



Welcome to the Prescott Unified School District Governing Board! As a member of the governing board, you play a crucial role in overseeing the educational direction, fiscal health, and overall functions of our school district.

This manual has been designed to provide you with an understanding of your responsibilities, legal and ethical duties, and the expectations of being a member of the board.

The governing board is responsible for ensuring the school district provides a high-quality education to all students while being fiscally responsible, transparent, and responsive to the needs of the community. Your role is to make strategic decisions that impact students' educational experience, to work with the superintendent to implement board policies and to engage positively with stakeholders, including parents, teachers, and the wider community.

Key Responsibilities of Board Members

1. Setting Vision, Mission, and Goals

The board ensures that the district's mission, values, and goals align with the needs of the students and the community, and it sets policies that provide a framework for achieving these goals.

2. Financial Oversight

Board members oversee the financial health of the district, approving budgets, ensuring that resources are allocated effectively, and making decisions to ensure long-term financial stability.

3. Governing Board Policies

The Board is authorized under the laws of the state of Arizona to adopt all needed policies and regulations for the organization, evaluation, and governance in the District.

4. Superintendent Selection and Evaluation

The board hires and evaluates the performance of the superintendent, who serves as the chief executive officer of the district. It is the board's duty to ensure the superintendent has the necessary support and resources to carry out their duties effectively.

5. Advocacy and Community Engagement

As a member of the governing board, you are expected to engage with the community and be a positive advocate for the needs of the district. This includes maintaining open communication with parents, teachers, and other stakeholders.

6. Legal and Ethical Responsibilities

Board members are bound by laws and ethical standards. You must act in the best interests of the district, comply with relevant laws and regulations, and avoid conflicts of interest.

Expectations for Board Members

- **Active Participation:** Regular attendance and active involvement in meetings and board-related activities are critical for an effective governing board.

- **Collaboration:** Board members must work together as a team, respecting each other’s viewpoints while making decisions in the best interest of the district.
- **Commitment to Education:** Board members must stay informed about issues affecting education and the specific needs of the district.
- **Confidentiality:** Board members are expected to maintain confidentiality, particularly when discussing matters from executive sessions or related to personnel.
- **Respect for Diversity:** The governing board must represent the diverse perspectives of the community and ensure that all students receive an equitable and inclusive education.

Structure of the Manual

The Table of Contents below will help you quickly locate information about key topics. Each section is designed to help you understand your duties as a governing board member. This manual should be reviewed thoroughly by new board members, and may be reviewed annually (perhaps as part of a study session) by all members. Additionally, it will be a useful reference as questions arise about district governance.

Serving on the Prescott Unified School District governing board is a significant responsibility that requires dedication, integrity, and a focus on student success. We appreciate your commitment to enhancing education and supporting the future of PUSD students in the community.

Thank you!

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Each New Board Member Should Receive

- [Introduction to](#) Online ASBA Policy Manual*
- Governing Board Operations Manual*
- Walk through of Operations Manual with Superintendent and Board President
- [Minutes](#) from the past year’s board meetings*

Tour of district office and school sites
Meetings with Executive Team members
Finance manual*
Overview of Open Meeting Law*
Copy of ASBA School Board Member Handbook & Guide to Arizona's Open Meeting Law (Provided at ASBA New Board Member Orientation. If you did not attend please ask Sarah to order you copies)
District ID badge
Conflict of interest form (Sarah Torres will ask you to sign at the January Governing Board Meeting)
List of ASBA professional development opportunities*
Process for board members to attend conferences/workshops*
[District Safety](#) Information*
Superintendent contract, job description (if interested in viewing these documents, please contact Sarah Torres for copies)
[Superintendent evaluation tool](#)*
[Board self-evaluation tool](#)*

* = Included in this Operations Manual

PUSD Governing Board Policy Topics

If printed, [PUSD's Policy manual](#) would exceed over 1,000 pages, including approximately 400 Policies and hundreds of Regulations and Exhibits. Policies are grouped into 12 categories, as follows:

- A - Foundations and Basic Commitments** (8 policies plus Regulations and Exhibits)
- B - School Board Governance and Operations** (46 policies + R & E)
- C - General School Administration** (13 policies + R & E)
- D - Fiscal Management** (35 policies + R & E)
- E - Support Services** (36 policies + R & E)
- F - Facilities Development** (4 policies)
- G - Personnel** (82 policies + R & E)
- H - Meet and Confer** (0 policies; does not apply to PUSD)
- I - Instructional Program** (60 policies + R & E)
- J - Students** (83 policies + R & E)
- K - School-Community Relations** (24 policies + R & E)
- L - Education Agency Relations** (6 policies + R & E)

