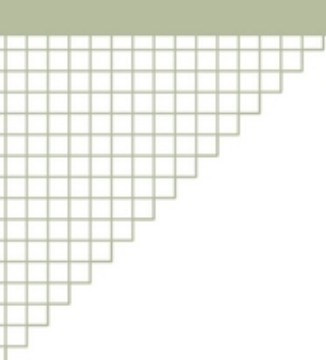




A SURVIVAL GUIDE FOR

ADMINISTRATIVE PROFESSIONALS

AUGUST 9, 2017



IMPORTANT DATES AND ACTION ITEMS

July: Proposed 2018 Political Agenda and Delegate Assembly process

Please copy and distribute this ENTIRE packet to all board members and place the proposed 2018 Political Agenda recommended by the Legislative Committee for consideration on your next board agenda.

Following your board's discussion, the board should instruct your district's official delegate as to the board's direction in voting. If your board has not appointed its official delegate and alternate yet, please do so by Aug. 25. Download packet, <http://azsba.org/wp-content/uploads/2017/08/MEETING-OF-THE-DELEGATE-ASSEMBLY.pdf>.

Important Dates:

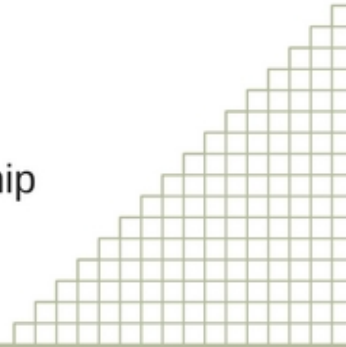
Friday, May 12—Proposed Political Agenda Items due to ASBA

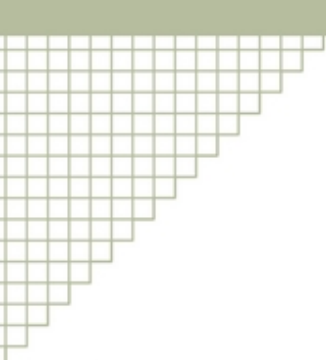
Friday, June 2—Legislative Committee Meeting

Week of June 19—Legislative Committee recommendations forwarded to membership

Friday, Aug. 25 - District deadline to appoint delegate

Saturday, September 9—ASBA Delegate Assembly





IMPORTANT DATES AND ACTION ITEMS

July: Request for Bylaw Proposals Notice

All proposed changes to ASBA's bylaws must be received no later than Friday, September 15.

A model agenda item and current ASBA's bylaws were included in a packet mailed to all districts dated July 28.

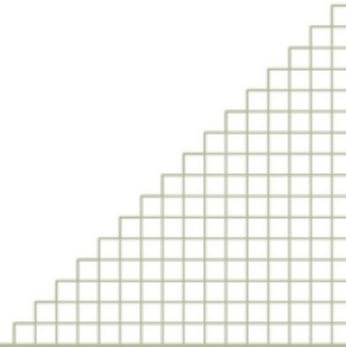
Model agenda item: <http://azsba.org/wp-content/uploads/2017/08/Model-Agenda-Item-Bylaw-Proposal-2017.pdf>

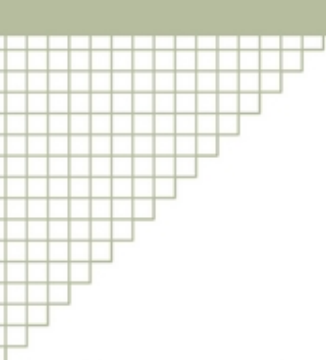
Call for proposal notice: <http://azsba.org/wp-content/uploads/2017/08/scanned-request-for-bylaw-proposals-with-ED-signature-2017.pdf>

Important Dates:

Friday, July 28—Packet mailed to all school district members

Friday, Sept. 15 - Bylaw proposals due





IMPORTANT DATES AND ACTION ITEMS

November: Bylaw Voting

All ASBA member district boards vote on proposed bylaw changes.

