



Regular Board Meeting Agenda

Tuesday, May 13, 2025 | 6:00 PM | District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032

Items on the regular meeting agenda may be discussed in executive session related to employment matters, for the purpose of obtaining legal advice thereon or other matters pursuant to A.R.S. 38-431.03(A). The Governing Board may change the order of agenda items, pursuant to Governing Board Policy BEDB. The meeting room will be open to the public fifteen minutes prior to the beginning of the meeting.

1. PUBLIC HEARING

1.A. FY 2024-25 Budget Revision #2

Individuals may comment on the Budget Revision. A complete copy of the Revised Budget may be viewed at the Joseph City School District Office and online at <https://meetings.boardbook.org/Public/Organization/894> in ACTION ITEMS section of this agenda.

2. OPENING ITEMS

2.A. Call to Order

2.B. Roll Call

2.C. Pledge of Allegiance

2.D. Invocation

3. APPROVE AGENDA

4. APPROVE MINUTES

April 8, 2025 Regular Board Meeting



**Minutes of Regular Board Meeting of the Governing Board
Joseph City Unified School District
District Office Board Room, 8176 N. Westover, Joseph City, AZ 86032
Tuesday, April 8, 2025**

Members present

Eldon Larsen, President; Dayton Flake, Clerk; Karsten Flake, Cat Hansen, Lexi Nelson

Administrators present

Bryan Fields, Superintendent; Steven Mills, Business Manager; Eric Miller, JH/HS Principal; Darrel Mosier, Elementary Principal

Others present

High School Basketball team and coaches, and 17 community members

1. OPENING ITEMS

1.A. Call to Order

Motion by Eldon Larsen to call the meeting to order
Time: 6:00 p.m.

1.B. Roll Call

1.C. Pledge of Allegiance

1.D. Invocation

2. APPROVAL OF AGENDA

Motion by Eldon Larsen to adopt the agenda as presented; second by Dayton Flake
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

3. APPROVAL OF MINUTES

Motion to approve the March 18, 2025 minutes by Dayton Flake; second by Karsten Flake
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

4. SUPERINTENDENT'S REPORT

The High School Girls Basketball Team was presented with their State Championship Title. Update on school events and issues.

5. REQUESTS TO SPEAK TO THE GOVERNING BOARD

Martin Roes addressed the board regarding the renewal of his coaching contract and District sports policies and practices.

6. CONSENT AGENDA

Motion to approve the Consent Agenda by Eldon Larsen; second by Dayton Flake
Final Resolution: Motion passed.
Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

6.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 3/1/2025 through 3/31/2025.

General and Special Funds: #19 \$177,335.45; #20 \$150,481.01; #1032 \$89,170.29; #1033 \$14,127.14; #1034 \$35,164.77; #1035 \$33,943.33; #1036 \$52,647.02

Auxiliary Operations Funds: #1067 \$7,966.20; #1068 \$1,603.90; #1070 \$660.00; #107 \$2,273.00

Student Activities Fund: #1066 \$132.29; #1069 \$553.10; #1074 \$123.55

6.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 3/1/25 through 3/31/25.

6.C. Student Fundraisers

Organization	Description	Action
Choir	Dinner and a Show	Ratify
JH Student Council	Sucker Sales	Ratify
Senior Class - Class of 25	Butter Braids	Approve
Softball Club	Online Donations	Ratify

6.D. Approve Intergovernmental Agreements

Navajo County Community College District (Northland Pioneer College) - Dual Enrollment for High School Students and Talon Distance Learning Classes

7. POSSIBLE EXECUTIVE SESSION (*)

Executive Session convened during Agenda Item 8.B.

8. ACTION ITEMS

8.A. Personnel Requests

Name	Assignment	Action
Ahlstrom, Mary	Teacher - Elementary	Resignation
Bowler, Vyktorianna	Lifeguard	Renewal
Chairez, Gabe	Lifeguard	Appointment
Frost, Katherine	Volunteer	Renewal
Frost, Ryah	Lifeguard	Appointment
Gardner, Justin	Lifeguard	Appointment
Gayer, Michael	Auditorium Tech	Appointment
Hutchens, Daniel	Teacher	Renewal
Hutchens, Daniel	Band Director	Renewal
Hutchens, Daniel	Choir Director	Assignment
Hutchens, Daniel	Coach (Head) - HS Softball	Renewal
Isaacson, Taura	Teacher	Appointment
Kinlicheenie, Jaydiana	Lifeguard	Appointment
Kinlicheenie, Kregar	Lifeguard	Appointment
Larsen, Karen (Trina)	Teacher	Renewal
Miller, Mariah	Lifeguard	Appointment
Murphy, Tyler	Teacher	Appointment
Neal, Conner	Maintenance Tech III	Ratification
Price, Andrea	Instructional Aide II	Resignation
Schoby, Sahzira	Lifeguard	Renewal
Young, Irene	Custodian	Retirement

Motion by Eldon Larsen to approve the personnel requests as presented; second by Lexi Nelson
Final Resolution: Motion passed.

Yes: Eldon Larsen, Karsten Flake, Dayton Flake, Cat Hansen, Lexi Nelson

8.B. Employee Requests to Retire with the Intention to Return to Work as Contracted Staff for FY 2025-26 (*)

Retirement effective June 30, 2025; Return to work as contracted staff through Educational Services LLC (ESI) effective July 1, 2025:

- Darolyn Dewitt (Teacher)
- Kay Rush (Teacher)
- Steve Mills (Business Manager)
- Bryan Fields (Superintendent)

Motion by Eldon Larsen to convene an Executive Session to discuss Employee requests to retire and return to work as contracted staff for FY 2025-26. Second by Karsten Flake. Motion passed unanimously. Executive Session convened at 6:36 p.m.

Motion by Eldon Larsen to reconvene the regular session; second by Karsten Flake. Motion passed unanimously. Regular Session reconvened at 7:14 p.m.

Motion by Eldon Larsen to accept employee requests to retire and return to work as contracted staff for FY 2025-26 as presented; second by Karsten Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.C. Discussion and Possible Approval of Employee Pay Increases for 2025-26

Motion to discuss possible approval of employee pay increases for 2025-26 by Eldon Larsen; second by Karsten Flake

Motion by Eldon Larsen to approve FY2025-26 pay increases as presented with the exceptions that the percentage increases are to be 3 percent for Teachers, Certified Specialists, Management Team, Classified Specialists and the Superintendent and that the percentage increase is to be 3.5 percent for Support Staff; second by Lexi Nelson

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.D. Approve Employee Benefits and Health Insurance for 2025-26

Motion by Eldon Larsen to approve the Employee Benefits and Health Insurance for 2025-26 as presented; second by Dayton Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

8.E. Discussion and Possible Approval of Changes to Governing Board Policies

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. Policies affected:

- A - District Mission and Belief Statement
- AA - School District Legal Status
- ABA - Community Involvement in Education
- ABAA - Parental Involvement
- AC; AC-R; AC-E - Nondiscrimination / Equal Opportunity
- ACA; ACA-R; ACA-E - Sexual Harassment
- ACAA; ACAA-R - Title IX Sex Discrimination
- AD - Education Philosophy / School District Mission
- GBK - Staff Grievances
- JII - Student Concerns, Complaints, and Grievances

Motion by Eldon Larsen to approve the changes to the Governing Board Policies as presented; second by Dayton Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Dayton Flake, Karsten Flake, Cat Hansen, Lexi Nelson

9. INFORMATION ITEMS

9.A. Review of Possible Policy Changes to be Considered for Adoption at a Future Meeting

Policies affected:

BA - School Board Operational Goals
BAA; BAA-E; BAA-EB - Evaluation of School Board/Board Self-Evaluation
BB - School Board Legal Status
BBA; BBAE - Board Powers and Responsibilities
BBAA - Board Member Authority and Responsibilities
BBBA - Board Member Qualifications
BBBB; BBBB-E - Board Member Oath of Office
BBBC - Board Member Resignation
BBBD - Board Member Removal from Office
BBBE - Unexpired Term Fulfillment
BCA - Board Member Ethics
BCB - Board Member Conflict of Interest
BDA - Board Organizational Meeting
BDB - Board Officers
BDD - Board--Superintendent Relationship
BDE - Board Committees
BDF - Advisory Committees
BDG - School Attorney
BE; BE-EA; BE-EB; BE-EC - School Board Meetings
BEC; BEC-EA; BEC-EB; BEC-EC; BEC-ED - Executive Sessions / Open Meetings
BED; BED-R; BED-EA; BED-EB - Meeting Procedures
BEDA - Notification of Board Meetings
BEDB; BEDB-E - Agenda
BEDBA - Agenda Preparation and Dissemination
BEDC - Quorum
BEDD - Rules of Order
BEDF - Voting Method
BEDG; BEDG-R; BEDG-EA; BEDG-EB - Minutes
BEDH; BEDH-E - Public Participation at Board Meetings
BEDI - News Media Services at Board Meetings
BGB; BGB-R - Policy Adoption
BGC; BGC-R - Policy Revision and Review
BGD - Board Review of Regulations
BGE; BGE-R - Policy Communication / Feedback
BGF - Suspension / Repeal of Policy
BHC - Board Communications with Staff Members
BHD - Board Communications with the Public
BIA - New Board Member Orientation / Handbook
BIB; BIB-R - Board Member Development Opportunities
BIBA; BIBA-R - Board Member Conferences, Conventions and Workshops
BIE - Board Member Insurance / Liability
BJ - School Board Legislative Program
BK - School Board Memberships
BKA - Liaison with School Boards Associations
IHA - Basic Instructional Program
JLIF - Sex Offender Notification

Motion to discuss the Governing Board Policies by Eldon Larsen; second by Dayton Flake. Motion approved unanimously.

9.B. Joseph City Schools Audit and Compliance Reports for Fiscal Year 2023-24

Motion by Eldon Larsen to discuss the Audit and Compliance Reports for FY 23-24; second by Dayton Flake. Motion approved unanimously.

9.C. Requests for Future Agenda Items

- Status report on trends and patterns regarding student grades and rates of completion of assignments.

9.D. Upcoming Meetings and Events Calendar

- Next Regular Board Meeting - May 13, 2025; 6:00 p.m.

10. ADJOURNMENT

Motion by Eldon Larsen to adjourn the meeting; second by Dayton Flake

Final Resolution: Motion passed.

Yes: Eldon Larsen, Karsten Flake, Dayton Flake, Cat Hansen, Lexi Nelson

Meeting adjourned at 8:01 p.m.

APPROVED:

Board Clerk or President

5. SUPERINTENDENT'S REPORT

5.A. Status report on trends and patterns regarding student grades and rates of completion of assignments

Student Number	Missing Assignments - All Courses
46E	6
051	0
4C4	1
B01	2
097	2
88C	5
D2D	0
3DA	5
0B6	13
9AF	0
384	6
9A1	1
AEB	3
169	0
CB3	2
B3D	0
753	20
FE2	0
147	1
85C	14
763	0
852	1
941	0
4FF	1
7F7	1
9E7	1
D92	3
A78	0
3B0	0
4D5	0

Student Number	Missing Assignments - All Courses
362	3
8C2	0
718	1
72D	7
A41	1
F11	10
D36	4
762	3
B22	5
6A2	0
F62	1
7DB	1
7B9	14
F32	8
23F	6
97A	3
53A	8
FB9	0
924	14
38D	9
CD0	4
EEF	13
EE8	2
1DD	0
AB4	2
FD0	4
BB2	0
63D	28
DA0	2
E25	3
587	7
318	7

Student Number	Missing Assignments - All Courses
46E	0
09E	36
91A	1
E73	0
B3B	0
EFE	4
335	1
B60	0
FF2	2
602	4
BD5	3
91E	0
D9E	1
39B	3
D79	3
6E8	1
015	0
C26	9
A8	3
D43	20
DEF	8
DB3	1
2A8	1
D17	2
1D9	2
ED2	5
6C4	1
15F	6
CF1	9
A6A	19
EC3	5
A82	0
ACF	6
6A2	2
B49	1
385	7
E28	3
1F9	10
386	0

Student Number	Missing Assignments - All Courses
962	28
F6D	59
ECA	33
D52	25
856	35
558	88
431	8
B50	27
0E5	33
8FA	74
74C	5
E1F	19
6CC	65
2A1	27
1D1	3
513	21
787	13
EE0	18
E06	90
B06	38
206	14
2A7	35
45D	15
267	27
EAF1	53
6F2	7
426	26
46B	13
EA8	10
5DA	0
84A	32
256	6
C3B	18
95B	12

Student Number	Missing Assignments - All Courses
1F2	29
E2A	13
3CF	45
C24	3
472	36
9FF	1
9C2	17
61E	51
4C7	49
AED	7
1F9	37
646	1
4FA	0
506	9
898	5
CBB	16
C36	1
E33	13
A1F	17
3E5	5
B6A	6
C55	18
F56	11
717	13
EFB	30
95C	21
AF8	21
E67	18
683	52
6C3	10
7BC	16

Student Number	Missing Assignments - All Courses
D21	11
98B	1
23D	3
500	21
4D8	0
58C	29
C85	13
5E3	1
1DB	11
6E8	30
CFE	44
FDF	3
9DF	11
892	1
B92	10
A96	5
236	23
2A8	9
707	16
38D	19
718	33
8AB	12
337	8
80B	26
D49	24
1E5	17
404	11
E4E	9
CA4	37
9AE	46
A6B	10

Student Number	Missing Assignments - All Courses
4CA	12
785	9
D14	6
04E	18
DAD	3
546	11
EA5	6
A9D	20
DB7	35
574	79
783	29
9FA	21
C80	11
F58	14
E37	3
799	2
10F	4
924	38
53E	49
15A	96
C35	6
AF9	8
E83	17
C59	31
F20	36
4AD	28
46A	89
234	9
DF6	19
3A4	108
A0B	40
1F3	16
403	27
6CB	6
43B	25
A9C	3
622	17
O78	17
B07	3
3C2	35

Student Number	Missing Assignments - All Courses
916	31
6A0	27
F3F	10
C16	13
967	45
2AA	9
FD8	21
FBA	4
2D2	20
BBA	45
202	0
997	12
FDB	5
6EB	27
578	41
04E	50
828	52
A66	36
3E8	30
7A2	10
121	16
543	48
288	8
442	40
BF9	34
F49	24
DF4	5
246	18
413	51
A81	65
033	11
901	19
64E	1

Student Number	Missing Assignments - All Courses
D5E	25
253	4
102	54
BD9	10
BDF	28
DF2	2
108	33
FBD	17
E5E	51
114	43
58C	11
3AA	18
AB2	16
6B5	5
49B	0
3F9	6
A4D	7
5F2	6
581	17
BB6	26
661	107
6CF	17
CD0	21

Student Number	Missing Assignments - All Courses
813	10
214	6
0A2	8
789	7
5AE	11
80B	5
0A3	32
8DA	25
30F	2
176	34
91B	1
EA9	48
879	0
404	8
076	11
E7A	62
EC6	12
FEF	2
310	11
B04	20
DAA	0
28C	3
A72	26
D71	0
DF3	1
446	8
B5A	2
7E1	7
79C	33
644	7
583	3
636	6

5.B. Current events and issues

To: Joseph City Governing Board

Date: May 9, 2025

From: B. Fields, Superintendent

Subject: Updates and Current Events

- Work on finalizing and filling our staffing needs are still in progress and a priority for us at this time.
- The end of the 2024-2025 school year is upon us and final exams are being administered this month.
- Trane HVAC company would like to do a presentation for the Governing Board on May 21st, at 5:00pm. 8th grade promotion is that night and I told him he would only have 1 hour before the Governing Board and I would need to leave to the ceremony. I can provide more information in advance if you'd like to know.
- Attached to my report are some disaggregated grading and sportsmanship data reports. I can take you through those if you have any questions. At the time of writing this, I don't have all of the data but the data I've received appears to be useful in organizing some things for the upcoming school year. I am interested in the implementation of some clear grading policies and procedures. I will follow up with the Board once I've reviewed all of the data.
- Please plan on attending and participating in the 8th Grade Promotional Program on May 21st, and the HS Commencement Program on May 22nd. Professional Business attire is requested. Both programs start at 7:00 pm, respectively. If you could arrive 15 - 20 minutes early we can organize how the diplomas may be arranged for the Board Members to present.
- Final preparations are also being made for our summer credit recover, and summer activities.
- Thank you for your work and your support for our School District.
- We have experienced some loss in enrollment funding and class sizes have shrunk at some levels. Class sizes appear to be continuing to decrease for next year as well. There are many variables that we consider as class sizes are staffed. We look at things such as equity and students' needs. Instructional aides may be used in some of these classes as determined by our needs, and approved by the Principal. The following numbers are a decrease in teachers by 1 teacher from how we were staffed this current year. If my recommendation is approved to hire Jennifer Fischer as an elementary teacher, the approximate numbers for classes appear to be as follows:
 - 5th Grade: **33** students and **1**- teacher;
 - 4th Grade: **32** students and **2**- teachers;
 - 3rd Grade **28** students and **2**- teachers;
 - 2nd Grade **22** students and **2**- teachers;
 - 1st Grade **21** students and **1**- teacher;
 - Kindergarten **29** students and **1**- teacher
- I am strongly considering a recommendation to the Board in June that will present an Elementary schedule that reduces Kindergarten back to a half-day schedule. The state only funds half-day kindergarten. This would reduce the load on our Kindergarten teacher. Please let me know if you'd like to discuss this.

Athletics Report on Technical Fouls and “UnSportsman Conduct” or similar Penalties for this school year:

Our high schools’ teams had good sportsmanlike rating in several programs. There appeared to be a problem with a couple of sports but we are addressing those issues. A couple of changes that potentially will be recommended for the coaching handbook may be the mandatory immediate removal from participation in the game that a student receives a technical (or similar) foul in, and sportsmanship in-service, and Athletic Vision/Mission and Goals training.

Overall School Sportsmanship Rating
 Categories are rated 1-5, with 5 being the best.

