

OSBORN SCHOOL DISTRICT NO. 8
GOVERNING BOARD MEETING
April 15, 2025

Regular Meeting – 5:30 P.M.
Doors Open at 5:15 PM

CONSISTENT WITH THE REQUIREMENT OF A.R.S. §38-431.02, NOTICE OF THIS MEETING HAS BEEN POSTED. LOCATION OF THE MEETING IS:

THE OSBORN DISTRICT OFFICE
1226 WEST OSBORN RD.
PHOENIX, AZ 85013

The Governing Board will hold this meeting through technological access. Members of the public may attend in person, via Youtube Livestream. Access to the livestream is found [here](#).

The public will be able to listen to the meeting live through livestream. An Osborn employee will read the Call to the Public comments. Any communication received in Spanish, will be translated and read to the members of the Governing Board in English. The comments in their entirety will be presented to the Governing Board in writing. You may also present a live Call to the Public if you are attending in person or on the Youtube Livestream. An individual wishing to address the Governing Board using technological access must email their message or request to speak live to lnye@osbornsd.org by 12:00pm on Tuesday, April 15, 2025.

Agendas are available at least 24 hours prior to each meeting in the District Office at 1226 West Osborn Rd., Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. One or more Board members may attend telephonically. Board members attending telephonically will be announced at the meeting. The board may vote to recess into an executive session for the purpose of obtaining legal advice from the board's attorney on any matter listed on the agenda pursuant to ARS 38-431.03(A)(3). Accommodations for individuals with disabilities, including alternative format materials, sign language interpretation, and assistive listening devices are available upon 72 hours' advance notice through the Office of the Superintendent 602-707-2002. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

I. Call to Order

II. Pledge of Allegiance/Land Acknowledgement/ School Presentation

The Monarch Student Ambassadors from Montecito Community School will be leading the board presentation regarding updates, information, and a very brief video presentation.

III. District Celebrations

Montecito Spread LOVE awards

IV. Consent Agenda – Approval of Items since March Meeting

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes
 - 1. March 18, 2025 Regular Meeting
 - 2. April 1, 2025 Work Study
- D. Approval of Personnel Items
 - 1. New Employees
 - 2. Extra Duty Contracts
 - 3. Employment Changes/Additions
 - 4. Resignations
 - 5. Terminations

- 6. Retirements
- 7. Leaves of Absence
- 8. Non-Renewal
- E. Donations
- F. Expenditure and Revenue Report
- G. Student Activities Statement of Revenue and Expenditures
- H. Disposal of Equipment
- I. Approval of Renewal of the IGA with Greater Phoenix Educational Management (GPEMC) and Arizona Management Council (AZEMC) for 2023-2028
- J. Approval of out of state travel to the Annual Nutrition Conference (ANC) in San Antonio, TX on
- K. July 12-15 for Nayra Amado, Maria Dagnino, Jennifer Houston, Maria Dominguez, Madison Furey, Theresa Mazza and Cory Alexander
- L. Montecito Community School Camp Tontozona student trip to Payson, AZ from May 12-14, 2025.

V. Call to the Public

Citizens are provided time to make statements to the Board. Those wishing to make a statement should complete a "REQUEST TO ADDRESS THE GOVERNING BOARD" form and return it to the Board secretary.

VI. Board Presentation

None

VII. Administrative Reports

- A. Administrative Reports—Principals and district office administrators submit progress reports on work completed in their school/department as well as upcoming events. Principal reports are also sent to parents to improve communication. Board members may comment.
- B. Suspension Report
- C. Student Absence Report for the month of March
- D. Substitute Teacher Report for month of March
- E. Enrollment Report
- F. Budget Committee Update

VIII. Information/Discussion Items

- A. Bond update

IX. Action Items

- A. Approval and second review of ASBA Policy Revisions:
 - A District Mission and Belief Statement
 - AA School District Legal Status
 - AA-E School District Legal Status
 - ABA Community Involvement in Education
 - ABAA Parental Involvement
 - AC Nondiscrimination / Equal Opportunity
 - AC-R Nondiscrimination / Equal Opportunity
 - AC-E Nondiscrimination / Equal Opportunity
 - ACA Sexual Harassment
 - ACA-R Sexual Harassment
 - ACA-E Sexual Harassment
 - ACAA Title IX Sex Discrimination
 - ACAA-R Title IX Sex Discrimination
 - AD Education Philosophy / School District Mission
 - GBK Staff Grievances

JII Student Concerns, Complaints, and Grievances

B. Approval and Second Review of Return to Work Policy GCQEA

C. Approval of first review of ASBA Policy Revisions

BA	School Board Operational Goals
BAA	Evaluation of School Board/Board Self Evaluation
BAA-E	Evaluation of School Board/Board Self Evaluation
BB	School Board Legal Status
BBA	Board Powers and Responsibilities
BBA-E	Board Powers and Responsibilities
BBAA	Board Member Authority and Responsibilities
BBBA	Board Member Qualifications
BBBB	Board Member Oath of Office
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	School Board Meetings
BE-EA	School Board Meetings
BE-EB	School Board Meetings
BE-EC	School Board Meetings
BEC	Executive Sessions/Open Meetings
BEC-EA	Executive Sessions/Open Meetings
BEC-EB	Executive Sessions/Open Meetings
BEC-EC	Executive Sessions/Open Meetings
BEC-ED	Executive Sessions/Open Meetings
BED	Meeting Procedures/ Bylaws
BED-R	Meeting Procedures/ Bylaws
BED-EA	Meeting Procedures/ Bylaws
BED-EB	Meeting Procedures/ Bylaws
BEDA	Notification of Board Meetings
BEDB	Agenda
BEDB-E	Agenda
BEDBA	Agenda Preparation and Dissemination
BEDC	Quorum
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDG-R	Minutes
BEDG-EA	Minutes
BEDG-EB	Minutes
BEDH	Public Participation at Board Meetings

BEDH-E	Public Participation at Board Meetings
BEDI	News Media Services at Board Meetings
BGB	Policy Adoption
BGB-R	Policy Adoption
BGC	Policy Revision and Review
BGC-R	Policy Revision and Review
BGD	Board Review of Regulations
BGE	Policy Communication/Feedback
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	Board Member Development Opportunities
BIB-R	Board Member Development Opportunities
BIBA	Board Member Conference. Conventions and Workshops
BIBA-R	Board Member Conference. Conventions and Workshops
BIE	Board Member Insurance/Liability
BJ	School Board Legislative Program
BK	School Board Memberships
BKA	Liaison with School Board Associations

D. Audit Reports for fiscal year 2024

E. Recommendation to approve Notice of Appointment language and issuance for classified hourly staff.

F. Approval of Montecito GMP 01

X. Board Development

1. President Ramos will share information gained at the National School Boards Association Conference from April 4-6

2. Dr. Robert will share information obtained at the ASU + GSV Conference from April 6-9

XI. Reflections/Feedback on Meeting

Reflections on the business of this meeting. Governing Board members may comment on how reflections align to Board goals.

XII. Future Agenda Items

XIII. Adjournment

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – I/II

Agenda Item

Call to Order

Pledge of Allegiance/School Presentation/Land Acknowledgement

For Board: Action Discussion Information

Osborn School District Land Acknowledgement

Arizona is home to 22 tribal nations. Osborn School District is situated on the homelands of the Akimel O’odham and Pijpaash People. Osborn School District recognizes the original inhabitants of these lands and recognizes they still reside throughout the City of Phoenix. We recognize their wisdom, impact, and generosity toward us. Osborn School District is surrounded by the original Salt River canals that were constructed by the ancestral Sonoran Desert people, the Huhugam. These canals created a livelihood for the people and are still in use today. We acknowledge the modern indigenous people that inhabited this area as well as their Sonoran Desert ancestors, the Huhugam.

[Osborn Land Acknowledgement Video](#)

Background

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Information Only

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – III

Agenda Item

District Celebrations and Announcements

For Board: Action Discussion Information

Background –

The Monarch Student Ambassadors from Montecito Community School will be leading the board presentation regarding updates, information, and a very brief video presentation. Additionally they will be presenting the Spread L.O.V.E. awards to staff members from Montecito.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Information Only

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-A

Agenda Item

Ratification of Accounts Payable Vouchers

For Board: Action Discussion Information

Background –

The following worksheets reflects Accounts Payable warrants processed through the County Treasurer for district liabilities.

A.R.S. §15-321.G requires that, “An order on a county school superintendent for a salary or other expense shall be signed by a majority of the governing board. An order for salary or other expense may be signed between board meetings if a resolution to that effect has been passed prior to the signing at a regular or special meeting of the governing board and the board ratifies the order at the next regular or special meeting of the governing board.”

Legal

A.R.S. §15-321.G

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board ratify payment of FY25 Accounts Payable Vouchers from March 1 through March 31, 2025.

Moved _____ Seconded _____ P/F

Osborn School District No. 8
Summary of FY25 Accounts Payable Vouchers Processed
3/1/25 through 3/31/25

Fund Title	Fund #	Total
M & O	1	365,981.79
P301 Base Pay	11	0.00
P301 Performance Payout	12	0.00
Instructional Improvement fund	20	0.00
Title I	100	0.00
Title I	101	3,196.47
Title I Targeted Support & Improvement	115	0.00
Title I Targeted Support & Improvement	116	0.00
Title IIA - Improving Teacher Quality	140	0.00
Title IIA - Improving Teacher Quality	141	8,610.24
TITLE IV-SAFE & DRUG FREE BASIC	160	0.00
Title IV- Safe & Drug free basic	161	3,588.77
21st Century (Enc, Sol)	162	5,093.40
21st Century (CL, LV, OMS)	163	1,963.49
Title III	190	0.00
Title III	191	541.12
Emergency Immigrant Funding	196	0.00
Title VII - Indian Ed	200	0.00
Idea - Basic	220	0.00
ARRA - IDEA BASIC	221	11,234.51
Idea - Preschool Grant	222	0.00
Idea Edisa	223	0.00
Idea Edisa-1 Implementation	224	0.00
ARP-Idea Preschool	227	0.00
ARP- IDEA BASIC	228	0.00
JOHNSON-O'MALLEY	230	0.00
JOHNSON-O'MALLEY	231	0.00
Education for Homeless Children	280	0.00
Education for Homeless Children	281	0.00
ARRA-ED For Homeless	283	0.00
ARP-Homeless I	284	0.00
Medicaid Reimb	290	1,106.02
EPACLEAN BUSES GRANT	308	0.00
AZ NURSES WORKFORCE GRANT	310	1,034.00
PRE School Dev GRANT	320	438.90
AZ PRIME GRANT	321	0.00
Pre School Dev - Start - Up	322	282.11
ESSER CARES	326	0.00
Acceleration Academy Grant	327	0.00
ENROLLMENT STABILIZATION GRANT	328	0.00
HQEL	333	2,357.58
ESSER/CARES ROUND II	336	0.00
ACCELERATION ACADEMIES	337	0.00
ESSER ROUND III	346	0.00
TIF GRANT - ASU	352	0.00
FED ED INNOVATION RESEARCH GRANT	364	454.52

Scoppes - Counseling Grant	376	0.00
Arts in Education	377	0.00
ARP - HOMELESS II ENTITLEMENT	383	0.00
ARP - Homeless I Grant	384	0.00
Race To The Top	396	0.00
GIFTED	450	0.00
RESULT BASED FUNDING	457	2,000.00
AZ Transportation Modernization	465	65,000.00
EARLY LITERACY GRANT	472	0.00
OIE RISE GRANT	475	0.00
VW BUS SETTLEMENT	476	0.00
FEMININE HYGIENE	478	0.00
Safe Schools	480	0.00
School Emergency Readiness	485	0.00
Arts ED GRANT	492	0.00
TREES FOR SCHOOL GRANT	494	0.00
Sch Pl-Sales/Leas Over 1 YR	500	0.00
School Plant Sales	502	0.00
School Plant 1 Year/Less	505	0.00
Food Service	510	119,121.61
Civic Center	515	0.00
Community School	520	54.00
Community School Montessori	521	0.00
Auxiliary Operations	525	449.92
Extra Curr Tax Fees CR	526	1,268.00
Gift and Donations	530	14,355.99
Fingerprint	540	0.00
Insurance Proceeds	550	0.00
Textbooks	555	0.00
LITIGATION RECOVERY	565	0.00
Indirect Costs	570	2,897.87
Unemployment Insurance	575	0.00
Insurance Refund	585	0.00
Unrestrict Capital Outlay	610	28,412.01
Bond Building funds	630	175,957.85
Energy & Water Savings	665	0.00
SFB BUILDING RENEWAL	691	0.00
Student Activities	850	378.09
Employee Insurance Fund	855	200,082.09
		<u>1,015,860.35</u>

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-B

Agenda Item

Ratification of Payroll Vouchers

For Board: Action Discussion Information

Background –

The following worksheets reflects payroll warrants processed through the County Treasurer for employee salaries and payroll liabilities.

A.R.S. §15-321.G requires that, “An order on a county school superintendent for a salary or other expense shall be signed by a majority of the governing board. An order for salary or other expense may be signed between board meetings if a resolution to that effect has been passed prior to the signing at a regular or special meeting of the governing board and the board ratifies the order at the next regular or special meeting of the governing board.”

Legal

A.R.S. §15-321.G

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board ratify payment of 2024/25 Payroll Vouchers processed from March 1 through March 31, 2025.

Moved _____ Seconded _____ P/F

Osborn School District No. 8

Summary of Payroll Vouchers 3/01/25 thru 3/31/25

Voucher number		
Fund Title	Fund	Total
Maintenance & Operation	001	1,311,926.03
Proposition 301	011	148,338.91
Proposition 301	012	202.32
Instructional Improvement Fund	020	5,640.91
Structured English Emersion	71	3,467.43
Title I Disadvantaged Grant	101	81,722.12
Title IIA	141	352.47
	160	0.00
Title IV	161	934.78
21st CCLC Grant	162	24,048.78
21st CCLC Grant	163	15,550.46
Title III	191	3,722.55
Title VII-Indian Ed	200	3,736.33
IDEA - General Entitlement Grant	220	0.00
IDEA - BASIC	221	50,796.39
IDEA-Preschol Grant	222	0.00
IDEA EDISA - 3 TRAININ	223	2,033.29
ARP- IDEA PRESCHOOL	227	0.00
ARP- IDEA BASIC	228	0.00
Johnson O'Malley	231	3,736.36
Medicaid Reimbursement Fund	290	20,998.22
AZ Prime Grant	321	0.00
HQEL Grant	333	0.00
ESSER ROUND III	346	0.00
FED ED INNOVATION RESEARCH	364	3,926.09
RESULTS BASED FUNDING	457	18,669.04
na	472	15,679.68
FOUNDATIONAL LITERACY GRANT	473	14,422.44
OIE RISE GRANT	475	3,417.35
SCHOOL SAFETY GRANT	480	34,515.57
STATE TUTORING	483	0.00
Food Service Fund	510	84,816.92
Civic Center	515	6,822.38
Community Schools	520	33,660.77
Community Schools-Montessori	521	32,993.24
Extra Curr Tax Fees	526	169.19
Gifts & Donations	530	7,475.45
Indirect Costs Fund	570	28,163.72
UNRESTRICT CAPITAL OUTLAY	610	0.00
		\$ 1,961,939.19

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-C-1-2

Agenda Item

Approval of Governing Board Minutes

For Board: Action Discussion Information

Background –

Approval is requested for the minutes of the following meetings:

1. March 18, 2025 Regular Meeting
2. April 1, 2025 Work Study

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Governing Board minutes as presented.

Moved _____ Seconded _____ P/F

The Regular Meeting of the Osborn School District Governing Board was called to order at 5:31 p.m. by Board President Violeta Ramos.

Violeta Ramos, Board President
Leanne Greenberg, Board Clerk
Edward Hermes, Board Member
Rhiannon Ford, Board Member
Eric Thompson, Board Member
Dr. Michael Robert, Superintendent

Pledge of Allegiance/School Presentation/Land Acknowledgement

Dr. Robert led the pledge. President Ramos read the land acknowledgment.

District Celebrations and Announcements

Dr. Robert shared that while in Washington DC for conferences, he, President Ramos, Mr. Carranza and Mr. Alexander have taken the opportunity to advocate for education. The visits have allowed staff to share the impact of the loss of the TSL grant, ensure safety is a priority, and the impact the loss of funding has had on local farmers and ranchers.

Dr. Robert also shared that the shade structures have been installed and playgrounds now have shade.

Consent Agenda – Approval of Items Since February Meeting

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes
 - 1. February 18, 2025 Regular Meeting
 - 2. March 5, 2024 Work Study
- D. Approval of Personnel Items
 - 1. New Employees
 - 2. Extra Duty Contracts
 - 3. Employment Changes/Additions
 - 4. Resignations
 - 5. Terminations
 - 6. Retirements
 - 7. Leaves of Absence
 - 8. Non-Renewal
- E. Donations
- F. Expenditure and Revenue Report
- G. Student Activities Statement of Revenue and Expenditures
- H. Disposal
- I. Revised job description for Preschool Coordinator
- J. Approval of job description for Montessori TOSA

President Ramos noted a correction to the February 18 minutes that should reflect it was the second reading of IHB-R.

Dr. Robert noted a correction to the personnel report which should list Nathan Bliss as a Performing Arts Teacher. His position was listed incorrectly in the report.

Mr. Hermes arrived at 5:40 pm.

Mrs. Greenberg motioned to approve with the above stated amendments. Mr. Thompson seconded. Motion carried 5-0.

Mrs. Ramos aye
Mrs. Greenberg aye
Mr. Hermes aye
Mrs. Ford aye
Mr. Thompson aye

Call to the Public

None.

Board Presentation

None

Admin Reports

No comments

Information/ Discussion

FY24 School District Spending Report

Ms. McCabe encouraged all to look at the report online for a more in-depth look at the report. Reviewing key highlights of the report she said that while classroom spending decreased 2% to 67% per pupil, spending increased by \$400 per student. This increase brings the district's per pupil spending to \$1592 exceeding the average of the district's peer group (similar districts) in the report. When compared to peers Osborn is in line with others with administrative costs. Spending per meal is high but is anticipated given the quality of food being served. Transportation has refined their process and lowered costs while the district's average teacher salary has increased to \$63,000.

Action Items

Recommendation to Approve 2026/26 Employee Fringe Benefit Plans

Dr Woodland reviewed there are a total of 6 health care plans offerings for staff with 5 of those options free to employees.

Mr. Hermes motioned for approval. Mrs. Ford seconded. Motion carried 5-0.

Mrs. Ford aye
Mr. Hermes aye
Mrs. Greenberg aye
Mrs. Ramos aye
Mr. Thompson aye

Approval of first review of ASBA Policy Revisions:

A	District Mission and Belief Statement
AA	School District Legal Status
AA-E	School District Legal Status
ABA	Community Involvement in Education
ABAA	Parental Involvement

AC	Nondiscrimination / Equal Opportunity
AC-R	Nondiscrimination / Equal Opportunity
AC-E	Nondiscrimination / Equal Opportunity
ACA	Sexual Harassment
ACA-R	Sexual Harassment
ACA-E	Sexual Harassment
ACAA	Title IX Sex Discrimination
ACAA-R	Title IX Sex Discrimination
AD	Education Philosophy / School District Mission
GBK	Staff Grievances
JII	Student Concerns, Complaints, and Grievances

Dr. Robert provided clarification in revisions to policy A stating that when the policy is brought back for approval it will accurately reflect the district's updated mission, vision and core values.

In reference to revisions to policy AC, Dr. Robert recommended not approving the revisions and deleting the cross references to Title IX.

Referring to a spreadsheet summary of revisions Mrs. Ford received clarification that the motion for approval would be with the recommendations summarized on the spreadsheet.

Mrs. Greenberg motioned to approve with the recommendations from the spreadsheet. Mr. Hermes seconded. Motion passed 5-0

Mrs. Ramos aye
Mrs. Greenberg aye
Mr. Hermes aye
Mrs. Ford aye
Mr. Thompson aye

First Review of Return to Work Policy GCQEA

Dr. Woodland presented a draft policy of a return to work policy explaining that the policy allows staff to make a portion of their salary (80% is the recommendation) while also receiving their ASRS benefit stating the financial benefit for both staff and the district.

Dr. Robert further explained that the individual would see additional funds as they would no longer be contributing to ASRS since they would also be receiving their ASRS retirement.

Discussion took place about participants only receiving 80% with a preference stated to offer a higher percentage. Dr. Robert and Dr. Woodland agreed that raising that percentage could be explored later after implementing the program and determining the impact to the district. Dr. Woodland further explained that although the employee would no longer have health benefits from the district, staff would have the option to take advantage of the benefit through the district's partner agency.

Mr. Hermes motioned to approve. Mr. Thompson seconded. Motion passed 5-0

Mrs. Ramos aye

Mrs. Greenberg aye
Mr. Hermes aye
Mrs. Ford aye
Mr. Thompson aye

Second review and approval of policy JBA- Safe Learning Environment

Mrs. Greenberg and Mrs. Ramos expressed their appreciation for the support of the policy ensuring students and staff feel safe. Mrs. Greenberg stated she would like to have the language referring to gender, sexual orientation and association, crossed out in the draft document in number 5, included in the policy under numbers 5 and 10. Mr. Hermes asked that the language preceding that language (in blue in number 5) referring to protected class, be omitted.

Mr. Thompson motioned to approve. Mr. Hermes seconded. Motion carried 5-0.

Mrs. Ramos aye
Mrs. Greenberg aye
Mr. Hermes aye
Mrs. Ford aye
Mr. Thompson aye

Reduction in Force of Master Teacher Positions

Dr. Robert stated that due to the cancellation of the Teacher and School Leaders Grant, the district is only able to retain 1.5 of the 5.5 Master Teacher positions, the other 4 positions will be lost.

Discussion took place about where the funds previously expected to be received are with Mrs. Sotomayor explaining that allocations are based on what districts are expected to receive and ADE has stated that their allocation has been reduced.

Mrs. Ford motioned to approve. Mr. Thompson seconded. Motion carried 5-0.

Mrs. Ford aye
Mr. Hermes aye
Mrs. Greenberg aye
Mrs. Ramos aye
Mr. Thompson aye

Reduction in Force of the Director of Leadership and School Improvement

Dr. Robert stated that the reason for this reduction in force is the same as the previous item and the district does not have funds for this administrative position.

Members expressed their frustration and sadness over losing both the master teachers and this position noting the importance of mentors in education.

Mr. Hermes motioned to approve. Mr. Thompson seconded. Motion carried 5-0.

Mrs. Ford aye
Mr. Hermes aye
Mrs. Greenberg aye
Mrs. Ramos aye
Mr. Thompson aye

Board Development

Dr. Robert said there is discussion around discussing shorter readings rather than a book study so anyone at home or those present can be involved in the discussion.

Reflections

Mr. Thompson echoed sentiments of the reductions in force of other members noting it is unfortunate have to make the decisions. He then applauded the safe learning policy.

Mrs. Ford echoed sentiments of others around the reduction in force. She applauded the work of President Ramos and Mrs. Greenberg for their hard work and thoughtfulness in writing the safe learning policy.

Mr. Hermes expressed appreciation for the hard work on the safe learning environment policy adding that JBA and the other policies discussed are a unique reflection of the district. He said that as Arizona moves into state budget season it is more important than ever to advocate for increased funding.

Mrs. Greenberg thanked members for passing the safe learning policy stating that it protects students in a variety of ways and reflects the values of the district. She referred to the meeting as one of the most uplifting and difficult meetings. She said she is hopeful that with the appeal filed, dollars will return to the district for the positions lost.

Mrs. Ramos thanked members for approval of the safe learning policy. She encouraged all to continue advocating.

Dr. Robert shared agreement with other's comments. Commending Dr. Woodland, he said a month ago she presented about what she wanted to do and tonight she brought the policy to make it a reality.

Future

None.

Adjournment

President Ramos declared the meeting adjourned at 6:59 PM.

Minutes submitted by:

Lisa Nye, Executive Assistant
to the Superintendent and Governing Board

Leanne Greenberg, Board Clerk

The Work Study of the Osborn School District Governing Board was called to order at 5:33 pm by Board President Ramos.

Present:

Violeta Ramos, Board President
Leanne Greenberg, Board Clerk
Edward Hermes, Board Member
Rhiannon Ford, Board Member
Eric Thompson, Board Member
Dr. Michael Robert, Superintendent

Action Items

Approval of Personnel Items

1. New Employees
2. Extra Duty Contracts
3. Employment Changes/Additions
4. Resignations
5. Terminations
6. Retirements
7. Leaves of Absence
8. Non-Renewal

Mrs. Greenberg motioned to approve. Mr. Hermes seconded. Motion carried 5-0.

Mrs. Ramos aye
Mrs. Greenberg aye
Mr. Hermes aye
Mrs. Ford aye
Mr. Thompson aye

FY2024 Audit Reports

Ms. McCabe explained that this is the first year working under the new audit contract with CWDL and introducing CWDL partner DL Johnson. Mr. John provided an overview of the results and process of the FY 24 audit which he explained was split into 4 areas; the financial audit, single audit and USFR. Sharing that the team completed preliminary field work on their first visit in September finalizing their review during a second visit in November with final reports completed in December/January.

Sharing that CWDL groups funds differently than the previous auditors so there was some streamlining that occurred with only one correction related to a pre pay on software. He said that M and O overall was found to be 3.4 million under budget with no findings.

The single audit report looks at areas involving federal monies. Child Nutrition was the area tested and there were no findings.

Improvements were seen with the USFR (state compliance) with only 3 comments this year as compared to 8 last year. Member Thompson and Mr. Johnson expressed the significance of this noting that it is rare for a district to have nothing in this area. To have so few speaks highly of Ms. McCabe's work.

Discussion continued and Ms. McCabe noted that the item would be brought back for approval at the regular meeting.

Mr. Hermes left the meeting at 6:02pm

Montecito Central Plant Guaranteed Maximum Price

Ms. McCabe explained that members would see the first (GMP) at the regular meeting and wanted to take the opportunity to provide an outline of a GMP as well as phasing and committing funds for the guaranteed maximum price.

Mr. Brubaker shared the benefits of bringing contractors in early in the process and allowing them to be part of the team and projects means when construction starts everyone is on board because they have been part of the planning.

Elizabeth provided an example of a GMP allowing members to see what it looks like and how final numbers are determined.

Adjournment

President Ramos adjourned the meeting at 6:31 pm.

Minutes submitted by:

Lisa Nye, Executive Assistant
to the Superintendent and Governing Board

Leanne Greenberg, Board Clerk

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-D-1-8

Agenda Item

Approval of Personnel Items

For Board: Action Discussion Information

Background –

Per attached list.

Note: Due to HIPPA laws (Health Insurance Portability & Accountability Act) regarding privacy of health information, we do not include letters from individuals requesting FMLA because their medical conditions are mentioned in their letters. This information must be held confidential. Board members will simply know from the usual monthly listings that it is an FMLA request and understand that such requests are made due to one's own personal illness or injury or a close family members' illness or injury or the birth or adoption of a child, etc.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Resignations/Terminations/Retirements and Employment/Changes/Additions/Non-Renewal as presented.

Moved _____ Seconded _____ P/F

NEW EMPLOYEES: CERTIFIED

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
-------------	-----------------	-----------------	-------------------	--------------------

NEW EMPLOYEES: CLASSIFIED

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE HIRED</u>	<u>RATE OF PAY</u>
-------------	-----------------	-----------------	-------------------	--------------------

RATIFY ADDENDUM TO CONTRACT

NAME

PROGRAM

AMOUNT

PRE-APPROVAL ADDENDUM TO CONTRACT

NAME

PROGRAM

AMOUNT

ADDITIONAL ASSIGNMENTS				
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>
Brod, Matthew	XD- 21st Century Enrichment	LNV	3/17/2025	\$21.01
Meza, Breanna	XD- Temporary Front Office Clerk Substitute	SOL	3/31/2025	\$16.32

CHANGE OF ASSIGNMENT					
<u>NAME</u>	<u>FROM POSITION</u>	<u>TO POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>

NEW YEAR CLASSIFIED ASSIGNMENTS				
<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>DATE</u>	<u>RATE OF PAY</u>

NEW YEAR SUBSTITUTE ASSIGNMENTS				
---------------------------------	--	--	--	--

March 18, 2025

PRE-APPROVAL ADDENDUM TO CONTRACT		
<u>NAME</u>	<u>PROGRAM</u>	<u>AMOUNT</u>
Wharton, Patricia	21st CCLC Instructor 2/18-4/25/25	\$530.00
Vincent, Madison	21st CCLC Instructor 2/18-4/25/25	\$530.00

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child by developing emotional intelligence and academic excellence.

Agenda Item Number – IV-E

Agenda Item

Donations

For Board: Action Discussion Information

Background –

Donor	Donation	Location	Estimated Value

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the list of donations as presented.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-F

Agenda Item

Expenditure and Revenue Report

For Board: Action Discussion Information

Background –

Attached is a summary fund status for all current district funds in accordance with Board Policy DBI that states, *“In order to determine if budgeted expenditures are in keeping with the adopted budget, a monthly report of expenditures and revenues shall be presented to the Board.*

Any over expenditure in a major subsection of the maintenance and operation budget shall require Board approval.”

Legal

A.R.S. 15-905

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

For information only

Moved _____ Seconded _____ P/F

Osborn School District

Board Exp & Revenue Report

From Date: 3/1/2025

To Date: 3/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
001.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$518,576.41)	(\$7,452,339.40)	\$7,452,339.40	\$0.00	\$7,452,339.40	0.00%
001.000.0000.2000.000.000.0000	Undesignated	\$0.00	\$1.12	\$28,380.97	(\$28,380.97)	\$0.00	(\$28,380.97)	0.00%
001.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$882,745.87)	(\$7,561,700.99)	\$7,561,700.99	\$0.00	\$7,561,700.99	0.00%
001.000.0000.6000.000.000.0000	EXPENDITURES	\$23,615,710.13	\$1,629,858.44	\$13,853,641.75	\$9,762,068.38	\$6,296,044.78	\$3,466,023.60	14.68%
	FUND: MAINTENANCE AND OPERATION - 001	\$23,615,710.13	\$228,537.28	(\$1,132,017.67)	\$24,747,727.80	\$6,296,044.78	\$18,451,683.02	78.13%
010.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$1,333,683.12)	\$1,333,683.12	\$0.00	\$1,333,683.12	0.00%
	FUND: CLASSROOM SITE FUND - 010	\$0.00	\$0.00	(\$1,333,683.12)	\$1,333,683.12	\$0.00	\$1,333,683.12	0.00%
011.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$72,533.07)	\$72,533.07	\$0.00	\$72,533.07	0.00%
011.000.0000.6000.000.000.0000	EXPENDITURES	\$2,739,037.00	\$158,126.86	\$1,235,888.93	\$1,503,148.07	\$572,739.60	\$930,408.47	33.97%
	FUND: P301 BASE PAY - 011	\$2,739,037.00	\$158,126.86	\$1,163,355.86	\$1,575,681.14	\$572,739.60	\$1,002,941.54	36.62%
012.000.0000.6000.000.000.0000	EXPENDITURES	\$2,263,684.00	\$202.32	\$2,627.77	\$2,261,056.23	\$883.63	\$2,260,172.60	99.84%
	FUND: P301 PERFORMANCE PAY - 012	\$2,263,684.00	\$202.32	\$2,627.77	\$2,261,056.23	\$883.63	\$2,260,172.60	99.84%
020.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$3,682.69)	\$3,682.69	\$0.00	\$3,682.69	0.00%
020.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$87,404.37)	\$87,404.37	\$0.00	\$87,404.37	0.00%
020.000.0000.6000.000.000.0000	EXPENDITURES	\$170,000.00	\$5,666.65	\$46,717.18	\$123,282.82	\$21,858.51	\$101,424.31	59.66%
	FUND: INSTRUCTIONAL IMPROVEMENT FUND - 020	\$170,000.00	\$5,666.65	(\$44,369.88)	\$214,369.88	\$21,858.51	\$192,511.37	113.24%
071.000.0000.6000.000.000.0000	EXPENDITURES	\$54,377.31	\$5,072.84	\$7,419.25	\$46,958.06	\$10,947.79	\$36,010.27	66.22%
	FUND: STRUCTURED ENGLISH IMMERSION - 071	\$54,377.31	\$5,072.84	\$7,419.25	\$46,958.06	\$10,947.79	\$36,010.27	66.22%
100.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$325,240.94)	\$325,240.94	\$0.00	\$325,240.94	0.00%
100.000.0000.6000.000.000.0000	EXPENDITURES	\$1,153,863.70	\$0.00	(\$411.96)	\$1,154,275.66	\$0.00	\$1,154,275.66	100.04%
	FUND: TITLE I - 100	\$1,153,863.70	\$0.00	(\$325,652.90)	\$1,479,516.60	\$0.00	\$1,479,516.60	128.22%
101.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$220,025.21)	(\$666,357.55)	\$666,357.55	\$0.00	\$666,357.55	0.00%
101.000.0000.6000.000.000.0000	EXPENDITURES	\$1,629,673.54	\$80,553.00	\$657,184.65	\$972,488.89	\$337,642.26	\$634,846.63	38.96%
	FUND: TITLE I - 101	\$1,629,673.54	(\$139,472.21)	(\$9,172.90)	\$1,638,846.44	\$337,642.26	\$1,301,204.18	79.84%
110.000.0000.6000.000.000.0000	EXPENDITURES	\$1,707.92	\$0.00	\$0.00	\$1,707.92	\$0.00	\$1,707.92	100.00%
	FUND: TITLE ID - NEGLECTED OR DELINQUENT - 110	\$1,707.92	\$0.00	\$0.00	\$1,707.92	\$0.00	\$1,707.92	100.00%
115.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$6,010.37)	\$6,010.37	\$0.00	\$6,010.37	0.00%
115.000.0000.6000.000.000.0000	EXPENDITURES	\$40,000.00	\$0.00	\$6,010.37	\$33,989.63	\$0.00	\$33,989.63	84.97%
	FUND: TITLE I TARGETED SUPPORT & IMPROVEMENT - 115	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	100.00%
116.000.0000.6000.000.000.0000	EXPENDITURES	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
	FUND: TITLE I TARGETED SUPPORT & IMPROVEMENT - 116	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
140.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$119,194.62)	\$119,194.62	\$0.00	\$119,194.62	0.00%
140.000.0000.6000.000.000.0000	EXPENDITURES	\$143,776.29	\$0.00	\$4,778.13	\$138,998.16	\$0.00	\$138,998.16	96.68%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 140	\$143,776.29	\$0.00	(\$114,416.49)	\$258,192.78	\$0.00	\$258,192.78	179.58%
141.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$73,769.48)	\$73,769.48	\$0.00	\$73,769.48	0.00%
141.000.0000.6000.000.000.0000	EXPENDITURES	\$149,975.36	\$8,686.95	\$44,348.26	\$105,627.10	\$9,388.87	\$96,238.23	64.17%
	FUND: TITLE IIA - IMPROVING TEACHER QUALITY - 141	\$149,975.36	\$8,686.95	(\$29,421.22)	\$179,396.58	\$9,388.87	\$170,007.71	113.36%
160.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$65,085.88)	\$65,085.88	\$0.00	\$65,085.88	0.00%
160.000.0000.6000.000.000.0000	EXPENDITURES	\$95,886.60	\$0.00	\$1,203.09	\$94,683.51	\$0.00	\$94,683.51	98.75%

Osborn School District

Board Exp & Revenue Report

From Date: 3/1/2025

To Date: 3/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	FUND: TITLE IV - SAFE & DRUG FREE BASIC - 160	\$95,886.60	\$0.00	(\$63,882.79)	\$159,769.39	\$0.00	\$159,769.39	166.62%
161.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$16,676.49)	\$16,676.49	\$0.00	\$16,676.49	0.00%
161.000.0000.6000.000.000.0000	EXPENDITURES	\$146,231.00	\$4,339.71	\$22,964.48	\$123,266.52	\$36,674.79	\$86,591.73	59.22%
	FUND: TITLE IV - SAFE & DRUG FREE BASIC - 161	\$146,231.00	\$4,339.71	\$6,287.99	\$139,943.01	\$36,674.79	\$103,268.22	70.62%
162.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$26,430.57)	(\$215,396.14)	\$215,396.14	\$0.00	\$215,396.14	0.00%
162.000.0000.6000.000.000.0000	EXPENDITURES	\$195,740.00	\$12,338.28	\$71,064.90	\$124,675.10	\$37,798.82	\$86,876.28	44.38%
	FUND: 21ST CENTURY (ENC, SOL) - 162	\$195,740.00	(\$14,092.29)	(\$144,331.24)	\$340,071.24	\$37,798.82	\$302,272.42	154.43%
163.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$36,338.77)	(\$335,286.61)	\$335,286.61	\$0.00	\$335,286.61	0.00%
163.000.0000.6000.000.000.0000	EXPENDITURES	\$291,120.00	\$8,415.95	\$74,808.32	\$216,311.68	\$37,717.37	\$178,594.31	61.35%
	FUND: 21ST CENTURY (CL, LV, OMS) - 163	\$291,120.00	(\$27,922.82)	(\$260,478.29)	\$551,598.29	\$37,717.37	\$513,880.92	176.52%
190.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$53,863.75)	\$53,863.75	\$0.00	\$53,863.75	0.00%
190.000.0000.6000.000.000.0000	EXPENDITURES	\$70,747.77	\$0.00	\$0.00	\$70,747.77	\$0.00	\$70,747.77	100.00%
	FUND: TITLE III - 190	\$70,747.77	\$0.00	(\$53,863.75)	\$124,611.52	\$0.00	\$124,611.52	176.13%
191.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$7,803.14)	(\$31,311.07)	\$31,311.07	\$0.00	\$31,311.07	0.00%
191.000.0000.6000.000.000.0000	EXPENDITURES	\$110,951.69	\$1,396.59	\$9,008.02	\$101,943.67	\$4,310.87	\$97,632.80	88.00%
	FUND: TITLE III - 191	\$110,951.69	(\$6,406.55)	(\$22,303.05)	\$133,254.74	\$4,310.87	\$128,943.87	116.22%
200.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$31,938.66)	\$31,938.66	\$0.00	\$31,938.66	0.00%
200.000.0000.6000.000.000.0000	EXPENDITURES	\$35,595.00	\$3,736.33	\$30,934.46	\$4,660.54	\$16,307.55	(\$11,647.01)	-32.72%
	FUND: TITLE VII - INDIAN ED - 200	\$35,595.00	\$3,736.33	(\$1,004.20)	\$36,599.20	\$16,307.55	\$20,291.65	57.01%
220.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$342,837.41)	\$342,837.41	\$0.00	\$342,837.41	0.00%
220.000.0000.6000.000.000.0000	EXPENDITURES	\$1,130,009.75	\$0.00	\$628.54	\$1,129,381.21	\$0.00	\$1,129,381.21	99.94%
	FUND: IDEA - BASIC - 220	\$1,130,009.75	\$0.00	(\$342,208.87)	\$1,472,218.62	\$0.00	\$1,472,218.62	130.28%
221.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$98,771.50)	(\$448,532.53)	\$448,532.53	\$0.00	\$448,532.53	0.00%
221.000.0000.6000.000.000.0000	EXPENDITURES	\$871,804.07	\$56,425.51	\$502,998.04	\$368,806.03	\$187,805.31	\$181,000.72	20.76%
	FUND: IDEA BASIC - 221	\$871,804.07	(\$42,345.99)	\$54,465.51	\$817,338.56	\$187,805.31	\$629,533.25	72.21%
222.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$9,729.70)	\$9,729.70	\$0.00	\$9,729.70	0.00%
222.000.0000.6000.000.000.0000	EXPENDITURES	\$29,517.50	\$0.00	\$0.00	\$29,517.50	\$0.00	\$29,517.50	100.00%
	FUND: IDEA - PRESCHOOL GRANT - 222	\$29,517.50	\$0.00	(\$9,729.70)	\$39,247.20	\$0.00	\$39,247.20	132.96%
223.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$14,368.69)	\$14,368.69	\$0.00	\$14,368.69	0.00%
223.000.0000.6000.000.000.0000	EXPENDITURES	\$27,795.87	\$2,033.29	\$20,830.50	\$6,965.37	\$7,152.13	(\$186.76)	-0.67%
	FUND: IDEA EDISA - 2 Training - 223	\$27,795.87	\$2,033.29	\$6,461.81	\$21,334.06	\$7,152.13	\$14,181.93	51.02%
227.000.0000.6000.000.000.0000	EXPENDITURES	\$11,872.68	\$0.00	\$0.00	\$11,872.68	\$0.00	\$11,872.68	100.00%
	FUND: ARP- IDEA PRESCHOOL - 227	\$11,872.68	\$0.00	\$0.00	\$11,872.68	\$0.00	\$11,872.68	100.00%
228.000.0000.6000.000.000.0000	EXPENDITURES	\$110,067.72	\$0.00	\$0.00	\$110,067.72	\$0.00	\$110,067.72	100.00%
	FUND: ARP- IDEA BASIC - 228	\$110,067.72	\$0.00	\$0.00	\$110,067.72	\$0.00	\$110,067.72	100.00%
230.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$10,245.67)	\$10,245.67	\$0.00	\$10,245.67	0.00%
230.000.0000.6000.000.000.0000	EXPENDITURES	\$37,173.47	\$0.00	(\$653.00)	\$37,826.47	\$0.00	\$37,826.47	101.76%
	FUND: JOHNSON-O'MALLEY - 230	\$37,173.47	\$0.00	(\$10,898.67)	\$48,072.14	\$0.00	\$48,072.14	129.32%