Every employee is responsible to follow all Board policies. However, asking every new and returning employee (and Board member!) to process 1,000 pages of policies is not a reasonable expectation. To help, we present every employee with this [Employee Handbook](#) at the start of the year or if they are hired mid-year. Also, to further emphasize certain policies and procedures, we ask principals to share and go over [PUSD Professional Responsibilities](#) with their staff at the start of each school year.

How Board Meetings Are Structured

Schedule of Board Meetings

Board policy and state law dictate that the Board meets monthly during the school year. In addition, the Board meets in late June and in early July for final approval of the following year's budget according to dates set by the state. For years, the Board has chosen to meet on Tuesday evenings beginning at 5:00 pm for regular Study & Voting Meetings. The meeting schedule for the calendar year is set annually by January 15, based on a vote of the Board. It can be changed if necessary by a subsequent vote.

In addition to regular monthly Study & Voting Meetings, the Board may periodically schedule special Study Sessions to discuss issues in depth without taking a vote. As necessary, the Board may also schedule a non-public Executive Session to discuss certain specific matters. (See "Executive Sessions" in this manual.)

Board meetings are always held in the PUSD district office Board Room unless requested by the Board President and posted appropriately for the public. If overflow seating is likely to be necessary, we can set up 100 or more additional seats in the Washington gym, in close proximity to the Board room. A live video feed is provided.

Agenda Structure and Length of Meetings

PUSD Board meetings follow [this general pattern](#), with time for presentations, sharing of current events, information only items, and discussion/voting items.

Typical meetings last from 1 to 3 hours, depending on the number and type of agenda items, and the amount of discussion/questions from Board members.

Meeting Participants

All Board members and key district administrators sit at the dais for ease of discussion, and for the public to easily see and hear the proceedings. In addition, seats are reserved adjacent to the dais for PUSD Student Representative(s) to the Governing Board, and for the press. (A reporter from the Daily Courier usually attends Board meetings. Other news organizations may attend and record if they wish.) One of our PUSD IT folks video streams and records the meeting.

Board members may request/accept input from Student Representatives and/or administrative staff on agenda items. Only elected Board members may make motions and vote on voting items.

How Agenda Items Are Set

PUSD Board policy [BEDBA](#) states that any of these people can place an item on a Board agenda:

- The Board President
- Any other two members of the Board
- The Superintendent

If Board members wish to have an item placed on the agenda, please approach the Board President or Superintendent with your request. If any other member of the Board or the Superintendent agrees that item should be agendized, it will be placed for information, discussion, or voting as appropriate on an upcoming agenda, along with other items.

Most agenda items are included due to statutory requirements (budget items, review of the receipt and use of funds, acceptance of grant terms and conditions, potential adoption of policy, terms of intergovernmental agreements, adoption of new curriculum, hiring of employees, etc.) Other items are included for the information of the public, to follow Board policy, or to otherwise further the interests of the school district.

Presentations

If Board members are interested in in-depth information about a topic of public interest or Board interest, they may request that an expert on the matter make a presentation about the topic in a Board meeting.

Consent Agenda Items

Items placed on the Consent Agenda are Items which require a vote, but which:

- are regular matters of business (renewals of longstanding agreements, monthly personnel reports, review of recent donations to the district, monthly financial transactions) AND
- are assumed to likely have the support of all Board members.

Any Board member may ask to comment on or ask questions about any Consent Agenda item. Likewise, any Board member may ask to have any item pulled from the Consent Agenda to be discussed and voted on as a stand-alone issue. Items not pulled from the consent agenda are voted on as a bloc.

Drafting/Posting Agendas

Actual monthly electronic/paper agendas are drafted by the Governing Board's Assistant Sarah Torres, at the direction of the Superintendent. Sarah makes every effort to send to all Board members a *draft* outline of the agenda 10 days prior to the meeting. Final drafts of the agenda must be posted for the Board and the public at least 24 hours prior to the meeting. In practice, Sarah essentially always posts by Friday afternoon for Tuesday evening Board meetings, ensuring that Board members and the public have plenty of time to review the final agenda and all attachments.