126 RATINGS		4.60 OVERALL ▲ 0.00 #40 IN 1A	4.60 COACHES ▼ 0.00 #37 IN 1A	4.53 PLAYERS ▲ 0.01 #41 IN 1A	4.66 FANS ▲ 0.00 #34 IN 1A
Baseball 9 RATINGS		4.48 OVERALL ▼ 0.04 #20 IN 1A	4.33 COACHES ▼ 0.10 T20 IN 1A	4.67 PLAYERS ▼ 0.05 T14 IN 1A	4.44 FANS ▲ 0.01 T21 IN 1A
Softball 13 RATINGS		4.92 OVERALL ▲ 0.01 #14 IN 1A	4.92 COACHES ▲ 0.01 #15 IN 1A	4.92 PLAYERS ▲ 0.01 #18 IN 1A	4.92 FANS ▲ 0.01 #16 IN 1A
Basketball - Girl's 31 RATINGS		4.45 OVERALL #34 IN 1A	4.52 COACHES #32 IN 1A	4.42 PLAYERS #39 IN 1A	4.42 FANS #36 IN 1A
Basketball - Boy's 33 RATINGS		4.31 OVERALL #39 IN 1A	4.30 COACHES #39 IN 1A	4.12 PLAYERS #42 IN 1A	4.52 FANS #31 IN 1A
Wrestling - Girls 4 RATINGS		5.00 OVERALL T1 IN DIVISION II	5.00 COACHES T1 IN DIVISION II	5.00 PLAYERS T1 IN DIVISION II	5.00 FANS T1 IN DIVISION II
Wrestling - Boys 4 RATINGS		5.00 OVERALL T1 IN DIVISION IV	5.00 COACHES T1 IN DIVISION IV	5.00 PLAYERS T1 IN DIVISION IV	5.00 FANS T1 IN DIVISION IV
Volleyball - Girl's 25 RATINGS		4.91 OVERALL T20 IN 1A	4.96 COACHES #8 IN 1A	4.76 PLAYERS #39 IN 1A	5.00 FANS T1 IN 1A
Football - 8 man 7 RATINGS	21	4.57 OVERALL #12 IN 1A	4.43 COACHES #15 IN 1A	4.71 PLAYERS #10 IN 1A	4.57 FANS #12 IN 1A



Summary of Financial Operations (Unaudited)
April 30, 2025

Fund		Budget	YTD Expenses	Encumbrances	Budget Balance
001	Maintenance & Operation	\$5,366,034	\$4,090,516	\$ 785,175	\$ 490,342
010	Classroom Site Fund	\$1,378,054	\$ 436,208	\$ 233,599	\$ 708,247
020	Instructional Improvement	\$ 158,272	\$ 76,905	\$ -	\$ 81,367
100-130	Title I	\$ 214,812	\$ 120,443	\$ 53,025	\$ 41,344
140-150	Title II - Profesional Development	\$ 72,555	\$ 7,018	\$ 220	\$ 65,317
200-209	Title VII - Indian Education	\$ 12,000	\$ 10,351	\$ -	\$ 1,649
220-229	IDEA/Special Education Grants	\$ 228,701	\$ 103,026	\$ 24,386	\$ 101,289
230	Johnson-O'Malley (JOM) - Indian Ed.	\$ 4,500	\$ -	\$ -	\$ 4,500
260-270	Career & Technical Ed (CTE) - Federal	\$ 18,825	\$ 12,020	\$ 267	\$ 6,538
290-291	Medicare Reimbursement (Spec Ed services)	\$ 155,036	\$ 106,734	\$ 2,686	\$ 45,616
301	Az School Nurse Access Program	\$ 318	\$ 203	\$ 116	\$ -
326-346	ESSER	\$ 333,815	\$ 291,656	\$ -	\$ 42,159
374	E-Rate	\$ 75,000	\$ -	\$ -	\$ 75,000
390	REAP (Federal rural assistance grant)	\$ 67,000	\$ 59,928	\$ 3,600	\$ 3,472
400	Career & Technical Ed (CTE) - State	\$ 5,809	\$ 3,749	\$ 831	\$ 1,229
500	School Plant (Proceeds from surplus equip sales)	\$ 20,000	\$ -	\$ 3,209	\$ 16,791
510	Food Service	\$ 345,000	\$ 258,882	\$ 79,312	\$ 6,806
515	Civic Center (Swimming pool community use)	\$ 80,000	\$ 25,801	\$ 13,898	\$ 40,302
520	Preschool Tuition	\$ 35,000	\$ 3,846	\$ 566	\$ 30,588
525	Auxiliary Operations (Bookstore, athletics, fees)	\$ 100,000	\$ 73,893	\$ 4,431	\$ 21,676
526	Extracurricular Activities Tax Credit	\$ 50,000	\$ 10,097	\$ 1,185	\$ 38,717
530	Gifts & Donations	\$ 550,000	\$ 47,776	\$ -	\$ 502,224
535-539	CTE & Vocational Education Projects	\$ 30,000	\$ 12,272	\$ 118	\$ 17,610
550	Insurance Proceeds (from claims)	\$ 75,000	\$ 6,871	\$ 420	\$ 67,708
565	Litigation Recovery	\$ 30,000	\$ -	\$ -	\$ 30,000
570	Indirect Costs (Grant administration costs)	\$ 163,185	\$ 135,774	\$ 21,811	\$ 5,600
585	Insurance Refunds (premium discounts)	\$ 39,000	\$ -	\$ -	\$ 39,000
596	NAVIT	\$ 270,000	\$ 227,967	\$ 36,548	\$ 5,485
610	Capital Outlay	\$ 317,554	\$ 267,488	\$ 21,752	\$ 28,314
620	Adjacent Ways	\$ 196,084	\$ 3,679	\$ 3,985	\$ 188,420
665	Energy and Water Savings	\$ 180,000	\$ 138,901	\$ -	\$ 41,099
686	SFB Emergency Deficiency Correction	\$ 60,000	\$ -	\$ -	\$ 60,000
691	SFB Building Renewal Grant	\$2,000,000	\$ -	\$ -	\$2,000,000
850	Student Activities (clubs and classes)	\$ 60,000	\$ 22,760	\$ 5,348	\$ 31,892
TOTAL		\$ 12,691,554	\$ 6,554,765	\$ 1,296,487	\$ 4,840,302

6. REQUESTS TO SPEAK TO THE GOVERNING BOARD

The procedure for addressing the Board in a public meeting may be viewed here: <https://josephcityaz.sites.thrillshare.com/page/public-comments>

7. CONSENT AGENDA

Vote on Consent Agenda. All items listed will be considered as a group and will be approved with one motion unless a Board Member requests an item be removed from the consent agenda and considered as a separate item.

7.A. Approve Expense Vouchers

Action to ratify district vouchers for the period 4/1/2025 through 4/30/2025.

General and Special Funds: #21 \$182,341.05; #22 \$171,281.52; #1037 \$61,867.96; #61,867.93; #1039 \$26,193.75

Auxiliary Operations Funds: #1076 \$2,137.76; #1078 \$1,221.39; #1080 \$3245.80; #1083 \$591.14

Student Activities Fund: #1077 \$1,653.56; #1079 \$2,096.60; #1081 \$725.00; #1084 \$939.50

7.B. Student Activities Fund Report

Revenues, expenditures and charges in the Student Activities Fund Report; period of 4/1/2025 through 4/30/2025.

JOSEPH CITY USD EXTERNAL FUNDS

Student Activities Summary Report

Fiscal Year: 2024 - 2025

From Date: 4/1/2025

To Date: 4/30/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
000000 Undesignated DO NOT USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102610 Joseph City Jr High School Student Council	\$425.73	\$411.00	\$0.00	\$836.73	\$0.00	\$836.73
102612 Joseph City Jr High School Softball	(\$11.39)	\$0.00	\$0.00	(\$11.39)	\$0.00	(\$11.39)
102619 Joseph City Jr High School Volleyball	\$507.27	\$0.00	\$0.00	\$507.27	\$0.00	\$507.27
102629 Joseph City Jr High School Track	\$260.11	\$0.00	\$0.00	\$260.11	\$0.00	\$260.11
102637 Joseph City Jr High School Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102638 Joseph City Jr High School Class of 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102639 Joseph City Jr High School Class of 2026	\$2,533.94	\$0.00	\$0.00	\$2,533.94	\$0.00	\$2,533.94
102640 Joseph City Jr High School Class of 2027	\$1,657.52	\$0.00	\$0.00	\$1,657.52	\$0.00	\$1,657.52
102641 Joseph City Jr High School Class of 2028	\$499.64	\$0.00	\$0.00	\$499.64	\$0.00	\$499.64
102642 Joseph City Jr High School Class of 2029	\$2,138.74	\$0.00	\$0.00	\$2,138.74	\$0.00	\$2,138.74
102643 Joseph City Jr High School Class of 2030	\$445.66	\$0.00	\$0.00	\$445.66	\$0.00	\$445.66
102644 Joseph City Jr High School Class of 2031	\$825.00	\$0.00	\$0.00	\$825.00	\$0.00	\$825.00
203601 Joseph City High School Band	\$218.26	\$0.00	\$0.00	\$218.26	\$0.00	\$218.26
203602 Joseph City High School Baseball	\$896.94	\$30.00	\$0.00	\$926.94	\$0.00	\$926.94
203604 Joseph City High School Disc Golf Club	\$473.52	\$0.00	\$0.00	\$473.52	\$0.00	\$473.52
203605 Joseph City High School Chess Club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203606 Joseph City High School Card and Game Club	\$146.14	\$0.00	\$0.00	\$146.14	\$0.00	\$146.14
203607 Joseph City High School Drama	\$725.11	\$0.00	\$0.00	\$725.11	\$0.00	\$725.11
203608 Joseph City High School Future Business Leaders of America	\$133.10	\$1.20	\$0.00	\$134.30	\$0.00	\$134.30
203609 Joseph City High School Girls Basketball	\$3,034.34	\$0.00	(\$1,697.60)	\$1,336.74	\$1,596.67	\$2,933.41
203610 Joseph City High School Student Council	\$7,187.62	\$0.00	(\$200.00)	\$6,987.62	\$200.00	\$7,187.62
203611 Joseph City High School National Honor Society	\$477.97	\$0.00	\$0.00	\$477.97	\$0.00	\$477.97
203612 Joseph City High School Softball	\$1,951.50	\$0.00	(\$1,403.56)	\$547.94	\$1,403.56	\$1,951.50
203613 Joseph City High School Momentum Club/Audition Choir	\$1,159.15	\$260.00	\$0.00	\$1,419.15	\$0.00	\$1,419.15
203614 Joseph City High School Wrestling	\$5,291.99	\$0.00	(\$50.00)	\$5,241.99	\$50.00	\$5,291.99
203615 Joseph City High School Cheerleaders	\$915.91	\$0.00	(\$399.00)	\$516.91	\$422.40	\$939.31
203616 Joseph City High School Welding	\$136.33	\$0.00	\$0.00	\$136.33	\$0.00	\$136.33
203617 Joseph City High School Woods	\$104.72	\$0.00	\$0.00	\$104.72	\$0.00	\$104.72
203618 Joseph City High School Boys Basketball	\$2,139.77	\$0.00	(\$725.00)	\$1,414.77	\$0.00	\$1,414.77
203619 Joseph City High School Volleyball	\$8,072.42	\$0.00	\$0.00	\$8,072.42	\$0.00	\$8,072.42
203620 Joseph City High School FACS	\$35.74	\$0.00	\$0.00	\$35.74	\$0.00	\$35.74
203621 Joseph City High School Hotrod Club	(\$239.96)	\$0.00	\$0.00	(\$239.96)	\$0.00	(\$239.96)
203624 Joseph City High School Basketball Cheerleaders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203625 Joseph City High School FFA	\$939.07	\$0.00	\$0.00	\$939.07	(\$200.00)	\$739.07
203626 Joseph City High School Happy Club	\$880.07	\$0.00	\$0.00	\$880.07	\$0.00	\$880.07
203627 Joseph City High School Robotics	\$359.85	\$0.00	\$0.00	\$359.85	\$0.00	\$359.85
203628 Joseph City High School Cross Country	\$220.60	\$0.00	\$0.00	\$220.60	\$0.00	\$220.60
203629 Joseph City High School Track	\$321.04	\$0.00	\$0.00	\$321.04	\$0.00	\$321.04
203630 Joseph City High School Football	(\$65.42)	\$0.00	\$0.00	(\$65.42)	\$0.00	(\$65.42)
203631 Joseph City High School Technology Club	\$109.95	\$0.00	\$0.00	\$109.95	\$0.00	\$109.95
203632 Joseph City High School Class of 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203633 Joseph City High School Class of 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

JOSEPH CITY USD EXTERNAL FUNDS

Student Activities Summary Report

Fiscal Year: 2024 - 2025

From Date: 4/1/2025

To Date: 4/30/2025

Print Detail

Page Break by Activity

Subtotal By Journal

Exclude Encumbrances

Reverse Sign

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrance	Available Balance
203634 Joseph City High School Class of 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203635 Joseph City High School Class of 2022	\$137.03	\$0.00	\$0.00	\$137.03	\$0.00	\$137.03
203636 Joseph City High School Class of 2023	\$780.48	\$0.00	\$0.00	\$780.48	\$0.00	\$780.48
203637 Joseph City High School Class of 2024	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
203638 Joseph City High School Class of 2025	\$4,573.42	\$4,846.00	\$0.00	\$9,419.42	(\$3,759.98)	\$5,659.44
203639 Joseph City High School Class of 2026	(\$240.38)	\$3,421.00	(\$939.50)	\$2,241.12	\$0.00	\$2,241.12
203640 Joseph City High School Class of 2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203641 Joseph City High School Class of 2028	\$0.00	\$0.00	\$0.00	\$0.00	(\$449.86)	(\$449.86)
500300 Districtwide UNDESIGNATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500600 Districtwide UNDESIGNATED	(\$16.01)	\$0.00	\$0.00	(\$16.01)	\$0.00	(\$16.01)
Grand Total:	\$50,342.49	\$8,969.20	(\$5,414.66)	\$53,897.03	(\$737.21)	\$53,159.82

End of Report

7.C. Student Fundraisers

Organization	Description	Action
Class of 2028	Chocolate Bar Sales	Ratify

7.D. Gifts & Donations

Donor	Item	School/Program	Purpose	Amount
Love's Travel Stop	Cash	Kindergarten	Reading incentives	\$500

7.E. Approve Fee Schedules for 2025-26

7.F. Approve Renewal of Contract with Southwest Foodservice for FY2025-26

Food service management

7.G. Approve Renewal of Intergovernmental Agreement with Vail Unified School District

For the Beyond Textbooks Program

7.H. Approve Renewal of Intergovernmental Agreement with Northern Arizona Vocational Institute of Technology - NAVIT

Provide career, technical and vocational instructional programs for JCUSD students

7.I. Approve the Memorandum of Understanding with Cartwheel Health Services, P.C. for FY2025-26

Counseling services funded by the Arizona Department of Education

8. POSSIBLE EXECUTIVE SESSION (*)

For any agenda item indicated with an asterisk (*), the Board may vote to convene in Executive Session pursuant to A.R.S. 38-431.03 (A) (1) for personnel matters when notified; (2) discussion or consideration of records exempt by law from public inspection; (3) for consultation with attorney; (4) for consultation with attorney when in pending or contemplated litigation. Discussion or consideration of personnel matters may include employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee.

9. ACTION ITEMS

9.A. Personnel Requests (*)

Name	Assignment	Action
Arnell, Jaxon	Lifeguard	Ratification
Ashcroft, Hailey	Seasonal Worker	Renewal
Brawley, Gianna	Seasonal Worker	Appointment
Balda, Annabelle	Seasonal Worker (pool)	Appointment
Bushman, Jessi	Volunteer (Elementary Baseball)	Renewal
Bushman, Lauren	Seasonal Worker	Renewal
Case, Greg	Teacher	Resignation
Cox, Wyatt	Seasonal Worker	Appointment
Davis, Aaron	Bus Driver	Resignation
Davis, Kylie	Coach	Resignation
Davis, Kylie	Substitute Teacher	Resignation
DeWitt, Joel	Volunteer (Elementary Baseball)	Renewal
DeWitt, Lexi	Volunteer (Elementary Baseball)	Renewal
Fischer, Jennifer	Teacher (Elementary)	Appointment
Gardner, Justin	Seasonal Worker	Appointment
Golding, Tori	Volunteer (Elementary Baseball)	Renewal
Hansen, Marijoe	Teacher (Jr/Sr High - Ag, FACS)	Appointment
Hutchens, Daniel	Bus Driver (Substitute)	Renewal
Jensen, Loucinda	Custodian, part time	Appointment

Name	Assignment	Action
Jensen, Mary	Custodian, full-time	Appointment
Johnstun, Bannon	Seasonal Worker	Appointment
Kelley, Dayna	Volunteer (Elementary Baseball)	Renewal
Larsen, Robert	Volunteer (Elementary Baseball)	Renewal
Murray, Paige	Teacher (Elementary)	Resignation
Randles, Chalene	Volunteer (Elementary baseball)	Renewal
Randles, Chalene	Instructional Aide	Ratification
Redfearn, Traci	Instructional Aide	Resignation
Roes, Martin	Volunteer (Elementary Baseball)	Renewal
Romero, Rylee	Seasonal Worker	Appointment
Salley, Erik	Seasonal Worker	Renewal
Smith, Tyson	Seasonal Worker	Renewal
Warner, Briana	Student Worker	Appointment
Whipple, Kourtney	Volunteer (Elementary Baseball)	Appointment

9.B. Discussion and Possible Approval of Changes to Governing Board Policies

These policies and possible changes were presented for public and board review at the previous regular board meeting and on the District website. See the attached Policy Advisory for policy changes to be considered. See the Link section of this agenda item to view the current policy manual. Policies affected:

BA - School Board Operational Goals
BAA; BAA-E; BAA-EB - Evaluation of School Board/Board Self-Evaluation
BB - School Board Legal Status
BBA; BBAE - Board Powers and Responsibilities
BBAA - Board Member Authority and Responsibilities
BBBA - Board Member Qualifications
BBBB; BBBB-E - Board Member Oath of Office
BBBC - Board Member Resignation
BBBD - Board Member Removal from Office
BBBE - Unexpired Term Fulfillment
BCA - Board Member Ethics
BCB - Board Member Conflict of Interest
BDA - Board Organizational Meeting
BDB - Board Officers
BDD - Board--Superintendent Relationship
BDE - Board Committees
BDF - Advisory Committees
BDG - School Attorney
BE; BE-EA; BE-EB; BE-EC - School Board Meetings
BEC; BEC-EA; BEC-EB; BEC-EC; BEC-ED - Executive Sessions / Open Meetings
BED; BED-R; BED-EA; BED-EB - Meeting Procedures
BEDA - Notification of Board Meetings
BEDB; BEDB-E - Agenda
BEDBA - Agenda Preparation and Dissemination
BEDC - Quorum
BEDD - Rules of Order
BEDF - Voting Method
BEDG; BEDG-R; BEDG-EA; BEDG-EB - Minutes
BEDH; BEDH-E - Public Participation at Board Meetings
BEDI - News Media Services at Board Meetings
BGB; BGB-R - Policy Adoption
BGC; BGC-R - Policy Revision and Review
BGD - Board Review of Regulations
BGE; BGE-R - Policy Communication / Feedback
BGF - Suspension / Repeal of Policy
BHC - Board Communicatinos wih Staff Members

BHD - Board Communications with the Public
BIA - New Board Member Orientation / Handbook
BIB; BIB-R - Board Member Development Opportunities
BIBA; BIBA-R - Board Member Conferences, Conventions and Workshops
BIE - Board Member Insurance / Liability
BJ - School Board Legislative Program
BK - School Board Memberships
BKA - Liaison with School Boards Associations
IHA - Basic Instructional Program
JLIF - Sex Offender Notification

POLICY SERVICES *ADVISORY*

Volume 37, Number 2

March 2025

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

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
NEW Exhibit BBA-E - Board Powers and Responsibilities

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

Policy Advisory No. 824Policy BBBA – Board Member Qualifications

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

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

Policy Advisory No. 827..... Policy BBBD – Board Member Removal from Office

Policy Advisory No. 828 *DELETED*..... 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 *DELETED*..... 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 *DELETED*.....Policy BDF — Advisory Committees

Policy Advisory No. 836..... Policy BDG — School Attorney

Policy Advisory No. 837.....Policy BE — School Board Meetings
NEW Exhibit BE-EA – School Board Meetings
NEW Exhibit BE-EB – School Board Meetings
NEW Exhibit BE-EC – School Board Meetings

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

Policy Advisory No. 839..... Policy BED — Meeting Procedures / ~~Bylaws~~
NEW Regulation BED-R – Meeting Procedures
NEW Exhibit BED-EA – Meeting Procedures
NEW Exhibit BED-EB – Meeting Procedures

Policy Advisory No. 840.....Policy BEDA — Notification of Board Meetings

Policy Advisory No. 841..... Policy BEDB – Agenda
DELETED Exhibit BEDB-E – Agenda

Policy Advisory No. 842 *DELETED*..... Policy BEDBA — Agenda Preparation and Dissemination

Policy Advisory No. 843 *DELETED*.....Policy BEDC — Quorum

Policy Advisory No. 844 *DELETED*..... Policy BEDD — Rules of Order

Policy Advisory No. 845 *DELETED*..... Policy BEDF — Voting Method

Policy Advisory No. 846 *DELETED*..... Policy BEDG — Minutes
DELETED Regulation BEDG-R
DELETED Exhibit BEDG-EA — Minutes
DELETED Exhibit BEDG-EB — Minutes

Policy Advisory No. 847..... Policy BEDH — Public Participation at Board Meetings
Exhibit BEDH-E — Public Participation 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.

Policy Advisory No. 848 *DELETED*..... Policy BEDI — News Media Services at Board Meetings

Policy Advisory No. 849..... Policy BGB — Policy Adoption
NEW Regulation BGB-R – Policy Adoption

Policy Advisory No. 850 *DELETED*..... Policy BGC — Policy Revision and Review
DELETED 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 *DELETED*..... Policy BGF — Suspension / Repeal of Policy

Policy Advisory No. 854..... Policy BHC — Board Communications with Staff Members

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

Policy Advisory No. 856..... Policy BIA — New Board Member Orientation / Handbook

Policy Advisory No. 857 *DELETED*..... Policy BIB — Board Member Development Opportunities
DELETED Regulation BIB-R — Board Member Development Opportunities

Policy Advisory No. 858..... Policy BIBA — Board Member Conferences, Conventions, and Workshops
NEW 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 *DELETED*..... Policy BKA — Liaison with School Boards Associations

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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.

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. 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 BEC-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.”

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. 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.

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. 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.

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-321

15-341

ADVISORY 820

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

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

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

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

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

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

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

Adopted: _____

CROSS REF.:

BDD - Board-Superintendent Relationship

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

BAA-EA ©

EXHIBIT

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

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

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

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

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

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

- S N U (1) The Board imparts information on issues, needs, and
 complaints in a manner allowing the Superintendent
the opportunity to solve related problems in a
professional manner.

- S N U (2) The Board clearly interprets its position on contro-
 versial matters pertaining to the District, thereby
enabling the Superintendent to properly carry out
the wishes of the Board.

- S N U (3) The Board disregards personalities and considers
 the recommendations of the Superintendent in an
unbiased and objective manner.

- S N U (4) The Board communicates views of personnel
 effectiveness, including views related to the
Superintendent, in a confidential and
professional manner.

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

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

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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.

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

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.

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 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.

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

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

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 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~~

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 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.