Osborn School District

Board Exp & Revenue Report

From Date: 3/1/2025

To Date: 3/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
231.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$22,184.28)	\$22,184.28	\$0.00	\$22,184.28	0.00%
231.000.0000.6000.000.000.0000	EXPENDITURES	\$28,238.78	\$3,736.36	\$31,534.76	(\$3,295.98)	\$16,307.69	(\$19,603.67)	-69.42%
	FUND: JOHNSON-O'MALLEY - 231	\$28,238.78	\$3,736.36	\$9,350.48	\$18,888.30	\$16,307.69	\$2,580.61	9.14%
280.000.0000.6000.000.000.0000	EXPENDITURES	\$29,828.93	\$0.00	\$0.00	\$29,828.93	\$0.00	\$29,828.93	100.00%
	FUND: EDUCATION FOR HOMELESS CHILDREN - 280	\$29,828.93	\$0.00	\$0.00	\$29,828.93	\$0.00	\$29,828.93	100.00%
281.000.0000.6000.000.000.0000	EXPENDITURES	\$31,676.78	\$0.00	\$0.00	\$31,676.78	\$0.00	\$31,676.78	100.00%
	FUND: EDUCATION FOR HOMELESS CHILDREN - 281	\$31,676.78	\$0.00	\$0.00	\$31,676.78	\$0.00	\$31,676.78	100.00%
283.000.0000.6000.000.000.0000	EXPENDITURES	\$60,261.77	\$0.00	\$0.00	\$60,261.77	\$0.00	\$60,261.77	100.00%
	FUND: ARRA - EDUCATION FOR HOMELESS CHILDREN - 283	\$60,261.77	\$0.00	\$0.00	\$60,261.77	\$0.00	\$60,261.77	100.00%
284.000.0000.6000.000.000.0000	EXPENDITURES	\$41,072.80	\$0.00	\$0.00	\$41,072.80	\$0.00	\$41,072.80	100.00%
	FUND: ARP - HOMELESS I - 284	\$41,072.80	\$0.00	\$0.00	\$41,072.80	\$0.00	\$41,072.80	100.00%
290.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	\$38,905.49	(\$38,905.49)	\$0.00	(\$38,905.49)	0.00%
290.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$78,632.40)	\$78,632.40	\$0.00	\$78,632.40	0.00%
290.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$20,331.70	\$176,551.92	(\$176,551.92)	\$69,427.50	(\$245,979.42)	0.00%
	FUND: MEDICAID REIMB - 290	\$0.00	\$20,331.70	\$136,825.01	(\$136,825.01)	\$69,427.50	(\$206,252.51)	0.00%
308.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$0.00	\$299,304.18	(\$299,304.18)	\$2,684,929.38	(\$2,984,233.56)	0.00%
	FUND: EPA CLEAN BUSES GRANT - 308	\$0.00	\$0.00	\$299,304.18	(\$299,304.18)	\$2,684,929.38	(\$2,984,233.56)	0.00%
310.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$6,946.00)	(\$6,946.00)	\$6,946.00	\$0.00	\$6,946.00	0.00%
310.000.0000.6000.000.000.0000	EXPENDITURES	\$8,690.00	\$1,034.00	\$7,980.00	\$710.00	\$1,500.00	(\$790.00)	-9.09%
	FUND: AZ NURSES WORKFORCE GRANT - 310	\$8,690.00	(\$5,912.00)	\$1,034.00	\$7,656.00	\$1,500.00	\$6,156.00	70.84%
320.000.0000.6000.000.000.0000	EXPENDITURES	\$708,000.00	\$202,560.92	\$203,073.26	\$504,926.74	\$74,707.15	\$430,219.59	60.77%
	FUND: PRESCHOOL DEVELOPMENT GRANT - 320	\$708,000.00	\$202,560.92	\$203,073.26	\$504,926.74	\$74,707.15	\$430,219.59	60.77%
321.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$950.00)	(\$950.00)	\$950.00	\$0.00	\$950.00	0.00%
321.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	(\$59,263.64)	(\$741,101.10)	\$741,101.10	\$0.00	\$741,101.10	0.00%
321.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$0.00	\$680,994.08	(\$680,994.08)	\$28,842.20	(\$709,836.28)	0.00%
	FUND: AZ PRIME grant - 321	\$0.00	(\$60,213.64)	(\$61,057.02)	\$61,057.02	\$28,842.20	\$32,214.82	0.00%
322.000.0000.6000.000.000.0000	EXPENDITURES	\$276,000.00	\$282.11	\$282.11	\$275,717.89	\$0.00	\$275,717.89	99.90%
	FUND: PRESCHOOL DEV - START-UP - 322	\$276,000.00	\$282.11	\$282.11	\$275,717.89	\$0.00	\$275,717.89	99.90%
326.000.0000.6000.000.000.0000	EXPENDITURES	\$102,163.82	\$0.00	\$0.00	\$102,163.82	\$0.00	\$102,163.82	100.00%
	FUND: ESSER CARES - 326	\$102,163.82	\$0.00	\$0.00	\$102,163.82	\$0.00	\$102,163.82	100.00%
333.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$2,357.58	\$150,714.23	(\$150,714.23)	\$5,016.59	(\$155,730.82)	0.00%
	FUND: HQEL - 333	\$0.00	\$2,357.58	\$150,714.23	(\$150,714.23)	\$5,016.59	(\$155,730.82)	0.00%
336.000.0000.6000.000.000.0000	EXPENDITURES	\$4,751,065.08	\$0.00	\$0.00	\$4,751,065.08	\$0.00	\$4,751,065.08	100.00%
	FUND: ESSER / CARES ROUND II - 336	\$4,751,065.08	\$0.00	\$0.00	\$4,751,065.08	\$0.00	\$4,751,065.08	100.00%
337.000.0000.6000.000.000.0000	EXPENDITURES	\$54,291.14	\$0.00	\$0.00	\$54,291.14	\$0.00	\$54,291.14	100.00%
	FUND: ACCELERATION ACADEMIES GRANT - 337	\$54,291.14	\$0.00	\$0.00	\$54,291.14	\$0.00	\$54,291.14	100.00%
346.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$1,999,753.58)	\$1,999,753.58	\$0.00	\$1,999,753.58	0.00%

Osborn School District

Board Exp & Revenue Report

From Date: 3/1/2025

To Date: 3/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
346.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$0.00	\$486,334.50	(\$486,334.50)	\$0.00	(\$486,334.50)	0.00%
	FUND: ESSER ROUND III - 346	\$0.00	\$0.00	(\$1,513,419.08)	\$1,513,419.08	\$0.00	\$1,513,419.08	0.00%
364.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$279,770.19)	\$279,770.19	\$0.00	\$279,770.19	0.00%
364.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$4,380.61	\$283,287.60	(\$283,287.60)	\$301,150.81	(\$584,438.41)	0.00%
	FUND: FED ED INNOVATION RESEARCH GRANT - 364	\$0.00	\$4,380.61	\$3,517.41	(\$3,517.41)	\$301,150.81	(\$304,668.22)	0.00%
383.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$30,058.38)	\$30,058.38	\$0.00	\$30,058.38	0.00%
383.000.0000.6000.000.000.0000	EXPENDITURES	\$74,142.66	\$0.00	\$4,130.69	\$70,011.97	\$0.00	\$70,011.97	94.43%
	FUND: ARP - HOMELESS II ENTITLEMENT GRANT (FOR FUND 283) - 383	\$74,142.66	\$0.00	(\$25,927.69)	\$100,070.35	\$0.00	\$100,070.35	134.97%
384.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$299.88)	\$299.88	\$0.00	\$299.88	0.00%
384.000.0000.6000.000.000.0000	EXPENDITURES	\$41,072.80	\$0.00	\$0.00	\$41,072.80	\$0.00	\$41,072.80	100.00%
	FUND: ARP - HOMELESS I GRANT (FORMELY FUND 284) - 384	\$41,072.80	\$0.00	(\$299.88)	\$41,372.68	\$0.00	\$41,372.68	100.73%
387.000.0000.6000.000.000.0000	EXPENDITURES	\$17,244.00	\$0.00	\$0.00	\$17,244.00	\$0.00	\$17,244.00	100.00%
	FUND: Dyslexia Grant - 387	\$17,244.00	\$0.00	\$0.00	\$17,244.00	\$0.00	\$17,244.00	100.00%
450.000.0000.6000.000.000.0000	EXPENDITURES	\$2,064.28	\$0.00	\$0.00	\$2,064.28	\$0.00	\$2,064.28	100.00%
	FUND: GIFTED - 450	\$2,064.28	\$0.00	\$0.00	\$2,064.28	\$0.00	\$2,064.28	100.00%
457.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$4,708.17)	\$4,708.17	\$0.00	\$4,708.17	0.00%
457.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	(\$28,416.05)	\$118,974.21	(\$118,974.21)	\$58,078.99	(\$177,053.20)	0.00%
	FUND: RESULTS BASED FUNDING - 457	\$0.00	(\$28,416.05)	\$114,266.04	(\$114,266.04)	\$58,078.99	(\$172,345.03)	0.00%
465.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$7,707.84)	\$7,707.84	\$0.00	\$7,707.84	0.00%
465.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$0.00	\$175,911.25	(\$175,911.25)	\$0.00	(\$175,911.25)	0.00%
	FUND: AZ TRANSPORTATION MODERNIZATION GRANT - 465	\$0.00	\$0.00	\$168,203.41	(\$168,203.41)	\$0.00	(\$168,203.41)	0.00%
472.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$7,572.76)	\$7,572.76	\$0.00	\$7,572.76	0.00%
472.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$75,735.91)	\$75,735.91	\$0.00	\$75,735.91	0.00%
472.000.0000.6000.000.000.0000	EXPENDITURES	\$0.00	\$15,679.68	\$136,727.47	(\$136,727.47)	\$61,070.33	(\$197,797.80)	0.00%
	FUND: EARLY LITERACY GRANT - 472	\$0.00	\$15,679.68	\$53,418.80	(\$53,418.80)	\$61,070.33	(\$114,489.13)	0.00%
473.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$36,066.51)	(\$105,018.40)	\$105,018.40	\$0.00	\$105,018.40	0.00%
473.000.0000.6000.000.000.0000	EXPENDITURES	\$185,820.00	\$14,422.44	\$119,440.84	\$66,379.16	\$62,473.77	\$3,905.39	2.10%
	FUND: FOUNDATIONAL LITERACY GRANT - 473	\$185,820.00	(\$21,644.07)	\$14,422.44	\$171,397.56	\$62,473.77	\$108,923.79	58.62%
475.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$42,942.14)	\$42,942.14	\$0.00	\$42,942.14	0.00%
475.000.0000.6000.000.000.0000	EXPENDITURES	\$45,000.00	\$3,417.35	\$34,283.86	\$10,716.14	\$11,585.36	(\$869.22)	-1.93%
	FUND: OIE RISE GRANT - 475	\$45,000.00	\$3,417.35	(\$8,658.28)	\$53,658.28	\$11,585.36	\$42,072.92	93.50%
478.000.0000.6000.000.000.0000	EXPENDITURES	\$7,180.00	\$0.00	\$0.00	\$7,180.00	\$0.00	\$7,180.00	100.00%
	FUND: FEMININE HYGIENE GRANT - 478	\$7,180.00	\$0.00	\$0.00	\$7,180.00	\$0.00	\$7,180.00	100.00%
480.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	(\$86,314.50)	(\$498,590.15)	\$498,590.15	\$0.00	\$498,590.15	0.00%
480.000.0000.6000.000.000.0000	EXPENDITURES	\$407,053.00	\$34,515.57	\$284,549.87	\$122,503.13	\$121,129.87	\$1,373.26	0.34%
	FUND: SAFE SCHOOLS - 480	\$407,053.00	(\$51,798.93)	(\$214,040.28)	\$621,093.28	\$121,129.87	\$499,963.41	122.83%
483.000.0000.3000.000.000.0000	REVENUE FROM STATE SOURCES	\$0.00	\$0.00	(\$15,317.30)	\$15,317.30	\$0.00	\$15,317.30	0.00%
	FUND: STATE TUTORING - 483	\$0.00	\$0.00	(\$15,317.30)	\$15,317.30	\$0.00	\$15,317.30	0.00%

Osborn School District

Board Exp & Revenue Report

From Date: 3/1/2025

To Date: 3/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
500.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$1,339.00)	(\$56,150.57)	\$56,150.57	\$0.00	\$56,150.57	0.00%
500.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	(\$129.80)	\$129.80	\$0.00	\$129.80	0.00%
500.000.0000.6000.000.000.0000	EXPENDITURES	\$495,000.00	\$0.00	\$0.00	\$495,000.00	\$0.00	\$495,000.00	100.00%
	FUND: SCH PL-SALE/LEAS OVR 1 YR - 500	\$495,000.00	(\$1,339.00)	(\$56,280.37)	\$551,280.37	\$0.00	\$551,280.37	111.37%
502.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$1,613.41)	\$1,613.41	\$0.00	\$1,613.41	0.00%
502.000.0000.6000.000.000.0000	EXPENDITURES	\$80,000.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00	100.00%
	FUND: SCHOOL PLANT SALES - 502	\$80,000.00	\$0.00	(\$1,613.41)	\$81,613.41	\$0.00	\$81,613.41	102.02%
510.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$45,598.61)	\$45,598.61	\$0.00	\$45,598.61	0.00%
510.000.0000.4000.000.000.0000	REVENUE FROM FEDERAL SOURCES	\$0.00	\$0.00	(\$1,396,874.00)	\$1,396,874.00	\$0.00	\$1,396,874.00	0.00%
510.000.0000.6000.000.000.0000	EXPENDITURES	\$2,750,000.00	\$207,692.64	\$1,607,228.98	\$1,142,771.02	\$454,501.78	\$688,269.24	25.03%
	FUND: FOOD SERVICE - 510	\$2,750,000.00	\$207,692.64	\$164,756.37	\$2,585,243.63	\$454,501.78	\$2,130,741.85	77.48%
515.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$58,141.55)	\$58,141.55	\$0.00	\$58,141.55	0.00%
515.000.0000.6000.000.000.0000	EXPENDITURES	\$120,000.00	\$6,822.38	\$67,229.01	\$52,770.99	\$22,110.81	\$30,660.18	25.55%
	FUND: CIVIC CENTER - 515	\$120,000.00	\$6,822.38	\$9,087.46	\$110,912.54	\$22,110.81	\$88,801.73	74.00%
520.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$325.00)	(\$126,077.51)	\$126,077.51	\$0.00	\$126,077.51	0.00%
520.000.0000.6000.000.000.0000	EXPENDITURES	\$206,393.60	(\$166,125.46)	\$174,135.45	\$32,258.15	\$58,932.08	(\$26,673.93)	-12.92%
	FUND: COMMUNITY SCHOOL - 520	\$206,393.60	(\$166,450.46)	\$48,057.94	\$158,335.66	\$58,932.08	\$99,403.58	48.16%
521.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$1,600.00)	(\$211,261.60)	\$211,261.60	\$0.00	\$211,261.60	0.00%
521.000.0000.6000.000.000.0000	EXPENDITURES	\$235,899.64	\$32,993.24	\$282,422.12	(\$46,522.48)	\$105,574.23	(\$152,096.71)	-64.48%
	FUND: COMMUNITY SCHOOL - MONTESSORI - 521	\$235,899.64	\$31,393.24	\$71,160.52	\$164,739.12	\$105,574.23	\$59,164.89	25.08%
525.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$6,083.10)	\$6,083.10	\$0.00	\$6,083.10	0.00%
525.000.0000.6000.000.000.0000	EXPENDITURES	\$30,000.00	\$449.92	\$3,694.86	\$26,305.14	\$8,600.34	\$17,704.80	59.02%
	FUND: AUXILIARY OPERATIONS - 525	\$30,000.00	\$449.92	(\$2,388.24)	\$32,388.24	\$8,600.34	\$23,787.90	79.29%
526.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$400.00)	(\$35,917.36)	\$35,917.36	\$0.00	\$35,917.36	0.00%
526.000.0000.6000.000.000.0000	EXPENDITURES	\$300,000.00	\$1,437.19	\$8,499.98	\$291,500.02	\$5,543.90	\$285,956.12	95.32%
	FUND: EXTRA CURR TAX FEES CR - 526	\$300,000.00	\$1,037.19	(\$27,417.38)	\$327,417.38	\$5,543.90	\$321,873.48	107.29%
530.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$78,558.37)	\$78,558.37	\$0.00	\$78,558.37	0.00%
530.000.0000.6000.000.000.0000	EXPENDITURES	\$250,000.00	\$18,892.34	\$83,761.92	\$166,238.08	\$81,884.47	\$84,353.61	33.74%
	FUND: GIFTS AND DONATIONS - 530	\$250,000.00	\$18,892.34	\$5,203.55	\$244,796.45	\$81,884.47	\$162,911.98	65.16%
540.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$36.00)	(\$632.79)	\$632.79	\$0.00	\$632.79	0.00%
540.000.0000.6000.000.000.0000	EXPENDITURES	\$10,500.00	\$0.00	\$520.00	\$9,980.00	\$1,930.00	\$8,050.00	76.67%
	FUND: FINGERPRINT - 540	\$10,500.00	(\$36.00)	(\$112.79)	\$10,612.79	\$1,930.00	\$8,682.79	82.69%
550.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$643.57)	\$643.57	\$0.00	\$643.57	0.00%
550.000.0000.6000.000.000.0000	EXPENDITURES	\$30,500.00	\$0.00	\$0.00	\$30,500.00	\$0.00	\$30,500.00	100.00%
	FUND: INSURANCE PROCEEDS - 550	\$30,500.00	\$0.00	(\$643.57)	\$31,143.57	\$0.00	\$31,143.57	102.11%
555.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$360.50)	\$360.50	\$0.00	\$360.50	0.00%
555.000.0000.6000.000.000.0000	EXPENDITURES	\$16,500.00	\$0.00	\$0.00	\$16,500.00	\$0.00	\$16,500.00	100.00%
	FUND: TEXTBOOKS - 555	\$16,500.00	\$0.00	(\$360.50)	\$16,860.50	\$0.00	\$16,860.50	102.18%
565.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$0.54)	\$0.54	\$0.00	\$0.54	0.00%
	FUND: LITIGATION RECOVERY - 565	\$0.00	\$0.00	(\$0.54)	\$0.54	\$0.00	\$0.54	0.00%

Osborn School District

Board Exp & Revenue Report

From Date: 3/1/2025

To Date: 3/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
570.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$18,253.41)	\$18,253.41	\$0.00	\$18,253.41	0.00%
570.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	(\$18,203.81)	\$18,203.81	\$0.00	\$18,203.81	0.00%
570.000.0000.6000.000.000.0000	EXPENDITURES	\$560,000.00	\$28,120.05	\$231,257.89	\$328,742.11	\$248,480.38	\$80,261.73	14.33%
	FUND: INDIRECT COSTS - 570	\$560,000.00	\$28,120.05	\$194,800.67	\$365,199.33	\$248,480.38	\$116,718.95	20.84%
575.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$511.11)	\$511.11	\$0.00	\$511.11	0.00%
575.000.0000.6000.000.000.0000	EXPENDITURES	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$24,515.13	\$5,484.87	18.28%
	FUND: UNEMPLOYMENT INSURANCE - 575	\$30,000.00	\$0.00	(\$511.11)	\$30,511.11	\$24,515.13	\$5,995.98	19.99%
585.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$155.08)	\$155.08	\$0.00	\$155.08	0.00%
585.000.0000.6000.000.000.0000	EXPENDITURES	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
	FUND: INSURANCE REFUND - 585	\$3,000.00	\$0.00	(\$155.08)	\$3,155.08	\$0.00	\$3,155.08	105.17%
610.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$65,633.16)	(\$1,128,726.34)	\$1,128,726.34	\$0.00	\$1,128,726.34	0.00%
610.000.0000.2000.000.000.0000	Undesignated	\$0.00	\$0.22	\$5,277.89	(\$5,277.89)	\$0.00	(\$5,277.89)	0.00%
610.000.0000.6000.000.000.0000	EXPENDITURES	\$6,275,445.00	\$20,666.89	\$800,363.94	\$5,475,081.06	\$48,544.82	\$5,426,536.24	86.47%
	FUND: UNRESTRICT CAPITAL OUTLAY - 610	\$6,275,445.00	(\$44,966.05)	(\$323,084.51)	\$6,598,529.51	\$48,544.82	\$6,549,984.69	104.37%
630.000.0000.6000.000.000.0000	EXPENDITURES	\$30,000,000.00	\$175,957.85	\$1,226,673.69	\$28,773,326.31	\$2,479,718.57	\$26,293,607.74	87.65%
	FUND: BOND BUILDING - 630	\$30,000,000.00	\$175,957.85	\$1,226,673.69	\$28,773,326.31	\$2,479,718.57	\$26,293,607.74	87.65%
665.000.0000.6000.000.000.0000	EXPENDITURES	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
	FUND: ENERGY & WATER SAVINGS - 665	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
700.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$360,071.00)	(\$4,460,706.49)	\$4,460,706.49	\$0.00	\$4,460,706.49	0.00%
700.000.0000.5000.000.000.0000	REVENUE FROM OTHER SOURCES	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
700.000.0000.6000.000.000.0000	EXPENDITURES	\$7,822,813.00	\$0.00	\$0.00	\$7,822,813.00	\$0.00	\$7,822,813.00	100.00%
	FUND: DEBT SERVICE - 700	\$7,822,813.00	(\$360,071.00)	(\$4,459,706.49)	\$12,282,519.49	\$0.00	\$12,282,519.49	157.01%
850.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	\$0.00	(\$3,746.70)	\$3,746.70	\$0.00	\$3,746.70	0.00%
850.000.0000.6000.000.000.0000	EXPENDITURES	\$30,500.00	\$378.09	\$1,026.09	\$29,473.91	\$7,717.76	\$21,756.15	71.33%
	FUND: STUDENT ACTIVITIES - 850	\$30,500.00	\$378.09	(\$2,720.61)	\$33,220.61	\$7,717.76	\$25,502.85	83.62%
855.000.0000.1000.000.000.0000	REVENUE FROM LOCAL SOURCES	\$0.00	(\$120,495.43)	(\$1,824,432.97)	\$1,824,432.97	\$1,820.00	\$1,822,612.97	0.00%
855.000.0000.6000.000.000.0000	EXPENDITURES	\$2,500,000.00	\$199,674.09	\$1,861,256.45	\$638,743.55	\$846,035.43	(\$207,291.88)	-8.29%
	FUND: EMPL INSUR PGM WITHHOLDNG - 855	\$2,500,000.00	\$79,178.66	\$36,823.48	\$2,463,176.52	\$847,855.43	\$1,615,321.09	64.61%
Grand Total:		\$93,843,735.45	\$247,983.84	(\$6,459,555.63)	\$100,303,291.08	\$15,469,401.62	\$84,833,889.46	90.40%

End of Report

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-G

Agenda Item

Student Activities Statement of Revenue and Expenditures

For Board: Action Discussion Information

Background –

A.R.S. §15-1123.A requires that, “The student activities treasurer or assistant student activities treasurer shall maintain an accurate detailed record of all revenues and expenditures of the student activities fund. The record shall be made in such form as the governing board of the school district prescribes. Copies of the record shall be presented to the governing board of the school district not less than once during each calendar month.”

This agenda item and the attached Student Activities Statement of Revenues and Expenditures shall serve to bring the district up-to-date with the requirements of §15-1123.A. Each month this statement will be presented for the Governing Board’s ratification. This fund is used to account for the funds deposited and expended in connection with the activities of student organizations, clubs, and other similar functions. The school district serves only as a fiduciary custodian for these funds.

Legal

A.R.S. §15-1123.A

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board ratify the 2024/25 Statement of Revenues and Expenditures for the Student Activities Fund from March 1 through March 31, 2025.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT No. 8
Statement of Revenues and Expenditures
For Student Activities Fund
Activity from March 1, 2025 to March 31, 2025

<u>School</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Balance</u>
Clarendon	4,834.21			4,834.21
OMS	12,201.70			12,201.70
Solano	10,136.15			10,136.15
Longview	13,339.67		378.09	12,961.58
	<u>\$ 40,511.73</u>	<u>\$ -</u>	<u>\$ 378.09</u>	<u>40,133.64</u>

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-H

Agenda Item

Disposal of Equipment

For Board: Action Discussion Information

Background –

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Recommend approval of disposal of equipment as listed.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IV-I

Agenda Item

Approval of Renewal of the IGA with Greater Phoenix Educational Management (GPEMC) and Arizona Management Council (AZEMC) for 2023-2028

For Board: Action Discussion Information

Background –

In 2019, the Governing Board approved the District’s participation in the Greater Phoenix Educational Management Council from 2019-2023. The Council membership includes Superintendents, Curriculum Administrators, and Business Managers. We are now seeking re-approval of the multi-year IGA with GPEMC to extend for the next 5 years—July 1, 2023 through June 30, 2028.

The dues for each fiscal year will be paid by July 1, 2023, 2024, 2025, 2026, and 2027. The renewal of the IGA will be brought to the Governing Board annually throughout the 5-year span.

Legal

A.R.S. §11-951

Financial

Annual membership fee paid through M & O.

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended the Board approve renewal of the IGA with Greater Phoenix Educational Management (GPEMC) and Arizona Management Council (AZEMC) for 2023-2028

Moved _____ Seconded _____ P/F

**GREATER PHOENIX EDUCATIONAL MANAGEMENT COUNCIL and AZ EDUCATIONAL
MANAGEMENT COUNCIL**

1481 North Eliseo Felix Jr. Way, Suite 100A
Avondale, AZ 85323
(623) 932-7000 Office

hcarlson@aguafria.org www.GPEMC.org Dr. Howard Carlson, Executive Director

INTERGOVERNMENTAL AGREEMENT 2023-2028

This agreement is entered into between the following school districts as a joint exercise of their powers pursuant to A.R.S. 11-951 et seq.:

The school districts listed in "Exhibit A" are authorized to carry on all activities included in this agreement pursuant to A.R.S. §15-341 and A.R.S. §15-342.

This agreement shall remain in effect from July 1, 2023, through June 30, 2028. A school district may be added at any time with approval of the Council or its Executive Director.

The purpose of this agreement is to provide educational management services, programs and activities to the participants in this agreement in a cost-effective and educationally sound manner.

The Greater Phoenix Educational Management Council/AZ Educational Management Council will be governed by the Superintendents of the participating school districts. Each participating district shall be entitled to one vote, which vote may be cast by the Superintendent or designee. Other educational and government agencies may be represented at the meetings but will not have voting rights.

The parties hereby agree to the following:

1. The Organization created by this agreement shall be known as the Greater Phoenix Educational Management Council/AZ Educational Management Council (hereinafter referred to as the Council) and will be composed of the parties to this agreement as well as other school districts who may be added to this agreement with approval of the Council or its Executive Director.
2. Said Council will be responsible for the implementation of all authorized programs and activities in a manner consistent with this agreement.
3. The Council will plan and carry out the following kinds of activities in furtherance of its goal of improving educational programs offered by the participating school districts:
 - a. Articulating and improving those educational programs that have continuity from elementary through high school.
 - b. Working cooperatively with other educational and governmental organizations, associations and agencies on plans and developments that require participation of schools.

GPEMC INTERGOVERNMENTAL AGREEMENT 2023-2028

- c. Undertaking cooperative programs in the area of local and non-local funded programs (federal, state, private) that can benefit the member districts.
 - d. Combining the expertise and efforts in all the districts to consider state and federal legislation of interest and concern to the school systems and plan cooperatively to meet the laws, rules and mandates resulting from this legislation.
 - e. Upgrading the level of attainment of all students in all educational areas where commonality exists.
 - f. Undertaking cooperative programs for the purpose of providing cost- effectiveness in joint programs for the member districts, in such areas as staff development, computer services, etc.
4. The Council will meet on a regular basis in accordance with a schedule to be determined by the Executive Director in coordination with the Chair/Co-Chair of each Division. Written notice of all meetings will be sent to each district's representative at least one day in advance of the meeting. In case there is a need to change the time, date or place of the meeting, Members will be notified. Special meetings may be called by the Chair of the Council.
5. The Council will elect a Chair and Vice-Chair at its May meeting to assume their duties on July 1. The Chair will be responsible for coordinating with the Executive Director meeting agendas, presiding at the council meetings, and establishing those committees that are needed to carry out the activities of the Council. The Vice-Chair will assume said duties in the absence of the Chair.
6. The Chair will be the presiding officer of the Council's Executive Committee whose membership will be elected by the Council when necessary.
7. A participating district may terminate membership in the Council by submitting a written notice to the Council **at least ninety (90) days prior to the end of each Fiscal Year.**
8. Property acquired solely for the purposes of this agreement shall be disposed of upon termination of the agreement as follows: any usable property remaining at the termination of this agreement that was acquired by the use of funds derived through this agreement and which was not otherwise assigned at the time of purchase by the Council will become the property of the participating districts and will be divided equitably by these districts at the direction of the Council, in accordance with any applicable federal or state laws or regulations. Any cash balances will be proportionately distributed among the current membership.
9. The Agua Fria Union High School District #216 (hereinafter called Fiscal Agent) agrees to be responsible for all accounting and audit functions required by this agreement, including the following duties and responsibilities:
 - a. Establishing the appropriate fund (IGA) with the county treasurer;
 - b. Preparation and distribution of normal customary monthly financial reports to the Executive Director of the Council;
 - c. All payroll functions and activities, including maintenance of records of sick leave, vacation, and other fringe benefit entitlements and reimbursement of approved travel expenses;
 - d. The Fiscal Agent shall administer all bidding and purchasing of supplies and equipment for the Council in conformity with all applicable statutes and regulations governing such activities.

GPEMC INTERGOVERNMENTAL AGREEMENT 2023-2028

- e. The Fiscal Agent's Governing Board shall approve the employment of all personnel needed to provide the services and activities of the Council. A negotiated salary and benefits package will be approved by the Superintendents and submitted to the Fiscal Agent for convenience only. Council personnel shall not be considered employees of the Fiscal Agent for purposes of Reduction in Force or mandatory employment of the Fiscal Agent.
 - f. The Fiscal Agent will make all of its normal and customary services available to the Council, including but not limited to: printing, duplicating, technology services and warehouse purchasing.
 - g. The Fiscal Agent will make available office space for the Executive Director and support help as approved by the Council. The Fiscal Agent will provide postage and receive reimbursement from the Council for the costs of such usage.
10. The Fiscal Agent continues for the duration of the Agreement unless a change is made by the Council or Fiscal Agent by giving written notice.
 11. In exchange for the provision of services described in paragraph 9.a through 9.g, the Council will pay the Fiscal Agent an annual percentage of 4% of the total expenditures of the budget, for each Fiscal Year less capital outlay as agreed to by the Council and Fiscal Agent.
 12. The Council or its Executive Director will notify the Fiscal Agent of matters relating to budget and personnel approved by the Council.
 13. It is understood by all parties to this agreement that decision-making authority with respect to the programs and activities of the Council is shared equally by all school districts that participate in this intergovernmental agreement and rests with the Council, subject to the duties and responsibilities of the Fiscal Agent as stated above.
 14. The Council shall be responsible for approving, implementing, and evaluating all programs and activities undertaken by the Council; and for the hiring and termination of all employees required to carry out said programs and activities.
 15. The Council shall approve a revenue and fee schedule for each Fiscal Year, which includes:
 - a. A membership fee for each party to this agreement.
 - b. A budget for each program based upon projected funding sources.
 16. All membership fees are to be paid by each district on July 1 of each Fiscal Year.
 17. This agreement will be authorized by resolution of the governing boards of each participating school district or their duly authorized agent.
 18. The parties to this agreement acknowledge that they are aware that the Civil Division of the Maricopa County Attorney's Office (Civil Division) and/or private counsel for the district may be chosen as the attorney for other parties to this agreement, and the signing party acknowledges that it is aware of potential conflict of interest and it waives any claim on conflict of interest, which may arise by virtue of the Civil Division or private attorney's representation of other parties to this agreement.

GPEMC INTERGOVERNMENTAL AGREEMENT 2023-2028

19. This agreement may be cancelled for conflict of interest pursuant to A.R.S. § 38-511.
20. The parties agree to comply with all provisions of applicable federal, state, and local laws, ordinances, and regulations relating to non-discrimination, equal employment opportunity, and the Americans with Disabilities Act. The parties further agree to comply with Arizona Governor's Executive Order 2009-09 dated October 20, 2009 to the extent applicable, if any, to this Agreement.
21. The parties warrant their compliance with all federal and state immigration laws (A.R.S. §41- 4401 and 23-214) and regulations related to their employees and warrant verification of employment eligibility through E-Verify and that a breach of this warranty shall be deemed a material breach of this Agreement subjecting this agreement to termination.
22. All Parties acknowledge that the participating school districts are government entities, and the contract validity is based upon the availability of public funding under its authority. In the event that the public funds are unavailable and not appropriate for the performance of either Party's obligations under this agreement, then this agreement shall automatically expire without penalty to either Party after written notice of the unavailability and non-appropriations of public funds. It is expressly agreed that neither Party shall activate this non-appropriation provision for its convenience or to circumvent the requirements of the contract, but only as an emergency fiscal measure.
23. This agreement shall be governed and construed in accordance with the laws of the State of Arizona.

See Exhibit "A" for the List of Districts

Exhibit "A"

Greater Phoenix Educational Management Council/AZ Educational Management Council Participating Districts

60 Districts

Agua Fria Union High School District	Alhambra Elementary School District
Arlington Elementary School District	Avondale Elementary School District
Balsz Elementary School District	Buckeye Elementary School District
Buckeye Union High School District	Cartwright Elementary School District
Casa Grande Elementary School District	Casa Grande Union School District
Cave Creek Unified School District	Coolidge Unified School District
Cottonwood-Oak Creek Unified School District	Creighton Elementary School District
Dysart Unified School District	Florence Unified School District
Fountain Hills Unified School District	Fowler Elementary School District
Glendale Elementary School District	Glendale Union High School District
Holbrook Unified School District	Humboldt Unified School District
Isaac Elementary School District	J.O. Combs Unified School District
Laveen Elementary School District	Liberty Elementary School District
Litchfield Elementary School District	Littleton Elementary School District
Madison Elementary School District	Marana Unified School District
Maricopa Unified School District	Mohave Valley Elementary School District
Murphy Elementary School District	Nadaburg Elementary School District
Osborn Elementary School District	Palo Verde Elementary School District
Pendergast Elementary School District	Phoenix Elementary School District
Phoenix Union High School District	Pima Unified School District
Riverside Elementary School District	Roosevelt Elementary School District
Saddle Mountain Unified School District	Scottsdale Unified School District
Stanfield Elementary School District	Tempe Union High School District
Tolleson Elementary School District	Tolleson Union High School District
Toltec Elementary School District	Union Elementary School District
Wickenburg Unified School District	Wilson Elementary School District
Window Rock Unified School District	Yuma Union High School District
Blue Ridge Unified School District	Morristown Elementary School District
Higley Unified School District	Peach Springs Unified School District
Chandler Unified School District	Western Maricopa Education Center

March 30, 2023

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –IV-J

Agenda Item

Approval of out of state travel to the Annual Nutrition Conference (ANC) in San Antonio, TX on July 12-15 for Nayra Amado, Maria Dagnino, Jennifer Houston, Maria Dominguez, Madison Furey, Theresa Mazza and Cory Alexander

For Board: Action Discussion Information

Background –

The ANC will be held in San Antonio, TX for 4 days from 7/12/25 to 7/15/25. The conference targets school nutrition professionals and is organized by the School Nutrition Association. Classes on financial management, administration, communication and marketing, Farm to School activities, new regulations and best practices, and scratch cooking will be available. Approval of this item in April’s board meeting will allow for a reduced registration rate. This conference provides an excellent opportunity to network with other directors, coordinators, and managers throughout the country and obtain required professional development hours, continuing education, and certifications which help increase understanding and knowledge of our profession.

This professional development opportunity offers more than learning experience, it also fosters team building and connection. I believe that this is an excellent way to come together and rejuvenate our teams as we leave this conference with fresh ideas and a new sense of excitement for the work that we do, providing the best possible nutrition for our students.

Legal

N/A

Financial

\$16,500 to be paid out of the Foodservice 510 account.

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the board approve the travel for Nayra Amado, Maria Dagnino, Jennifer Houston, Maria Dominguez, Madison Furey, Theresa Mazza and Cory Alexander to the ANC in July of 2025.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –IV-L

Agenda Item

Montecito Community School Camp Tontozona student trip to Payson, AZ from May 12-14, 2025

For Board: Action Discussion Information

Background –

Through partnership with a local Montessori elementary program, Montecito was invited to participate in a trip for their Elementary students to Camp Tontozona in Prescott, AZ for an overnight STEM camp from May 12-14, 2025.

The purpose of the trip is to provide the students of Montecito increased opportunities to build individual independence through enhanced peer collaboration and problem solving within the world in which they live. As noted by Dr. Maria Montessori, “When the child goes out, it is the world itself that offers itself to him. Let us take the child out to show him real things instead of making objects which represent idea and closing them in cupboards.”

The purpose of the Camp Tontozona Elementary STEM Overnight Excursion is to support the children in their steps to independence. Overnight trips are pivotal experiences within the Montessori environment, as they allow a child to immerse him/herself in real-world learning experiences beyond the classroom walls. It fosters independence, furthers practical life skills, builds a sense of community, and supports a deeper understanding of the world around him/her through hands-on exploration and cultural immersion. Camp Tontozona features an amazing array of STEM classes and modules that include aerodynamics, engineering, hikes, and genetic traits and heredity.

Legal

Financial

The total cost of the trip is \$6010. Jill Singh wrote and received a grant through the Osborn School District Educational Foundation for \$4570. The additional \$1440 is funded through parent payments (36 families each contributing \$40). The trip has a \$0 impact on district funding, with 75% grant-funded and 25% parent funded.

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the Montecito Community School Camp Tontozona student trip to Payson, AZ from May 12-14, 2025.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – V

Agenda Item

Call to the Public

For Board: Action Discussion Information

Background –

We welcome citizen input; however, items brought to the Board’s attention cannot be discussed unless they are listed as an agenda item. Issues will be referred to the superintendent or appropriate administrator for follow through.

The public will be able to listen to the meeting live through livestream. An Osborn employee will read the Call to the Public comments received via email. Any communication received in Spanish, will be translated and read to the members of the Governing Board in English. The comments in their entirety will be presented to the Governing Board in writing. You may also present a live Call to the Public if you are attending in person or on the YouTube Livestream. An individual wishing to address the Governing Board using technological access must email their message or request to speak live to lnye@osbornsd.org by 12:00pm on April 15, 2025.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

For Information Only

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –VI

Agenda Item

Board Presentation- none

For Board: Action Discussion Information

Background –

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Presentation

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –VII-A

Agenda Item

Administrative Reports

For Board: Action Discussion Information

Background –

Included are administrative reports summarizing past and upcoming events for schools and departments. As determined previously, principals are using their reports for the dual purpose of informing board members and also sending these newsletters home to parents.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

For update and information only

Moved _____ Seconded _____ P/F

Clarendon Board Report

To: Osborn School District Governing Board

Date: 4/2/2025

Re: March 2025 Events



Staff Highlights

IGP Reflection

- Teachers continue to work on and reflect on their IGP (Individual Growth Plans) in March by reviewing student data, celebrating successes, and identifying next steps.
- Teachers develop and work on their Individual Growth Plan (IGP), which includes new learning based on school goals, self-assessment, and feedback from observations.



