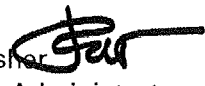




MEMORANDUM

Date: August 5, 2026

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Leshar 
County Administrator

Re: **Southern Arizona Education Council (SAEC): Response to Supervisor Scott Inquiries and Additional Information for Consideration of the Fiscal Year 2026-2027 Contract Discussion on the August 11, 2026 Board of Supervisors Agenda**

Background

This Memorandum responds to inquiries made by Supervisor Rex Scott (Attachment 1) regarding the Southern Arizona Education Council (SAEC) and its operations during the current contract year. The responses below were developed, in part, by SAEC President and CEO Rocque Perez and are accompanied by referenced attachments. This information is to inform the Board's consideration of a future funding contract, scheduled for the August 11, 2026, meeting of the Board of Supervisors.

The SAEC, formerly known as the Metropolitan Education Commission (MEC), is a nonprofit public-serving organization that receives County funding support to advance educational equity, post-secondary access, and youth civic engagement across Southern Arizona. Pima County Board Resolution No. 2025-48, amending Resolution No. 1990-178, formally recognized the organization's evolution from the MEC to the SAEC.

Information Related to Areas of Inquiry

1. Adopted Budget for the Current Contract Year

As reported by SAEC, the Fiscal Year (FY) 2025-26 budget, as amended in January 2026, reflects total operating income of \$326,032.03 (including a fiscal year starting balance of \$44,952.03) and total operating expenses of \$253,391.48. A copy of the full amended budget is provided as Attachment 2. 

2. Revenue Breakdown

As reported by SAEC, the FY 2025-26 budget identifies the following revenue sources:

- Pima County: \$122,000
- City of Tucson (Council Approved Allocation): \$66,000
- City of Tucson (City Manager's Office): \$19,580
- Nonprofit Sponsorships (total): \$41,500
- Business Sponsorships (total): \$10,500
- Foundation sponsorships (total): \$6,500

20260805 PM 04:05

The Honorable Chair and Members, Pima County Board of Supervisors

Re: **Southern Arizona Education Council (SAEC): Response to Supervisor Scott Inquiries and Additional Information for Consideration of the Fiscal Year 2026-2027 Contract Consideration on the August 11, 2026 Board of Supervisors Agenda**

August 5, 2026

Page 2

- Federal Work Study Reimbursement: \$15,000.
- Total contributed and grant revenue (summarized above) for FY 2025-26: \$281,080
- Total FY 2025-26 Operating Income (including starting balance): \$326,032.03

Pima County has confirmed that the City of Tucson will allocate \$19,580 to SAEC through the City Manager's Office for FY 2026-27, as noted below in this memorandum.

3. Meeting Dates and Posted Minutes

As reported by SAEC, according to the County and City agreement governing the SAEC, details on meeting agendas and minutes are maintained and accessible in their dedicated [location](#) as specified under that agreement.

Pima County Note: The most recent posted agenda is July 14, 2026. Prior to the July 14, 2026 agenda, the most recent past prior meeting agendas were January 26, 2026, Executive Committee Agenda and the August 22, 2025, MEC Agenda. The most recent posted minutes posted on the site are the draft from July 14, 2026, with the prior most recent minutes being from January 26, 2026, and August 22, 2025.

4. Current Membership

As reported by SAEC, per the County and City agreement, details on membership are maintained and accessible in the dedicated [location](#) as specified under that agreement.

Pima County Note: Membership of the SAEC is to consist of 24 members. The listing provided on the City of Tucson's Boards & Commissions page names 12 Members and one (1) ex-officio member of the SAEC.

5. Other SAEC Employees: Titles and Duties

As reported by SEAC, in addition to Mr. Perez, the SAEC employs two part-time staff funded in part through Federal Work Study: 1) a College Readiness Associate, who provides direct support to students and families navigating college admissions, FAFSA completion, scholarship applications, and financial aid processes; and 2) an Engagement Associate, who supports the organization's administrative, communications, programmatic, and community engagement functions.

Job descriptions for these positions are provided as Attachment 3. SEAC indicates these roles were filled prior to the evolution from MEC to SAEC and the change in program names. SAEC has also indicated they contract with 58 peer coaches.

The Honorable Chair and Members, Pima County Board of Supervisors

Re: **Southern Arizona Education Council (SAEC): Response to Supervisor Scott Inquiries and Additional Information for Consideration of the Fiscal Year 2026-2027 Contract Consideration on the August 11, 2026 Board of Supervisors Agenda**

August 5, 2026

Page 3

6. Mr. Perez's Job Duties

SAEC indicates that Mr. Perez serves as President and CEO of the SAEC under an employment agreement adopted by the Executive Committee on January 26, 2026, with compensation deemed retroactively effective to December 2, 2025, his return-to-employment date. The employment agreement is provided as Attachment 4 and the Executive Committee minutes are included as Attachment 5. The term of the agreement is valid for one (1) year. According to the agreement, Mr. Perez's duties encompass organizational leadership and management, financial management and sustainability, program oversight and partnerships, and governance and advocacy, including serving as liaison to Pima County, the City of Tucson, Santa Cruz County, and relevant state and regional partners.

