of Labor Fact Sheet #28S** – FMLA Rules for School Employees

Valley Union High School
Request for Leave

Staff Name: _____

Date of Request: _____

Date(s) of Leave: _____

Requesting Leave Time Starting: _____ Time Ending: _____ Total Time: _____

Periods Requiring a Substitute Teacher: ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7

Type of Leave to be Used:

- | | |
|--|--|
| <input type="checkbox"/> Sick Leave | Available Sick Leave: _____ |
| <input type="checkbox"/> Personal | Available Personal Leave: _____ |
| <input type="checkbox"/> Professional Leave | Previously Used: _____ |
| <input type="checkbox"/> Athletic/School Event | Previously Used: _____ |
| <input type="checkbox"/> Jury Duty | |
| <input type="checkbox"/> Leave Without Pay | |
| <input type="checkbox"/> Bereavement | Relationship: _____ |
| <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Comp Time | Available Comp Time: _____ Date to Expire: _____ |
| <input type="checkbox"/> Flex | |
| <input type="checkbox"/> FMLA Qualified | |

Teachers, if you are approved for leave:

- | | |
|---|--|
| a) Please make sure you print out your rosters. | Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Please make sure you provide lesson plans. | Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) If leave requires documentation, has documentation been provided: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) If you qualify and need a vehicle, please make sure you complete the vehicle request form. | Form Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Thank you in advance for your cooperation, together we are better.

☐Approved ☐Denied

Comments:

Principal Signature & Date

Substitute Name: _____

Date Data Entered & Initials: _____



EXTENDED LEAVE OF ABSENCE REQUEST FORM

INFORMATION ABOUT REQUESTING EMPLOYEE

Submit the completed form to School Superintendent or Human Resources.

The employee's personal or department representative may complete the form if the employee is incapacitated.

Name: _____ Date: _____

Last, First MI

Personal Phone: _____ Personal Email: _____

LEAVE INFORMATION

I request a leave of absence for:

☐ Employee Own Medical ☐ Family Member Medical ☐ Military ☐ Personal

☐ Other _____

Leave Start _____ Expected Leave End _____ Unpaid Time Begins _____

EMPLOYEE ACKNOWLEDGEMENT

I request that I be allowed to take an extended leave of absence. To be eligible for an extended leave of absence, I understand that I must meet the following criteria. Please read through each statement and add a checkmark in the box to indicate your agreement/understanding.

- ☐ 1. I understand that I am not currently eligible for FMLA or ADA protected leave.
- ☐ 2. I understand that I must exhaust all my paid time (vacation, sick, compensatory, etc.) before I move to an unpaid status.
- ☐ 3. I understand that continuation of my group insurance coverage is contingent upon my making satisfactory arrangements for premium payments once I am in an unpaid status.
- ☐ 4. Under the terms of this leave, I am expected to return to work on the first business day following the end of the leave. If circumstances arise that will prevent my return on that date, I will contact my supervisor/manager as soon as possible for further review.

Employee Signature

Date

APPROVALS

Supervisor Signature

Date

Human Resources Name/Signature

Date

At the time that the employee moves to an unpaid status. Before the employees return to work the employee will need to submit a return to work letter/document from their medical provider.

Employee Returned to Work on: _____ Supervisor Signature _____

Valley Union High School Compensatory Time Request

Employee Name: _____

Date of Request: _____

**TO BE COMPLETED, TURNED IN, AND APPROVED BY SCHOOL
ADMINISTRATION PRIOR TO EXTRA HOURS.**

Date	Time Start	Time End	Reason for Extra Hours Worked
Total Hours Requested			

I agree that any compensatory time earned will be used no later than 90 days following the pay period in which it was accrued. I understand that comp time must be approved prior to use and that any unused comp time after 90 days will be forfeited.

Employee Signature

Date

☐ Approved Amount of Compensatory Time Approved: _____ ☐ Denied
Comment:

School Administrator Signature

Date

Valley Union High School Employee Medical Excuse Form

Employee Name: _____

Date of Visit: _____

Medical Provider Name: _____

Practice/Clinic: _____

Phone Number: _____

This is to certify that the above-named employee was seen by me on the date indicated.

☐ The employee is excused from work on the following date(s):

☐ The employee may return to work on: _____

☐ The employee may return to work with the following restrictions:

- ☐ No lifting over ____ lbs
- ☐ Limited standing/walking (frequent breaks needed)
- ☐ No climbing/reaching overhead
- ☐ Reduced/modified schedule – explain: _____
- ☐ No playground/bus/cafeteria duty

Other/Additional: _____

☐ No restrictions – employee may resume full duties.

Provider Signature: _____ **Date:** _____

Valley Union High School

Formulario de Excusa Médica para Empleados

Nombre del empleado: _____

Fecha de la visita: _____

Nombre del médico/proveedor: _____

Consultorio/Clínica: _____

Teléfono: _____

Por medio de la presente se certifica que el empleado mencionado arriba fue atendido por mí en la fecha indicada.

☐ El empleado está excusado de asistir al trabajo en la(s) siguiente(s) fecha(s):

☐ El empleado puede regresar al trabajo el: _____

☐ El empleado puede regresar al trabajo con las siguientes restricciones:

- ☐ No levantar más de ____ libras
- ☐ Permanecer de pie/caminar de manera limitada (necesita descansos frecuentes)
- ☐ No subir/escalar ni alcanzar por encima de la cabeza
- ☐ Horario reducido/modificado – explique: _____
- ☐ Sin deberes en el patio, autobús o cafetería

Otro(s)/Adicional(es): _____

☐ Sin restricciones – el empleado puede reanudar todas sus funciones..

Firma del médico/proveedor: _____ Fecha: _____

**Valley Union High School District
Standard Operating Procedure**

Standard Operating Procedure Number: PR-002	Title Travel and Travel Reimbursement	Effective Date: November 5, 2025
Division: Procurement		Revision Date:
School Board President, Valley Union High School District	Superintendent, Valley Union High School District	

I. Purpose

The purpose of this policy is to establish clear guidelines for employee travel on official District business and to outline procedures for reimbursement of travel-related expenses. This ensures accountability, fiscal responsibility, and compliance with applicable state and federal regulations. The purpose of this policy is to provide clear and consistent guidelines for staff and authorized individuals requesting reimbursement for travel expenses incurred while conducting official school business. The District is committed to ensuring accountability, compliance with state and federal regulations, and stewardship of public funds.

II. Applicability

This Standard Operating Procedure applies to all Valley Union High School District employees who are eligible to travel and/or seek reimbursement for travel expenses. It also applies to all contractors and consultants traveling on behalf of the District, regardless of the funding source (general fund, grant-funded, or external reimbursement).

III. Definitions

GSA- The U.S. General Services Administration (GSA) establishes the federal government's standard allowances for lodging, meals, and incidental expenses (M&IE) when employees travel for official business. Many state and local agencies (including Arizona school districts) adopt these GSA rates as the benchmark for reimbursing employee travel. The <https://www.gsa.gov/travel/plan-book/per-diem-rates> shall be used to determine/calculate reimbursement rates.

IV. Procedure

- A. District employees may be authorized to travel on official business when such travel is necessary to carry out the functions of the District. The District will reimburse reasonable and necessary expenses incurred during approved travel, in accordance with established rates and procedures.
Employees are expected to exercise good judgment and fiscal prudence, selecting the most cost-effective travel arrangements consistent with the purpose of the trip.

B. Eligibility –

1. Travel must be pre-approved by the Superintendent or designee.
 - i. Employees shall complete the Travel Request Form in advance. Any travel undertaken without written approval may not be reimbursed.
2. Reimbursement is available only for travel that is necessary, reasonable, and directly related to District business.
3. Travel funded through grants or federal programs must comply with both District policies and applicable grant/federal regulations (e.g., Uniform Guidance, 2 CFR 200).

C. Allowable Expenses: Reimbursement will only be made for reasonable, necessary, and approved expenses incurred for District business, including:

1. Transportation: Airfare, mileage (at current IRS rate), rental cars, taxis/rideshare, public transportation.
 - i. Mileage: Reimbursed at the current IRS-approved rate when a personal vehicle is used for District business. Mileage must be calculated from the employee's normal work site unless travel begins or ends at home and results in a shorter distance.
2. Lodging: Standard room rates at reasonably priced hotels.
 - i. Rooms shall be reimbursed up to the GSA approved rate. Itemized receipts are required.
3. Meals: Per diem in accordance with GSA rate (no alcohol). Per diem is only provided when overnight travel is required. Reimbursement does not require receipts but will only be compensated per the GSA standards.
4. Registration Fees: For approved conferences, workshops, or training sessions. Agenda or program documentation must be attached.
5. Other Expenses: Parking fees, tolls, baggage fees, and other necessary incidental expenses.

D. Non-Reimbursable Expenses - The following are not reimbursable:

1. Personal entertainment, alcohol, or tobacco
2. Fines or penalties (e.g., traffic tickets)
3. Upgraded airfare or hotel accommodations beyond standard rates
4. Expenses for family members or companions
5. Travel insurance (unless required for international travel)

E. Pre-Approval

1. Complete a Travel Request Form at least two weeks prior to travel. Whenever possible.
2. Include estimated costs, funding source (e.g., M&O, federal grant), and purpose of travel.
3. Obtain written approval from the Superintendent or designee.

F. During Travel

1. Retain itemized receipts for all reimbursable expenses (excluding meals reimbursed by per diem).
 - i. Employees may not claim meal per diem reimbursement when a meal is provided at no additional cost as part of a hotel stay, conference, training, or other event. This includes, but is not limited to:
 - a. Complimentary hotel breakfasts or other included meals.
 - b. Meals provided as part of registration fees for a training, workshop, or conference.
 - c. Catered meals, banquets, or luncheons sponsored by the event.

The intent of the per diem allowance is to cover out-of-pocket meal expenses actually incurred by the employee. If a meal is provided, no additional reimbursement will be issued for that meal.
2. Ensure that only business-related expenses are charged.

G. Post-Travel Reimbursement Request

1. Submit a Travel Reimbursement Form within 15 business days of returning.
2. Attach the following documentation:
 - i. Original itemized receipts for any required reimbursements.
 - ii. Mileage log (if personal vehicle used).
3. Forms must be signed by the employee and approved by the Superintendent.

H. Processing

1. The Business Office will review submissions for accuracy, compliance, and funding source approval.
2. Incomplete or non-compliant requests will be returned for correction.
3. Reimbursement will be issued through payroll or accounts payable within 30 days of approval.

I. Compliance and Audit

1. All reimbursements are subject to review by the Arizona Auditor General, the District's Auditors, and federal grant monitors.
2. Misuse or falsification of travel claims may result in disciplinary action, up to and including termination, repayment of funds, and/or referral to legal authorities.

V. Attachments

VUHS-PR-002A	Request for Travel Form
VUHS-PR-002B	Request for Travel Reimbursement
VUHS-PR-002C	Request for Milage Form

VI. Monitoring

The Superintendent of Valley Union High School District or designee shall review this Standard Operating Procedure annually.

VII. References

LEGAL REF.:

Arizona References

1. Arizona Revised Statutes (ARS):

- **ARS §15-342(5)** – Governing boards may “fix salaries and benefits for employees, and provide for reimbursement of actual and necessary expenses for travel.”
- **ARS §15-381** – Outlines general school district financial practices, including allowable expenditures.
- **ARS §38-623** – Authorizes mileage reimbursement for public officers and employees using private vehicles for official business, at a rate not to exceed the IRS standard mileage rate.
- **ARS §35-196.02** – Establishes accountability for expenditure of public monies.

2. Arizona Department of Administration (ADOA) State Travel Policy:

- Published in the **State of Arizona Accounting Manual (SAAM), Section 50 – Travel**.
- Provides detailed rules on per diem, lodging, transportation, advances, and reimbursement rates.
- School districts are not strictly bound to follow SAAM but auditors often expect districts to align with its standards or adopt their own equivalent policy.

3. Arizona Auditor General – Uniform System of Financial Records (USFR) for Arizona School Districts:

- **USFR, Section VI (Payroll and Expenditures)** includes requirements for travel authorizations, documentation, reimbursement processes, and allowable costs.
- Compliance with USFR is required by **ARS §15-271**.

Federal References

If federal or grant funds (e.g., Title I, IDEA, ESSER, etc.) are used for travel, the following apply:

1. **2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”):**

- **§200.474 Travel Costs** – Defines allowable travel expenses, conditions for reimbursement, documentation requirements, and restrictions.
- **§200.403 Factors Affecting Allowability of Costs** – Travel must be necessary, reasonable, and allocable to the program.
- **§200.302 Financial Management** – Requires adequate documentation and internal controls for costs charged to federal programs.

2. **Internal Revenue Service (IRS):**

- **IRS Publication 463** – Travel, Gift, and Car Expenses.
- **IRS Standard Mileage Rates** – Annually published rates for business use of a personal vehicle (e.g., \$0.67 per mile for 2025).

Valley Union High School District

Travel Request Form

Employee Information

Name:	
Position:	
Date of Request:	
Funding Source:	

Travel Details

Destination:	
Purpose of Travel: (Attach as needed)	
Dates of Travel:	From: _____ To: _____
Mode of Travel:	<input type="checkbox"/> Personal Vehicle <input type="checkbox"/> District Vehicle <input type="checkbox"/> Air Travel <input type="checkbox"/> Gas Credit Card <input type="checkbox"/> Other

Estimated Expenses

Mileage	
Lodging	
Meals (per diem)	
Registration	
Transportation	
Other	

Travel Request Statement of Understanding

I understand that, as a condition of approval for this travel request, I may be asked to share information gained from the trip in one or more of the following ways:

- Submitting a written summary or article for inclusion in the district newsletter.
- Presenting highlights and outcomes to the Governing Board.
- Sharing key learnings with colleagues at a staff meeting or during professional development.

I acknowledge this expectation and agree to participate in these follow-up activities as directed.

Employee Signature: _____ **Date:** _____

Approvals

Requires Board Approval: ☐ Yes ☐ No

Superintendent Recommendation/Approval ☐ Yes ☐ No

Superintendent Signature:

Date:

Valley Union High School District

Travel Reimbursement Form

Employee Information

Name:	
Position:	
Date Submitted:	

Travel Summary

Destination:	
Purpose of Travel:	
Dates of Travel:	From: _____ To: _____

Expense Details

Use <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Mileage (attach log)	Amount: _____ Receipt <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Lodging	Amount: _____ Receipt <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Meals (per diem)	Total Amount: _____ Receipt <input type="checkbox"/> Yes <input type="checkbox"/> N/A
First day of travel	
____ gsa amount X ____ # Breakfast	
____ gsa amount X ____ # Lunch	
____ gsa amount X ____ # Dinner	
Incidental	
Last day of travel	
Registration	Amount: _____ Receipt <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Transportation	Amount: _____ Receipt <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Other (specify)	Amount: _____ Receipt <input type="checkbox"/> Yes <input type="checkbox"/> N/A

Total Reimbursement Requested: _____

Employee Certification

Please include any and all documentation to support the request.