Boards consider the proposed changes at a regularly scheduled board meeting. A model agenda item will be provided.

Voting is done online by an individual identified by the board. This may be a board member, superintendent or you.

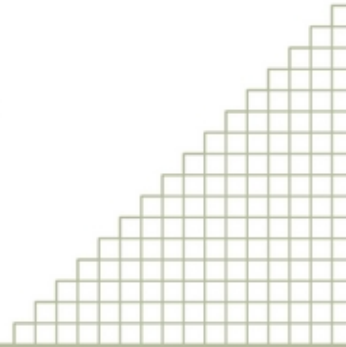
Important Dates:

October — Schedule bylaw discussion on your school board agenda

November —Voting opens

Monday, December 4 - Voting closes

Thursday, Dec. 14 - Bylaw voting results announced at the ASBA Business Meeting



IMPORTANT DATES

Annual Conference - Annual Awards

Don't forget to nominate your school governing board, school programs and students for ASBA's Annual Awards Program. All awards nominations can be found, <http://azsba.org/annual-awards/>.

Awards:

Lou Ella Kleinz Excellence In Governance Award: ASBA's highest honor for a full board.

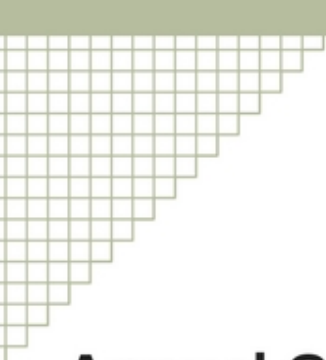
All-Arizona School Board Member Award: ASBA's highest individual board member honor.
(Nomination requires board action)

Honor Roll Award: Recognizes board members with at least eight consecutive years of service who are retiring. (Nomination requires board action)

Golden Bell Promise Programs Award: Recognizes school programs from throughout the state that have shown outstanding successes in student growth and success. Categories include: Pre-K-8, 9-12, JTED/CTE (new!) & District Community Collaboration

Jack Peterson Student Scholarship: Awarded to high school seniors in member schools who plan to pursue college degrees in education.

Panfilio H. Contreras Honorary Scholarship: Awarded by ASBA's Hispanic-Native American Indian Caucus to two worthy students, one Hispanic and one Native American, to support post-secondary education at an accredited institution.



IMPORTANT DATES

Annual Conference - Annual Awards

Important Dates:

All awards must be submitted online by: 5 p.m. on Friday, October 27.

Honor Roll deadline: Friday, December 1.

Annual Conference - Proposals to Present

This year your submission may address any of these general themes:

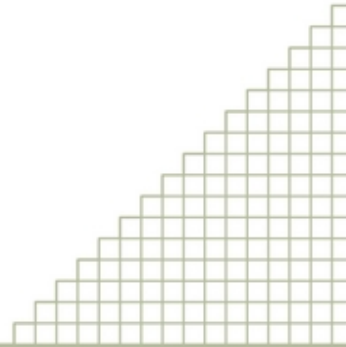
- A. Enhanced equity, inclusion & excellence
- B. Success stories using technology
- C. Improved district operations
- D. Successful change or innovation
- E. Stakeholder collaboration
- F. Successful outcomes through data-driven decision making.

Submit online, <http://azsba.org/events/asba-asa-60th-annual-conference/>

Important Dates:

All proposals are due Friday, September 15.

Semi-finalists will be notified by Sunday, October 1.



ASBA EVENTS & REGISTRATION

2017-18 ASBA Events

View and download calendar:

http://azsba.org/wp-content/uploads/2017/06/PROOF_10281-ASBA-Calendar-2017-18.pdf

A graphic titled "ASBA 2017 Calendar of Events" with the ASBA logo (Arizona School Boards Association) and the year "2017" in large orange text. The graphic lists events for July, August, September, October, and November.