Student Highlights

School Dance

- On March 21, we had our first school dance this year, Buddy Dance, sponsored by Clarendon Student Council. Thanks to our wonderful STUCO for organizing the event!
- Students had a blast dancing and hanging out with friends and teachers with pizza and snacks!



Partnership Highlight

Garden Café Collab with Nutrition Department

- In March, several Cougar Classes partnered with our outstanding Nutrition Department for a classroom presentation in the Garden Café.
- Students learned about nutrition and healthy food options. Students then were able to create a healthy pizza snack, which they all enjoyed. YUMMY!



Family-Teacher Conferences

- Prior to spring break, teachers met with students and families to share updates on their academic progress.
- Many teachers facilitated student-led conferences, which engage students in the process. These conferences can provide powerful opportunities for students to advocate for their own learning.
- Student-led conferences present opportunities for students to prepare, reflect on, and discuss evidence of their learning and growth by way of student portfolios.



Operation School Bell

- On March 20, Operation School Bell came out to Clarendon! Operation School Bell works with K-8th grade schools in the Greater Phoenix Area to provide brand new clothing, shoes and other essentials to children in need.
- Partner schools are visited by our 40ft mobile dressing centers, known as the Delivering Dreams buses throughout the school year. The buses are retrofitted to include shelves filled with clothing, a waiting area, shoe fitting station and dressing rooms.



Encanto Board Report

To: Osborn School District Governing Board

Date: 04/02/2025

Re: April School Highlights



Staff Highlights

Encanto's third-grade teachers have been working diligently to prepare their students for the upcoming AASA assessment. They have been designing WIN (What I Need) lessons to provide differentiated instruction and ensure students are well-prepared. Additionally, teachers shared important testing information with families during our AASA Parent Night. We're wishing our third graders the best of luck on their upcoming exams!



Student Highlights

Our Roadrunners were all about reading in March! Not even the rain could dampen the fun at our Annual Family Reading Picnic on Friday, March 7th. Families gathered to enjoy lunch together while sharing the magic of reading. Our third graders were thrilled to receive new books through the Kids Read Program, and former Encanto Teacher of the Year, Michelle Doherty, joined us to read to our oldest students. Keep reading, Roadrunners! 📖📚



Partnership Highlights

Partnership with Operation School Bell- Encanto spread joy to students once again through a partnership with Operation School Bell. Operation School Bell came to Encanto to deliver clothing, shoes, and personal hygiene products to students needing assistance. Thank you to Operation School Bell for coming twice this year to serve our students.

Longview Board Report

To: Osborn School District Governing Board

Date: 4/1/25

Re: April 2025 Events



Staff Highlights

Longview staff wants to celebrate that our testing season has begun and we are FIRED UP!!!!!! Our students and staff have worked diligently to ensure that we are all prepared to do our very best on the test!!!!!!

Student Highlights

Thank you to our Student Council and all they do for our entire school community!!! Our Student Council teacher leaders have taken our group to the next level this year by making all of our events affordable and accessible for ALL!!!

Partnership and family connections Highlights

It is my honor to celebrate and thank our amazing volunteers that have supported Longview this entire school year. Your hard work and dedication is having a lasting positive impact on our students and their academic success and social emotional well being.

Oms April Board Report

To: Osborn School District Governing Board

Date: 4/2/2025

Re: March 2025 Events



Staff Highlights

March 5-7 we held our Family/Teacher Conferences.

-Early release planning time for March focused on the following topics:

March 19-AzSci Test Prep/Firehawk Family Night Prep

March 26-AASA Test Prep

Student Highlights

-We were able to take 200 students to the Phoenix Zoo for the March incentive trip! Everyone had a great time and came back to campus exhausted from all the fun! We hope to make the trip to the zoo again next year!

-Our 8th graders took parts 1 and 2 of the AzSci test on Wednesday, March 26th and took part 3 on Thursday, March 27th. We will continue with our 7th and 8th graders taking the AASA Writing Test on Wednesday, April 2nd the AASA ELA test on Thursday, April 10th and the AASA Math Test on Tuesday, April 15th.

-The spring sports season has begun with the baseball team competing in 3 games so far! Our student athletes have been working hard and having fun competing!

Partnership Highlights

-On Friday, March 21st, we held our annual Firehawk Family Night at OMS. We had food, games, music and a ton of fun! Representatives from Phoenix Union were also there to share information on their schools. A big thank you to all of our staff for all their hard work and to our students and families that came to the event!



Solano Board Report

To: Osborn School District Governing Board

Date: 4/2/2025

Re: March 2025 Highlights

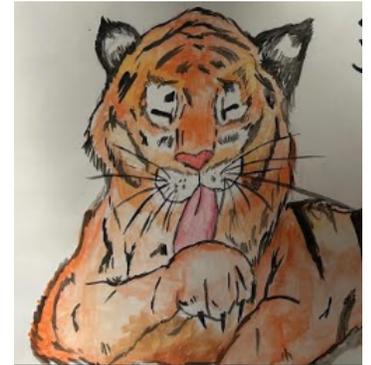


Staff Highlights

SEL Learning: Staff crosswalked PBIS, Conscious Discipline, Zones of Regulation, and Second Step to see how the pieces fit together across SEL platforms to support the diverse needs of our students. Teachers are field testing the Second Step curriculum during Quarter 4.

Student Highlights

T-Shirt Contest: Haniel Ayala Rabago won the Solano tiger drawing contest. Haniel won a \$50 gift card and will receive a free tiger spirit shirt with her drawing on it.



Special Area Competition: Ms. Schrey's class earned a pizza party from Coach Wright for outstanding participation and sportsmanship!

Preschool: Our preschool students ended their transportation unit with a transportation parade around campus. Our youngest tigers built some amazing automobiles!!

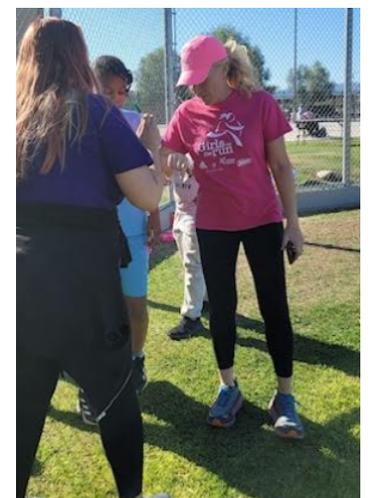


Partnership Highlights

Parent-Teacher-Student Conferences: Solano was buzzing with families during conference week. Some of our classrooms transitioned to student-led conferences providing students the opportunity to share their hard work along with their strengths and areas for growth.

21st Century After School Program: March 18th was Bring Your Parent to Club Day. Parents participated in a variety of after school activities from cooking to Girls on the Run.

Operation School Bell: 37 Solano students participated in the Delivering Dreams program through the Assistance League Phoenix. The program, formally known as Operation School Bell, now sends a 40ft mobile store and dressing rooms to the school for students to shop for necessities while ensuring that everything fits properly.



TO: Governing Board
FROM: Diana Vargas
DATE: April 15, 2025
RE: Business Services update

Accounts Payable

- Business Services processed **446** invoices in the month of March
- March Vendor Payments totaling **\$1,015,860.35**

Payroll

- March Staff Compensation totaling **\$1,961,939.19**
- Total employees – **372**

Purchasing

- Business Services processed **57** purchase orders in the month of March
- March Vendor Procurements totaling **\$154,791.11**

Revenues

- March direct cash /check Revenues totaling **\$274,446.13**
- March County Treasurer Revenues totaling **\$4,722,351.68**
- Total March revenues **\$4,184,624.99**

Upcoming Projects/ Items:

- AASBO Spring Conference attendance April 2-4, 2025



OSBORN SCHOOL DISTRICT #8

1226 W Osborn Rd Phoenix, AZ 85013

Phone: (602) 707-2000 Fax: (602) 707-2040

www.osbornschools.org

April 15, 2025

To: Osborn Governing Board President, Board Members, and Superintendent Robert

Professional Development and Collaboration

On March 6, 2025, the HR Director participated in a Central Region Check-in with other Human Resources Directors, discussing best practices and regional HR strategies. This meeting provided valuable insights into workforce trends, policy updates, and shared challenges within school HR departments across the region.

Vendor Engagement

Throughout March, the HR Department engaged in meetings with key vendors to enhance district services. These included:

- MBI Industrial Workplace Solutions, focusing on workplace safety and compliance enhancements.
- Precision Retirement, exploring retirement benefits and financial planning options to support our employees' long-term financial well-being.

Contracts and Staffing

Contracts for all contracted staff were issued on March 17, 2025. The HR Department is now monitoring responses and following up with staff to ensure timely return and processing.

New Recruitment Strategy

To address ongoing Special Education staffing needs, we have implemented a "Refer a Highly Qualified Friend" incentive program. This initiative encourages current employees to refer qualified professionals for open Special Education positions, helping to expand our applicant pool with high-quality candidates.

Thank you for your time and attention to this report.

Sincerely,

Emerald Woodland

Director of Human Resources

CLARENDON
Elementary School
4th - 6th Grade
1225 W Clarendon Rd
Phoenix, AZ 85013
(602) 707-2200

ENCANTO
Elementary School
PreK - 3rd Grade
1420 W Osborn Rd
Phoenix, AZ 85013
(602) 707-2300

LONGVIEW
Elementary School
PreK - 6th Grade
1209 E Indian School Rd
Phoenix, AZ 85014
(602) 707-2700

MONTECITO
Community School
PreK - 3rd Grade
715 E Montecito Ave
Phoenix, AZ 85014
(602) 707-2500

OSBORN
Middle School
7th-8th Grade
1102 W Highland Ave
Phoenix, AZ 85013
(602) 707-2400

SOLANO
Elementary School
PreK - 6th Grade
1526 W Missouri Ave
Phoenix, AZ 85015
(602) 707-2600

TO: Governing Board
FROM: Sam Garcia
DATE: April 2, 2025
RE: MAINTENANCE / TRANSPORTATION UPDATE

Listed below are items that have been attended to during the past month.

District Office:

- Has 2 open work orders and 4 completed for Feb.28th- Mar 31st.

Solano

- Has 30 open work orders and 49 completed for Feb.28th- Mar 31st.

OMS

- Has 13 open work orders and 13 completed for Feb.28th- Mar 31st.

Clarendon

- Has 13 open work orders and 18 completed for Feb.28th- Mar 31st.

Encanto

- Has 8 open work orders and 21 completed for Feb.28th- Mar 31st.

Longview

- Has 15 open work orders and 27 completed for Feb.28th- Mar 31st.

Montecito

- Has 13 open work orders and 10 completed for Feb.28th- Mar 31st.

Transportation:

The drivers and attendants are out at schools after their morning routines daily to support campus needs.

Perfect Attendance Feb 28th - Mar. 31st.

Debbie Murillo, Jose Murillo, Aaron Sanchez, Efrain Gonzalez, Maria Flores, Minerva Norzagaray, Bruce Eddings, Kurt Collins

Sam Garcia
Director of Maintenance and Transportation

Teaching & Learning Department Board Meeting Updates

Board Meeting Date: April 15, 2025

Focus of Update: 21st Century Community Learning Centers	
Strategic Plan Connection:	Child & Student Success
Update: 	<p>We are three weeks away from the end of 21st Century Programs in our district. Students will begin to showcase the skills and learning that they have picked up over the course of the spring session of afterschool programming. Currently, the 21st Century program has provided academic and enrichment classes to over 1400 students in our district!</p> <p>We are currently in a renewal period for 3 of the 5 sites that have been awarded 21st Century grants. We are very grateful to have had the opportunity over the past 5 years to be a part of this amazing program for the benefit of our students. We will receive information about the renewal status of our three schools in June 2025.</p>

Focus of Update: Data and Assessment	
Strategic Plan Connection:	Child & Student Success
Update:	<p>Spring Achievement Testing</p> <p>Testing season is here! AASA and AzSci evaluate student proficiency in core academic areas to ensure alignment with state learning standards. The primary statewide assessment is the Arizona's Academic Standards Assessment (AASA), which is administered to students in grades 3-8. This includes separate assessments for ELA and mathematics. Additionally, AzSCI is given to students in grades 5, 8, and 11 to measure science proficiency.</p> <p>For 3rd graders, the Oral Reading Fluency (ORF) assessment is now a required part of the Move on When Reading (MOWR) initiative to evaluate foundational reading skills. This is the first year this test unit is operational and will factor into the ELA scores for 3rd grade students. Osborn students are familiar with this type of oral reading fluency assessment as it aligns with our regularly-administered FastBridge screeners.</p>

Teaching & Learning Department Board Meeting Updates

Board Meeting Date: April 15, 2025

	<p>The testing window for AASA is from March 31 to April 25-- with AzSci, Writing, and ORF concluding by April 11. Schools will receive initial student reports in May 2025, providing valuable data for end-of-year review.</p> <p>We look forward to analyzing these results to evaluate our academic goals, identify areas of growth, and refine instructional strategies to best support student learning. These assessments play a key role in guiding data-driven decisions and ensuring continued progress in Osborn.</p> <div data-bbox="516 682 1421 1024" style="text-align: center;">  </div>
--	---

Focus of Update: Teaching & Learning	
Strategic Plan Connection:	Child & Student Success
Update:	<p>The district's summer SPARK program will be held at Longview, running from Monday, June 2, to Thursday, June 26, with a closure on June 19 in observance of Juneteenth. The program will serve up to 200 students across 10 classes, spanning grades Kindergarten through seventh. Students will attend for five hours daily (8:00 AM - 1:00 PM), while teachers will work six-hour days, including two professional development days on May 29-30.</p> <p>Staffing needs include a site coordinator, 10 classroom teachers, one instructional and one health aide, a data clerk, custodians, crossing guards, transportation and nutrition staff. The planning timeline is well underway, with hiring processes, student invitations, and curriculum development progressing throughout the spring. The</p>

Teaching & Learning Department Board Meeting Updates

Board Meeting Date: April 15, 2025

	<p>district is also exploring the use of 21st Century funds for parent engagement and enrichment opportunities. Final preparations, including class assignments, transportation coordination, and facilities planning, will be completed in May.</p> 
--	---

Focus of Update: Language Acquisition & Bi-Literacy	
Strategic Plan Connection:	Parent & Community Partnership
Update:	<p>Osborn Dual Language Advisors continue to demonstrate exceptional commitment to fostering multilingual success through leadership and mentoring. Throughout the year, they have led efforts in researching supplemental Spanish online programs, refining standards-based report cards to reflect proficiency and growth, and serving as key support figures for Dual Language teachers on campus.</p> <p>As we approach the final months of the school year, our advisors are collaborating to finalize differentiated professional development sessions focused on Spanish/English intervention strategies. These sessions are designed to strengthen instructional practices and enhance language development in both target languages.</p> <p>In addition, planning is well underway for the Dual Language Showcases at each site. These events will provide students with a platform to showcase their classwork, projects, and cultural competencies—celebrating the bilingualism, biliteracy, and biculturalism in our schools. We look forward to sharing in the learning experiences our students have engaged in this year!</p>

Teaching & Learning Department Board Meeting Updates

Board Meeting Date: April 15, 2025

Focus of Update: Preschool	
Strategic Plan Connection:	Child and Student Success
Update:	Community preschool enrollment continues to grow. Currently, there are 75 students in our program. As we look ahead to next year, there are 22 families that have stated they plan to return, and there are already 35 new registrations in our enrollment queue. Families have been sent follow up communication and will be set up to enroll during the month of April. Scholarship notifications will take place at the end of May once our partners confirm scholarship awards to the district.

Focus of Update: Student Services	
Strategic Plan Connection:	Equity
Update:	<p>Student Services is excited to share that we have been putting a raised focus on including students with disabilities into our general education-based Community Preschool setting. These last two quarters we have worked to figure out how the schedules can work together with transportation and meeting students' needs for services across the two environments, as well as discussing the prospect with several families.</p> <p>Most preschool students on an IEP have been receiving their education and services in the DD Preschool, but we have identified students with less severe needs to join their general education peers in the Community Preschool classroom. Dr. Boyle has been working closely with Preschool Coordinator Stefaney Sotomayor, and both are excited for these changes! Students who have transitioned so far are finding great success! As we plan for next school year, we are already planning on higher numbers of students being included in the Community Preschool.</p>



Technology Department Report

April 2025 - Jamal Dana

- 1. Helpdesk Services:** We had 226 service tickets in the month of March with an average response time of 1.7 hours or better than February that was 1.8 hours. That meets our department goal of keeping our AVG response time below 2 hours. Very proud of our technology team for keeping up the good quality & quick service.
- 2. Phishing Awareness:** The Technology Department is dedicated to send weekly and sometimes daily to a group & or to individual users explaining on how to detect the flags in phishing emails and remind them to be more vigilant and to not rush in clicking on links. Since it is hard to gather staff (taking their valuable time) in an area to teach them and to explain to them about cybersecurity, we chose to do that via emails instead. The reports have been positively showing that it is working and the tips are reaching many users.
- 3. Firewall & Server:** We enabled our secondary firewall to be our backup firewall in case of any emergencies. We are almost done with our authentication server and we need to find the off days school date to start using it.
- 4. Marquees:** We are in the process of selecting a vendor, doing interviews/presentations.
- 5. Intercom and video surveillance:** We are meeting with companies looking for the best solution using our bond. I collected from 27 districts information on what system they are using and submitted the survey result to the bond committee. We are also looking into which company will assist us this summer at Montecito in such technology.
- 6. Lobby TV Signage:** The lobby TVs have been installed and activated. Brendan has access to start posting soon. The 10 TVs were installed and hooked up to our network. We distributed them as the following: 2 at the district office, 2 Longview, 2 Encanto, 1 Montecito, 1 OMS, and 1 Solano.
- 7. Network Status:** All network hardware and software are functioning properly.
- 8. E-rate Update:** We are awaiting the approval of our telecommunication (WAN and Internet) application. We requested funding approval in the amount of **\$116,147.30** for the 2025-2026 school year.

End of Technology Report.

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – VII-B

Agenda Item

Suspension Report for month of March

For Board: Action Discussion Information

Background –

Following you will find the Suspension Report for March 2025.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Update and information only

Moved _____ Seconded _____ P/F

Suspensions: March 2025

Date	School	Grade	Violation	Response	Reassigned Days
3/4/2025	Osborn Middle School	7	Alcohol Tobacco and Other Drugs: Drug Violation	In-School Suspension	1
3/4/2025	Osborn Middle School	7	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	10
3/4/2025	Osborn Middle School	8	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	3
3/4/2025	Osborn Middle School	8	Alcohol Tobacco and Other Drugs: Drug Violation	In-School Suspension	1
3/7/2025	Osborn Middle School	7	Other Violations of School Policies: Language, Inappropriate	In-School Suspension	1
3/17/2025	Longview Elementary	2	Aggression: Minor Aggressive Act	In-School Suspension	1
3/17/2025	Encanto Elementary	3	Aggression: Minor Aggressive Act	Out-of-School Suspension	1
3/18/2025	Encanto Elementary	1	Aggression: Minor Aggressive Act	Out-of-School Suspension	1
3/19/2025	Encanto Elementary	KG	Aggression: Minor Aggressive Act	In-School Suspension	1
3/19/2025	Solano Elementary	4	Harassment, Threat and Intimidation: Threat or Intimidation	In-School Suspension	1
3/20/2025	Encanto Elementary	1	Aggression: Minor Aggressive Act	Out-of-School Suspension	1
3/21/2025	Clarendon Elementary	5	Other Violations of School Policies: Defiance or Disrespect Towards Authority	In-School Suspension	1
3/21/2025	Solano Elementary	3	Aggression: Assault	Out-of-School Suspension	1
3/21/2025	Osborn Middle School	8	Alcohol Tobacco and Other Drugs: Drug Violation	Out-of-School Suspension	5
3/24/2025	Osborn Middle School	7	Other Violations of School Policies: Defiance or Disrespect Towards Authority	In-School Suspension	2
3/25/2025	Osborn Middle School	7	Other Violations of School Policies: Language, Inappropriate	In-School Suspension	1
3/26/2025	Longview Elementary	6	Other Violations of School Policies: Defiance or Disrespect Towards Authority	In-School Suspension	1
3/27/2025	Osborn Middle School	7	Other Violations of School Policies:	In-School Suspension	1
3/27/2025	Solano Elementary	5	Harassment, Threat and Intimidation: Harassment, nonsexual	In-School Suspension	2
3/27/2025	Solano Elementary	5	Harassment, Threat and Intimidation: Harassment, nonsexual	In-School Suspension	2
3/27/2025	Osborn Middle School	7	Other Violations of School Policies: Language, Inappropriate	In-School Suspension	1
3/28/2025	Solano Elementary	6	Aggression: Fighting	In-School Suspension	2
3/28/2025	Solano Elementary	6	Aggression: Fighting	In-School Suspension	4
3/28/2025	Solano Elementary	6	Aggression: Fighting	In-School Suspension	4
3/28/2025	Solano Elementary	6	Aggression: Fighting	In-School Suspension	4
3/28/2025	Longview Elementary	5	Other Violations of School Policies: Language, Inappropriate	Out-of-School Suspension	2

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – VII-C

Agenda Item

Student Absence Report for month of March

For Board: Action Discussion Information

Background –

School	% Attendance Jan. 24	% Absence	% Attendance Feb. 25	% Absence	% Attendance Mar. 25	% Absence	% Attendance Apr. 25	% Absence	% Attendance May 25	% Absence
Clarendon	87.77%	12.23%	89.19%	10.81%	90.26%	9.74%				
Encanto	88.90%	11.10%	88.28%	11.72%	89.62%	10.38%				
Longview	90.31%	9.69%	88.25%	11.75%	90.58%	9.42%				
OMS	87.06%	12.94%	87.2%	12.8%	88.31%	11.69%				
Solano	85.09%	14.10%	87.16%	12.84%	86.67%	13.33%				
MCS	93.57%	6.43%	93.22%	6.78%	95.09%	4.91%				

School	% Attendance Aug. 24	% Absence	% Attendance Sept. 24	% Absence	% Attendance Oct. 24	% Absence	% Attendance Nov. 24	% Absence	% Attendance Dec. 24	% Absence
Clarendon	92.42%	7.58%	90.28%	9.72%	88.31%	11.69%	89.04%	10.96%	88.02%	11.98%
Encanto	93.03%	6.97%	91.25%	8.75%	89.25%	10.75%	90.1%	9.9%	87.79%	12.21%
Longview	93.17%	6.83%	91.65%	8.35%	90.31%	9.69%	88.7%	11.3%	86.78%	13.22%
OMS	91.41%	8.59%	93.23%	6.77%	87.57%	12.43%	86.78%	13.22%	85.08%	14.92%
Solano	90.63%	9.37%	88.69%	11.31%	88.61%	11.39%	86.13%	13.87%	84.31%	15.69%
MCS	94.95%	5.05%	95.79%	4.21%	93.86%	6.14%	91.87%	8.13%	96.75%	3.25%

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Approval of the student absence report as presented.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child by developing emotional intelligence and academic excellence.

Agenda Item Number – VII-D

Agenda Item

Substitute Teacher Report for the month of March

For Board: Action Discussion Information

Background –

The attached reports reflect a breakdown of substitutes needed due to absences, the percentage of vacancies filled per day and the reasons for those absences.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

For information only.

Moved _____ Seconded _____ P/F

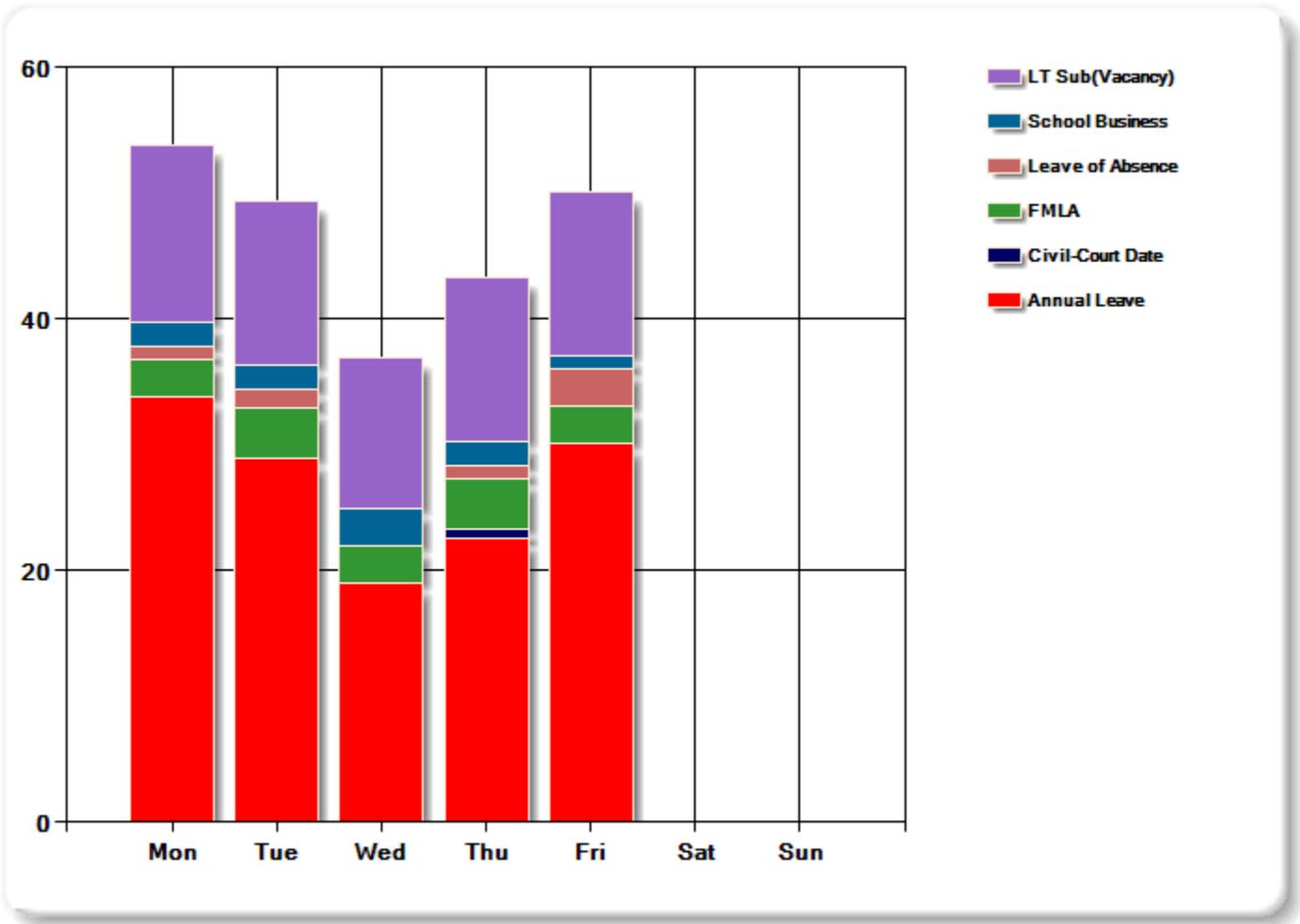
Day of Week Absence Analysis

[Return to Report Menu](#)

Start Date: 
End Date: 
Type:
Employee:

View All
Vacancy Profile:

School(s):
Employee Types :



Absence Reasons	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Annual Leave	33.8	28.9	19	22.6	30.1	0	0	134.4
Civil-Court Date	0	0	0	0.7	0	0	0	0.7
FMLA	3	4	3	4	3	0	0	17
Leave of Absence	1	1.5	0	1	3	0	0	6.5
School Business	2	2	3	2	1	0	0	10
Totals	39.8	36.4	25	30.3	37.1	0	0	168.6
Vacancy Reasons	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
LT Sub(Vacancy)	14	13	12	13	13	0	0	65
Totals	14	13	12	13	13	0	0	65



OSBORN SCHOOL DISTRICT #8

1226 W Osborn Rd Phoenix, AZ 85013

Phone: (602) 707-2000 Fax: (602) 707-2040

www.osbornschools.org

Absences Monthly Summary Overview- March 2025

3 Total Absences: 23 ESI Subs: 13 Swing Subs: 8 Total Unfilled: 2 Fill Rate: 91.3%	4 Total Absences: 17 ESI Subs: 9 Swing Subs: 7 Total Unfilled: 1 Fill Rate: 94.1%	5 Total Absences: 10 ESI Subs: 6 Swing Subs: 3 Total Unfilled: 1 Fill Rate: 90%	6 Total Absences: 11 ESI Subs: 8 Swing Subs: 3 Total Unfilled: 0 Fill Rate: 100%	7 Total Absences: 11 ESI Subs: 7 Swing Subs: 4 Total Unfilled: 0 Fill Rate: 100%
10 Total Absences: ESI Subs: Swing Subs: Total Unfilled: Fill Rate:	11 Total Absences: ESI Subs: Swing Subs: Total Unfilled: Fill Rate:	12 Total Absences: ESI Subs: Swing Subs: Total Unfilled: Fill Rate:	13 Total Absences: ESI Subs: Swing Subs: Total Unfilled: Fill Rate:	14 Total Absences: ESI Subs: Swing Subs: Total Unfilled: Fill Rate:
17 Total Absences: 18 ESI Subs: 11 Swing Subs: 8 Total Unfilled: 0 Fill Rate: 100%	18 Total Absences: 16 ESI Subs: 11 Swing Subs: 5 Total Unfilled: 0 Fill Rate: 100%	19 Total Absences: 13 ESI Subs: 7 Swing Subs: 4 Total Unfilled: 2 Fill Rate: 84.6%	20 Total Absences: 15 ESI Subs: 8 Swing Subs: 7 Total Unfilled: 0 Fill Rate: 100%	21 Total Absences: 22 ESI Subs: 10 Swing Subs: 12 Total Unfilled: 0 Fill Rate: 100%
24 Total Absences: 15 ESI Subs: 8 Swing Subs: 5 Total Unfilled: 2 Fill Rate: 86.6%	25 Total Absences: 21 ESI Subs: 11 Swing Subs: 10 Total Unfilled: 0 Fill Rate: 100%	26 Total Absences: 18 ESI Subs: 9 Swing Subs: 6 Total Unfilled: 3 Fill Rate: 83.3%	27 Total Absences: 21 ESI Subs: 10 Swing Subs: 11 Total Unfilled: 0 Fill Rate: 100%	28 Total Absences: 22 ESI Subs: 10 Swing Subs: 11 Total Unfilled: 1 Fill Rate: 95.4%

CLARENDON
Elementary School
4th - 6th Grade
1225 W Clarendon Rd
Phoenix, AZ 85013
(602) 707-2200

ENCANTO
Elementary School
PreK - 3rd Grade
1420 W Osborn Rd
Phoenix, AZ 85013
(602) 707-2300

LONGVIEW
Elementary School
PreK - 6th Grade
1209 E Indian School Rd
Phoenix, AZ 85014
(602) 707-2700

MONTECITO
Community School
PreK - 3rd Grade
715 E Montecito Ave
Phoenix, AZ 85014
(602) 707-2500

OSBORN
Middle School
7th-8th Grade
1102 W Highland Ave
Phoenix, AZ 85013
(602) 707-2400

SOLANO
Elementary School
PreK - 6th Grade
1526 W Missouri Ave
Phoenix, AZ 85015
(602) 707-2600

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child by developing emotional intelligence and academic excellence.

Agenda Item Number – VII-E

Agenda Item

Enrollment Report

For Board: Action Discussion Information

Background –

Below is the Enrollment Report for March 2025 for schools and special education self-contained programs in comparison to 2024.

School	Enrollment March 2, 2024	Enrollment March 1, 2025	Difference
Clarendon	379	407	+28
Encanto	584	554	-30
Longview	417	441	+24
Montecito	31	80	+49
Osborn Middle	440	406	-34
Solano	364	369	+5
Special Ed.*	93	93	-
Preschool	49	49	-
SEAS	7		-7
Total	2364	2399	+35

Average Daily Membership

	2023-24 100 th day ADM	2024-25 100 th day ADM	Difference
Total	2185.432	2232.866	+47.434

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

For Information

Moved _____ Seconded _____ P/F

**OSBORN SCHOOL DISTRICT
ENROLLMENT DATA FOR: April 5th, 2025**

ENCANTO		CLARENDON	
Kindergarten		Grade 4	
Caraballo, Neudysmar	24	Aken, Ann D/L	28
Chavez, Cristina D/L	26	Butier, Lindsey	29
Davey, Jenny DL	23	Colledge, Abbey	27
Kleinz, Kelly	22	Corrales, Lorena	30
Lizarraga, Mackenzie D/L	23	Marshall, Nolan	29
Murray, Nikki	22		
TOTAL KINDERGARTEN	140	TOTAL GRADE 4	143
Grade 1		Grade 5	
Dewey, Allison	20	Etsitty, Alyscia	24
Goetter, Ashley DL	22	Hernandez, Mayra D/L	26
Guillen, Adriana DL	21	Kahl, Kayce D/L	26
Gully, Emma DI	24	Meza, Jorge	29
Klanke, Liana	24	Staron, Jennifer	28
Sanchez, Nayeli D/L	25		
TOTAL GRADE 1	136	TOTAL GRADE 5	133
Grade 2		Grade 6	
Centeno, Miguel DL	24	Arebalo, Cynthia	26
Hoffman, Katerina	24	Bedonie, Brianna	28
Parker, Alex DL	24	Gonzalez Tena, Stephanie	25
Pavlisick, Kimberly D/L	25	Terriciano, Molly DL	25
Stubbs, Juanita	22	Villarreal, Frank	27
Vargas, Luis	24		
TOTAL GRADE 2	143	TOTAL GRADE 6	131
Grade 3			
Bejarano, Vanessa	24		
Callisen, Kristen DL	22		
Hernandez, Matthew	21		
Lopez Moreno, Cindy DL	26		
Palma, Vanessa	21		
Wilhelmy, Daniel	21		
TOTAL GRADE 3	135		
SPED			
Lawrence, Avianna	10		
McHale, Meghan (RISE)	12		
TOTAL SPED	22		
		CLARENDON TOTAL	418
ENCANTO TOTAL	576		

**OSBORN SCHOOL DISTRICT
ENROLLMENT DATA FOR: April 5th, 2025**

LONGVIEW		Montecito (KG-3rd)	
Kindergarten		Kindergarten	
Crompton, Carrie (KG)	23	Garcia, itzel	8
Herrera Silva, Brian	24	Obrachta, Tere	10
Sanchez, Alexys	24	Wright, Rosa	12
TOTAL KINDERGARTEN	71		
Grade 1		TOTAL KINDERGARTEN	30
Elias Ulloa, Rosaisela D/L	24	Grade 1	
La O Garcia, Tara	24	Morales Ruano, Jess	9
		Roberts, Katrina	6
TOTAL GRADE 1	48		
Grade 2		TOTAL GRADE 1	15
Berkich, Elizabeth	27	Grade 2	
Green, Maria D/L	27	Roberts, Katerina	5
Jorgenson, Julie	25	Morales Ruano, Jess	13
TOTAL GRADE 2	79		
Grade 3		TOTAL GRADE 2	18
Sarmiento, Erika	35	Grade 3	
Sauter, Jessica	33	Bailon Coca, Francisco	2
		Morales Ruano, Jess	4
TOTAL GRADE 3	68		
Grade 4		TOTAL GRADE 3	6
Hurtado Diaz, Nidia	28	Grade 4	
Villan Morales, Elisa	28	Bailon Coca, Francisco	7
TOTAL GRADE 4	56		
Grade 5		TOTAL GRADE 4	7
Hernandez, Dani D/L	30	Grade 5	
Wright, Sammi	30	Bailon Coca, Francisco	4
TOTAL GRADE 5	60		
Grade 6		TOTAL GRADE 5	4
Hendricks, Brian	29		
Herrera Silva, Luis	30		
TOTAL GRADE 6	59	TOTAL PRESCHOOL	
Special Needs-Self Contained Cross Cat		MONTECITO TOTAL	80
Regis, Maria	7		
Scilley, Theresa	8		
TOTAL SPED	15		
SPED Preschool			
Osborn, Christina	26		
TOTAL PRE-SCHOOL	26		
LONGVIEW TOTAL	482		

ENROLLMENT BY GRADE AS OF: April 5th, 2025

Grade	Encanto	Clarendon	Longview	Montecito	OMS	Solano	TOTAL
K	140		71	30		66	307
1	136		48	15		53	252
2	143		79	18		48	288
3	135		68	6		56	265
4		143	56	7		48	254
5		133	60	4		49	246
6		131	59			49	239
7					192		192
8					214		214
SpEd.	22	11	15		15	30	93
Presch.			26			23	49
							0
CURRENT MONTH'S TOTALS	576	418	482	80	421	422	2399
Totals	570	416	474	80	412	427	2379
Change	6	2	8	0	9	-5	20

OSBORN SCHOOL DISTRICT ENROLLMENT BY MONTH - 2024-2025

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Last Day
Encanto										
K	137	140	137	135	137	134	140			
1	141	141	141	140	142	139	136			
2	148	145	145	144	143	140	143			
3	138	142	143	138	137	137	135			
Spec. Ed.	16	20	21	19	20	20	22			
Pre-Sch.	n/a	n/a	n/a							
TOTAL	580	588	587	576	579	570	576	#####	#####	0
Clarendon										
4	146	149	149	147	147	143	143			
5	128	130	131	131	130	130	133			
6	136	140	135	134	133	132	131			
Spec. Ed.	8	13	13	13	13	11	11			
TOTAL	418	432	428	425	423	416	418	0	0	0
Longview										
K	72	72	72	70	70	70	71			
1	52	53	51	50	52	50	48			
2	83	80	77	79	80	80	79			
3	61	61	63	63	64	65	68			
4	62	62	60	60	58	57	56			
5	60	59	56	55	53	56	60			
6	63	64	64	64	64	61	59			
Spec. Ed.	9	16	10	13	13	12	15			
Pre-Sch.	11	13	15	17	22	23	26			
TOTAL	473	480	468	471	476	474	482	0	0	0
Montecito										
K	31	30	30	31	30	30	30			
1	16	13	15	15	15	15	15			
2	18	18	18	18	18	18	18			
3	6	6	6	6	6	6	6			
4	6	6	7	7	7	7	7			
5	4	4	4	4	4	4	4			
TOTAL	81	77	80	81	80	80	80	0	0	0
OMS										
7	196	195	192	188	187	185	192			
8	222	218	219	216	211	212	214			
Spec. Ed.	5	12	13	14	15	15	15			
TOTAL	423	425	424	418	413	412	421	0	0	0
Solano										
K	67	65	67	67	68	67	66			
1	57	55	55	55	54	54	53			
2	60	61	58	58	54	51	48			
3	61	57	57	57	56	55	56			
4	57	55	54	54	49	49	48			
5	50	54	54	54	53	51	49			
6	52	55	55	55	49	49	49			
Spec. Ed.	30	30	29	28	30	31	30			
Pre-Sch.	12	15	19	18	19	20	23			
TOTAL	446	447	448	446	432	427	422	0	0	0
Dist. Totals	2421	2449	2435	2417	2403	2379	2399	#####	#####	0

Attendance - Multiple Year Comparison Chart

Encanto	Dec. '16	Dec. '17	Dec. '18	Dec. '19	Dec. '20	Dec. '21	Dec. '22	Dec. '23	Dec. '24	Encanto	Jan. '15	Jan. '16	Jan. '17	Jan. '18	Jan. '19	Jan. '20	Jan. '21	Jan. '22	Jan. '22	Jan. '23	Jan. '24	Jan. '25	Feb. '21	Feb. '22	Feb. '23	Feb. '24	Feb. '25	
K	170	179	180	179	152	164	146	137	135	K	162	180	166	181	179	180	150	162	145	145	147	137	150	164	145	144	134	
1	147	164	171	175	154	148	156	144	140	1	165	180	144	168	167	178	152	149	154	158	143	142	152	148	158	143	139	
2	167	144	163	156	147	148	149	155	144	2	170	175	165	144	158	155	146	147	150	150	156	143	146	148	150	153	140	
3	174	165	134	158	140	127	142	149	138	3	144	186	171	166	133	157	140	124	142	154	149	137	140	127	154	149	137	
TOTAL	658	652	648	668	593	587	593	585	557	TOTAL	641	721	646	659	637	670	588	582	591	607	595	559	588	587	607	589	550	
Clarendon										Clarendon																		
4	179	156	147	135	141	102	131	134	147	4	146	140	181	157	144	137	140	107	132	134	131	147	140	102	134	132	143	
5	146	167	159	143	123	112	108	136	131	5	153	152	148	169	156	144	120	114	105	107	139	130	120	112	107	138	130	
6	133	138	161	150	131	100	119	113	134	6	124	152	131	138	161	151	131	101	119	124	114	133	131	100	124	117	132	
TOTAL	458	461	467	428	395	314	358	383	412	TOTAL	423	444	460	464	461	432	391	322	356	365	384	410	391	314	365	387	405	
Longview										Longview																		
K	72	83	66	75	62	54	55	45	70	K	69	67	73	82	65	75	61	55	56	56	47	70	61	54	56	48	70	
1	74	72	72	81	75	59	49	70	50	1	92	74	73	69	72	73	75	57	48	47	68	52	75	59	47	70	50	
2	85	77	67	72	70	66	69	48	79	2	74	78	85	74	68	73	71	67	69	67	49	80	71	66	67	50	80	
3	78	73	72	71	70	61	62	56	63	3	88	73	77	71	71	75	71	59	66	63	56	64	71	61	63	56	65	
4	83	76	71	74	72	58	62	66	60	4	81	88	82	74	74	76	71	56	65	60	67	58	71	58	60	68	57	
5	90	72	65	55	64	58	54	67	55	5	63	68	93	71	66	57	65	58	55	54	65	53	65	58	54	64	56	
6	60	89	75	68	55	48	63	63	64	6	76	61	60	87	76	68	54	49	63	65	63	64	54	48	65	63	61	
TOTAL	542	542	488	496	468	404	414	415	441	TOTAL	543	509	543	528	492	497	468	401	422	412	415	441	468	404	412	419	439	
Montecito										Montecito																		
K	1	1	1	2	1	5	15	9	31	K			1	1	1	3	0	5	13	13	9	30	0	5	13	9	30	
1	4	1	0	5	2	2	8	13	15	1			5	1	0	4	1	1	9	9	13	15	1	2	9	13	15	
2	2	7	2	1	3	1	5	6	18	2			2	7	2	2	3	1	4	4	6	18	3	1	4	6	18	
3	3	2	4	3	2	3	2	3	6	3			5	2	3	3	2	4	2	2	3	6	2	3	2	3	6	
4	6	5	1	6	1	1	3	7	7	4			6	5	1	6	1	1	2	2	0	7	0	1	2	7	7	
5	3	5	7	2	6	0	1	4	4	5			3	5	7	2	6	0	1	1	4	4	6	0	1	4	4	
6	2	6	3	4	0	5	3	0		6			2	7	3	5	1	5	2	2	0		3	5	2	0	0	
TOTAL	21	27	18	23	15	17	37	42	81	TOTAL			24	28	17	25	14	17	33	33	35	80	15	17	33	42	80	
OMS										OMS																		
7	286	278	302	301	265	247	221	185	188	7	281	272	288	274	301	306	265	246	208	211	224	187	265	247	211	223	185	
8	264	284	290	283	299	269	255	184	216	8	274	297	262	285	285	284	302	273	242	242	223	211	302	269	242	223	212	
TOTAL	550	562	592	584	564	516	476	369	404	TOTAL	555	569	550	559	586	590	567	519	450	453	447	398	567	516	453	446	397	
Solano										Solano																		
K	95	71	66	62	60	70	65	60	67	K	85	77	93	76	68	62	60	74	60	61	63	68	60	70	61	61	67	
1	68	94	70	67	60	65	56	57	55	1	114	88	66	94	70	65	61	66	56	57	55	54	61	65	57	51	54	
2	88	67	91	63	61	71	62	59	58	2	80	101	89	68	89	60	60	72	62	62	57	54	60	71	62	58	51	
3	95	81	79	77	50	56	65	50	57	3	88	81	98	81	68	75	50	62	62	59	51	56	50	56	59	49	55	
4	88	98	72	76	76	50	54	56	54	4	108	98	91	98	74	74	76	52	53	50	56	49	76	50	50	56	49	
5	101	86	82	68	71	56	52	39	54	5	75	105	96	85	81	68	72	57	50	47	37	53	72	56	47	37	51	
6	102	89	85	75	57	60	48	47	55	6	59	74	101	87	85	75	59	59	46	48	43	49	59	60	48	41	49	
TOTAL	637	586	545	488	435	428	402	368	400	TOTAL	609	624	634	589	535	479	438	442	389	384	362	383	438	428	384	353	376	
ISchool										ISchool																		
K						14	0			K										12	0	0			14	0		
1						24	6			1										19	6	7			24	7		
2						24	6			2										21	6	7			24	7		
3						28	10			3										29	10	11			28	11		
4						28	11			4										25	12	10			28	10		
5						28	18			5										28	18	18			28	18		
6						44	13			6										42	12	13			44	13		
						190	64			TOTAL										176	64	66			190	66		
SEAS										SEAS																		
Pre-Sch.	53	39	43	43	36	32	24	32	35	Pre-Sch.	52	41	57	42	48	46	37	27	22	25	36	41	37	32	25	35	43	
Spec. Ed.	63	60	78	86	86	69	68	73	87	Spec. Ed.	90	74	64	59	79	85	84	70	66	64	69	91	84	69	64	69	89	

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – VII-F

Agenda Item

Budget Committee Update

For Board: Action Discussion Information

Background –

The Budget Committee met on March 19th to review the FY26 revenue projections, staffing allocations and federal funding impacts.