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 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~~

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 826

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-101~~

~~38-291~~

~~38-294~~

ADVISORY 827

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

**BBBD ©
BOARD MEMBER REMOVAL
FROM OFFICE**

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

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

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

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

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

ADVISORY 828

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

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-302~~

~~38-291~~

~~A.G.O.~~

~~182-111~~

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

ADVISORY 829

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

**BCA ©
BOARD MEMBER ETHICS**

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

~~A. Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~

~~B. Recognize that decisions should be made only after discussion at publicly held Board meetings;~~

~~C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups;~~

~~D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;~~

~~E. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;~~

~~F. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;~~

~~G. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;~~

~~H. Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;~~

~~I. Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;~~

~~J. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~

~~K. Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.~~

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

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

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

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

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

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

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

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

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

I. Maintain high standards of behavior and professionalism.

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

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

Adopted: _____

ADVISORY 830

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

**BCB ©
BOARD MEMBER CONFLICT
OF INTEREST**

**Board Member Voting
Restrictions**

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

Employment Limitations

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

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

~~[LEGAL REF.:~~ A.R.S. 15-421]

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

Conflicts of Interest

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

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

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 that the matter is handled in a way that is consistent with the ~~Open Meeting~~ Law and adopted by the Board.

Board President

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

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

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

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

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

Adopted: _____

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~~

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 833

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

BDD ©
BOARD - SUPERINTENDENT RELATIONSHIP
AND SUPERINTENDENT RESPONSIBILITIES

Board – Superintendent
Relationship

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

Superintendent Responsibilities

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

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

Adopted: _____

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

ADVISORY 834

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

**BDE ©
BOARD COMMITTEES**

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

Advisory Committees

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

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

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

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

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

A. Each committee member will be briefed on the requirements of the Arizona Open Meeting Law (A.R.S. 38-431) as it applies to committees of the Board.

B. Notices and agendas of all meetings of the committee will be posted at least twenty-four (24) hours in advance of a meeting as required by A.R.S. 38-431.02.

C. All meetings will be open for public attendance.

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

CROSS REF.:

~~BDF – Advisory Committees~~

BE – School Board Meetings

~~BEC – Executive Sessions/Open Meetings~~

ADVISORY 835

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

~~**BDF ©
ADVISORY COMMITTEES**~~

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

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

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

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

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

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

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

~~Adopted: _____~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431 et seq.~~

~~CROSS REF.:~~

~~BEC – Executive Sessions/Open Meetings~~

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

ADVISORY 836

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

**BDG ©
SCHOOL ATTORNEY**

County Attorney

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

Legal Counsel

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

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

Legal Advice

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

11-532

15-341

15-343

38-431.07

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

ADVISORY 837

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

**BE ©
SCHOOL BOARD MEETINGS**

**Official Meetings: Regular
and Special**

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

- A. Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- B. Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

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

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

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

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

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

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

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

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 telephoned 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*):~~

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-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*.

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

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

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.

~~BEDC~~
~~VOTING METHOD~~

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

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

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

Adopted: _____

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~38-431~~

~~A.G.O.~~

~~178-237~~

~~CROSS REF.:~~

~~BEDC Quorum~~

~~BEDD Rules of Order~~

~~BEDG Minutes~~

ADVISORY 846

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.

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

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

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

**BGE ©
POLICY COMMUNICATION / FEEDBACK MANUAL**

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

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

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

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

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

Adopted: _____

LEGAL REF.:

A.R.S.

15-341

Note: This manual is intended for informational purposes only, and does not constitute legal advice. You may wish to consult an attorney for further explanation.

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: _____

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.

15-342

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.

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. 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.

~~BKA ©
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~~

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

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

ADVISORY 864

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

**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

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

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.



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.

BA ©

SCHOOL BOARD OPERATIONAL GOALS

The Governing Board is representative of and responsible to the people of the District and should be aware of community opinions and attitudes and of identified District needs. Therefore, the Board supports short- and long-range strategies that are responsive to District needs within its budgetary limitations.

Adopted:

LEGAL REF.:

A.R.S.

15-321

15-341

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Page 1 of 72

BAA ©
EVALUATION OF SCHOOL BOARD /
BOARD SELF - EVALUATION

The Board may meet for the purpose of evaluating its function and performance. The evaluation plan 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 programs.
- E. Fiscal management and resource allocation.
- F. School facilities planning and monitoring.
- G. Board member orientation.
- H. Board member development.
- I. Board officer performance.
- J. Board member relationships.
- K. Board-Superintendent relationship.
- L. Board-community relationship.
- M. Legislative and governmental relationships.

Adopted:

CROSS REF.:

BDD - Board-Superintendent Relationship and Superintendent Responsibilities

<p><i>Note:</i> These are “clean” copies of PA 819-862. They are formatted as the final copies that will be in your PolicyBridge queue.</p>	Page 2 of 72
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BAA-EA©

EXHIBIT

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

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

Districts may choose BAA-EA or BAA-EB

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

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

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

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

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B. Board Relationship with the Community:

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

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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.

Note: These are “clean” copies of PA 819-862. They are formatted as the final copies that will be in your PolicyBridge queue.

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:

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BAA-EB ©

EXHIBIT

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

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

Districts may choose BAA-EA or BAA-EB

The ASBA Board Self-Evaluation focuses on the following five 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/>

Note: These are “clean” copies of PA 819-862. They are formatted as the final copies that will be in your PolicyBridge queue.

**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. 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

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Page 8 of 72

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**BOARD POWERS AND
RESPONSIBILITIES**

**Governing Board Powers
and Responsibilities**

The Board shall act as the general agent of the state of Arizona and is responsible for the conduct and supervision of the District in the matter of public education.

The Board is authorized under the laws of the state of Arizona, the Arizona Constitution, the Arizona State Board of Education and other applicable regulations and rules to adopt all policies needed 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 as stated in A.R.S. 15-341 and 15-342, including but not limited to:

- A. 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.

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Page 9 of 72

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.

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.

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- 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.

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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 Reference:

KI - Visitors to Schools

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Page 12 of 72

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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

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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.

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

Five-Member Board Same Household Limitation

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

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

Exception:

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

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

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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

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Page 15 of 72

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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:

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Page 16 of 72

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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Page 17 of 72

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BOARD MEMBER ETHICS**

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

- A. Prioritize policies and decisions that support successful student outcomes.
- B. Act honestly, ethically, and in the best interest of students, staff, and the community.
- C. Take responsibility for board decisions and actions, ensuring transparency and adherence to policies.
- D. Treat fellow board members, students, staff, parents, and community members with respect and professionalism, listen to all with an open mind, and ensure differences of opinion are honored.
- E. Protect sensitive student and personnel information and comply with privacy laws.
- F. Avoid and disclose any legal, personal or financial conflicts of interest that may impact decision-making.
- G. Ensure responsible, transparent, and efficient use of public funds, facilities, and resources.
- H. Uphold federal and state laws and follow board policies and procedures.
- I. Maintain high standards of behavior and professionalism.
- J. Work cooperatively with other board members, district leaders, and the community to advance the district's mission.
- K. Stay informed about educational issues, governance best practices, and ongoing professional development opportunities.

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BOARD MEMBER CONFLICT
OF INTEREST**

**Board Member Voting
Restrictions**

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

Employment Limitations

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

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

Pursuant to A.R.S. 15-421, the District is allowed to employ, including through a third (3rd)-party contractor who provides services to the District, any person who served as a member of the School District Governing Board during the preceding two (2) years only in a position in which the person will provide services directly to students, including as a certificated 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. [A.R.S. 38-503]

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

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"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

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

- A. Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines and written quotations.
- B. Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding.

Purchases from Governing Board Members for Districts with 3,000 or More Students

- A. Purchases for supplies, materials, and equipment are limited to three hundred dollars (\$300) per transaction.
- B. Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000).
- C. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

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

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

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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. 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

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Page 21 of 72

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EXHIBIT

**BOARD MEMBER CONFLICT
OF INTEREST**

I, _____, do hereby indicate:

1. That I am presently an officer/employee of the _____ School District;
2. That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the _____ Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511. (Use as much space as necessary.)

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

STATEMENT OF DISQUALIFICATION

To be completed if you have a conflict as identified above.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner in the matter identified above.

Date

Signature

STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the _____ School District.

Date

Signature

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

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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 that the matter is handled in a way that is consistent with the Open Meeting Law and adopted by the Board.

Board President

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

- A. On behalf of the Governing Board as a whole, consult with the Superintendent regarding items to be placed on the agenda for each meeting.
- B. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.

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

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

Adopted:

LEGAL REF.:

A.R.S.

15-321

15-341

38-431 *et seq.*

CROSS REF.:

BE - School Board Meetings

BEDA - Notification of Board Meetings

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Page 23 of 72

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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 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

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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 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 24 hours in advance of a meeting as required by A.R.S. 38-431-02.

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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.:

BE - School Board Meetings

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Page 26 of 72

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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.

Adopted:

LEGAL REF.:

A.R.S.

11-532

15-341

15-343

38-431.07

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BOARD CONSULTANTS**

The District may employ consultants when appropriate to carry out tasks or projects that enhance the effectiveness of District operations 1) when the District does not have the specialized competency on its staff or 2) when such assignments would be burdensome to the school staff when added to their full-time assignments.

The kinds of assistance sought from consultants may include, but will not necessarily be limited to, 1) conducting fact-finding studies, surveys, and research; 2) providing counsel or services requiring special expertise; and 3) assisting the Board in developing policy and program recommendations. The employment of specific consultants, within the budgeted funds of the District, will be the responsibility of the Superintendent.

Adopted:

LEGAL REF.:

A.R.S.

15-341

15-343

A.A.C.

R7-2-1061 *et seq.*

R7-2-1117 *et seq.*

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Page 28 of 72

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.

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.

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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 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.

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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

I79-049

I79-126

I79-136

I80-118

I80-146

I81-058

I81-060

I81-090

CROSS REF.:

BBA – Board Powers and Responsibilities

BED – Meeting Procedures

BEDA - Notification of Board Meetings

BEDB - Agenda

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Page 31 of 72

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.

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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.

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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.

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MEETING PROCEDURES**

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*.

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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

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Page 36 of 72

38-431

38-431.01

38-431.03

39-101

39-121

39-122

A.G.O.

178-237

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 and News Media Services at Board Meetings

BGB – Policy Adoption, Revision and Repeal

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Page 37 of 72

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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. [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.

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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]

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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]

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**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 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.

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Page 41 of 72

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

BEDB - Agenda

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EXHIBIT

NOTIFICATION OF BOARD MEETINGS

**Form 7.1
Disclosure Statement**

Section 7.6.3.1

**STATEMENT OF LOCATIONS WHERE ALL NOTICES OF THE MEETINGS
OF THE [NAME OF PUBLIC BODY] WILL BE POSTED**

Pursuant to A.R.S. § 38-431.02, the [*name of public body*] hereby states that all notices of the meetings of the [*name of public body*] and any of its committees and subcommittees will be posted [*identify the location where notices will be posted and include the hours during which such locations are open to the public, for example, "in the lobby of the State Capitol located at 1700 West Washington, Phoenix, Arizona, and at the press room of the State Senate Building, 1700 West Washington, Phoenix, Arizona. Both locations are open to the public Monday through Friday from 8:00 a.m. to 5:00 p.m. except legal holidays."*] Such notices will indicate the date, time, and place of the meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting.

Dated this _____ day of _____, 20____.

[*name of public body*]

By _____
[*authorized signature*]

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EXHIBIT

NOTIFICATION OF BOARD MEETINGS

Form 7.2

Notice of Public Meeting of a Public Body

Sections 7.6.3, 7.7.4, 7.10.1

**NOTICE OF PUBLIC MEETING 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*].

The agenda for the meeting is as follows:

[List the specific matters to be discussed, considered, or decided. 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.

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.

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EXHIBIT

NOTIFICATION OF BOARD MEETINGS

Form 7.3

**Notice of Public Meeting of a Subcommittee or
Advisory Committee of a Public Body**

Sections 7.6.3, 7.10.1

**NOTICE OF MEETING OF THE [NAME OF SUBCOMMITTEE OR
ADVISORY COMMITTEE] 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 committee*] of the [*name of public body*] and to the general public that the [*name of committee*] of the [*name of public body*] will hold a meeting open to the public on the [*date, time, and exact location*].

The agenda for the meeting is as follows:

[List the specific matters to be discussed, considered or decided. 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.

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.

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EXHIBIT

NOTIFICATION OF BOARD MEETINGS

Form 7.4

Notice of Regular Meetings of a Public Body

Sections 7.6.3, 7.6.6, 7.7.4, and 7.10.1

**NOTICE OF REGULAR MEETINGS OF THE
[NAME OF PUBLIC BODY]**

Pursuant to A.R.S. § 38-431.02(F), 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 regular meetings on the [*specific day of month*] of each month during the year [*year*]. The meetings will begin at [*time*] and will be held at [*exact location*].

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.

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EXHIBIT

NOTIFICATION OF BOARD MEETINGS

**Form 7.8
Certification of Posting of Notice**

**Section 7.6.9
CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the attached notice was duly posted at *[place]* on *[date and time]* in accordance with the statement filed by the *[name of public body]*.

Dated this _____ day of _____, 20____.

[name and title of person signing the certification]

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EXHIBIT

NOTIFICATION OF BOARD MEETINGS

Form 7.9

Special Notice of Emergency Meeting

Section 7.7.9

**SPECIAL NOTICE OF AN EMERGENCY MEETING OF
[NAME OF PUBLIC BODY] HELD [DATE]**

Pursuant to A.R.S. § 38-431.02(D), notice is hereby given that an emergency session of the [name of public body] was held on [date, time, and exact location].

At the emergency session the [name of public body] [describe the specific matters discussed, considered, or decided, or in the case of matters considered in an emergency executive session, a general description of the matters considered, provided that no information is included that would defeat the purpose of the executive session].

Dated this _____ day of _____, 20____.

[name of public body]

By _____
[authorized signature]

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EXHIBIT

NOTIFICATION OF BOARD MEETINGS

Form 7.12

Notice of Action to be Ratified

Sections 7.6.4, 7.10.1, and 7.12.2

**NOTICE OF PUBLIC MEETING OF THE [NAME OF PUBLIC BODY]
FOR THE PURPOSE OF RATIFYING PAST ACTION TAKEN
IN VIOLATION OF OPEN MEETING LAW**

Pursuant to A.R.S. § 38-431.05, 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*].

The purpose of the meeting is to ratify an action of the [*name of public body*] that may have been taken in violation of the Open Meeting Law. This action involved:

[*Describe the action.*]

The public may obtain a detailed written description of the action to be ratified, and all deliberations, consultations, and decisions by members of the public body that preceded and relate to this action to be ratified at [*identify the location and include hours*] at least seventy-two (72) 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.

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**BEDB ©
AGENDA**

Content

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

Preparation and Dissemination

Regular Meetings

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

The Superintendent may place items on the agenda. Any Board member may propose an item for consideration of placement on the agenda and will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

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

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

Special Meetings

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

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

Order of Business

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

Regular Meetings:

- A. Call to order

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- B. Adoption of the agenda (*Discussion of items is not in order.*)
- C. Pledge of allegiance
- D. Board Meeting minutes not previously approved
- E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)
 - 1. Summary of current events
 - a. Superintendent

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

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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 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:

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Page 52 of 72

LEGAL REF.:

A.R.S.

38-431

38-431.01

38-431.02

38-431.03

28 CFR § 35.163

7.6.7 AZ Agency Handbook

CROSS REF.:

BDA – Board Organizational Meeting and Board President Duties

BE - School Board Meetings

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Page 53 of 72

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.

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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.:

BHC - Board Communications

KEB - Public Concerns/Complaints about Personnel

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**BG ©
SCHOOL BOARD POLICY PROCESS**

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

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

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

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

Adopted:

LEGAL REF.:

A.R.S.

15-321

15-341

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

A. First Read

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

B. 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 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.

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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 Manual

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Page 59 of 72

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.

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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 prior to publication.

Adopted:

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**BGE ©
POLICY 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

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Page 62 of 72

BGE-R ©

REGULATION

POLICY 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

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**BHC ©
BOARD COMMUNICATIONS**

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 Policy BEDH and 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 and News Media Services at Board Meetings

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**BIA ©
NEW BOARD MEMBER
ORIENTATION 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 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

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BOARD MEMBER DEVELOPMENT
OPPORTUNITIES: CONFERENCES, CONVENTIONS,
AND WORKSHOPS

Conferences, Conventions, and Workshops

In keeping with the need for continuing professional development for its members, the Board encourages the participation of all members at appropriate Board conferences, 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 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

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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 A.R.S. § 41-1494 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.

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**BID ©
BOARD MEMBER COMPENSATION
AND EXPENSES**

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

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

Adopted:

LEGAL REF.:

A.R.S.

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38-621

38-622

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38-625

CROSS REF.:

DKC - Expense Authorization/Reimbursement

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BOARD MEMBER
INSURANCE / LIABILITY**

General

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

- A. Former Board members must have served at least four (4) consecutive years on the Board, must have been covered under the insurance plan while serving as Board members, and must pay the full premiums for the insurance coverage. Such participation must not result in an expenditure of District monies.
- B. The surviving spouse and/or dependents of a Board member or former Board member may continue participation in the insurance plan if they pay the full premium for the insurance coverage and their participation does not result in any expenditure of District monies.
- C. For a surviving spouse and/or dependents of a Board member or former Board member to be eligible for continued coverage, the deceased Board member or former Board member must have served four (4) consecutive years and have been covered under the insurance plan while serving on the Board.

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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

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Page 70 of 72

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SCHOOL BOARD LEGISLATIVE PROGRAM

The Board may participate in conferences at the state 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:

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SCHOOL BOARDS 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 board member and one alternate as representatives for ASBA's legislative advocacy efforts.

Adopted:

LEGAL REF.:

A.R.S.

15-342

15-511

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9.C. Accept the Joseph City Unified School District Audit for the Fiscal Year ended June 30, 2024

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
JOSEPH CITY, ARIZONA

ANNUAL FINANCIAL REPORT
FISCAL YEAR ENDED JUNE 30, 2024



JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
TABLE OF CONTENTS
YEAR ENDED JUNE 30, 2024

FINANCIAL SECTION

Independent Auditors' Report	1
Management's Discussion and Analysis	4
Basic Financial Statements:	
Governmental-wide Financial Statements	
Statement of Net Position	12
Statement of Activities	13
Fund Financial Statements	
Governmental Funds - Balance Sheet	14
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	15
Governmental Funds - Statement of Revenues, Expenditures, and Changes in Fund Balances	16
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	17
Notes to the Basic Financial Statements	18

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of the Proportionate Share of the Net Pension Liability and Contributions	35
Budgetary Comparison Schedule for the General Fund (Budgetary Basis)	36
Budgetary Comparison Schedule for the Classroom Site Fund	37
Budgetary Comparison Schedule for the Special Projects Fund	38
Notes to Required Supplementary Information	39

FINANCIAL SECTION



INDEPENDENT AUDITORS' REPORT

Governing Board of
Joseph City Unified School District No. 2
Joseph City, Arizona

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Joseph City Unified School District No. 2 (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Joseph City Unified School District No. 2, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension schedules, and budgetary comparison information, as listed within the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we issued our report dated March 26, 2025 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

CWDL, Certified Public Accountants

Mesa, Arizona
March 26, 2025

REQUIRED SUPPLEMENTARY INFORMATION

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2 MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2024

As management of the Joseph City Unified School District No. 2 (District), we offer the readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2024.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the District exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$7.2 million (net position). The District's total net position increased by \$21,802.
- At the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$1.6 million, a decrease of \$0.1 million in comparison with the prior year.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$1.1 million, or 17% of total General Fund expenditures.
- The District's net capital assets increased by \$0.2 million in the current year.
- The District's long-term liabilities decreased \$0.2 million, or 5% during the current year. The decrease was primarily the result of a decrease in the net pension liability in the current year due to changes within the actuarial valuation, as well as schedule.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *Statement of Activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes to net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements distinguish functions of the District that are principally supported by property taxes and intergovernmental revenues (governmental activities). The governmental activities of the District are for public education.

The government-wide financial statements can be found immediately following this MD&A.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2 MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2024

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are governmental funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as the balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund *Balance Sheet* and the governmental fund *Statement of Revenues, Expenditures, and Changes in Fund Balances* provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains eleven individual governmental funds. Information is presented separately in the governmental fund *Balance Sheet* and in the governmental fund *Statement of Revenues, Expenditures, and Changes in Fund Balances* for the General Fund, the Classroom Site Fund, the Special Projects Fund, and the School Facilities Board Grant Fund, the four of which are considered to be major funds. Data from the other seven governmental funds are combined into a single aggregated presentation.

