

**GOVERNING BOARD MEETINGS**  
*Information and Guidelines*

**ADMINISTRATIVE REGULATION**

9324

1. Open to the public:

Special and Regular (routinely scheduled for 7:30 p.m.)

1st Tuesday (Special) This meeting is considered an "action meeting," but agenda also may include items presented for information, study/action, or study; a "call to the audience" is also extended at this meeting wherein any member of the audience may address the Board concerning any subject.

2nd Tuesday (Special) This meeting is scheduled as an "instructional study meeting." It is designed to give the Board opportunity to address instructional items before taking action on them at a subsequent meeting.

3rd Tuesday (Regular) This meeting is the monthly "action meeting" with the most extensive agenda. It includes the Superintendent's Report, Board Comments, Call to the Audience, Consent Agenda, Information Items, Action Items, Study/Action Items and Study Items.

4th Tuesday (Special) This meeting is scheduled as a "business meeting." It is designed to give the Board opportunity to address business items before taking action on them at a subsequent meeting.

2. Closed to the public:

Executive

An Executive meeting may be called for purposes designated by statute and entered into whenever it is necessary for the Board to address certain personnel, legal and/or other matters.

An Executive meeting cannot be entered into except by majority vote in a Special meeting.

## **PROTOCOL**

Anyone from the audience who wishes to address the Board should file a speaker's card with the secretary, preferably prior to the meeting (card attached--note instruction) and always speak from the podium, never from his/her seat:

"Mr./Madam Chairman, Members of the Governing Board, Mr./Ms./ Dr. \_\_\_\_\_ (name superintendent), my name is \_\_\_\_\_ and I reside at \_\_\_\_\_. (Speaker then proceeds with his/her presentation.)

(A staff member need not state his/her name or address.)

## **PREPARATION OF AGENDA FORMS**

Items listed on a Board meeting agenda should be supported by a completed "Board Agenda Item Form"--see attached copy for complete instructions.

The title of your document is critical in the retrieval of information months or years later. It should reflect accurately and completely the material content and/or action desired.

Examples:

- 1) Environmental and Behavioral Biology 1, 2--Supplementary Texts, Materials and Course Fee
- 2) Workshop request--WILD IDEAS: Implementing Tucson Unified School District Science Curriculum Through Environmental Education; request for salary increment credit
- 3) Funding proposal: Project ABLE (Approach to Basic Learning Experiences) for young handicapped children
- 4) Right-of-Way Easement, Tucson Electric Power Company (school) and authorization to execute document
- 5) Approval and execution of Intergovernmental Agreement between Tucson Unified School District and City of Tucson to install a flasher signal at (location and school).

## **PROCEDURES AND TIMELINES**

To expedite the placement of your request before the Board, please note the following procedures and required timelines:

1. Site administrators:

Submit all "Board Agenda Items" to your Regional Superintendent no later than Friday noon, a full two weeks preceding the Board's Tuesday meeting.

2. Regional Superintendents:

Submit instructional agenda items to the Deputy Superintendent no later than Tuesday noon prior to the following Tuesday meeting.

BUDGET CODE, CERTIFICATION AND LEGAL CONSIDERATIONS should be addressed prior to submission.

3. All business agenda items are to be submitted to the Assistant Superintendent for Planning, Analysis and Management by Monday noon prior to the following week's Tuesday meeting.

BUDGET CODE, CERTIFICATION AND LEGAL CONSIDERATIONS should be addressed prior to submission.

4. All personnel agenda items are to be submitted to the Director of Personnel by Friday afternoon, a full week preceding the Board's Tuesday meeting.

5. Assistant Superintendent for Planning, Analysis and Management:

Submit requests to the Superintendent on Tuesday afternoon prior to the following Tuesday meeting.

6. Deputy Superintendent:

Submit requests to the Superintendent Tuesday afternoon prior to the following Tuesday meeting.

7. Director of Personnel:

Submit requests to the Governing Board Office Tuesday afternoon prior to the following Tuesday meeting.

8. Superintendent:

Submit requests to the Governing Board by Wednesday morning preceding the following Tuesday meeting.



Board Agenda Item Forms may be secured from the Governing Board Office. Please use only those Forms designated "Revised 8/85." Feel free to call the Board office (882-2438) if you have any question or need any clarification regarding this material.

**TUCSON UNIFIED SCHOOL DISTRICT  
TUCSON, ARIZONA**

Reviewed by Board: August 9, 1985

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*[Administrative Regulation 9324]*