About Open Meeting Laws and Executive Sessions

[This document](#) gives detail about Arizona's Open Meeting Laws. Key issues to remember:

- The public's business is to be conducted in public.
- Items to be discussed in Board meetings must be on the posted agenda, a minimum of 24 hours prior to the meeting.
- Board meetings may not address items not on the agenda. Board members may not discuss items that are not agendized as discussion items.
- Minutes are kept of each Board meeting, are posted for the public, and are kept for many decades after the meeting.

- Although it is not required by statute or Board policy, PUSD also livestreams and video records our Board meetings, and archives those recordings for public access on the internet.
- Any time PUSD administration is aware that it is likely that 3 or more Board members may be at the same community or school event (an athletic event, concert, forum, party, etc.), we post this knowledge of a “potential quorum” for the public, assuring them that no Board business will be discussed.
- At other times, Board members *may* discuss school district business with *ONE* other Board member, but under no circumstances should either of those Board members discuss (in person or electronically) that same issue with any additional Board member. If a third Board member becomes a part of this conversation outside of a public Board meeting (even at a separate time and place), this is a violation of Open Meeting Law.
- Best practice is for Board members to discuss district business together *only* as agendized, *only* in public meetings.
- If you ever have questions about Open Meeting Law, please ask. We can always contact PUSD’s attorney on matters with which we have questions or limited experience.

Executive Sessions

Upon a majority vote of the Board, an Executive Session may be held to discuss specific items including individual employee matters, legal advice, pending litigation, purchase or sale of property, student safety plans, or similar issues that are specifically allowed by law. These are issues where public knowledge of details may compromise or alter negotiations, student safety, etc. Historically, PUSD’s Board only meets very occasionally in Executive Session (In recent years the City of Prescott City Council has scheduled about 20 Executive Sessions a year. By contrast, PUSD has held about one Executive Session per year.)

Roles of the School Board and Superintendent

The superintendent functions as the administrative manager of the district and is accountable to the board in the exercise of his or her responsibilities. If the superintendent or board members are unclear about their roles and responsibilities, this lack of clarity can result in tension that could interfere with the performance of appropriate responsibilities, compromising district leadership. The following chart defines some of the significant differences in the roles of these officials:

Administration	
School Board	Superintendent
The board hires a superintendent and delegates responsibility for administrative functions. (BDD , BHD , CB , CH)	The superintendent is responsible for providing administrative leadership and managing the district’s day-to-day operations. (CBCA)
Policymaking	
School Board	Superintendent
The board establishes policy for the governance of the school system after considering the superintendent’s recommendations. (BBA , BGB , BGD)	The superintendent is responsible for designing and implementing procedures to carry out the requirements of policy. (BG , BGB , CB , CH)

Hiring & Evaluation of Personnel

School Board	Superintendent
The board employs professional personnel in accordance with policy upon recommendation of the superintendent, and reviews and acts on other personnel recommendations from the superintendent. (CB , CBCA)	The superintendent recommends personnel to be hired, is responsible for performance evaluations, and makes recommendations for renewal, non-renewal or dismissal of personnel, as provided by policy. (GCF , GCO)

Program Evaluation

School Board	Superintendent
The board approves courses to be offered and requires periodic reports on the status of the educational program offered by the district, making revisions in policy as they are needed. (IA , IGA , IGD)	The superintendent serves as education leader for attainment of student performance objectives and submits to the board reports on the curriculum, keeping the board informed about the evaluation of school programs. (ILE)

Communication Expectations

Board to Board Communication

When considering any communication (in person or electronic) with any other PUSD Board member, Board members must follow the Open Meeting Law procedures described earlier in this manual.

The public looks to our district staff and especially our leaders as examples for how children should learn to interact with one another. Board members are colleagues and partners in supporting and improving our schools. Verbal and written communication between members should always be cordial and professional.

Board-Superintendent Communication

The Superintendent is the full Board’s only direct employee. When a majority of the Board gives direction, you should expect prompt action. Please recall that as individuals, Board members have the same authority as any other member of the public. That said, it is in the best interest of the school district for Board members to be very well informed about each aspect of our district and schools. When any individual Board member has a question or request, expect the Superintendent to be as helpful and prompt as possible in responding to you individually.

The Superintendent will share with all Board members a weekly Superintendent’s Governing Board Report, covering issues in our schools, district events, education topics, upcoming Board meeting agenda items, etc.