Month	Date	Day	Event
July	4	Tue	Independence Day
August			
September	4	Mon	Labor Day
	6-8	Wed-Fri	ASBA Law Conference J.W. Marriott Desert Ridge, <i>New Location!</i>
	9	Sat	Delegate Assembly J.W. Marriott Desert Ridge, <i>New Location!</i>
	19	Tue	
October	2	Mon	Cochise County Meeting with County Director election
	3	Tue	Santa Cruz County Meeting
	4	Wed	Pima County Meeting with County Director election
	5-6	Thurs-Fri	
	25	Wed	Cochise County Meeting
	26-27	Thurs-Fri	Policy Workshop
November	6	Mon	Deep Equity Institute (For District Administrators and Staff) Phoenix
	10	Fri	Harmon's Day (Phoenix)

How to register for event:

View video, <https://www.youtube.com/watch?v=jonGac0bf5E>

Please remember to use your own credentials assigned to you by ASBA when you are registering your district members for an ASBA event. Contact ngiver@azsba.org for your credential information.

MEMBERSHIP UPDATE FORM

Update your member information

Updating the membership form is essential to ensure we are communicating with our members accurately.

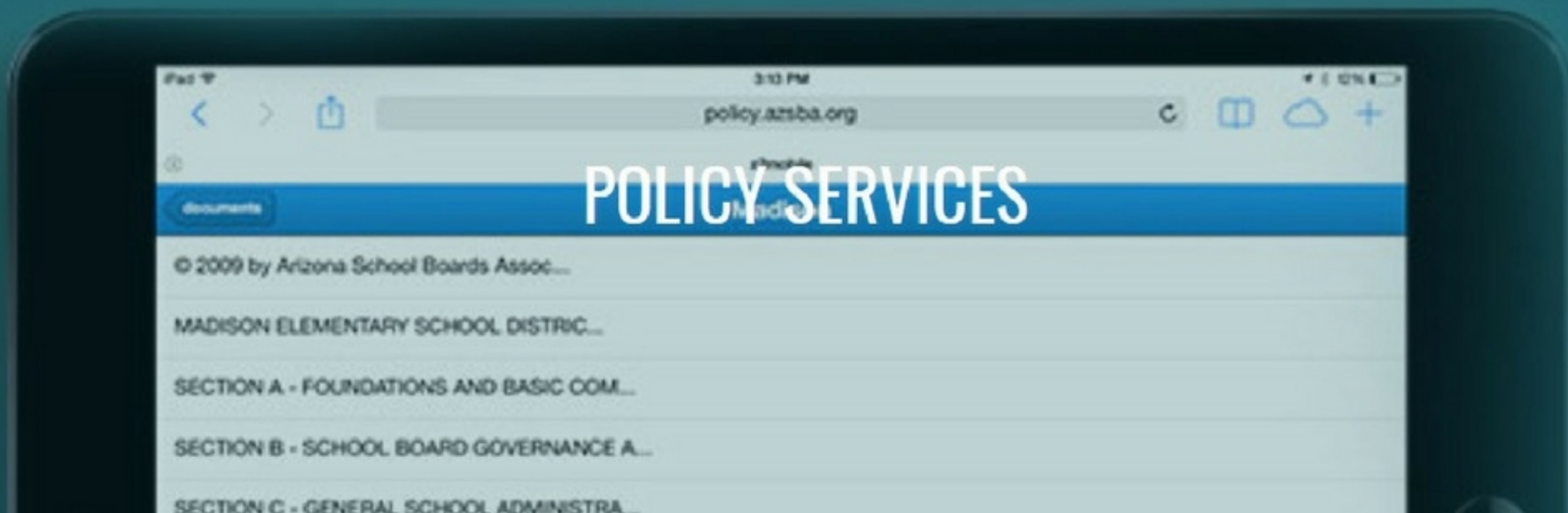
The screenshot displays the ASBA (Arizona School Boards Association) member portal. The header includes the ASBA logo, navigation links (Organizations, People, Events, Calendar, Reports, Accounting, Documents, Administration), a login/logout section, and a user profile for 'Mark Vega'. The main content area is divided into several sections:

- Staff Resources:** Links to 'AZSBA Website' and 'Mobile embrAMS'.
- Quick Lookup:** Search filters for 'People' and 'Organizations' with dropdown menus for 'Select' and 'Groups', and 'SEARCH' buttons.
- My Reports:** A section titled 'No Reports'.
- Upcoming Events:** A section titled 'No Upcoming Events for next 30 days' with links for '30 days', '60 days', and '90 days'.
- Track Shipment:** A section with a FedEx logo and input fields for tracking.
- Alerts:** A table listing alerts with dates and names.

Date	Alert	Name
6/23/2017	SHIRLEY DYE - PARSON USD	LISA CONLEY
6/14/2017	PATTI YOUNG - LITTLETON ESD	ADA CILLIS

How to update :

<http://azsba.org/wp-content/uploads/2017/08/Admin-Webinar-member-update-system.pdf>



POLICY SERVICES

For a very reasonable additional fee, the governing boards of ASBA member districts gain access to model school district policy that is continually updated to ensure that it complies with state and federal law and opinions issued by courts and legal officers.

Policy Services subscribers also have access to PolicyBridge, expert staff comprised of experienced attorneys and former school administrators who are able to assist member boards with policy adoption, updates to policy and, when necessary, tailoring model policy to best serve the students and staff of the district and meet the specific requirements of local districts and boards.

Attend a Policy Workshop: Oct. 5, 6, 26, 27 (Locations TBA)

Contact: Renae Watson, Policy Technician, rwatson@azsba.org

Calendar of recommended and required actions by school districts

2017 Calendar of Recommended and Required Dates JANUARY and FEBRUARY

BCE—Board Member Conflict of Interest

If a district transacts business with a Board member, in accord with the statutory limitation the Board must have approved a policy authorizing such transactions within the twelve (12) months preceding any such transaction. Check the statutes for specific limitations related to the size of the district's student population and corresponding procedures to be specifically followed. [A.R.S. 15-525] ★

May be done in another month at local discretion.

DIA—Accounting System

A school district that desires to assume accounting responsibility must apply to the auditor general for an evaluation prior to January 1 of the year preceding the fiscal year of implementation and before submitting an application to assume accounting responsibility. [A.R.S. 15-914.01] ★

IHB—Special Instructional programs

By January 1, school districts participating by agreement in a special education program established in a county accommodation school shall make an advance payment of the per student quarterly tuition, as determined by the County School Superintendent, to the accommodation school. [A.R.S. 15-764]

DG—Banking Services

The governing board by majority vote shall designate one (1) or more banks for the safeguarding of school auxiliary and revolving funds authorization. [A.R.S. 15-1126] ★

May be done in another month at local discretion.

DK—Payment Procedures

To permit the payment of salary or other expenses in a timely fashion, the Board may approve a resolution authorizing the signing of vouchers between meetings, with the vouchers being ratified at the next meeting of the Board. [A.R.S. 15-521] (See Exhibit DK-E). ★

May be done in another month at local discretion.

JFB—Choice/Open Enrollment

Accept completed applications for enrollment. See District policies for actual application deadline date.

GCO-RA—Evaluation of Professional Staff Members

A teacher's first observation, written report, and conference shall be completed sufficiently early in the instructional year to schedule a second observation, written report, and conference sufficiently early in the instructional year to give timely written preliminary notice of inadequacy of classroom performance.