The Committee is looking at possible areas for adjustments and savings, to present a balanced budget recommendation to the board in May.

The Budget Committee’s next meetings are April 9th & April 16th.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Information Only.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – VIII-A

Agenda Item
Bond Update

For Board: Action Discussion Information

Background –

H2 Group Capital Project Management will present an update on bond projects.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

For information only.

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IX-A

Agenda Item

Approval and second review of ASBA Policy Revisions:

For Board: Action Discussion Information

Background –

Approval and second review of ASBA Policy Revisions:

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

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Information Only.

Moved _____ Seconded _____ P/F

Alph Code	Policy Name	Superintendent Notes	Additional Notes
A	District Mission and Belief Statement	Policy language was updated and merged with Policy AD-Educational Philosophy.	Policy A was never revised after our last Strategic Plan to include our current Mission, Vision, and Core Values. We will utilize the language of this ASBA Policy Advisory and include pertinent, current Osborn Mission, Vision, and Core Values.
AA AA-E	School District Legal Status Exhibit has been deleted	Policy language was updated to include information regarding how to access the District's legal boundaries; therefore, the accompanying exhibit (AA-E) was removed.	Approve
ABA	Community Involvement in Education	Policy language was updated	Approve
ABAA	Parental Involvement	Policy language was updated	Approve
AC AC-R AC-E	Nondiscrimination / Equal Opportunity	Policy language was expanded to include "or any other basis prohibited by law"; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.	The board was explicit in the inclusion of specific categories. All Title IX references in this policy and future policies need to be removed. Specific Title IX policies will be changed to reflect their specific provisions covered in those policies.
ACA ACA-R ACA-E	Sexual Harassment	Policy language removed the Title IX references; the Regulation includes minimal edits and new subheadings for clarity; the Exhibit remains unchanged.	Approve
ACAA ACAA-R	Title IX Sex Discrimination	Language in the Policy and Regulation was updated to include Title IX revisions based on the rescinded 2024 Title IX Final Rule.	Approve
AD	Education Philosophy / School District Mission	Policy AD was removed and relevant portions were placed in Policy A-District Mission and Belief Statement.	Approve
GBK	Staff Grievances	Title IX information was removed.	Approve
JII	Student Concerns, Complaints, and Grievances	Title IX information was revised to refer to 20 U.S.C. 1681, Education Amendments of 1972, Title IX.	Approve

Compare A © DISTRICT MISSION AND BELIEF STATEMENT

◀ first

(version 3 to 2)

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

A © DISTRICT MISSION AND ~~BELIEF STATEMENT~~

Mission

~~*Children want knowledge, challenge and recognition.*~~

~~*Parents want independent, passionate learners in a safe environment.*~~

~~*This is our mission.*~~

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

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

~~The beliefs of the District are outlined below.~~

Beliefs

We believe that:

- ~~A. Each life has intrinsic value.~~
- ~~B. Expectation influences outcomes.~~
- ~~C. Everyone can learn.~~
- ~~D. Diversity adds value.~~
- ~~E. Collaboration enhances learning and decision-making.~~
- ~~F. High quality education is a basic right.~~
- ~~G. An environment conducive to learning improves achievement.~~
- ~~H. Teaching children how to learn is as important as what they learn.~~
- ~~I. Community and family support are important to student success.~~
- ~~J. Wise stewardship maximizes resources.~~
- ~~K. We share a collective responsibility for the common good.~~

~~L. That safe schools promote learning.~~

~~M. Learning begins early and never ends.~~

~~N. Healthy children are ready to learn.~~

~~O. We have a responsibility to meet the changing educational need of the community.~~

~~P. Ethical behavior and integrity are critical components of our successful organization.~~

~~Q. People are our most valuable resource.~~

~~R. Effective communication is vital to our organization's success.~~

~~S. Significant relationships are critical to learning.~~

~~Adopted: date of Manual adoption~~

VISION STATEMENTS AND CORE VALUES

Mission

The Osborn Community advances the full potential of every child by developing emotional intelligence and academic *excellence.*

Vision

Every child supported on their path to a thriving future.

Core Values

Integrity - We do the right thing, even when it's hard.

Equity - We model the justice and opportunity we expect in our community.

Joy - We seek hope, beauty, and fun in every day.

Growth - We try new things, staying flexible and curious so we can be better tomorrow than we are today.

Relationships - We move forward together, through caring and collaboration.

Adopted:

Compare Policy Advisory "AA © SCHOOL DISTRICT LEGAL STATUS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

AA © SCHOOL DISTRICT LEGAL STATUS

The legally designated name of the District is School District No. ~~8 of Maricopa~~ _____ of _____ County. The official name shall be ~~Osborn Elementary~~ _____ School District No. ~~8~~.

~~Adopted: date of Manual adoption~~

_____.

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-101](#)

[15-441](#)

[15-442](#) ~~Arizona Constitution, Art. XI, Sections 1-4~~

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

Compare Policy Advisory "ABA © COMMUNITY INVOLVEMENT IN EDUCATION" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

◀ first

last ▶

**ABA ©
COMMUNITY INVOLVEMENT
IN EDUCATION**

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

Adopted: ~~date of Manual adoption~~

LEGAL REF.:

~~A.R.S.~~

~~15-321~~

~~15-327~~

<-- z2AdoptionDate -->

CROSS REF.:

~~IJ - Instructional Resources and Materials~~

KB - Parental Involvement in Education

Compare Policy Advisory "ABAA © PARENTAL INVOLVEMENT" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ABAA © PARENTAL INVOLVEMENT

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

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

~~active involvement of,~~

~~active support to,~~

~~effective interaction with, and~~

~~development of~~

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

~~Adopted: date of Manual adoption~~

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~15-34110215-342~~

CROSS REF.:

IHBD - Compensatory Education

KB - Parental Involvement in Education

Compare Policy Advisory "AC © NONDISCRIMINATION / EQUAL OPPORTUNITY" to Policy in Manual




Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

AC © NONDISCRIMINATION / EQUAL OPPORTUNITY

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

Adopted: ~~February 21, 2017~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[23-341](#)

[41-1463](#)

Arizona Constitution, Ordinance Art. XX, Par. Seventh

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

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

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

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

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

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

CROSS REF.:

[ACA](#) - Sexual Harassment

[ACAA](#) - Title IX Sex Discrimination

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Instructional Programs and Accommodations for
Disabled Students

[JB](#) - Equal Educational Opportunities

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services

Compare Policy Advisory "ACA © SEXUAL HARASSMENT" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ACA © SEXUAL HARASSMENT

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

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

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

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

Sexual harassment may include, but is not limited to:

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

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

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

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[41-1461](#) *et seq.*

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

~~—as amended in 2024, Title IX~~

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

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

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[GBA](#) - Equal Employment Opportunity

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[KED](#) - Public Concerns/Complaints about Facilities or Services

[KFA](#) - Public Conduct on School Property

Compare Policy Advisory "ACAA © TITLE IX SEX DISCRIMINATION" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ACAA © TITLE IX SEX DISCRIMINATION

Purpose

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

Definitions

Sexual Harassment

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

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

~~D. Hostile Environment Harassment.~~

~~The District also accepts and shall employ the definition of a complainant as~~ **Complainant**

A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, ~~and a respondent as~~.

Respondent

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

Title IX Coordinator

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

Reporting

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

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

District Response Process

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

Confidentiality

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

Mandatory Reporting

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

~~Retaliation Prohibited~~ Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. ~~Intimidation~~ Intimidation, threats, coercion, or discrimination, including charges against an

individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or [a report or formal complaint of](#) sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[13-3620](#)

20 U.S.C. 1092

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

34 U.S.C. 12291

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[JB](#) - Equal Educational Opportunities

Compare Policy Advisory "ACAA-R ©" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

ACAA-R ©

REGULATION

TITLE IX SEX DISCRIMINATION

Title IX Coordinator

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

Title IX Coordinator:

Name/Title:

~~Dr. Emerald Woodland/Director of Human Resources~~

Address:

~~1226 West Osborn Road~~

~~~~~

~~Phoenix, AZ 85013~~

---

E-mail:

~~ewoodland@osbornsd.org~~

Telephone: ~~(602) 707-2037~~

#### **~~Response to Sex Discrimination~~**

~~A recipient with knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity must respond promptly and effectively.~~

---

Telephone: \_\_\_\_\_

#### **Complaint Process**

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

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

B. An "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the

~~sex discrimination~~

~~sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.~~

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

### Supportive Measures

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

~~The Title IX Coordinator shall promptly:~~

~~A. Contact the complainant to discuss the availability of supportive measures;~~

~~B. Consider the complainant's wishes with respect to supportive measures;~~

~~C. Inform the complainant of the availability of supportive measures; and~~

~~D. Explain to the complainant the process for filing a complaint.~~

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

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

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

A. Contact the complainant to discuss the availability of supportive measures;

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

## Removal of Respondent

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

## Response to a ~~Notification of Conduct~~

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

- ~~A. Treat the complainant and respondent equitably. (§ 106.44(f)(1)(i)).~~
- ~~B. Offer and coordinate supportive measures, as appropriate, for the complainant. If the recipient has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures as appropriate, for the respondent. (§ 106.44(f)(1)(ii)).~~
- ~~C. Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(A)).~~
- ~~D. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iii)(B)).~~
- ~~E. In response to a complaint, initiate the recipient's grievance procedures or informal resolution process, if available and appropriate. (§ 106.44(f)(1)(iv)).~~
- ~~F. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, eight (8) listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the recipient from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint. (§ 106.44(f)(1)(v)).~~
- ~~G. If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others. (§ 106.44(f)(1)(vi)).~~
- ~~H. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the~~

~~recipient's education program or activity, in addition to providing remedies to an individual complainant. (§ 106.44(f)(1)(vii)).~~

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

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

- ~~A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein;~~
- ~~B. The respondent is no longer enrolled or employed by the District; or~~
- ~~C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or allegations therein.~~

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

~~When investigating a formal complaint and throughout the grievance~~

## **Formal Complaint**

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

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

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

- A. Provide written notice to all parties upon receipt of complaint, which must include:
  1. Notice of the District's formal grievance process, including any informal resolution process;
  2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
  3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
  5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.
- B. Treat complainants and respondents equitably;
  - C. Require an objective evaluation of all relevant evidence;
  - D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;
  - E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;
  - F. Include reasonably prompt timeframes for the conclusion of the grievance process;
  - G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;
  - H. State that the District uses a preponderance of the evidence standard or the clear and convincing evidence standard to determine responsibility;
  - I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;
  - J. Describe the range of supportive measures available to complainants and respondents; and
  - K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

## Investigation

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

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;

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

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

### Informal Resolution Process

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

A. Provides to the parties a written notice disclosing:

1. The allegations;
2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;

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

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

### Dismissal of Complaint

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

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

- A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein.
- B. The respondent is no longer enrolled or employed by the District; or
- C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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

parties.

## Decision-Maker

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

~~Decision-maker(s) must not have bias or conflict of interest. A decision-maker may be the Title IX Coordinator or investigator as long as there is no bias or conflict of interest.~~

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

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

## Determination and Appeal Process

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

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

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-~~makers~~maker(s) had a conflict of interest or bias **for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.**

As to all appeals, the District shall:

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

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

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

~~1. The allegations;~~

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

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

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

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

**not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.**

## Records

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

- A. Each sex discrimination investigation including:

1. Any determination regarding responsibility;
  2. Any disciplinary sanctions imposed on the respondent; and
  3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

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

## Compare Policy Advisory "ACA-R ©" to Policy in Manual



Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.



### ACA-R ©

#### REGULATION

#### SEXUAL HARASSMENT

##### Compliance Officer

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

##### Complaint ~~Procedure~~Process

##### *Investigation*

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

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

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

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

##### *Dismissal of Complaint*

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

##### Timelines

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

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

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

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

## Compare Policy Advisory "AC-R ©" to Policy in Manual



first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last



### AC-R ©

#### REGULATION

#### NONDISCRIMINATION / EQUAL OPPORTUNITY

#### Compliance Officer

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

#### Complaint ~~Procedure~~Process

##### Investigation

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

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

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

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

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

##### Dismissal of Complaint

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

#### Timelines

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

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

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

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

## Compare Policy Advisory "GBK © STAFF GRIEVANCES" to Policy in Manual

[first](#)[last](#)

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

### GBK © STAFF GRIEVANCES

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

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

The decision of the Governing Board is final.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

~~[38-53220 U.S.C. 1681, Education Amendments of 1972, Title IX,](#)~~

~~[—as amended in 2024, Title IX](#)~~

## Compare Policy Advisory "JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES" to Policy in Manual

 first

 last 

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

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

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

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

A complaint or grievance may be raised regarding any of the following:

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

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

[, or any other basis considered by law,](#)

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

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

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

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

complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

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

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

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

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

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

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

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

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

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

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

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct

[JB](#) - Equal Educational Opportunities

[JIC](#) - Student Conduct

[JICFA](#) - Hazing

[JICK](#) - Student Bullying/Harassment/Intimidation

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KE](#) - Public Concerns and Complaints

## Compare Policy Advisory "JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES" to Policy in Manual




*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

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

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

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

A complaint or grievance may be raised regarding any of the following:

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

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

[, or any other basis considered by law,](#)

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

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

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

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

complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

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

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

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

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

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

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

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

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

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

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

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct

[JB](#) - Equal Educational Opportunities

[JIC](#) - Student Conduct

[JICFA](#) - Hazing

[JICK](#) - Student Bullying/Harassment/Intimidation

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KE](#) - Public Concerns and Complaints

**OSBORN SCHOOL DISTRICT NO. 8**

**April 15, 2025**

**Board Meeting**

**The Osborn Community advances the full potential of every child  
by developing emotional intelligence and academic excellence.**

**Agenda Item Number –IX-B**

**Agenda Item**

**Approval and Second Review of Return to Work Policy GCQEA**

For Board:  Action       Discussion       Information

**Background –**

Osborn administration is requesting the board approve a second reading of the Return to Work policy.”

**Legal**

**Financial**

**Governing Board Goals**

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

**Recommendation**

It is recommended that the Governing Board approve Return to Work policy GCQEA

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

**GCQEA**  
**Return to Work**  
**(Retired Employee Returning to District Employment)**

In an effort to retain highly qualified and experienced personnel and simultaneously reduce employer costs, the District establishes a staff Post-Retirement Employment Option (PREO) for those teachers, administrators, and support staff employees who meet the requirements for Arizona State Retirement System (ASRS) normal retirement.

Neither the PREO nor any of its constituent components are intended, nor should they be construed, to be a “retirement incentive program” as defined in A.R.S. 38-749.

The employee must provide Human Resources with a letter stating his/her planned retirement date and requesting reemployment with the District through a contract service provider. The letter must be received by the District at least ninety (90) days before the employee’s intended retirement date or for professional staff by March 15th.

Pursuant to A.R.S. 38-766.01, retiree will not accrue credited service, retirement benefits or long-term disability program benefits.

**Qualifications:**

- A. Qualify for Arizona State Retirement System (ASRS) normal retirement
- B. Have most recent evaluations that fall into the categories of "Highly Effective" or "Effective" based on the District Performance Evaluation tool.
- C. Have the recommendation of their Supervisor, Administrator, and final approval by the Superintendent.

**Participation:** Current District employees who declare retirement must notify the District Human Resources Department by submitting a letter seeking continued employment with contracted service.

**Salary:** Contracted employee will be placed within the current salary schedule range for his or her position at 80% of their previous year base salary.

**Medical Benefits:** Health insurance for retirees is made available through COBRA, ASRS, Market Place, or the contracted service provider. The retiree will pay the full cost of coverage.

**Expectations:** Employees will be expected to support the mission and vision of District and will be expected to follow all District policies and procedures as well as the policies and procedures of the contracted service provider. Employees will also be expected to fulfill regular duties applicable to other District employees (e.g., attending faculty/staff meetings, open houses, registration days, and participate on campus or District improvement teams, etc.).

Re-employment by the District: While these are highly valued employees that we want to retain, decisions about rehiring are at the District's discretion on a year to year basis and provides the flexibility to determine the need for these positions.

- A. The employee will return to the same job position or one that they are qualified for
- B. The District will issue the employee an employment contract or work agreement once an employee has been notified of their rehire.
- C. The employee will receive a salary that falls at 80% for the position they are returning to or if transferring to new position, they will be placed within that salary range at 80% of the new position range
- D. Leave accrual will be earned at the rate of a new hire to the District.

**Basis of Employee Contract for the First Year of the PREO**

The retiree agrees to the following contract terms:

- A. Continue in the position and assume the responsibilities as the retiree's job category requires.
- B. Services to be provided to the District will be delivered under a contract held by a contract selected by the District
- C. During year 1 of working through the contracted company, the retiree will no longer be an employee of the District and will not be eligible for benefits such as vacation, sick leave, personal days, medical insurance and health benefits.
- D. Provision of the contract for positions provides for a salary eighty (80%) of the amount of their most recent full year's salary when the retirement from the District or the beginning rate for a position with no experience. For a support staff position the employee will be placed at eighty percent (80%) of the amount of their base salary when the retirement from the District or starting at the base rate for that position.
- E. A provision of the contract permits the District or the retiree to terminate the contract upon a thirty (30) day written notice to the other party.

- F. The District will not pay the cost of insurance coverage; retirees are eligible to purchase insurance coverage under the Comprehensive Omnibus Budget Reduction Act (COBRA) for a period of eighteen (18) months, ASRS, Market place, or the contracted service provider.
- G. Any accumulated annual or vacation leave eligible for compensation must be acquired by the District in accordance with the District's Payout policies in force at the time of the employee's retirement. Consequently, such leave shall no longer be available to the retiree.
- H. The retiree is eligible for participation in any District supplemental programs such as 301, et cetera
- I. Upon application and approval, perform specific duties such as coaching, sponsor facilitator, et cetera, and when not in conflict with the ASRS guidelines, the District may assign the retiree and issue appropriate addenda for services rendered.
- J. The contract will be for the corresponding number of workdays as regular District employees assigned to the same category or classification.
- K. An allotment of paid leave days (including annual leave and sick leave) equal to 1 year allocation per policy, will be granted under the contract, but a deduction for per diem pay, proportional to the total days specified in the contract, will be made for each day taken in excess of the retiree's allotment.
- L. When paid vacation was provided in the retiree's previous position with the District, the same number of paid vacation days for employees in the retiree's classification will be allotted under the contract. There will be no compensation for unused vacation days remaining at the close of the contract year.

**Basis of Employee Contract/Wage Agreement for the Second and Subsequent Years After Retirement**

A retiree desiring to return under a contract with the District after completing the first (1st) year under the District's Staff PREO plan agrees to the following:

- A. Must be a direct hire as an Osborn Employee
- B. The retiree must have the recommendation of the employee's principal or immediate supervisor and/or approval of the Superintendent
- C. The retiree will return to the same job category and classification. If the retiree decides to return to a different position in the same job category and classification, the retiree will be required to apply to District postings and interview the same as other applicants.
- D. For the second (2nd) and subsequent years, the District will enter the employment contract/wage agreement.
- E. The contract/wage agreement will be a terminal contract for one (1) year.

- F. All benefits extended to other employees in the same category and classification will be a part of the contract/ wage agreement (i.e., accrual of leave, vacation when applicable, insurance, et cetera), except that no accrual of leave for Payout policies will be allowed.
- G. Leave days remaining from the first (1st) or subsequent years of contracted employment will not be carried forward to an ensuing contract with the District.

### **Computation of Salary**

A retiree returning in the same category and classification for which the retiree is contracted through an independent contractor for the previous year will be placed at eighty percent (80%) of the amount of their base salary when the retirement from the District or the beginning rate for a position with no experience. For a support staff position the employee will be placed at eighty percent (80%) of the amount of their base salary when the retirement from the District or starting at the base rate for that position. Employees will also be eligible for the amount of any raise given to all regular District employees from the immediate past year. Thereafter, any increase in salary will be consistent with the approved salary increase for the retiree's classification not to exceed 90% of the salary amount of their base salary from the year prior to retirement.

**OSBORN SCHOOL DISTRICT NO. 8**

**April 15, 2025**

**Board Meeting**

**The Osborn Community advances the full potential of every child  
by developing emotional intelligence and academic excellence.**

**Agenda Item Number –IX-C**

**Agenda Item**

**Approval of first review of ASBA policy revisions**

For Board:     Action                     Discussion                     Information

**Background –**

The Arizona School Boards Association is comprehensively reviewing its general policy manual and sending policy advisories over the upcoming months to reflect general changes to policies for districts to adopt. This second set of policies are all from Section B--School Board Governance and Operations. The spreadsheet of recommendations reflect comments from Dr. Robert, and reviewed by Director of Human Resources, Dr. Emerald Woodland and Governing Board President Violeta Ramos.

**A. Approval of first review of ASBA Policy Revisions**

- BA                    School Board Operational Goals
- BAA                Evaluation of School Board/Board Self Evaluation
- BAA-E             Evaluation of School Board/Board Self Evaluation
- BB                 School Board Legal Status
- BBA                Board Powers and Responsibilities
- BBA-E             Board Powers and Responsibilities
- BBAA             Board Member Authority and Responsibilities
- BBBA             Board Member Qualifications
- BBBB             Board Member Oath of Office
- 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                 School Board Meetings
- BE-EA             School Board Meetings
- BE-EB             School Board Meetings
- BE-EC             School Board Meetings
- BEC                Executive Sessions/Open Meetings
- BEC-EA            Executive Sessions/Open Meetings
- BEC-EB            Executive Sessions/Open Meetings
- BEC-EC            Executive Sessions/Open Meetings
- BEC-ED            Executive Sessions/Open Meetings

## OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

### Board Meeting

**The Osborn Community advances the full potential of every child  
by developing emotional intelligence and academic excellence.**

|         |                                                    |
|---------|----------------------------------------------------|
| BED     | Meeting Procedures/ <b>Bylaws</b>                  |
| BED-R   | Meeting Procedures/ <b>Bylaws</b>                  |
| BED-EA  | Meeting Procedures/ <b>Bylaws</b>                  |
| BED-EB  | Meeting Procedures/ <b>Bylaws</b>                  |
| BEDA    | Notification of Board Meetings                     |
| BEDB    | Agenda                                             |
| BEDB-E  | Agenda                                             |
| BEDBA   | Agenda Preparation and Dissemination               |
| BEDC    | Quorum                                             |
| BEDD    | Rules of Order                                     |
| BEDF    | Voting Method                                      |
| BEDG    | Minutes                                            |
| BEDG-R  | Minutes                                            |
| BEDG-EA | Minutes                                            |
| BEDG-EB | Minutes                                            |
| BEDH    | Public Participation at Board Meetings             |
| BEDH-E  | Public Participation at Board Meetings             |
| BEDI    | News Media Services at Board Meetings              |
| BGB     | Policy Adoption                                    |
| BGB-R   | Policy Adoption                                    |
| BGC     | Policy Revision and Review                         |
| BGC-R   | Policy Revision and Review                         |
| BGD     | Board Review of Regulations                        |
| BGE     | Policy Communication/Feedback                      |
| 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     | Board Member Development Opportunities             |
| BIB-R   | Board Member Development Opportunities             |
| BIBA    | Board Member Conference. Conventions and Workshops |
| BIBA-R  | Board Member Conference. Conventions and Workshops |
| BIE     | Board Member Insurance/Liability                   |
| BJ      | School Board Legislative Program                   |
| BK      | School Board Memberships                           |
| BKA     | Liaison with School Board Associations             |

### **Financial**

### **Governing Board Goals**

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

**OSBORN SCHOOL DISTRICT NO. 8**

**April 15, 2025**

**Board Meeting**

**The Osborn Community advances the full potential of every child  
by developing emotional intelligence and academic excellence.**

**Recommendation**

It is recommended that the Governing Board approve the first reading of revisions to ASBA policies as expressed in the attached spreadsheet.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ P/F

# 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. 824 .....Policy 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

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

## POLICY ADVISORY DISCUSSION

### Summary

#### *Section 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.

**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.

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

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

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

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

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

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

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

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

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

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

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

*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.

*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. 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: \_\_\_\_\_

*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.

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.

~~BBAA ©~~  
~~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~~

*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 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~~

*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 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~~

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

# ADVISORY 836

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

**BDG ©  
SCHOOL ATTORNEY**

**County Attorney**

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

**Legal Counsel**

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

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

**Legal Advice**

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

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

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

11-532

15-341

15-343

38-431.07

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

# ADVISORY 837

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

**BE ©  
SCHOOL BOARD MEETINGS**

**Official Meetings: Regular  
and Special**

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

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

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

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

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

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

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

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

## **Frequency**

### ***Regular Board Meetings***

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

#### ***~~Choose this:~~***

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

#### ***~~Or choose this:~~***

~~The \_\_\_\_\_ of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.~~

A regular meeting may be rescheduled or canceled:

- A. By majority vote of the Board when noticed as a meeting agenda item.
- B. By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
  - 1. Significantly inclement weather conditions, or
  - 2. A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- C. When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

### ***Special Board Meetings***

Special meetings may be called whenever deemed necessary. Written or telephonic 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~~

| <del>Date</del> | <del>Time</del> | <del>Place</del> |
|-----------------|-----------------|------------------|
|-----------------|-----------------|------------------|

~~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.

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

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

*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. 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: \_\_\_\_\_

*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.

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.~~

*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 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~~

*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 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~~

*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 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.

~~BEDF ©~~  
~~VOTING METHOD~~

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

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

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

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~1-216~~

~~15-321~~

~~38-431~~

~~A.G.O.~~

~~178-237~~

~~CROSS REF.:~~

~~BEDC—Quorum~~

~~BEDD—Rules of Order~~

~~BEDG—Minutes~~

*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 846**

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

~~BEDG ©  
MINUTES~~

~~Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.~~

~~Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.~~

~~The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.~~

~~The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes shall be filed separately from Board executive session minutes.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-843~~

~~38-421~~

~~38-431.01~~

~~38-431.03~~

~~39-101~~

~~39-121~~

~~39-122~~

~~A.G.O.~~

~~I80-198~~

~~Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings~~

~~ASLAPR General Retention Schedule for School Districts and Charter Schools~~

~~CROSS REF.:~~

~~BED Meeting Procedures/Bylaws~~

~~BEDF Voting Method~~

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

~~BEDG-R ©~~

REGULATION

MINUTES

~~(Minutes of Open Session Governing Board Meetings,  
Board Subcommittees and Advisory Committees)~~

~~For meetings other than executive sessions, minutes are to contain at least the following information:~~

- ~~A. Date, time, and place of meeting.~~
- ~~B. Members of the Governing Board recorded as either present or absent.~~
- ~~C. General description of the matter considered.~~
- ~~D. A record of how each member voted.~~
- ~~E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.~~
- ~~F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.~~

~~A meeting, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [38-431]~~

~~It is therefore necessary to remember that:~~

- ~~A. the coming together of a quorum of Governing Board members:~~
  - ~~1. in person or by technological devices such as speakerphone, Internet, or other device,~~
  - ~~2. including study sessions, work sessions, and retreats,~~
  - ~~3. regardless of whether or not any voting is scheduled to occur,~~
- ~~B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,~~
  - ~~1. is a "meeting" and, therefore,~~
  - ~~2. minutes must be taken and processed as required by statute and specified above.~~

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

~~BEDG-EA ©~~

EXHIBIT

MINUTES

Form 7.10

Minutes of Public Meeting

Sections 7.8.1 and 7.8.2

~~MINUTES OF PUBLIC MEETING OF THE  
[NAME OF PUBLIC BODY] OF MEETING HELD [DATE]~~

~~A public meeting of the [name of public body] was convened on [date, time, and exact location]. Present at the meeting were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. The following matters were discussed, considered, and decided at the meeting:~~

- ~~1. [Generally describe all matters discussed or considered by the public body.]~~
- ~~2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].~~
- ~~3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]~~
- ~~4. [Other required information. See Section 7.8.2(6), (7), (8).]~~

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
*[name of public body]*

By \_\_\_\_\_  
\_\_\_\_\_  
*[authorized signature]*

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

~~BEDG-EB ©~~

EXHIBIT

MINUTES

Form 7.11

~~Minutes of Executive Session~~

Sections 7.8.1, 7.8.3

~~MINUTES OF EXECUTIVE SESSION OF THE  
[NAME OF PUBLIC BODY] HELD [DATE]~~

~~An executive session of the [name of public body] was convened on [date, time, and exact location]. The [name of public body] voted to go into executive session at a public meeting on [date, time, and exact location]. Present at the executive session were the following members of the [name of public body]: [names of members present]. Absent were: [names of members absent]. Also attending the executive session were: [names of those present including the reasons for their presence, for example, attorney for the public body, etc.]~~

~~The following matters were discussed and considered at the meeting:~~

- ~~1. [Generally describe the matters discussed or considered by the public body.]~~
- ~~2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § 38-431.03(A)(4), (5) and (7).]~~
- ~~3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]~~
- ~~4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]~~

~~Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.~~

~~\_\_\_\_\_  
[name of public body]~~

~~By \_\_\_\_\_  
— [authorized signature]~~

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

# ADVISORY 847

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

**BEDH ©**  
**PUBLIC PARTICIPATION AND NEWS**  
**MEDIA SERVICES AT BOARD MEETINGS**

**General Public**

All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

- A. Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.
- B. The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.
- C. If considered necessary, the President shall set a time limit on the length of the comment period. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit for individual speakers.
- D. Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals. Upon conclusion of the open call to the public, individual members of the Board may respond to any criticism made by an individual who has addressed the Board.
- E. Presentations for unsolicited services will not be permitted. Companies or businesses offering services of possible interest to the District should send information to the District Office for distribution to appropriate School District officials.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

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

**News Media Services**

Local news media representatives shall be welcome to attend all regular or special meetings of the Board except for executive sessions. If representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: \_\_\_\_\_

LEGAL REF.:

A.R.S.

38-431.01

CROSS REF.:

~~BDB - Board Officers~~

BHC - Board Communications ~~with Staff Members~~

~~BHD - Board Communications with the Public~~

KEB - Public Concerns/Complaints about Personnel

**BEDH-E ©**

**EXHIBIT**

**PUBLIC PARTICIPATION AND NEWS  
MEDIA SERVICES AT BOARD MEETINGS**

**REQUEST TO ADDRESS BOARD**

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

---

---

OR

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

---

---

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Telephone Number)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Representing)

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

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

# ADVISORY 848

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

~~BEDI©  
NEWS MEDIA SERVICES AT  
BOARD MEETINGS~~

~~Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~38-431.01~~

~~38-431.03~~

## **ADVISORY 849**

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

**BGB ©**  
**POLICY ADOPTION, REVISION**  
**AND REPEAL**

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board.-

**Adoption**

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

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

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

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

The original or revised proposal will be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

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

**Revision**

In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.

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

The 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~~

*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-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.~~

*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 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~~

*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 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

*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 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.

~~BJA ©  
LIAISON WITH SCHOOL  
BOARDS ASSOCIATIONS~~

~~In addition to informational liaison between itself and the various school boards associations, the Board shall be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.~~

Adopted: \_\_\_\_\_

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-342~~

| Alph Code    | Policy Name                                         | Superintendent Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Additional Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BA           | School Board Operational Goals                      | Minor revisions were made to policy language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Approve:</b> There are minor verbiage changes that stress the representative nature of the Governing Board. The other changes make the language more succinct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| BAA<br>BAA-E | Evaluation of School Board/<br>Self Evaluation      | Board<br>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 BAAEB.                                                                                                     | <b>Approve:</b> BAA is reworded to be more succinct and clear. Two exhibits of board evaluations are provided as BAA-EA or BAA-EB. We have NOT used ASBA board evaluations in the past. Different board presidents have offered ideas for various evaluations that can happen, which has provided good learning, but not a consistent way of discussing or charting board progress. I recommend BAA-EB. First it is an electronic survey, free of charge to us as ASBA members. Second, once completed by all members, allows ASBA to offer recommendations of growth areas for the board to consider. <del>If utilized, I would also recommend using this</del> |
| BB           | School Board Legal Status                           | Minor revisions were made to policy language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Approve:</b> Very minor changes. 2 words deleted, 1 word added.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| BBA<br>BBA-E | Board Powers and Responsibilities<br>Exhibit        | New<br>Policy BBA now contains language from the following closely related Policies:<br>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). | <b>Approve:</b> There are two major sections of BBA with changes. The first has updated language related to the roles and responsibilities of the board, reflecting the statutes of A.R.R. 15-341. The second section identifies the Oath of Office, training/PD responsibilities of board members related to OML, and how to handle resignations/vacancies.                                                                                                                                                                                                                                                                                                     |
| BBAA         | Delete- 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.                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Approve entire deletion of this policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Approve:</b> The exception to this policy that was added will never be applicable to Osborn unless we get to be a school district of fewer than 250 students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                        |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BBBB<br/>BBBB-E</b> | Deleted- 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 BBAE; therefore, Exhibit BBBB-E was removed from the model manual. No changes were made to the original exhibit language. | <b>Approve entire deletion of this policy and exhibit</b>                                                                                                                                                                                                                                                                                                                  |
| <b>BBBC</b>            | Deleted- 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]                                                                                                                                                          | <b>Approve entire deletion of this policy</b>                                                                                                                                                                                                                                                                                                                              |
| <b>BBBD</b>            | 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                                                                                                                                                                                                                                                                                    | <b>Approve:</b> Very minor change. 1 word added.                                                                                                                                                                                                                                                                                                                           |
| <b>BBBE</b>            | Deleted- 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                                                                                                                                                                                                                                           | <b>Approve entire deletion of this policy</b>                                                                                                                                                                                                                                                                                                                              |
| <b>BCA</b>             | Board Member Ethics                  | Policy BCA was revised in its entirety, and the legal reference was removed as the policy information is not statutorily based.                                                                                                                                                                                                                                                                                                          | <b>Approve:</b> This policy was re-written entirely, but I really like the content of what was put in here about board ethics. Standing out were the pieces about transparency of decision-making, fund and resource protection, protecting confidentiality, maintaining courteous relationships among members and with district staff, and maximizing on board PD.        |
| <b>BCB</b>             | 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.                                                                                                                                                                                                                                                                                                    | <b>Approve:</b> Minor changes. Statute and USFR conformity driven.                                                                                                                                                                                                                                                                                                         |
| <b>BDA</b>             | 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.                                                                                                                                                                                                                                                   | <b>Approve:</b> The ASBA policy only accounts for the Board President. In Osborn, we also elect a Clerk. Therefore we are adding that language to the policy, as well as duties of the Clerk. In the end, we will address election of a presiding officer only in the absence of the President and Clerk. In the case of the President not being present at a meeting, the |
| <b>BDB</b>             | Deleted- 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                                                                                                                                                                                                                          | <b>Approve entire deletion of this policy</b>                                                                                                                                                                                                                                                                                                                              |
| <b>BDD</b>             | Board-Superintendent Relationship    | Subheadings were added for clarity, and the following phrase was added to the Policy title: "and Superintendent Responsibilities."                                                                                                                                                                                                                                                                                                       | <b>Approve</b>                                                                                                                                                                                                                                                                                                                                                             |
| <b>BDE</b>             | 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]                                                                                                                                                           | <b>Approve</b>                                                                                                                                                                                                                                                                                                                                                             |

|                                                                                |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BDF</b>                                                                     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Approve entire deletion of this policy</b>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>BDG</b>                                                                     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Approve:</b> This language reflects how the district currently operates with superintendent designees to consult the district attorney separately. That current designation is given to the Chief Operations Officer, Human Resources Director, and Chief Officer for Learning & Equity, and Executive Assistant to the Governing Board only for appropriate                                                                               |
| <b>BE</b><br><b>BE-EA</b><br><b>BE-EB</b><br><b>BE-EC</b>                      | School Board Meetings<br>New Exhibit<br>New Exhibit<br>New Exhibit                                           | 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 BECEB through BEC-ED).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Approve:</b> This policy and the new exhibits reflect what we currently adhere to. Whenever it comes to the language utilized, as stated above, the Executive Assistant to the Governing Board works with district counsel on the appropriate language for public notification for executive sessions.                                                                                                                                     |
| <b>BEC</b><br><b>BEC-EA</b><br><b>BEC-EB</b><br><b>BEC-EC</b><br><b>BEC-ED</b> | Executive Sessions/Open Meetings<br>Deleted Exhibit<br>Deleted Exhibit<br>Deleted Exhibit<br>Deleted Exhibit | 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 BE-EB contains information regarding Executive Session Minutes. In addition, Exhibit BEC-EB was moved to Exhibit BEEA; therefore, Exhibit BEC-EB was removed from the model manual. Exhibit BECEC 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Approve the inclusion of the policy and deletion of exhibits for reasons listed above for policies related to regular meetings of the board.</b>                                                                                                                                                                                                                                                                                           |
| <b>BED</b><br><b>BED-R</b><br><b>BED-EA</b><br><b>BED-EB</b>                   | Meeting Procedures/ <b>Bylaws</b><br>Regulation<br>Exhibit<br>Exhibit                                        | New<br>New<br>New<br>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. 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 BEDGEA; and Exhibit BED-EB was created from the language in former Exhibit BEDGEB (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). | <b>Approve:</b> One difference in the procedure as currently practiced is the adjournment by motion and vote. We will change practice to match this policy. There are some actions that we currently have, at counsel recommendation or by ASBA request, that are done by roll call. Most of the time it is a verbal "Aye," "Nay," or abstention. It is good for all members to know that you can call for a roll call vote if you so desire. |
| <b>BEDA</b>                                                                    | Notification of Board Meetings                                                                               | In Policy BEDA, "and notice" was removed in the first paragraph.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Approve</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                                       |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                    |
|-------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <p><b>BEDB<br/>BEDB-E</b></p>                         | <p>Agenda<br/>Deleted Exhibit</p>                    | <p>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).</p>                                                                                                                                                                                                                                                                                                                               | <p><b>Approve the policy with minor changes and entire deletion of exhibit</b></p> |
| <p><b>BEDBA</b></p>                                   | <p>Deleted- Agenda Preparation and Dissemination</p> | <p>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).</p>                                                                                                                                                                                                                                                                                             | <p><b>Approve entire deletion of this policy</b></p>                               |
| <p><b>BEDC</b></p>                                    | <p>Deleted- Quorum</p>                               | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Approve entire deletion of this policy</b></p>                               |
| <p><b>BEDD</b></p>                                    | <p>Deleted- Rules of Order</p>                       | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Approve entire deletion of this policy</b></p>                               |
| <p><b>BEDF</b></p>                                    | <p>Deleted- Voting Method</p>                        | <p>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."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Approve entire deletion of this policy</b></p>                               |
| <p><b>BEDG<br/>BEDG-R<br/>BEDG-EA<br/>BEDG-EB</b></p> | <p>All Deleted- Minutes</p>                          | <p>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")</p>                                                                                                                                                                                                   | <p><b>Approve entire deletion of this policy</b></p>                               |
| <p><b>BEDH<br/>BEDH-E</b></p>                         | <p>Public Participation at Board Meetings</p>        | <p>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.</p> | <p><b>Approve</b></p>                                                              |

|                      |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                           |
|----------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>BEDI</b>          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Approve entire deletion of this policy</b>             |
| <b>BGB<br/>BGB-R</b> | Policy Adoption<br>New Regulation             | 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. | <b>Approve entire policion re this policy and exhibit</b> |
| <b>BGC<br/>BGC-R</b> | Both Deleted- 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 BGBR) to clarify the policy adoption and revision process.                                                                                                                                                                                                                                                               | <b>Approve entire deletion of this policy</b>             |
| <b>BGD</b>           | 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.                                                                                                                                                                                                                                                                                                                                                                                        | <b>Approve</b>                                            |
| <b>BGE<br/>BGE-R</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Approve</b>                                            |
| <b>BGF</b>           | Deleted- 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Approve entire deletion of this policy</b>             |
| <b>BHC</b>           | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Approve</b>                                            |
| <b>BHD</b>           | Deleted- 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Approve entire deletion of this policy</b>             |

|                        |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BIA</b>             | 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                                                                                                                                                                        | <b>Approve</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>BIB<br/>BIB-R</b>   | Deleted both- 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.                                                                                                                                                                       | <b>Approve entire deletion of this policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>BIBA<br/>BIBA-R</b> | New Regulation- Board Member Conference, 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). | <b>Approve:</b> At the end of the section titled "Disallowed Trainings, Orientations or Therapy," we will include the following statement. <i>The Governing Board will continue to pursue professional development in alignment with the mission, vision, core values, and strategic plan of the district. Prior to board participation in professional development, agendas and content will be vetted by district counsel to assure compliance with A.R.S. § 41-1494.</i> |
| <b>BIE</b>             | 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.                                                                                                                                            | <b>Approve</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>BJ</b>              | 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.                                                                                                                                                                                                                                   | <b>Approve</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>BK</b>              | 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.                                                                                                      | <b>Approve</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>BKA</b>             | Liaison with School Board 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.                                                                                                                                                                                                                                         | <b>Approve entire deletion of this policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Compare Policy Advisory "BA © SCHOOL BOARD OPERATIONAL GOALS" to Policy in Manual

[first](#)[last](#)

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

### 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: ~~date of Manual adoption~~`<-- z2AdoptionDate -->`

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)



first

## Compare Policy Advisory "BAA © EVALUATION OF SCHOOL BOARD / BOARD SELF - EVALUATION" to Policy in Manual



Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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

The Board may ~~meet should it choose to do so, for~~ meet for the purpose of ~~appraising its functioning as a Board and to evaluate Board performance~~ evaluating its function and performance. The ~~appraisal plan approved by the Board~~ 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 ~~management/program~~ programs.
- E. Fiscal management ~~/and~~ resource allocation.
- F. School ~~plant planning/management~~ 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: <-- z2AdoptionDate -->

**CROSS REF.:**

[BDD](#) - Board-Superintendent Relationship

**Compare Policy Advisory "BAA-EA ©" to Policy in Manual**

*Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.*

**BAA-E-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~~

with