Pima County Note: The reference to serving as a liaison to Santa Cruz County remains in the employment agreement notwithstanding changes in pursuit of Santa Cruz County formally joining SAEC as noted below.

7. Status of Teen Town Hall Forum

The 2025-26 Teen Town Hall was not held during the contract year. According to Mr. Perez, the event was rescheduled three times: first for logistical reasons, second due to school alignment concerns, and third in response to safety concerns following the assassination of Charlie Kirk. Instead, SAEC hosted the Democracy Forum in December 2025 at the venue that had already been secured and paid for.

Pima County Note: It is acknowledged that the Democracy Forum was substituted for the 2025-26 Teen Town Hall based on the circumstances stated by SAEC; however, the expectation from Pima County is that hosting of the Teen Town Hall be resumed in subsequent contract years accordance with the applicable contract scope of work.

8. Santa Cruz County Incorporation into SAEC

Mr. Perez's May 12, 2026, memo cited leadership transition at the Santa Cruz County Superintendent of Schools as a factor slowing incorporation. Mr. Perez has clarified that the SAEC has not interacted with Santa Cruz County Administration beyond engagement with one current and one former County Supervisor. Mr. Perez indicated that if incorporation of Santa Cruz County cannot be advanced, SAEC will recommend an amendment to Board Resolution No. 2025-48 to formally exclude Santa Cruz County, though it was stated that is not the preferred outcome.

On July 22, 2026, Mr. Perez emailed Chair Allen a letter dated July 14, 2026, addressed to the Pima County Clerk of the Board and City of Tucson Clerk and associated documents requesting that the Pima County Board of Supervisors amend Resolution 2025-48 to remove Santa Cruz County from the Council's formal governance and membership structure, clarify the role of the

The Honorable Chair and Members, Pima County Board of Supervisors

Re: **Southern Arizona Education Council (SAEC): Response to Supervisor Scott Inquiries and Additional Information for Consideration of the Fiscal Year 2026-2027 Contract Consideration on the August 11, 2026 Board of Supervisors Agenda**

August 5, 2026

Page 4

Chief Executive Officer as the organization's principal administrative officer rather than a voting member of the public body, and make several related housekeeping revisions while preserving the framework and intent adopted by the Board in 2025. The associated documents are provided as Attachment 6. SAEC also provided notification to Pima County Economic Development staff on July 22, 2026, that the Arizona Corporation Commission approved the name change of the organization from the Metropolitan Education Commission to the Southern Arizona Education Council.

Pima County Note: Prior to receipt of the July 22, 2026, resolution amendment request, verbal communications between the Pima County Administrator and Santa Cruz County Administrator included an indication by the Santa Cruz County Administrator that Santa Cruz County does not plan to join SAEC. Receipt of the request from SAEC to amend Resolution 2025-48 to remove Santa Cruz County, among other things, provides definitive confirmation. The requested amendment can be scheduled for future Board of Supervisors consideration, subject to any input and direction that may be provided by the Board.

9. Peer Coach Program: Roles and Responsibilities

According to SAEC, the Arizona Board of Regents (ABOR) provides the most significant portion of the cost-share and facilitates district contracts and contract payouts for peer coaches. ABOR and SAEC both develop and host orientation and training throughout the year in partnership. SAEC facilitates school-level support and peer coach support related to individual school services and college-going guidance. AmeriCorps and ArizonaServe were no longer part of the program as in the subject fiscal year

Pima County Note: The May 12, 2026, SEAC Quarter 3 and 4 Program Report transmitted to the Board on [June 1, 2026](#), indicated, "For more than a decade, the Education Council has operated the Peer Coach Program in partnership with AmeriCorps and Arizona Serve, engaging high school seniors as near-peer mentors to support classmates with FAFSA completion, postsecondary planning, and career exploration. During the 2025–2026 school year, the Council continued implementation of the jointly aligned FAFSA Peer Coach Program with the Arizona Board of Regents, integrating direct FAFSA support with broader postsecondary transition efforts." No further details were received from SAEC regarding the transition away from AmeriCorps and Arizona Serve.