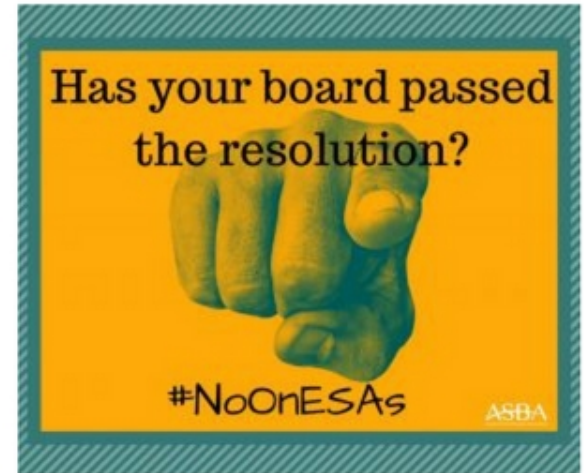
The Governing Board may waive the required second evaluation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one of the two highest performing classifications.

(See Policy Advisory No. 475 for additional information and Dates of Significance.)

Board Resolutions

ASBA occasionally asks members to pass board resolutions on issues of major importance aligned with our political agenda and core beliefs.

These should be placed on the agenda and discussed and voted on at a regular board meeting. Model agenda item language is provided.



Have you passed the resolution opposing Empowerment Scholarship Accounts (SB1431)?

Thank you to the ***101 school boards that have passed it!***

Please send your signed resolution to Darbi Jenkins, ASBA's Governmental Relations Analyst, djenkins@azsba.org.

Download board resolution: <http://azsba.org/esa-voucher/>

School Board Elections and Re-elections

School board elections are part of the general election in even-numbered years.

Special elections to fill unanticipated vacancies occurring between regular elections may be called by the county superintendent of schools.



ASBA provides a dedicated webpage with important and timely information and resources to help answer all questions.

Contact information for each County School Superintendents Office is also provided on our special webpage. All candidates must contact their local County School Superintendents Office to begin the process.

It is not your responsibility to provide any paperwork or answer questions out of the ordinary regarding this process. You want to ensure the school district is not accused of swaying or favoring any specific school board candidate. We encourage you to refer candidates to ASBA for additional assistance and informative resources including webinars and a special pre-session held at every county meeting on election years for anyone thinking of running.

Dedicated webpage: <http://azsba.org/becoming-a-board-member/>

Board Training Services

ASBA provides individualized training and professional development opportunities throughout the year that enhance the work of Arizona governing boards and encourage continued learning and improvement.

- Team Transitions
- Roles and Responsibilities
- Open Meeting Law
- What's My Team Member Style?
- Board Retreat Facilitation
- Strategic Planning
- And much more

Trainings are offered when and where you need them.

Download information: <http://azsba.org/learning-center/custom-trainings/>



Academy of Board Development (CEUs)

ASBA provides board members with opportunities to attend workshops, conferences, webinars, in addition to on-site district-based training.

Participants in the Board Academy program will receive a certificate, plaque or pin upon completion of each level within the program. Awards will be determined annually based upon credits earned prior to July 1 each year. **New board member orientation must be completed before receiving awards.**



School board members can now view your own hours of professional development with ASBA's new database by logging on, <https://ams.embr.mobi/Login.aspx?C=NmfON>.

A temporary user ID and password was created for each member to view their own hours of professional development. If you need to obtain information for your school board member, please contact ASBA by calling 602.254.1100 and we will e-mail the information to your board member directly.

Download information: <http://azsba.org/learning-center/academy-of-board-development/>

Professional Development for Administrative Professionals

ASBA provides special professional development tracks for all administrative professionals at the following events:

Board Operations and Leadership Training Seminar

BOLTS seminars are provided in Phoenix, Flagstaff and Tucson which focus on leadership topics for school boards and superintendents. An administrative assistant track is also provided. This event is held in Phoenix, Tucson and Flagstaff during the months of January and February.



NEW Regional Policy Workshops

The Policy Workshops are intended for district administrators and staff to learn more about current policy topics and PolicyBridge in an in-depth and interactive way. This event is held regionally in March and October

Summer Leadership Institute

This summer conference encourages school boards and superintendents to get away together to help expand their learning on diverse topics and current educational issues. An administrative assistant track is also provided. This event is held in June.