~~~~

~~the~~

the Superintendent:

S N U

**◻ ◻
 ◻**

(1) The Board imparts information on issues,

~~needs~~

needs, and

~~complaints~~

~~~~~

~~in a manner allowing the Superintendent the opportunity to solve~~

complaints in a manner allowing the Superintendent

~~~~~ the opportunity to solve related problems in a

~~~~~

~~related problems in a professional~~

professional manner.

S N U

~~&EmptySmallSquare;~~

~~&EmptySmallSquare;~~

~~&EmptySmallSquare;~~

(2) The Board clearly interprets its position on

~~controversial matters~~

contro-

~~~~~

~~versial matters~~ pertaining to the District, thereby

~~enabling the Superintendent to-~~

~~~~~ enabling the Superintendent to properly carry out

~~~~~

~~properly carry out the~~

the wishes of the Board.

S N U

~~◻~~

~~◻~~

◻

(3) The Board disregards personalities and considers

~~the~~

~~the~~ recommendations of the Superintendent in an

~~unbiased~~

~~and~~

unbiased and objective manner.

S. N. U

◻

◻

◻

(4) The Board communicates views of personnel

~~effectiveness;~~

~~effectiveness,~~ effectiveness, including views related to the

~~including views related to the Superintendent, in~~
Superintendent, in a confidential and

~~and professional manner.~~

professional manner.

B. Board Relationship

~~with~~

with

~~~~~

~~the~~

**the Community:**

S N U

**&EmptySmallSquare;**

-

**&EmptySmallSquare;**

-

**&EmptySmallSquare;**

\_\_\_\_\_

(1) The Board recognizes that the citizens have entrusted

~~them~~

~~~~~

~~with~~

them with the educational development of the

~~children and youth~~

-

~~~~~

~~of~~

children and youth of this community.

S N U

**&EmptySmallSquare;**

-

**&EmptySmallSquare;**

-

**&EmptySmallSquare;**

\_\_\_\_\_

(2)

-

The Board recognizes

~~that the~~

that the community expects

~~their first and~~

-

~~~~~

~~greatest~~

their first and greatest concern to be in the best

~~interest~~

interest of each and every

~~one~~

one of the young people

-

~~~~~

~~of the young people without~~

without distinction as to who they are or what their

-

~~~~~

~~their background~~

background may be.

S N U

◻

-

◻

-

◻

(3)

-

The

~~Board enacts~~

Board enacts policies supporting the efforts of

~~the admini-~~

-

~~~~~

~~stration~~

the administration in helping the people of this

~~community to have the facts~~

-

community to have the facts about their schools,

~~~~~

~~about their schools, to~~

to the end that they will readily provide

~~the~~

the finest

-

~~~~~

~~finest possible~~

possible school program, school staff,

~~and school facilities.~~

and school

facilities.

### C. Board Relationships

~~Between~~

**Among**

~~~~~

~~Members~~

Members During Meetings:

S N U

◻

◻

◻

(1)

Individual members of the Board treat other members

~~of the Board~~

of the Board and professional staff with respect

~~and professional staff with respect during~~
during Board meetings.

S N U

◻

◻

◻

(2)

~~Differences~~

Differences of opinion influencing Board member

~~votes are based~~

~~on~~
votes are based on the issues at hand and not

~~on~~

on a personality basis.

S N U

◻

-

◻

-

◻

(3)

~~All~~

All members of the Board conduct themselves in

~~such a manner~~

-

such a manner as to emphasize that individual

~~~~~

~~as to emphasize that individual Board~~

Board members have

~~authority~~

authority only when convened

-

~~~~~

~~only when convened~~

in a legally conducted Board meeting

~~with~~

with at least a

-

~~~~~

~~at least a quorum~~

quorum present.

**D. Board Relationships with**

**Staff**

~~and~~

**and Personnel:**

S N U

**&EmptySmallSquare;**

**&EmptySmallSquare;**

**&EmptySmallSquare;**

(1)

The Board requires the Superintendent to

~~recommend personnel~~

recommend personnel for their consideration

~~for their consideration and consistently~~  
and consistently adheres to this procedure.

S N U

**&EmptySmallSquare;**

**&EmptySmallSquare;**

**&EmptySmallSquare;**

(2)

~~The~~

The Board members make every effort to become

~~acquainted with~~

-

~~~~~

~~the~~ acquainted with the personnel of the District.

S N U

◻

-

◻

-

◻

(3)

~~The~~ The Board members' personal friendships with District personnel

-

~~~~~

~~are maintained without allowing them to affect overall Board~~

~~decisions and/or policies.~~

District personnel are maintained without allowing them to affect overall Board decisions and/or policies.

**E. Board Relationship to the**

~~~~~

~~Instructional~~

Instructional Program:

S N U

◻


~~~~~

~~pertaining to instructional program needs~~  
needs,

S N U

**&EmptySmallSquare;**

**&EmptySmallSquare;**

**&EmptySmallSquare;**

(3)

~~The~~

The Board maintains policies necessary

~~to enable the educational~~

to enable

the educational staff to develop the educational

~~~~~

~~staff to develop the educational program required to meet~~

program required to meet the needs of the

~~~~~

~~needs of the~~

community.

**F. Board Relationship to the**

~~Financial-~~

**Financial**

~~~~~

~~Management-~~

Management of the Schools:

S N U

◻

-

◻

-

◻

(1) The Board establishes the policies and provides the

~~necessary~~

-

_____ necessary resources to properly manage the

~~resources to properly manage the finances~~

finances of the District.

S N U

◻

-

◻

-

◻

(2)

~~The Board requires~~

The Board requires the proper accountability for the

~~expenditure~~

-

~~of~~

expenditure of funds in the District.

S N U

◻

-

◻

(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~~year:

-



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/>.

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 instruments of the Arizona Legislature and derive their authority from the Arizona Constitution, Arizona statutes, and the regulations of the Arizona Administrative Code.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-421](#)

Arizona Constitution, Art. XI, Section 1

Arizona Constitution, Art. XX, Paragraph 7

Compare Policy Advisory "BBA © BOARD POWERS AND RESPONSIBILITIES" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BBA © BOARD POWERS ~~AND~~ 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 this District~~ 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 ~~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:~~

- ~~● 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.~~
- ~~● 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.~~
- ~~● 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~~

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.

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:

~~To A.~~ To become familiar with the state's school laws, regulations of the State Department of Education, and ~~District policies~~ District policies, rules, and regulations.

~~To B.~~ To have a general knowledge of the educational aims and objectives of the ~~system~~ District.

~~To C.~~ To work harmoniously with other Board members without neglecting a proper share of the work or trying ~~to dominate~~ to dominate the Board.

- ~~To D.~~ ~~â€~~To vote and act in Board meetings impartially for the good of the District.
- ~~To E.~~ ~~â€~~To accept the will of the majority vote in all cases, ~~;~~ and give wholehearted support to the resulting policy.
- ~~To F.~~ ~~â€~~To accept the responsibility for confidentiality in appropriate matters, especially those dealing with ~~personnel and personnel~~ and the divulging of privileged information that could cost the District money, support, or public confidence.
- ~~To G.~~ ~~â€~~To represent the Board and the District to the public in a manner that promotes both interest and support.
- ~~To H.~~ ~~â€~~To refer complaints to the proper school authorities and to refrain from individual counsel and action.
- ~~To I.~~ ~~â€~~To perform other appropriate duties that may arise.

~~Adopted: date of Manual adoption~~

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.â€ The person taking the oath shall file a copy of the acknowledged oath in the District office.â€ 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.â€ 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.â€ 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.â€ 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: <-- z2AdoptionDate -->

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.

181-054

182-111

184-165

Arizona Constitution, Art. VII, Section 15

Arizona Constitution, Art. XI, Section 2

[Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings](#)

CROSS REF.:

[KJ - Visitors to Schools](#)

BBA-E ©

EXHIBIT

**BOARD POWERS AND
RESPONSIBILITIES**

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](#)

Compare Policy Advisory "BBBA © BOARD MEMBER QUALIFICATIONS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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 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.](#)

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: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-302](#)

[15-421](#)

[38-201](#)

[38-296.01](#)

Arizona Constitution, Article VII, Section 15

Compare Policy Advisory "BBBD © BOARD MEMBER REMOVAL FROM OFFICE" to Policy in Manual

 first

 last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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:

- ~~Death~~A. [Death](#) of the person holding the office.
- ~~Insanity~~B. [Insanity](#) of the person holding the office, when judicially determined.
- ~~Resignation~~C. [Resignation](#) of the person holding the office and the lawful acceptance of the resignation.
- ~~Removal~~D. [Removal](#) from office of the person holding the office.
- ~~The~~E. [The](#) person holding the office ceasing to be a resident of the district for which he/she was elected.
- ~~Absence~~F. [Absence](#) from the state by the person holding the office, without permission of the legislature, beyond ~~the period~~[the period](#) of three (3) consecutive months.
- ~~The~~G. [The](#) person holding the office ceasing to discharge the duties of office for the period of three (3) ~~consecutive months~~[consecutive months](#).
- ~~Conviction~~H. [Conviction](#) of the person holding the office of a felony or an offense involving a violation of official duties.
- ~~Failure~~I. [Failure](#) of the person elected or appointed to such office to file an official oath within the time prescribed ~~by law~~[by law](#).
- ~~J.~~ A decision of a competent tribunal declaring void the election or appointment of the person elected ~~or appointed~~[or appointed](#) to the office.
- ~~Failure~~K. [Failure](#) of a person to be elected or appointed to the office.
- ~~A~~L. A violation of ~~section~~[section](#) [38-296](#) ~~by~~[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: ~~date of Manual adoption~~[<-- z2AdoptionDate -->](#)

LEGAL REF.:
A.R.S.

- [19-201](#)
- [19-202](#)
- [19-202.01](#)
- [19-209](#)
- [19-216](#)
- [38-291](#)
- [38-296](#)
- [38-431.07](#)

Compare Policy Advisory "BCA © BOARD MEMBER ETHICS" to

◀ first

Policy in Manual

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BCA © BOARD MEMBER ETHICS

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

- ~~● Attend all Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~
- ~~● Recognize that decisions should be made only after discussion at publicly held Board meetings;~~
- ~~● Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;~~
- ~~● 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;~~
- ~~● Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;~~
- ~~● Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;~~
- ~~● 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;~~
- ~~● Support the employment of persons best qualified to serve as school staff members, and insist on a regular and impartial evaluation of all personnel;~~
- ~~● Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;~~
- ~~● Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~
- ~~● Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-321~~

- 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.

Adopted: <-- z2AdoptionDate -->

Compare Policy Advisory "BCB © BOARD MEMBER CONFLICT OF INTEREST" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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~~ 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 ~~Limitation~~ 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. [15-502](#)~~ [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. ~~[LEGAL REF.: 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](#)]~~

~~The~~ Pursuant to A.R.S. [15-421](#), the District is allowed to employ, including through a third (3rd)-party contractor ~~that provides 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, 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.

~~Conflict~~ Conflicts of Interest

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

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

"Refrain from participating in any manner" means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

~~Purchases from Governing Board~~

~~Members for Districts with~~

~~3,000 or More Students~~ ~~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 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~~ ~~€~~ 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~~ ~~€~~ The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within ~~the preceding~~ ~~the~~ ~~€~~ preceding twelve (12) month period.

~~[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. 184-012; 106-002]~~ **Purchases from Governing Board**

Members for Districts with

Fewer than 3,000 Students:

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

Filing of Disclosures

The District shall maintain 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: <-- z2AdoptionDate -->

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

Compare Policy Advisory "BDA © BOARD ORGANIZATIONAL MEETING AND BOARD PRESIDENT DUTIES" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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~~ 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~~ 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~~ the Board may elect a Board President at any time, for any reason, ~~providing that~~ provided that the matter is handled in a way that is consistent with the open meeting law and adopted by the Board ~~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 ~~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: <-- z2AdoptionDate -->

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

Compare Policy Advisory "BDD © BOARD - SUPERINTENDENT& RELATIONSHIP

◀ first AND& SUPERINTENDENT& RESPONSIBILITIES" to Policy last ▶
in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-503](#)

Compare Policy Advisory "BDE © BOARD COMMITTEES" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BDE © BOARD COMMITTEES

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

~~Adopted: date of Manual adoption~~

Advisory Committees

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. ~~â€~~ Recommendations of such committees cannot be binding on the Board; they may be advisory only. ~~â€~~ These committees will be responsible for presenting to the Board recommendations for action based on research and facts. ~~â€~~ 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 ~~â€~~ has ~~â€~~ 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 ~~â€~~ a ~~â€~~ 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. ~~â€~~ 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. ~~â€~~ A written, specific statement of the purpose of the committee.
- B. ~~â€~~ The dates on which interim and final reports of the committee are to be rendered.
- C. ~~â€~~ The date or event upon which the committee will be terminated.
- D. ~~â€~~ 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. ~~â€~~ Each committee member will be briefed on the requirements of the Arizona Open Meeting Law ~~â€~~ (A.R.S. [38-431](#)) as it applies to committees of the Board.
- B. ~~â€~~ 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: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

CROSS REF.:

~~[BDE - Advisory Committees](#)~~ [BE - School Board Meetings](#)

Compare Policy Advisory "BDG © SCHOOL ATTORNEY" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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. ~~â€~~ 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. ~~â€~~ 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~~ 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: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[11-532](#)

[15-341](#)

[15-343](#)

[38-431.07](#)

Compare Policy Advisory "BE © SCHOOL BOARD MEETINGS" to Policy in Manual




Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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~~ ~~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.~~

~~Regular Board Meetings~~

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. ~~—â€™ If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.~~

~~The third (3rd) Tuesday 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. ~~—â€™ 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 Board Meetings

Special meetings may be called whenever deemed necessary. ~~—â€™ Written or telephoned notice~~ 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. ~~—â€™ Said notice shall indicate the purpose of the special meeting.~~ ~~—â€™ 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: <-- z2AdoptionDate -->

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.

~~I79-45045~~

I79-049

I79-126

I79-136

I80-118

I80-146

I81-058

I81-060

I81-090

CROSS REF.:

~~BEC - Executive Sessions/Open Meetings~~

[BBA](#) - Board Powers and Responsibilities

[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.

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.

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.

Compare Policy Advisory "BED © MEETING PROCEDURES" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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.

~~Adopted: date of Manual adoption~~

Rules of Order

The Board decides on rules for its meetings. One (1) example follows:

- A. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- B. Each action item shall require a motion, and all motions shall require seconding.
- C. The President may make or second motions and may vote on all motions.
- D. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- E. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- F. Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.
- G. The Governing Board President may recess the meeting without a vote of the Governing Board in order to maintain decorum and Governing Board meeting rules of order.

Insert District Rules here.

Voting Method

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

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote, including an electronic roll-call vote, shall be made and the vote of members shall be recorded. On a show-of-hands or roll-call, an indication of how each member voted, the

names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

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

Minutes

Written or recorded minutes shall be taken of all regular and special Board meetings, including executive sessions, and shall include the information required by A.R.S. [38-431.01](#). The written minutes or recording shall be available for public inspection three (3) working days after the date of the meeting, except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing Board shall be marked as "draft" or "unapproved." The minutes or recording shall not be withheld from the public pending approval and must be in a form readily accessible to the public.

Copies of unapproved written minutes or a recording shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve the written minutes.

The Superintendent shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. [38-431.01](#). The Superintendent will provide confidential copies of unapproved written minutes or a recording to appropriate Board members per [38-431.03](#) prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. [39-101](#) and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and special Board meeting minutes should be filed separately from Board executive session minutes.

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-216](#)

[15-321](#)

[15-341](#)

[15-843](#)

[38-421](#)

[38-431](#)

[38-431.01](#)

[38-431.03](#)

[39-101](#)

[39-121](#)

[39-122](#)

[A.G.O.](#)

[178-237](#)

[180-198](#)

[Attorney General Arizona Agency Handbook, Chapter 7, Open Meetings](#)

[ASLAPR General Retention Schedule for School Districts and Charter Schools](#)

[CROSS REF.:](#)

[BEDA - Notification of Board Meetings](#)

[BEDB - Agenda](#)

[BEDH - Public Participation at Board Meetings and News](#)

[Media Services at Board Meetings](#)

[BGB - Policy Adoption, Revision and Repeal](#)

BED-R ©

REGULATION

MEETING PROCEDURES

(Minutes of Open Session Governing Board Meetings, Board Subcommittees and Advisory Committees)

For meetings other than executive sessions, minutes are to contain at *least* the following information:

- A. Date, time, and place of meeting.
- B. Members of the Governing Board recorded as either present or absent.
- C. General description of the matter considered.
- D. A record of how each member voted.
- E. An accurate description of all legal actions proposed, discussed or taken, and the name of the Board member who proposed each motion.
- F. Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.

A *meeting*, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action. [A.R.S. [38-431](#)]

It is therefore necessary to remember that:

- A. the coming together of a quorum of Governing Board members:
 - 1. in person or by technological devices such as speakerphone, Internet, or other device,
 - 2. including study sessions, work sessions, and retreats,
 - 3. regardless of whether or not any voting is scheduled to occur,
- B. or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,

1. is a "meeting" and, therefore,
2. minutes must be taken and processed as required by statute and specified above.

BED-EA ©

EXHIBIT

MEETING PROCEDURES

**Form 7.10
Minutes of Public Meeting**

**Sections 7.8.1 and 7.8.2
MINUTES OF PUBLIC MEETING OF THE
[NAME OF PUBLIC BODY] OF MEETING HELD [DATE]**

A public meeting of the *[name of public body]* was convened on *[date, time, and exact location]*. Present at the meeting were the following members of the *[name of public body]*: *[names of members present]*. Absent were: *[names of members absent]*. The following matters were discussed, considered, and decided at the meeting:

1. [Generally describe all matters discussed or considered by the public body.]
2. [Describe accurately all legal actions proposed, discussed, or taken and the names of persons who proposed each motion].
3. [Identify each person making statements or presenting material to the public body, making specific reference to the legal action about which they made statements or presented material.]
4. [Other required information. See Section 7.8.2(6), (7), (8).]

Dated this _____ day of _____, 20_____.

[name of public body]

By _____
[authorized signature]

BED-EB ©

EXHIBIT

MEETING PROCEDURES

**Form 7.11
Minutes of Executive Session**

**Sections 7.8.1, 7.8.3
MINUTES OF EXECUTIVE SESSION OF THE
[NAME OF PUBLIC BODY] HELD [DATE]**

An executive session of the *[name of public body]* was convened on *[date, time, and exact location]*. The *[name of public body]* voted to go into executive session at a public meeting on *[date, time, and exact location]*. Present at the executive session were the following members of the *[name of public body]*: *[names of members present]*. Absent were: *[names of members absent]*. Also attending the executive session were: *[names of those present including the reasons for their presence, for example, attorney for the public body, etc.]*

The following matters were discussed and considered at the meeting:

1. [Generally describe the matters discussed or considered by the public body.]
2. [Describe all instructions given to attorneys or designated representatives pursuant to A.R.S. § [38-431.03](#)(A)(4), (5) and (7).]
3. [If the executive session is held as an emergency session, include the statement of reasons for the emergency consideration. See Section 7.8.2(7).]
4. [Include such other information as the public body deems appropriate, including information necessary to establish that executive session was proper and appropriate. See Section 7.8.3(5).]

Dated this _____ day of _____, 20_____.

[name of public body]

By _____
[authorized signature]

Compare Policy Advisory "BEDA © NOTIFICATION OF BOARD MEETINGS" to Policy in Manual

 first

 last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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~~ ~~â€~~ ~~â€~~ 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.—~~â€~~ 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.—~~â€~~ 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~~ 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: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[1-301](#)

[15-321](#)

[15-341](#)

[38-431.01](#)

[38-431.02](#)

A.G.O.

I79-~~45~~045

CROSS REF.:

[BDA - Board Organizational Meeting and Board President Duties](#)

[BE](#) - School Board Meetings

~~[BEC - Executive Sessions/Open Meetings](#)~~

[BEDB](#) - Agenda

Compare Policy Advisory "BEDB © AGENDA" to Policy in Manual



first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last



BEDB © AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. ~~—â€™~~ 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. ~~—â€™~~ 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~~â€™~~ and~~â€™~~ Dissemination

Regular Meetings

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

The Superintendent may place items on the agenda. ~~â€™~~ 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. ~~â€™~~ 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~~ 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~~ ~~authorizing~~ the executive session. An agenda is also required and must contain a general description of the matters to be considered.
2. ~~The~~ 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 Disabled~~ Individuals with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting ~~Lisa Nye at (602) 707-2002 or~~ ~~[name of designated District contact person] at [provide telephone number and e-mail]~~ ~~nye@osbornsd].org~~. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: <-- z2AdoptionDate -->

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.:

~~BDB-BDA~~ - Board ~~Officers~~

~~BEC~~ ~~Executive Sessions/Open~~ [Organizational Meeting and Board President Duties](#)

[BE](#) - [School Board Meetings](#)

Compare Policy Advisory "BEDH © PUBLICÂ
PARTICIPATIONÂ ANDÂ NEWS MEDIAÂ
SERVICESÂ Â ATÂ Â BOARDÂ MEETINGS" to Policy in
Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

**BEDH ©
PUBLIC PARTICIPATION ~~AT~~ AND NEWS
~~BOARD~~-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~~ ~~—~~ Any individual desiring to address the Board shall complete a form (Request to Address Board) and give ~~this form~~ ~~—~~ ~~this~~ ~~—~~ form to the Superintendent prior to the start of the Board meeting.
- B. ~~The~~ ~~—~~ The Board President shall be responsible for recognizing speakers, maintaining proper order, and ~~adhering to~~ ~~—~~ ~~adhering~~ ~~—~~ to any time limit set. ~~Questions~~ ~~—~~ ~~Questions~~ requiring investigation shall be ~~referred to~~ ~~—~~ ~~referred~~ ~~—~~ to the Superintendent for later report to the Board. ~~—~~ Questions or comments on matters that are ~~currently under~~ ~~—~~ ~~currently~~ ~~—~~ under legal review will not receive a response.
- C. ~~If~~ ~~—~~ If considered necessary, the President shall set a time limit on the length of the comment period. ~~—~~ In order ~~to ensure~~ ~~—~~ ~~to~~ ~~—~~ ensure that each individual has an opportunity to address the Board, the President may also set a time ~~limit for~~ ~~—~~ ~~limit~~ ~~—~~ for individual speakers.
- D. ~~Personal~~ ~~—~~ Personal attacks upon Board members, staff personnel, or other persons in attendance or absent ~~by individuals~~ ~~—~~ ~~by~~ ~~—~~ individuals who address the Board are discouraged. ~~—~~ Policies KE, KEB, KEC, and KED are provided by the ~~Board for~~ ~~—~~ ~~Board~~ ~~—~~ for disposition of legitimate complaints, including those involving individuals. ~~—~~ Upon conclusion of ~~the open call~~ ~~—~~ ~~the~~ ~~—~~ open ~~—~~ call to the public, individual members of the Board may respond to any criticism made by ~~an individual~~ ~~—~~ ~~an~~ ~~—~~ individual who has addressed the Board.
- E. ~~—~~ Presentations for unsolicited services will not be permitted. ~~Companies~~ ~~—~~ ~~Companies~~ or businesses offering services of possible interest to the District should send information to the District Office for distribution to appropriate School District officials.

The Superintendent shall ensure that a copy of this policy is posted at the entrance to the Board meeting room, and that an adequate supply of forms is available.

News Media Services

Local news media representatives shall be welcome to attend all regular or special meetings of the Board except for executive sessions. If representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: <-- z2AdoptionDate -->

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

Compare Policy Advisory "BEDH-E ©" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BEDH-E ©

EXHIBIT

PUBLIC PARTICIPATION ~~AT~~ AND NEWS

~~BOARD~~ 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)

_____ (Zip)

_____ (E-mail Address) _____

~~(Representing)~~__

(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](#)]

Compare Policy Advisory "BGB © POLICYÂ ADOPTION, REVISION AND REPEAL" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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:

- ~~• First meeting – the proposal shall~~ **A. First Read:**

The proposal will be presented for review

- ~~• Second meeting – the proposal shall~~

, 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 ~~Board-declared emergency.~~

~~Adopted: date of Manual adoption~~

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: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-321](#)

CROSS REF.:

[BGE - Policy 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 are 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.

Compare Policy Advisory "BGD © BOARD REVIEW OF REGULATIONS" to Policy in Manual

[first](#)[last](#)

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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: ~~June 20, 2017~~

~~LEGAL REF.:-~~

~~A.R.S.-~~

~~[15-321](#)~~

[<-- z2AdoptionDate -->](#)

Compare Policy Advisory "BGE ©



first

"POLICY MANUAL" to Policy in Manual



last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BGE ©

POLICY ~~COMMUNICATION~~/FEEDBACKMANUAL

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

Adopted: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

Compare Policy Advisory "BGE-R ©" to Policy in Manual

 first

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

last 

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~~ [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

Compare Policy Advisory "BHC © BOARD COMMUNICATIONS" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BHC © ~~BOARD COMMUNICATIONS~~

~~WITH STAFF MEMBERS~~ COMMUNICATIONS

Staff Members

Official communication between the Board and employees will occur as follows:

- ~~An~~ A. ~~Any~~ Any employee will first communicate on school ~~or~~ employment-related matters at the administrative level. ~~Any employee~~ Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may ~~then communicate~~ then communicate in writing with the Board on the matter. ~~Any~~ No anonymous communication will be considered ~~by the~~ by the Board.
- ~~Any~~ B. Any employee who wishes to address the Board in the employee's capacity as a parent, District resident, ~~or individual~~ or individual, rather than as an employee, may do so by following the procedures in ~~Policies~~ Policy BEDH and ~~BHD~~ as noted below.
- ~~Official~~ C. Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will ~~be communicated~~ be communicated to employees by the Superintendent.

~~Adopted: date of Manual adoption~~

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: <-- z2AdoptionDate -->

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](#)

Compare Policy Advisory "BIA © NEW BOARD MEMBER ORIENTATION AND RESOURCES" to Policy in Manual

 first

 last 

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BIA © NEW BOARD ~~MEMBER~~

~~ORIENTATION / HANDBOOK~~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 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.

~~Adopted: date of Manual adoption~~

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: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-342](#)

[38-431.01](#)

Compare Policy Advisory "BIBA © BOARD MEMBER DEVELOPMENT OPPORTUNITIES: CONFERENCES, CONVENTIONS, AND WORKSHOPS" to Policy in Manual

first

last

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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

Conferences, Conventions, and

Workshops

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

- ~~The A.~~ The Board will periodically decide which ~~meetings appear~~ educational opportunities appear to be most promising in terms of producing ~~direct and direct~~ and indirect benefits to the District.
- ~~Funds B.~~ Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, ~~the Board the~~ Board will designate which of its members would be the most appropriate to participate at a given meeting. ~~With~~ With the prior approval of the Board, Board members may participate in meetings other than those ~~authorized in~~ authorized in the budget.
- ~~When C.~~ When a conference, convention, or workshop is not attended by the full Board, those who do participate ~~will be~~ will be requested to share information, recommendations, and material acquired at the meeting.

~~Adopted: date of Manual adoption~~

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: <-- z2AdoptionDate -->

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.

Compare Policy Advisory "BIE © BOARD MEMBER INSURANCE / LIABILITY" to Policy in Manual

◀ first

last ▶

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

BIE © BOARD ~~MEMBER~~-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, the Governing Board~~ **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:

- ~~Former-A.~~ **Former** Board members must have served at least four (4) consecutive years on the Board, must have ~~been covered~~ **been** covered under the insurance plan while serving as Board members, and must pay the full premiums for ~~the insurance~~ **the** insurance coverage. ~~Such participation must not result in an expenditure of District monies.~~
- ~~The-B.~~ **The surviving** spouse and/or dependents of a Board member or former Board member may continue participation in ~~the insurance~~ **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.

- ~~For C.~~ ~~For~~ a surviving spouse and/or dependents of a Board member or former Board member to be eligible ~~for continued coverage~~ ~~for~~ ~~continued~~ coverage, the deceased Board member or former Board member must have served four (4) ~~consecutive years~~ ~~consecutive~~ years and have been covered under the insurance plan while serving on the Board.
- ~~The D.~~ ~~The~~ surviving spouse and/or dependents of a deceased Board member who was eligible for coverage while ~~in office~~ ~~in~~ office will be eligible for continued coverage.

~~Adopted: date of Manual adoption~~

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: <-- z2AdoptionDate -->

LEGAL REF.:

A.R.S.

[15-341](#)

[15-382](#)

[15-387](#)

A.G.O.

190-038

Compare Policy Advisory "BJ © SCHOOL BOARD LEGISLATIVE PROGRAM" to Policy in Manual

[first](#)[last](#)

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

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: ~~date of Manual adoption~~ <-- z2AdoptionDate -->

Compare Policy Advisory "BK © SCHOOL BOARD MEMBERSHIPS AND ARIZONA SCHOOL BOARDS ASSOCIATION DELEGATES" to Policy in Manual

Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.

first

last

**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.

~~Adopted: date of Manual adoption~~

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: <-- z2AdoptionDate -->

LEGAL REF.:

- A.R.S.
- [15-342](#)
- [15-511](#)

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –IX-D

Agenda Item

Audit Reports for fiscal year 2024

For Board: Action Discussion Information

Background –

Each year the district is required to have a comprehensive audit preformed by an independent audit firm. CWDL conducted the 2023/24sy fiscal audit. The audit reports include the Single Audit Report, Financial Statements and USFR Compliance Questionnaire.

CWDL partner, Daniel Johnson CPA, presented the financial highlights, audit process and results at the April 1st Governing Board work study.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve the 2024 audit package as presented. (Roll Call Vote required).

Moved _____ Seconded _____ P/F



See what's possible.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8

UNIFORM SYSTEM OF FINANCIAL RECORDS (USFR) COMPLIANCE QUESTIONNAIRE

Fiscal Year Ended June 30, 2024

Osborn Elementary School District No. 8
Summary of Compliance Findings
Year Ended June 30, 2024

Governing Board/Management

None noted.

Budgeting

None noted.

Accounting Records

None noted.

Cash and Revenues

CR24 - The District's deposits were made in a timely manner and supported by deposit slips or other deposit transmittal supporting documentation.

No - For ten of 35 receipts tested (one auxiliary operations, three student activities, and six tax credit), the District did not deposit the receipt within a timely manner with days to deposit ranging from 8 to 33 days from receipt.

Supplies Inventory

None noted.

Property Control

None noted.

Expenditures

None noted.

Travel

None noted.

Credit Cards and Purchasing Cards

CPC09 - The District paid credit card and p-card statements before the due date to avoid finance charges and late fees.

No - For seven of 12 credit card statements tested, the District incurred finance charges totaling \$587.30.

Procurement

None noted.

Classroom Site Fund

None noted.

Payroll

None noted.

Osborn Elementary School District No. 8
Summary of Compliance Findings
Year Ended June 30, 2024

Financial Reporting

None noted.

Student Attendance Reporting

SAR03- The District appropriately tracked and reported student membership and absences.

No- For one of 11 elementary and junior high school students tested, the District did not accurately calculate partial day attendance.

Information Technology

None noted.

Transportation Support

None noted.

Records Management

None noted.

General Long-Term Debt

None noted.

Instructions

Arizona Revised Statutes (A.R.S.) §15-271 requires the Arizona Auditor General to inform any school district failing to establish and maintain the requirements prescribed by the *Uniform System of Financial Records for Arizona School Districts* (USFR) that it has 90 days to correct the cited deficiencies. The USFR prescribes the minimum internal control policies and procedures to be used by Arizona school districts for accounting, financial reporting, budgeting, attendance reporting, and various other compliance requirements. To help the Arizona Auditor General determine whether a district has attained an acceptable degree of compliance with USFR requirements, the audit firm must complete this USFR Compliance Questionnaire (Questionnaire).

A.R.S. §§15-213(F) and 15-914(G) require districts to have a systematic review of their purchasing practices and average daily membership (ADM), respectively, performed in conjunction with their annual or biennial financial audit to determine whether the district complied with the applicable State of Arizona procurement and student attendance laws and rules. Auditor completion of the Procurement and Student attendance reporting Questionnaire sections constitutes the required systematic reviews.

Audit firms must gain an understanding of the district's internal controls and obtain and document sufficient, appropriate evidence annually to support each Questionnaire response. These instructions, the Questionnaire questions, and the required review procedures constitute the minimum audit standards for completing the Questionnaire. Required review procedures are included in the Questionnaire and in the "tooltip" next to applicable questions in the web-based auditor submission Questionnaire. The Arizona Auditor General may reject Questionnaires that are not prepared in compliance with the minimum audit standards.

- Audit documentation must describe the procedures performed, items reviewed, and the results of such procedures and reviews to support the auditor's Questionnaire responses and related comments.
- Evidence may be obtained through test work, observation, examination, and client assertion. However, client assertion alone is not adequate evidence to support "Yes" responses on the Questionnaire.
- The audit firm must determine the district reviewed documents and transactions and provided sufficient evidence of approval including manual or electronic signatures or initials and date of review.
- Audit firms must consider population size in determining the number of items to test (i.e., sample, scan, review, examine, or observe), and the items selected should be representative of the population. Therefore, testing 1 transaction, record, or item is not sufficient. The Credit cards and purchasing cards, Procurement, and Student attendance reporting Questionnaire sections prescribe minimum sample sizes for specific questions. Population and samples sizes used for test work should be entered in the fields provided next to the applicable questions throughout the Questionnaire.
- A **"Yes"** response indicates that the audit firm has determined that the district complied with the USFR for that question based on auditor obtained evidence. Several review procedures allow for auditors to determine whether the district implemented compensating controls when recommended USFR procedures could not be implemented due to limited staff size. When compensating controls are found, auditors should answer the question "Yes" and describe in the comments the compensating controls in place to meet the question's objective. However, the Arizona Auditor General makes the final determination of compliance with the USFR based on the evidence presented in the Questionnaire, audit reports, audit documentation, and any other sources of information available.
- A **"No"** response indicates the district did not comply with the USFR for that question. Audit firms must explain the district's deficiency noted for all "No" responses in the comment box below the question. Deficiencies must be described in sufficient detail to enable the Arizona Auditor General to determine the nature and significance of the deficiency for: (a) assessing compliance with the USFR, (b) appropriately describing the deficiency in a report, and (c) testing compliance during a status review. The description should include the number of items tested and the number of exceptions noted, dollar amount of the error, and any other relevant information that would provide context for the deficiency. For deficiencies related to processes required at regular intervals such as monthly bank reconciliations, the description should adequately describe whether the district's processes did not meet required intervals or were not completed at all. Each deficiency comment should specifically describe

how the district did not meet the USFR requirement described in the related question. Cash and revenues questions apply to all the district's cash and revenue, including food service, auxiliary operations, extracurricular activities fees tax credit, and student activities receipts and bank accounts. Comments for "No" responses to these questions should indicate the type of receipt or bank account to which the deficiency applies.