Board-Staff Communication

Board members are encouraged to have collegial relationships with all PUSD staff. Please remember that if a staff member (or a parent--see below) has a concern about any school or district matter, [Board members are the “last stop”](#) in the communication chain to address these issues, not the “first stop.” [This document](#) provides a good overview for PUSD staff for resolving workplace concerns. If a staff member approaches you wanting to have a concern addressed, please refer them to the appropriate communication step as outlined in the above

document. This is usually their principal or director. You may wish to say something like, “I appreciate your concern. I think the best way to have this addressed is probably to first visit with _____. If they are unable to help, PUSD has procedures for who to contact next.”

You may want to try to directly solve a problem for a staff member (or a parent), but most problems are best handled at the school or department level. In addition, Board members will be the ultimate arbiters if an administrative decision regarding a staff (or parent) grievance is appealed to the Board. (This is very rare.) If a Board member has become involved in an issue early in the resolution process, they may need to recuse themselves from voting on any future appeal of a decision on the issue.

This [Organization Chart](#) gives broad guidance on which administrators supervise which aspects of PUSD operations. If you are ever in doubt about to whom you should refer an issue or question, please consult with the Superintendent.

Board-Community Communication

In addition to about 700 PUSD students and 150 employees who live with their families outside our district boundaries, another 68,000 people reside inside PUSD’s boundaries. ALL of these folks are our constituents.

It is very important for Board members to hear from your 70,000 constituents, and to balance the input that you receive to help you to make decisions for our district. Your name and district email (not your personal email or phone number) will be prominently posted on our PUSD website. Community members are encouraged to reach out to all Board members in person (as you are available), by email, or by regular mail.

In addition to these established communication channels, some people may wish to speak about an issue to the full Board and the public in front of the press at a Board meeting. Although not required by law, our PUSD Board has established [a policy for the public to speak about voting items](#) at our Board meetings. This input can often help inform a decision you will need to make. Like many school boards, PUSD has not established an “Open Call to the Public” in our Board meetings. This would allow anyone to speak about *anything* (whether or not their comments are related to a voting item, to the evening’s agenda, or even to our schools). Please be sure that your communication with the public is proactive and positive. You will probably receive a great deal of input about our schools verbally and by email. How and when you choose to respond is up to you, but please always recall that one of the primary [responsibilities of all Governing Board members](#) is “**To represent the Board and the District to the public in a manner that promotes both interest and support.**” You may wish to consider using [one of these templates](#) when responding to public emails.

Please be cautious about considering input that begins with “A lot of people think that...” or “I heard that...” or “Lots of people want...” or “Someone told me that...” Please recall that our Board policy specifically states that [“No anonymous communication will be considered by the Board.”](#)

Please note that most of the info under “Board-Staff Communication” above regarding becoming involved directly in issues, also applies to responding to parents and other community members.

If you hear the same concern from multiple people, we certainly need to take it seriously and act. On the other hand, hearing a concern from 2 or 3 folks in the same group and not hearing about it from dozens or hundreds of others may be an indicator of the urgency of the issue for the broader community.

Communication With the Press or Community Groups

The Superintendent is tasked by the Board with being the primary spokesperson for PUSD. If you are asked by the press or an organization to comment or present information regarding PUSD, please keep the Superintendent in the loop. We can work together on this request. The public often misunderstands that one Board member cannot legally speak for the district or other Board members.

How Board Member Visits to Schools are Conducted

School Events

One of the most powerful ways that a Board member can develop accurate impressions of our schools' strengths and needs is to *spend time in our schools*. Board members are strongly encouraged to attend school-day and evening events. Events will be advertised in school newsletters you will receive, in Board meetings, on our school websites, or in specific invitations that you will receive.

Any time PUSD administration is aware that it is likely that 3 or more Board members may be at the same community or school event, we will post this knowledge of a "potential quorum" for the public, assuring them that no Board business will be discussed.

School Liaisons and Classroom Visits

In recent years, PUSD's Governing Board has assigned individual members as primary liaisons to certain schools, based on your interest and availability. Visitors to our schools always make an appointment and check in at the front office before a visit. Please be sure to contact the Principal of the school prior to your visit, to see if they would like to visit classrooms with you.

Protocol for School Board Members' Participation in Meetings at School Sites

[These protocols](#) establish clear guidelines for School Board Members attending meetings at school sites, such as PTA meetings, site council meetings, and other school-related events. They are in place to ensure that Board members engage effectively with the community while maintaining the integrity of Board functions and decision-making processes.