I certify that the expenses listed above were incurred in connection with official District business, are accurate, and comply with District policies.

Employee Signature:	Date:
Superintendent Approval:	Date:
Business Office Review:	Date:

Valley Union High School District

Travel Mileage Form

Employee Information

Name:	
Position:	
Date Submitted:	

Travel Summary

Destination:	
Purpose of Travel:	
Dates of Travel:	From: _____ To: _____

Milage Report

	Departed From	Arrived At	Odometer Reading		Total
Date	Place	Place	Start	End	

Employee Certification

Please include any and all documentation to support the request.

I certify that the expenses listed above were incurred in connection with official District business, are accurate, and comply with District policies.

Employee Signature:	Date:
Superintendent Approval:	Date:
Business Office Review:	Date:

**Valley Union High School District
Standard Operating Procedure**

Standard Operating Procedure Number: ST-002	Title Entrance to Athletic and Extracurricular Events	Effective Date: November 5, 2025
Division: Students – Interscholastic Sports		Revision Date:
School Board President, Valley Union High School District		Superintendent, Valley Union High School District

I. Purpose

The Valley Union High School District (VUHS) is committed to providing a safe, welcoming, and supportive environment at all athletic events. This policy establishes clear expectations for ticketing, admission, conduct, and supervision to ensure the safety of all students, staff, families, and community members.

II. Applicability

This Standard Operating Procedure applies to all Valley Union High School District staff, students, community members, and visitors attending athletic events.

III. Definitions

Athletic/School Event- any school-sponsored game, tournament, competition, chaperoned activity, or trip in which students are representing the school. This includes both athletic and non-athletic extracurricular activities that are officially sanctioned and supervised by school staff.

Feeder School – is any elementary or middle school whose students, by boundary, charter enrollment, or parental choice, are eligible to attend Valley Union High School as their next level of education. The term is used to describe schools from which students traditionally enroll at VUHS and with which the District may coordinate for communication, events, and transition activities. Designation as a feeder school does not imply preferential enrollment or athletic recruitment and all outreach shall comply with AIA bylaws.

IV. Procedure

A. Eligibility for Entrance

- a. Admission is open to students, staff, families, and community members.
- b. Individuals who pose a safety or security risk (including those subjects to disciplinary restrictions, trespass notices, or law enforcement restrictions) will not be admitted.

- c. All attendees must comply with district policies, Arizona Interscholastic Association (AIA) guidelines, and applicable laws.

B. Ticketing and Fees

- a. Ticket prices for athletic events shall be set annually by the Governing Board with the ability to make adjustments as brought by the Athletic Director.
- b. Children under the age of five may qualify for discounted or free admission as determined by board policy.

C. Middle School Student Invitations to Athletic Events – VUHS recognizes the importance of fostering school spirit, community engagement, and positive relationships between our high school and feeder middle schools. To support this goal, the District encourages opportunities for middle school students to attend and participate in high school athletic events in ways that promote school pride and community involvement. Participation or attendance at high school athletic events by middle school students shall be structured to ensure compliance with Arizona Interscholastic Association (AIA) bylaws. Specifically:

- a. Non-Recruitment – All invitations, promotions, or recognitions extended to middle school students are designed to build community engagement and provide enriching experiences, and shall not be used for the purpose of athletic recruitment or to influence future enrollment decisions.
- b. Inclusive Opportunities – Invitations to middle school students shall be extended broadly (e.g., to entire grades, classes, or student groups) rather than to select individuals based on athletic ability or potential.
- c. Community-Based Focus – Activities may include recognition of middle school student achievements, halftime performances (e.g., band, cheer, clubs), attendance incentives, or participation in “feeder school nights,” provided these opportunities are open to all students.
- d. Compliance Review – All events and communications involving middle school student participation shall be reviewed and approved by the Superintendent/Principal or designee to ensure alignment with AIA regulations and district policy.

Procedures:

- The Athletic Director may coordinate with middle school administrators to arrange group invitations (e.g., “8th Grade Night,” “Future Blue Devils Night”).
- Flyers, announcements, or invitations shall clearly state that participation is voluntary, open to all students in the designated group, and not related to athletic recruitment.
- Any questions regarding compliance with AIA rules shall be directed to the Athletic Director or the Superintendent/Principal prior to the event.

D. Entrance Requirements

- a. All spectators must enter through designated gates or doors.
- b. Bags and personal items are subject to search.
- c. Prohibited items include, but are not limited to: weapons, alcohol, tobacco, vaping devices, drugs, outside food/beverages (unless medically necessary),

noise makers, and any items deemed unsafe by administration or security personnel.

E. Supervision of Students

- a. Students in grades 6 and below must be accompanied by a parent/guardian or responsible adult.

F. Conduct Expectations

- a. All attendees are expected to demonstrate sportsmanship, respect, and courtesy toward players, officials, staff, and other spectators.
- b. Disruptive, unsafe, or disrespectful behavior may result in removal without refund and possible disciplinary or legal action.

G. Emergency Procedures

- a. In the event of an emergency, all attendees must follow the directions of school officials, law enforcement, and/or emergency personnel.

H. Enforcement – failure to comply with this policy may result in:

- Immediate removal from the event without refund.
- Suspension from attending future district events.
- Disciplinary action for students or staff.
- Possible law enforcement involvement.

V. Attachments

None

VI. Monitoring

The Superintendent of Valley Union High School District or designee shall review this Standard Operating Procedure annually.

VII. References

Arizona State Law / Regulations

1. Arizona Revised Statutes (ARS)

- **ARS § 15-341(A)(13)** – Governing boards must “[Prescribe and enforce policies and procedures for the governance of the schools, including discipline, suspension, and expulsion of pupils.]” This statute gives your board the authority to adopt entrance/conduct policies at school-sponsored events.
- **ARS § 15-341(A)(23)** – Governing boards must ensure compliance with **federal, state, and local safety and health regulations**.
- **ARS § 15-507** – Makes it unlawful to insult or abuse a teacher or school employee on school grounds or while engaged in school-related duties (extends to athletic events).

- **ARS § 13-3102** – Misconduct involving weapons. This reinforces your “no weapons at events” rule.
- **ARS § 36-798.03 & 36-798.06** – Prohibits smoking and vaping on school property/events.
- **ARS § 4-244(41)** – Prohibits possession or consumption of alcohol on school property.

2. **Arizona Interscholastic Association (AIA) Rules**

- **AIA Constitution & Bylaws** – Require host schools to maintain good sportsmanship, safe facilities, and appropriate crowd control at interscholastic events.

Federal Law / Guidance

1. **Gun-Free Schools Act of 1994 (20 U.S.C. § 7961)**

- Prohibits firearms on school grounds/events (mirrors ARS § 13-3102).

2. **Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)**

- Ensures no discrimination on the basis of sex in school programs/activities, including athletics. Entrance policies must be applied equally.

3. **Americans with Disabilities Act (ADA), Title II (42 U.S.C. § 12131 et seq.)**

- Requires equal access for individuals with disabilities at school-sponsored events. Policies should allow accommodations (e.g., service animals, mobility aids, accessible seating).

4. **Civil Rights Act, Title VI (42 U.S.C. § 2000d)**

- Prohibits discrimination based on race, color, or national origin at school events.

POLICY SERVICES

ADVISORY

Volume 37, Number 2

March 2025

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Policy Advisory No. 820	Policy BAA – Evaluation of School Board /Board Self - Evaluation Exhibit BAA-E — Evaluation of School Board /Board Self – Evaluation
Policy Advisory No. 821	Policy BB — School Board Legal Status
Policy Advisory No. 822	Policy BBA — Board Powers and Responsibilities <i>NEW</i> Exhibit BBA-E - Board Powers and Responsibilities
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
Policy Advisory No. 827	Policy BBBD – Board Member Removal from Office
Policy Advisory No. 828 <i>DELETED</i>	Policy BBBE – Unexpired Term Fulfillment
Policy Advisory No. 829	Policy BCA — Board Member Ethics
Policy Advisory No. 830	Policy BCB – Board Member Conflict of Interest
Policy Advisory No. 831	Policy BDA — Board Organizational Meeting
Policy Advisory No. 832 <i>DELETED</i>	Policy BDB — Board Officers
Policy Advisory No. 833	Policy 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.

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 <i>DELETED</i> Exhibit BEC-ED — Executive Sessions / Open Meetings
Policy Advisory No. 839.....	Policy BED — Meeting Procedures / Bylaws <i>NEW</i> Regulation BED-R – Meeting Procedures <i>NEW</i> Exhibit BED-EA – Meeting Procedures <i>NEW</i> Exhibit BED-EB – Meeting Procedures
Policy Advisory No. 840.....	Policy BEDA — Notification of Board Meetings
Policy Advisory No. 841.....	Policy BEDB – Agenda <i>DELETED</i> Exhibit BEDB-E – Agenda
Policy Advisory No. 842 <i>DELETED</i>	Policy BEDBA — Agenda Preparation and Dissemination
Policy Advisory No. 843 <i>DELETED</i>	Policy BEDC — Quorum
Policy Advisory No. 844 <i>DELETED</i>	Policy BEDD — Rules of Order
Policy Advisory No. 845 <i>DELETED</i>	Policy BEDF — Voting Method
Policy Advisory No. 846 <i>DELETED</i>	Policy BEDG — Minutes <i>DELETED</i> Regulation BEDG-R <i>DELETED</i> Exhibit BEDG-EA — Minutes <i>DELETED</i> Exhibit BEDG-EB — Minutes
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Policy Advisory No. 848 <i>DELETED</i>	Policy BEDI — News Media Services at Board Meetings
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
Policy Advisory No. 860.....	Policy BJ — School Board Legislative Program
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.

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. 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*.

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. 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.

=====

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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | 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- |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | the recommendations of the Superintendent in an |
| | | | | unbiased and objective manner. |
| | | | | |
| S | N | U | (4) | The Board communicates views of personnel |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | 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:

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-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

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 823

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~~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~~

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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.

<i>Note:</i> 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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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~~

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-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~~

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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

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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.~~

~~I82-111~~

~~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~~ing 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~~

<i>Note:</i> 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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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.~~

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-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.

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-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]

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-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

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

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

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

~~**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.

~~BEDE ©~~
~~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.~~

~~I78-237~~

~~CROSS REF.:~~

~~BEDC—Quorum~~

~~BEDD—Rules of Order~~

~~BEDG—Minutes~~

ADVISORY 846

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 ©~~
~~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.~~

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- 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]~~

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-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.

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

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.

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 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

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

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

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

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

Adopted: _____

~~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~~

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-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.~~

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 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.

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 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.

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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~~

POLICY SERVICES

ADVISORY

Volume 37, Number 3

April 2025

Policy Advisory No. 863Exhibit BAA-EB — Evaluation of School
Board / Board Self-Evaluation
(Update of PA 820, March 2025)

Policy Advisory No. 864Policy IHA — Basic Instructional Program

Policy Advisory No. 865Policy JLIF — Sex Offender Notification

Summary

Exhibit BAA-EB required a minor edit to enable those Districts who chose the updated evaluation tool to access the request form; Policies IHA and JLIF were revised to comply with statutory updates.

Policy Advisory Discussion

Policy Advisory No. 863 **Exhibit BAA-EB — Evaluation of School
Board / Board Self-Evaluation
(Update of PA 820, March 2025)**

Due to ASBA's recent website migration, the link to access the request form to receive the electronic Board Evaluation Tool required an update. Therefore, the link and instructions to access the request form have been updated as follows: To request access to the "Electronic Survey/Board Self-Evaluation Tool," click here: <https://azsba.org/> and select **Contact Us** (under the dropdown menu for Special Request select **Request Evaluation Form**). This Electronic Survey/Board Self-Evaluation Tool is complimentary, provides a tabulation of results, and creates a comprehensive report.

Policy Advisory No. 864 **Policy IHA — Basic Instructional Program**

Policy IHA has been revised to reflect the emergency measure, approved by the governor in March of 2025, that amended A.R.S. 15-710.02 regarding 9/11 Education Day by specifying relevant grade levels.

Policy Advisory No. 865 **Policy JLIF — Sex Offender Notification**

Policy JLIF has been revised to include revisions to A.R.S. 13-3825 including the addition of Level One offender information and an additional notification requirement.

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 Services Technician/Editor/Publisher. 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 863

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/> and select **Contact Us** (under the dropdown menu for *Special Request* select ***Request Evaluation Form***).

ADVISORY 864

**IHA ©
BASIC INSTRUCTIONAL PROGRAM**

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2022, at least one (1) kindergarten through third (K-3) grade teacher, literacy coach or literacy specialist in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

**Minimum Course of Study
for Students in the
Common Schools**

Students shall demonstrate competency as defined by the State Board-adopted academic standards, at the grade levels specified, in the following required subject areas:

- A. English language arts (ELA);
- B. Mathematics;
- C. Social studies; including:
 - 1. Civics; and

2. Instruction on the Holocaust and other genocides for at least three (3) class periods, or the equivalent, on at least two (2) separate occasions during any of grades seven through twelve (7-12).

3. Instruction in the Constitutions of the United States and Arizona, American institutions and ideals and in the history of Arizona, including the history of Native Americans in Arizona for a total of one (1) year during kindergarten (K) through eighth (8th) grades.

D. Science;

E. Two (2) or more of the following:

1. Visual Arts

2. Dance

3. Theatre

4. Music

5. Media Arts

F. Health/Physical education, including mental health. Mental health instruction may be included as part of other subject areas and shall comply with A.R.S. § 15-701.03.

Minimum Course of Study for Graduation from High School

See Policy IKF.

Observance Days

September 11, in each year shall be observed as 9/11 Education Day. On 9/11 Education Day, each public school that provides instruction to students in any of grades seven (7) through twelve (12) shall provide ~~dedicate a portion of the school day to age-appropriate education~~ instruction to students in each of grades seven (7) through twelve (12) on the terrorist attacks of September 11, 2001.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day or 9/11 Education Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday.

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S. [15-701](#) and [15-701.01](#).

Adopted: _____

LEGAL REF.:

A.R.S.

1-319

1-321

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-701.03

15-704

15-710

15-710.02

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

IKF - Graduation Requirements

ADVISORY 865

JLIF ©
SEX OFFENDER NOTIFICATION
(Sex Offender and Dangerous Juvenile Offender
Notification and Protective Measures)

Arizona statutes require law enforcement agencies to provide notification to the District regarding certain registered sex offenders and require courts to notify the District regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

A. Arizona Revised Statutes (A.R.S.) 13-3825 and 13-3826 require the local law enforcement agency to notify the community, including area schools, of the presence of a registered sex offender in the community when the offender has been determined by the agency to be a "level one" offender who has been convicted of a dangerous crime against children as defined in Section 13-705, a "level two" offender (medium risk), or a "level three" (high risk) offender. The child's school must be notified if the offender has legal custody of a child.