An operating budget for expenditures is prepared and adopted by the District each fiscal year for the General, Special Revenue, Debt Service, and Capital Projects Funds. Budgetary control is ultimately exercised at the fund level. Budgetary control is maintained through the use of periodic reports that compare actual expenditures against budgeted amounts. The expenditure budget can be revised annually, per Arizona Revised Statutes. The District also maintains an encumbrance accounting system as one technique of maintaining budgetary control. Encumbered amounts lapse at year-end. An annual budget of revenue from all sources is not prepared.

As demonstrated by the statements and schedules included in the financial section of this report, the District continues to meet its responsibility for sound financial management.

The basic governmental fund financial statements can be found on pages 14 - 17 of this report.

Notes to the Basic Financial Statements

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 18 - 35 of this report.

Required Supplementary Information Other than MD&A

The District reports a multi-year schedule of the District's proportionate share of net pension liability and contributions to its cost-sharing pension plan on page 36.

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2024**

Required Supplementary Information Other than MD&A (Continued)

Governments have the option of presenting the General Fund and major special revenue budgetary statements as part of the basic financial statements or as required supplementary information (RSI) other than the MD&A. The District has elected to present the General Fund, Classroom Site Fund, and Special Projects Fund budgetary comparison schedules as RSI other than the MD&A which can be found starting on page 37. Notes to the RSI are presented after the budgetary comparison schedules.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as useful indicators of a government's financial position. In the case of the District, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$7.2 million at the close of the most recent fiscal year.

A summary of the District's *Statement of Net Position* is presented below:

	Governmental Activities		
	2023	2023	Net Change
ASSETS			
Current and other assets	\$ 1,934,813	\$ 2,298,605	\$ (363,792)
Capital assets	9,980,903	9,803,604	177,299
Total Assets	11,915,716	12,102,209	(186,493)
DEFERRED OUTFLOWS			
	658,723	907,226	(248,503)
Total Assets and Deferred Outflows	12,574,439	13,009,435	(434,996)
LIABILITIES			
Current liabilities	158,007	397,035	(239,028)
Long-term liabilities	4,894,663	5,132,823	(238,160)
Total Liabilities	5,052,670	5,529,858	(477,188)
DEFERRED INFLOWS			
	280,222	259,832	20,390
Total Liabilities and Deferred Inflows	5,332,892	5,789,690	(456,798)
NET POSITION			
Net investment in capital assets	9,261,893	8,822,971	438,922
Restricted	1,796,638	1,609,087	187,551
Unrestricted	(3,816,984)	(3,212,313)	(604,671)
Total Net Position	\$ 7,241,547	\$ 7,219,745	\$ 21,802

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2024**

Government-Wide Financial Analysis (Continued)

By far the largest portion of the District's net position reflects its net investment in capital assets (e.g., land, construction in progress, land improvements, buildings and building improvements, vehicles, equipment, and furniture), less any related debt used to acquire those assets that are still outstanding. The District uses these capital assets to provide services to students; consequently, these assets are not available for future spending. Although the District's net investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. An additional portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the District was able to report positive balances in the net investment in capital assets and restricted net position. The District reported a negative balance in unrestricted net position due to the District's reporting of its proportionate share of the net pension liability for its cost-sharing pension plan required under Governmental Accounting Standards Board (GASB) Statement No. 68. Additional information on the District's net pension liability can be found in Note 10 of this report.

Overall, net position increased less than 1%. Key elements of this increase are indicated as follows:

	Governmental Activities		
	2024	2023	Net Change
REVENUES			
Program revenues:			
Charges for services	\$ 398,855	\$ 351,104	\$ 47,751
Operating grants and contributions	1,988,435	1,561,720	426,715
Capital grants and contributions	454,254	624,161	(169,907)
General revenues:			
Property taxes	4,699,068	5,003,426	(304,358)
State equalization and additional state aid	1,067,158	838,676	228,482
Federal aid unrestricted	40,399	23,408	16,991
County equalization	78	572	(494)
Interest and other	54,620	15,897	38,723
Total Revenues	8,702,867	8,418,964	283,903
EXPENSES			
Instruction	3,606,874	3,407,415	199,459
Support Services:			
Students and instructional staff	1,103,812	1,085,833	17,979
Administration	1,359,219	1,054,385	304,834
Operation and maintenance of plant	1,695,165	1,695,364	(199)
Operation of noninstructional services	418,483	454,953	(36,470)
Student transportation	468,709	399,923	68,786
Interest on long-term debt	28,803	33,952	(5,149)
Total Expenses	8,681,065	8,131,825	549,240
Change in net position	21,802	287,139	(265,337)
Net Position - Beginning	7,219,745	6,932,606	287,139
Net Position - Ending	\$ 7,241,547	\$ 7,219,745	\$ 21,802

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2024**

Program Revenues

The District reported an increase of 14% in charges for services which was due to increases in Auxiliary Operations.

Operating grants and contributions increased \$0.4 million (27%) due to increases in federal funding.

Capital grants and contributions decreased \$0.2 million due to the decrease in School Facilities Division projects in the current year.

General Revenues

The District experienced a 6% decrease in property tax revenue as a result of a decrease in the tax levy and property values.

State equalization and additional state aid increased \$0.2 million (27%) due to increases in the state funding formula.

Unrestricted federal aid increased slightly by \$16,991, which was not significant.

Interest and other income increased \$38,723 (244%) due to increases in returns on investments held with the county treasurer.

The District incurred a 7% increase in expenses in the current year. The District's mission is to provide an appropriate and outstanding educational experience for every student served within budget constraints. The increase was mainly due to increases in salaries and related benefits, repairs and maintenance, fuel, textbooks, instructional aids, and technology supplies.

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds – The focus of the District's governmental funds is to provide information on near- term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$1.6 million, a decrease of \$0.1 million in comparison with the prior year. The District reported a deficit unrestricted fund balance of \$0.1 million due to a large deficit fund balance within the School Facilities Board Grant Fund for revenues not yet received for prior year expenditures. The remaining fund balance is restricted to indicate that it is not available for new spending.

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
MANAGEMENT’S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2024**

Fund balances as of June 30, 2024, and the changes in fund balances from prior year are summarized below:

	Balance	Increase (Decrease) From 2022-23
GOVERNMENTAL FUND		
General Fund	\$ 1,054,051	\$ (295,682)
Classroom Site Fund	914,939	99,041
Special Projects Fund	86,175	(10,066)
School Facilities Board Grant Fund	(1,069,772)	(20,883)
Nonmajor Governmental Funds	624,417	107,562
Total Governmental Fund Balances	<u>\$ 1,609,810</u>	<u>\$ (120,028)</u>

The General Fund continues to experience a negative net change in fund balance. For the fiscal year ended June 30, 2024 the General Fund had a decrease in fund balance of \$0.3 million. This decrease is due to increases in salaries and benefits expenditures, as well as inflation and other costs in the current year.

The increase of \$0.1 million in Classroom Site Fund was due to increases in state funding relative to current year spending.

The change in the Special Projects Fund was not considered significant.

The decrease of \$20,883 in the School Facilities Board Grant Fund was not considered significant.

Nonmajor Governmental Funds increased by \$0.1 million due to increases in CTED funding.

GENERAL FUND BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget totaled \$0.2 million. In Arizona, school districts build their original “adopted” budget based on a projection of the coming fiscal year’s 100th day average daily attendance. In May, the District is allowed to increase or decrease its budget for differences between expected and actual student growth. The budget increase was allocated among the instruction costs in regular education. Budgetary basis General Fund expenditures were \$0.1 million less than budget during the fiscal year. Budgetary basis expenditures were 2% less than budget.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

The District’s investment in capital assets for its governmental activities as of June 30, 2024, amounts to \$9.8 million (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, land improvements, buildings and improvements, vehicles, furniture, and equipment. The net increase in the District’s investment in capital assets for the current fiscal year was \$0.2 million.

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2024**

Capital Assets (Continued)

Major capital asset events during the current fiscal year included the following projects:

- Roofing projects
- Heater and HVAC projects
- School bus
- Gym floor replacement

Additional information on the District's capital assets can be found in Note 5 of this report.

Capital asset activity as of June 30, 2024 is summarized below:

	Governmental Activities		
	2024	2023	Net Change
CAPITAL ASSETS			
Land	\$ 22,800	\$ 22,800	\$ -
Construction in progress	41,082	1,416,037	(1,374,955)
Land improvements	73,287	84,987	(11,700)
Buildings & improvements	8,511,949	7,061,736	1,450,213
Vehicles, equipment, and furniture	1,331,785	1,218,043	113,742
Total Capital Assets	\$ 9,980,903	\$ 9,803,603	\$ 177,300

Long-Term Debt

At end of the current fiscal year, the District's debt included financed purchases, compensated absences, and the net pension/OPEB liabilities. Financed purchase decreased \$0.1 million due to the scheduled payment made during the fiscal year. The changes in compensated absences and the net OPEB liability were not considered significant. The net pension liability decreased \$0.1 million due to various changes and assumptions made within the actuarial valuation as explained in Note 12 of this report.

The change in the long-term liabilities are as follows:

	Governmental Activities		
	2024	2023	Net Change
LONG-TERM LIABILITIES			
Financed purchase	\$ 719,010	\$ 826,364	\$ (107,354)
Compensated absences	110,892	94,619	16,273
Net pension liability	4,061,543	4,209,501	(147,958)
Net OPEB liability	3,218	2,339	879
Total Long-term Liabilities	\$ 4,894,663	\$ 5,132,823	\$ (238,160)

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2024**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Continued spending of Building Renewal Grant .
- Inflationary factors and increases in operating expenses.
- Stable enrollment.

The above factors were considered in preparing the District's budget for the 2024-2025 fiscal year.

REQUEST FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the resources it receives. If you have questions about this report or need additional information, contact the Fiscal Services Department, Joseph City Unified School District No. 2, 8176 North Westover, Joseph City, Arizona 86032. More information about the District can be found on the District's website at www.jcusd.org.

BASIC FINANCIAL STATEMENTS

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
STATEMENT OF NET POSITION
JUNE 30, 2024

	<u>Governmental</u> <u>Activities</u>
ASSETS	
Cash and investments	\$ 692,787
Property taxes receivable	39,669
Intergovernmental receivable	1,072,990
Net OPEB asset	129,367
Capital assets, not depreciated	63,882
Capital assets, net of accumulated depreciation	<u>9,917,021</u>
Total Assets	<u>11,915,716</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	637,826
Deferred outflows related to OPEB	<u>20,897</u>
Total Deferred Outflows of Resources	<u>658,723</u>
LIABILITIES	
Accounts payable	125,675
Accrued wages and benefits	32,332
Long-term liabilities:	
Due within one year	125,167
Due in more than one year	<u>4,769,496</u>
Total Liabilities	<u>5,052,670</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pensions	213,908
Deferred inflows related to OPEB	<u>66,314</u>
Total Deferred Inflows of Resources	<u>280,222</u>
NET POSITION	
Net investment in capital assets	9,261,893
Restricted:	
Net OPEB asset	129,367
Teacher compensation and other qualified programs (A.R.S. 15-977)	914,939
Instructional improvement programs	141,659
Federal and state instructional programs	86,175
Food service	6,049
Community programs	87,046
Vocational educational programs	192,958
Insurance refund	52,412
Extracurricular activities	-
Student activities	39,934
Other special revenues	-
Capital projects	146,084
Debt service	15
Unrestricted	<u>(3,816,984)</u>
Total Net Position	<u>\$ 7,241,547</u>

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2024

Function/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental Activities:					
Instruction	\$ 3,606,874	\$ 178,595	1,094,853	\$ -	\$ (2,333,426)
Support services:					
Students	760,064	33,730	209,459	-	(516,875)
Instructional staff	343,748	13,235	74,051	-	(256,462)
General administration	214,170	6,574	297	-	(207,299)
School administration	282,799	7,740	861	-	(274,198)
Business and other support services	862,250	16,652	52,860	-	(792,738)
Operation and maintenance of plant	1,695,165	37,533	64,938	454,254	(1,138,440)
Student transportation	468,709	10,970	263,923	-	(193,816)
Operation of noninstructional services	418,483	93,826	227,193	-	(97,464)
Interest on long-term debt	28,803	-	-	-	(28,803)
Total	\$ 8,681,065	\$ 398,855	\$ 1,988,435	\$ 454,254	\$ (5,839,521)
General revenues:					
Property taxes					4,699,068
Grants and contributions not restricted to specific programs:					
State equalization and additional state aid					1,067,158
County equalization					78
Federal aid not restricted					40,399
Investment earnings (loss)					13,198
Other					41,422
Total general revenues					5,861,323
Change in net position					21,802
Net position - beginning					7,219,745
Net position - ending					\$ 7,241,547

See accompanying Notes to the Basic Financial Statements

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2024

	General Fund	Classroom Site Fund	Special Projects Fund	School Facilities Board Grant Fund	Non-Major Governmental Funds	Total Governmental Funds
ASSETS						
Cash and investments	\$ 91,771	\$ -	\$ -	\$ -	\$ 601,016	\$ 692,787
Receivables:						
Property taxes	39,669	-	-	-	-	39,669
Intergovernmental	-	38,709	826,426	113,679	94,176	1,072,990
Due from other funds	1,045,281	876,230	-	-	33,031	1,954,542
Total Assets	\$ 1,176,721	\$ 914,939	\$ 826,426	\$ 113,679	\$ 728,223	\$ 3,759,988
LIABILITIES						
Accounts payable	\$ 60,122	\$ -	\$ 43,475	\$ -	\$ 22,078	\$ 125,675
Accrued wages	24,919	-	7,413	-	-	32,332
Due to other funds	-	-	689,363	1,183,451	81,728	1,954,542
Total Liabilities	85,041	-	740,251	1,183,451	103,806	2,112,549
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenues	37,629	-	-	-	-	37,629
FUND BALANCES						
Restricted	-	914,939	86,175	-	666,157	1,667,271
Unassigned	1,054,051	-	-	(1,069,772)	(41,740)	(57,461)
Total Fund Balances	1,054,051	914,939	86,175	(1,069,772)	624,417	1,609,810
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 1,176,721	\$ 914,939	\$ 826,426	\$ 113,679	\$ 728,223	\$ 3,759,988

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL
FUNDS TO THE STATEMENT OF NET POSITION
JUNE 30, 2024

Total Fund Balance - Governmental Funds \$ 1,609,810

Amounts reported for assets and liabilities for governmental activities in the *Statement of Net Position* are different from amounts reported in governmental funds because:

Capital assets:

In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation:

Capital assets	\$ 30,220,165	
Accumulated depreciation	<u>(20,239,262)</u>	9,980,903

Property tax revenue not collected within 60 days subsequent to fiscal year end are reported as deferred inflows of resources in the governmental funds: 37,629

Net OPEB asset:

In governmental funds, postretirement benefits costs are recognized as expenditures in the period they are paid. In the government-wide statements, they are recognized in the period they are incurred. The net OPEB asset at the end of the period was:

129,367

Long-term liabilities:

In governmental funds, only current liabilities are reported. In the *Statement of Net Position*, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Financed purchase liability	(719,010)	
Net pension liability	(4,061,543)	
Net OPEB liability	(3,218)	
Compensated absences	<u>(110,892)</u>	(4,894,663)

Deferred outflows and inflows of resources relating to pensions:

In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the *Statement of Net Position*, deferred outflows and inflows of resources relating to pensions are reported:

Deferred outflows of resources relating to pensions:	637,826	
Deferred inflows of resources relating to pensions:	(213,908)	
Deferred outflows of resources relating to OPEB ASRS:	20,897	
Deferred inflows of resources relating to OPEB ASRS:	<u>(66,314)</u>	378,501

Total Net Position - Governmental Activities \$ 7,241,547

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2024

	General Fund	Classroom Site Fund	Special Projects Fund	School Facilities Board Grant Fund	Non-Major Governmental Funds	Total Governmental Funds
REVENUES						
Property taxes	\$ 4,645,118	\$ -	\$ -	\$ -	\$ 49,700	\$ 4,694,818
Intergovernmental	1,107,635	464,509	1,056,182	652,273	260,758	3,541,357
Tuition	-	-	-	-	60,646	60,646
Charges for services	-	-	-	-	13,043	13,043
Food sales	-	-	-	-	91,540	91,540
Auxiliary operations	170,817	-	-	-	-	170,817
Student activities	-	-	-	-	45,238	45,238
Contributions and donations	8,967	-	-	-	17,571	26,538
Investment earnings (loss)	9,531	2,291	149	-	1,227	13,198
Other	41,135	-	50	-	237	41,422
Total Revenues	5,983,203	466,800	1,056,381	652,273	539,960	8,698,617
EXPENDITURES						
Current						
Instruction	2,502,135	313,262	409,463	-	59,799	3,284,659
Support services:						
Students	528,113	49,797	162,170	-	12,731	752,811
Instructional staff	275,090	4,700	63,510	-	3,100	346,400
General administration	210,463	-	-	-	433	210,896
School administration	275,857	-	443	-	89	276,389
Business and other support services	588,578	-	48,790	204,359	265	841,992
Operations and maintenance of plant	1,366,410	-	59,087	-	29,211	1,454,708
Student transportation	399,357	-	246,963	-	-	646,320
Operations of noninstructional services	61,385	-	-	-	326,030	387,415
Debt service:						
Principal	107,355	-	-	-	-	107,355
Interest and fiscal charges	28,803	-	-	-	-	28,803
Capital outlay:						
Facilities acquisition	11,360	-	-	468,797	740	480,897
Total Expenditures	6,354,906	367,759	990,426	673,156	432,398	8,818,645
Excess (Deficiency) of Revenues Over Expenditures	(371,703)	99,041	65,955	(20,883)	107,562	(120,028)
Other Financing Sources (Uses)						
Transfers in	76,021	-	-	-	-	76,021
Transfers out	-	-	(76,021)	-	-	(76,021)
Net Financing Sources (Uses)	76,021	-	(76,021)	-	-	-
NET CHANGE IN FUND BALANCE	(295,682)	99,041	(10,066)	(20,883)	107,562	(120,028)
Fund Balance - Beginning	1,349,733	815,898	96,241	(1,048,889)	516,855	1,729,838
Change in inventories	-	-	-	-	-	-
Fund Balance - Ending	\$ 1,054,051	\$ 914,939	\$ 86,175	\$ (1,069,772)	\$ 624,417	\$ 1,609,810

See accompanying Notes to the Basic Financial Statements 284

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2024

Net Change in Fund Balances - Governmental Funds \$ (120,028)

Amounts reported for governmental activities in the *Statement of Activities* are different from amounts reported in governmental funds because:

In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the *Statement of Activities*, costs of capital assets are allocated over their estimated useful lives as depreciation expense.

Expenditures for capital outlay:	\$ 995,827	
Depreciation expense:	<u>(818,528)</u>	177,299

Revenues reported in the governmental funds that did not provide current financial resources in prior years have been recognized previously in the *Statement of Activities* and therefore are not reported as revenues in the *Statement of Activities*.

Property taxes	4,250
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Governmental funds report pension contributions as expenditures when made. However, in the *Statement of Activities*, pension expense is the cost of benefits earned, adjusted for member contributions, the recognition of changes in deferred outflows and inflows of resources related to pensions.

Pension contributions	423,930	
Pension expense	(576,031)	
OPEB contributions	8,784	
OPEB expense	<u>12,517</u>	(130,800)

The repayment of principal of long-term debt consumes the current financial resources of governmental funds. The transaction, however, has no effect on net position. The repayment of principal on long-term debt reduces long-term debt on the *Statement of Net Position*.

Principal payment on financed purchases	107,354
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Some expenses reported in the *Statement of Activities* do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.

Change in compensated absences	(16,273)
Change in inventories balances	-

Change in Net Position of Governmental Activities	<u>\$ 21,802</u>
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NOTES TO BASIC FINANCIAL STATEMENTS

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Joseph City Unified School District No. 2 (District) have been prepared in conformity with accounting principles generally accepted in the United States of America applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB). A summary of the District's more significant accounting policies follows.

Reporting Entity

The District is a special-purpose government that a separately elected governing body governs. It is legally separate from and fiscally independent of other state and local governments. Furthermore, there are no component units combined with the District for financial statement presentation purposes, and it is not included in any other governmental reporting entity. Consequently, the District's financial statements present only the funds of those organizational entities for which its elected governing board is financially accountable.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the *Statement of Net Position* and the *Statement of Activities*) report information on all of the nonfiduciary activities of the primary government. The effect of interfund activity has been removed from these statements. *Governmental activities*, which are normally supported by taxes and intergovernmental revenues are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. The District had no business-type activities during the fiscal year.

The *Statement of Activities* demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting, except expenditures related to compensated absences and claims and judgments, which are recorded only when payment is due. However, since debt service resources are provided during the current year for payment of long-term principal and interest due early in the following year (within one month), the expenditures and related liabilities have been recognized in the Debt Service Fund.