10. Mr. Perez's Return to Principal Officer Role

Supervisor Scott inquired about the effect on SAEC's status as "a broader regional entity" of Santa Cruz County not joining SAEC, and whether that in turn affects Mr. Perez's ability to return as a principal officer. Mr. Perez indicated his belief that Pima County Board Resolution No. 2025-48 effectuated the evolution from the MEC to the SAEC regardless of Santa Cruz County's

The Honorable Chair and Members, Pima County Board of Supervisors

Re: Southern Arizona Education Council (SAEC): Response to Supervisor Scott Inquiries and Additional Information for Consideration of the Fiscal Year 2026-2027 Contract Consideration on the August 11, 2026 Board of Supervisors Agenda

August 5, 2026

Page 5

participation, and that the SAEC Executive Committee retains authority over his employment as outlined in employment contract approved by the Executive Committee.

Pima County Note: As noted above, on January 26, 2026, the SAEC Executive Committee approved the current employment agreement with Mr. Perez. This agreement continues to include a reference to serving as a liaison to Santa Cruz County seemingly irrespective of whether Santa Cruz County joins SAEC. As also noted above, Mr. Perez has submitted a request to amend Resolution 2025-48 to remove Santa Cruz County from the Council's formal governance and membership structure, among other changes. It is recommended that the requested amendment be scheduled for consideration at the September 8, 2026 Board of Supervisors meeting.

11. City of Tucson Funding for FY 2026-27

Supervisor Scott additionally inquired about the amount of funding allocated by the City of Tucson for FY 2026-27. An inquiry by County staff to the City of Tucson determined that the amount budgeted in the current fiscal year is \$19,580 from the City Manager's Office.

Recommendations

It is recommended that the Board of Supervisors direct staff to:

- Renew the contract with SAEC for a one-year period of July 1, 2026, through June 30, 2027, at the current rate of \$122,00;
- Develop a matrix of monthly, quarterly and annual reports and deliverables, including but not limited to SAEC agendas and minutes, and implement a monthly payment schedule by which payments are made to SAEC following the receipt, review and approval of reports by staff as delineated in the matrix;
- Provide the Board of Supervisors with quarterly reports on the operations of SAEC beginning October 1, 2026; and
- Schedule the requested amendment to Pima County Board Resolution No. 2025-48 for consideration at the September 8, 2026, Board of Supervisors meeting.

JKL/je

Attachments

c: Carmine DeBonis, Jr., Deputy County Administrator
Steve Holmes, Deputy County Administrator
Chad Kasmar, Deputy County Administrator
Heath Vescovi-Chiordi, Director, Pima County Economic Development
Rocque Perez, President and CEO, Southern AZ Education Council

ATTACHMENT 1

From: [Rex Scott](#)
To: [Jan Leshner](#)
Cc: [Carmine DeBonis](#); [Monica Perez](#)
Subject: Re: SAEC Questions
Date: Tuesday, June 9, 2026 9:44:42 AM

Jan, to add to Question #2, please ask Tim Thomure what the City of Tucson contribution to the SAEC will be if the contract they have with the organization is renewed. For as long as I have been associated with the MEC/SAEC, the county has contributed far more to the organization than the city has.

Rex

Get [Outlook for iOS](#)

From: Rex Scott <Rex.Scott@pima.gov>
Sent: Thursday, June 4, 2026 11:25:45 AM
To: Jan Leshner <Jan.Leshner@pima.gov>
Cc: Carmine DeBonis <Carmine.DeBonis@pima.gov>; Monica Perez <Monica.Perez@pima.gov>
Subject: Re: SAEC Questions

Jan, to add to Question #9, much of the content of the reports from the MEC/SAEC center on the work of the Peer Coach Program and the results it achieves, especially with FAFSA completion. As a result, it is vital to know how the work in organizing and overseeing the work of the peer coaches is disseminated between the four groups involved with the program.

Rex

Get [Outlook for iOS](#)

From: Rex Scott <Rex.Scott@pima.gov>
Sent: Wednesday, June 3, 2026 4:08 PM
To: Jan Leshner <Jan.Leshner@pima.gov>
Cc: Carmine DeBonis <Carmine.DeBonis@pima.gov>; Monica Perez <Monica.Perez@pima.gov>
Subject: SAEC Questions

Jan, please see below for the questions and requests I have about the SAEC and its operations during the current contract year. As I told you today, I request that these questions be answered by county staff:

1. Please share the adopted budget of the SAEC for the contract year

2. Please describe the revenue breakdown for the SAEC, including the county's contributions and those from any other entity.
3. Please provide a list of dates for meetings of the SAEC during the contract year, including any posted minutes.
4. Please provide a list of the current membership of the SAEC. Their website states they should have 24 appointed members.
5. If there are other employees of the SAEC not including Mr. Perez, please provide their job titles and duties.
6. Please provide a description of Mr. Perez's job duties during the contract year. If there are any work logs to review, please provide them.
7. Please find out why the annual Teen Town Hall, which celebrated its 30th anniversary during the 2024-2025 contract year, was not held during the current contract year.
8. The 5/12/26 memo from Mr. Perez (Attachment #2 in your 6/1/26 memo to the BOS) states that *progress on potential formal incorporation by Santa Cruz County has been slowed in part by leadership transition following the resignation of the Santa Cruz County Superintendent of Schools and the appointment of a replacement*. This statement would seem to be at odds with what was shared with you by the Santa Cruz County manager. Please help to resolve this discrepancy so that it is clear why Santa Cruz County has not joined the SAEC.
9. The 3/8/26 memo from Mr. Perez (Attachment #1 in your 6/1/26 memo to the BOS) states that *the Peer Coach Program, in partnership with AmeriCorps and Arizona Serve, engages high school seniors as near-peer mentors to assist classmates with FAFSA completion, college planning, and career exploration* and also states that *at the conclusion of Quarter 4 2025 MEC and the Arizona Board of Regents finalized an agreement to unify their respective Peer Coach programs*. I would like to know the respective responsibilities of Americorps, Arizona Serve, the Board of Regents and SAEC staff regarding the operation and oversight of the Peer Coach Program.
10. The 12/31/25 memo from Mr. Perez (Attachment #3 in your 6/1/26 memo to the BOS) includes the following excerpt:

During this transition period, the MEC Board reached consensus on a governance arrangement that would allow for my return to the organization in a principal officer capacity following the formal evolution of MEC into a broader regional entity.

Given the fact that the SEAC does not yet include Santa Cruz County, can it be said that the reconstituted MEC is now "a broader regional entity" and wouldn't that fact affect the ability of Mr. Perez to "return to the organization in a principal officer capacity?"

I request that no new contract with the SAEC be forwarded to the Board of Supervisors for our

consideration until these requests and questions are addressed.

Sincerely-

Rex

Rex Scott

Pima County Supervisor, District 1

520-724-2738 (Office)

520-724-8489 (Fax)

Rex.Scott@pima.gov

www.pima.gov/district1

ATTACHMENT 2

**Metro Education Commission Budget
July 1, 2025 - June 30, 2026**

**Amended Budget
by Item as of Jan
2026**

Equity	
3000 · Net Assets	
3010 · Unrestricted Net Assets	\$0.00
3010.1 · Fiscal Year Starting Balance	\$44,952.03
Total Equity	\$44,952.03
Operating Income	
4000 · Contributions & Grants	
4010 · Individual Donations	
4010.1 · Commissioner Donations	\$0.00
4010.2 · Member Donations	\$0.00
4010.3 · Ally Donations	\$0.00
Total 4010 · Individual Donations	\$0.00
4020 · Business Contributions & Grants	
4020.1 · Business Sponsorships	\$10,500.00
4020.2 · Business Grants	\$0.00
Total 4020 · Business Contributions & Grants	\$10,500.00
4030 · Nonprofit Contributions & Grants	
4030.1 · Nonprofit Sponsorships	\$41,500.00
4030.2 · Nonprofit Grants	\$0.00
Total 4030 · Nonprofit Contributions & Grants	\$41,500.00
4040 · Foundation Contributions & Grants	
4040.1 · Foundation Sponsorships	\$6,500.00
4040.2 · Foundation Grants	\$0.00
Total 4040 · Foundation Contributions & Grants	\$6,500.00
4050 · Government Contributions & Grants	
4050.1 · Government Sponsorships	\$0.00
4050.2 · Government Grants	\$207,580.00
City of Tucson (City Manager)	\$19,580.00
City of Tucson (Council Approved Allocation)	\$66,000.00
Pima County (Economic Development)	\$122,000.00
4050.3 · Federal Work Study Reimbursement	\$15,000.00
Total 4050 · Government Contributions & Grants	\$222,580.00
Total 4000 · Contributions & Grants	\$281,080.00
4300 · Fee For Service	
4310 · Individual	\$0.00
4320 · Business	\$0.00
Total 4300 · Fee For Service	\$0.00
4610 In-Kind Services	
4610 In-Kind Professional Services	\$0.00
4620 In-Kind Materials	\$0.00
4630 In-Kind Venues	\$0.00
Total 4600 · In-Kind Contributions	\$0.00
4900 · Other Income	
4910 · Interest	\$0.00
4920 · College Closet Sales	\$0.00
4930 · Event Gross Receipts	\$0.00
Total 4900 · Other Income	\$0.00
Total Operating Income	\$326,032.03
Operating Expense	
5000 · Personnel Expense	
5010 · Gross Wages	\$87,969.33
Total 5010 · Gross Wages	\$87,969.33
5020 · Employee Related Expense	
5022 · Payroll Taxes	\$3,769.78