B. A.R.S. 8-350 directs the court to notify the District when a student attending a school in the District has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child. Dangerous offense is defined in 8-350 as "an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."

C. A.R.S. 13-3821 permits a juvenile court to require a juvenile who has been adjudicated delinquent for certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. 13-3825 permits a juvenile court to further require such juvenile registered sex offender to be subject to the state's community notification requirements.

It is the Governing Board's desire to create and maintain a safe environment for the District's students and staff members. Therefore, the Superintendent is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the District and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. 8-350 concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

District Procedures

Procedures within the District shall encompass, but not necessarily be limited to:

A. Measures to disseminate information received from the local law enforcement agency to staff members, parents, guardians, or custodians when the District has been notified that a registered offender has moved into the community. When in the judgment of the Superintendent it is determined to be appropriate, the measures will include disseminating the information to students.

B. Measures to provide to teachers, parents, guardians, or custodians, upon request, information received by the District under A.R.S. 8-350, regarding juveniles adjudicated delinquent of "dangerous offenses" or sex offenses.

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Optional language: The following elements are available for inclusion at the District's discretion.

C. District restrictions on and requirements of registered sex offenders.

D. Assessment, enrollment, placement, and oversight of students about whom an A.R.S. 8-350 notification has been received.

E. Student instruction in protective measures.

F. Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the District.

Adopted: _____

LEGAL REF.:

A.R.S.

8-208

8-321

8-350

8-371

13-1405

13-1406

13-1410

13-1417

13-3821

13-3825

13-3826

20 U.S.C. 1232g(b)(7)

42 U.S.C. 14071(d)

CROSS REF.:

DJE - Bidding/Purchasing Procedures

EB - Environmental and Safety Program

GCF - Professional Staff Hiring

GDF - Support Staff Hiring

IJNDB - Use of Technology Resources in Instruction

JA - Student Policies Goals/Priority Objectives

JF - Student Admissions

JLI - Student Safety

JLF - Reporting Child Abuse/Child Protection

JR - Student Records

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 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

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 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.

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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].

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~~ F. the development of cooperation toward attaining the 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.

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

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

☐ ☐ ☐ ☐ ☐

O S N U X

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O S N U X

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O S N U X

☐ ☐ ☐ ☐ ☐

O S N U X

☐ ☐ ☐ ☐ ☐

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.

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

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.~~

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 872

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

**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.

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

~~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:~~

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

- ~~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.~~

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

**CFD ©
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

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

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

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

Adopted: _____

~~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.

**CK ©
ADMINISTRATIVE CONSULTANTS**

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-343

ADVISORY 875

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

CM ©
SCHOOL DISTRICT ANNUAL REPORT

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

Academic Annual Report

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

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

**~~Guaranteed Energy Cost
Saving Contract Annual Reports~~**

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

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

- ~~A. The name of the project.~~
- ~~B. The qualified provider.~~
- ~~C. The total cost of the project.~~
- ~~D. The expected energy 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

POLICY SERVICES *ADVISORY*

Volume 37, Number 5

May 2025

Policy Advisory No. 876..... Policy DA — Fiscal Management Goals /
Priority Objectives

Policy Advisory No. 877..... Policy DB — Annual Budget

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

Policy Advisory No. 878 .. **DELETED** Policy DBC — Budget Planning, Preparation,
and Schedules
DELETED Regulation DBC-R — Budget Planning, Preparation,
and Schedules

Policy Advisory No. 879..... Policy DBF — Budget Hearings and Reviews /
Adoption Process

Policy Advisory No. 880..... **DELETED** Policy DBI — Budget Implementation

Policy Advisory No. 881.....Policy DBJ — Budget Transfers

Policy Advisory No. 882Policy DD — Funding Proposals, Grants,
and Special Projects
Exhibit DD-E — Funding Proposals, Grants,
and Special Projects

Policy Advisory No. 883.....**DELETED** Policy DDA — Funding Sources Outside
the School System

Policy Advisory No. 884 **DELETED** Policy DEC — Funding from Federal
Tax Sources

Policy Advisory No. 885 Policy DFA — Revenues from Investments

Policy Advisory No. 886 .. **DELETED** Policy DFB — Revenues from School – Owned
Real Estate

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. 887	DELETED Policy DFD — Gate Receipts and Admissions
Policy Advisory No. 888	DELETED Policy DFF — Income from School Sales and Services
Policy Advisory No. 889	Policy DG — Banking Services
Policy Advisory No. 890	DELETED Policy DGA — Authorized Signatures
Policy Advisory No. 891	Policy DGD — Credit Cards
Policy Advisory No. 892	Policy DI — Fiscal Accounting and Reporting
Policy Advisory No. 893	DELETED Policy DIA — Accounting System
Policy Advisory No. 894	Policy DIB — Types of Funds / Revolving Funds
Policy Advisory No. 895	Policy DIC — Financial Reports and Statements
Policy Advisory No. 896	DELETED Policy DICA — Budget Format
Policy Advisory No. 897	Policy DID — Inventories Regulation DID-R — Inventories
Policy Advisory No. 898	Policy DIE — Audits / Financial Monitoring Regulation DIE-R — Audits / Financial Monitoring
Policy Advisory No. 899	Policy DJ — Purchasing
Policy Advisory No. 900	Policy DJE — Bidding / Purchasing Procedures Regulation DJE-R — Bidding / Purchasing Procedures
Policy Advisory No. 901	Policy DJG — Vendor / Contractor Relations Regulation DJG-R — Vendor / Contractor Relations
Policy Advisory No. 902	DELETED Policy DJGA — Sales Calls and Demonstrations DELETED Regulation DJGA-R — Sales Calls and Demonstrations
Policy Advisory No. 903	Policy DK — Payment Procedures Exhibit DK-EA — Payment Procedures NEW Exhibit DK-EB — Payment and Payroll 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.

Policy Advisory No. 904..... **DELETED** Policy DKA — Payroll Procedures /
Schedules
DELETED Exhibit DKA-E — Payroll Procedures /
Schedules

Policy Advisory No. 905.....Policy DN — School Properties Disposition

POLICY ADVISORY DISCUSSION

Summary

Section D Revision

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

Policy Advisory No. 876

Policy DA — Fiscal Management Goals / Priority Objectives

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

Policy Advisory No. 877

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

Language in Policies DBC and DICA was moved to Policy DB; therefore, Policies DBC and DICA were removed from the model manual. Headings were also added for clarity, and the title was updated to *Annual Budget: Schedule, Preparation/Planning, Format, and Posting/Submission* to align with policy content. In addition, information regarding desegregation funding was included per A.R.S. 15-910, and submission information was included per A.R.S. 15-905. The list under the heading *Format* was updated to align with requirements in A.R.S. 15-903, and Legal References were also updated. Newly created Regulation DB-R contains content from Regulation DBC-R; therefore, DBC-R was removed from the model manual. Headings were added for clarity, and language was revised to include additional guidance from the USFR and statute.

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. 878

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

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

Policy Advisory No. 879

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

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

Policy Advisory No. 880

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

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

Policy Advisory No. 881

Policy DBJ — Budget Transfers

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

Policy Advisory No. 882

**Policy DD — Funding Proposals, Grants,
and Special Projects
Exhibit DD-E — Funding Proposals, Grants,
and Special Projects**

Language in Policies DDA and DEC were moved to Policy DD; therefore, Policies DDA and DEC were removed from the model manual. Headings were also added for clarity, and the title to the policy and accompanying exhibit was updated to *Budget Funding Sources* to align with content. A.R.S. 15-991 was added to the Legal References as it pertains to Impact Aid.

Policy Advisory No. 883

***DELETED* Policy DDA — Funding Sources
Outside the School System**

Language in Policy DDA was moved to Policy DD under the heading *Funding Sources Outside the School System*; therefore, Policy DDA was removed from the model

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manual.

Policy Advisory No. 884

***DELETED* Policy DEC — Funding from
Federal Tax Sources**

Language in Policy DEC was moved to Policy DD under the heading *Funding From Federal Tax Sources (Impact Aid Program)*; therefore, Policy DEC was removed from the model manual.

Policy Advisory No. 885

Policy DFA — Revenues from Investments

Language in Policies DFB, DFD, and DFF was moved to Policy DFA; therefore, Policies DFB, DFD, and DFF were removed from the model manual. Headings were also added for clarity, and the policy title was updated to *Revenues and Income* to align with policy content. In addition, compliancy language was expanded (e.g., permitted and prohibited fundraisers) under the heading *Student Activity Income* to assist Districts.

Policy Advisory No. 886

***DELETED* Policy DFB — Revenues from
School – Owned Real Estate**

Language in Policy DFB was moved to Policy DFA under the heading *School-Owned Real Estate*; therefore, Policy DFB was removed from the model manual. Information under *Student Activities Income* was updated and *Career and Technical Education* was added to provide additional guidance. Legal References were also updated.

Policy Advisory No. 887

***DELETED* Policy DFD —
Gate Receipts and Admissions**

Language in Policy DFD was moved to Policy DFA under the heading *Gate Receipts and Admissions*; therefore, Policy DFD was removed from the model manual.

Policy Advisory No. 888

***DELETED* Policy DFF — Income from School
Sales and Services**

Language in Policy DFF was moved to Policy DFA under the heading *School Sales and Services*; therefore, Policy DFF was removed from the model manual.

Policy Advisory No. 889

Policy DG — Banking Services

Language in Policy DGA was moved to Policy DG; therefore, Policy DGA was removed from the model manual. Headings were also added for clarity, and the policy title was updated to *Banking Services and Authorized Signatures* to align with policy content.

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. 890

***DELETED* Policy DGA — Authorized Signatures**

Language in Policy DGA was moved to Policy DG under the heading *Authorized Signatures*; therefore, Policy DGA was removed from the model manual.

Policy Advisory No. 891

Policy DGD — Credit Cards

Policy DGD included a minor reorganization (the *Definition* portion of the policy was relocated to the top of the document).

Policy Advisory No. 892

Policy DI — Fiscal Accounting and Reporting

Language in Policy DIA was moved to Policy DI; therefore, Policy DIA was removed from the model manual. Headings were also added for clarity.

Policy Advisory No. 893

***DELETED* Policy DIA — Accounting System**

Language in Policy DIA was moved to Policy DI under the heading *Accounting System*; therefore, Policy DIA was removed from the model manual.

Policy Advisory No. 894

Policy DIB — Types of Funds / Revolving Funds

Policy DIB includes a title change only: *Revolving and Auxiliary Funds*.

Policy Advisory No. 895

Policy DIC — Financial Reports and Statements

Headings were added for clarity.

Policy Advisory No. 896

***DELETED* Policy DICA — Budget Format**

Language in Policy DICA was moved to Policy DB under the heading *Format* and the first paragraph under the heading *Posting and Submission*; therefore, Policy DICA was removed from the model manual.

Policy Advisory No. 897

**Policy DID — Inventories
Regulation DID-R — Inventories**

The Stewardship List in Policy DID was updated to align with language in the Uniform System of Financial Records, and information regarding Equipment Inventory and Supplies inventory lists were included for additional guidance. Headings were added to Regulation DID-R, and the following sentence was moved to the first paragraph: “The copy of the complete inventory shall be on file in the office of the business manager” for clarity.

Policy Advisory No. 898

Policy DIE — Audits / Financial Monitoring

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

**Regulation DIE-R — Audits / Financial
Monitoring**

Headings were added to the Policy DIE and Regulation for DIE-R clarity. In addition, Section A was updated to \$700,000 and Section B was updated to \$750,000 to align with the USFR and Auditor General.

Policy Advisory No. 899

Policy DJ — Purchasing

To provide additional clarity, Policy DJ includes the following minor edits: headings were added, additional Legal References were provided, title was updated to *Purchasing Ethics*, subtitle was removed, and one sentence was revised under the heading *Definitions*.

Policy Advisory No. 900

**Policy DJE — Bidding / Purchasing
Procedures**

**Regulation DJE-R — Bidding / Purchasing
Procedures**

Information in Policy DJE and Regulation DJE-R was reorganized and headings were added for efficiency and clarity. In addition, “veteran-owned businesses” was added to Policy DJE to align with language in 2 C.F.R. 200.321, and *Purchases from District Employees* and *Purchases from District Board Members* were added under the heading *Purchasing* for additional guidance as provided per USFR. Regulation DJE-R includes updated A.A.C. references and additional guidance as provided per USFR.

Policy Advisory No. 901

**Policy DJG — Vendor / Contractor Relations
Regulation DJG-R — Vendor / Contractor
Relations**

Language in Policy DJGA was moved to Policy DJG; therefore, Policy DJGA was removed from the model manual. In addition, the policy and regulation titles were updated to *Vendor/Contractor and Sales Calls Requirements* to align with content. In Regulation DJG-R, a heading was added, and the first sentence was removed for clarity.

Policy Advisory No. 902

**~~DELETED~~ Policy DJGA — Sales Calls and
Demonstrations
~~DELETED~~ Regulation DJGA-R — Sales Calls and
Demonstrations**

Language from Policy DJGA was moved to Policy DJG under the heading *Sales Calls and Demonstrations Requirements*; therefore, Policy DJGA was removed from the model manual. Regulation DJGA-R was removed from the model manual as this information is addressed in Policy DJG.

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. 903

**Policy DK — Payment Procedures
Exhibit DK-EA — Payment Procedures
NEW Exhibit DK-EB — Payment and
Payroll Procedures**

Language in Policy DKA was moved to Policy DK; therefore, Policy DKA was removed from the model manual (minor edits were made to original language for clarity). Headings were also added, and the titles for the policy and exhibits were updated to *Payment and Payroll Procedures* to align with content. In addition, Exhibit DK-E was recodified as DK-EA, and Exhibit DKA-E was recodified as DK-EB.

Policy Advisory No. 904

**~~DELETED~~ Policy DKA — Payroll Procedures /
Schedules
~~DELETED~~ Exhibit DKA-E — Payroll Procedures /
Schedules**

Language in Policy DKA was moved to Policy DK under the heading *Payment and Payroll Procedures*; therefore, Policy DKA was removed from the model manual. Exhibit DKA-E was recodified as DK-EB; therefore, DKA-E was removed from the model manual.

Policy Advisory No. 905

Policy DN — School Properties Disposition

Information pertaining to Competitive Sealed Bidding was removed from Policy DN as this information is provided in Policy DJE and its accompanying Regulation DJE-R.