**Arizona Association of
Administrative Professionals coming soon!**

Member Communications

The logo for ASBA CONNECT, featuring the text "ASBA" in white and "CONNECT" in orange, with a stylized orange arc above the "A" in "ASBA". The background of the logo is a dark blue banner with a faint image of people.

Member e-News

Bi-weekly e-news provides latest information on association activities.



Member Communications

All Things Admin e-News



A message from ASBA

October, 2016

Dear Administrative Professionals,

It's official, fall is here. This means we can attempt to wear our boots and scarfs, even though the sun continues to blaze!

In this issue, ASBA would like to update you on changes to the Annual Conference and registration which is now open, bylaw electronic voting opens Nov. 3, New Board Orientation for new board members elected next month and more.

Also, we are excited to introduce our newest addition to the ASBA front

Member Communications



Daily in-session updates

Stay informed with daily in-session updates, regulatory hearing summaries and much more.

Member Communications

Annual Journal



Annual member magazine with annual highlights, annual award recipients, upcoming legislative updates, calendar of events and more.

Member Communications

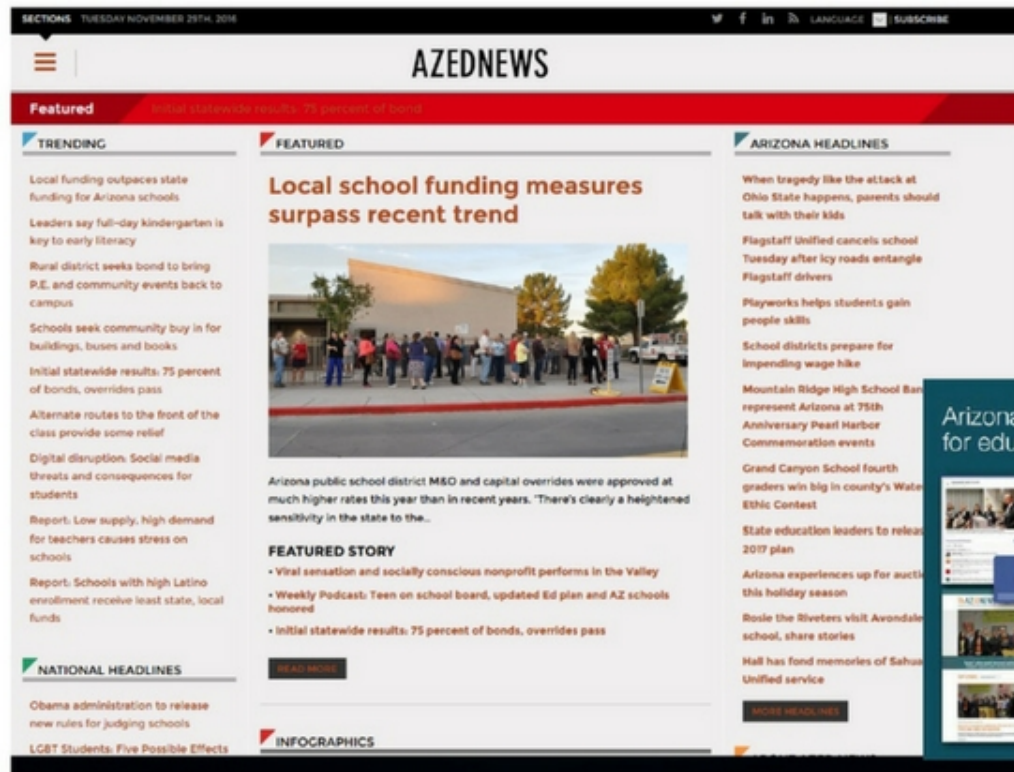
Social Media Platforms



Member Communications

Arizona Education News Service

Arizona Education News Service focuses on Arizona education policy, original content, the latest state and national headlines, data and reports, and news from Arizona.



Not receiving ASBA e-mails?