Who Do I Contact With a Question?

This [Organization Chart](#) gives broad guidance on which administrators supervise which aspects of PUSD operations. Most of Board members' direct communication with PUSD staff will be with:

- Sarah Torres for meeting, agenda, training, or IT questions
- Kelsey Secor for curriculum, instruction, or testing questions
- Brian Moore for finance or budget questions
- Andy Binder for personnel or salary/benefits questions

- Maya Caldwell for Special Education questions
- Your liaison school's Principal for questions specific to that school
- Clark Tenney for all other questions

PUSD's email addresses are all firstname.lastname@prescottschools.com

It helps the Superintendent to know what questions Board members have. To aid in this, please simply Cc: Clark on questions you have for other PUSD staff. If you are ever in doubt about to whom you should refer an issue or question, please consult with Clark.

PUSD #1 Governing Board - Financial Information

Governing Board Budget Summary Information:

- Every month the CFO prepares a District Budget Summary for the Governing Board to review at the upcoming Governing Board meeting. The report includes the budget for each fund, up-to-date expenditures, encumbered monies not yet paid and budget balance. At the Governing Board meeting, Governing Board members may ask questions of the CFO regarding the report.

Annual Daily Membership and Yearly Adopted Budget:

- School district's M&O (maintenance and operation) budget is derived from students' enrollment in PUSD from the 1st day of school through the 100th day of school. If a student is enrolled from the 1st day of school through the 50th day, PUSD receives half of the funding for the student. If a student is enrolled from the 51st day through the 100th day, PUSD receives half of the funding for the student. If a student enrolls on the 101st day of school, PUSD receives no money for the student for the current fiscal year. In June, a proposed budget is presented to the Governing Board. The proposed budget is based upon an estimate of what PUSD's ADM (Annual Daily Membership) will be for the upcoming school year. In July, the Governing Board votes to adopt the proposed budget. Since Arizona operates on a "Current Year Funding" model, the number of students enrolled during the first 100 days of school will determine our actual budget. In December, a revised budget is presented to the Governing Board to reflect current year enrollment. If PUSD has more students enrolled than estimated, our budget will go up. If PUSD has less students enrolled than estimated, our budget will go down.
- Every year, PUSD receives a "Yavapai County Limited Property Value Report" from the Yavapai County Assessor Office (see Exhibit A). The assessed valuation is used to determine whether Prescott's tax base is enough to generate enough money to fund PUSD's General Budget Limit (M&O budget). If a district's assessed valuation is not high enough, the district taxes for how much it can and then receives state equalization assistance to complete their General Budget Limit. PUSD resides in one of the few cities that has a high enough assessed valuation to generate enough tax to fund its full General Budget Limit, thus PUSD does not receive any state equalization assistance. Prescott taxpayers pay for 100% of PUSD's maintenance and operation budget. After the General Budget Limit is calculated based on

estimated enrolled students, the tax rate is determined by using a formula provided by Yavapai County Education Service Agency.

Annual Budgeting Process:

- PUSD uses a Proactive Budgeting Process (see Exhibit B). Throughout the 1st semester, the CFO continually analyzes PUSD’s ADM. Every January, a staffing model is created. The staffing model compares actual enrollment versus ideal class size and current staffing versus ideal staffing. Staffing adjustments are made based on need/numbers. Budgeting for staff adjustments considers all funding sources, including special education, title I, and departments. Ideally, PUSD will be able to offer staff a raise that at least meets the rate of inflation. Balancing salaries, class size, and programs is extremely important to consider; yet very challenging to accomplish. At the end of the proactive budgeting process, a budget package proposal is created for the Governing Board’s consideration. During the month of February, the District Admin Team shares the full Budget Proposal with individual Board members, answering all questions and responding to Board input. During March’s Governing Board meeting, the Governing Board votes on the proposed budget package.

Dates to note for the annual budget cycle can be [found here](#).