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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 876

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

**DA ©
FISCAL MANAGEMENT GOALS /
~~PRIORITY OBJECTIVES~~**

The Governing Board recognizes that money and its management ~~constitute~~ the have foundational effects on of the entire school program School District operations. To make that fiscal management support as effective as possible, the Board intends to:

- A. ~~Encourage short and long range planning through the best possible budgeting procedures~~ Ensure budget development aligns with the strategic direction/plan.
- B. Explore all practical and legal sources of ~~monetary income~~ revenue.
- C. Guide and monitor the expenditure of funds to achieve ~~the greatest educational returns~~ successful student outcomes.
- D. Require maximum effectiveness, efficiency and transparency in accounting and reporting procedures.
- E. Maintain, within budget limits, a level of per-student expenditure ~~needed to that provides high quality education for the needs of all students.~~

Adopted: _____

ADVISORY 877

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

DB ©
ANNUAL BUDGET: SCHEDULE, PREPARATION /
PLANNING, FORMAT, AND
POSTING / SUBMISSION

Schedule

Each school year the Superintendent shall prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, at a minimum, provide specific dates for the accomplishment of all state-mandated actions.

Preparation and Planning

The Superintendent is directed to formulate the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the student's opportunity to gain an education.

The Superintendent shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budgets and documentation necessary for Board study, review, and action.

The Governing Board shall be informed if the proposed budget could require an increase in the primary property tax levy of the District over the preceding year's tax levy.

If the District receives desegregation funding, a desegregation budget shall be prepared and submitted using relevant forms from the Auditor General.

Format

The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.

The budget format as specified in A.R.S. 15-903 shall contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items B through E below:

A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.

B. The prominent display of the average salary of all teachers employed by the School District for the current year.

C. The prominent display of the average salary of all teachers employed by the School District for the previous year.

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D. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.

E. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.

The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to provide a more comprehensive representation of the percentage of District dollars spent that directly impacted teaching and student learning.

Posting and Submission

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

The District shall submit this annual expenditure budget to the Arizona Department of Education (ADE) and shall utilize the relevant forms and instructions from the Auditor General.

Adopted: _____

LEGAL REF.:

A.R.S.

15-271

15-302

15-481

~~15-821~~

15-824

15-903

15-905

15-905.01

15-910

15-977

15-991

~~15-2201~~

41-1279.03

CROSS REF.:

CM - School District Annual Report

DB-R - Annual Budget: Schedule, Preparation/Planning, Format and Posting/Submission

DBF - Budget Process, Adoption and Implementation

DIC - Financial Reports and Statements

DIE - Audits/Financial Monitoring

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

DB-R ©

REGULATION

**ANNUAL BUDGET: SCHEDULE, PREPARATION /
PLANNING, FORMAT, AND
POSTING / SUBMISSION**

The business manager will prepare a schedule of budget deadlines for presentation to the Superintendent each year. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- A. Specific date for receipt of unit budgets from administrators.
- B. Date for initial meeting on the budget with appropriate staff members.
- C. Date(s) for student membership and attendance reports.
- D. Date(s) for estimates on the maintenance and operations and capital budgets.
- E. Date for completion of employee compensation consideration(s).
- F. Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- G. Date for determining if the proposed budget(s) is (are) in excess of the District's Truth in Taxation base limit [A.R.S. 15-905.01].
 - 1. When the base limit is exceeded, or the District plans to levy any amount for adjacent ways projects or liabilities in excess of the School District budget, a decision must be made whether to publish the truth in taxation notice separately or in combination with the proposed budget or budget summary.
 - 2. Either publication procedure requires publication of at least ten (10) days but not more than twenty (20) days prior to the truth in taxation hearing.
 - 3. The truth in taxation hearing may be held in conjunction with the proposed budget hearing.

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H. *Proposed Budget:* The Governing Board shall not later than July 5 and not less than ten (10) days before:

1. Publish or mail to each household in the District a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and a notice of the public hearing and Board meeting.
2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of proposed budget for the budget year.
3. Submit to the Department of Education the proposed budget which shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

I. *Budget Adoption:* The Governing Board shall not later than July 15 and not less than ten (10) days after posting or mailing the notice of the public hearing and Board meeting:

1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and

If a truth in taxation hearing is required it must be conducted prior to the budget hearing.

2. Immediately following the public hearing, the President shall call the Governing Board meeting to order for the purpose of adopting the budget.

J. *Adopted Budget:* Not later than July 18:

1. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.
2. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

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K. Publishing: The Governing Board must do one of the following and provide notice of the public hearing and Board meeting to adopt the budget no later than ten (10) days prior to the meeting to adopt the budget:

1. Posting to ADE's Website: Districts that have a website are required to follow the website requirements above and may choose to meet the publication requirement for the proposed budget by electronically uploading the Hearing Notification and Summary via the School Finance Budget System to ADE for posting on ADE's website. If the budget or proposed budget and notice are posted on a website maintained by the department of education or mailed, the Board shall file an affidavit with the Superintendent of Public Instruction within thirty (30) days after the mailing or the date that the information is posted on the website.

2. Publishing in a newspaper: Print the proposed budget or Summary and Hearing Notification in at least eight (8)-point type in a newspaper of general circulation within the District. The publisher's affidavit of newspaper publication must be filed with the Superintendent of Public Instruction within thirty (30) days of the publication. To meet this requirement, districts should scan and e-mail the affidavit to SFBudgetTeam@azed.gov.

3. Mailing: Mail the proposed budget or Summary and Hearing Notification to each household in the District. An affidavit or other documentation of mailing must be filed with the Superintendent of Public Instruction within thirty (30) days of mailing. To meet this requirement, districts should scan and email the affidavit to SFBudgetTeam@azed.gov

L. Override Election:

1. When applicable, dates pursuant to A.R.S. §§ [15-481-15-482](#), as applicable.

2. Date for budget hearing on following year's budget.

a. At least ninety (90) days before a proposed override election (first [1st] Tuesday following the first [1st] Monday in November, order override election to present proposed override budget to electors. Must also prepare alternate budget without override increase in event voters reject the proposed override budget.

b. At least thirty-five (35) days before override election, mail or distribute to households where qualified electors reside the informational report prepared by County School Superintendent.

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

- c. When a determination is made to cancel the override election, the request must be made to the County School Superintendent at least eighty (80) days before the override election date.

M. Annual Financial Report:

1. Not later than October 15 of each year the Governing Board shall:

- a. Prepare and distribute the annual financial report for the prior fiscal year.
- b. Provide a copy of the financial report to the County School Superintendent.
- c. Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.
- d. Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the School District on the website maintained by the Department. If the School District maintains a website, the School District shall post a link to the website of the Department of Education where this information about the School District is posted.

2. Not later than November 15 of each year the Governing Board shall publish the annual financial report:

- a. In a newspaper of general circulation within the School District, or
- b. In the official newspaper of the county as defined in A.R.S. 11-255, or
- c. By mailing a copy to each household in the District, or
- d. By electronic transmission of the information to the Department of Education for posting on the Department's website (if the Board chooses this option the School District shall post a link on the District's website to the report on the Department's website).

All forms and technical requirements for each respective form shall be as prescribed in A.R.S. 15-904.

ADVISORY 878

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

~~DBC ©~~
~~BUDGET PLANNING, PREPARATION,~~
~~AND SCHEDULES~~

Remove per PA 878 - May 2025 (Merged with Policy DB.)

~~DBC-R-©~~

~~REGULATION~~

~~**BUDGET PLANNING, PREPARATION,
AND SCHEDULES**~~

Remove per PA 878 - May 2025 (Merged with New Regulation DB-R.)

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 879

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

DBF ©
BUDGET HEARINGS AND REVIEWS /
~~ADOPTION~~ PROCESS, ADOPTION AND IMPLEMENTATION

Process

~~At least~~ Within ten (10) days before and not later than July 5, the Governing Board shall publish notice of the public hearing and Board meeting to be held no later than July 15 to present the proposed budget for consideration of the residents or taxpayers of the District and shall submit the proposed budget to the Department of Education.

The Department shall prominently display the budget information on the website maintained by the Department. If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.

If a truth-in-taxation notice and hearing is required under A.R.S. 15-905.01, the Board may combine the budget notice and hearing with the truth-in-taxation notice and hearing.

The publishing of the proposed budget and notice of the hearing and meeting shall be in accordance with A.R.S. 15-905. If a truth-in-taxation notice and hearing is necessary, the notice shall be in accordance with A.R.S. 15-905.01. If the Board determines to combine the budget and truth-in-taxation hearings, publication of a combined notice must satisfy the requirements of both A.R.S. 15-905 and 15-905.01.

Adoption

Immediately following the public hearing, the President shall call to order the Board meeting for the purpose of adopting the budget. A Board member may, without creating a conflict of interest, participate in adoption of a final budget even though the member may have substantial interest in specific items included in the budget.

The Board shall adopt the budget and enter the budget as adopted in its minutes.

Not later than July 18, the Governing Board shall submit the adopted budget to the Department of Education. The Department shall prominently display the District budget information on the website maintained by the Department. If the District maintains a website, the District shall post a link to the website of the Department of Education where this information about the District is posted.

Filing of the budget shall be according to state law. [See Regulation ~~DBC~~-R]

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

If the Governing Board receives notification that one (1) or more of the District's categorical budgets are in excess of its authorized limit, the Board shall revise the affected budget(s) in accordance with A.R.S. 15-905.

Implementation

To determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board. Variances within budget categories shall be a part of this report.

Adopted: _____

LEGAL REF.:

A.R.S.

15-903

15-905

15-905.01

15-911

15-915

CROSS REF.:

DBC - Annual Budget: Planning, Schedule, Preparation/Planning, Format
and Schedules Posting/Submission

ADVISORY 880

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

**DBI ©
BUDGET IMPLEMENTATION**

Remove per PA 880 - May 2025 (Merged with Policy DBF.)

ADVISORY 881

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

DBJ ©
BUDGET TRANSFERS RECONCILIATION
AND TRANSFERS

Reconciliation

Periodically throughout the year, the budget will be reconciled to the actual expenditures of the District.

Transfers

The Governing Board may authorize the expenditure of monies budgeted within the maintenance and operation section of the budget for any subsection within the section in excess of amounts specified in the adopted budget only by action taken at a public meeting of the Governing Board and if the expenditures for all subsections of the section do not exceed the amount budgeted.

Adopted: _____

LEGAL REF.:
A.R.S.
15-905

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 882

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

DD ©
BUDGET FUNDING PROPOSALS, GRANTS, SOURCES
AND SPECIAL PROJECTS

The Governing Board is to be kept informed of possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

**Funding Sources Outside
the School System**

The District may submit proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, research and development, or other educational needs.

Timelines permitting, grant proposals are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

The Governing Board may receive, hold, and dispose of any gift, grant, or bequest of property or equipment in accordance with state law and the intent of the instrument conferring title.

The Governing Board may also accept gifts, grants, or devises of money. The disposition of unused funds from these sources shall be in accordance with law.

**Funding From Federal Tax Sources
(Impact Aid Program)**

Regardless of any other law, if the District receives assistance pursuant to Title VIII of the Elementary and Secondary Education of 1965, as amended (Impact Aid Program), the District shall establish a local level fund designated as the Impact Aid Fund and deposit the Impact Aid monies received in the Fund.

The District shall separately account for monies in the Fund and shall not combine monies in the Fund with any other source of local, state, and federal assistance. Monies in the Fund shall be expended pursuant to federal law only for the purposes allowed by Title VIII and A.R.S. 15-905. The District shall account for monies in the Fund according to the Uniform System of Financial Records (USFR) as prescribed by the Auditor General.

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

If the District has established an Impact Aid Fund, the Superintendent of Public Instruction shall separately account for monies in the District's Impact Aid Fund in the annual report required by A.R.S. 15-255.

Monies in the Fund are considered federal monies and are not subject to legislative appropriation.

Adopted: _____

LEGAL REF.:

A.R.S.

15-206

15-207

15-208

15-209

15-210

15-341

15-905

15-991

20 U.S.C. 7701, Title VIII - Impact Aid Program

CROSS REF.:

KCD - Public Gifts/Donations to Schools

IHBJ - Indian Education

KJGA - Relations with Parents of Children Educated Pursuant to
Federal Impact Aid Programs

DD-E ©

EXHIBIT

BUDGET FUNDING PROPOSALS, GRANTS, SOURCES
AND SPECIAL PROJECTS

RESOLUTION

WHEREAS, participation in programs funded in whole or in part by federal funds requires that a participating district demonstrate that the district meets the requirement of comparability between schools that receive federal funding and those that do not receive such funding, and that the district provide for equivalency of access to district staffing, equipment, and materials by all district schools, based on student per-capita allocations and individual schools' needs analyses, and, in addition, that all schools and programs have equivalent access to district support operations including but not limited to maintenance, transportation, and warehousing operations support; and

WHEREAS, budgets for staffing, textbooks, equipment, supplies, and services for district schools will be provided for at all schools without supplanting special funding provided from any source with nonsupplanting requirements; and

WHEREAS, expenditures budgets for schools participating in Title I programs will be provided for on the same per-capita basis as budgets for schools not participating in the program; and

WHEREAS, the _____ School District No. _____ intends to participate in such programs and receive federal funds;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the _____ School District No. _____ hereby directs the Superintendent to ensure that said district does in fact comply with such mandates for comparability and equivalency of access for the period of any grant under which such funds are received.

This resolution was moved, seconded, and passed at a meeting of the _____ Governing Board on _____, 20____.

ATTEST:

President

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 883

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

**DDA ©
FUNDING SOURCES OUTSIDE
THE SCHOOL SYSTEM**

Remove per PA 883 - May 2025 (Merged with Policy DD.)

ADVISORY 884

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

**DEC ©
FUNDING FROM FEDERAL
TAX SOURCES**

(Impact Aid Program)

Remove per PA 884 - May 2025 (Merged with Policy DD.)

ADVISORY 885

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

DFA ©
REVENUES ~~FROM INVESTMENTS~~ AND INCOME

Investments

The Board will annually consider and vote on a request to the County Treasurer to authorize investments for the following fiscal year. The Superintendent shall ensure that this question is placed on an agenda for a Board meeting in June of each year.

School-Owned Real Estate

Revenues collected from rental or lease of school-owned real estate shall be deposited in the Civic Center fund. Excess rental/lease revenues may be used pursuant to A.R.S. 15-342(29). Monies from the sale of school-owned real estate shall be deposited as provided under state statutes.

Gate Receipts and Admissions

Admission receipts from school events shall be adequately controlled. The Superintendent is responsible for the proper collection, supervision, disbursement, and/or remittance of these monies.

Admission to school events for which an admission is charged ordinarily will be by purchased ticket or special pass only. Adequate records will be maintained for accounting purposes.

School Sales and Services

Student Activity Income

Procedures shall be developed by the Superintendent to ensure compliance of all student activity funds pursuant to A.R.S. 15-1121-1124.

Student activity fund-raisers may not include: raffles; Bingo games; purchasing of classroom items.

Student activity fund-raisers may include: silent auctions; donations to other entities (i.e., Red Cross), with administrative approval.

The principal of each campus shall monitor the financial activities of the student body to ensure that fund-raising complies with District guidelines and is in accordance with the provisions of A.R.S. Title 15.

To comply with District fund-raising guidelines and A.R.S. Title 15, the principal shall monitor all student activity finances.