Property taxes, intergovernmental grants and aid, tuition, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Amounts reported as program revenues include 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes. When both restricted and unrestricted resources are available for use for governmental activities, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

The District reports the following major governmental funds:

Major Governmental Funds

The *General Fund* is the District's primary operating fund. It accounts for all resources used to finance District maintenance and operation except those required to be accounted for in other funds. For budget purposes, it is described as the Maintenance and Operation Fund by Arizona Revised Statutes (A.R.S.) and is budgeted within four subsections titled regular education programs, special education programs, pupil transportation, and K-3 reading program.

The *Special Projects Fund* accounts for the revenues and expenditures of state and federally funded projects.

The *Classroom Site Fund* accounts for the revenues and expenditures of State apportioned educational sales tax monies.

The *School Facilities Board Grant Fund* accounts for building renewal grant monies requested from the Arizona Department of Administration's School Facilities Division that are used for infrastructure or for major upgrades, repairs, or renovations to areas, systems, or buildings that will maintain or extend their useful life.

Deposits and Investments

Arizona Revised Statutes (A.R.S.) requires the District to deposit certain cash with the County Treasurer. That cash is pooled for investment purposes, except for cash in the Debt Service and Bond Building Funds, which are invested separately. As required by statute, interest earned by the Bond Building Fund is recorded in the Debt Service Fund.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity

Deposits and Investments (Continued)

A.R.S. authorize the District to invest public monies in the State and County Treasurer's investment pools; U.S. Treasury obligations; specified state and local government bonds; and interest-earning investment contracts such as savings accounts, certificates of deposit, and repurchase agreements in eligible depositories. Statute authorizes the District to deposit monies for Auxiliary Operations and Student Activities in bank accounts. Monies in these funds may also be invested. In addition, statute authorizes the District to maintain various bank accounts such as clearing accounts to temporarily deposit receipts before they are transmitted to the County Treasurer; revolving accounts to pay minor disbursements; and withholding accounts for taxes, employee insurance programs, and federal savings bonds. Some of these bank accounts may be interest bearing.

Statute does not include any requirements for credit risk, concentration of credit risk, interest rate risk, or foreign currency risk. Statute requires collateral for deposits of monies at 102% of all deposits not covered by federal depository insurance.

The State Board of Investments provides oversight for the State Treasurer's pools, and the Local Government Investment Pool Advisory Committee provides consultation and advice to the Treasurer. The fair value of a participant's position in the pool approximates the value of that participant's pool shares. No comparable oversight is provided for the County Treasurer's investment pool, and that pool's structure does not provide for shares.

Property Taxes Receivables

The Navajo County Treasurer is responsible for collecting property taxes for all governmental entities within the County. The County levies real and personal property taxes on or before the third Monday in August that become due and payable in two equal installments. The first installment is due on the first day of October and becomes delinquent after the first business day of November. The second installment is due on the first day of March of the next year and becomes delinquent after the first business day of May. A lien assessed against real and personal property attaches on the first day of January preceding assessment and levy.

Intergovernmental Receivable

Intergovernmental receivables are comprised of Classroom Site Fund (\$38,709). Instructional Improvement funding (\$14,278), CTED funding (\$13,220), federal grants (\$893,104), and Building Renewal Grant (\$113,679).

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities' column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year.

Property, plant, and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed assets are recorded at acquisition value. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity (Continued)

Capital Assets

Depreciation on all assets is provided on a straight-line basis over the following estimated useful lives:

Asset Class	Years
Land improvements	5 - 50 years
Building and improvements	2 -50 years
Vehicles, equipment, and furniture	5 - 20 years

Deferred Outflows

In addition to assets, the *Statement of Financial Position* may report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

Compensated Absences

The District’s employee vacation and sick leave policies generally provide for granting vacation and sick leave with pay in varying amounts. Only benefits considered vested are recognized in the financial statements. The liability for vacation and sick leave is reported in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee leave, resignations and retirements. Generally, resources from the General Fund are used to pay for compensated absences.

Deferred Inflows of Resources

In addition to liabilities, the *Statement of Financial Position* may report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Pension and Other Postemployment Benefits

For purposes of measuring the net pension and other postemployment benefit (OPEB) liabilities, related deferred outflows of resources and deferred inflows of resources, and related expenses, information about the pension and OPEB plans’ fiduciary net position and additions to/deductions from the plans’ fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Long-term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities on the *Statement of Net Position*. In the fund financial statements, the issuance of debt is recorded as other financing source.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity (Continued)

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Net Position

In the government-wide financial statements, net position is reported in three categories: net investment in capital assets; restricted net position; and unrestricted net position. The net investment in capital assets is separately reported because the District's capital assets make up a significant portion of total net position. Restricted net position accounts for the portion of net position restricted by parties outside the District. Unrestricted net position is the remaining net position not included in the previous two categories.

Fund Balance

Fund balances of the governmental funds are reported separately within classifications based on a hierarchy of the constraints placed on the use of those resources. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, committed, assigned, and unassigned fund balance classifications.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form such as inventories or are legally or contractually required to be maintained intact.

Restricted fund balances are those that have externally imposed restrictions on their usage by creditors (such as through debt covenants), grantors, contributors, or laws and regulations. The committed fund balances are self-imposed limitations approved by the District's Governing Board, which is the highest level of decision-making authority within the District. Only the District's Governing Board can remove or change the constraints placed on committed fund balances through formal board action at a public meeting. Fund balances must be committed prior to fiscal year-end. Assigned fund balances are resources constrained by the District's intent to be used for specific purposes but are neither restricted nor committed. The District's Governing Board has not authorized any management officials to make assignments of resources for a specific purpose.

The unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not reported in the other classifications. Also, deficits in fund balances of the other governmental funds are reported as unassigned.

The District has not adopted a spending priority policy. When an expenditure is incurred that can be paid from either restricted or unrestricted fund balances, in accordance with GASB 54, the District uses restricted fund balance first. For the disbursement of unrestricted fund balances, the District follows the spending policy described in GASB 54 to use committed amounts first, followed by assigned amounts, and lastly unassigned amounts.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity (Continued)

Fund Balance (Continued)

The District has classified its fund balances as follows:

	General Fund	Classroom Site Fund	Special Projects Fund	School Facilities Board Grant Fund	Non-Major Governmental Funds	Total Governmental Activities
Restricted						
Teacher compensation and other qualified programs (A.R.S. 15-977)	\$ -	\$ 914,939	\$ -	\$ -	\$ -	\$ 914,939
Instructional improvement programs	-	-	-	-	141,659	141,659
Federal and state instructional programs	-	-	86,175	-	-	86,175
Food service	-	-	-	-	6,049	6,049
Community programs	-	-	-	-	87,046	87,046
Vocational educational programs	-	-	-	-	192,958	192,958
Extracurricular activities	-	-	-	-	52,412	52,412
Student activities	-	-	-	-	39,934	39,934
Capital projects	-	-	-	-	146,084	146,084
Debt service	-	-	-	-	15	15
Total restricted	-	914,939	86,175	-	666,157	1,667,271
Unassigned	1,054,051	-	-	(1,069,772)	(41,740)	(57,461)
Total	\$ 1,054,051	\$ 914,939	\$ 86,175	\$ (1,069,772)	\$ 624,417	\$ 1,609,810

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

The District adopts an annual operating budget for expenditures for all governmental fund types on essentially the same modified accrual basis of accounting used to record actual expenditures (See Notes to Required Supplementary Information for exceptions). The Governing Board presents a proposed budget to the Superintendent of Public Instruction and County School Superintendent on or by July 5. The Governing Board legally adopts the final budget by July 15, after a public hearing has been held. Once adopted the budget can be increased or decreased only for specific reasons set forth in the A.R.S. All appropriations lapse at year-end.

The District exceeded its budget in the Special Education and Pupil Transportation subsections of the General Fund by \$52,206 and \$782, respectively. Budget capacity was available in other subsections to cover the overage.

Deficit Fund Balances

The District reported deficit fund balances of \$1,069,772 and \$41,740 within the School Facilities Board Grant Fund and Nonmajor Governmental Funds Emergency Deficiencies Correction Fund, respectively. The District had positive balances in other funds to offset the deficit balances. The District is expecting state revenues to be deposited in future periods to offset the deficits that were reported.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 3 – DEPOSITS AND INVESTMENTS

Deposits and investments at June 30, 2024 consist of the following:

Deposits:	
Cash in bank	\$ 184,116
Investments:	
Cash on deposit with county treasurer	508,671
Total deposits and investments	<u>\$ 692,787</u>

Deposits

Custodial Credit Risk – This is the risk that, in the event of a failure by a counterparty, the District will not be able to recover its deposits or collateralized securities that are in the possession of an outside party. The District had a carrying value of \$184,116 for cash on deposit with a local financial institution and a bank balance of \$257,928 at June 30, 2024. The District does not have a formal policy regarding custodial credit risk. However, of the bank balance, \$250,000 was insured by federal depository insurance and the remaining balance was covered by the State of Arizona’s pooled collateral program.

Investments

At June 30, 2024, the District’s investments were reported at fair value. The District’s investments consisted of only cash on deposit with the County Treasurer.

Custodial Credit Risk – The District’s investment in the County Treasurer’s investment pools represents a proportionate interest in those pools’ portfolios; however, the District’s portion is not identified with any specific investment and is not subject to custodial credit risk.

Interest Rate Risk – The District does not have a formal investment policy regarding interest rate risk; however, the District manages its exposure to declines in fair values by limiting the average maturity of its investment portfolio to one year or less.

Credit Risk – The District does not have a formal investment policy regarding credit risk. However, the District is prohibited by state law from investing in investments other than State and County Treasurer’s investment pools, U.S. Treasury obligations, specified state and local government bonds and interest-earning investment contracts such as savings accounts, certificates of deposit, and repurchase agreements. The District’s investment in the County Treasurer’s investment pool did not receive a credit quality rating from a national rating agency.

NOTE 4 – UNAVAILABLE REVENUES

Property taxes are recognized as revenues in the fiscal year levied in the government-wide financial statements and represent a reconciling item between the government-wide and fund financial statements. In the fund financial statements property taxes are recognized as revenues in the fiscal year they are levied and collected or if they are collected within 60 days subsequent to fiscal year-end. Property taxes not collected within 60 days subsequent to fiscal year-end or collected in advance of the fiscal year for which they are levied are reported as deferred inflows of resources. Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also record unearned revenue in connection with resources that have been received, but not yet earned. At fiscal year-end, the District reported \$37,629 of unavailable revenue within the General Fund related to delinquent property taxes.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024 was as follows:

	Balance July 01, 2023	Additions	Deductions	Balance June 30, 2024
Capital assets not being depreciated				
Land	\$ 22,800	\$ -	\$ -	\$ 22,800
Construction in progress	1,416,037	61,537	(1,436,492)	41,082
Total capital assets not being depreciated	<u>1,438,837</u>	<u>61,537</u>	<u>(1,436,492)</u>	<u>63,882</u>
Capital assets being depreciated				
Land improvements	1,892,725	-	-	1,892,725
Buildings and improvements	22,159,656	2,062,616	-	24,222,272
Vehicles, equipment, and furniture	3,733,120	308,166	-	4,041,286
Total capital assets being depreciated	<u>27,785,501</u>	<u>2,370,782</u>	<u>-</u>	<u>30,156,283</u>
Less accumulated depreciation				
Land improvements	(1,807,738)	(11,700)	-	(1,819,438)
Buildings and improvements	(15,097,920)	(612,403)	-	(15,710,323)
Vehicles, equipment, and furniture	(2,515,077)	(194,424)	-	(2,709,501)
Total accumulated depreciation	<u>(19,420,735)</u>	<u>(818,527)</u>	<u>-</u>	<u>(20,239,262)</u>
Total capital assets, being depreciated, net	<u>8,364,766</u>	<u>1,552,255</u>	<u>-</u>	<u>9,917,021</u>
Governmental activities capital assets, net	<u>\$ 9,803,603</u>	<u>\$ 1,613,792</u>	<u>\$ (1,436,492)</u>	<u>\$ 9,980,903</u>

Depreciation expenses was charged to governmental functions as follows:

Governmental Activities:	
Instruction	\$ 235,989
Support Services:	
Students	668
Instructional Staff	685
Business and Other Support Services	15,842
Operations and Maintenance of Plant	471,690
Student Transportation	63,004
Operation of Noninstructional Services	30,649
	<u>\$ 818,527</u>

As of June 30, 2024, the District did not report any construction commitments.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 6 – INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2024, consisted of the following:

<u>Transfer to</u>	<u>Transfer from</u>
General Fund	Special Projects Fund
	\$ 76,021

Transfers were made to record indirect costs transferred to the indirect cost pool for various federal grants.

NOTE 7 – INTERFUND RECEIVABLE AND PAYABLES

As of June 30, 2024, interfund receivables and payables were as follows:

<u>Due to other funds</u>	<u>Due from other funds</u>			
	General Fund	Classroom Site Fund	Nonmajor Governmental Funds	Total
Special Projects Fund	\$ 689,363	\$ -	\$ -	\$ 689,363
School Facilities Board Grant Fund	355,918	827,533	-	1,183,451
Nonmajor Governmental Funds	-	48,697	33,031	81,728
Total	<u>\$ 1,045,281</u>	<u>\$ 876,230</u>	<u>\$ 33,031</u>	<u>\$ 1,954,542</u>

The above interfund receivable and payable are due to cash shortfalls on June 30, 2024. Cash will be received subsequent to June 30, 2024, to repay the short-term borrowings.

NOTE 8 – LINE OF CREDIT

The line of credit balance is maintained by the Navajo County Treasurer and is a short-term borrowing used by the District to provide cash flows for District operations until tax revenues are received. The interest rate was calculated using the average investment portfolio rate at the Treasurer. The following is a summary of the current year line of credit activity:

	Balance			Balance
	July 01, 2023	Increases	Decreases	June 30, 2024
Line of credit	\$ -	\$ 1,000,000	\$ (1,000,000)	\$ -

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 9 – LONG-TERM OBLIGATIONS

Compensated Absences

Compensated absences are paid from various funds in the same proportion that those funds pay payroll costs. During fiscal year ended June 30, 2024, the District paid for compensated absences from the General Fund.

Financed Purchases

The District entered financed agreements for energy saving equipment with a total purchase price of \$1,513,615. The financed purchase carried an interest rate of 3.06% per annum and will be paid off through September 1, 2029.

The following schedule details debt service requirements to maturity for the District's financed purchases on June 30, 2024.

Year ended, June 30,	Governmental Activities	
	Principal	Interest
2025	\$ 114,020	\$ 24,880
2026	121,038	20,713
2027	128,424	16,290
2028	136,195	11,598
2029	144,370	6,623
2030	74,963	1,349
Total	\$ 719,010	\$ 81,453

Changes in long-term liabilities for the year ended June 30, 2024 are summarized as follows:

	Balance	Additions	Deductions	Balance	Due Within
	July 01, 2023			June 30, 2024	One Year
Financed purchases	\$ 826,364	\$ -	\$ (107,354)	\$ 719,010	\$ 114,020
Compensated absences	94,619	74,569	(58,296)	110,892	11,147
Net pension liability	4,209,501	-	(147,958)	4,061,543	-
Net OPEB liability	2,339	879	-	3,218	-
Total	\$ 5,132,823	\$ 75,448	\$ (313,608)	\$ 4,894,663	\$ 125,167

NOTE 10 – CONTINGENT LIABILITIES

Compliance – Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds.

Arbitrage – Under the Tax Reform Act of 1986, interest earned on the debt proceeds in excess of interest expense or expenditure prior to the disbursement of the proceeds must be rebated to the Internal Revenue Service (IRS). Management believes there is no tax arbitrage rebate liability at year end.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 10 – CONTINGENT LIABILITIES (CONTINUED)

Federal grants – In the normal course of operations, the District receives grant funds from various federal agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of audits of grant funds is not believed by District officials to be material.

Litigation Yearly, the District receives notices of claims for damages occurring generally from negligence, bodily injury, breach of contract, and other legal matters. The filing of such claims commences a statutory period for initiating a lawsuit against the District arising therefrom. The District has comprehensive general liability insurance with the ASRRT. The District is not aware of any litigation that might result in a materially adverse outcome.

Budget Override – During the fiscal year ending June 30, 2020, the voters of the District approved a 15% Maintenance and Operation Budget Override beginning with the fiscal year ending June 30, 2021 and for the six subsequent years. The override allows the District to exceed the revenue control limit by fifteen percent of the revenue control limit. In fiscal years ending June 30, 2021 through June 30, 2025, the amount of the proposed increase will be fifteen percent of the District's revenue control limit in each of such years, as provided in Section 15-481(P) of the Arizona Revised Statutes. In fiscal year ending June 30, 2026 the amount of the proposed increase will be two-thirds of the initial increase and In fiscal year ending June 30, 2027 one-third of the initial increase, as provided in Section 15-481(P)(2) of the Arizona Revised Statutes.

NOTE 11 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Arizona School Risk Retention Trust, Inc (ASRRT), together with other school districts in the state. ASRRT is a public entity risk pool currently operating as a common risk management and insurance program for member school districts. The District pays an annual premium to ASRRT for its general insurance coverage. The agreement provides that ASRRT will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of specified amounts.

For employee health and dental insurance the District participates in the Kairos Health Arizona. The trust is a public entity risk-sharing and insurance purchasing pool. If the pool becomes either insolvent or is otherwise unable to discharge its legal liabilities and other obligations, the District may be assessed an additional amount not to exceed the original required annual contribution to the pool. The District is a member of the Arizona School Alliance for Workers' Compensation, Inc. (the Alliance).

The Alliance was established in 1996 and is structured as a self-insurance pool that is owned and governed by its members. The agreement provides that the Alliance will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of specified amounts.

For insured programs, there have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior fiscal years.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 12 – PENSION AND OTHER POSTEMPLOYMENT BENEFITS PLANS

Cost Sharing Pension Plan

At June 30, 2024, the District reported the following related to pension/OPEB plans to which it contributes:

	Net Pension Liability (Asset)	Net OPEB Liability (Asset)
Net assets	\$ -	\$ 129,367
Net liability	4,061,543	3,218
Deferred outflows of resources	637,826	20,897
Deferred inflows of resources	213,908	66,314
Expense	576,031	(12,517)
Contributions	423,930	8,784

Arizona State Retirement System

Plan Description

District employees participate in the Arizona State Retirement System (ASRS). The ASRS administers a cost sharing, multiple-employer defined benefit pension plan; a cost-sharing, multiple-employer defined benefit health insurance premium benefit (OPEB); and a cost-sharing, multiple-employer defined benefit long- term disability (OPEB) plan. The Arizona State Retirement System Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2, and 2.1. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its website at www.azasrs.gov.

Benefits Provided

The ASRS provides retirement, health insurance premium supplement, long-term disability, and survivor benefits. State statute establishes benefit terms. Retirement benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

	Retirement Initial Membership Date:	
	Before July 1, 2011	On or After July 1, 2011
Years of service and age required to receive benefit	Sum of years and age equals 80 10 years, age 62 5 years, age 50* Any years, age 65	30 years, age 55 25 years, age 60 10 years, age 62 5 years, age 50* Any years, age 65
Final average salary is based on	Highest 36 consecutive months of last 120 months	Highest 60 consecutive months of last 120 months
Benefit percent per year of service	2.1% to 2.3%	2.1% to 2.3%

**With actuarially reduced benefits.*

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 12 – PENSION AND OTHER POSTEMPLOYMENT BENEFITS PLANS (CONTINUED)

Arizona State Retirement System (Continued)

Benefits Provided (Continued)

Retirement benefits for members who joined the ASRS prior to September 13, 2013, are subject to automatic cost-of-living adjustments based on excess investment earning. Members with a membership date on or after September 13, 2013, are not eligible for cost-of-living adjustments. Survivor benefits are payable upon a member's death. For retired members, the retirement benefit option chosen determines the survivor benefit. For all other members, the beneficiary is entitled to the member's account balance that includes the member's contributions and employer's contributions, plus interest earned.

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. For members with 10 or more years of service, benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents. For members with 5 to 9 years of service, the benefits are the same dollar amounts as above multiplied by a vesting fraction based on completed years of service.

Active members are eligible for a monthly long-term disability benefit equal to two-thirds of monthly earnings. Members receiving benefits continue to earn service credit up to their normal retirement dates. Members with long-term disability commencement dates after June 30, 1999, are limited to 30 years of service or the service on record as of the effective disability date if their service is greater than 30 years.