Bonds and Overrides:

- PUSD is currently not operating on an override. 100% of 2015’s \$15,000,000 bond revenue has been spent. PUSD tax payers will continue to pay off the bonds until 2033

Current Construction Projects:

- School districts utilize the School Facility Division’s building renewal grant process for capital needs, e.g. new HVACs, concrete needs, weatherization, new roofs, etc. (See Exhibit C)
- PUSD #1’s largest School Facility Division construction projects are:
 - Taylor Hicks Elementary School, Abia Judd Elementary School and Mile High Middle School have been funded by the School Facilities Division to have new roofs put on their school buildings.
 - Lincoln Elementary School has the assessment and design done on their roofs and is awaiting funding.
 - Taylor Hicks Elementary School, Abia Judd Elementary School, Lincoln Elementary School and Mile High Middle School are in the process of having the outside of their buildings weatherized.
 - New bleachers are Mile High Middle School

Federal Aid to School District’s Education:

PUSD receives multiple federal grants to aid the district’s education. A list and descriptions of all PUSD’s Federal Grants [can be found here](#).

[Exhibit A](#) 2024 Yavapai County Limited Property Value Report (Primary)

[Exhibit B](#) PUSD Proactive Budgeting Process

PUSD Mission & Vision Statements and Strategic Plan

A Vision Statement describes an organization's long-term goals and aspirations.

PUSD Vision: We will help all our students develop the qualities found in the Portrait of a PUSD Graduate.”



A Mission Statement is a simple description that describes the purpose of an organization.

PUSD Mission:

**Rigorous · Supportive · Safe
Every Child, Every Day**

Strategic Plan

PUSD’s Strategic Plan for implementation of our Vision and Mission was developed in 2015 with 5 main Goal Areas. The Strat Plan was updated in 2021 to reflect progress made toward goal attainment. As of January 2025, PUSD could probably benefit from an update to our Strategic Plan, to reflect current PUSD needs and strengths. The current version [can be found here](#).

PUSD Curriculum Program

Prescott Unified School District (PUSD) provides a comprehensive, standards-based education in Language Arts, Mathematics, Science, Social Studies, Health and Physical Education, Foreign Languages, Fine Arts, Music, and

Computer Literacy. Our dedicated teachers consistently align instruction and resources with the Arizona Academic Standards, ensuring students receive a high-quality education.

Throughout the year, collaborative teams of educators from preschool through high school meet regularly to review and refine the scope and sequence for each subject area, ensuring state standards are effectively integrated across all grade levels.

What is the difference between [Standards, Curriculum, and Textbooks?](#)

In addition to our core academic programs, PUSD proudly offers robust Special Education, Gifted Education, and nearly 30 Career and Technical Education (CTE) programs, to support the diverse needs and aspirations of our students.

Prescott High School students can earn college credit through a variety of dual enrollment courses at PHS, through concurrent enrollment in college courses, through our Early College program with Yavapai College, and through examinations offered at the culmination of Advanced Placement courses. It is possible for highly motivated students to graduate from PHS with an Associates degree from Yavapai College.

Student Assessment Data

Statewide Achievement Assessments Required by A.D.E and [PUSD Spring 2024 Results](#) with Comparisons to County & State.

PUSD District Boundaries

School district boundary lines were drawn by the state legislature over half a century ago, well before significant population growth in many areas of Yavapai County, and prior to the existence of the town of Prescott Valley. Development in the City of Prescott and the towns of Chino Valley and Prescott Valley has matched school district boundaries remarkably well in most cases, but have left some small parts of northwest Prescott Valley in PUSD's boundaries, and some small parts of north Prescott in CVUSD's boundaries. Approximately 68,000 people live within PUSD's boundaries.

Under Open Enrollment laws, any student in Arizona can attend any public school with enrollment capacity. However, only adults who live within a school district's boundaries can run for Governing Board or vote for Board members. Also, K-12 property tax rates correspond to the school district of residence. (Due to the total amount of property wealth in Prescott, our K-12 tax rates are significantly lower than most other school districts, including neighboring HUSD and CVUSD)

A change in school district boundary lines (or any potential consolidation of districts) would require a positive vote from all involved Governing Boards, as well as a positive vote from the electorate of all involved school districts.

PUSD Boundary Map

PUSD has set attendance boundaries for our K-4 schools. [This PUSD Boundary Map](#) is an Interactive tool on our website. To see what school boundary a property is located in, click on the link, then the magnifying glass in the upper left corner of the page:



Enter the property address. The Map will magnify showing the property address you entered as a red dot.