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

Advertising Income

A District advertisement fund shall be established for the deposit of revenues if the District sells advertising.

All revenues collected will be deposited in the Advertisement Fund and accounted for in accordance with the Uniform System of Financial Records. Monies in the Advertising Fund are not subject to reversion.

**Career and Technical Education
(Vocational Education)**

The governing board of a school district may establish a permanent career and technical education projects fund in an amount of not more than one hundred thousand dollars (\$100,000). The fund consists of proceeds from the sale of items produced or services provided by career and technical education programs. Monies in the fund may be used for any purposes noted in 15-1231.

Adopted: _____

LEGAL REF.:

A.R.S.

15-342

15-996

15-1024

15-1025

15-1102

15-1105

15-1121 through 1124

15-1231

A.G.O.

I80-099

I82-090

I84-018

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 886

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

**DFB ©
REVENUES FROM SCHOOL - OWNED
REAL ESTATE**

Remove per PA 886 - May 2025 (Merged with Policy DFA.)

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 887

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

**DFD ©
GATE RECEIPTS AND ADMISSIONS**

Remove per PA 887 - May 2025 (Merged with Policy DFA.)

ADVISORY 888

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

**DFF ©
INCOME FROM SCHOOL
SALES AND SERVICES**

Remove per PA 888 - May 2025 (Merged with Policy DFA.)

ADVISORY 889

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

DG ©
BANKING SERVICES AND
AUTHORIZED SIGNATURES

Banking Services

The Board, by majority vote, shall designate one (1) or more banks as depository for the safeguarding of school auxiliary and revolving funds.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the District but to deposit checks only to the District auxiliary accounts.

Authorized Signatures

Authorized signatories for all checking accounts shall be approved by the Board.

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

15-1122

15-1126

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 890

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

**DGA ©
AUTHORIZED SIGNATURES**

Remove per PA 890 - May 2025 (Merged with Policy DG.)

ADVISORY 891

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

**DGD ©
CREDIT CARDS**

(Credit Cards and/or Procurement Cards)

**Definition of Credit/
Procurement Card**

The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.

**Use of Credit Cards/
Procurement Cards**

The Governing Board acknowledges that instances may occur when ready payment for goods or services is in the District's best interest. The Superintendent is responsible for the implementation of all aspects of the District credit/procurement card program. The Board authorizes the Superintendent to secure and assign controlled-limit credit/procurement cards to designated personnel. District-assigned credit/procurement cards may not be used for personal expenditures.

The use of credit/procurement cards is to be closely monitored and payment of statements for authorized purchases ~~are~~ is to be made as promptly as possible to avoid fees and charges for the use of such cards.

The Superintendent is directed to develop regulations for the use of District-assigned credit/procurement cards. Such regulations are subject to Board review and approval.

The Board reserves the right to revise or rescind this policy at its sole discretion.

**~~Definition of Credit/
Procurement Card~~**

~~The District defines "credit card" and "procurement card" as a form of payment in lieu of cash, purchase order, or check. The credit/procurement card must bear the company logo.~~

Adopted: _____

LEGAL REF.:

A.R.S.

15-342

38-621

38-622

38-623

38-624

38-625

Uniform System of Financial Records

CROSS REF.:

DKC - Expense Authorization/Reimbursement

ADVISORY 892

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

**DI ©
FISCAL ACCOUNTING AND REPORTING**

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the District.

**Uniform System of Financial
Records (USFR)**

The Uniform System of Financial Records developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

Reporting

The Superintendent shall provide to the Board periodic financial reports showing the financial condition of the District.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

Accounting System

Records of all phases of the business operation shall be kept in strict accordance with the Uniform System of Financial Records, other applicable laws, and the policies of the Board.

The District may apply to the State Board of Education (SBE) to assume accounting responsibility, in which case the District shall develop and file an accounting responsibility plan with the Arizona Department of Education (ADE) and the county school superintendent of the county in which the school district is located as specified in A.R.S. 15-914.01.

Before January 1 of the fiscal year preceding the fiscal year of implementation and before applying to assume accounting responsibility the District must apply for evaluation by the Auditor General and by the County Treasurer of the county in which the school district is located, as specified in A.R.S. 15-914.01.

If the SBE approves for the District to assume accounting responsibility, the District must contract with an independent certified public accountant for an annual financial and compliance audit.

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-239

15-271

15-272

15-901

15-914.01

Uniform System of Financial Records

CROSS REF.:

DIC - Financial Reports and Statements

ADVISORY 893

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

**DIA ©
ACCOUNTING SYSTEM**

Remove per PA 893 - May 2025 (Merged with Policy DI.)

ADVISORY 894

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

DIB ©

~~TYPES OF FUNDS /~~ REVOLVING AND AUXILIARY FUNDS

General Purpose Revolving Fund

A general purpose revolving fund shall be established, pursuant to A.R.S. 15-1101, at a local bank in the account name of the _____ School District No. _____. Drafts drawn on the account shall be signed by the employee in charge of the fund or other designated person. The fund shall be managed in the manner prescribed by the Uniform System of Financial Records (USFR).

No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund. The cost of the bond shall be a proper charge against the District.

Auxiliary Operations Fund

The auxiliary operations fund shall consist of monies raised with the approval of the Board in pursuance of and in connection with all activities of school bookstores and athletic activities.

Fund monies shall be accounted for in accordance with the requirements of the USFR.

After authorization by the Board, fund monies shall be deposited in a bank account designated as the auxiliary operations fund. Disbursements from the fund shall be authorized by the Board.

Disbursements shall be made by check signed by two (2) employees of the District designated by the Board. Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the Board. All monies earned by investment shall be credited to the auxiliary operations fund.

Adopted: _____

LEGAL REF.:

A.R.S.

15-1101

15-1124

15-1125

15-1126

15-1154

CROSS REF.:

JJF - Student Activities Funds

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 895

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

**DIC ©
FINANCIAL REPORTS
AND STATEMENTS**

Financial Reports

Prior to October 15 of each year, the Superintendent shall present to the Board the annual financial report for the previous fiscal year and the Governing Board shall submit the annual financial report for the previous fiscal year to the Department of Education, which shall prominently display this information about the District on the website maintained by the Department.

The District annual financial report shall be published by November 15 either in a newspaper of general circulation within the District, by electronic submission to the Department of Education for publication on its website, in the official newspaper of the county, or by mailing to each household in the School District. If published electronically as indicated above, a link shall be posted on the School District web site to the state department's website.

Financial Statements

The Superintendent shall also ensure that a report of expenditures of public funds and student activity funds is provided to the Board on a monthly basis.

Adopted: _____

LEGAL REF.:

A.R.S.

15-271

15-302

15-904

15-977

15-991

CROSS REF.:

CM - School District Annual Report

DBC-R - Annual Budget: Schedule, Preparation/Planning, Preparation
Format, and Schedules Posting/Submission

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 896

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

**DICA ©
BUDGET FORMAT**

Remove per PA 896 - May 2025 (Merged with Policy DB.)

ADVISORY 897

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

**DID ©
INVENTORIES**

The Superintendent shall establish a program to implement District inventory procedures, which shall include inventory of land, buildings, and equipment as required in the Uniform System of Financial Records (USFR).

The acquisition threshold for capitalizing items and entering them on the ~~general fixed Capital aAssets Listing~~ shall be five thousand dollars (\$5,000) or greater. Items having an acquisition cost greater than one thousand dollars (\$1,000) but less than ~~five thousand dollars (\$5,000)~~ the District's adopted capitalization threshold shall be placed on the ~~sStewardship Listing~~. ~~General fixed Capital~~ assets and stewardship items shall be inventoried as specified by the USFR. The District shall also maintain Equipment Inventory and Supplies inventory lists as specified by the USFR.

Adopted: _____

LEGAL REF.:

Uniform System of Financial Records

DID-R ©

REGULATION

INVENTORIES

The business manager has responsibility to assist the Superintendent in developing procedures for maintaining District inventories. The District will follow the prescribed minimum internal control policies and procedures provided by the Uniform System of Financial Records to meet compliance requirements for inventories. A copy of the complete inventory shall be on file in the office of the business manager.

Capital Assets

A detailed listing of capital assets such as land, buildings, machinery and equipment, vehicles, infrastructure, and easements must be established as prescribed by the Governmental Accounting Standards Board (GASB). Assets, including lands and buildings, and improvements to land and/or existing buildings, having a total acquisition cost of five thousand dollars (\$5,000) or more will be tagged, marked, capitalized and included in the general fixed-assets inventory. To comply with the requirements of GASB Statement number 34, accurate, complete, and up-to-date documentation including, but not limited to, the following shall be maintained:

A. An inventory record registering for each item the:

1. description;
2. year of acquisition;
3. method of acquisition;
4. funding source;
5. cost or estimated cost;
6. salvage value;
7. estimated useful life;
8. function(s) for which the asset is used.

B. A depreciation schedule that:

1. includes all exhaustible capital assets, by type, with examples;
2. excludes non-exhaustible capital assets and construction in process;

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

3. is based on locally-determined estimated useful life, typically in years;
4. projects residual value at the end of useful life;
5. identifies the method used for calculating depreciation;
6. identifies the selected averaging condition, where applicable.

C. A disposal listing of items removed from the inventory, including at minimum the date and method of disposal.

Stewardship Inventory

A stewardship inventory shall also be maintained for all equipment, including vehicles, with a cost of one thousand dollars (\$1,000) or more but less than the capital asset threshold. The inventory must identify each item's description, identification (tag) number, location, and the month and year of acquisition.

Other Inventory (less than \$1000)

For insurance and other purposes, an inventory of items with an acquisition cost of less than one thousand dollars (\$1,000) may be maintained.

Physical Inventory

The District shall conduct a physical inventory of listed equipment:

- A. at least every two (2) years for items:
 1. purchased with federal funds;
 2. with an acquisition cost of five thousand dollars (\$5,000) or more.
- B. at least every three (3) years:
 1. for all capital equipment;
 2. for items on the stewardship list, where such list exists.

Facility administrators shall implement the procedures, maintain lists, and provide reports as requested on the contents of their buildings.

Each administrative unit shall assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Facility administrators shall require any employee who desires to remove an item from one school or department for use in another to submit a written transfer request form to the business manager. Written approval must be obtained from the business manager prior to the relocation of an item.

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

Supply Records

Supply records shall be kept, which will show:

- A. The name of the individual receiving the supplies.
- B. The date received.
- C. The disposition of the supplies.

A perpetual inventory shall be maintained for all supplies warehoused by the District.

ADVISORY 898

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

**DIE ©
AUDITS / FINANCIAL MONITORING**

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for audits and financial monitoring~~and audits~~. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments and Office of Management and Budget (OMB) Compliance Supplement June 2016.

Necessary Services

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

Board Presentation

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

The Governing Board shall publicly accept all audits and compliance questionnaires by roll call vote.

Posting

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: _____

LEGAL REF.:

A.R.S.

15-213

15-239

15-914

15-2111

41-1279.03

41-1279.04

41-1279.05

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

41-1279.07

41-1279.21

41-1279.22

A.A.C.

R7-2-902

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

DB - Annual Budget: Schedule, Preparation/Planning, Format,
and Posting/Submission

~~DICA - Budget Format~~

DIE-R ©

REGULATION

AUDITS / FINANCIAL MONITORING

Each program, instructional unit, and department shall prepare and maintain such financial records as are directed by the Superintendent. The documents shall be accurate and of essential sufficiency to enable the District to comply with all requirements for financial monitoring and audits, both internal and external.

Requirements for Proper Management

In addition to special reviews that may be conducted as necessary, the District will comply with the following minimum requirements to demonstrate proper management of and accountability for its fiscal resources:

A. Whenever the District's expenditure of federal financial assistance is less than ~~five~~ seven hundred thousand dollars (~~\$5700,000~~) during a fiscal year, the District shall be subject to a procedural review conducted by the Office of the Auditor General at times determined by the Auditor General, subject to the following provisions:

1. Districts that have adopted a Maintenance and Operations Fund (M&O) budget of two million dollars (\$2,000,000) or more shall contract with an independent certified public accountant to conduct an annual financial statement audit in accordance with generally accepted governmental auditing standards.

2. Districts that have adopted a Maintenance and Operations Fund (M&O) budget between seven hundred thousand dollars (\$700,000) and two million dollars (\$2,000,000) shall contract with an independent certified public accountant to conduct a biennial financial statement audit in accordance with generally accepted governmental auditing standards.

B. Whenever the District's combined expenditure from all sources of federal financial assistance is ~~five~~ seven hundred and fifty thousand dollars (~~\$5750,000~~) or more during a fiscal year, the District shall contract with an approved independent auditor to conduct an annual financial audit. The audit shall be performed in accordance with generally accepted auditing standards in compliance with the requirements of the federal Single Audit Act Amendments of 2003 and any implementing regulations of the Office of Management and Budget (OMB).

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

To the extent permitted by federal law, the District:

- A. may convert to a biennial audit schedule when the previous annual audit contained no significant negative findings, defined as the District having received a letter of noncompliance issued by the auditor general;
- B. shall convert back to an annual audit whenever an audit produces significant negative findings;
- C. may convert back to a biennial audit schedule when the two (2) previous audits have not contained any significant negative findings.

The Superintendent shall be promptly informed of any material deficiency that is discovered during a monitoring or auditing process.

ADVISORY 899

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

DJ ©
PURCHASING ETHICS
~~(Purchasing Ethics Policy)~~

Governing Board

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

The Governing Board may provide food and beverages at School District events, including official school functions and trainings, as allowed by the Arizona Constitution, laws pertaining to travel and subsistence, gifts, grants (including federal grants) or devises, and policies of the Department of Education.

Personal Gift or Benefit

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Any person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

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

Definitions

For the purpose of this policy, a *gift or benefit* means a payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property, or any kind of tangible personal or real property. A gift or benefit does not include an item of nominal value such as a greeting card, t-shirt, mug or pen. A *gift or benefit* does not include food or beverage, or expenses or sponsorships ~~related~~ing to a special event or function ~~related~~ to which individuals ~~identified in this policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen.~~ involved in procurement and purchasing are invited.

Reprisals

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

15-213

15-323

15-341

15-342

38-501 - 38-511

38-503

38-504

A.A.C.

R7-2-1001 - R7-2-1003

R7-2-1308

Article IX, section 7, Constitution of Arizona (~~laws pertaining to travel and subsistence, gifts, grants, including federal grants, or devises~~)

Policies adopted by the Department of Education

CROSS REF.:

DJE - Bidding/Purchasing Procedures

GBEAA - Staff Conflict of Interest

ADVISORY 900

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

**DJE ©
BIDDING / PURCHASING PROCEDURES**

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements. District purchases shall also be in accordance with 2 C.F.R. 200.214 (Code of Federal Regulations Title 2).

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations, including A.R.S. 38-503(C). The Superintendent shall establish ~~Administrative regulations shall be established to~~ ensure the District is in full compliance, including contracting with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. (2 C.F.R. 200.321).