- An "N/A" response indicates the district did not have activity related to the USFR requirements for that question. The audit firm **must** explain all "N/A" responses in the comment box below the question, unless the reason for the N/A is obvious.

The questions in the Questionnaire do not address all requirements of the USFR. If the audit firm is aware of noncompliance with a requirement of the USFR that is not addressed in the Questionnaire, including the Arizona Administrative Code (A.A.C.), Title 7, Ch. 2, Articles 10 and 11, (School District Procurement Rules) and the Arizona Department of Education's (ADE) membership and attendance guidelines, the audit firm should include the compliance findings in its reports issued in accordance with Governmental Auditing Standards and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, as applicable.

The audit firm must make the resulting audit documentation supporting the audit firm's Questionnaire responses and comments available on request for the Arizona Auditor General and the ADE's review. To facilitate this review, the audit firm should include in the audit documentation a copy of the Questionnaire with references to the audit procedures performed for each question.

Once the audit firm has completed, reviewed, and signed the Questionnaire, it must submit it electronically to the Arizona Auditor General by following the instructions at the end of the web-based auditor submission Questionnaire. Audit firms should print the file to PDF to create the Questionnaire document to distribute to the district. As required by A.R.S. §15- 914(D), the district must submit the completed Questionnaire with the audit reporting package to the district's county school superintendent's office and ADE.

Governing board/management procedures

Objective: To determine whether the governing board and District management have established and implemented certain procedures as required by statute.

01. The District held governing board meetings in accordance with [A.R.S. §§38-431 to 38-431.09](#), and prepared and retained written minutes and/or recordings. Yes ▾

02. The District annually provided governing board members and employees guidance on what constitutes a substantial interest and that the conflict-of-interest statutes apply to all District governing board members and employees as a part of their employment. [A.R.S. §§38-502, A.R.S. 38-503, and 38-509](#) Yes ▾

03. The District annually obtained conflict-of-interest (COI) forms that allowed governing board members and employees to make known and fully disclose a conflict of interest in any contract, sale, purchase, service, or decision, and prior to accepting the forms, management reviewed the information to ensure governing board members and employees properly completed the form and sufficiently disclosed the required information. [A.R.S. §§38-502 and 38-503](#)

Yes ▼

04. The District maintained, for public inspection, a special file with all documents necessary to memorialize all governing board members and employees COI disclosures. [A.R.S. §38-509](#)

Yes ▼

05. Employees or governing board members with reported conflicts, except as provided in [A.R.S. §15-323](#), refrained from voting upon or otherwise participating in any manner in that contract, sale, purchase, service, or decision of the school district. [A.R.S. §§38-502 and 38-503\(A\) and \(B\)](#)

Yes ▼

06. The District's management notified the Arizona Auditor General and appropriately resolved all allegations of theft, fraud, or misuse of District monies and assets in a timely manner.

N/A ▼

No allegations of theft, fraud, or misuse of District monies or assets in the current fiscal year.

07. The governing board established written personnel and payroll policies and approved employee contracts, wage agreements, salary and wage schedules, and any other agreed-upon terms of employment.

Yes ▼

08. The governing board appointed a student activities treasurer and, if applicable, assistant student activities treasurers. [A.R.S. §15-1122](#)

Yes ▼

09. The governing board received monthly Student Activities Fund Reports of Cash Receipts, Disbursements, Transfers, and Cash Balances that were accurately prepared. [A.R.S. §15-1123](#)

Yes ▼

10. The governing board approved student clubs' and organizations' fund-raising events. [A.R.S. §15-1121](#) and AG Opinion I84-018 Yes ▼

Sample

5

11. The governing board obtained voter approval to construct buildings and purchase or lease school sites, unless otherwise exempted by [A.R.S. §15-342\(25\)](#). N/A ▼

The District did not purchase, construct, or lease any new buildings or school sites in the current fiscal year.

Budgeting

Objective: To determine whether the District's budget preparation processes ensure that the District properly allocates the monies it receives, stays within those budgets, and accurately informs the public about the use of those monies.

01. The budget included all funds as required by [A.R.S. §15-905](#) and followed the form's [Budget —Submission and Publication Instructions](#). Yes ▼

02. Total budgeted expenditures on the originally adopted budget for the Maintenance and Operation (M&O) and Unrestricted Capital Outlay Funds (UCO) were less than or equal to the budgeted amounts on the published proposed budget and within the general budget limit (GBL) and the unrestricted capital budget limit (UCBL). [A.R.S. §15-905\(E\)](#) Yes ▼

03. The District revised its budget on or before December 15, if ADE notified the District that its M&O or UCO Fund budgeted expenditures exceeded the GBL or UCBL. [A.R.S. §15-905\(E\)](#). Yes ▼

04. The District completed its revised expenditure budget before May 15 and filed it electronically with the Superintendent of Public Instruction by May 18. [A.R.S. §15-905\(I\)](#). Yes ▼

05. The District reduced the budget by the prior year's overexpenditure (or a portion of the prior year's overexpenditure, as approved by the Superintendent of Public Instruction) or the District began the process to correct its prior year's data that impacts state-aid and/or budget capacity. [A.R.S. §§15-905\(M\)](#) and [15-915](#) N/A ▼

The District did not have a prior year overexpenditure.

Accounting records

Objective: To determine whether the District accurately maintains accounting records to provide support for financial information. Test work should indicate the procedures performed to document what processes and controls the District has in place to reduce the risk of undiscovered errors that would affect the reliability of information reported to the public and oversight agencies, such as tracing detailed source documents to the District's trial balance that agree to the financial statements.

01. The District coded transactions in accordance with the [USFR Chart of Accounts](#). Yes ▼

02. The District sequentially numbered journal entries and retained supporting documentation and evidence that journal entries were signed, dated, and approved by someone other than the preparer. Yes ▼

Population	Sample
916	25

03. The District transferred monies only between funds listed in the USFR §III Chart of Accounts- Authorized Transfers. Yes ▼

Population	Sample
25	7

04. The District documented and dated a monthly review of financial transactions the county school superintendent (CSS) initiated (i.e., revenue postings or journal entries) for propriety, and properly researched and resolved any differences. Yes ▼

05. The District reconciled cash balances by fund monthly with the CSS or county treasurer's records, as applicable, and properly supported, documented, and dated the reconciliations. Yes ▼

06. The District reconciled total revenues, expenditures, expenses, and cash balances (as applicable) by fund, program, function, and object code at least at fiscal year-end with the CSS and the reconciliation was reviewed and properly supported. Yes ▼

Cash and revenue

Objective: To determine whether the District maintained controls over cash transactions to safeguard monies, protect employees involved in handling monies from accusations of misuse, and reduce the risk of theft or loss. Test work for cash and revenue should document how the processes work, employees involved in those processes, and how the processes were verified.

01. The District maintained only authorized bank accounts as listed in the USFR and did not have any inactive bank accounts. Yes ▼

02. The District used an M&O Fund revolving bank account in accordance with [A.R.S. §15-1101](#). Yes ▼

03. The District used miscellaneous receipts clearing bank account(s) in accordance with [A.R.S. §15-341\(A\)\(20\)](#). Yes ▼

04. The District used a Food Service Fund clearing bank account(s) in accordance with [USFR page X-F-5](#) and [Arizona Attorney General Opinion I60-35](#). Yes ▼

05. The District used a Food Service Fund revolving bank account in accordance with [A.R.S. §15-1154](#). N/A ▼

"N/A" denotes that the District did not maintain such an account.

06. The District used an Auxiliary Operations Fund bank account in accordance with [A.R.S. §15-1126](#). N/A ▼

07. The Auxiliary Operations Fund bank or treasurer account deposits included all monies raised in connection with the activities of school bookstores and athletics. [A.R.S. §15-1125](#). Yes ▼

Population

Sample

59

10

08. The extracurricular activities fees tax credit (tax credit) monies were included in the Auxiliary Operations Fund or separately accounted for in an Extracurricular Activities Fees Tax Credit Fund. [A.R.S. §15-341\(A\)\(19 and \(20\)](#) Yes ▼

09. The District used the Auxiliary Operations Fund revolving bank account(s) in accordance with [A.R.S. §15-1126](#). N/A ▼

10. The District used the Student Activities Fund bank account(s) in accordance with [A.R.S. §15-1122](#). N/A ▼

11. The Student Activities Fund monies were deposited in a bank or treasurer account designated as the Student Activities Fund account. Yes ▼

12. The District used the Student Activities Fund revolving bank account in accordance with [A.R.S. §15-1124](#). N/A ▼

13. The District used the federal payroll tax withholdings bank account in accordance with [USFR page VI-H-6](#). Yes ▼

14. The District used the State income tax withholdings bank account in accordance with [A.R.S. §15-1222](#). Yes ▼

15. The District used the employee insurance programs withholdings bank account(s) in accordance with [A.R.S. §15-1223](#). N/A ▼

16. The District used the payroll direct deposits clearing bank account in accordance with [A.R.S. §15-1221](#). N/A ▼

17. The District used the electronic payments clearing bank account in accordance with [A.R.S. §15-1221](#). Yes ▼

18. The District used the grants and gifts to teachers bank account in accordance with [A.R.S. §15-1224](#). N/A ▼

19. The District used the principals' supplies bank account(s) in accordance with [A.R.S. §15-354](#). N/A ▼

20. The use of debit cards was prohibited as a payment method associated with any District bank account. Yes ▼

21. The District paid bank charges from only the M&O Fund revolving bank account, Food Service Fund revolving bank account, Auxiliary Operations Fund bank account, and Auxiliary Operations Fund revolving bank account(s) or, if not, the bank charges were reimbursed from an appropriate District fund or bank account. Yes ▼

22. The District separated responsibilities for cash-handling and recordkeeping among employees (i.e., receiving, depositing, and recording revenues), to safeguard monies. Yes ▼

23. The District supported deposits with issued receipts, cash receipt summary reports, mail logs, etc., and reconciled sales to amounts collected with summary reports or ticket logs. Yes ▼

Sample

35

24. The District's deposits were made in a timely manner and supported by deposit slips or other deposit transmittal documentation. No ▼

For ten of 35 receipts tested (one auxiliary operations, three student activities, and six tax credit), the District did not deposit the receipt within a timely manner with days to deposit ranging from 8 to 33 days from receipt.

Sample

35

25. The District's deposits with the county treasurer were reconciled. Yes ▼

26. The District retained supporting documentation for disbursements from bank accounts. Yes ▼

Sample

25

27. The District safeguarded unused checks. Yes ▼

28. The District safeguarded signature stamps, signature plates, and electronic or digital signatures used for approving accounting transactions, checks, and other District documents to ensure that access was limited to only the employee whose signature they represented. Yes ▼

29. An employee not involved with cash-handling or issuing checks reconciled all District bank accounts monthly, and an employee independent of the cash-handling process reviewed, signed, and dated the monthly bank reconciliations. Yes ▼

30. The District tracked and reconciled the number of meals sold to the total cash collected per day. Yes ▼

Supplies inventory

Objective: To determine whether the District has controls in place to help physically safeguard and report inventories to prevent theft, overstocking, understocking, spoilage, and obsolescence.

01. The District physically safeguarded supply inventories to prevent unauthorized use, theft, damage, and obsolescence and enable accurate financial reporting. N/A ▼

The District does not maintain a supplies inventory; supplies are purchased on an as-needed basis.

Property control

Objective: To determine whether the District has effective controls to safeguard property from theft and misuse since significant resources are invested in acquiring and maintaining District property. Test work should be completed on a sample basis annually and documented to ensure that land, buildings, and equipment are properly valued, classified, and reported on the stewardship and capital assets lists.

01. The District maintained a capital assets list that included all required information listed in the USFR for all land, land improvements, buildings, building improvements, and equipment with costs that exceed the District's adopted capitalization threshold. Yes ▼

02. The District had security controls in place to help prevent theft, loss, unauthorized use, or damage to District property. Yes ▼

03. The District recorded additions including financed assets on the capital assets list and reconciled capitalized acquisitions to capital expenditures at least annually. Yes ▼

04. The District's stewardship list for items costing at least \$1,000 but less than the District's capitalization threshold, including financed assets, included all required information. Yes ▼

05. The District's capital assets and stewardship items were identified as District property, properly tagged, and included on the corresponding list. Yes ▼

06. The District reconciled the current year's June 30 capital assets list to the previous year's June 30 list. Yes ▼

07. The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion. Yes ▼

Data Entry

June 2024

08. The governing board or authorized designee approved stewardship and capital asset disposals during the fiscal year, and the District removed the assets from the corresponding list and disposed of them in accordance with [A.A.C R7-2-1131](#). Yes ▼

Data Entry

July 2023

Expenditures

Objective: To determine whether the District has effective controls for expenditures in place to ensure expenditures are for an allowable District purpose. Test work should document processes and controls that demonstrate expenditure transactions are properly approved, are for an amount within budget capacity or available cash, and protect employees from allegations of misuse.

01. The District separated responsibilities for expenditure processing among employees (i.e., voucher preparation, recordkeeping, and authorization). Yes ▼

02. The District monitored budget capacity in budget-controlled funds and cash balances in cash-controlled funds before approving purchase orders (PO) and authorizing expenditures, except as authorized in [A.R.S. §§15-207, 15-304, 15-907, and 15-916](#). Yes ▼

03. The District's expenditures were made only for allowable District purposes, properly satisfied the specific purposes required for any restricted monies spent, and were adequately supported by documentation required by the USFR. Yes ▼

Sample

43

04. The District's extracurricular activities fees tax credit monies were expended only for eligible activities that qualified under [A.R.S. §§43-1089.01 and 15-342\(24\)](#). Yes ▼

Population

Sample

54

10

05. The District's Student Activities Fund disbursements and transfers of monies among student clubs were issued only when cash was available in the student club account and properly authorized by or on behalf of the student members of a particular club and documented in the club minutes. Yes ▼

06. The District agreed invoice amounts to contract pricing and terms and conditions for expenditures made through written quotes or competitively awarded contracts, including cooperative contracts. Yes ▼

07. The District prepared an Advice of Encumbrance for levy funds based on the list of liabilities for goods or services received but not paid for by June 30, including payroll, and filed it with the CSS by July 18. [A.R.S. §15-906](#) (Districts authorized by [A.R.S. §15-914.01](#) to participate in the accounting responsibility program should perform the duties as described in [A.R.S. §15-304.](#))

Yes ▾

08. The District properly prepared the Career Technical Education District (CTED) Supplanting worksheet and adequately supported that monies received from a CTED were used only for career and technical education and to supplement, rather than supplant, the District's base year career and technical education courses. [A.R.S. §15-393](#)

N/A ▾

The District does not receive CTED monies.

09. The District retained fully executed copies of each intergovernmental agreement (IGA) and payments for services were made or received, as applicable. [A.R.S. §11-952](#)

Yes ▾

Travel

Objective: To determine whether the District implemented effective controls to ensure employees and governing board members were traveling for District purposes and travel expenditures and reimbursements complied with the Arizona Department of Administration (ADOA) limits.

01. The District's travel expenditures (lodging, meals, and incidentals) and mileage reimbursements were for District purposes and reimbursed within the maximum reimbursement amounts established by the Director of the ADOA and in accordance with governing-board-prescribed policies and procedures. Amounts were reimbursed and reported as a taxable employee benefit if no overnight stay or no substantial sleep/rest occurred.

Yes ▾

Population	Sample
13	11

Credit cards and p-cards

Objective: To determine whether the District has implemented effective controls over credit card and purchasing card (p-card) purchases to help reduce the risk of misuse and unapproved or fraudulent transactions.

01. The District used credit cards. Yes ▼

Data Entry

American Express (5)

02. The District used p-cards. No ▼

District does not use p-cards.

Data Entry

0

03. The District ensured different employees were responsible for issuing cards; requesting, authorizing, and executing purchases; and payment processing. Yes ▼

04. The District issued and tracked possession of all District credit cards and trained employees who make credit card purchases or process transactions on the District's policies and procedures. Yes ▼

05. The District recovered cards immediately from terminated employees. N/A ▼

No employees had possession of cards at the time of termination.

06. The District's management periodically reviewed purchases for unauthorized vendors and purchases over approved limits and/or purchases that circumvent the procurement rules and District policies. Yes ▼

07. The District ensured someone other than a card user reconciled credit card and p-card supporting documentation and billing statements. Yes ▼

08. The District's card purchases were only for authorized District purposes, within the dollar limits authorized for the employee, and supported by valid receipts or transaction logs that clearly identify the employee making the purchase. Yes ▼

09. The District paid credit card and p-card statements before the due date to avoid finance charges and late fees. No ▼

For seven of 12 credit card statements tested, the District incurred finance charges totaling \$587.30.

Procurement

Objective: To determine whether the District followed the A.A.C. (School District Procurement Rules) and USFR purchasing guidelines to promote fair and open competition among vendors that helps ensure the District is getting the best value for the public monies it spends.

01. The District requested at least 3 written quotes for purchases costing at least \$10,000 but less than \$100,000 and followed the guidelines prescribed by the USFR. Yes ▼

Population

Sample

44

12

02. The District properly procured expenditures that individually or cumulatively totaled over \$100,000. Yes ▼

03. The District maintained a list of prospective bidders. A.A.C. R7-2-1023 Yes ▼

04. The District issued solicitations for invitation for bids (IFB) or request for proposals (RFP) during the fiscal year. Yes ▼

05. The District published and, as applicable, provided other adequate notice of the issuance of solicitations. A.A.C. R7-2-1022, R7-2-1024(C), or R7-2-1042(C) Yes ▼

Population

Sample

Data Entry

2

2

2 RFPs

06. The District issued solicitations at least 14 days before the time and date set for bid opening or the closing date and time for receipt of bids or proposals. A.A.C. R7-2-1024(A) or R7-2-1042(B) Yes ▼

07. The District included all required content in the solicitation, as applicable. A.A.C. R7-2-1024(B) or R7-2-1042(A) Yes ▼

08. The District recorded the time and date that sealed bids or proposals were received and stored bids or proposals unopened until the time and date set for opening. A.A.C. R7-2-1029 or R7-2-1045 Yes ▼

09. If the District awarded multiple contracts, it established and followed procedures for the use and award of multiple contracts. A.A.C. R7-2-1031(D) and R7-2-1050(C) N/A ▼

The District did not make multiple awards in the current fiscal year.

10. The District evaluated bids/proposals and awarded contracts according to A.A.C. R7-2-1031, R7-2-1032, R7-2-1046(A)(1), or R7-2-1050 and retained documentation to support the award(s). Yes ▼

11. If the District procured construction projects that used construction-manager-at-risk, design-build, job-order-contracting, or qualified select bidders lists to procure construction services, it complied with the requirements of A.A.C. R7-2-1100 through R7-2-1115. N/A ▼

The District did not procure any such services in the current fiscal year.

12. The District obtained signed procurement disclosure statements for all procurement consultants, members of a procurement advisory group, or evaluation committee involved in each specific procurement process. A.A.C. R7-2-1008 Yes ▾

13. The District prepared the applicable written determinations as required by the specific procurement rule(s). A.A.C. R7-2-1004 Yes ▾

14. The District followed [A.R.S. §15-213](#), and A.A.C. R7-2-1093 for the use of multi-term contracts. Yes ▾

15. The District followed A.A.C. R7-2-1117 through R7-2-1123 for contracts for specified professional services. Yes ▾

16. The District's procurement files included the required information, as applicable. A.A.C. R7-2-1001(97) Yes ▾

17. The District provided training and guidance related to restrictions on soliciting, accepting, or agreeing to accept any personal gift or benefit with a value of \$300 or more. [A.R.S. §15-213\(N\)](#) and A.A.C. R7-2-1003 Yes ▾

18. The District used only school district purchasing cooperatives contracts from cooperatives it was a member of or used only lead district contracts that it was listed as a member of in the solicitation or ensured its additional purchases would not have materially increased the volume stated in the original solicitation. A.A.C. R7-2-1191 through R7-2-1195 Yes ▾

19. The District performed due diligence to support the use of each cooperative or lead district contract the District made purchases from during the audit period. A.A.C. R7-2-1191(D) Yes ▼

Population	Sample	Data Entry
31	14	SAVE, MESC, Omnia, 1GF

20. The District prepared written determinations for any specified professional services, construction, construction services, or materials purchased through a school purchasing cooperative. A.A.C. R7-2-1004 and [A.R.S. §15-213\(B\)](#) Yes ▼

21. The District, when acting as a lead district in a procurement, followed the procurement procedures required for competitive sealed bidding or competitive sealed proposals, as applicable, and considered the total estimated volume of purchases for all public procurement units identified in the solicitation. A.A.C. R7-2-1011 N/A ▼

The District was not a lead district for procurements in the current fiscal year.

Population	Sample	Data Entry
0	0	N/A

22. For all emergency procurements, the District retained a written statement documenting the basis for the emergency, the selection of the particular contractor, and why the price paid was reasonable, and this statement was signed by the individual authorized to initiate emergency procurements. A.A.C. R7-2-1055 and R7-2-1056 N/A ▼

The District did not have any emergency procurements in the current fiscal year.

Sample
0

23. The District's governing board approved all sole-source procurements before any purchases were made, and the written determinations were retained in the procurement files. A.A.C. R7-2-1053 and R7-2-1086 Yes ▼

Sample

24

24. For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by [A.R.S. §15-323](#). N/A ▼

The District did not make any purchases from governing board members or employees.

25. The District followed the School District Procurement Rules for purchases of any supplies, materials, and equipment from governing board members if the purchase exceeded \$100,000, or followed the guidelines for written quotes if below the threshold. [A.R.S. §38-503\(C\)](#) N/A ▼

The District did not make any purchases from governing board members.

26. For purchases the District made from General Services Administration (GSA) schedules 70-IT and 84-Law Enforcement, the governing board first authorized the contracts in writing. [A.R.S. §15-213\(K\)](#) and A.A.C. R7-2-1196(C) N/A ▼

The District did make under purchases under GSA contracts.

Classroom site fund

Objective: To determine whether the District appropriately spent these State sales tax revenues for teacher pay and programs to support students, such as class size reduction, dropout prevention, and tutoring, as allowed by law.

01. The District's Classroom Site Fund (CSF) expenditures did not exceed its Classroom Site Fund Budget Limit (CSFBL). Yes ▼

02. The District adopted a performance-based compensation system for at least a portion of its CSF monies and ensured CSF expenditures were made only for allowable purposes listed in [A.R.S §15-977](#). See [CSF FAQs](#). Yes ▼

03. The District's CSF monies were used to supplement, rather than supplant, existing funding from all other sources (see CSF FAQ 3). Yes ▼

Payroll

Objective: To determine whether the District has implemented effective controls to reduce the risks associated with payroll expenditures by documenting evidence of review, verification, and approval to ensure employees are appropriately compensated.

01. The District's payroll-processing responsibilities (i.e., adding new employees, adjusting pay, payroll preparation, payroll authorization, and warrant distribution) were separated among employees. Yes ▼

02. The District established a delayed payroll system for hourly employees that did not delay payments more than 7 business days during its normal 2-week payroll processing cycle and allowed adequate time for payroll adjustments to be made, if needed, between the end of the pay period and the payment date. Yes ▼

03. The District required employees' contracts or personnel/payroll action forms to document the employees' election for prorated compensation. N/A ▼

The District did offer prorated compensation in the current fiscal year.

04. The District ensured any adjustments to pay for employees who received prorated wage payments during the year were based on each employee's official rate of pay. N/A ▼

Population

Sample

0

0

05. The District ensured hourly employees were not paid for more than the actual hours worked to date. Yes ▼

Population

Sample

196

16

06. The District's individual personnel files included all appropriate supporting documentation, as listed on USFR pages VI-H-2 through 4. Yes ▼

07. The District ensured that valid fingerprint clearance cards were on file for all required personnel and a method to identify employees whose cards were going to expire was in place. [A.R.S. §§15-512, 15-342, and 41-1750\(G\)](#) Yes ▼

08. The District enrolled employees who met the Arizona State Retirement System (ASRS) membership criteria, withheld employee contributions, and in a timely manner remitted employee and District contributions in accordance with the [ASRS Employer Manual](#). Yes ▼

09. The District accurately calculated and in a timely manner remitted the alternative contribution rate payments to ASRS for all applicable positions filled by ASRS retirees. [ASRS Alternate Contribution Rate](#) Yes ▼

10. The District calculated the accrual and use of vacation, sick leave, and compensatory time for all employees in accordance with District accrual rates for specified years of service, maximum amounts to be accrued, and disposition of accrued time upon separation of employment following District policies. Yes ▼

11. Attendance records were prepared for each pay period for each employee subject to the Fair Labor Standards Act (FLSA) and were approved by the employee and the employee's supervisor. Yes ▼

12. The District's payroll reports were properly reviewed and approved before processing and distribution to employees. Yes

Financial reporting

Objective: To determine whether the District properly prepared its financial reports, including its Annual Financial Report (AFR), for the audit year to provide legislative and oversight bodies, investors and creditors, and the public a transparent view of the District's financial position and operational results.

01. Budgeted expenditures reported on the AFR agreed with the District's most recently revised adopted expenditure budget. Yes

02. The District completed and submitted all parts of the AFR reporting package, including the school-level reporting AFR, using its accounting data in the files and reported additional information required in the forms, such as revenue and expenditure amounts that were not automatically pulled from its accounting and student count data, and maintained applicable supporting documentation. [A.R.S. §15-904\(F\)](#) Yes

03. The District followed the AFR—[Review, Submission, and Publication Instructions](#). Yes

04. The District properly prepared the Food Service page of the AFR and reported expenditures from the M&O Fund 001 and Capital Fund 610 that agreed with the District's accounting records. Yes

05. Detailed source documents were traceable to the District's trial balance that was used to prepare the financial statements. Yes

06. The District's website included its average teacher salary information required by [A.R.S. §15-903\(E\)](#) and a copy of or a link to the District's page from the most recent Arizona Auditor General District Spending Report [A.R.S. §41-1279.03\(A\)\(9\)](#) Yes

07. The District submitted the School District Employee Report (SDER) to ADE, and it was accurate and timely for ADE to calculate the Teacher Experience Index (TEI). [A.R.S. §15-941](#) and [School Finance Reports](#) Yes ▼

08. The District submitted its prior year’s audit reports and USFR Compliance Questionnaire to the CSS and ADE. [A.R.S. §15-914\(D\)](#) Yes ▼

Student attendance reporting

Objective: To determine whether the District has implemented effective controls to report accurate student membership and attendance information to ADE to reduce the risk that the District received an inappropriate amount of State aid and/or local property taxes.

01. +The District’s calendar ensured school was in session for the required days and offered students the required instructional hours per grade level, including Arizona Online Instruction (AOI) Programs as prescribed in [A.R.S. §§15-808\(J\)\(1\), 15-901\(A\)\(1\), 15-901.07, and 15-901.08.](#) Yes ▼

02. If the District had an early (pre-) kindergarten program, the District calculated and submitted membership information for early (pre-) kindergarten students’ attendance records for this program only for students with disabilities. [A.R.S. §15-901\(A\)\(1\)\(a\)\(i\)](#) and [USFR Memorandum No. 175](#) Yes ▼

Sample

5

03. The District appropriately tracked and reported student membership and absences. [A.R.S. §15-901](#) No ▼

For one of 11 elementary and junior high school students tested, the District did not accurately calculate partial day attendance.

Population

Sample

Data Entry

2185

11

11 ES/MS

04. The District prorated high school students' membership if enrolled in less than 4 subjects. N/A ▼

Grade levels not served.

Sample

0

05. The District was a CTED or CTED member. No ▼

06. The District had an AOI program. [A.R.S. §15-808](#) No ▼

07. For students enrolled in a program provided by a CTED in a facility the District owned or operated (satellite programs), the District reported the actual enrollment for only the District classes the student was enrolled in at the District's school (excluding CTED program classes) under the District's CTDS number. N/A ▼

Population

Sample

0

0

08. For students enrolled in a program the CTED provided in a facility the District owned or operated (satellite programs), the District calculated student absences in accordance with ADE's methods based on the number of District classes the student was enrolled in and attended at the District's school (excluding CTED satellite program classes). N/A ▼

Sample

0

09. For CTED satellite programs, the CTED reported actual student enrollment data for only the CTED program classes the student was enrolled in at that member district's satellite location (excluding school district classes). [A.R.S. §15-393\(O\)](#)

N/A ▼

Sample

0

10. For CTEDs that meet for at least 150 minutes (not including any breaks) per class period on a CTED central campus, the CTED reported the membership as 0.75. [A.R.S. §15-393\(Q\)](#)

N/A ▼

Sample

0

11. For students enrolled in both District and in CTED central program courses, the sum of the ADM was no more than 1.75 and the amount claimed by either entity was no more than 1.0. [A.R.S. §15-393\(Q\)](#)

N/A ▼

Sample

0

12. The District maintained appropriate documentation and accurately reported students enrolled in CTED programs, including accurately submitting scheduled hours of instruction and community college credits. [A.R.S. §15-393](#)

N/A ▼

Sample

0

13. The District maintained appropriate documentation and accurately reported students enrolled in its AOI program, including redetermining the actual full time equivalent (FTE) for each student enrolled in an AOI program following a student's withdrawal or after the end of the school year. [A.R.S. §15-808](#) N/A ▼

Sample

0

14. The District ensured the student's name in the student management system matched the name on the legal document on file. [A.R.S §15-828\(D\)](#). Yes ▼

Sample

12

15. The entry date in the computerized attendance system agreed to the entry form. Yes ▼

Population

Sample

255

12

16. The student membership begins on the first day of actual attendance or, for continuing/pre-enrolled students, the first day that classroom instruction was offered, provided that the students actually attend within the first 10 days of school. [ADE's External Guideline GE-17 First Day Absence](#) Yes ▼

17. The District obtained and maintained verifiable documentation of Arizona residency for enrolled students, including students in its AOI program. [A.R.S. §15-802\(B\)\(1\)](#) and [ADE's Updated Residency Guidelines](#) Yes ▼

18. The District prepared and retained the Official Notice of Pupil Withdrawal form for each withdrawal, and the forms were signed by a District administrator. [A.R.S. §15-827](#) Yes ▼

19. The District counted students withdrawn for having 10 consecutive unexcused absences in membership only through the last day of actual attendance or excused absence. [A.R.S.§15-901\(A\)\(1\)](#) Yes ▼

Population

Sample

26

12

20. The District uploaded membership and absence information to ADE that agreed to the District's computerized system records for the first 100 days of school. [A.R.S.§15-901](#) Yes ▼

21. The District excluded nonresident students from the District's student count and State aid calculations and charged tuition as applicable. [A.R.S. §15-823\(G\) and \(L\)](#) N/A ▼

The District did not serve any nonresident students during the fiscal year.

22. The District reported students who completed all high school requirements with the applicable graduation code and used the appropriate year-end status code for all other students. N/A ▼

Grade level not served.

Sample

0

23. For students participating in distance learning, the District followed attendance procedures defined in a governing-board-adopted ITM. N/A ▼

The District did not offer distance learning in the current fiscal year.

Information technology

Objective: To determine whether the District adopted an information technology (IT) security framework that aligned with credible industry standards and implemented controls that provide reasonable assurance that its data is accurate and reliable and protected from unintended exposure and consequences. Test work should determine that the District adopted a framework and controls were operating to protect District and student data.

01. The District maintained adequate separation of duties in its IT systems that prevented 1 employee from completing a transaction without additional review and approval procedures. Yes ▼

02. The District reviewed and documented any system or software changes implemented. Yes ▼

03. The District assessed security risks for its systems and data, implemented appropriate controls to address risks, and provided employees/contractors annual security awareness training. Yes ▼

04. The District immediately and appropriately modified terminated or transferred employees', contractors', or vendors' access to all District systems. Yes ▼

05. The District's computer network, system software and hardware was physically protected from unauthorized access, theft, and environmental hazards. Yes ▼

Arizona Auditor General

[Home](#) ▶ [About Us](#) ▶

[Reports](#) ▶ [Resources](#) ▶

[Careers](#) ▶ [Contact Us](#) ▶

Copyright © 2025 Arizona Auditor General

loss of data.

07. The District routinely completed software and application updates and operating system patches when they became available. Yes ▼

08. The District had cloud computing, digital learning, and vendor contracts or data-sharing agreements in place with any 3rd parties accessing or hosting District data that addressed controls to support security and processing integrity, and backup procedures if applicable, before data was accessed/shared. Yes ▼

09. The District ensured changes to data in business (i.e., employee information, pay rates) and IT (i.e., user roles, access rights) systems were approved by an authorized individual prior to processing changes. Yes

10. The District enforced data security policies related to passwords and user authentication that aligned with credible industry standards. Yes

11. The District's IT systems generated electronic audit trail reports or change logs with information about electronic transactions that the District reviewed or analyzed regularly to determine transactions' propriety. Yes

12. The District monitored and reviewed IT system-generated incident or error reports to identify network security threats or other unusual activity and addressed noted issues. Yes

13. The District had incident response and contingency planning documents in place to restore or resume system services in case of disruption or failure that were reviewed and tested at least annually. Yes

Transportation support

Objective: To determine whether the District has implemented effective controls for its transportation program to ensure it properly reports its transportation miles and student riders to ADE, which helps to ensure the District receives the appropriate amount of State aid.

01. The District accurately calculated and maintained documentation for miles and students reported on the Transportation Route Report submitted to ADE. [A.R.S. §15-922](#) Yes

Records management

Objective: To determine whether the District has implemented effective controls to properly protect and maintain its records, including student and employee data, and that its records were disposed of securely and in accordance with established time frames.

01. The District established and followed policies and procedures to properly protect, maintain, and dispose of personally identifiable information and confidential records, such as student and employee information and social security numbers. [Retention Schedules | Arizona State Library \(azlibrary.gov\)](#) Yes ▾

General long-term debt

Objective: To determine whether the District is following the laws related to bonds to ensure voters are informed and the District complies with the bond covenants.

01. The District calculated and issued any bonds in accordance with Arizona Revised Statutes and the Arizona Constitution. [A.R.S. §15-1021](#) Yes ▾

02. The District expended bond proceeds only for voter-authorized purposes and not for items with useful lives less than the average life of the bonds issued or 5 years. [A.R.S. §15-1021\(F\)](#) Yes ▾

03. If the District had outstanding bonded indebtedness and a balance remained in the Bond Building Fund after the acquisition or construction of facilities for which the bonds were issued, the governing board transferred the remaining balance to the Debt Service Fund. Otherwise, if the District had no outstanding bonded indebtedness and a balance remained in the Bond Building Fund after the acquisition or construction of facilities for which the bonds were issued, the governing board used the remaining balance to reduce taxes. [A.R.S. §15-1024\(B\)](#) N/A ▾

Construction was ongoing at fiscal year end.

04. The District credited interest or other money earned from investing bond proceeds to the Debt Service Fund unless the voters authorized the interest to be credited to the Bond Building Fund or federal laws or rules require the interest to be used for capital expenditures. [A.R.S. §15-1024\(C\)](#) Yes ▾

All noted instances of any noncompliance with USFR requirements have been included in the CQ.

Preparer
Daniel Jonnson

Title
Partner

Date
12/19/2024

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
PHOENIX, ARIZONA

ANNUAL FINANCIAL REPORT
FISCAL YEAR ENDED JUNE 30, 2024



**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
PHOENIX, ARIZONA**

ANNUAL FINANCIAL REPORT

YEAR ENDED JUNE 30, 2024

Issued by:
Business and Finance Department

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
TABLE OF CONTENTS
JUNE 30, 2024

INTRODUCTORY SECTION

Organizational Chart	i
List of Principal and Elected Officials	ii

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

FINANCIAL SECTION - REQUIRED SUPPLEMENTARY INFORMATION

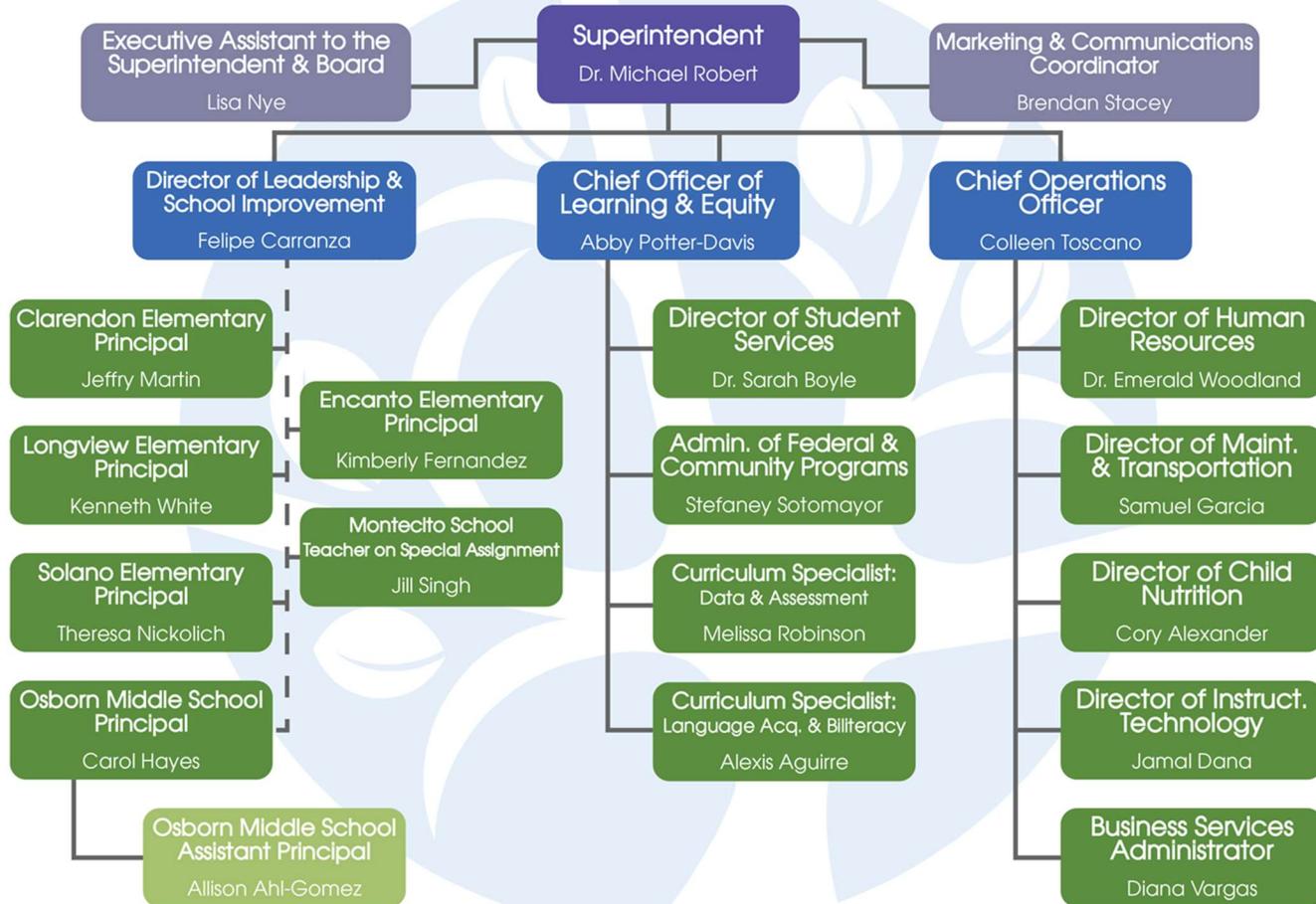
Schedule of the Proportionate Share of the Net Pension Liability and Contributions	38
Budgetary Comparison Schedule for the General Fund (Budgetary Basis)	39
Budgetary Comparison Schedule for the Special Projects Fund	40
Notes to Required Supplementary Information	41

STATISTICAL SECTION

Net Limited Assessed Value and Full Cash Value of Taxable Property by Class	42
Principal Property Taxpayers	43
Property Tax Levies and Collections	44
Debt Capacity:	
Outstanding Debt by Type	45
Legal Debt Margin Information	46
Average Daily Membership	47

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
ORGANIZATIONAL CHART
JUNE 30, 2024

Osborn School District ORGANIZATIONAL CHART



**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
LIST OF PRINCIPAL AND ELECTED OFFICIALS
JUNE 30, 2024**

GOVERNING BOARD

Ed Hermes
President

Leanne Greenberg
Clerk

Rhiannon Ford
Member

Violeta Ramos
Member

Vacant
Member

ADMINISTRATIVE STAFF

Dr. Michael Robert, Superintendent

Colleen Toscano, Chief Operating Officer

Abby Potter-Davis, Chief Officer of Learning and Equity

Felipe Carranza, Director of Leadership and School Improvement

FINANCIAL SECTION



INDEPENDENT AUDITORS' REPORT

Governing Board
Osborn Elementary School District No. 8
Phoenix, 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 Osborn Elementary School District No. 8 (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 Osborn Elementary School District No. 8, 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.