Contributions

In accordance with State statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. For the year ended June 30, 2024, statute required active ASRS members to contribute at the actuarially determined rate of 12.29% (12.14% for retirement and 0.15% for long-term disability) of the members' annual covered payroll, and statute required the District to contribute at the actuarially determined rate of 12.29% (12.03% for retirement, 0.11% for health insurance premium benefit, and 0.15% for long term disability) of the active members' annual covered payroll. In addition, the District was required by statute to contribute at the actuarially determined rate of 9.99% (9.94% for retirement and 0.05% for long-term disability) of annual covered payroll of retired members who worked for the District in positions that an employee who contributes to the ASRS would typically fill. The District's contributions to the pension, health insurance premium benefit, and long-term disability plans for the year ended June 30, 2024, were \$423,930, \$3,667, and \$5,117, respectively.

During fiscal year 2024, the District paid for pension and OPEB contributions as follows: 82% from the General Fund, 7% from Classroom Site Fund, 10% from Special Projects Fund, and 1% from nonmajor governmental funds.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 12 – PENSION AND OTHER POSTEMPLOYMENT BENEFITS PLANS (CONTINUED)

Arizona State Retirement System (Continued)

Liability

On June 30, 2024, the District reported the following asset and liabilities for its proportionate share of the ASRS' net pension/OPEB asset or liability:

	Net (Assets) Liability	District % Proportion	Increase (Decrease)
Pension	\$ 4,061,543	0.02510%	-0.00069%
Health insurance premium benefit	129,367	0.02396%	-0.00083%
Long-term disability	3,218	0.02456%	-0.00076%

The net asset and net liabilities were measured as of June 30, 2023. The total liability used to calculate the net asset or net liability was determined using update procedures to roll forward the total liability from an actuarial valuation as of June 30, 2022, to the measurement date of June 30, 2023. The District's proportion of the net asset or net liability was based on the District's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2023, and the change from its proportions measured as of June 30, 2022, were noted above.

Expense

For the year ended June 30, 2024, the District recognized the following pension and OPEB expense:

	Pension/OPEB Expense
Pension	\$ 576,031
Health insurance premium benefit	(15,522)
Long-term disability	3,005
Total Pension/OPEB expense:	<u>\$ 563,514</u>

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 12 – PENSION AND OTHER POSTEMPLOYMENT BENEFITS PLANS (CONTINUED)

Arizona State Retirement System (Continued)

Deferred Outflows/Inflows of Resources

On June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

	Deferred Outflows of Resources		
	Pension	Health Insurance	Long-Term
		Premium Benefit	Disability
Differences between expected and actual experience	\$ 91,775	\$ 5,459	\$ 2,906
Changes of assumptions or other inputs	-	-	849
Changes in proportion and differences between contributions and proportionate share of contributions	122,121	1,965	934
Contributions subsequent to the measurement date	423,930	3,667	5,117
Total	\$ 637,826	\$ 11,091	\$ 9,806

	Deferred Inflows of Resources		
	Pension	Health Insurance	Long-Term
		Premium Benefit	Disability
Differences between expected and actual experience	\$ -	\$ 48,244	\$ 1,811
Changes of assumptions or other inputs	-	2,574	4,685
Net difference between projected and actual earnings on pension plan investments	143,701	5,682	258
Changes in proportion and differences between contributions and proportionate share of contributions	70,207	1,945	1,115
Total	\$ 213,908	\$ 58,445	\$ 7,869

The amounts reported as deferred outflows of resources related to ASRS pensions and OPEB resulting from District contributions subsequent to the measurement date will be recognized as an increase of the net asset or a reduction of the net liability in the year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to ASRS pensions and OPEB will be recognized in expenses as follows:

Year Ending June 30:	Deferred Outflows (Inflows) of Resources		
	Pension	Health Insurance Premium Benefit	Long-Term Disability
2025	62,412	(21,670)	\$ (463)
2026	(199,434)	(23,823)	(996)
2027	154,867	(3,194)	(18)
2028	(17,857)	(2,829)	(917)
2029	-	495	(798)
Thereafter	-	-	12
Total	\$ (12)	\$ (51,021)	\$ (3,180)

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 12 – PENSION AND OTHER POSTEMPLOYMENT BENEFITS PLANS (CONTINUED)

Arizona State Retirement System (Continued)

Actuarial Assumptions

The significant actuarial assumptions used to measure the total pension liability are as follows:

	Health Insurance Premium		
	Pensions	Benefit	Long-Term Disability
Actuarial valuation date	June 30, 2022	June 30, 2022	June 30, 2022
Actuarial roll forward date	June 30, 2023	June 30, 2023	June 30, 2023
Actuarial cost method	Entry age normal	Entry age normal	Entry age normal
Investment rate of return	7.0%	7.0%	7.0%
Projected salary increases	2.9-8.4%	Not applicable	Not applicable
Inflation rate	2.3%	2.3%	2.3%
Permanent base increases	Included	Not applicable	Not applicable
Mortality rates	2017 SRA Scale U-MP	2017 SRA Scale U-MP	Not applicable
Recovery rates	Not applicable	Not applicable	2012 GLDT

Actuarial assumptions used in the June 30, 2022, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2020.

The long-term expected rate of return on ASRS pension plan investments was determined to be 7.0% using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Long-Term Expected	
	Target Allocation	Geometric Real Rate of Return
Public equity	44%	3.50%
Credit	23%	5.90%
Real estate	17%	5.90%
Private equity	10%	6.70%
Interest rate sensitive	6%	1.50%
Total	100%	

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 12 – PENSION AND OTHER POSTEMPLOYMENT BENEFITS PLANS (CONTINUED)

Arizona State Retirement System (CONTINUED)

Discount Rate

On June 30, 2023, the discount rate used to measure the ASRS total pension/OPEB liability was 7.0 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the ASRS Board’s funding policy, which establishes the contractually required rate under Arizona statutes. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. The long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District’s Proportionate Share of the ASRS Net Pension Liability to Changes in the Discount Rate

The following table presents the District’s proportionate share of the net pension liability calculated using the discount rate of 7.0%, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.0%) or 1 percentage point higher (8.0%) than the current rate.

	<u>Proportionate share of the net liability (asset)</u>		
	Current		
	1% Decrease (6.00%)	Discount Rate (7.00%)	1% Increase (8.00%)
Pension	\$ 6,083,594	\$ 4,061,543	\$ 2,375,509
Health insurance premium benefit	(90,422)	(129,367)	(162,461)
Long-term disability	4,706	3,218	1,755

Pension Plan Fiduciary Net Position – Detailed information about the pension plan’s fiduciary net position is available in the separately issued ASRS financial report.

Contributions Payable

The District’s accrued payroll and employee benefits included \$2,439 of outstanding pension and OPEB contributions payable to ASRS for the year ended June 30, 2024.

**REQUIRED SUPPLEMENTARY INFORMATION OTHER
THAN MD&A**

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF NET PENSION LIABILITY AND CONTRIBUTIONS
COST SHARING PENSION PLAN
JUNE 30, 2024

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

	Reporting Fiscal Year (Measurement Date)									
	2024 (2023)	2023 (2022)	2022 (2021)	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)
Proportion of the net pension liability	0.02510%	-0.00069%	0.02000%	0.02000%	0.03000%	0.03000%	0.03000%	0.03000%	0.03000%	0.03000%
Proportionate share of the net pension liability	\$ 4,061,543	\$ 4,209,501	\$ 3,052,319	\$ 4,234,601	\$ 3,784,758	\$ 3,658,162	\$ 4,115,721	\$ 4,269,296	\$ 4,059,595	\$ 4,146,115
Covered payroll	\$ 3,922,677	\$ 3,323,796	\$ 2,837,675	\$ 2,779,630	\$ 2,837,486	\$ 2,777,201	\$ 2,760,379	\$ 2,683,100	\$ 2,608,341	\$ 2,820,520
Proportionate share of the net pension liability as a percentage of its covered payroll	103.54%	126.65%	107.56%	152.34%	133.38%	131.72%	149.10%	159.12%	155.64%	147.00%
Plan fiduciary net position as a percentage of the total pension liability	75.47%	74.26%	78.58%	69.33%	73.24%	73.40%	69.92%	67.06%	68.35%	69.49%

SCHEDULE OF CONTRIBUTIONS

	Reporting Fiscal Year									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Actuarially determined contribution	\$ 423,930	\$ 390,573	\$ 363,655	\$ 304,685	\$ 302,763	\$ 307,356	\$ 283,915	\$ 278,564	\$ 269,015	\$ 263,770
Contributions in relation to the actuarially determined contribution	423,930	390,573	363,655	304,685	302,763	307,356	283,915	278,564	269,015	263,770
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District's covered payroll	\$ 3,919,980	\$ 3,922,677	\$ 3,323,796	\$ 2,837,675	\$ 2,779,630	\$ 2,837,486	\$ 2,777,201	\$ 2,760,379	\$ 2,683,100	\$ 2,608,341
Contributions as a percentage of covered payroll	10.81%	9.96%	10.94%	10.74%	10.89%	10.83%	10.22%	10.09%	10.03%	10.11%

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL GENERAL FUND – BUDGETARY BASIS
YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual Budgetary Basis	Variances - Final to Actual
	Original	Final		
REVENUES				
Property taxes	\$ -	\$ -	\$ 4,303,526	\$ 4,303,526
Intergovernmental	-	-	1,006,421	1,006,421
Investment earnings	-	-	7,617	7,617
Other	-	-	1,855	1,855
Total Revenues	-	-	5,319,419	5,319,419
EXPENDITURES				
Regular education:				
Instruction	2,446,743	1,764,339	1,529,123	235,216
Support services - students	164,917	232,161	231,284	877
Support services - instructional staff	191,536	229,769	229,162	607
Support services - general administration	141,002	209,248	192,830	16,418
Support services - school administration	215,867	280,634	270,633	10,001
Support services - central services	318,281	442,894	472,015	(29,121)
Operations and maintenance of plant	891,073	1,288,277	1,283,745	4,532
Operation of noninstructional services	10,012	11,079	11,003	76
School-sponsored cocurricular activities	31,689	32,208	47,996	(15,788)
School-sponsored athletics	164,641	178,242	205,797	(27,555)
Other programs	12,779	22,119	42,840	(20,721)
Total regular education	4,588,540	4,690,970	4,516,428	174,542
Special education:				
Instruction	431,463	396,132	472,134	(76,002)
Support services - students	218,547	276,617	256,372	20,245
Support services - instructional staff	21,341	27,502	23,345	4,157
Support services - general administration	-	-	30	(30)
Support services - central services	443	1,058	1,634	(576)
Total special education	671,794	701,309	753,515	(52,206)
Pupil transportation:				
Student transportation services	330,964	398,575	399,357	(782)
K-3 reading program:				
Instruction	19,302	19,302	17,869	1,433
Total Expenditures	5,610,600	5,810,156	5,687,169	122,987
Excess (Deficiency) of Revenues Over Expenditures	(5,610,600)	(5,810,156)	(367,750)	5,442,406
Fund Balance - Beginning	-	-	476,182	476,182
Increase in inventories	-	-	-	-
Fund Balance - Ending	\$ (5,610,600)	\$ (5,810,156)	\$ 108,432	\$ 5,918,588

See accompanying Notes to Required Supplementary Information

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL CLASSROOM SITE FUND
YEAR ENDED JUNE 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variances -</u>
	<u>Original</u>	<u>Final</u>		<u>Final to Actual</u>
REVENUES				
Intergovernmental	\$ -	\$ -	\$ 464,509	\$ 464,509
Investment earnings	-	-	2,291	2,291
Total Revenues	-	-	466,800	466,800
EXPENDITURES				
Regular education:				
Instruction	1,033,535	1,059,097	303,700	755,397
Support services - students	8,164	8,366	2,399	5,967
Support services - instructional staff	15,995	16,390	4,700	11,690
Total regular education	1,057,694	1,083,853	310,799	773,054
Special education:				
Instruction	32,541	33,346	9,562	23,784
Support services - students	161,302	165,292	47,398	117,894
Total special education	193,843	198,638	56,960	141,678
Total Expenditures	1,251,537	1,282,491	367,759	914,732
Excess (Deficiency) of Revenues				
Over Expenditures	(1,251,537)	(1,282,491)	99,041	1,381,532
Fund Balance - Beginning	-	-	815,898	815,898
Fund Balance - Ending	\$ (1,251,537)	\$ (1,282,491)	\$ 914,939	\$ 2,197,430

See accompanying Notes to Required Supplementary Information

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL SPECIAL PROJECTS FUND
YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variances -
	Original	Final		Final to Actual
REVENUES				
Intergovernmental	\$ -	\$ -	\$ 1,056,182	\$ 1,056,182
Investment earnings (loss)	-	-	149	149
Other	-	-	50	50
Total Revenues	-	-	1,056,381	1,056,381
EXPENDITURES				
Regular education:				
Instruction	577,860	456,410	295,416	160,994
Support services - students	198,440	156,733	101,447	55,286
Support services - instructional staff	96,653	76,339	49,411	26,928
Support services - central services	95,438	75,379	48,790	26,589
Operations and maintenance of plant	115,580	91,288	59,087	32,201
School sponsored cocurricular activities	14,544	11,487	7,435	4,052
Total regular education	1,098,515	867,636	561,586	306,050
Special education:				
Instruction	208,543	164,713	106,612	58,101
Support services - students	118,780	93,816	60,723	33,093
Support services - instructional staff	27,579	21,783	14,099	7,684
Total special education	354,902	280,312	181,434	98,878
Pupil transportation:				
Student transportation services	483,083	381,552	246,963	134,589
Total Expenditures	1,936,500	1,529,500	989,983	539,517
Excess (Deficiency) of Revenues				
Over Expenditures	(1,936,500)	(1,529,500)	66,398	1,595,898
Other Financing Sources (Uses):				
Transfers out	-	-	(76,021)	(76,021)
NET CHANGE IN FUND BALANCE	(1,936,500)	(1,529,500)	(9,623)	1,519,877
Fund Balance - Beginning, as restated	-	-	96,241	96,241
Fund Balance - Ending	\$ (1,936,500)	\$ (1,529,500)	\$ 86,618	\$ 1,616,118

See accompanying Notes to Required Supplementary Information

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2024

NOTE 1 – BUDGETARY BASIS OF ACCOUNTING

The District’s adopted budget is prepared on a basis consistent with accounting principles generally accepted in the United States of America, with the following exception:

- 1) The General Fund as reported in the Statement of Revenues, Expenditures, and Changes in Fund Balances includes the District’s Maintenance and Operation Fund in addition to several other District funds as required by GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*; however, for budgetary purposes, the District prepares a separate Maintenance and Operation Fund budget.

The following adjustments are necessary to present actual revenues, expenditures, other financing sources and uses, beginning fund balance and ending fund balance on a budgetary basis in order to present only the activity of the District’s Maintenance and Operation Fund for budgetary purpose.

	General Fund				
	Total Revenues	Total Expenditures	Other Financing Sources and Uses	Fund Balance Beginning of Year	Fund Balance End of Year
Statement of revenues, expenditures and changes in fund balance	\$ 5,983,203	\$ 6,354,906	\$ 76,021	\$ 1,349,733	\$ 1,054,051
Non-maintenance and operation activity included in the General Fund	(663,784)	(667,737)	(76,021)	(873,551)	(945,619)
Schedule of revenues, expenditures, and changes in fund balance - budget to actual	\$ 5,319,419	\$ 5,687,169	\$ -	\$ 476,182	\$ 108,432



See what's possible.

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

SINGLE AUDIT REPORT

Fiscal Year Ended June 30, 2024

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SINGLE AUDIT REPORT
TABLE OF CONTENTS
YEAR ENDED JUNE 30, 2024

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	1
Independent Auditor's Report on Compliance For Each Major Program on Internal Control Over Compliance and Report on the Schedule of Expenditures of Federal Awards as Required by the Uniform Guidance	3
Schedule of Expenditures of Federal Awards	6
Notes to the Schedule of Expenditures of Federal Awards	7

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section I - Summary of Auditors' Results	8
Section II - Financial Statement Findings	9
Section III - Federal Award Findings and Questioned Costs	10
Summary Schedule of Prior Year Audit Findings	11



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Governing Board of
Joseph City Unified School District No. 2
Joseph City, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Joseph City Unified School District No. 2 (District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March 26, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Audit Standards*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CWDL, Certified Public Accountants

Mesa, Arizona
March 26, 2025



**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM,
REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Governing Board of
Joseph City Unified School District No. 2
Joseph City, Arizona

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Joseph City Unified School District No. 2’s (District) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District’s major federal programs for the year ended June 30, 2024. The District’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors’ Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District’s federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

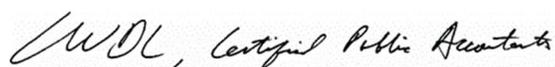
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses or significant deficiencies. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated March 26, 2025, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Mesa, Arizona
March 26, 2025

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster	Federal Assistance Listing Number	Additional Award Identification (Optional)	Pass-Through Entity Identifying Number	Federal Expenditures	Passed Through to Subrecipients
U.S. Department of Agriculture:					
<i>Passed through The Arizona Department of Education:</i>					
Child Nutrition Cluster:					
School Breakfast Program	10.553		ADE ED09-0001	\$ 43,701	\$ -
National School Lunch Program	10.555		ADE ED09-0001	77,125	-
Supply Chain Assistance	10.555	COVID-19	ADE ED09-0001	22,501	-
Commodities - Food Distribution Noncash	10.555		ADE ED09-0001	39,206	-
Summer Food Service Program	10.559		ADE ED09-0001	46,416	-
Total U. S. Department of Agriculture				<u>228,949</u>	<u>-</u>
U.S. Department of Education:					
<i>Direct Program:</i>					
Indian Education	84.060		Direct grant	24,803	-
Rural Education Achievement Program	84.358		Direct grant	35,637	-
<i>Passed through the Arizona Department of Education:</i>					
Title I - LEAs	84.010		24FT1TTI-411395-01A	198,204	-
Special Education Cluster (IDEA):					
IDEA Basic Grant Entitlement	84.027		24ICSGBA-411395-01A	143,077	-
IDEA Preschool	84.173		24ICSGPR-411395-01A	4,857	-
Subtotal Special Education Cluster (IDEA)				<u>147,934</u>	<u>-</u>
Career and Technical Education - Vocational Education	84.048		24FCTDBG-411395-08A	13,553	-
Teacher Quality Partnership Grants	84.367		24FT1TII-411395-03A	4,349	-
Education Stabilization Fund - ESSER III	84.425U	COVID-19	21FESIII-111395-01A	503,211	-
Total U. S. Department of Education				<u>927,691</u>	<u>-</u>
U.S. Department of Health and Human Services:					
<i>Passed through the Arizona Department of Education:</i>					
Public Health Emergency Response	93.354		22FASNAP-211395-01A	98,607	-
Total U. S. Department of Health and Human Services				<u>98,607</u>	<u>-</u>
Total Federal Expenditures				<u>\$ 1,255,247</u>	<u>\$ -</u>

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2024

NOTE 1 - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the District's federal grant activity for the year ended June 30, 2024. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in net position, or cash flows of the District.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

NOTE 3 - FEDERAL ASSISTANCE LISTING NUMBERS

The program titles and Federal Assistance Listings numbers were obtained from the federal or passthrough grantor or the 2024 Federal Assistance Listings.

NOTE 4 - NON-CASH ASSISTANCE

Food donations as reported for the Child Nutrition Cluster represents the amount of donated food used during the fiscal year ended June 30, 2024. Commodities are valued at fair value at the time of donation.

NOTE 5 - INDIRECT COST RATE

The District did not elect to use the 10 percent de minimis indirect cost rate as covered in 2 CFR §200.414. The District used an indirect cost rate prescribed by the Arizona Department of Education.

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024**

SECTION I - SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unmodified</u>
Is a going concern emphasis-of-matter paragraph included in the auditors' report?	<u>No</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>None noted</u>
Non-compliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified not considered to be material weaknesses?	<u>None noted</u>
Type of auditors' report issued on compliance for major programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u>No</u>

Identification of major programs:

<u>Federal Assistance Numbers</u>	<u>Name of Federal Program of Cluster</u>
<u>84.425U</u>	<u>Education Stabilization Fund - COVID-19</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 750,000</u>
Auditee qualified as low-risk auditee?	<u>No</u>

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024**

SECTION II - FINANCIAL STATEMENT FINDINGS

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024**

SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

**JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2024**

Status of Prior Financial and Federal Award Findings and Questioned Costs:

Finding 2023-001 Cash Reconciliations with the County Treasurer

Status: Fully corrected.

Finding 2023-002 Revenue Recognition

Status: Fully corrected.