If you, your superintendent or board member are not receiving e-mails from ASBA, please send these whitelist instructions to your IT Department to ensure all ASBA electronic communications have not been listed as SPAM, blocked or dropped.

Download whitelist instructions: <http://azsba.org/wp-content/uploads/2017/08/WhiteListInstructions.pdf>

Member Communications



Login Member Directory Contact Select Language ▼

HOME SERVICES & RESOURCES ADVOCACY POLICY EVENTS COMMUNICATIONS ABOUT 🔍

Search for ASBA resources, tools and other important documents using the ASBA Resources Center.

Resource Page: <http://azsba.org/resource-center/>

RESOURCE CENTER

Department ▼ Campaign ▼ Document ▼ Video ▼ Date Published ▼

Search:

Department	Title	Campaign	Resource	Document	Video	Date Published
Communications	Guiding questions	Equity Challenge	PDF	PDF		2/14/17
Communications	Equity challenge graphics (social media)	Equity Challenge	1. ASBA_EquityChallengeA.JPG 2. ASBA_EquityChallengeB.jpg 3. ASBA_EquityChallengeC.jpg 4. ASBA_EquityChallengeD.jpg	JPG		
Communications	Media release	Equity Challenge				
Communications	Challenge acknowledgement certificates	Equity Challenge				
Communications	School Board Service		YouTube			
Communications	ASBA Services Overview		YouTube			
Legal						
Advocacy		Prop. 123		PDF	YouTube	1/31/17
Advocacy	The Data: ESA cost to the state by school district and legislative district	ESA	Excel Document			2/15/17
Advocacy	The Basic Facts & Talking Points	ESA	PDF			2/15/17
Advocacy	Arizona Empowerment Scholarship Accounts: How they work and the cost to the state general fund	ESA	Webinar Recording PowerPoint			2/15/17
Advocacy	Academic Accountability – How to ESAs compare?	ESA	Infographic			2/15/17
Advocacy	What are ESAs	ESA	Infographic			2/15/17
Advocacy	AZ can't afford to wait, enact ESA expansion	ESA	Infographic			2/15/17

ASBA Front Staff & Responsibilities



Jolene Hale
Administrative Assistant to
Leadership Development



Nicole Giver
Receptionist



Gina Moss
Administrative Assistant for General
Counsel and Director of Government
Relations



Shirley Simpson
Membership Services Coordinator



Carrie Mintie
Administrative Secretary, A/R-A/P



Kristi Sisk
Executive Assistant

Board Docs Partnership





ASBA has teamed with Emerald Data Solutions to help Arizona school district governing boards save time and save money by going paperless with BoardDocs, the industry-leading board management solution. Today, it's more important than ever to focus district resources on services that pay for themselves quickly. As the pioneer of eGovernance, BoardDocs has helped over 2,000 organizations dramatically reduce costs, increase transparency and reduce the time spent producing board packets by up to 75 percent. And because BoardDocs board management solutions are

so easy to use, your organization will operate more effectively from day one.



BoardDocs' next-generation, cloud-based services allow organizations to significantly improve the way they create and manage board packets, access information and conduct meetings. Plus, only BoardDocs includes dedicated project management, on-site training and US-based, 7 x 24 technical support with every subscription. For as little as \$2,700 per year and a one-time \$1,000

start-up fee, your district can join the e-governance revolution.

Download the brochure

ASBA BOARDDOCS SUBSCRIBER EXPERIENCE, JUNE 23 – FREE WEBINAR

Watch to see how governing bodies across the nation are saving money and time with ASBA BoardDocs, featuring Cottonwood-Oak Creek School District, AZ. **Watch Now!**

LEARN ABOUT THE SERVICES

- BoardDocs LT
- BoardDocs Pro

BOARDDOCS LT

The ideal solution for many organizations who need a reliable agenda service with all of the power of BoardDocs Pro, without all of the features that larger organizations often require.

BoardDocs LT includes all of the following, and more:

Board Docs webpage:
<http://azsba.org/boarddocs/>