Metro Education Commission Budget July 1, 2025 - June 30, 2026

**Amended Budget
by Item as of Jan
2026**

Total 5022 · Payroll Taxes	\$3,769.78
5024 · Employee Benefits	
5024.1 · Employee Appreciation	\$0.00
5024.2 · Medical Expense	\$3,600.00
5024.3 · Workers Comp	\$3,000.00
Total 5024 · Employee Benefits	\$3,600.00
Total 5020 · Employee Related Expense	\$7,369.78
Total 5000 · Personnel Expense	\$95,339.11
5100 · Facility Costs	
5105 · Occupancy	\$6,816.00
5110 · Telecommunications	\$1,200.00
5115 · Insurance	\$4,950.00
Total 5100 · Facility Costs	\$12,966.00
5200 · Administrative Costs	
5225 · Dues/Subscriptions & Licenses	
5225.1 · Licenses & Permits	\$100.00
5225.2 · Dues & Subscriptions	\$500.00
Total 5225 · Dues/Subscriptions & Licenses	\$600.00
5230 · Legal & Professional Services	
5230.1 · Payroll Service Fees	\$850.00
5230.2 · Accounting Service Fees	\$3,000.00
5230.3 · Professional Service Fees	\$0.00
Total 5230 · Legal & Professional Services	\$3,850.00
5240 · Repairs and Maintenance	
5240.1 · Repairs & Maintenance	\$0.00
5240.2 · Copier Lease & Maintenance	\$0.00
Total 5240 · Repairs and Maint. Expenses	\$0.00
5245 · Material and Supplies	
5245.1 · Office Supplies	\$3,250.00
5245.2 · Computer Software & Supplies	\$1,068.00
Total 5245 · Material and Supplies	\$4,318.00
5250 · Printing & Postage	
5250.1 · Postage	\$300.00
5250.2 · Printing	\$150.00
Total 5250 · Printing & Postage	\$450.00
5255 · Contingency Funds	\$0.00
Total 5200 · Administrative Costs	\$9,218.00
5300 · Conferences & Meetings	
5325 · Transportation and Mileage	\$700.00
5330 · Conferences & Meetings	\$800.00
5335 · Training and Development	\$600.00
5340 · Fundraising Events	\$0.00
5345 · Hotel	\$0.00
Total 5300 · Conferences & Meetings	\$2,100.00
5400 · Programs & Services	
5320 · Transportation and Mileage	\$4,450.50
5425 · Venue, Equipment & Supplies	\$49,786.45
5430 · Program Consumables	\$5,306.42
5435 · Contract Services	\$14,950.00
5440 · Gifts & Celebratory Awards	\$4,200.00
5445 · Stipends, Scholarships & Cash Awards	\$50,500.00
Total 5200 · Programs & Services	\$129,193.37
5500 · Marketing and Advertising	
5525 · Digital Advertising	\$75.00
5530 · Printed Advertising	\$2,500.00

**Metro Education Commission Budget
July 1, 2025 - June 30, 2026**

**Amended Budget
by Item as of Jan
2026**

5535 · Design & Production	\$500.00
5540 · Merchandise	\$0.00
5545 · Web Hosting and Maintenance	\$800.00
5550 · Sponsorships/Community Engagement	\$700.00
Total 5500 · Marketing and Advertising	\$4,575.00
4610 In-Kind Services	
4610 In-Kind Professional Services	\$0.00
4620 In-Kind Materials	\$0.00
4630 In-Kind Venues	\$0.00
Total 4600 · In-Kind Contributions	\$0.00
Total Operating Expense	\$253,391.48

ATTACHMENT 3



Off Campus Federal Work-Study Job Description

College Readiness Associate

Details

Start Date: Dec. 16 or Jan. 6

of Openings: 1

Work Type: Part Time

Duration: Fall, Spring; Summer subject to FWS eligibility.

Approximate # of hours a week: 19-25

Salary Range: \$17 an hour

Job Function: Community Service **Industry:** Non Profit Employer

Country: United States **State:** Arizona **City:** Tucson

Qualifications:

- Enrolled in an accredited college or university and eligible for Federal Work-Study.
- Maintain a GPA of 2.0 or above.
- Strong communication and organizational skills.
- Familiarity with the college application and financial aid processes (personal or professional experience).
- Ability to work collaboratively with diverse groups and stakeholders, including students, families, and educators.
- Self-motivated with a passion for educational access and equity.

Position Overview: The College Readiness Associate will provide direct support to students and families navigating the college-going process, including college admissions, financial aid, FAFSA completion, and scholarship applications. This role will provide one-on-one consultations and advising both online and in-person, in high schools and community-based workshops, ensuring support is accessible to students in Pima County, and as needed statewide.

This role is ideal for a motivated, student-centered individual who is passionate about promoting educational equity and supporting underserved populations in achieving postsecondary success. The Associate will work closely with PCAN staff and community partners to deliver personalized guidance and elevate awareness of PCAN's resources. This individual will report to and receive support from the Executive Director in their work.