9.D. Approve the 2024-25 Budget Revision #2 for Joseph City Schools

District contact information

Superintendent
 Executive Assistant to Superintendent
 Chief Financial Officer
 Business Manager 1
 Business Manager 2
 Business Consultant
 School District Employee Report (SDER) Coordinator
 SPED Data Reporting Coordinator
 AzEDS/ADM Data Coordinator
 Transportation Data Reporting Coordinator
 CTE Coordinator
 Poverty Coordinator
 Assessments Coordinator
 Curriculum Coordinator
 Information Technology (IT) Director
 Bookstore Manager
 Governing Board Member
 Governing Board Member

Prefix	First name	Last name	Email address	Telephone number	Extension
	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
	Julie	Strong	julies@jcusd.org	928-288-3307	
	Steven	Mills	stevenm@jcusd.org	928-288-3307	
	Steven	Mills	stevenm@jcusd.org	928-288-3307	
	Sarah	Hancock	sarahhancock@jcusd.org	928-288-3307	
	Julie	Strong	julies@jcusd.org	928-288-3307	
	Julie	Mills	juliem@jcusd.org	928-288-3307	
	Spencer	Johnstun	spencerj@jcsud.org	928-288-3307	
	Dan	Bushman	franem@jcusd.org	928-288-3307	
	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
	Bryan	Fields	bryanf@jcusd.org	928-288-3307	
	Jason	Gardner	jasong@jcusd.org	928-288-3307	
	Eldon	Larsen	eldon.larsen@aps.com	928-288-3307	
	Andrew	Bushman	andrew@bushmanconstruction	928-288-3307	
	Karsten	Flake	jehswoodsman@yahoo.com	928-288-3307	
	Dayton	Flake	dayton_flake@yahoo.com	928-288-3307	
	Cat	Hansen	cath@jcusd.org	928-288-3307	

SELECT from Dropdown

Student Information Systems (SIS) Vendor
 Accounting Information System
 Bookstore Cash Receipting System
 District's website home page address

InfiniteCampus (InfiniteCampus)
Infinite Visions
InTouch
www.jcusd.org

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Fund 001 (M&O)

Maintenance and Operation (M&O) Fund

Expenditures		FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
		Prior FY	Budget FY						Prior FY 2024	Budget FY 2025	
100 Regular education											
1000 Instruction	1.	23.86	25.18	1,465,428	267,259	2,186	30,292	2,297	1,764,339	1,767,462	0.2%
2000 Support services											
2100 Students	2.	3.58	3.15	231,268	43,465	16,020	1,650	1,347	232,161	293,750	26.5%
2200 Instructional staff	3.	3.64	2.81	151,110	41,000	36,440	1,394	810	229,769	230,754	0.4%
2300 General administration	4.	1.27	1.30	71,496	17,100	2,208	0	7,744	209,248	98,548	-52.9%
2400 School administration	5.	3.48	3.48	157,902	33,936	0	7,102	894	280,634	199,834	-28.8%
2500 Central services	6.	3.90	4.90	266,588	57,525	66,760	5,508	25,054	442,894	421,435	-4.8%
2600 Operation & maintenance of plant	7.	7.74	11.98	324,086	72,881	413,905	329,347	1,035	1,288,277	1,141,254	-11.4%
2900 Other	8.	0.00	0.00	0	0	0	0	0	0	0	0.0%
3000 Operation of noninstructional services	9.	0.19	0.19	8,400	2,100	0	0	0	11,079	10,500	-5.2%
610 School-sponsored cocurricular activities	10.	0.00	0.00	25,415	2,300	0	0	2,195	32,208	29,910	-7.1%
620 School-sponsored athletics	11.	0.00	0.00	101,057	7,524	11,121	12,552	13,708	178,242	145,962	-18.1%
630 Other instructional programs	12.	0.00	0.00	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other programs	13.	0.00	0.00	20,459	692	0	0	0	22,119	21,151	-4.4%
Regular education subsection subtotal (lines 1-13)	14.	47.66	52.99	2,823,209	545,782	548,640	387,845	55,084	4,690,970	4,360,560	-7.0%
200 and 300 Special education											
1000 Instruction	15.	9.68	18.47	318,509	40,599	0	1,316	0	396,132	360,424	-9.0%
2000 Support services											
2100 Students	16.	2.32	2.07	105,873	15,165	154,768	811	0	276,617	276,617	0.0%
2200 Instructional staff	17.	0.50	0.50	24,617	813	785	1,190	97	27,502	27,502	0.0%
2300 General administration	18.	0.00	0.00	0	0	0	0	0	0	0	0.0%
2400 School administration	19.	0.00	0.00	0	0	0	0	0	0	0	0.0%
2500 Central services	20.	0.00	0.00	0	0	1,058	0	0	1,058	1,058	0.0%
2600 Operation & maintenance of plant	21.	0.00	0.00	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0.00	0.00	0	0	0	0	0	0	0	0.0%
3000 Operation of noninstructional services	23.	0.00	0.00	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	12.50	21.04	448,999	56,577	156,611	3,317	97	701,309	665,601	-5.1%
400 Pupil transportation	25.	4.78		156,997	37,122	41,257	86,110	0	398,575	321,486	-19.3%
510 Desegregation (from districtwide desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0	0.0%
530 Dropout prevention programs	27.	0.00							0	0	0.0%
540 Joint career and technical education and vocational Education center	28.	0.00	0.00	0	0	0	0	0	0	0	0.0%
550 K-3 Reading program	29.	0.33		14,709	3,678				19,302	18,387	-4.7%
Total expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	65.27	74.03	3,443,914	643,159	746,508	477,272	55,181	5,810,156	5,366,034	-7.6%

The district has budgeted an amount in the M and O Fund equal to the General Budget Limit as calculated on page 7 of 8.

Special education programs by type (M&O Fund Programs 200 and 300)

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total all disability classifications	629,309	570,752	1.
2. Gifted education	0		2.
3. Remedial education	0		3.
4. ELL incremental costs	0		4.
5. ELL compensatory instruction	0		5.
6. Vocational and technical education (non-CTED)	0		6.
7. Career education (non-CTED)	0		7.
8. Career technical education (CTED)	72,000	94,849	8.
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	701,309	665,601	9.
10. IEP required pupil transportation costs coded within Program 400	0		10.

Proposed ratios for special education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 22
 Staff-Pupil 1 to 17

Expenditures budgeted for audit services

M&O Fund - Nonfederal	6350	23,200
All funds - Federal	6330	0

FY 2025 performance pay (A.R.S. Section 15-920)

Amount budgeted in M&O Fund for a performance pay component _____

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Expenditures budgeted in the M&O Fund for food service

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \$ 10,500
 (This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a))

Fund 010 (CSF)

Classroom Site Fund (CSF) and CSF Budget Limit (A.R.S. §§ 15-977 and 15-978)

Expenditures		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt service and miscellaneous 6800	Totals		% Increase/ Decrease
								Prior FY 2024	Budget FY 2025	
1000 Instruction	1.	998,074	151,250					1,272,196	1,149,324	-9.7%
2100 Support services - students	2.	30,964	6,000	191,766				10,295	228,730	2121.8%
2200 Support services - instructional staff	3.							0	0	0.0%
2300 Support services - general administration	4.							0	0	0.0%
2500 Central services	5.							0	0	0.0%
3300 Community services Ooerations	6.							0	0	0.0%
4000 Facilities acquisition and construction	7.							0	0	
5000 Debt service	8.							0	0	
Total Expenditures (lines 1-8)	9.	1,029,038	157,250	191,766	0	0	0	1,282,491	1,378,054	7.3%

The district has budgeted an amount in Fund 010 equal to the Classroom Site Fund Budget Limit as calculated below.

Classroom Site Fund Budget Limit Calculation

FY 2024 Classroom Site Fund Budget Limit (from FY 2024 latest revised Budget, page 3, line 16)	10.	1,282,491
FY 2024 Actual expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	11.	367,759
Unexpended Budget Balance (line 10 minus 11)	12.	914,732
Interest earned in the Classroom Site Fund in FY 2024	13.	2,292
FY 2025 Classroom Site Fund allocation (provided by ADE, based on \$792)	14.	461,030
Adjustments to FY 2025 Classroom Site Fund Budget Limit (1)	15.	0
FY 2025 Classroom Site Fund Budget Limit (Sum of lines 10 through 15) (2)	16.	1,378,054

(1) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.

(2) The amounts budgeted on line 7 cannot exceed the respective amounts on this line.

Fund 610 (UCO)

Unrestricted Capital Outlay (UCO) Fund

Expenditures	Rentals	Library books, textbooks, & instructional aids (2)	Short-term noninstructional software subscription	Property (2)	Redemption of principal (3)	Interest (4)	All other object codes (excluding 6900)	Totals		% Increase/Decrease
								Prior FY	Budget FY	
Unrestricted Capital Outlay Override (1)	6440	6641-6643	6655	6700	6831, 6832, 6833	6841, 6842, 6843, 6850		2024	2025	
								0	0	0.0%
Unrestricted Capital Outlay Fund 610 (6)										
1000 Instruction		82,698		29,440				202,879	112,138	-44.7%
2000 Support services										
2100, 2200 Students and instructional staff		12,003	26,073	7,204				77,957	45,280	-41.9%
2300, 2400, 2500, 2900 Administration			56,853	17,482				62,754	74,335	18.5%
2600 Operation & maintenance of plant				1,253				21,539	1,253	-94.2%
2700 Student transportation				3,718				0	3,718	
3000 Operation of noninstructional services (5)								292	0	-100.0%
4000 Facilities acquisition and construction								3,090	0	-100.0%
5000 Debt service					68,476	12,354		66,634	80,830	21.3%
Total unrestricted capital outlay fund (lines 2-9)	0	94,701	82,926	59,097	68,476	12,354	0	435,145	317,554	-27.0%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the budget year total column.

(5) Expenditures budgeted in Unrestricted Capital Outlay (UCO) Fund for food service

Enter the amount budgeted in UCO for food service [amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	\$ 2,000
6642 Textbooks	2,000
6643 Instructional Aids	90,701
673X Furniture and Equipment	70,000
673X Vehicles	50,000
675X Tech Hardware & Software	(60,903)

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. 815-211

(3) Includes principal on Capital Equity Fund loans of _____, principal on leases of \$ 37,737, and principal on bonds of _____.

(4) Includes interest on Capital Equity Fund loans of _____, interest on leases of \$ 9,972, and interest on bonds of _____.

Other funds—required capital expenditure detail [(A.R.S. §15-904.(B)]

Expenditures	Unrestricted Capital Outlay		Bond Building		New School Facilities		Adjacent Ways			
	Fund 610		Fund 630		Fund 695		Fund 620 (2)			
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY		
Total Fund Expenditures	1.	435,145	317,554	0		0		50,000	196,084	1.
Select Object Codes Detail (1)										
6150 Classified Salaries	2.	0		0		0		0	0	2.
6200 Employee Benefits	3.	0		0		0		0	0	3.
6450 Construction Services	4.	0		0		0		50,000	196,084	4.
6710 Land and Improvements	5.	0		0		0		0	0	5.
6720 Buildings and Improvements	6.	0		0		0		0	0	6.
673X Furniture and Equipment	7.	27,000	70,000	0		0		0	0	7.
673X Vehicles	8.	27,000	50,000	0		0		0	0	8.
673X Technology Hardware & Software	9.	61,624	(60,903)	0		0		0	0	9.
6831, 6832, 6833 Redemption of Principal	10.	0		0		0		0	0	10.
6841, 6842, 6843, 6850, 6860 Interest and Debt-Issuance Costs	11.	0		0		0		0	0	11.
Total (lines 2-11)	12.	115,624	59,097	0	0	0	0	50,000	196,084	12.
Total amounts reported on lines 2-11 above for:										
Renovation	13.	0	0	0				0	0	13.
New Construction	14.	0	0	0		0		0	0	14.
Other	15.	115,624	59,097	0		0		50,000	196,084	15.
Total (lines 13-15, must equal line 12)	16.	115,624	59,097	0	0	0	0	50,000	196,084	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2025 \$ 50,000

Districts that are levying any amount for adjacent ways must fill in the Truth in Taxation Worksheet and follow the requirements of A.R.S. Sec. 15-905.01. The amount reported in footnote 2 above pulls to the Truth in Taxation Worksheet, Line 12.

Special projects

Federal projects FTE & expenditures

	FTE		Total all functions	
	Prior FY	Budget FY	Prior FY	Budget FY
1. 100-130 ESEA Title I - Helping Disadvantaged Children	2.50	2.57	215,000	207,000
2. 140-150 ESEA Title II - Prof. Dev. and Technology	0.20	0.00	73,000	80,000
3. 160 ESEA Title IV - 21st Century Schools	0.00	0.00	1,000	0
4. 170-180 ESEA Title V - Promote Informed Parent Choice	0.00	0.00	0	0
5. 190 ESEA Title III - Limited Eng. & Immigrant Students	0.00	0.00	0	0
6. 200 ESEA Title VII - Indian Education	0.00	0.00	0	25,000
7. 210 ESEA Title VI - Flexibility and Accountability	0.00	0.00	0	0
8. 220 IDEA Part B	1.80	2.80	229,000	208,000
9. 230 Johnson-O'Malley	0.00	0.02	4,500	4,500
10. 240 Workforce Investment Act	0.00	0.00	0	0
11. 250 AEA - Adult Education	0.00	0.00	0	0
12. 260-270 Vocational Education - Basic Grants	0.00	0.00	16,000	18,000
13. 280 ESEA Title X - Homeless Education	0.00	0.00	0	0
14. 290 Medicaid Reimbursement	0.00	0.00	125,000	165,000
15. 349 National Forest Fees		0.00		0
16. 353 Taylor Grazing Fees		0.00		0
17. 374 E-Rate	0.00	0.00	75,000	75,000
18. 378 Impact Aid	0.00	0.00	0	0
19. 300-399 Other Federal Projects	0.00	1.95	800,000	375,000
20. 699 Federal Impact Aid (Construction)		0.00		0
21. Total Federal Project Funds (lines 1-20)	4.50	7	1,538,500	1,157,500

State projects FTE & expenditures

22. 400 Vocational Education	0.00		6,000	5,000
23. 410 Early Childhood Block Grant	0.00		0	0
24. 420 Ext. School Yr. - Pupils with Disabilities	0.00		0	0
25. 425 Adult Basic Education	0.00		0	0
26. 430 Chemical Abuse Prevention Programs	0.00		0	0
27. 435 Academic Contests	0.00		0	0
28. 450 Gifted Education	0.00		0	0
29. 456 College Credit Exam Incentives	0.00		0	0
30. 460 Environmental Special Plate	0.00		0	0
31. Other State Projects	0.00		60,000	70,000
32. Total State Project Funds (lines 22-31)	0.00	0	66,000	75,000
33. Total Special Projects (lines 21 and 32)	4.50	7	1,604,500	1,232,500

Instructional Improvement Fund Expenditures (020)

1. Teacher compensation increases	
2. Class size reduction	
3. Dropout prevention programs (M&O purposes)	
4. Instructional improvement programs (M&O purposes)	
5. Total instructional improvement Fund (lines 1-4)	

	Prior FY	Budget FY
1.	90,000	200,000
2.	0	0
3.	0	0
4.	0	0
5.	90,000	200,000

Other funds expenditures

1. 050 County, City, and Town Grants	
2. 071 English Language Learner (1)	
3. 072 Compensatory Instruction (1)	
4. 500 School Plant (2)	
5. 510 Food Service	
6. 515 Civic Center	
7. 520 Community School	
8. 525 Auxiliary Operations	
9. 526 Extracurricular Activities Fees Tax Credit	
10. 530 Gifts and Donations	
11. 535 Career & Technical Education Projects	
12. 540 Fingerprint	
13. 545 School Opening	
14. 550 Insurance Proceeds	
15. 555 Textbooks	
16. 565 Litigation Recovery	
17. 570 Indirect Costs	
18. 575 Unemployment Insurance	
19. 580 Teacherage	
20. 585 Insurance Refund	
21. 590 Grants and Gifts to Teachers	
22. 595 Advertisement	
23. 596 Career Technical Education	
24. 597 Arizona Industry Credentials Incentive	
25. 639 Impact Aid Revenue Bond Building	
26. 650 Gifts and Donations-Capital	
27. 660 Condemnation	
28. 665 Energy and Water Savings	
29. 686 Emergency Deficiencies Correction	
30. 691 Building Renewal Grant	
31. 700 Debt Service	
32. 720 Impact Aid Revenue Bond Debt Service	
33. 850 Student Activities	
34. Other	

Internal Service Funds 950-989

1. 9__ Self-Insurance	
2. 955 Intergovernmental Agreements	
3. 9__ OPEB	
4. 9__	

	Prior FY	Budget FY	
1.	0	0	1.
2.	0	0	2.
3.	0	0	3.
4.	40,000	20,000	4.
5.	300,000	300,000	5.
6.	80,000	80,000	6.
7.	35,000	35,000	7.
8.	100,000	100,000	8.
9.	50,000	65,000	9.
10.	550,000	550,000	10.
11.	20,000	30,000	11.
12.	0	0	12.
13.	0	0	13.
14.	75,000	75,000	14.
15.	3,000	3,000	15.
16.	30,000	30,000	16.
17.	90,000	155,000	17.
18.	0	0	18.
19.	0	0	19.
20.	10,000	10,000	20.
21.	0	0	21.
22.	0	0	22.
23.	190,000	250,000	23.
24.	500	0	24.
25.	0	0	25.
26.	0	0	26.
27.	0	0	27.
28.	48,000	80,000	28.
29.	90,000	60,000	29.
30.	2,000,000	0	30.
31.	1,000	1,000	31.
32.	0	0	32.
33.	60,000	60,000	33.
34.	0	0	34.
1.	0	0	1.
2.	0	0	2.
3.	0	0	3.
4.	0	0	4.

(1) From Supplement, line 10 and line 20, respectively.
 (2) Indicate amount budgeted in Fund 500 for M&O purposes

Calculation of FY 2025 General Budget Limit (A.R.S. §15-947.C)

		A. Maintenance and Operation	B. Unrestricted Capital Outlay
*1. FY 2025 Revenue Control Limit (RCL) (from BSA55 tab, page 3; includes FRPL and DAA onetime supplements)	\$ 4,495,707	\$ 4,495,707	\$ 0
*2. (a) FY 2025 District Additional Assistance (DAA) (from BSA55 tab, page 4)	\$ 285,234		
(b) DAA Adjustment (from BSA55 tab, page 4)	\$ 0		
(c) Total DAA (line 2.a plus 2.b)	\$ 285,234		285,234
*3. FY 2025 Override Authorization (A.R.S. Sections 15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Calculations page, Calculation of Maximum Override for a District No Longer Eligible for a Small School Adjustment, line 6 and Calculation of Small School Adjustment Phase Down Limit, line 6)			
(a) Maintenance and Operation		687,380	
(b) Unrestricted Capital Outlay			
(c) Special Program			
*4. Small school adjustment for districts with a student count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Calculations page, calculation of small school adjustment phase down limit, line 6)			
*5. Tuition revenue (A.R.S. §§15-823 and 15-824) (Do not include full-day kindergarten or summer school tuition)			
(a) Individuals and other private sources			
(b) Other Arizona districts			
(c) Out-of-State districts and other governments			
(d) Certificates of educational convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)			
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)			
*7. Increase Authorized by County School Superintendent for Accommodation Schools [not to exceed amount on Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 15(e)1 (A.R.S. §15-974.B)]			
8. Budget Increase for:			
(a) Desegregation expenditures (A.R.S. §15-910.G-K)			
* Budget Balance Carryforward (from Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 13) (A.R.S. §15-943.01)		126,073	
(b) Carryforward, line 13) (A.R.S. §15-943.01)			
(c) Dropout prevention programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)			
(d) Registered warrant or tax anticipation note interest expense incurred in FY 2023 (A.R.S. Section 15-910.M, as amended by Laws 2022, Ch. 285, §3)			
* (e) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)			
* (f) FY 2024 Performance pay unexpended budget carryforward (from Calculation page, Calculation of M&O Fund Budget Balance Carryforward, line 10.f) (A.R.S. §15-920)		0	
(g) Excessive property tax assessed valuation judgments (A.R.S. §§42-16213 and 42-16214)			
* (h) Transportation revenues for attendance of nonresident pupils (A.R.S. §§15-923 and 15-947)			
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.			
(a) Prior year over expenditures/resolutions:			
(b) Decrease for transfer from M&O to Energy and Water Savings Fund			
(c) Increase for Energy and Water Savings Fund transfer to M&O			
(d) Noncompliance adjustment			
(e) ADM/Transportation Audit Adjustment			
(f) Other: <u>FRPL & DAA FY25 Supplemental Funding</u>		23,748	
*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)		33,126	
11. FY 2025 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)		\$ 5,366,034	
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line 11)			\$ 285,234

* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

**Calculation of FY 2025 Unrestricted Capital Budget Limit
(A.R.S. Section 15-947.D)**

Unrestricted Capital Budget Limit

1. FY 2024 Unrestricted Capital Budget Limit (UCBL) (from FY 2024 latest revised Budget, page 8, line 12)	\$ <u>435,145</u>
2. Total UCBL adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$ <u>0</u>
3. Adjusted amount available for FY 2024 Capital expenditures (line 1 + 2)	\$ <u>435,145</u>
4. Amount budgeted in Fund 610 in FY 2024 (from FY 2024 latest revised Budget, page 4, line 10)	\$ <u>435,145</u>
5. Lesser of line 3 or the sum of line 4 and any positive adjustment on line 2	\$ <u>435,145</u>
6. FY 2024 Fund 610 actual expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ <u>402,825</u>
7. Unexpended budget balance in Fund 610 (line 5 minus 6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ <u>32,320</u>
8. Interest earned in Fund 610 in FY 2024	\$ _____
9. Monies deposited in Fund 610 from Division of School Facilities for donated land (A.R.S. §41-5741.F)	\$ _____
10. Adjustment to UCBL for FY 2025 (A.R.S. Section 15-905.M) Include year(s) and descriptions, as applicable.	
(a) Prior year over expenditures/resolutions:	\$ _____
(b) ADM/Transportation audit adjustment	\$ _____
(c) Other:	\$ _____
11. Amount to be used for capital expenditures (from page 7, line 12)	\$ <u>285,234</u>
12. FY 2025 Unrestricted Capital Budget Limit (lines 7 through 11) (1)	\$ <u><u>317,554</u></u>

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.