Emphasis of a Matter – Restatement of Fund Balances and Net Position

As discussed in Note 11, beginning fund balances within the governmental funds and beginning net position within the statement of activities were restated to correct errors from a prior period. Our opinion is not modified with respect to these matters.

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.

Responsibilities of Management for the Financial Statements (Continued)

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.

Required Supplementary Information (Continued)

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 Information

Management is responsible for the other information included in the annual financial report. The other information includes the statistical sections but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024 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
December 19, 2024

REQUIRED SUPPLEMENTARY INFORMATION

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

As management of the Osborn Elementary School District No. 8 (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 \$17.8 million (net position). The District's total net position increased by \$4.4 million.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$49.2 million, an increase of \$30.9 million in comparison with the prior year.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$12.4 million, or 55% of total General Fund expenditures.
- The District's net capital assets decreased \$1.9 million during the current year. The most significant factor contributing to the decrease in net capital assets was depreciation expense exceeding current year capital acquisitions.
- The District's long-term liabilities increased \$22.1 million or 31% due to the issuance of School Improvement Bonds, offset by scheduled principal payment and the decrease in the net pension liability from changes within the actuarial valuation.

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.

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANAGEMENT'S DISCUSSION AND ANALYSIS
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 classified as 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 eight 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, Special Projects Fund, Bond Building Fund, and Debt Service Fund, the four of which are considered to be major funds. Data from the other four 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 Basic Financial Statements

The notes to 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 basic financial statements can be found on pages 18 - 37 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 38.

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANGEMENT’S DISCUSSION AND ANALYSIS
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 and Special Projects Fund budgetary comparison schedules as RSI other than the MD&A which can be found on pages 39 and 40 of this report. Notes to the RSI are presented after the budgetary comparison schedules on page 41.

Other Information

The statistical section includes selected financial, revenue, debt, and demographic information, generally presented on a multi-year basis. The statistical section can be found on pages 42 - 47 of this report.

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 \$17.8 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		
	2024	2023	Net Change
ASSETS			
Current and other assets	\$ 61,114,164	\$ 40,067,918	\$ 21,046,246
Capital assets	58,227,394	60,099,198	(1,871,804)
Total Assets	119,341,558	100,167,116	19,174,442
DEFERRED OUTFLOWS OF RESOURCES	3,570,582	5,096,313	(1,525,731)
LIABILITIES			
Current liabilities	9,789,600	14,407,366	(4,617,766)
Long-term liabilities	92,238,449	75,479,157	16,759,292
Total Liabilities	102,028,049	89,886,523	12,141,526
DEFERRED INFLOWS OF RESOURCES	3,068,229	1,948,851	1,119,378
NET POSITION			
Net investment in capital assets	16,586,672	12,523,982	4,062,690
Restricted	6,825,384	19,734,013	(12,908,629)
Unrestricted	(5,596,194)	(18,829,940)	13,233,746
Total Net Position	\$ 17,815,862	\$ 13,428,055	\$ 4,387,807

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

Government-Wide Financial Analysis (Continued)

By far the largest portion of the District's net position reflects its investment in capital assets (e.g., land, buildings, 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 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 all three categories of net position.

Overall, net position increased \$4.4 million or 33%. Key elements of this increase are indicated as follows:

	Governmental Activities		
	2024	2023	Net Change
REVENUES			
Program revenues:			
Charges for services	\$ 652,788	\$ 721,889	\$ (69,101)
Operating grants and contributions	15,786,807	13,059,394	2,727,413
Capital grants and contributions	-	501,823	(501,823)
General revenues:			
Property taxes	19,843,430	20,922,939	(1,079,509)
State equalization and additional state aid	9,180,955	10,901,899	(1,720,944)
Federal aid unrestricted	382,100	-	382,100
County equalization	743	7,799	(7,056)
Interest and other	288,320	277,925	10,395
Total Revenues	46,135,143	46,393,668	(258,525)
EXPENSES			
Instruction	20,942,777	19,688,763	1,254,014
Support Services:			
Students and instructional staff	7,297,955	7,818,724	(520,769)
General and school administration	1,941,741	2,074,966	(133,225)
Business and other support services	2,658,320	2,869,229	(210,909)
Operation and maintenance of plant	3,880,568	4,192,848	(312,280)
Operation of noninstructional services	2,348,312	2,222,287	126,025
Student transportation	1,928,365	2,069,037	(140,672)
Interest on long-term debt	749,298	1,289,010	(539,712)
Total Expenses	41,747,336	42,224,864	(477,528)
Change in net position	4,387,807	4,168,804	219,003
Net Position - Beginning	13,428,055	9,259,251	4,168,804
Net Position - Ending	\$ 17,815,862	\$ 13,428,055	\$ 4,387,807

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANGEMENT’S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

The District reported a decrease in charges for services of \$0.1 million (10%) which was not considered significant.

Operating grants and contributions increased \$2.7 million (21%) due to increases in federal funding related to COVID-19 initiatives.

The District did not receive any capital grants or contributions in the current year.

The District experienced a decrease in property tax revenue of \$1.1 million (5%) as a result of decreases in property tax rates.

State and county equalization and additional state aid decreased \$1.7 million (16%) due to decreases in the state funding formula and average daily membership.

The increase in federal aid unrestricted was due to increases in federal Medicaid reimbursements.

The decrease in interest and other income was not considered significant.

The District incurred a 1% decrease 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 decrease was mainly due to decreases in professional services, supplies, and technology.

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 \$49.2 million, an increase of \$30.9 million in comparison with the prior year. Approximately 25% of this total amount (\$12.4 million) constitutes unassigned fund balance, which is available for spending at the government’s discretion. The remaining fund balance is restricted to indicate that it is not available for new spending.

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	\$ 13,004,113	\$ 1,235,908
Special Projects Fund	560,350	227,573
Bond Building Fund	30,218,419	29,277,961
Debt Service Fund	107,032	(67,906)
Nonmajor Governmental Funds	5,316,687	187,889
Total Governmental Fund Balances	<u>49,206,601</u>	<u>30,861,425</u>

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

The General Fund continues to experience a positive net change in fund balance. For the fiscal year ended June 30, 2024 the General Fund had an increase in fund balance of \$1.2 million. This increase was mainly due conservative spending practices. More information on which individual funds are grouped into the General Fund can be found in Note 1.

The \$0.2 million increase in the Special Projects Fund was due to an increase in grant revenues that will be spent in future periods.

The increase of \$29.3 million in the Bond Building Fund is due to the current year issuance of bonds and related premium. These proceeds will be spent in future periods.

The \$0.1 million decrease in the Debt Service Fund was not considered significant.

The decrease of \$0.2 million in the Nonmajor Governmental Funds was primarily due to consistent Classroom Site Funding and conservative spending practices.

GENERAL FUND BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget totaled \$0.5 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 increase was allocated to special education – instruction and to regular education – instruction. Budgetary basis General Fund expenditures were \$3.4 million less than budget during the fiscal year. Budgetary basis expenditures were 15% under 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 \$58.2 million (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings and improvements, vehicles, furniture, and equipment. The net decrease in the District's investment in capital assets for the current year is due to depreciation expense exceeding current year capital acquisitions during the year.

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

- Playground equipment
- Technology upgrades.
- Two school buses and a transit van

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

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

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

	Governmental Activities		
	2024	2023	Net Change
CAPITAL ASSETS			
Land	\$ 4,580,083	\$ 4,580,083	\$ -
Construction in progress	796,860	81,748	715,112
Land improvements	4,614,014	4,432,894	181,120
Buildings & improvements	45,393,562	48,324,879	(2,931,317)
Vehicles, equipment, and furniture	2,404,174	1,847,029	557,145
Right to use software	438,701	832,565	(393,864)
Total Capital Assets	\$ 58,227,394	\$ 60,099,198	\$ (1,871,804)

Long-Term Debt

At end of the current fiscal year, the District's debt included bonds payable, subscription liability, compensated absences, and the net pension/OPEB liabilities. Bonds payable increased \$24.1 million due to the issuance of School Improvement Bonds offset regularly scheduled principal payments. The net pension liability decreased \$2.2 million due to factors as explained in Note 10 of this report. The changes within the subscription liability, compensated absences, and the net OPEB liability were not considered significant.

	Governmental Activities		
	2024	2023	Net Change
LONG-TERM LIABILITIES			
Subscription liability	\$ 34,148	\$ 77,082	\$ (42,934)
General obligation bonds	66,499,141	42,198,134	24,301,007
Compensated absences	750,826	787,114	(36,288)
Net pension liability	24,933,989	27,101,416	(2,167,427)
Net OPEB liability	20,345	15,411	4,934
Total Long-term Liabilities	\$ 92,238,449	\$ 70,179,157	\$ 22,059,292

The District's general obligation bonds are subject to two limits; the Constitutional debt limit (total debt limit) on all general obligation bonds (up to 15% of the total net full cash assessed valuation) and the statutory debt limit on Class B bonds (the greater of 10% of the net full cash assessed valuation or \$1,500 per student). The current total debt limitation for the District is \$99.3 million and the Class B debt limit is \$44.0 million, which are more than the District's total outstanding general obligation and Class B debt, respectively. Further information on the District's outstanding bonds can be found in Note 7.

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2024**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Increased state funding levels, enrollment growth, staff compensation increases, and staffing needs to enhance instruction and student support services.
- Focus on addressing COVID-19 impacts, with a budget aimed at accelerated student learning and improved academic outcomes.
- Projected student enrollment growth due to new housing developments in the district.
- Salary increases for all employee groups based on district compensation studies and state minimum-wage requirements.
- The district pays 100% of health insurance premiums for qualified employees to assist in retaining, recruiting and attracting existing and new staff. Health insurance premiums increased by 5% compared to the previous year, which was factored into the FY 2024-25 budget.
- Voter-authorized capital override funding allocated \$1,500,000 in 2024-2025 to update curriculum, online educational tools, and technology hardware/software.
- Bond funded capital projects in 2024-25.

The above factors were considered in preparing the District's budget for the 2024-25 fiscal year.

REQUEST FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, 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 Business and Finance Department, Osborn Elementary School District No. 8, 1226 W. Osborn Rd., Phoenix, Arizona 85013. More information on the District can be found at www.osbornnet.org.

BASIC FINANCIAL STATEMENTS

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
STATEMENT OF NET POSITION
JUNE 30, 2024

	Governmental Activities
ASSETS	
Cash and investments	\$ 55,200,841
Property taxes receivable	893,237
Intergovernmental receivable	3,197,471
Accounts receivable	306,371
Deposits	68,440
Leases receivable	606,489
Net OPEB asset	841,315
Capital assets, not depreciated	5,376,943
Capital assets, net of accumulated depreciation	52,850,451
Total Assets	119,341,558
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	3,424,988
Deferred outflows related to OPEB	145,594
Total Deferred Outflows of Resources	3,570,582
LIABILITIES	
Accounts payable	1,319,303
Accrued wages and benefits	777,611
Claims payable	212,563
Unearned revenue	1,323,648
Matured principal payable	5,360,000
Interest payable	796,475
Long-term liabilities:	
Due within one year	1,738,032
Due in more than one year	90,500,417
Total Liabilities	102,028,049
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pensions	2,096,902
Deferred inflows related to OPEB	422,317
Deferred inflows related to leases	549,010
Total Deferred Inflows of Resources	3,068,229
NET POSITION	
Net investment in capital assets	16,586,672
Restricted:	
Net OPEB asset	841,315
Teacher compensation and other qualified programs (A.R.S. 15-977)	3,065,705
Instructional improvement programs	197,103
Federal and state instructional programs	560,350
Food service	1,387,418
Community programs	292,012
Extracurricular activities	333,990
Student activities	40,459
Debt service	107,032
Unrestricted	(5,596,194)
Total Net Position	\$ 17,815,862

See accompanying Notes to the Basic Financial Statements

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2024

Function/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position Governmental Activities
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental Activities:					
Instruction	\$ 20,942,777	\$ 311,461	\$ 7,331,264	\$ -	\$ (13,300,052)
Support services:					
Students	3,436,126	-	1,417,007	-	(2,019,119)
Instructional staff	3,861,829	-	2,315,355	-	(1,546,474)
General administration	578,057	-	25,893	-	(552,164)
School administration	1,363,684	-	119,130	-	(1,244,554)
Business and other support services	2,658,320	-	344,970	-	(2,313,350)
Operation and maintenance of plant	3,880,568	239,218	807,365	-	(2,833,985)
Student transportation	1,928,365	-	1,234,221	-	(694,144)
Operation of noninstructional services	2,348,312	102,109	2,191,602	-	(54,601)
Interest on long-term debt	749,298	-	-	-	(749,298)
Total	\$ 41,747,336	\$ 652,788	\$ 15,786,807	\$ -	\$ (25,307,741)
General revenues:					
Property taxes					19,843,430
Grants and contributions not restricted to specific programs:					
State equalization and additional state aid					9,180,955
County equalization					743
Federal aid not restricted					382,100
Investment earnings					431,226
Other					69,657
Special item					
Qasimyar Judgement (Note 9)					(212,563)
Total general revenues					29,695,548
Change in net position					4,387,807
Net position - beginning					13,428,055
Net position - ending					\$ 17,815,862

See accompanying Notes to the Basic Financial Statements

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2024

	General Fund	Special Projects Fund	Bond Building Fund	Debt Service Fund	Non-Major Governmental Funds	Total Governmental Funds
ASSETS						
Cash and investments	\$ 13,227,862	\$ 194,885	\$ 30,390,345	\$ 6,206,380	\$ 5,181,369	\$ 55,200,841
Receivables:						
Property taxes	687,579	-	-	205,658	-	893,237
Intergovernmental	34,542	3,069,763	-	-	93,166	3,197,471
Accounts receivable	269,761	-	-	-	36,610	306,371
Deposits	13,811	-	-	-	54,629	68,440
Due from other funds	318,679	-	-	-	-	318,679
Inventory	606,489	-	-	-	-	606,489
Total Assets	\$ 15,158,723	\$ 3,264,648	\$ 30,390,345	\$ 6,412,038	\$ 5,365,774	\$ 60,591,528
LIABILITIES						
Accounts payable	\$ 320,384	\$ 809,672	\$ 171,926	\$ -	\$ 17,321	\$ 1,319,303
Accrued wages	493,546	253,187	-	-	30,878	777,611
Matured principal payable	-	-	-	5,360,000	-	5,360,000
Interest Payable	-	-	-	796,475	-	796,475
Claims payable	212,563	-	-	-	-	212,563
Due to other funds	-	318,679	-	-	-	318,679
Unearned revenue	-	1,322,760	-	-	888	1,323,648
Total Liabilities	1,026,493	2,704,298	171,926	6,156,475	49,087	10,108,279
DEFERRED INFLOWS OF RESOURCES						
Leases	549,010	-	-	-	-	549,010
Unavailable revenues	579,107	-	-	148,531	-	727,638
Total Liabilities	1,128,117	-	-	148,531	-	1,276,648
FUND BALANCES						
Nonspendable	606,489	-	-	-	-	606,489
Restricted	-	560,350	30,218,419	107,032	5,316,687	36,202,488
Unassigned	12,397,624	-	-	-	-	12,397,624
Total Fund Balances	13,004,113	560,350	30,218,419	107,032	5,316,687	49,206,601
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 15,158,723	\$ 3,264,648	\$ 30,390,345	\$ 6,412,038	\$ 5,365,774	\$ 60,591,528

See accompanying Notes to the Basic Financial Statements

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL
FUNDS TO THE STATEMENT OF NET POSITION
JUNE 30, 2024**

Total Fund Balance - Governmental Funds \$ 49,206,601

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	\$ 106,481,753	
Accumulated depreciation	(48,254,359)	58,227,394

Property tax revenue not collected within 60 days subsequent to fiscal year end are reported as deferred inflows of resources in the governmental funds: 727,638

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:

841,315

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:

Subscription liabilities	(34,148)	
Net pension liability	(24,933,989)	
Net OPEB liability	(20,345)	
General obligation bonds payable	(60,565,000)	
Unamortized premium on bonds payable	(5,934,141)	
Compensated absences	(750,826)	(92,238,449)

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	3,424,988	
Deferred inflows of resources relating to pensions	(2,096,902)	
Deferred outflows of resources relating to OPEB	145,594	
Deferred inflows of resources relating to OPEB	(422,317)	1,051,363

Total Net Position - Governmental Activities \$ 17,815,862

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2024**

	General Fund	Special Projects Fund	Bond Building Fund	Debt Service Fund	Non-Major Governmental Funds	Total Governmental Funds
REVENUES						
Property taxes	\$ 12,787,237	\$ -	\$ -	\$ 6,770,823	\$ -	\$ 19,558,060
Intergovernmental	9,563,798	10,774,206	-	-	4,263,338	24,601,342
Tuition	41,957	-	-	-	269,504	311,461
Food Services Sales	-	-	-	-	28,362	28,362
Auxiliary operations	8,373	-	-	-	65,374	73,747
Student activities	-	-	-	-	12,257	12,257
Rental Income	102,181	-	-	-	137,037	239,218
Contributions and donations	737,006	-	-	-	-	737,006
Investment earnings	83,433	57,845	-	115,221	174,727	431,226
Other	64,779	-	-	-	4,878	69,657
Total Revenues	23,388,764	10,832,051	-	6,886,044	4,955,477	46,062,336
EXPENDITURES						
Current						
Instruction	10,354,982	4,247,078	-	-	2,215,121	16,817,181
Support services:						
Students	1,930,657	1,350,031	-	-	638	3,281,326
Instructional staff	1,407,206	2,175,071	178,747	-	26,477	3,787,501
General administration	493,158	24,669	-	-	-	517,827
School administration	1,217,186	113,499	-	-	-	1,330,685
Business and other support services	1,706,450	321,929	584,097	1,000	12,717	2,626,193
Operations and maintenance of plant	3,460,047	308,921	-	-	102,732	3,871,700
Student transportation	1,343,139	1,175,885	-	-	37,325	2,556,349
Operations of noninstructional services	70,019	95,526	-	-	2,130,236	2,295,781
Debt service:						
Principal	-	-	-	5,360,000	-	5,360,000
Interest and fiscal charges	-	-	-	1,592,950	-	1,592,950
Capital outlay:						
Facilities acquisition	539,313	452,347	463,854	-	-	1,455,514
Total Expenditures	22,522,157	10,264,956	1,226,698	6,953,950	4,525,246	45,493,007
Excess (Deficiency) of Revenues Over Expenditures	866,607	567,095	(1,226,698)	(67,906)	430,231	569,329
Other Financing Sources (Uses)						
Transfers in	581,864	-	-	-	-	581,864
General obligation bonds issued	-	-	30,504,659	-	-	30,504,659
Transfers out	-	(339,522)	-	-	(242,342)	(581,864)
Net Financing Sources (Uses)	581,864	(339,522)	30,504,659	-	(242,342)	30,504,659
SPECIAL ITEM						
Qasimyar judgment (Note 9)	(212,563)	-	-	-	-	(212,563)
NET CHANGE IN FUND BALANCE	1,235,908	227,573	29,277,961	(67,906)	187,889	30,861,425
Fund Balance - July 1, 2023	11,358,736	-	940,458	174,938	6,596,304	19,070,436
Aggregate amount of reclassifications of beginning fund balances	409,469	332,777	-	-	(1,467,506)	(725,260)
Fund Balance - Beginning, as restated	11,768,205	332,777	940,458	174,938	5,128,798	18,345,176
Fund Balance - Ending	\$ 13,004,113	\$ 560,350	\$ 30,218,419	\$ 107,032	\$ 5,316,687	\$ 49,206,601

See accompanying Notes to the Basic Financial Statements

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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 \$ 30,861,425

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: \$	2,655,876	
	Depreciation expense:	<u>(4,390,293)</u>	(1,734,417)

In governmental funds, the entire proceeds from disposal of capital assets are reported as revenue. In the statement of activities, only the resulting gain or loss is reported. (137,387)

Some 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 285,370

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	2,523,857	
	Pension expense	(3,320,893)	
	Other post employment benefits contributions	54,188	
	Other post employment benefits expense (income)	<u>77,449</u>	(665,399)

The issuance of long-term debt (e.g. bonds, financed purchases) provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. The issuance of long-term debt increases long-term liabilities on the statement of net position and the repayment of principal on long-term debt reduces long-term debt on the statement of net position.

	Issuance of general obligation bonds	(28,025,000)	
	Premium on issuance	(2,479,659)	
	Principal payment on subscription liabilities	42,934	
	Principal payment on general obligation bonds	5,360,000	
	Amortization of bond premium	<u>843,652</u>	(24,258,073)

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.

Net change in compensated absences 36,288

Change in Net Position of Governmental Activities \$ 4,387,807

NOTES TO BASIC FINANCIAL STATEMENTS

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Osborn Elementary School District No. 8 (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.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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)

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.

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.

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, and pupil transportation.

Within the governmental fund financial statements, the General Fund includes the following individual funds: Maintenance and Operations (001), Medicaid (290), School Plant (500), Auxiliary Operations (525), Gifts and Donations (530), Insurance Proceeds (550), Litigation Recovery (565), Indirect Cost (570), Unemployment Insurance (570), Unrestricted Capital Outlay (610), Energy and Water Savings (665), and Employee Insurance Program Withholdings (855).

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

The *Bond Building Fund* accounts for proceeds from district bond issues that are used for acquiring or leasing school sites; constructing or renovating school buildings; supplying school buildings with furniture, equipment, and technology; improving school grounds; purchasing pupil transportation vehicles.

The *Debt Service Fund* accounts for resources accumulated and used for the payment of long-term debt principal, interest and related costs.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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

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.

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 of 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 Maricopa 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.

The District does not report a reserve for uncollectible property taxes as they are considered 100 percent collectible due to the County attaching a lien against all amounts past due as noted above.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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)

Intergovernmental Receivable

Intergovernmental receivables are comprised of the following:

State equalization	\$	20,174
Instructional Improvement		76,431
State grants		283,156
Federal grants		2,800,975
NSLP reimbursements		16,735
Total Intergovernmental	\$	<u>3,197,471</u>

Inventories

Inventories consist of expendable supplies held for consumption. Inventories are valued at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when purchased rather than when consumed and inventories of governmental activities are recorded as expense when consumed. The District did not report any inventories during the current fiscal year.

Short-Term Interfund Receivables and Payables

During the course of operations, individual funds within the District’s pooled cash accounts may borrow money from other funds within the pool on a short-term basis. These receivables and payables are classified as “due from other funds” or “due to other funds” on the balance sheet of the fund financial statements and are eliminated in the preparation of the government-wide financial statements.

Deposits

Deposits in the amount of \$54,629 represents cash deposits with Mohave Educational Services in the food service cooperative, and the remaining balance represents other monies on deposit with vendors.

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.

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

<u>Asset Class</u>	<u>Years</u>
Land improvements	5-40 years
Building and improvements	20 years
Vehicles, equipment, furniture	3-20 years

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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)

Deferred Outflows of Resources

The deferred outflows of resources reported in the government-wide financial statements represent the reacquisition costs related to the refunding of bonded debt. The reacquisition costs are amortized and expensed over the lesser of the maturity of the refunded bonds or the refunding bonds. Deferred outflows related to the pension and OPEB represent a consumption of net assets that applies to future periods.

Compensated Absences

The liability for compensated absences reported in the government-wide financial statements consists of unpaid, accumulated leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

Pensions Plans and Other Postemployment Benefits (OPEB)

For purposes of measuring the net pension/OPEB (asset) liability, deferred outflows of resources and deferred inflows of resources related to pensions/OPEB, and pension/OPEB expense, information about the fiduciary net position of the Arizona State Retirement System (ASRS) and additions to/deductions from ASRS's fiduciary net position have been determined on the same basis as they are reported by ASRS or by actuaries for the District single employer OPEB 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.

Deferred Inflows of Resources

The deferred inflows of resources reported in the governmental fund financial statements represent resources that are not available to the District as of June 30, 2024 or within 60 days of fiscal year end. The deferred inflows of resources represent a reconciling item between the governmental fund and the government-wide financial statements. Deferred inflows related to the pension and OPEB represent an acquisition of net assets that applies to future periods.

Net Position

In the government-wide financial statements, net position is reported in three categories: investment in capital assets; restricted net position; and unrestricted net position. The 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 account 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.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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

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 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.

The District has classified its fund balances as follows:

	General Fund	Special Projects Fund	Bond Building Fund	Debt Service Fund	Non-Major Governmental Funds	Total Governmental Activities
Nonspendable						
Inventory	\$ 606,489	\$ -	\$ -	\$ -	\$ -	\$ 606,489
Restricted						
Teacher compensation and other qualified programs (A.R.S. 15-977)	-	-	-	-	3,065,705	3,065,705
Instructional improvement programs	-	-	-	-	197,103	197,103
Federal and state instructional programs	-	560,350	-	-	-	560,350
Food service	-	-	-	-	1,387,418	1,387,418
Community programs	-	-	-	-	292,012	292,012
Extracurricular activities	-	-	-	-	333,990	333,990
Student activities	-	-	-	-	40,459	40,459
Capital projects	-	-	30,218,419	-	-	30,218,419
Debt service	-	-	-	107,032	-	107,032
Total restricted	-	560,350	30,218,419	107,032	5,316,687	36,202,488
Unassigned	12,397,624	-	-	-	-	12,397,624
Total	\$ 13,004,113	\$ 560,350	\$ 30,218,419	\$ 107,032	\$ 5,316,687	\$ 49,206,601

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

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.

Budgetary control over expenditures is exercised at the fund level. However, the General Fund is budgeted within four subsections (see preceding description of General Fund), any of which may be over-expended with the prior approval of the Governing Board at a public meeting, providing the expenditures for all subsections do not exceed the General Fund’s total budget.

The District exceeded its final budget within the following subsections:

	Expenditures and Other Uses		
	Budget	Actual	Excess
General Fund			
Pupil transportation	\$ 1,269,412	\$ 1,301,062	\$ 31,650

An annual budget of revenue from all sources for the fiscal year is not prepared.

NOTE 3 – DEPOSITS AND INVESTMENTS

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

Deposits:	
Cash in bank	\$ 217,674
Investments:	
Cash on deposit with county treasurer	54,983,167
Total deposits and investments	<u>\$ 55,200,841</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 \$217,674 of cash on deposit with a local financial institution and a bank balance of \$325,173 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 with the remainder insured by the State of Arizona’s Pooled Collateral program.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

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 the end of the current fiscal year, the various components of deferred inflows of resources reported in the governmental funds were as follows:

	<u>Unavailable</u>
Delinquent property taxes receivable:	
General Fund	\$ 579,107
Debt Service Fund	148,531
Leases receivable:	
General Fund	549,010
Total	<u>\$ 1,276,648</u>

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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		Balance	
	July 01, 2023	Additions	Deductions	June 30, 2024
Capital assets not being depreciated				
Land	\$ 4,580,083	\$ -	\$ -	\$ 4,580,083
Construction in progress	81,748	721,620	(6,508)	796,860
Total capital assets not being depreciated	<u>4,661,831</u>	<u>721,620</u>	<u>(6,508)</u>	<u>5,376,943</u>
Capital assets being depreciated				
Land improvements	7,668,491	623,896	(333,358)	7,959,029
Buildings and improvements	86,171,138	424,561	(231,405)	86,364,294
Vehicles, equipment, and furniture	4,012,628	892,307	-	4,904,935
Right to use software	1,876,552	-	-	1,876,552
Total capital assets being depreciated	<u>99,728,809</u>	<u>1,940,764</u>	<u>(564,763)</u>	<u>101,104,810</u>
Less accumulated depreciation				
Land improvements	(3,235,597)	(377,358)	267,940	(3,345,015)
Buildings and improvements	(37,846,259)	(3,283,909)	159,436	(40,970,732)
Vehicles, equipment, and furniture	(2,165,599)	(335,162)	-	(2,500,761)
Right to use software	(1,043,987)	(393,864)	-	(1,437,851)
Total accumulated depreciation	<u>(44,291,442)</u>	<u>(4,390,293)</u>	<u>427,376</u>	<u>(48,254,359)</u>
Total capital assets, being depreciated, net	<u>55,437,367</u>	<u>(2,449,529)</u>	<u>(137,387)</u>	<u>52,850,451</u>
Governmental activities capital assets, net	<u>\$ 60,099,198</u>	<u>\$ (1,727,909)</u>	<u>\$ (143,895)</u>	<u>\$ 58,227,394</u>

Depreciation expenses was charged to governmental functions as follows:

Governmental Activities:	
Instruction	\$ 3,842,278
Support Services:	
Students	87,617
General Administration	123,586
Operations and Maintenance of Plant	102,320
Student Transportation	211,984
Operation of Noninstructional Services	22,508
	<u>\$ 4,390,293</u>

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 6 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

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

Due to other funds	Due from other funds
	General Fund
Special Projects Fund	\$ 318,679
Total	\$ 318,679

The interfund receivable and payable between the General Fund and the Special Projects Fund are due to cash shortfalls at June 30, 2024. Cash will be received subsequent to June 30, 2024 to repay the short-term borrowings.

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

Transfer to	Transfer from		Total
	Special Projects Fund	Nonmajor Governmental Funds	
General fund	\$ 339,522	\$ 242,342	\$ 581,864

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

NOTE 7 – LONG-TERM OBLIGATIONS

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

	Balance July 01, 2023	Additions	Deductions	Balance June 30, 2024	Due Within One Year
General obligation bonds	\$ 37,900,000	\$ 28,025,000	\$ (5,360,000)	\$ 60,565,000	\$ 1,590,000
Unamortized premium	4,298,134	2,479,659	(843,652)	5,934,141	-
Subscription liability	77,082	-	(42,934)	34,148	34,148
Compensated absences	787,114	466,874	(503,162)	750,826	113,884
Net pension liability	27,101,416	-	(2,167,427)	24,933,989	-
Net OPEB liability	15,411	4,934	-	20,345	-
Total	\$ 70,179,157	\$ 30,976,467	\$ (8,917,175)	\$ 92,238,449	\$ 1,738,032

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.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 7 – LONG-TERM OBLIGATIONS (CONTINUED)

General Obligation Bonds Payable

Bonds payable at fiscal year-end consisted of the following outstanding general obligation bonds. The bonds are noncallable with interest payable semiannually. Property taxes from the Debt Service Fund are used to pay bonded debt. During the current fiscal year, the District issued \$25,025,000 of School Improvement Bonds at a premium of \$2,479,659. This issuance was the first issuance of the 2023 authorization. Of this authorization, \$72,975,000 remains unissued. The District’s legal debt limit is \$165.8 million, and the available margin is \$99.3 million.

As of June 30, 2024, the current outstanding bonds are as follows:

Purpose	Interest Rate	Maturity	Original Issue	Balance
Governmental Activities:				
School Improvements Bonds, Project of 2017, Series A (2018) (Class B)	2.50 - 5.00%	7/1/25-37	23,180,000	17,830,000
School Improvements Bonds, Project of 2017, Series B (2019) (Class B)	2.00 - 5.00%	7/1/25-38	19,710,000	13,710,000
School Improvements Bonds, Project of 2017, Series C (2021) (Class B)	1.45%	7/1/25	3,000,000	1,000,000
School Improvements Bonds, Project of 2023, Series A (2024) (Class B)	5.00%	7/1/25-43	28,025,000	28,025,000
			<u>\$ 73,915,000</u>	<u>\$ 60,565,000</u>

Annual debt service requirement to maturity on general obligation bonds at year end are summarized as follows:

Year ended, June 30,	Governmental Activities	
	Principal	Interest
2025	\$ 4,875,000	\$ 2,947,813
2026	5,375,000	2,661,650
2027	2,775,000	2,392,900
2028	3,300,000	2,270,150
2029	2,600,000	2,105,150
2030-2034	13,850,000	8,775,750
2035-2039	19,215,000	4,561,100
2040-2043	8,575,000	1,101,250
Total	<u>\$ 60,565,000</u>	<u>\$ 26,815,763</u>

Subscription Liabilities

The District has obtained the right to use certain subscription-based information technology arrangements that convey control of the right to use another entity’s nonfinancial asset for a period of time in an exchange like transaction. These are generally for enterprise-scale software as a service contract.

The following schedule details minimum subscription payments to maturity for the District’s subscriptions liability at June 30, 2024:

Year ended, June 30,	Governmental Activities	
	Principal	Interest
2025	\$ 34,148	\$ 1,670

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 8 – 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 was unable to obtain general property and liability insurance at a cost it considered to be economically justifiable. Therefore, the District joined the Arizona School Risk Retention Trust, Inc. (ASRRT). ASRRT is a public entity risk pool currently operating as a common risk management and insurance program for school districts and community colleges in the State. 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.

The District's employees have health insurance coverage with the Kairos Health Arizona, Inc. (Kairos). Kairos is a public entity risk-sharing and insurance purchasing pool. The District pays a monthly premium to Kairos for employees' health insurance coverage. 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 joined the Arizona School Alliance for Workers' Compensation, Inc. (Alliance) together with other school districts in the state for risks of loss related to workers' compensation claims. The Alliance is a public entity risk pool currently operating as a common risk management and insurance program for school districts in the State. The District pays quarterly premiums to the Alliance for its employee workers' compensation coverage. The agreement provides that the Alliance will be self-sustaining through members' premiums and will reinsure through commercial companies for claims in excess of specified amounts for each insured event.

The District continues to carry commercial insurance for other risks of loss, including employee dental and life insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 9 – 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. The amount, if any, of expenditures/expenses that may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any to be immaterial.

Litigation – In the normal course of business, the District is exposed to various contingent liabilities such as claims and lawsuits for which no provision has been made in the basic financial statements. The District's management is of the opinion that insurance coverage is adequate to cover any possible losses.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 9 – CONTINGENT LIABILITIES (CONTINUED)

Qasimyar v. Maricopa County – A class-action judgement was made between Maricopa County and the plaintiffs by the Tax Court. As a result of the judgment, the Assessor’s Office submitted resolutions to the Treasurer’s Office, which in most cases resulted in a decrease to the Limited Property Value, and a corresponding refund to the taxpayer. The Tax Court ruling is applicable to certain properties during Tax Years 2015-2021 along with adjustments to certain properties for Tax Years 2016-2023. The Treasurer’s Office has published the estimated financial impact for all taxing districts as calculated to February 2024. The estimated financial impact to the District in the amount of \$212,563 was recorded in the General Fund as a Special Item with a corresponding claims payable liability.

NOTE 10 – LEASES RECEIVABLE

The District acts as a lessor for several cell tower agreements under the provisions of contracts classified as leases. The related receivables under the lease agreements have been recorded at the present value of their future minimum lease payments as of the inception date. Lease revenue and related interest revenue of are recorded as other local revenue in the General Fund.

Future minimum lease payments to be received under the lease agreements at year end are summarized as follows:

Year ended June 30,		
2025	\$	36,708
2026		37,809
2027		38,307
2028		39,348
2029		39,348
Thereafter		504,409
	\$	<u>695,930</u>

Remainder of page intentionally blank

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS

Cost Sharing Pension Plan

As of June 30, 2024, the District reported the following liabilities/assets related to its cost-sharing pension/OPEB plan to which it contributes:

	Net Pension Liability (Asset)	Net OPEB Liability (Asset)
Net assets	\$ -	\$ 841,315
Net liability	24,933,989	20,345
Deferred outflows of resources	3,424,988	145,594
Deferred inflows of resources	2,096,902	422,317
Expense	3,320,893	(77,449)

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.*

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS (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, active ASRS members were required by statute 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 the District was required by statute 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 \$2,523,857, \$23,078, and \$31,110, respectively.

During the fiscal year ended June 30, 2024, the District paid for ASRS pension as follows: 61% from the General Fund, 27% from the Special Projects Fund, and 12% from Nonmajor Governmental Funds.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)

Arizona State Retirement System (Continued)

Pension Liability

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

The net assets 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:

	Net (Assets) Liability	District % Proportion	Increase (Decrease)
Pension	\$ 24,933,989	0.15409%	-0.01191%
Health insurance premium benefit	(841,315)	0.15582%	-0.01252%
Long-term disability	20,345	0.15526%	-0.01160%

Pension Expense

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

	Pension/OPEB Expense
Pension	\$ 3,320,893
Health insurance premium benefit	(97,469)
Long-term disability	20,020
Total Pension/OPEB expense:	<u>\$ 3,243,444</u>

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)

Arizona State Retirement System (Continued)

Deferred Outflows/Inflows of Resources

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

	Deferred Outflows of Resources		
	Pension	Health Insurance	Long-Term
		Premium Benefit	Disability
Differences between expected and actual experience	\$ 563,409	\$ 35,502	\$ 18,369
Changes of assumptions or other inputs	-	-	5,369
Changes in proportion and differences between contributions and proportionate share of contributions	337,722	25,209	6,957
Contributions subsequent to the measurement date	2,523,857	23,078	31,110
Total	\$ 3,424,988	\$ 83,789	\$ 61,805

	Deferred Inflows of Resources		
	Pension	Health Insurance	Long-Term
		Premium Benefit	Disability
Differences between expected and actual experience	\$ -	\$ 313,747	\$ 11,451
Changes of assumptions or other inputs	-	16,742	29,614
Net difference between projected and actual earnings on pension plan investments	882,186	36,952	1,628
Changes in proportion and differences between contributions and proportionate share of contributions	1,214,716	8,046	4,137
Total	\$ 2,096,902	\$ 375,487	\$ 46,830

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 noted below.

Year Ending June 30:	Deferred Outflows (Inflows) of Resources		
	Pension	Health Insurance	Long-Term
		Premium Benefit	Disability
2023	\$ (464,226)	\$ (137,380)	\$ (1,895)
2024	(1,572,656)	(151,183)	(5,255)
2025	950,736	(16,085)	1,292
2026	(109,625)	(14,362)	(4,617)
2027	-	4,234	(4,718)
Thereafter	-	-	(942)
Total	\$ (1,195,771)	\$ (314,776)	\$ (16,135)

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)

Arizona State Retirement System (Continued)

Actuarial Assumptions

The significant actuarial assumptions used to measure the total pension/OPEB liabilities and assets 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 rate	Not applicable	Not applicable	2012 GLDT

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

The long-term expected rate of return on ASRS plan investments was determined to be 7.00% 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%	

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS (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%. 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 statute. Based on those assumptions, the plans’ fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB 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/OPEB (asset) liability calculated using the discount rate of 7.00%, as well as what the District’s proportionate share of the net pension/OPEB (asset)/liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.00%) or 1 percentage point higher (8.00%) than the current rate.

	Proportionate share of the net liability (asset)		
	Current		
	1% Decrease (6.0%)	Discount Rate (7.0%)	1% Increase (8.0%)
Pension	\$ 37,347,453	\$ 24,933,989	\$ 14,583,355
Health insurance premium benefit	(588,042)	(841,315)	(1,056,540)
Long-term disability	29,751	20,345	11,092

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 \$75,875 of outstanding pension amounts payable to ASRS for the year ended June 30, 2024.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – RESTATEMENTS

At June 30, 2024, the District recorded a restatement of fund balance to better align its fund balance classifications with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* and the Uniform System of Financial Records (USFR). In the previous year, the Unrestricted Capital Outlay Fund was recorded as a major capital projects fund, whereas it should have been recorded within the General Fund as the monies were not restricted by a third party or committed by the governing board. Within the Statements of Revenues, Expenditures, and Changes in Net Position, the beginning Unrestricted Capital Outlay Fund is recorded within the General Fund. Additionally, the Gifts and Donations Fund, School Plant Fund, Insurance Proceeds Fund, and Energy and Water Savings Fund were recorded as other special revenue funds (nonmajor) in the prior year, but are similarly not restricted by a third party or committed by the governing board, thus have been consolidated into the General Fund. Finally, the District consolidated its federal and state grant funds into a single opinion unit.