Responsibilities:

Direct Student and Family Support

- Assist students and families with all aspects of the college-going process, including college applications, FAFSA completion, scholarship searches, and financial aid navigation.
- Provide personalized consultations in person and through online platforms for students across Arizona.
- Offer follow-up support and resources to ensure students remain on track with their postsecondary plans.

Workshop and Event Participation

- Attend and support school- and community-based workshops on college readiness, financial aid, and career planning.
- Represent PCAN at outreach events to promote available resources and tools to students, families, and educators.
- Assist in organizing and delivering presentations at events in collaboration with Peer Coaches, school counselors, and other community partners.

Resource Development and Outreach

- Help develop easy-to-use resources and guides for students and families on topics such as FAFSA, college applications, and scholarships.
- Collaborate with PCAN staff to promote workshops and services through social media, email campaigns, and school networks.
- Collect testimonials and success stories to demonstrate the impact of PCAN's college readiness initiatives.

Benefits:

- Gain valuable experience in community programming and education.
- Develop leadership and organizational skills.
- Opportunity to make a positive impact on the community.
- Flexible work schedule to accommodate academic commitments.

Contact Information & How to Apply

Agency Name: Metro Education Commission

Contact Name: Rocque Perez

Address: 1080 S 10th Ave, Tucson, AZ

Phone: 520-462-3806

Email resume and letter of interest: Rocque@mectucson.org



Off Campus Federal Work-Study Job Description

College Readiness Associate

Details

Start Date: Dec. 16 or Jan. 6

of Openings: 1

Work Type: Part Time

Duration: Fall, Spring; Summer subject to FWS eligibility.

Approximate # of hours a week: 19-25

Salary Range: \$17 an hour

Job Function: Community Service **Industry:** Non Profit Employer

Country: United States **State:** Arizona **City:** Tucson

Qualifications:

- Enrolled in an accredited college or university and eligible for Federal Work-Study.
- Maintain a GPA of 2.0 or above.
- Strong communication and organizational skills.
- Familiarity with the college application and financial aid processes (personal or professional experience).
- Ability to work collaboratively with diverse groups and stakeholders, including students, families, and educators.
- Self-motivated with a passion for educational access and equity.

Position Overview: The Engagement Associate supports the Southern Arizona Education Council's full suite of administrative, communications, and programmatic functions. While the College Readiness Associate is primarily focused on school-based support programs, the Engagement Associate serves more broadly across the organization to help advance day-to-day operations, special projects, events, partnerships, public-facing communications, and community engagement. This role is ideal for someone who is organized, adaptable, detail-oriented, and energized by mission-driven work across education, civic engagement, and community partnership.

Responsibilities:

Administration and Operations

- Support the day-to-day administrative needs of the Education Council, including scheduling, coordination, document preparation, data entry, filing, and internal organization
- Assist in maintaining records, contact lists, calendars, supply inventories, and administrative systems
- Help coordinate logistics for meetings, trainings, events, and public engagements
- Prepare materials, agendas, sign-in sheets, forms, and follow-up documentation as needed
- Provide general support for organizational workflows, deadlines, and special projects

Program and Event Support

- Assist with implementation of Education Council programs and initiatives across education, civic, and community engagement areas
- Support planning and logistics for events, convenings, recognition programs, trainings, and community-facing activities
- Help coordinate outreach with schools, public agencies, community organizations, sponsors, and other partners
- Support participant tracking, registration, confirmations, and on-site event needs
- Contribute to follow-up, reporting, and documentation tied to programs and events

Marketing, Communications, and Engagement

- Assist in developing and scheduling social media, newsletters, email communications, flyers, graphics, and other public-facing materials
- Help maintain consistency in organizational messaging, branding, and outreach materials
- Draft or support drafting of communications including event announcements, recaps, invitations, partner outreach, and website copy
- Support photography, content collection, and storytelling around Education Council programs and events
- Help strengthen community awareness of the Council's mission, opportunities, and impact

Partnership and Community Support

- Support relationship-building and coordination with community organizations, school partners, public offices, businesses, and other stakeholders
- Help ensure timely and professional communication with external partners and participants
- Assist in identifying opportunities for collaboration, visibility, and public participation across Council initiatives

Benefits:

- Gain valuable experience in community programming and education.
- Develop leadership and organizational skills.
- Opportunity to make a positive impact on the community.
- Flexible work schedule to accommodate academic commitments.

Contact Information & How to Apply

Agency Name: Metro Education Commission

Contact Name: Rocque Perez

Address: 1080 S 10th Ave, Tucson, AZ

Phone: 520-462-3806

Email resume and letter of interest: Rocque@mectucson.org

ATTACHMENT 4



Southern Arizona Education Council

Employment Agreement for the Position of President & Chief Executive Officer

This Employment Agreement ("Agreement") is entered into by and between the Southern Arizona Education Council, a nonprofit public-serving organization and successor to the Metropolitan Education Commission ("Organization"), and Rocque Perez ("Executive").