Yellow shading = Abia Judd Elementary School

Turquoise shading = Lincoln Elementary School

Red shading = Taylor Hicks Elementary School

Contact Information for LD1 Legislators

Rep. Selina Bliss - SBLISS@azleg.gov - (602)926-4018

Rep. Quang Nguyen - QNGUYEN@azleg.gov - (602) 926-3258

Senator Mark Finchem - MFINCHEM@azleg.gov

Board Professional Development

Board members are encouraged to attend meetings or workshops specifically designed for them in their role as a Governing Board Member.

Professional development is essential for ensuring that board members are well-equipped to provide effective governance, oversight, and strategic leadership for our district. By strengthening their knowledge and understanding of education best practices, policies, laws, and funding, board members can better serve the needs of students, teachers, and the community. Here are several key [professional development opportunities](#) provided by ASBA.

Governing Board Members will receive emails directly from ASBA with current professional development opportunities being offered. Sarah Torres will also send an email with details attached requesting an RSVP. Sarah makes all event registrations and hotel accommodations.

In addition to ASBA conferences and training opportunities, local training for Board members is periodically offered by YCESA. Board members will hear directly from YCESA about these opportunities.

Finally, the [Board's annual Self Evaluation](#) and in-depth discussions in periodic Study Session special meetings are excellent opportunities for group professional development and Board improvement.

Board Leadership Roles and Election Protocols

In our January Meeting each year, Board members [elect a President and a Vice President](#) to lead the Board for the coming year. The roles of the President and Vice President are outlined briefly in [PUSD Board Policy BDB](#).

Although none of this is mandated in policy, the member elected by a majority vote:

- Has served on the PUSD Board long enough (usually at least a year) to be very familiar with Board procedures and district needs.
- Has support for their leadership from at least a majority of Board members.
- Has adequate time in their personal schedule to participate in training offered on the county and state levels, and to regularly consult with the Superintendent about upcoming agendas and other district matters.

Common Education Acronyms

There are many acronyms used in education. [Here](#) is a list of common acronyms courtesy of the Yavapai County Education Service Agency (YCESA).

District Salary Schedules and Benefits

The Governing Board is responsible for approving the District Salary Schedules that are used to determine employee salaries and hourly rates. A few key points about the salary schedules are:

- PUSD uses an [initial placement calculator](#) to determine salaries and hourly wages of its new hires. Different calculators are used for different employee groups. The most current salary schedules are posted on the PUSD website. [HERE](#) is a link.
- To determine placement, most positions factor in experience and education level.
- The Placement calculator is not used to determine salary increases for current employees. [Current](#) employees base pay is increased by a percentage that is approved by the Governing Board as part of the overall budget package.
- The practice has been to increase the initial salary placement calculator by half of the percentage increase provided to current employees. For example, if the Board approves a 3% increase for all current employees for the subsequent school year, the initial salary placement calculator will be increased by 1.5%. This allows the District to remain competitive when recruiting while ensuring the current employees are not paid at a lower rate than a new employee.
- The HR Director monitors and analyzes salaries and hourly rates in comparison to other School Districts. If there is a need to make a change to a salary placement calculator greater or less than the amount determined above, the proposed salary schedule will be presented to the Board.

In addition to salary, employees receive generous benefits, including Health Insurance, a state pension account, and paid time off. Details can be [found here](#).

The Governing Board's Role in the Hiring Process

Per Board policy GCF, *"The Board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the Board assigns to the Superintendent the process of recruiting staff members. In carrying out this responsibility, the Superintendent may involve other staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board."*

In PUSD, the Human Resources Director, Principals, and Department Directors take the lead on posting available positions, recruiting and interviewing applicants, conducting background investigations, and ultimately making a recommendation for hire to the Superintendent and the Governing Board. The recommendation to the Board is included on a Personnel Report that is presented each month (usually as part of the Consent agenda).

The Personnel Report also periodically includes recommendations to compensate current employees for additional responsibilities and/or duties(stipends), a list of any recent resignations/separations, list of short term hires (Athletic coaches, club sponsors, etc.), and/or lists of any employees who have changed a position.

Although very rare, when the District administration feels that an employee termination is needed, the employee's name will also be listed on the Personnel report. However, in these situations, District administration will always notify the Board in advance to provide details and an explanation of why the termination is being recommended.

If any Board member ever has a question regarding the hiring process, please contact Andy Binder, Assistant Superintendent of Human Resources.

Sample Contract & Agreement

Here are samples of the main types of contracts/agreements issued annually by PUSD.