**Supplement to school district annual expenditure budget for districts that budget for English language learners
(A.R.S. §§15-756.04 and 15-756.11)**

English Language Learners Supplement	FTE		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals		% Increase/ Decrease
	Prior FY	Budget FY							Prior FY 2024	Budget FY 2025	
Expenditures											
English Language Learner Fund 071 (A.R.S. §15-756.04)											
1000 Instruction	1.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	2.	0.00							0	0	0.0%
2200 Instructional staff	3.	0.00							0	0	0.0%
2300 General administration	4.	0.00							0	0	0.0%
2400 School administration	5.	0.00							0	0	0.0%
2500 Central services	6.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	7.	0.00							0	0	0.0%
2700 Student transportation	8.	0.00							0	0	0.0%
2900 Other	9.	0.00							0	0	0.0%
Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%
Compensatory Instruction Fund 072 (A.R.S. §15-756.11)											
1000 Instruction	11.	0.00							0	0	0.0%
2000 Support Services											
2100 Students	12.	0.00							0	0	0.0%
2200 Instructional staff	13.	0.00							0	0	0.0%
2300 General administration	14.	0.00							0	0	0.0%
2400 School administration	15.	0.00							0	0	0.0%
2500 Central services	16.	0.00							0	0	0.0%
2600 Operation & maintenance of plant	17.	0.00							0	0	0.0%
2700 Student transportation	18.	0.00							0	0	0.0%
2900 Other	19.	0.00							0	0	0.0%
Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%

I certify that the budget of Joseph City Unified School District, Navajo County for fiscal year 2025 was officially revised by the Governing Board on, May 13, 2025, and that the complete Revised Expenditure Budget may be reviewed by contacting Steven Mills at the District Office, telephone 928-288-3307 during normal business hours.

President of the Governing Board

1. Average Daily Membership:		Prior year	Budget year	4. Average teacher salaries (A.R.S. §15-903.E)	
	2023 ADM	2024 ADM	2025 ADM	1. Average salary of all teachers employed in FY 2025 (budget year)	59,445
Attending	426.1048	407.3003	389.4791	2. Average salary of all teachers employed in FY 2024 (prior year)	58,279
				3. Increase in average teacher salary from the prior year	1,166
				4. Percentage increase	2%
2. Tax Rates:		Prior FY	Est. Budget FY	Comments on average salary calculation (Optional):	
Primary rate (equalization formula funding and budget add-ons not required to be in secondary rate)		4.5502	4.3101		
Secondary rate (voter-approved overrides, bonds, and Career Technical Education Districts, and desegregation, if applicable)		0.7494	0.7392		
3. Budgeted expenditures and budget limits:		Budgeted Expenditures	Budget Limit		
Maintenance & Operation Fund		5,366,034	5,366,034		
Classroom Site Fund		1,378,054	1,378,054		
Unrestricted Capital Outlay Fund		317,554	317,554		

	Maintenance and Operation Expenditures						% Inc./(Decr.) from Prior FY
	Salaries and Benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
100 Regular education							
1000 Instruction	1,727,342	1,732,687	36,997	34,775	1,764,339	1,767,462	0.2%
2000 Support services							
2100 Students	219,751	274,733	12,410	19,017	232,161	293,750	26.5%
2200 Instructional staff	205,694	192,110	24,075	38,644	229,769	230,754	0.4%
2300, 2400, 2500 Administration	765,890	604,547	166,886	115,270	932,776	719,817	-22.8%
2600 Oper./Maint. of plant	486,020	396,967	802,257	744,287	1,288,277	1,141,254	-11.4%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of noninstructional services	10,675	10,500	404	0	11,079	10,500	-5.2%
610 School-sponsored cocurric. activities	30,828	27,715	1,380	2,195	32,208	29,910	-7.1%
620 School-sponsored athletics	115,024	108,581	63,218	37,381	178,242	145,962	-18.1%
630, 700, 800, 900 Other programs	22,119	21,151	0	0	22,119	21,151	-4.4%
Regular education subsection subtotal	3,583,343	3,368,991	1,107,627	991,569	4,690,970	4,360,560	-7.0%
200 and 300 Special education							
1000 Instruction	394,816	359,108	1,316	1,316	396,132	360,424	-9.0%
2000 Support services							
2100 Students	121,038	121,038	155,579	155,579	276,617	276,617	0.0%
2200 Instructional staff	25,430	25,430	2,072	2,072	27,502	27,502	0.0%
2300, 2400, 2500 Administration	0	0	1,058	1,058	1,058	1,058	0.0%
2600 Oper./Maint. of plant	0	0	0	0	0	0	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of noninstructional services	0	0	0	0	0	0	0.0%
Special education subsection subtotal	541,284	505,576	160,025	160,025	701,309	665,601	-5.1%
400 Pupil transportation	220,273	194,119	178,302	127,367	398,575	321,486	-19.3%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout prevention programs	0	0	0	0	0	0	0.0%
540 Joint career and technical education and Vocational education center	0	0	0	0	0	0	0.0%
550 K-3 Reading program	19,302	18,387	0	0	19,302	18,387	-4.7%
Total Expenditures	4,364,202	4,087,073	1,445,954	1,278,961	5,810,156	5,366,034	-7.6%

Summary of School District Revised Expenditure Budget (Concl'd)

CTD number 090202000

Version Revised #2

Total expenditures by fund				
Fund	Budgeted Expenditures		\$ Increase/(Decrease) from Prior FY	% Increase/(Decrease) from Prior FY
	Prior FY	Budget FY		
Maintenance & Operation	5,810,156	5,366,034	(444,122)	-7.6%
Instructional Improvement	90,000	200,000	110,000	122.2%
English Language Learner	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	1,282,491	1,378,054	95,563	7.5%
Federal Projects	1,538,500	1,157,500	(381,000)	-24.8%
State Projects	66,000	75,000	9,000	13.6%
Unrestricted Capital Outlay	435,145	317,554	(117,591)	-27.0%
New School Facilities	0	0	0	0.0%
Adjacent Ways	50,000	196,084	146,084	292.2%
Debt Service	1,000	1,000	0	0.0%
School Plant Fund	40,000	20,000	(20,000)	-50.0%
Auxiliary Operations	100,000	100,000	0	0.0%
Bond Building	0	0	0	0.0%
Food Service	300,000	300,000	0	0.0%
Other	3,331,500	1,483,000	(1,848,500)	-55.5%

M&O Fund Special Education Programs by type		
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total All Disability Classifications	629,309	570,752
Gifted Education	0	0
Remedial Education	0	0
ELL Incremental Costs	0	0
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	72,000	94,849
TOTAL	701,309	665,601

Proposed staffing summary				
Staff Type	Purchased Services Personnel FTE	Employee FTE	Total FTE	Staff-Pupil Ratio
Certified --				
Superintendent, principals, other administrators	0	3	3	1 to 129.8
Teachers	0	25	25	1 to 15.6
Other	0	2	2	1 to 194.7
Subtotal	0	30	30	1 to 13.0
Classified --				
Managers, supervisors, directors	0	5	5	1 to 77.9
Teachers aides	0	17	17	1 to 22.9
Other	0	21	21	1 to 18.5
Subtotal	0	43	43	1 to 9.1
TOTAL	0	73	73	1 to 5.3
Special education --				
Teacher		1	1	1 to 22.0
Staff		7	7	1 to 16.5

FY 2025 Truth in Taxation Work Sheet (A.R.S. Section 15-905.01)

1.	FY 2025 Truth in Taxation Base Limit (from FY 2024 TNT work sheet, line 3 + line 11)	\$ <u>0</u>	
2.	Deduction for discontinued programs	<u> </u>	
3.	Adjusted FY 2025 TNT Base Limit	<u><u>0</u></u>	
			primary property tax rate
			related to budgeted
			expenditures
FY 2025 Budgeted Expenditures			
4.	Desegregation (no longer a primary levy, must be zero)	\$ <u>0</u>	<u> </u>
5.	Dropout prevention (from page 1, line 27)	<u>0</u>	<u> </u>
6.	Joint Career and Technical Education and Vocational Education Center	<u>0</u>	<u> </u>
7.	Small school adjustment (from page 7, line 4, columns A and B)	\$ <u>0</u>	<u> </u>
Adjustments for FY 2024 Expenditures			
8.	Desegregation, dropout prevention, and Joint Career and Technical Education and Vocational Education Center		
a.	FY 2024 Total actual expenditures for programs above	\$ <u> </u>	
b.	Sum of FY 2024 original budget amounts for programs above (from FY 2024 TNT work sheet, sum of lines 4, 5, and 6)	<u>0</u>	
c.	Expenditures over/(under) original budget (line 8.a minus line 8.b)	\$ <u>0</u>	
9.	Small school adjustment		
a.	FY 2024 final budget for small school adjustment	\$ <u> </u>	
b.	FY 2024 original budget for small school adjustment (from FY 2024 TNT work sheet, line 7)	\$ <u>0</u>	
c.	Amount over/(under) budget for small school adjustment (line 9.a minus line 9.b)	\$ <u>0</u>	
10.	Total (add lines 4 through 7 and line 8.c. and line 9.c.)	\$ <u>0</u>	
11.	Excess over Truth in Taxation Limit (1) (Line 10 minus line 3. If negative, enter zero.)	\$ <u>0</u>	
12.	Amount to be levied in FY 2025 for Adjacent Way pursuant to A.R.S. §15-995 (from page 5, footnote 2) (1)	\$ <u>50,000</u>	<u> </u>
13.	Amount to be levied in FY 2025 for liabilities in excess of the Budget pursuant to A.R.S. §15-907 (1)	\$ <u> </u>	<u> </u>
Calculations for Truth in Taxation Notice			
A.	Sum of lines 11, 12, and 13	\$ <u>50,000</u>	
B.1.	Current assessed value	\$ <u> </u>	
B.2.	(Line 3 divided by line B.1) x \$10,000	\$ <u> </u> (2)	
C.1.	Sum of lines 3, 11, 12, and 13	\$ <u>50,000</u>	
C.2.	(Line C.1 divided by line B.1) x \$10,000	\$ <u> </u> (2)	

- (1) If an amount on line 11, 12, or 13 is greater than zero, the district must publish a Truth in Taxation Hearing Notice as described in A.R.S. §15-905.01.
- (2) \$10,000 is used in these calculations to determine the amounts to include on the truth in taxation hearing notice for a \$100,000 home, as property taxes on residential properties are levied at 10% of the assessed valuation per A.R.S. §42-15003.

This tab presents information on the amount and planned use of the District's fund balance to increase transparency and provide decision-makers, other stakeholders, and the public more complete financial information. Other than the FY 2023 ending fund balance amounts, all amounts included on this tab are estimates.

	Funds														Total all funds		
	General			Capital Projects			Special Revenue			Debt Service	Permanent	Enterprise	Internal Services				
	Maintenance and Operations	Unrestricted Capital Outlay (if included in the General Fund)	Other funds reported in the General Fund	Unrestricted Capital Outlay (if included in the General Fund)	Bond Building	Adjacent Ways	Other capital projects	Classroom Site	Federal and State Grant					Other special revenue			
A. Estimated FY 2024 fund balances and planned uses in FY 2025 and thereafter																	
1. FY 2023 final ending fund balance	331,767	7,463	847,519	0	0	126,035	(1,016,186)	815,897	(1,245,300)	433,266	5	0	0	0	0	300,466	
If the final ending fund balance reported above does not agree with the submitted FY 2023 AFR, revise the AFR and resubmit to ADE.																	
2. FY 2024 activity, year-to-date and estimated through June 30																	
(a) FY 2024 revenues and other financing sources	5,433,401	402,407	250,537	0	0	50,000	572,447	466,801	1,692,848	433,702	10	0	0	0	0	9,302,153	
(b) FY 2024 expenditures and other financing uses	5,684,471	402,825	240,632	0	0	29,951	747,999	367,759	984,430	402,506	0	0	0	0	0	8,860,173	
3. Estimated FY 2024 ending fund balance	80,697	7,045	857,424	0	0	146,084	(1,191,338)	914,939	(536,882)	464,462	15	0	0	0	0	742,446	
(a) Nonspendable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(b) Restricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(c) Committed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(d) Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(e) Unassigned	80,697	7,045	857,424	0	0	146,084	(1,191,338)	914,939	(536,882)	464,462	15	0	0	0	0	742,446	
(f) Total (amount must agree to line 3 above)	80,697	7,045	857,424	0	0	146,084	(1,191,338)	914,939	(536,882)	464,462	15	0	0	0	0	742,446	
4. FY 2024 estimated ending fund balance details and planned uses																	
(a) Fund deficit	(45,376)	(25,275)	0	0	0	0	(1,191,338)	0	(536,882)	0	0	0	0	0	0	(1,798,871)	
(b) Fund balance exceeding budget capacity in budget controlled funds	0	0	0	0	0	87,650	0	548,963	0	278,677	0	0	0	0	0	1,429,744	
(c) Planned to be spent in FY 2025	0	0	514,434	0	0	0	0	0	0	0	0	0	0	0	0	0	
(d) Maintained for spending after FY 2025	126,073	32,320	342,970	0	0	58,434	0	365,976	0	185,785	15	0	0	0	0	1,111,573	
(e) Total (amount must agree to line 3 above)	80,697	7,045	857,424	0	0	146,084	(1,191,338)	914,939	(536,882)	464,462	15	0	0	0	0	742,446	

B. Total budgeted expenditures compared to planned spending

Districts often budget expenditures up to their calculated budget limits in budget-controlled funds each year to avoid losing budget capacity, even if they do not plan to spend up to their budget limit and will carryforward unspent current year budget capacity to future years. This section provides details on planned spending in budget-controlled funds to provide clarity on FY 2025 estimated budget balance carryforwards that will be available for spending after FY 2025.

Total budgeted expenditures compared to planned spending

	Maintenance and Operation Fund	Unrestricted Capital Outlay Fund	Classroom Site Fund
1. FY 2025 total budgeted expenditures (from budget pages 1, 3, and 4)	5,366,034	317,554	1,378,054
2. FY 2025 planned spending (include any applicable amount from line A.4(c) above)	5,207,704	291,775	308,832
3. Estimated unspent budget capacity carried forward for spending after FY 2025	158,330	25,779	1,069,222

C. Comments (optional)

N/A

10. INFORMATION ITEMS

10.A. Public Review of Proposed Textbook/Curriculum Adoptions

Textbook/curriculum materials will be available for public review for 60 days prior to board consideration for adoption at a future board meeting in accordance with Governing Board Policy IJJ. Curriculum materials are on display in the District Office Board Room and may be viewed during business hours. This is an information item only and no action will be taken at this meeting.

Textbooks, supplementary materials and online resources proposed for adoption are:

High School First-Year Spanish; *Asi se dice Level 1, Student Suite. National ed., McGraw Hill, 2016.*

High School Second-Year Spanish; *Asi se dice Level 2, Student Suite. National ed., McGraw Hill, 2016.*

10.B. Requests for Future Agenda Items

This agenda item is for the Governing Board to have a running record of potential items to be placed on future agendas. There will be no discussion on the substance, merits, or issues relating to the proposed agenda item.

10.B.(i) Update the district cell phone policy to reflect the new law enacted by the state legislature

- Arizona Gov. Katie Hobbs signed a bill limiting student cell phone use during school hours, with exceptions for emergencies, educational purposes, and medical needs.
- The law aims to address concerns about student distraction and addiction to devices.
- Many Arizona school districts already have cell phone policies in place and are reviewing them to ensure compliance with the new law.

Arizona Gov. Katie Hobbs this week signed legislation aimed at limiting student cell phone use at school.

House Bill 2484 requires school districts and charter schools to "limit the use of wireless communication devices by students during the school day," with exceptions for students to use phones during emergencies, for educational purposes "as directed by the student's teacher" and if needed due to a student's medical condition.

The law directs schools to establish procedures for students and parents to contact each other during the school day. Schools must also restrict access to social media platforms on school internet, except when used for educational purposes.

The bill was introduced by Rep. Beverly Pingerelli, R-Peoria, who said in a statement that "education requires attention, and attention is exactly what today's students are being robbed of by addictive devices and endless scrolling."

Here's what to know about the state's new law.

What types of cell phone policies are schools able to implement?

Pingerelli's bill allows exceptions for students to use cell phones during emergencies, for educational purposes as directed by their teachers or due to medical needs.

So, what does that mean for schools like [Apache Junction High School, which does not allow cell phone use at all during class time — even for educational purposes](#) — or schools that require students to place their phones in pouches during class time?

Andrew Wilder, the director of communications for the Arizona House Republicans, said that both of those kinds of policies would be in compliance with the law.

Schools that don't use devices in classrooms would be in compliance because the exception for educational purposes is only "as directed by the student's teacher," Wilder said. He added that "as long as a school has a procedure for students to access their devices in case of an emergency, they would be in compliance on that portion."

The exceptions for emergencies might "complicate a school that collects all devices in a centralized space like the front office, but that is not a common practice that we're aware of," Wilder said. He added that many schools "use pouches in the classroom," but in those cases, cell phones could be accessed during emergencies.

However, he said, it would be "complicated to meet the intent of the law as it relates to emergencies if devices are mandated to be kept in lockers."

"Further, if they may be stored in lockers, students could likely use them during passing periods or lunch, and the bill explicitly calls on a limitation through the entire school day," Wilder said. "Either way, schools must develop local policies and procedures to meet the law."

HB 2484 was designed "to require local districts and charters to create their own policies and procedures that would be useful beyond today's current technologies or understanding of the present problem," Wilder said.

"This is why there is so much local control involved in the bill," he said. "Highly specific procedures would surely require constant changes."

How are schools planning to respond to the new law?

Laws in Arizona generally take effect 90 days after the legislative session adjourns. It's not yet clear how many school districts will

change their policies or adopt new ones in response to HB 2484. The bill exempts schools with existing policies that meet the law's requirements.

In the state's largest school district, Mesa Public Schools, the bill will likely not result in any changes. A spokesperson for Mesa Public Schools said the district's existing cell phone policy is aligned with HB 2484. The district's code of conduct says that students cannot use cell phones during class "without the express permission of the teacher."

The Chandler Unified School District also did not anticipate making any changes in response to the law. Pingerelli's bill "already fits into what we're doing," said district spokesperson Stephanie Ingersoll.

In Chandler Unified, cell phones cannot be used during instructional time without permission. "As Arizona's second largest school district," with 45 schools and about 42,000 kids, "it is a big challenge, so I do think the law will help," Ingersoll said. She added that she thought the law would "help us lean into this young generation of teachers" and say, "You can have a hard line with the phones because it's a law now, and it's also our policy."

A spokesperson for the Tucson Unified School District said the district could not "comment on specific changes at this point." Any changes would be decided by the district's Governing Board, said spokesperson Karla Escamilla, adding that Tucson Unified "always evaluates policies to ensure compliance with new legislation." The district already has a policy that says cell phones must be kept out of view "in a student's locker, pocket, or a carrying bag" and must not be turned on or used during class time, "except as authorized by the teacher."

In the Phoenix Union High School District, spokesperson Richard Franco said the district was "actively following the legislative session and all bills impacting education."

"We will review the bills that have passed and work with our Governing Board to ensure our policies align with any new legislative changes," Franco said.

10.C. Upcoming Meetings and Events Calendar

- Next Regular Board Meeting - May 13, 2025; 6:00 p.m.
- Kindergarten Graduation - May 20, 2025; 6:00 p.m.
- School Board Work Session May 21, 2025; 5:00 pm
- Eighth Grade Promotion - May 21, 2025; 7:00 p.m.
- High School Graduation - May 22, 2025; 7:00 p.m.

11. ADJOURNMENT