**~~Purchases Not Requiring
Bidding~~**

~~Purchases of less than ten thousand dollars (\$10,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District.~~

~~Written price quotations will be requested from at least three (3) vendors for transactions of at least ten thousand dollars (\$10,000) and less than one hundred thousand dollars (\$100,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.~~

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

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

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Except as otherwise provided below, only purchases of ten thousand dollars (\$10,000) or more are subject to competitive bidding requirements.

Purchasing

Purchases from District Employees

Districts are required to follow the School District Procurement Rules for all purchases of goods or services from District employees regardless of dollar amount. A.R.S. 38-503(C) prohibits public employees from providing their employers with any equipment, material, supplies, or services unless provided under an award or contract let after public competitive bidding. Districts must follow the School District Procurement Rules, regardless of the expenditure amount, when purchasing goods or services from District employees. This applies to any purchase using District monies, including extracurricular activities fees tax credit contributions and monies held in trust by the District, such as student activities monies. Although the School District Procurement Rules exempt expenditures of student activities monies from the Rules, that exemption does not apply to purchases in which a District employee acts as a vendor.

Purchases from District Board Members

Districts are required to follow the School District Procurement Rules for all purchases of services from District Board members regardless of dollar amount. A.R.S. 38-503(C) prohibits governing board members from providing their district with any services, unless provided under an award or contract let after public competitive bidding. However, for purchases of supplies, materials, and equipment from district board members, districts are required to follow the School District Procurement Rules only if the purchase exceeds one hundred thousand dollars (\$100,000). Purchases below the one hundred thousand dollar (\$100,000) threshold must comply with the guidelines for written quotes. For districts with three thousand (3,000) or more students, statutes limit purchases of supplies, materials, and equipment from board members to three hundred dollars (\$300) per transaction and one thousand dollars (\$1,000) total within any twelve (12)-month period and require that the governing board adopt a policy authorizing such purchases within the preceding twelve (12) months. Districts with fewer than three thousand (3,000) students may purchase supplies, materials, and equipment from governing board members in any amount, provided each purchase is approved by the governing board and the amount of the purchase is included in the board's meeting minutes.

Purchases Requiring Bidding

For transactions of at least ten thousand dollars (\$10,000) and less than one hundred thousand dollars (\$100,00), written price quotations will be requested from at least three (3) vendors. If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

For transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000), sealed bids and proposals shall be requested.

All transactions must comply with the applicable requirements of the Arizona Revised Statutes, the Arizona Administrative Code and the Uniform System of Financial Records.

Purchases Not Requiring Bidding

Except as otherwise provided above, purchases of less than ten thousand dollars (\$10,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements; however, reasonable judgment should be used to ensure the purchases are advantageous to the District.

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

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213 (A.A.C. R7-2-1002(C)(2)).

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

Contract Requirements

Contract Duration

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

~~Online Bidding~~

~~Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.~~

~~Purchases Requiring Bidding~~

~~Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.~~

Public Inspection and Rationale for Awarding a Contract

The Governing Board shall make available, for public inspection, all information, all bids, proposals and qualifications submitted, and all findings and other information considered in determining whose bid conforms to the District's invitation for bids. ~~The D~~documentation provided will include information regarding the most advantageous, with respect to price, conformity to the specifications, and other factors, or whose proposal for qualifications are to be used to select and award the bid. Included in this information will be the rationale for awarding a contract for any specified professional services, construction, construction service or materials to an entity selected from a qualified select bidders list or through a school purchasing cooperative. The invitation for bids, request for proposals or request for qualifications shall include a notice that all information and bids, proposals and qualifications submitted will be made available for public inspection.

Requirement: Registered Sex Offender Prohibition

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

Registered Sex Offender Restriction. *Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.*

Adopted: _____

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

LEGAL REF.:

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

23-214

34-101 *et seq.*

35-391 *et seq.*

35-393 *et seq.*

38-503

38-511

39-121

41-2632

41-2636

41-4401

A.A.C.

R7-2-1001 *et seq.*

R7-2-1023

R7-2-1029

A.G.O.

I83-136

I87-035

I06-002

Uniform System of Financial Records: VI-G-8 *et seq.*

2 C.F.R. 200.214

2 C.F.R. 200.321

CROSS REF.:

BCB - Board Member Conflict of Interest

DJ – Purchasing Ethics

DJG - Vendor/Contractor Relations and Sales Calls Requirements

GBEAA - Staff Conflict of Interest

JLIF - Sex Offender Notification

DJE-R ©

REGULATION

BIDDING / PURCHASING PROCEDURES

All District purchases shall be in accordance with the relevant sections of the Arizona Revised Statutes (including, but not limited to 15-213, 15-323, 23-214 subsection A, 38-503, and 41-4401), and the Arizona school district procurement rules set out in the Arizona Administrative Code (A.A.C.) R7-2-1001 through R7-2-1195. District purchases shall also be in accordance with 2 CFR 200-~~214~~ (Code of Federal Regulations Title 2).

Definitions

The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at R7-2-1001.

Preparations of Specifications

Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules R7-2-1010 through 1017.

Procurement of Services

***Specified Professional Services
and Construction Services***

When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34 and Arizona Administrative Code Title 7, Chapter 2, Parts XIV and XV. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.

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

Procurement of Services by Certain Other Classes of Providers

Except as authorized pursuant to R7-2-1002, R7-2-1053, or R7-2-1055, the purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in R7-2-1061 through R7-2-1068. Except as authorized in R7-2-1033, R7-2-1053, R7-2-1055, and R7-2-1122, the procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with R7-2-1117 through R7-2-1123. Procurement procedures related to purchasing services from the professional providers are to conform to R7-2-1119 through R7-2-1122.

Construction Procurement Procedures

Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with R7-2-1100 through R7-2-1115.

Sole-Source Procurements

A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. R7-2-1053. Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written determination of the basis for the sole-source procurement and any cost or pricing data shall be retained in the procurement file by the District.

The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.

Due Diligence

The District is responsible for ensuring that all procurements are done in accordance with applicable law and school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The appropriate amount and complexity of due diligence to be performed by a district will vary based on the procuring entity with which the district is participating. A.R.S. 15-213(F) requires school districts and school purchasing cooperatives, in connection with any audit conducted by a certified public accountant, to have a systematic review of purchasing practices. The Office of the Auditor General has prescribed the guidelines for performing these reviews as part of the Procurement Compliance Questionnaire for cooperatives and the Expenditures section of the USFR Compliance Questionnaire for districts.

The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurement practices and that the accountability of all personnel engaged in procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.

Contract Requirements

Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out in R7-2-1072 through R7-2-1087 and the accompanying conditions described in R7-2-1092 through R7-2-1093, as applicable.

Quotations

Requesting Quotations

Requests for price quotations are to include adequate details and be issued with sufficient lead time to enable vendors to effectively respond. When a contract is to be awarded on the basis of price and additional factors those factors are to be included in the request for quotations. Such factors should include, but are not limited to, the following:

A. Submittal requirements including:

1. Date and time due;
2. Type and manner by which quotations may be received (e.g., telephone, written, fax, e-mail, prepared form);
3. Physical or digital address to which quotations are to be delivered.

B. Specific information the quotation must include.

C. Whether or not negotiations may be held.

D. Options that may be made pursuant to a purchase contract, i.e., extensions and renewals.

E. Contracts for job-order-contracting services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District and has provided for such duration as a part of bid documents and conditions of renewal or extension within contract language. Such determination should be memorialized in writing and kept in the meeting minutes and contract/bid file.

F. Uniform terms and conditions included in the request by text or reference.

G. Such additional terms, conditions, and instructions as are applicable to the purchase under consideration.

All requests for written quotations shall be at the direction of the Superintendent or a person designated by the Superintendent.

When a vendor is selected on the basis of factors other than lowest price, the reasons shall be documented and filed with the price quotations. Documentation of the quotations process and details including vendor names, persons contacted, telephone numbers and identification of other communication procedures, price results, and determinations are to be documented and retained by the District in a procurement file that includes the pertinent requisition form and purchase order.

A written contract or purchase order must be approved prior to a purchase being made.

~~Cumulative and Like Item Purchases~~

~~An analysis shall be performed annually to determine the extent of the District need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.~~

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

~~Multiple Year Purchases Totaling Less Than One Hundred Thousand Dollars~~

~~The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

- ~~A. When the terms and conditions of renewal or extension are included in the solicitation for bids;~~
- ~~B. When monies are available for the first fiscal year at the time of contracting;~~
- ~~C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.~~

~~Multiple Year Purchases Totaling More Than One Hundred Thousand Dollars~~

~~The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:~~

~~The Governing Board has determined in writing that:~~

- ~~1. The estimated requirements cover the contract period and are reasonable and continuing;~~
- ~~2. A multi term contract will serve the District's best interest by encouraging competition or promoting economies in procurement;~~
- ~~3. If monies are not appropriated or available in future years the contract will be cancelled.~~

~~If multiple year quotations are used, the District shall:~~

- ~~A. Document the time period that the pricing is valid;~~
- ~~B. Determine the vendor will honor the pricing for the multi year period;~~
- ~~C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.~~

~~Multiple Awards to More Than One Contractor~~

~~Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service. However, there are instances in which the District may make multiple awards. If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids.~~

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 multiple award to more than one (1) vendor should be made only when the District has determined and documented in writing that a single award is not advantageous to the District. The award should also be limited to the least number of suppliers necessary to meet the District's requirements.~~

Bidding

Bidding Methods

Sealed bids or proposals will be requested when an award is to be made for a transaction to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). The Superintendent must review the expenditure and make a recommendation to the Board for final action. The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids.

The bidder to whom the award is made may be required to enter into a written contract with the District.

Pursuant to the procurement code, contracts can be let for a period not to exceed five (5) years.

Definitions

~~The definition of a term used in this regulation shall be interpreted as being synonymous with the definition of that term listed at R7-2-1001.~~

Prospective Bidders' Lists

The District shall compile and maintain a prospective bidders' list. Inclusion of the name of a person shall not indicate whether the person is responsible concerning a particular procurement or otherwise capable of successfully performing a District contract.

Persons desiring to be included on the prospective bidders' list shall notify the District. Upon notification, the District shall mail or otherwise provide the person with the District procedures for inclusion on the bidders' list. Within thirty (30) days after receiving the required information, the District shall add the person to the prospective bidders' list unless the District makes a determination that inclusion is not advantageous to the District.

Persons who fail to respond to invitations for bids for two (2) consecutive procurements of similar items may be removed from the applicable bidders' list after mailing a notice to the person. This notice shall not be required if the two (2) invitations for bids which were not responded to both contained the notice that bidders' names may be removed from the bidders' list if they fail to respond to invitations for bids for two (2) consecutive procurements of similar items. Persons may be reinstated upon request.

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Prospective bidders' lists shall be available for public inspection, unless the District makes a written determination that it is in the best interest of the District that they should be confidential or private and should not be open for inspection pursuant to A.R.S. 39-121.

Competitive Sealed Bidding

If the intended procurement is for construction to cost less than one hundred fifty thousand dollars (\$150,000), the rules established for the simplified school construction procurement program described at R7-2-1033 may be followed. In all other cases, adequate public notice of the invitation for bids shall be given as provided in R7-2-1022 or as provided in R7-2-1024, which are outlined below, and shall indicate that any bid protest shall be filed with the District representative, who shall be named therein.

If notice is given pursuant to R7-2-1024, notice also may be given as provided in R7-2-1022. If fewer than five (5) prospective bidders are included on the bidders' list, the notice must also be given as provided in R7-2-1022. When the invitation for bids is for the procurement of services other than those described in R7-2-1061 through R7-2-1068 and R7-2-1117 through R7-2-1123, Specified Professional Services, notice also shall be given as provided in R7-2-1022.

R7-2-1022:

In the event there are four (4) or less prospective bidders on the bidders' list, the notice shall include publication in the official newspaper of the county within which the school district is located for two (2) publications which are not less than six (6) nor more than ten (10) days apart. The second publication shall not be less than two (2) weeks before bid opening. The time of publication may be altered if deemed necessary pursuant to R7-2-1024(A).

R7-2-1024:

Invitation for bids shall be issued at least fourteen (14) days before the time and date set for bid opening in the invitation for bids unless a shorter time is deemed necessary for a particular procurement as determined by the school district.

The school district shall mail or otherwise furnish invitation for bids or notices of the availability of invitation for bids to all prospective bidders registered with the school district for the specific material, service or construction being bid.

The time and date at which a bid is called due shall be during regular working hours at a regular place of school business or during a public meeting of the Governing Board at its regular meeting place.

Invitations to bid will be sent to all vendors who have requested to bid or who have applied to be placed on a bid list appropriate to the items being sought.

Bid Call for Construction Projects

A bid call relating to "construction projects" must describe the nature of the work to be performed and where complete plans, if necessary, may be obtained. Deposits may be required for plans and specifications in good order. A certified check, cashier's check, or surety bond for ten percent (10%) of the bid must accompany each bid, but will be returned to unsuccessful bidders. The successful bidder must present performance and payment bonds for one hundred percent (100%) of the bid within five (5) working days after notification of the award.

Sealed Bids

Each sealed bid must be submitted in a sealed envelope, addressed to the District, clearly marked on the outside of the envelope, "Sealed Bid for _____." The bids shall be opened publicly and read aloud at the time and place stated in the invitation. Awards shall be made with reasonable promptness to the lowest responsible, qualified vendor, taking into consideration all factors set forth in policy. Price shall not be the sole factor in making the bid award. When out-of-state bidders are not to pay sales/use tax, the amount of such tax shall not be a consideration in determining the low bidder. All proposed contracts for outside professional services in excess of the amount calculated by the State Board of Education and made applicable for the year in which the transaction will occur, may be reviewed by the attorney for the District prior to entering into the contract. The policies relating to outside professional services apply only to services required by law to be placed on bid, and even those policies may be set aside if a state of emergency is declared. If a state of emergency is declared, a memorandum will be issued justifying such a declaration, which will be filed in the District's records.

Multistep Sealed Bidding

The multistep sealed bidding method may be used if the Governing Board determines that:

A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;

B. Definite criteria exist for evaluation of technical offers;

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C. More than one (1) technically qualified source is expected to be available; and

D. A fixed-price contract will be used.

The District may hold a pre-technical offer conference with bidders as provided in R7-2-1136(C).

The multistep sealed bidding method may not be used for construction contracts.

When the multistep sealed bidding method is determined to be authorized, the procedures set out in R7-2-1036 and R7-2-1037 shall be followed.