In addition, the District recorded a restatement of fund balance to correct an error within the fund balance of the General Fund. The District recorded \$725,260 of prepaids in the prior year report. However, these prepaid balances related to subscription-based information technology assets were properly reported on the government-wide financial statements. GASB Statement No. 96 states that prepaid subscriptions should be recorded as a capital expenditure on the fund level and capitalized in the conversion to government-wide reporting.

The net effects of the restatements on the Governmental Activities and Governmental Funds are as follows:

Governmental Funds

	Fund balance as previously stated	Fund balance reclassification	Prepaids adjustment	Fund balance as restated
General Fund	\$ 4,495,397	\$ 7,998,068	\$ (725,260)	\$ 11,768,205
Education Stabilization Fund	-	-	-	-
Capital Outlay Fund	6,863,339	(6,863,339)	-	-
Special Projects Fund	-	332,777	-	332,777
Bond Building Fund	940,458	-	-	940,458
Debt Service Fund	174,938	-	-	174,938
Nonmajor Governmental Funds	6,596,304	(1,467,506)	-	5,128,798
Total governmental funds	\$ 19,070,436	\$ -	\$ (725,260)	\$ 18,345,176

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

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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	0.15409%	0.16600%	0.15900%	0.15300%	0.14390%	0.14360%	0.15320%	0.14910%	0.14400%	0.15430%
Proportionate share of the net pension liability	\$ 24,933,989	\$ 27,101,416	\$ 20,885,324	\$ 26,514,774	\$ 20,942,035	\$ 20,027,146	\$ 23,860,900	\$ 24,058,167	\$ 22,434,244	\$ 22,832,147
Covered payroll	\$ 20,474,966	\$ 19,909,595	\$ 1,737,747	\$ 16,420,946	\$ 15,303,309	\$ 14,497,686	\$ 14,770,126	\$ 13,956,042	\$ 13,275,321	\$ 13,740,306
Proportionate share of the net pension liability as a percentage of its covered payroll	121.78%	136.12%	1201.86%	161.47%	136.85%	138.14%	161.55%	172.39%	168.99%	166.17%
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	\$ 2,523,857	\$ 2,431,869	\$ 2,385,405	\$ 2,082,532	\$ 1,918,995	\$ 1,695,724	\$ 1,559,470	\$ 1,601,121	\$ 1,523,686	\$ 1,524,226
Contributions in relation to the actuarially determined contribution	2,523,857	2,431,869	2,385,405	2,082,532	1,918,995	1,695,724	1,559,470	1,601,121	1,523,686	1,524,226
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District's covered payroll	\$ 21,435,909	\$ 20,474,966	\$ 19,909,595	\$ 17,377,547	\$ 16,420,946	\$ 15,303,309	\$ 14,497,686	\$ 14,770,126	\$ 13,956,042	\$ 13,275,321
Contributions as a percentage of covered payroll	11.77%	11.88%	11.98%	11.98%	11.69%	11.08%	10.76%	10.84%	10.92%	11.48%

See accompanying Notes to Required Supplementary Information

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
BUDGETARY COMPARISON SCHEDULE FOR THE GENERAL FUND – BUDGETARY BASIS
YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual (Budgetary Basis)	Variances - Final to Actual
	Original	Final		
REVENUES				
Property taxes	\$ -	\$ -	\$ 11,343,861	\$ 11,343,861
Intergovernmental	-	-	9,181,826	9,181,826
Investment earnings (loss)	-	-	(163,379)	(163,379)
Other	-	-	62,992	62,992
Total Revenues	-	-	20,425,300	20,425,300
EXPENDITURES				
Regular education:				
Instruction	9,594,735	9,794,735	6,368,770	3,425,965
Support services - students	494,300	494,300	502,071	(7,771)
Support services - instructional staff	612,902	612,902	768,024	(155,122)
Support services - general administration	391,046	391,046	474,651	(83,605)
Support services - school administration	999,055	999,055	1,172,214	(173,159)
Support services - central services	994,112	994,112	1,110,379	(116,267)
Operations and maintenance of plant	2,495,426	2,495,426	3,372,016	(876,590)
Operation of noninstructional services	75,000	75,000	65,498	9,502
School sponsored athletics	21,600	21,600	13,355	8,245
Total regular education	15,678,176	15,878,176	13,846,978	2,031,198
Special education:				
Instruction	3,777,918	4,038,022	2,769,142	1,268,880
Support services - students	1,440,127	1,440,127	1,386,715	53,412
Support services - instructional staff	253,348	253,348	218,855	34,493
Support services - central services	2,500	2,500	79	2,421
Operations and maintenance of plant	500	500	-	500
Total special education	5,474,393	5,734,497	4,374,791	1,359,706
Pupil transportation:				
Student transportation services	1,269,412	1,269,412	1,301,062	(31,650)
K-3 reading program:				
Instruction	197,904	197,904	190,560	7,344
Total Expenditures	22,619,885	23,079,989	19,713,391	3,366,598
Excess (Deficiency) of Revenues Over Expenditures	(22,619,885)	(23,079,989)	711,909	23,791,898
SPECIAL ITEM				
Qasimyar judgment (Note 9)	-	-	(212,563)	(212,563)
NET CHANGE IN FUND BALANCE	(22,619,885)	(23,079,989)	499,346	23,579,335
Fund Balance - Beginning, as restated	-	-	2,293,127	2,293,127
Fund Balance - Ending	\$ (22,619,885)	\$ (23,079,989)	\$ 2,792,473	\$ 25,872,462

See accompanying Notes to Required Supplementary Information

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
BUDGETARY COMPARISON SCHEDULE FOR THE SPECIAL PROJECTS FUND
YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variances - Final to Actual
	Original	Final		
REVENUES				
Intergovernmental	\$ -	\$ -	\$ 10,774,206	\$ 10,774,206
Investment earnings	-	-	57,845	57,845
Total Revenues	-	-	10,832,051	10,832,051
EXPENDITURES				
Regular education:				
Instruction	3,236,317	3,236,317	2,591,921	644,396
Support services - students	1,505,157	1,505,157	1,205,459	299,698
Support services - instructional staff	1,813,442	1,813,442	1,452,360	361,082
Support services - general administration	31,253	31,253	25,030	6,223
Support services - school administration	68,115	68,115	54,552	13,563
Support services - central services	287,862	287,862	230,545	57,317
Operations and maintenance of plant	385,724	385,724	308,921	76,803
Operation of noninstructional services	112,207	112,207	89,865	22,342
School sponsored cocurricular activities	582,256	582,256	466,321	115,935
Total regular education	8,022,333	8,022,333	6,424,974	1,597,359
Special education:				
Instruction	1,694,472	1,694,472	1,357,079	337,393
Support services - students	176,313	176,313	141,207	35,106
Support services - instructional staff	804,137	804,137	644,022	160,115
Support services - school administration	-	73,151	58,586	14,565
Support services - central services	13,555	13,555	10,856	2,699
Total special education	2,688,477	2,761,629	2,211,750	549,879
Pupil transportation:				
Student transportation services	1,468,230	1,468,230	1,175,885	292,345
Capital outlay				
Facilities acquisition	564,808	564,808	452,347	112,461
Total Expenditures	12,743,849	12,817,000	10,264,956	2,552,044
Excess (Deficiency) of Revenues Over Expenditures	(12,743,849)	(12,817,000)	567,095	13,384,095
Other Financing Sources (Uses):				
Transfers out	-	-	(339,522)	(339,522)
Net Financing Sources (Uses)	-	-	(339,522)	(339,522)
NET CHANGE IN FUND BALANCE	(12,743,849)	(12,817,000)	227,573	13,044,573
Fund Balance - Beginning, As Restated	-	-	332,777	332,777
Fund Balance - Ending	\$ (12,743,849)	\$ (12,817,000)	\$ 560,350	\$ 13,377,350

See accompanying Notes to Required Supplementary Information

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO THE REQUIRED
SUPPLEMENTARY INFORMATION
JUNE 30, 2024

NOTE 1 – AVAILABILITY OF PRIOR YEAR OPEB INFORMATION

Information related to the OPEB liability and assets were not presented within the RSI as the amounts were not significant to the financial statements.

NOTE 2 – 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 purposes.

	General Fund				
	Total Revenues	Total Expenditures	Other Financing Sources and Uses/Special Items	Fund balance beginning of year	Fund balance end of year
Statement of revenues, expenditures and changes in fund balance	\$ 23,388,764	\$ 22,522,157	\$ 581,864	\$ 11,768,205	\$ 13,004,113
Non-maintenance and operation activity included in the General Fund	(2,963,464)	(2,808,766)	(581,864)	(9,475,078)	(10,211,640)
Schedule of revenues, expenditures, and changes in fund balance - budget to actual	\$ 20,425,300	\$ 19,713,391	-	\$ 2,293,127	\$ 2,792,473

**STATISTICAL SECTION
(UNAUDITED)**

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NET LIMITED ASSESSED VALUE AND FULL CASH VALUE OF TAXABLE PROPERTY BY CLASS
LAST TEN FISCAL YEARS
(UNAUDITED)

Class	2024	2023	2022	2021	2020
Commercial, Industrial, Utilities and Mining	\$ 304,334,292	\$ 301,865,487	\$ 301,393,214	\$ 291,026,538	\$ 331,228,505
Agricultural and Vacant	10,542,997	9,310,850	9,438,847	7,569,421	6,873,206
Residential (Owner Occupied)	93,456,249	89,673,798	84,608,744	81,177,854	76,114,102
Residential (Rental)	130,102,373	116,708,190	107,638,625	93,725,071	80,159,532
Historical Property	8,018,139	7,513,523	7,016,054	6,248,131	5,865,922
Totals	\$ 546,454,050	\$ 517,558,325	\$ 503,079,430	\$ 473,498,884	\$ 494,375,345
Ratio of net full cash assessed values to Gross Full Cash Value	\$11,079,707,433	\$7,092,896,288	\$6,697,542,216	\$5,994,875,277	\$5,629,353,143
Ratio of Net Limited Assessed Value to Gross Full Cash Value	4.93%	7.30%	7.51%	7.90%	8.78%
Class	2019	2018	2017	2016	2015
Commercial, Industrial, Utilities and Mining	\$ 310,281,779	\$ 253,690,712	\$ 247,567,337	\$ 251,003,905	\$ 262,456,811
Agricultural and Vacant	6,805,088	10,991,042	8,960,239	9,136,513	9,292,920
Residential (Owner Occupied)	72,648,594	69,119,222	61,177,875	58,401,564	68,090,424
Residential (Rental)	67,506,159	59,993,202	53,512,014	49,607,157	57,339,621
Historical Property	5,401,073	4,853,585	4,392,070	4,113,353	4,709,995
Totals	\$ 457,241,620	\$ 393,794,178	\$ 371,217,465	\$ 368,149,139	\$ 397,179,776
Ratio of net full cash assessed values to Gross Full Cash Value	\$4,895,560,923	\$4,188,698,306	\$3,672,964,009	\$3,261,197,856	\$3,593,085,890
Ratio of Net Limited Assessed Value to Gross Full Cash Value	9.34%	9.40%	10.11%	11.29%	11.05%

Source: The District's records and the State and County Abstract of the Assessment Roll from the Arizona Department of Revenue.

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
 PRINCIPAL PROPERTY TAXPAYERS
 FISCAL YEAR ENDED JUNE 30, 2024
 (UNAUDITED)**

Taxpayer	2024	
	Net Assessed Property Value for Secondary Tax Purposes	Percentage of Net Assessed Property Value for Secondary Tax Purposes
Phoenix Plaza PT LLC	\$ 29,678,664	5.43%
TB 4100 N Central Ave LLC	14,090,369	2.58%
LBA Realty Fund II-WBP III LLC	13,054,427	2.39%
Arizona Public Service Company	10,375,486	1.90%
Millennium Park Central LLC	9,581,880	1.75%
Christown 1755 LLC	9,219,797	1.69%
IP BPG City Square	8,766,450	1.60%
3443 North Central LLC	8,750,213	1.60%
HPPC LLC	8,731,286	1.60%
BPRE Phoenix Holdings LP	7,679,075	1.41%
Totals	<u>\$ 119,927,647</u>	<u>21.95%</u>

Source: Maricopa County Assessor's Office.

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN FISCAL YEARS
(UNAUDITED)**

Fiscal Year Ended June 30	Current Collections					
	Taxes Levied for the Fiscal Year	Amount	Percentage of Levy	Collections in Subsequent Fiscal Years	Amount	Percentage of the Levy
2024	\$ 21,087,197	\$ 19,893,900	94.34%	\$ -	\$ 19,893,900	94.34%
2023	22,017,376	21,624,716	98.22%	388,566	22,013,282	99.98%
2022	22,376,081	21,831,062	97.56%	530,455	22,361,517	99.93%
2021	21,454,434	20,879,523	97.32%	566,735	21,446,258	99.96%
2020	21,508,221	20,874,736	97.05%	609,461	21,484,197	99.89%
2019	19,791,588	19,467,966	98.36%	320,778	19,788,744	99.99%
2018	15,272,036	14,899,164	97.56%	372,872	15,272,036	100.00%
2017	14,609,917	14,300,535	97.88%	309,382	14,609,917	100.00%
2016	14,954,594	14,635,012	97.86%	319,582	14,954,594	100.00%
2015	14,603,541	14,189,242	97.16%	414,299	14,603,541	100.00%

Source: Maricopa County Treasurer's records and District records.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
OUTSTANDING DEBT BY TYPE
JUNE 30, 2024
(UNAUDITED)

Fiscal Year	General Obligation Bonds				As Percentage of	Estimated Actual	Value of Property	Per Capita
	General Obligation	Less: Amount	Restricted for	Total				
Ended June 30	Bonds	Principal						
2024	\$ 66,499,141	\$ 6,206,380	\$	\$ 60,292,761	0.54%	\$	864	

Source: The District's financial records.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
LEGAL DEBT MARGIN INFORMATION
JUNE 30, 2024
(UNAUDITED)

Class B Bond Legal Debt Margin Calculation:		Legal Debt Margin Calculation:	
Net full cash assessed value	\$ 1,105,007,708	Net full cash assessed value	\$ 1,105,007,708
	10%		15%
Debt limit (10% of assessed value)	110,500,771	Debt limit (15% of assessed value)	165,751,156
Less: Net debt applicable to limit	66,499,141	Less: Net debt applicable to limit	66,499,141
Legal debt margin	\$ 44,001,630	Legal debt margin	\$ 99,252,015

Source: District records and the State and County Abstract of the Assessment Roll from the Arizona Department of Revenue.

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
AVERAGE DAILY MEMBERSHIP
LAST TEN FISCAL YEARS
(UNAUDITED)

<u>Fiscal Year</u>	<u>Average Daily Membership</u>
2023-24	2,185
2022-23	2,268
2021-22	2,389
2020-21	2,375
2019-20	2,631
2018-19	2,681
2017-18	2,720
2016-17	2,778
2015-16	2,766
2014-15	2,706

Source: The Arizona Department of Education.



See what's possible.

OSBORN ELEMENTARY
SCHOOL DISTRICT NO. 8

SINGLE AUDIT REPORT

Fiscal Year Ended June 30, 2024

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
SINGLE AUDIT REPORT
TABLE OF CONTENTS
YEAR ENDED JUNE 30, 2024

Independent Auditors' 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 Auditors' 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



**INDEPENDENT AUDITORS' 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
Osborn Elementary School District No. 8
Phoenix, 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 Osborn Elementary School District No. 8 (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 December 19, 2024.

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.



Mesa, Arizona
December 19, 2024



**INDEPENDENT AUDITORS' 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
Osborn Elementary School District No. 8
Phoenix, Arizona

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Osborn Elementary School District No. 8'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.

Management's Responsibilities 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 and *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 and *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 December 19, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted 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
December 19, 2024

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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
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	\$ 456,178	\$ -
National School Lunch Program	10.555		ADE ED09-0001	1,466,888	-
Commodities - Food Distribution Noncash	10.555		ADE ED09-0001	121,122	-
Summer Food Service Program for Children	10.559		ADE ED09-0001	62,549	-
Subtotal Child Nutrition Cluster				<u>2,106,737</u>	<u>-</u>
Total U. S. Department of Agriculture				<u>2,106,737</u>	<u>-</u>
U.S. Department of the Interior:					
<i>Passed through The Arizona Department of Education:</i>					
477 Cluster:					
Indian Education Assistance to Schools	15.130		24FLCCCL-411311-06A	25,383	-
Subtotal 477 Cluster				<u>25,383</u>	<u>-</u>
Total U. S. Department of the Interior				<u>25,383</u>	<u>-</u>
U.S. Department of Education:					
<i>Direct Program:</i>					
Indian Education	84.060			34,834	-
Education Innovation and Research	84.411			48,252	-
<i>Passed through the National Institute for Excellence in Teaching:</i>					
Teacher and School Leader Incentive Grants	84.374		Unknown	331,657	-
<i>Passed through the Arizona Department of Education:</i>					
Title I - LEAs	84.010		24FT1TTI-411311-01A	918,845	-
Special Education Cluster (IDEA):					
Special Education-Grants to States (IDEA, Part B)	84.027		24ICSGBA-411311-01A	992,553	-
ARP-Special Education-Grants to States (IDEA, Part B)	84.027X	COVID-19	24ICSGBA-411311-01A	39,454	-
Special Education-Preschool Grants (IDEA Preschool)	84.173		24ICSGPR-411311-01A	29,481	-
ARP-Special Education-Preschool Grants (IDEA Preschool)	84.173X	COVID-19	23FARPIB-311311-01A	2,696	-
Subtotal Special Education Cluster (IDEA)				<u>1,064,184</u>	<u>-</u>
Education for Homeless Children and Youth	84.196		23FTIEHC-311311-01A	4,484	-
			24FCCLC3-411311-16C,		
21st Century Learning Centers	84.287		24FCCLC4-411311-16C	509,337	-
English Language Acquisition State Grants	84.365		24FELLEP-411311-10A	72,448	-
Supporting Effective Instruction State Grants	84.367		24FT1TII-411311-03A	191,891	-
Student Support and Academic Enrichment Program	84.424		24FT4TIV-411311-01A	112,278	-
Education Stabilization Fund:					
Elementary and Secondary School Emergency Relief (School Safety)	84.425D	COVID-19	21FESSII-111311-01A	1,206,713	-
ARP-Elementary and Secondary School Emergency Relief (ESSER III)	84.425U	COVID-19	21FESIII-111311-01A	3,133,943	-
ARP-Elementary and Secondary School Emergency Relief - Homeless Children and Youth	84.425W	COVID-19	22FAHIE-211311-01A	23,131	-
Subtotal Education Specialization Fund				<u>4,363,787</u>	<u>-</u>
Total U. S. Department of Education				<u>7,651,997</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		24FASNWE-411311-01A	11,192	-
Total U. S. Department of Health and Human Services				<u>11,192</u>	<u>-</u>
Total Federal Expenditures				<u>\$ 9,795,309</u>	<u>\$ -</u>

OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
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 that was approved by the Arizona Department of Education.

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
 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>10.553, 10.555, 10.559</u>	<u>Child Nutrition Cluster</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 750,000</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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*.

**OSBORN ELEMENTARY SCHOOL DISTRICT NO. 8
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).

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – IX-E

Agenda Item

Recommendation to approve Notice of Appointment language and issuance for classified hourly staff.

For Board: Action Discussion Information

Background –

Administration is recommending issuing Notice of Appointments at current salary amounts. The Budget Committee will be meeting to discuss salary and expenditure recommendations for FY 26 while we await the final FY 26 funding levels from the State Legislature.

If final FY26 state funding levels allow for salary increases, those recommendations will be brought to the board for authorization and Notice of Appointment addendums will be issued to staff.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

It is recommended that the Governing Board approve issuing 2025-26sy Notice of Appointments for classified hourly staff.

Moved _____ Seconded _____ P/F

Osborn School District No. 8
NOTICE OF APPOINTMENT

Name: «Name»

Grade: «Grade» **Step:** «Step»

You are hereby notified that the Osborn School District No.8 intends to employ you for the position of «Description», beginning «Start_Date». The wage and hour information included in this notice of appointment is used for budget and payroll purposes only and does not create a contract. Additionally, the Superintendent shall have the responsibility for the assignment of all personnel throughout the District. The procedure for assignment and transfer of classified staff members will be based on the needs of the instructional program. As such, no right to school, position or subject assignment shall be inferred from the Notice of Appointment.

Position: «Description»

School/Dept: «School»

FTE: «FTE» **Hours Per Day:** «Hours_Per_Day»

Grade/Step: «Grade» / «Step»

Rate of Pay: \$«FY26_Base» + Longevity \$ «FY26_Longevity» + Differential «FY26_Differential» = **Total Pay:** \$«FY26_Rounded_Total»

Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District. You are expected to comply with the District's policies, regulations and rules while you are employed.

This appointment is contingent upon final approval of the 2025-2026 budget as required by Arizona Law (A.R.S. § 15-905). The above wage is subject to the condition that funding to the District, as provided in the Arizona Revised Statutes or otherwise, is not reduced. In the event of a budget shortfall the Governing Board may, in its discretion, reduce wages (although not below the minimum wage), reduce hours, or reduce the number of staff.

If the base support level funding that is made available to the District by the Legislature's budget for 2025-2026 is more than was assumed in the revenue projection in the preliminary budget; if the District receives additional funds that may be apportioned towards salaries and employee related expenses from whatever source; and/or if through cost savings the District has more funds than expected in the budget that may be apportioned toward salaries and if the Board, in its sole discretion agrees to allocate such funds towards salaries and employee related expenses, the Board may do so in the following manner. The Board may, in its sole discretion, increase your hourly wage by an amount not to exceed ten percent (10%) of a projected annual salary based upon your hourly wage ("base wage") or may make a one-time allocation of funds to you in an amount not to exceed ten percent (10%) your base wage to supplement your pay during the fiscal year. The one-time payment may be paid to you in a single payment or in multiple payments at such times as may serve the best financial needs of the District.

You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person's sex, race, religion, color, national origin, age or disability.

This appointment is subject to cancellation pursuant to A.R.S. § 38-511.

This offer of appointment is contingent upon the following:

- a. Possession of a valid fingerprint clearance card issued pursuant to A.R.S § 41-1758.03 or provision of proof of compliance with A.R.S. § 15-512(D) and A.R.S. § 15-534(A)(2);
- b. Absence of any charge or conviction of any non-appealable offence listed in A.R.S. § 41-1758.03(B) or of any charge or conviction of any dangerous crime against children as defined in A.R.S. § 13-604.01 or A.R.S. § 15-512 and agreement to notify immediately your supervisor of any criminal charge or conviction which has occurred prior to or occurs during your employment;
- c. Completion of a satisfactory background investigation, reference checks and verification of previous experience;
- d. Satisfactory clearance through the federal E-Verify program; and
- e. Possession of any certificates, endorsements, or licenses requisite for the position.

Date Issued: April 28th, 2025

Date Returned: _____

In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate you for work performed during any period when such contingencies have not been met and the District may deduct amounts paid to you attributable to such period from any other monies owed to you by the District.

If the notice of appointment is not returned to the District's Human Resources Office or Principal by **Friday, May 16, 2025** or includes terms in addition to those authorized by the Governing Board, the undersigned has not accepted employment with the District, and this appointment shall be null and void.

Employee's Signature

Date

Date Issued: April 28th, 2025

Date Returned: _____

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

The Osborn Community advances the full potential of every child by developing emotional intelligence and academic excellence.

Agenda Item Number – IX-F

Agenda Item

Approval of Montecito GMP 01

For Board: Action Discussion Information

Background –

The District has reviewed and recommends approval of the Guaranteed Maximum Price (GMP) 01, from Chasse Construction for the following projects:

CHASSE Construction GMP 01- Central Plant Equipment Repairs & Replacement

North and South Cooling Tower Repairs, VFD replacements, chiller replacement, EMS controls and Basin Filtration Systems = \$860,554

Legal

Financial

BOND expenditures = \$860,554

Governing Board Goals

- Community Connectedness and Increased Enrollment*
- Maximize Student Learning & Achievement from PreK to High School*
- Stewardship and Boardmanship*
- Equity & Excellence for Opportunity and Outcomes*

Recommendation

It is recommended that the Governing Board approve the Montecito GMP 01 with Chasse Construction.

Moved _____ Seconded _____ P/F

GMP 01 -Life Cycle Central Plant Repairs and Replacements

Item	Description	Cost
23 100	South Cooling Tower Recommended Repairs (Marley Manufactured)	\$ 110,286
	Replace all mechanical equipment on the tower including but not limited to bearings, shaft and fan sheave	
	Replace motor and motor sheaves (existing motor is over-amping)	
	Replace all fills, louvers, and eliminators, and interior distribution piping	
	Clean and remove all blush rust on the stainless steel. Internally seal panel seams	
	Remove and replace exterior condenser water piping and valves	
	1 year warranty on all components and expected 20 year life cycle on repaired cooling tower	
	Lead time on repair equipment is 12-14 weeks	
23 200	North Cooling Tower Recommended Repairs (Marley Manufactured)	\$ 110,286
	Replace all mechanical equipment on the tower including but not limited to bearings, shaft and fan sheave	
	Replace motor and motor sheaves (existing motor is over-amping)	
	Replace all fills, louvers, and eliminators, and interior distribution piping	
	Clean and remove all blush rust on the stainless steel. Internally seal panel seams	
	Remove and replace exterior condenser water piping and valves	
	1 year warranty on all components and expected 20 year life cycle on repaired cooling tower	
	Lead time on repair equipment is 12-14 weeks	
23 300	Remove and Replace Cooling Tower VFD's	\$ 15,000
	New VFD's will improve the function, efficiency, and health of the cooling towers	
	Lead time is 5-6 weeks	
23 400	Remove and Replace (1) water cooled chiller (Daikin Manufactured)	\$ 312,000
	Includes removal of existing non-operational chiller	
	Includes new steel supports and concrete pad modifications	
	Includes electrical connections and connectivity to existing controls	
	Lead time is (15-18 weeks)	
	2 year warranty and expected 25 year life cycle on new chiller	
23 500	Budget to Upgrade EMS controls system	\$ 45,000
	Current EMS controls system does not provide control of VFD's and the water cooled chillers.	
	Specification and details TBD. Controls are for central plant equipment only.	
23 600	Cooling Tower Basin Filtration System	\$ 67,700
	Includes electrical, piping, and new house keeping pad	
	Increases overall efficiency and performance of the towers and lowers O&M costs	
Subtotal Construction Estimate		\$ 660,271
	Contractor Contingency (3%)	\$ 25,817
	Refrigerant Monitoring and New Exhaust Allowance (Pending Final Design and Code Requirements)	\$ 25,000
	General Conditions and General Requirements	\$ 29,074
	Insurance, Bonds, Tax	\$ 77,364
	Contractor Fee	\$ 43,028
Total GMP 01 (Chasse Building Team Contract)		\$ 860,554

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – X

Agenda Item

Board Development

For Board: Action Discussion Information

Background –

1. President Ramos will share information gained at the National School Boards Association Conference from April 4-6
2. Dr. Robert will share information obtained at the ASU + GSV Conference from April 6-9

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Moved _____ Seconded _____ P/F



Where is Your District Going?

**Essential Elements of Goal
Setting and Strategic
Planning Focused on
Raising Student
Achievement Outcomes**

Terry Spradlin, ISBA Executive Director

**Steve Horton, ISBA Director of Board
Services**

nsba APRIL 4-6
2025
ATLANTA

Session at a glance

- A case for strategic planning and the board's role
- A focus on student outcomes
- What are the essential elements of a strategic plan
- Implementation and strategies for success
- Monitoring and evaluating progress

Consider these quotes

- *“Strategic planning is worthless – unless there is first a strategic vision.”* — **John Naisbitt**
- *“Strategic planning is a process, not a product.”* — **Funding for Good**
- *“If you don’t know where you are going, you might wind up someplace else.”* — **Yogi Berra**
- *“School systems exist to improve student achievement outcomes.”* — **A.J. Crabill**
- *“Elevating student achievement outcomes is a school board imperative.”* — **Terry Spradlin**

A Case for a Strategic Plan



A journey without a destination is wandering!

A Case for a Strategic Plan

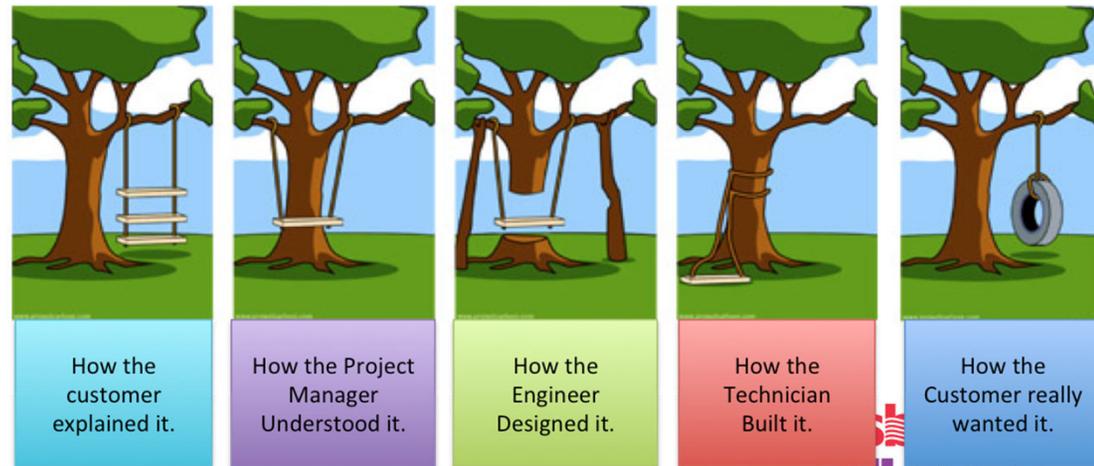
“If you don’t obsolete
yourself...someone else will!”

Don’t allow your school district to become
obsolete!



A Case for a Strategic Plan

Strategic planning offers an opportunity to hear from your community, students, and staff.

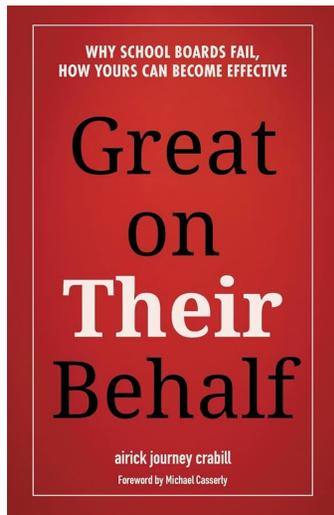


Remember, the strategic plan is not a single event.

What is the board's role?

Understand	Understand the importance of the plan
Base	Base your decisions on the plan
Connect	Stay connected to the work
Own	Own the vision for the corporation
Focus	Focus on the outcomes – your students

Student outcomes



They are your reason for existence!

It is about student outcomes vs. adult input

What are adult inputs?

Use the plan to stay focused on the students!

nsba APRIL 4-6
2025
ATLANTA

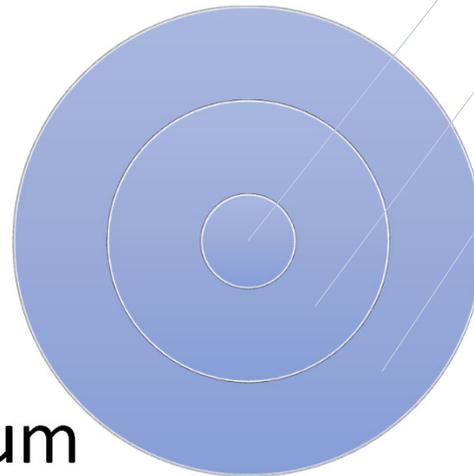
Essential elements

- 1) Reflect the vision and values of the community
- 2) A planning team representative of the community
- 3) The best fruit comes from small group conversations
- 4) Make data-driven decisions
- 5) Use the process to develop your strategic “buckets,” i.e., goals
- 6) Monitor progress
- 7) Celebrate success!

Essential elements

1. Reflect the vision and values of your community.

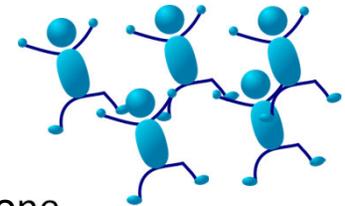
Make sure you are not working in a vacuum



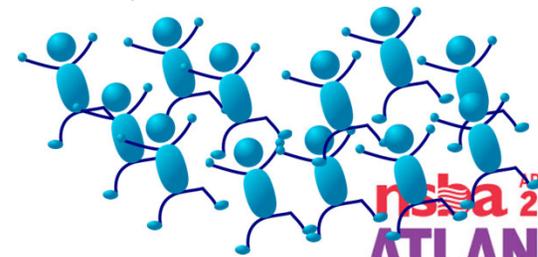
This is you



This is your people



This is everyone else



Essential elements

2. Establish a planning team representative of the community



- Administrators, teachers, and classified staff
- Clergy and other religious group leaders
- Community and business leaders
- Parents and parental advocacy groups
- Those who are not particularly thrilled with your work as a school corporation

Growth comes through good, productive conflict.

Essential elements

3. The best fruit comes from small group conversations



ATLANTA

Essential elements

4. Make data-driven decisions that reflect community values

Spend time inventorying your district's needs and wants



Where are we successful?

Where do we perceive needs?

Where are we struggling?

Where do we want to be better?

What is your “Why”?

Essential elements

5. Use the process to develop your strategic “buckets,” i.e., goals



✓ Set 3 to 5 student achievement outcome goals

Implementation Strategies

This is where the administration takes over



Pursue the “*How*” of strategies, tactics, and action steps.

Unless they are SMART, they have little chance of success!

Implementation Strategies

This is where the “rubber meets the road”

- ✓ The plan gives the administration a framework for aligning goals and budget priorities
- ✓ Superintendent goals should be tied to the plan
- ✓ Administrative goals are aligned with the strategies and objectives of the plan
- ✓ Teacher and support staff goals are aligned with the strategies for each building and department
- ✓ Everyone in the organization should understand how their goals align with the overall goals of the plan

Implementation Strategies

Your tool for transparency

- ✓ Share your work with the community
- ✓ Connect the work with student outcome data – *regularly monitor progress!*
- ✓ Openly share the ongoing work and how it relates to the overall plan
- ✓ Focus your corporation's story on the work of the plan
- ✓ Look to the future

6. Monitoring and evaluating progress

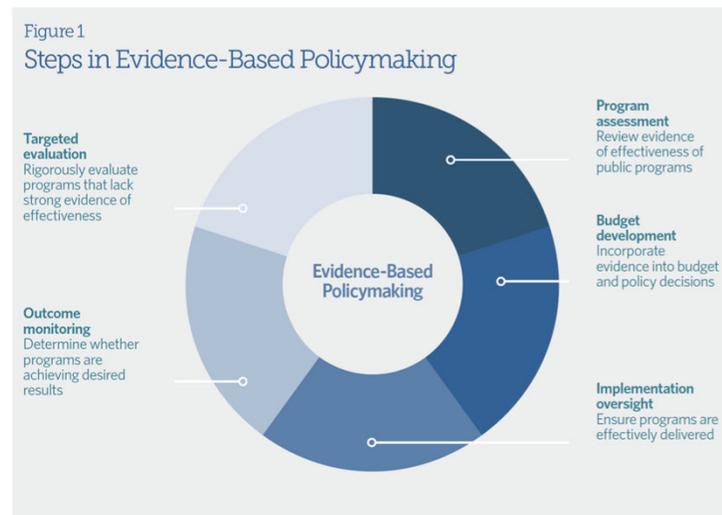
Board, the plan is your helicopter



Your plan for the future is your tool for accountability

Monitoring and Evaluating Progress

Board. . . Ask for the evidence and data!



Don't tell me it is so; show me it is so!

Monitoring and Evaluating Progress

More on Progress Monitoring

- A.J. Crabill contends at least 50% of the board agenda should be focused on student achievement outcomes
- Establish an annual monitoring calendar
 - Goals should be monitored quarterly
 - 1-2 interim goals to be discussed monthly
- Progress reports from superintendents
- Interim v summative data

Monitoring and Evaluating Progress

Why Monitor Progress?

- A commitment to monitoring goal progress toward fulfilling the plan's vision will clearly establish what the priorities of the entire organization are expected to be!

Monitoring and Evaluating Progress

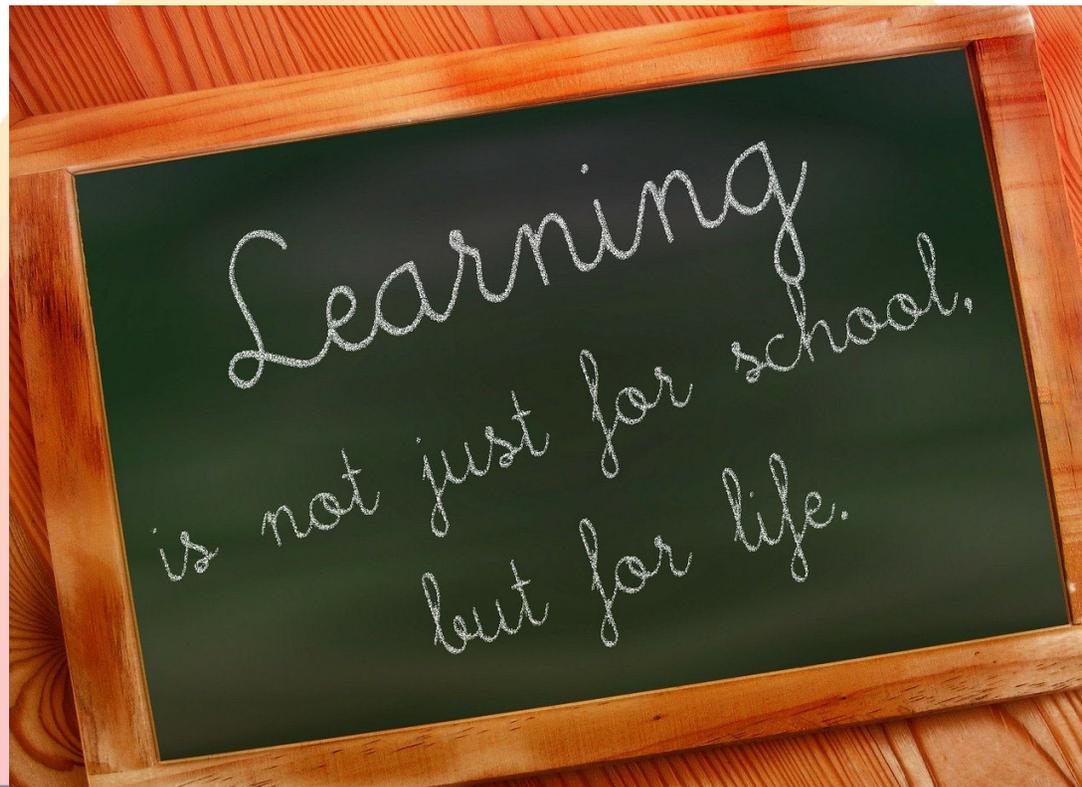
Schedule your retreats



nsba APRIL 4-6
2025
ATLANTA

Bring your board and administration together regularly throughout the school year.

7. One more thought. . . Celebrate your success!





Thank you!

tspradlin@isba-ind.org

shorton@isba-ind.org

OSBORN SCHOOL DISTRICT NO. 8

April 15, 2025

Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number –XI

Agenda Item

Reflections/Feedback on Meeting

For Board: Action Discussion Information

Background –

Reflect on the business of tonight’s meeting. You may comment on how it aligns to our goals.

Legal

Financial

Governing Board Goals

- Community Connectedness and Increased Enrollment
- Maximize Student Learning & Achievement from PreK to High School
- Stewardship and Boardmanship
- Equity & Excellence for Opportunity and Outcomes

Recommendation

Moved _____ Seconded _____ P/F

OSBORN SCHOOL DISTRICT NO. 8
April 15, 2025
Board Meeting

**The Osborn Community advances the full potential of every child
by developing emotional intelligence and academic excellence.**

Agenda Item Number – XII

Agenda Item

Future Agenda Items

For Board: Action Discussion Information

Future

Agenda Item Number – XIII

Adjournment

Moved _____ Seconded _____ P/F