1. Appointment and Term

- a. The Organization hereby employs Rocque Perez as President and Chief Executive Officer (CEO). This Agreement shall commence on date of adoption by the Organization and shall continue for a term of one (1) year, unless earlier terminated pursuant to Section 9 of this Agreement. The Agreement may be renewed annually upon action of the Executive Committee.
- b. This Agreement supersedes and replaces all prior employment agreements between the parties.

2. Background and Continuity

- a. The parties acknowledge that Executive previously served as Executive Director of the Metropolitan Education Commission under an agreement dated February 4, 2024, which was extended through Fiscal Year 2024–2025.
- b. Executive's employment concluded on May 5, 2025, in order to assume service as a City of Tucson Council Member.
- c. During that period, Executive continued service to the Organization as the City of Tucson's designated representative in a volunteer capacity, and was elected by the membership to serve as Co-Chair and dedicated liaison to City and County.
- d. The prior agreement contemplated the Executive's automatic return to a principal officer role upon completion of City Council service, subject to long-term effectuation by execution of a new agreement by the Executive Committee.
- e. This Agreement effectuates that return and reflects the Organization's evolution into the Southern Arizona Education Council.

3. Duties and Responsibilities

The President & CEO shall have full executive authority and responsibility for the leadership, management, and operation of the Organization, including but not limited to:

- a. Organizational Leadership & Management
 - i. Ensuring compliance with all federal, state, and local requirements applicable to nonprofit organizations, including maintenance of 501(c)(3) status.
 - ii. Leading implementation of strategic priorities as adopted by the Council and Executive Committee.
 - iii. Serving as the Organization's principal officer and chief spokesperson.

- b. Financial Management & Sustainability
 - i. Developing and managing the annual operating budget.
 - ii. Overseeing financial reporting to funders, public partners, and the Council.
 - iii. Leading fundraising, grant writing, and sustainability planning.
 - iv. Coordinating with the Treasurer, accountant, and auditor to complete applicable fiscal reporting.
- c. Program Oversight & Partnerships
 - i. Overseeing all programs, initiatives, and events of the Organization.
 - ii. Managing staff, interns, contractors, and volunteers.
 - iii. Maintaining partnerships with school districts, postsecondary institutions, government entities, nonprofits, and community organizations.
- d. Governance & Advocacy
 - i. Supporting and staffing the Executive Committee and full Council.
 - ii. Preparing written and oral reports.
 - iii. Serving as liaison to the City of Tucson, Pima County, Santa Cruz County, and relevant state and regional partners.
 - iv. Advocating for education, postsecondary access, youth leadership, and civic engagement across Southern Arizona.

4. Compensation

- a. The Organization shall compensate the Executive at an annual salary of Ninety-One Thousand Seven Hundred Seventy Dollars (\$91,770), representing 95% of the salary of a Pima County Board Supervisor and City of Tucson Council Member, payable in accordance with the Organization's regular payroll practices. This compensation rate shall be deemed effective retroactively to December 2, 2025, the Executive's return-to-employment date, and the Organization shall provide any back pay necessary to reconcile compensation paid between December 2, 2025 and the date this Agreement takes effect with the salary established herein.

5. Benefits

- a. The Organization shall provide health, dental, and vision benefits at actual cost to the Organization, as accepted by the Executive, in total not to exceed Five Hundred Fifty Dollars (\$500) per month, subject to available plans and policies.
- b. Paid holidays, vacation, sick time, and personal leave shall be provided in accordance with Organization policy.
- c. Participation in benefits is subject to eligibility requirements of the selected plans.

6. Performance Review

The Executive shall receive a formal annual performance review, conducted by the Executive Committee.

- a. The review process shall include:

- i. Defined performance goals established at the beginning of each term;
 - ii. An opportunity for feedback from the full Council membership; and
 - iii. Written evaluation and recommendations.
- b. Compensation adjustments, contract renewal, or amendments may be considered following the annual review.

7. Outside Activities

The Executive may engage in professional, civic, or academic activities provided such activities do not interfere with the performance of duties and are disclosed in accordance with Organization policy.

8. Termination

- a. Either party may terminate this Agreement without cause upon thirty (30) days' written notice, consistent with Arizona law. The Organization shall compensate the Executive through the effective date of termination.
- b. The Organization may terminate this Agreement for cause, effective immediately, in accordance with applicable law and Organization policy. In such cases, compensation shall be paid through the effective date of termination only.
- c. In the event the Organization terminates the Executive's employment without cause, the Executive shall be entitled to severance equal to thirty (30) days of base salary, payable either in a lump sum or through regular payroll, at the Organization's discretion. Severance shall not be owed in the event of:
 - i. Termination for cause; or
 - ii. Voluntary resignation by the Executive.