Restrictions

The use of bidding, contracting, or purchasing specifications that are in any way proprietary to one (1) supplier, distributor, or manufacturer is prohibited unless no other resource is practical for the protection of the public interest.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The Board reserves the right to waive informalities in any bid or to reject any bid, all bids, or any part of any bid. Any bids may be withdrawn prior to the scheduled time for the opening of the bids. Any bids received after the opening begins shall not be accepted. Opening of bids shall not be delayed to accommodate late bid responses. Submitted bids shall be honored for at least thirty (30) days or as otherwise stated in the invitation. All information relating to a bid shall be retained and made available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

Multistep Sealed Bidding

~~The multistep sealed bidding method may be used if the Governing Board determines that:~~

~~A. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between each bidder and the District;~~

~~B. Definite criteria exist for evaluation of technical offers;~~

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

~~C. More than one (1) technically qualified source is expected to be available;
and~~

~~D. A fixed-price contract will be used.~~

~~The District may hold a conference with bidders before submission or at any time during the evaluation of the unpriced technical offers.~~

~~The multistep sealed bidding method may not be used for construction contracts.~~

~~When the multistep sealed bidding method is determined to be advantageous to the District, the procedures set out in R7-2-1036 and 1037 shall be followed.~~

Competitive Sealed Proposals

If, pursuant to R7-2-1041, the Governing Board determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by competitive sealed proposals. The Governing Board may make a class determination that it is either not practicable or not advantageous to the District to procure specified types of materials or services by competitive sealed bidding. The competitive sealed proposal method may not be used for construction contracts. The Governing Board may modify or revoke a class determination at any time.

If competitive sealed bidding is neither practicable or advantageous, competitive sealed proposals may be used if it is necessary to:

- A. Use a contract other than a fixed-price type;
- B. Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;
- C. Afford offerors an opportunity to revise their proposals;
- D. Compare the different price, quality, and contractual factors of the proposals submitted; or
- E. Award a contract in which price is not the determining factor.

Procedures to be applied subsequent to the issuance of an invitation for bids are to be consistent with the requirements set out in R7-2-1025 through R7-2-1032.

Competitive sealed proposals shall be solicited through a request for proposals. The request for proposals shall set forth those factors listed above for competitive sealed bids that are applicable and shall also state:

- A. The type of services required and a description of the work involved;
- B. The type of contract to be used;
- C. An estimate of the duration the service will be required;
- D. That cost or pricing data is required;
- E. That offerors may designate as proprietary portions of the proposals;
- F. That discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award;
- G. The minimum information that the proposal shall contain;
- H. The closing date and time of receipt of proposals; and
- I. The relative importance of price and other evaluation factors.

Procurement of information systems and telecommunications systems shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost and application benefits of the information systems or telecommunication systems.

Procurement of earth-moving, material-handling, road maintenance and construction equipment shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.

A request for proposals shall be issued at least fourteen (14) days before the closing date and time for receipt of proposals unless a shorter time is determined necessary by the District.

Notice of the request for proposals shall be issued in accordance with R7-2-1022.

Before submission of initial proposals, amendments to requests for proposals shall be made in accordance with R7-2-1026. After submission of proposals, amendments may be made in accordance with R7-2-1036(C).

~~Specified Professional Services and Construction Services~~

~~When the procurement of construction services or services to be provided by certain professionals are under consideration, designated District personnel shall become fully familiar with and informed on the requirements established in Arizona Revised Statutes Title 34. The assigned District personnel are to seek assistance from qualified consultants, attorneys, and bond counsel as is necessary and applicable to the projects being considered, including but not limited to determinations of the training, qualifications, experience, fitness, licensure, prior performance, and bonding of potential providers. Procurement activities, including securing the services of persons to assist District personnel as referenced above shall be in accordance with all relevant requirements prescribed by federal and state law and the rules of federal, state, county, and municipal agencies for the acquisition, performance and reporting of the services being sought and acquired.~~

~~Procurement of Services by Certain Other Classes of Providers~~

~~The purchase of services to be provided by clergy, certified public accountants, physicians, dentists, and legal counsel shall be as specified in R7-2-1061 through R7-2-1068. The procurement of services by an architect, engineer, land surveyor, assayer, geologist, or landscape architect is to be accomplished in compliance with R7-2-1117 and 1118. Procurement procedures related to purchasing services from the professional providers are to conform to R7-2-1119 through 1122.~~

~~Contract Requirements~~

~~Care is to be exercised to assure the District's procurement practices conform to the general contract requirements set out at R7-2-1068 through 1086 and the accompanying conditions described in R7-2-1091 through 1093.~~

~~Preparation of Specifications~~

~~Specifications for goods, services, and construction items are to be prepared in the manner prescribed by rules R7-2-1101 through 1105.~~

~~Construction Procurement Procedures~~

~~Preparation for inviting bids for construction and the steps to be followed in the construction procurement process shall be guided by and consistent with R7-2-1109 through 1116.~~

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Awards

Multiple Awards to More Than One Contractor

Generally, the District should not use multiple awards allowing more than one (1) vendor to supply the same goods or service. However, there are instances in which the District may make multiple awards. If that instance arises, the request for proposals or invitation for bids should clearly state whether multiple awards may be used so bidders can consider that information when pricing their proposals or bids and the request for proposals shall include the criteria the School District will use for selecting vendors for each contract under the multiple award, including as applicable, whether contracts will be awarded by individual line items, groups of line items, or categories, whether contracts will be awarded incrementally, and whether contracts will be awarded by designated regions or locations.

A multiple award to more than one (1) vendor should be made only when the District has determined in writing that a multiple award is necessary and advantageous to the District. Before making the award, the District shall establish procedures for the use of the multiple awarded contracts to ensure that purchases are made from the contracts determined by the School District to offer the lowest cost in satisfying the School District's requirements. The award shall also be limited to the least number of suppliers necessary to meet the District's requirements.

Purchasing

Cumulative and Like Item Purchases

An analysis shall be performed annually to determine the extent of the District's need to purchase like items. Prior year purchases and applicable demographic, program, and planning data are to be utilized for projecting quantity and cost of like items to fulfill the anticipated need. The outcomes of calculating the projected quantity and cost factors to acquire like items shall inform the determinations as to the appropriate procurement processes to be applied. The proper competitive purchasing strategies must be applied to assure District compliance with the procurement laws and rules. Splitting of orders or other purchasing practices devised to circumvent allowable procurement practices are prohibited. The cumulative costs of purchasing like items by any and all means of acquisition are to be tracked to assure that no purchases are permitted that will result in violation of Governing Board policies and lawful procurement practices.

Multiple Year Purchases Totaling Less Than One Hundred Thousand Dollars

The District may enter into contracts of less than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

- A. When the terms and conditions of renewal or extension are included in the solicitation for bids, proposals, or quotes;
- B. When monies are available for the first fiscal year at the time of contracting;
- C. When the competitive purchasing method is appropriate to the projected cumulative cost over the term of the multiple year contract.

Contracts for materials or services and contracts for job-order-contracting construction services may be entered into for more than 5 years if, before the procurement solicitation is issued, the governing board determines in writing that a contract of longer duration would be advantageous to the district. Payment and performance obligations for succeeding fiscal years are subject to the availability and appropriation of monies.

Multiple Year Purchases Totaling More Than One Hundred Thousand Dollars

The District may enter into contracts for more than one hundred thousand dollars (\$100,000) for a period up to five (5) years, as follows:

The Governing Board has determined in writing that:

- 1. The estimated requirements cover the contract period and are reasonable and continuing;
- 2. A multi-term contract will serve the District's best interest by encouraging competition or promoting economies in procurement; and
- 3. If monies are not appropriated or available in future years the contract will be cancelled.

If multiple-year quotations are used, the District shall:

- A. Document the time period that the pricing is valid;
- B. Secure and maintain written affirmation that the vendor will honor the pricing for the multi-year period;

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

C. Secure and maintain written affirmation with the vendor that, although it is the District's intent to purchase certain quantities, all purchases are subject to the availability of funds.

Cooperative Purchasing Agreements

Procurements in accordance with intergovernmental agreements and contracts between the District and other governmental entities as authorized by Arizona Revised Statute are exempt from competitive bidding requirements pursuant to A.A.C. R7-2-1002(C)(2). Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.

Emergency Purchases

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Superintendent, emergency purchase action may be taken without price competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances pursuant to A.A.C. R7-2-1055 shall be included in the procurement file and maintained in the District office.

~~Sole-Source Procurements~~

~~A contract may be awarded for a material, service, or construction item without competition if the Governing Board determines in writing that there is only one (1) source for the required material, service, or construction item. The District may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. R7-2-1053. Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the District.~~

~~The District shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the District.~~

~~Cooperative Purchasing Agreements~~

~~Procurements in accordance with intergovernmental agreements and contracts between the District and other governing bodies as authorized by Arizona Revised Statute are exempt from competitive bidding requirements under A.R.S. 15-213. Inspection of and payment for materials and services acquired under a cooperative purchasing agreement are the obligation of the District.~~

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

~~Due Diligence~~

~~The District is responsible for ensuring that all procurements are done in accordance with school district procurement rules whether the procurement is done independently or through a cooperative purchasing agreement. The District shall develop and follow a clear plan prescribing the purchasing practices to be followed. The plan will describe the elements of internal control and auditing to assure the District's procedures are sufficient to confirm the adequacy of the procurements practices and that the accountability of all personnel engaged in procurement practices is regularly evaluated and corrective measures taken when necessary. The due diligence activities shall include the use of the applicable sections of the Uniform System of Financial Records (USFR) Compliance Questionnaire for school districts when assessing the quality of the procurements procedures and the competence of the persons performing the procedures. Day-to-day and periodic formal checks of due diligence performance are to be documented and retained in a procurement file.~~

Federal Regulations for Suspension and Debarment Verification

If a requisition involves the expenditure of funds received from Federal assistance, these procedures must include a process that confirms and documents verification of vendor suspension and debarment, per 2 CFR § 200.214 (Code of Federal Regulations Title 2). This verification can be done by accessing www.sam.gov/sam/ where names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or other regulatory authority can be found. Federal regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A covered transaction includes a contract for audit services (that is federally required) and contracts for goods or services in the amount of at least, twenty-five thousand dollars (\$25,000), including subcontracts. Evidence and documentation of this verification process should be maintained by the Superintendent.

ADVISORY 901

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

DJG ©
VENDOR / CONTRACTOR RELATIONS AND
SALES CALLS REQUIREMENTS

Fingerprinting Requirements

A contractor, subcontractor or vendor, or any employee of a contractor, subcontractor or vendor, who is contracted to provide services on a regular basis at an individual school shall obtain a valid fingerprint clearance card pursuant to A.R.S. 41-1758 *et seq.* The Superintendent, or a principal subject to approval by the Superintendent, may exempt from the requirement to obtain a fingerprint clearance card a contractor, subcontractor, or vendor whom the Superintendent or principal has determined is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services to the school or to the School District. The exemption shall be given in writing and a copy filed in the District office.

The Superintendent shall develop uniform District criterion for making a determination of whether or not an exemption will be granted.

Required Contract Provisions

Each District contract shall contain the provisions of statute paraphrased below and the Superintendent shall implement procedures to randomly verify the records of contractor and subcontractor employees to ensure compliance with these warranties.

The contract or agreement with each contractor shall contain the warranties indicated below:

A. Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of this warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.

B. The contractor further acknowledges that the School District retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the contract to ensure compliance by the contractor or subcontractor.

The contractor shall facilitate this right by notice to his employees and supervisors.

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

Sales Calls and Demonstrations
Requirements

Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Superintendent.

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

15-342

15-512

23-214

41-1758 et seq.

41-4401

A.A.C.

R7-2-1001

R7-2-1003

R7-2-1004

R7-2-1010

Public Law 92-544

CROSS REF.:

DBF - Budget ~~Hearings and Reviews/Adoption Process, Adoption~~
and Implementation

DIC - Financial Reports and Statements

DJE - Bidding/Purchasing Procedures

DJG-R ©

REGULATION

VENDOR / CONTRACTOR RELATIONS AND
SALES CALLS REQUIREMENTS

Request for Records

~~A District appointed contract liaison shall at random times request contractor and subcontractor employment records.~~ Intermittently and without prior notice, the District appointed liaison to each contractor shall request from the individual contractor and subcontractor employees the information required on the I-9 form. Such information shall be used to verify the employee's right to work status and the contractor and subcontractor compliance with contract warranties. A report of the result of this inquiry shall be made to the Superintendent.

ADVISORY 902

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

~~DJGA ©
SALES CALLS AND DEMONSTRATIONS~~

Remove per PA 902 - May 2025 (Merged with Policy DJG.)

~~DJCA-R ©~~

~~REGULATION~~

~~SALES CALLS AND DEMONSTRATIONS~~

Remove per PA 902 - May 2025

ADVISORY 903

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

DK ©
PAYMENT AND PAYROLL PROCEDURES

Payment Procedures

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

The Superintendent will implement procedures for the review of purchase ~~invoices~~ orders to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

Payroll Procedures

The District will establish two (2) or more days in each month, not more than sixteen (16) days apart, as fixed paydays for payment of wages in accord with Arizona Statute. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay.

An employee who quits the service of the District shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

Notwithstanding A.R.S. 23-351 and 23-353, an employee who is discharged from service of the District shall be paid all wages due within ten (10) calendar days from the date of discharge [A.R.S. 15-502].

Adopted: _____

LEGAL REF.:

A.R.S.

15-304

15-321

15-502

15-906

23-351

23-353

CROSS REF.:

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

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

DK-EA ©

EXHIBIT

PAYMENT AND PAYROLL PROCEDURES

**RESOLUTION AUTHORIZING THE EXECUTION OF
WARRANTS BETWEEN BOARD MEETINGS**

WHEREAS, A.R.S. 15-321 sets forth the procedures for execution of warrants drawn on the District, and

WHEREAS, said statute provides that an order for salary or other expense may be signed between Board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District in accordance with the provisions of A.R.S. 15-321.

This resolution was moved, seconded, and passed at a meeting of the _____ Governing Board on _____, 20____.

ATTEST:

President

DK-EB ©

EXHIBIT

PAYMENT AND PAYROLL PROCEDURES

DEFERRED WAGE PAYMENT ELECTION FORM

By my signature I hereby acknowledge that I have read and understand the School District's policy on deferred/annualized wages. Furthermore, by my signature on this form I am electing to defer payment of my wages on an annualized basis consisting of twenty-six (26) payments. I understand that any change from an annualized election of payment requires that I notify the District prior to the beginning of duty for the fiscal year in which the change is being given.

Signature

Position

Printed name

Date signed

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 904

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

~~DKA ©~~
~~PAYROLL PROCEDURES / SCHEDULES~~

Remove per PA 904 - May 2025 (Merged with Policy DK)

~~DKA-E ©~~

~~EXHIBIT~~

~~PAYROLL PROCEDURES / SCHEDULES~~

~~DEFERRED WAGE PAYMENT ELECTION FORM~~

Remove per PA 904 - May 2025 (Moved to Policy DK-EB.)

