

**Minutes  
State Board of Education  
Monday, September 4, 2009**

The Arizona State Board of Education held a **special meeting** at the Arizona Department of Education, 1535 West Jefferson, Room 417, Phoenix, Arizona. The meeting was called to order at 9:50 AM.

**Present Telephonically:**

Mr. Jacob Moore, President  
Dr. Vicki Balentine, Vice President  
Superintendent Tom Horne  
Mr. Jesse Ary  
Ms. Bonnie Kasey  
Dr. John Haeger  
Mr. Larry Lucero  
Mr. Jaime Molera

**Members Absent:**

Ms. Anita Mendoza  
Ms. Cecilia Owen  
Dr. Karen Nicodemus

1. ROLL CALL
2. Presentation, discussion and possible action regarding the delegation of signature authorization to Chief Investigator Charles Easaw during the absence of the Board's Executive Director

Mr. Moore provided an update of leave and stated the approximate date Mr. Yanez is expected back is October 13<sup>th</sup>.

Mr. Moore stated that in the absence of Executive Director Vince Yanez a contingency plan has been created. The plan includes authorizing Mr. Charles Easaw to sign documents.

*Mr. Molera moved to give Mr. Charles Easaw signature authority in the absence of Mr. Vince Yanez.*

*Motion second by Dr. Haeger*

*Motion passes*

3. Presentation, discussion and possible action regarding the proposed operational contingency plan for the Board of Education Office and functions during the absence of the Executive Director

Mr. Moore summarized the contingency plan listed below.

**Operational Contingency Plan – Delineation of Duties**

	<b>RESPONSIBILITY</b>	<b>ASSIGNED</b>	<b>SUPPORT</b>
1.	The Investigative Unit	Mr. Easaw	Additional

			back-up support will be provided for each assignment by others on this list when deemed necessary and appropriate - this would include review and approvals by the Board President or Vice President
2.	Receiverships & USFR issues	Mr. Sampson in consultation with staff	
3.	The Rule-Making Procedures; This will include coordination with Jennifer Pollock who works directly with staff and provides legal advice regarding the rule-making process	Mr. Anderson/ADE	
4.	Coordination with ADE; President Moore and Vice President Balentine will coordinate the preparation of the Board agenda for the month of October	Ms. Dugan – Point of Contact (with the consent of Superintendent Horne)	
5.	New Legislative Bills	Ms. Cannata	
6.	Governor’s Office; Policy initiatives including Race to the Top, College & Career Readiness Policy Institute, and the P-20 Council	Mr. Moore	
7.	ADE, other government and non-government entities; Ms. Meneses will coordinate inquires and communication to the appropriately assigned individual	Ms. Meneses	
8.	Day-to-day Operations	Mr. Easaw	
	Board consent is needed to provide Mr. Easaw with limited signatory authority		

This contingency plan was established with the input and consent of each of the individuals listed above. During the interim period, a weekly coordination meeting has been established that will be attended by the Contingency Team and chaired by President Moore.

*Mr. Ary moved to approve the operational contingency plan during the absence of the Executive Director*

*Motion second by Dr. Balentine*

*Motion passes*

4. Adjourn

*Dr. Balentine moved to adjourn*

*Motion second by Mr. Ary*  
*Motion Passes*

Meeting adjourned at 10:08 AM