[Teacher Contract](#)

[Classified Agreement](#)

Use of Technology, When to Wear ID Badge

The use of technology by school governing board members is important for improving governance efficiency and staying informed about key district issues. [Here](#) is PUSD's policy relating to the use of technology.

When to Wear an ID Badge

You will be issued a PUSD ID badge with your photo on it. Please wear your PUSD-issued ID whenever you visit campuses. These badges will identify you as district members to students, visitors, and parents. You will also receive a name tag that should be worn at conferences, trainings, public events, etc. You are not required to wear either to our monthly board meetings. A nameplate has been placed in front of your seat at the dais.

PUSD Enrollment Trends

[Here](#) is PUSD's actual enrollment on Day 12* for the past 6 years.

US Census data show that the number of children ages 0-19 in Prescott *decreased* between 2010 and 2020 by 569 children. On average, Prescott lost 57 children every single year. [See this document for all documentation](#) of this decrease. This trend has likely continued the past 5 years.

How is PUSD enrollment remaining stable when we have 10+ charter/private schools in town, and the number of kids in Prescott drops every year? Fortunately for PUSD, our enrollment is bolstered by approximately 700 students who live outside of PUSD, and whose parents have specifically chosen PUSD over other options. About 400 are from HUSD, about 200 from CVUSD, and about 100 from other communities.

Note PUSD's actual enrollment and our 'ADM' or Average Daily Membership are correlated but not the same. For additional information, see [this document](#), which is linked to from our PUSD website.

PUSD Transportation information:

The transportation department has a fleet totaling sixty-one vehicles. We currently have twenty-seven 40-foot route buses, eight special needs buses, three activity buses, and twenty-three white fleet vehicles used by facilities, information technology (IT), food service, and our grounds crew. With the 2015 bond, we purchased one new activity bus, seven new special needs buses, and seventeen new 40-foot route buses.

Our transportation department currently has a total of forty-five staff members. We have thirty full-time staff members and thirteen relief drivers. We currently have five drivers in training and two mechanics.

During the 2023/24 school year, our buses traveled approximately 259,425 miles, which does not include field trips or athletic trip miles. Also during the 2023/2024 school year, we transported approximately 145,980 students to and from school.

In 2022/2023 the transportation department implemented an online bus registration. During the implementation year, we had 1,098 students register online. For the 2024/2025 school year, this increased to 1,910 registered bus riders.

The transportation department is required by the Department of Public Safety and the Federal Motor Carrier Safety Administration to conduct at a minimum of 6 1/2 hours of driver refresher training each year. Our training team has implemented both State and Federal training to our training program. We also provide onsite training for prospective drivers to prepare for the CDL test along with the third-party test they will take.

PUSD mechanics service all vehicles, as well as snow blowers and mowers. We also have IGAs with Kirkland, Skull Valley, and Williamson Valley school districts to service their buses.

PUSD Facilities Information

The PUSD Facilities department closed a total of 1,375 work orders generated from all sites from January 8th, 2024 to November 1st, 2024. [Here](#) are some of the highlights from our sites so far this year and detailed information about [work orders](#).

Current and Future District Calendars

PUSD [2024-2025 District Calendar](#)

PUSD [2025-2026 District Calendar](#)

District Grievance Procedures

PUSD provides several avenues for stakeholders to provide feedback and/or file a grievance.

[Guidelines for Staff Concerns](#)

[Staff Grievance Policy](#)

[Sex-Based Discrimination Concerns](#)

[Student Grievances](#)

District Evaluation Criteria and Procedures

Employee evaluations are an important part of ensuring the successful operations of the District. Different evaluations are used for different employee groups.

Classified Employees are evaluated by their supervisor. This is usually the Principal or Department Director.

Per Board Policy GDO, all support staff should receive a written evaluation within 90 days of their first day of work and again before the 1 year anniversary date of employment. Following the first year of employment, support staff should receive a written evaluation at least once each year. [Current Board approved Evaluation form for support staff](#)

[Board approved Rating Scale](#)

Teacher Evaluations

- [Timeline for Teacher Evaluations](#)
- [24-25 Teacher Evaluation Tool](#)
- [Full Evaluation documents with Rubric](#)

Principal Evaluation

- Each Principal is evaluated each year by the Superintendent using this [Evaluation Tool](#)
- Specific goals are set by each Principal and reviewed with the Superintendent
- In June of each year, the Superintendent meets with each Principal to review school-level data with the Principal, discuss goals for the upcoming school year, and review overall scores on the evaluation.