ADVISORY 905

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

**DN ©
SCHOOL PROPERTIES DISPOSITION**

Sale or Lease of Property

The Board may sell or lease to the state, a county, a city, another school district or a tribal government agency any school property required for public purpose provided the sale or lease of the property will not affect the normal operation of a school within the District and the District is in compliance with Policy FCB, Retirement of Facilities, and A.R.S. 15-342.

Disposition of Surplus Materials

The School District shall determine the fair market value of excess and surplus property. Except as provided in A.R.S. 15-342, surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade-in, posted prices, or state surplus property. If unusual circumstances render the above methods impractical, the District may employ other disposition methods, including appraisal or barter, provided the District makes a determination that such procedure is advantageous to the District. Only United States Postal Money Orders, certified checks, cashier's checks, or cash shall be accepted for sales of surplus property unless otherwise approved by the District or for sales of less than one hundred dollars (\$100).

**Exceptions for Disposition of Learning
Materials and Equipment**

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials to nonprofit community organizations when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

The Board may sell used equipment to a charter school or private school before attempting to sell or dispose of the equipment by other means.

~~Competitive Sealed Bidding~~

~~Notice of the sale bids shall be publicly available from the District at least ten (10) days before the date set for opening bids. Notice of the sale bids shall be mailed to prospective bidders, including those on lists maintained by the District pursuant to A.A.C. R7-2-1023. The notice of the sale bids shall list the materials offered for sale; their location; availability for inspection; the terms and conditions of sale; and instructions to bidders, including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of A.A.C. R7-2-1029.~~

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

~~The award shall be made, in accordance with the provisions of the notice of the sale bids, to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the District. If the District determines that the bid is not advantageous to the District, the District may reject the bids in whole or in part and may resolicit bids, or the District may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.~~

Auctions

Auctions shall be advertised at least two (2) times prior to the auction date in a newspaper of the county as defined in A.R.S. 11-255. Advertisements must be at least seven (7) days apart. All of the terms and conditions of any sale shall be available to the public at least twenty-four (24) hours prior to the auction date.

Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the District shall approve such disposal. The District shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

An employee of the District or a Governing Board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or Board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

State Surplus Property Manager

Except as provided in A.R.S. 15-342, the District may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code [A.R.S. 41-2601 et seq.] and the rules promulgated thereunder.

Donation of Surplus

The Board may donate surplus or outdated learning materials, educational equipment and furnishings to nonprofit community organizations where the Board determines the anticipated cost of selling the learning materials, educational equipment or furnishings equals or exceeds the estimated market value of the materials.

Offer to Sell

The Board may offer to sell outdated learning materials, educational equipment or furnishings at a posted price commensurate with the value of the item to pupils who are currently enrolled in the District before those materials are offered for public sale.

Adopted: _____

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

LEGAL REF.:

A.R.S.

15-341

15-342

15-727

15-729

A.A.C.

R7-2-1131

A.G.O.

I80-036

I80-189

U.S.F.R. Sec. III-J-5(10); App. B(6)

CROSS REF.:

BCB - Board Member Conflict of Interest

FCB - Retirement of Facilities

GBEAA - Staff Conflict of Interest

IJJ - Textbook/Supplementary Materials Selection and Adoption

From: Tammy Ivie <tivie@crexendo.com>
Sent: Tuesday, October 21, 2025 10:04 AM
To: Elizabeth Hawkins <elizabeth.hawkins@vuhs.net>; Ed Quillen <edquillen@ecdatatech.com>
Cc: Kimberly Goodwin <kgoodwin@crexendo.com>
Subject: RE: Elfrida Elementary School : Porting Information & Workbook Update Request

Elizabeth,

Thank you for taking my call this morning!

I understand we are holding the decision related to new phone numbers based on your upcoming school board meeting November 3rd & 4th.

I'll check back in with you that week!

- Please complete the items highlighted in yellow on the Users tab of the attached workbook. Once received I can complete the programming for your new phone system.

Thank you,

Tammy Ivie
Senior Implementation Specialist
D: [\(417\) 665-0364](tel:4176650364)



[Crexendo VIP](#) | [Get a Free Demo](#) | [Investor Relations](#)

The current situation is that Valley Telecom is not willing to release our phone numbers. There are significant issues with our current phones. It is highly probable that a new system would resolve the issues. The difficulty is that we would require staying with Valley Telecom for multiple months to ensure people were aware of our new phone number. We would be required to notify Google etc. I would recommend placing a voice message with our new phone number on the old phone number for more than a month. TOTALLY doable.

Valley Union High School District
Teacher 301 Plan
2025 - 2026

I. Purpose

The purpose of this plan is to be, in accordance with A.R.S. §15-977, Proposition 301 Pay for Performance funds must be distributed based on the specific elements outlined in the statute. As required by law, the Performance-Based Compensation System must be approved by an affirmative vote of at least seventy percent (70%) of the teachers eligible to participate in the system.

This document serves to memorialize the Performance-Based Compensation Plan for the 2025–2026 school year (“Plan”). Funds generated through Proposition 301 will be allocated into three distinct categories, each separate from the district’s regular salary schedule.

According to guidance from the Auditor General’s Questionnaire, the district has determined that eligible employees include classroom teachers, counselors, and librarians.

II. Applicability

This plan applies to all educators who qualify for the 301 funds as outlined in the plan.

III. Definitions

Teacher – A teacher is an employee who holds a valid Arizona teaching license; has an approved contract that identifies them as a teacher; is responsible for delivering approved curriculum through direct instruction; submitting lesson plans, participating in the approved district observation and evaluation process that is reported to the Arizona Department of Education; **and/or** is responsible for assigning grades based upon student performance that award credit. Teachers must work in a position that directly impacts **student academic achievement** and meets the eligibility requirements for **Classroom Site Fund (Prop 301)** distributions as defined by **A.R.S. § 15-501** (Definitions).

Counselor – school professional responsible for supporting the academic, social, emotional, and career development of students. Counselors provide individual and group counseling, crisis intervention, and consultation services to students, staff, and families. They assist in identifying student needs, developing intervention plans, and connecting students with appropriate school or community resources. Counselors also promote a safe and supportive learning environment and uphold confidentiality in accordance with applicable laws, professional standards, and district policy.

Librarian - educational professional responsible for managing and maintaining the school library’s resources, programs, and services to support teaching, learning, and literacy development. The Librarian curates and organizes print and digital materials, assists students and staff in locating and evaluating information, and promotes reading, research

skills, and responsible technology use. The Librarian collaborates with teachers to integrate information literacy into the curriculum, ensures the library environment supports academic growth, and maintains procedures consistent with district policy and applicable state and federal guidelines.

IV. Procedure

1. **Teacher Bonus** – This section is awarded to all employees meeting 95% or more of the definition of teacher, counselor, or librarian \$900 or 10% per semester **(\$1,800 or 20% of board-approved maximum, whichever is higher)**
2. **Student Achievement** – This section is awarded to employees meeting 95% or more of the definition of teacher or who are identified and/or hired to work as either a counselor or librarian and who have students reach the following achievements. **(\$3,600 or 40% of board-approved maximum, whichever is higher)**
 - a. Ninety percent of the juniors (*attending VUHS in person*) will take the ACT test and ninety percent of the freshmen (*attending VUHS in person*) will take the ACT Aspire test. (\$1,000 or 11 $\frac{1}{9}$ %, whichever is higher)
 - b. Seventy percent of seniors will complete the FAFSA by the state appointed deadline. (\$300 or 3 $\frac{1}{3}$ %, or whichever is higher)
 - c. Students taking the Azella test will perform at the state average for ELL performance. (\$300 or 3 $\frac{1}{3}$ %, whichever is higher)
 - d. Teachers will track student progress using available data. Data examples include Galileo (future), IXL, student grades, and reports. Using information, teachers will contact each students' family to update them regarding student growth and learning at least once a semester. If a student is on the D/F list, they will receive a letter to take home and have signed by parents/guardians or have direct documented communication with parent/guardians. Documentation required. (\$1,000 or 11 $\frac{1}{9}$ % whichever is higher)
 - e. Graduation rate is equal to or above the previous year's state graduation rate. (\$1,000 or 3 $\frac{1}{3}$ %, whichever is higher)
3. **Staff Performance & Professional Development** – This section is awarded to teachers and may also include educators who meet some, but not all of the criteria to be identified as a teacher. They are educators who work directly with students and fill in for critical roles important to fully providing robust services for our students. **(\$3,600 or 40% of board-approved maximum, whichever is higher)**
 - a. Three hours of college credit/certificates (\$500 or 5 $\frac{5}{9}$ %, whichever is higher)
 - b. Class sponsor (\$750 or 8 $\frac{1}{3}$ %/year, whichever is higher)
 - c. Clubs for a maximum of 10 meetings per semester (\$750/semester; \$1000 max)
 - d. Attend school board meeting and report back to staff; 80% of meetings (\$500 or 5 $\frac{5}{9}$ %, whichever is higher)

- e. School Special Events; examples include decorating for events, chaperoning dances, Senior Sunrise, participating in Spirit Week, FAFSA night, etc. (\$200 or $2\frac{2}{9}\%$, whichever is higher)
 - f. School extra-curricular facilitator; the person in charge and running the event. (\$500 or $5\frac{5}{9}\%$, whichever is higher)
 - g. Athletic Events: Working to support the athletic event such as: selling tickets, score book, score board, chain gang, announcing the event, line judge, working concessions, etc. (\$200 or $2\frac{2}{9}\%$, whichever is higher)
 - h. Employee Attendance (0-3 Days - \$500 or $5\frac{5}{9}\%$, whichever is higher; Perfect Attendance - \$1,000 or $11\frac{1}{9}\%$, whichever is higher)
 - i. *Teacher Mentor Program*: mentor and mentee paid; log of meetings and topics discussed required; meet at least twice a month (\$500 or $5\frac{5}{9}\%$, whichever is higher)
 - j. Teacher In-service Meetings: attend 80% of meetings; sign in sheet is the documentation needed (\$500 or $5\frac{5}{9}\%$, whichever is higher)
 - k. *Conferences, Workshops and/or Trainings*: complete a minimum of 10 hours of relevant trainings and/or workshops; includes travel time. Additional hours of trainings may increase by increments of 10. Documentation required. (Per increments of 10 hours: \$500 or $5\frac{5}{9}\%$, whichever is higher)
 - l. *College*: complete three college credits relevant to subject area. Documentation required. (\$1,000 or $11\frac{1}{9}\%$, whichever is higher)
 - m. *School Visit*: visit a local school and observe a teacher within content area. Write a brief summary about your observations. (\$500 or $5\frac{5}{9}\%$, whichever is higher)
 - n. *National Board Certification*: teacher enrolled in the National Board Certification process and meets all deadlines. (\$2,000 or $22\frac{2}{9}\%$, whichever is higher)
 - o. *Teacher Training @ In-service Meetings*: design and deliver a training for teachers during in-service meetings. Collect survey and turn in with 301 form. (\$250 or $2\frac{7}{9}\%$ per presentation, whichever is higher)
 - p. *Student Teacher Supervisor*: teacher must host a student teacher for one semester. Agreement from the university must be provided. (\$1,500 or $16\frac{2}{3}\%$, whichever is higher)
4. **Contingency for Non-Availability** - It is the hope and desire of the staff that all of the 301 state-allocated money is distributed to staff each year; however, we recognize the responsibility and fiduciary duty of the Board to remain fiscally accountable to both the state and the community. If 301 funds designated for Section I: Teacher Performance are not fully used because of limited teacher participation, the remaining funds may be reassigned to compensate other staff members who take on those responsibilities.

Teachers will always be given first opportunity to accept these duties; if no teacher is available, the role may then be offered to staff. This ensures school-sponsored events are properly supervised and operate smoothly. All assignments and payments will be approved by the administration on an as-needed basis. Only categories E and F under Section I: Teacher Performance are eligible for staff participation.

5. **Time Table for Payment:** 301 Funds will be dispersed as recommended by school administration and approved by the school board. However, it had been decided by staff that payments will be in December and May.
6. **Appeal Process for Teachers Denied Performance-based Pay:** The follow steps are to be followed
 - a. Any faculty member may submit an individual appeal for 301 eligibility or proof of completion of category option(s) by completing the Individual Appeals Form (Exhibit B) and writing a letter to the school board requesting a formal appeal.
 - i. The letter will state the reason(s) as to why he/she should receive performance payments.
 - ii. The letter will provide supporting details to justify his/her reason(s).
 - b. The school board will review the letter(s) of appeal. The school board will then schedule and hold a meeting with the teacher(s) who have filed an appeal.
 - c. No later than three (3) days after the meeting a letter will be written informing the teacher(s) of the final decision.

V. Attachments

Exhibit A – Opt Out Form

Exhibit B – Individual Appeals Form

Valley Union High School District

Exhibit A – Opt Out Form

301 Classroom Site Fund (CSF) Pay for Performance
OPT-OUT Selection
DUE TO SUPERINTENDENT ON OR BEFORE OCTOBER 31, 2025

Name

Title

My signature below indicates that I have elected to opt-out of participation in the district's 301/Classroom Site Fund (CSF) opportunity for the school year 2025-2026.

I understand that by opting out, I will not be eligible to receive 301/CSF Performance Pay for the Teacher Performance & Professional Development (I) portion of the plan. I further understand that this opt-out only pertains to the Performance & Professional Development (I) and not to Staff meetings or Staff Development held during contract time.

Signature

Date

Valley Union High School District

Exhibit B – Individual Appeals Form

APPEALS FORM (INDIVIDUAL)

Submitted to: Sarah Barrett, Human Resources

Submitted by: _____

Submitted on: _____

I am completing this form because:

- ☐ the six (6) hours of PLC participation could not be verified by my site administrator.
- ☐ 301 Eligibility.
- ☐ 301 Participation could not be verified by my site administration.

This form must be submitted for consideration to the Director of Employee Relations no later than the close of business day on Thursday, May 7, 2026. The form will be reviewed by Human Resources and will then determine if you qualify for payment of 301 funds for the 2025-2026. Both your signature and the superintendent's are required.

You may submit a statement and documentation with this form of eligibility and/or provide evidence that you completed the category options in question.

You will receive written notice of the decision of your appeal no later than Thursday, May 14, 2025. The decision of the Human Resources Department is final and there is no further appeal beyond the process described herein.

Employee Signature

Date

Superintendent's recommendation and rationale:

_____ I recommend approval of this appeal.

_____ I recommend denial of this appeal.

Superintendent's Signature

Date

Rationale (may be provided here or attached):

Valley Union High School Staff Signatures

The signatures below indicate that the following teachers contributed to developing and agree with this 301 plan.

Staff Name Printed	Staff Signature	Date
Armenta, Karla		
Barrett, Sarah		
Claus-Walker, Debra		
De La Cruz, Reyna		
Domich, Nick		
Essary, Kelsey		
Gamez, Evelyn		
Hill, Shawna		
Rubio, Amanda		
Terrell, Angie		
Yarbrough, Danielle		
Zamora, Veronica		