Receipt of severance is contingent upon the Executive's compliance with all applicable Organization policies and the execution of a standard release of claims.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, written or oral, relating to the Executive's employment.

Terms and conditions of this Agreement were approved and adopted on January 26, 2026.

This Agreement has been administratively revised solely to correct the date on which the Executive Committee approved and adopted its terms. The correct approval date is January 26, 2026. This revision does not amend, alter, or modify any substantive provision of this Agreement, and the Agreement shall remain in full force and effect as originally approved by the Executive Committee.

In witness whereof, this Agreement is executed as of the dates approved and adopted.



Organization

Karla Silva
Executive Committee Representative



Executive

Rocque Perez
Employee

This document has been signed by the Parties and is maintained electronically through Gusto for recordkeeping and administrative purposes. The electronically stored version shall be considered an official copy of the executed document.

ATTACHMENT 5



Southern Arizona Education Council

Executive Committee Legal Action Report

Pursuant to A.R.S. 38.431.02, notice was given on January 16, 2026, to the members of the Southern Arizona Education Council Executive Committee and to the public, that the Executive Committee would hold a Teams meeting on Monday, January 26, 2026, convening at 9:00 a.m. The public may [join the meeting here](#).

1. Call To Order

Meeting called to order at 9:10am by Kasey Urquidez. Present: Karla Silva, Jake Blumenthal, Jennifer Vasquez and Rocque Perez (Non-Voting). Not Present: Marla Franco.

2. Evolution of the Metropolitan Education Commission

a. Review of Membership Roster

- Approval of Proposed Membership Roster

Mr. Perez presented the item. No action was taken.

b. Approval of Proposed Membership Transition

- Memo on Membership Following Organization Evolution

Mr. Perez invited a motion to approve. So moved by Mrs. Urquidez and seconded by Ms. Silva. Motion carries with unanimous vote in favor.

c. Approval of Appointment Recommendation by County Superintendent of Schools

- Memo on Appointment of Andrea Estolano

Mr. Perez presented the item and invited a motion to approve. So moved by Mrs. Urquidez and seconded by Ms. Silva. Motion carries with unanimous vote in favor.

3. Program and Financial Reports

- a. Review Of 2025-2026 Quarter 1 and 2 Program Report
- b. Approval of Budget Report as Of 1.20.2026
- c. Approval of Amended Budget for Fiscal Year 2025-2026

Mr. Perez presented the Items and recommended tabled discussion of 3(B) and 3(C) to simultaneous consideration of the Chief Executive Officer Contract. Action was tabled until after item 4 has been discussed.

4. Chief Executive Officer Contract

- a. Discussion on Return of Rocque Perez, Following City Appointment
- b. Approval of New Contract Through Fiscal Year
 - Previous Contract Signed 2.04.2024, Extended Through FY 24/25
 - Recommended New Contract, Effective Date of Approval

Mr. Perez presented items 3(A-B), 4(A-B). Mr. Perez deferred to the Executive Committee for further action. Ms. Silva motioned to approve 4(B). The motion was seconded by Mr. Blumenthal and passed unanimously. Mr. Blumenthal motioned to approve items 3(B-C). The motion was seconded by Mrs. Vasquez and passed unanimously.

5. Adjournment

Motion to adjourn by Mrs. Urquidez and seconded by Ms. Silva. Passed with a unanimous vote in favor. The meeting adjourned at 9:43 a.m.

ATTACHMENT 6



To: Pima County Clerk of the Board and City of Tucson Clerk

From: Executive Committee of the Southern Arizona Education Council

Date: July 14, 2026

Re: Implementation of Resolution No. 2026-001 and Membership Transition Plan

On July 14, 2026, the Southern Arizona Education Council adopted Resolution No. 2026-001, requesting amendments to Pima County Resolution No. 2025-48 and City of Tucson Resolution No. 24041. If approved by both governing bodies, the amendments would resolve outstanding governance matters following the Council's 2025 transition from the Metropolitan Education Commission to the Southern Arizona Education Council while preserving the governance framework and intent previously adopted by both jurisdictions.

Specifically, the proposed amendments would:

- Reduce the Council's jurisdiction from a dual-county regional advisory body to a partnership between Pima County and the City of Tucson by removing Santa Cruz County from the Council's authorizing documents, governance structure, and membership composition.
- Amend the composition of the Council from twenty-four (24) members to twenty-one (21) members.
- Reclassify the Chief Executive Officer from a voting member of the public body to the Council's principal officer and designated coordinator while preserving the position's administrative responsibilities and continuity of employment.
- Retain all remaining appointing authorities and membership categories unless otherwise modified by the amendments.

This memorandum is provided to assist the Pima County Board of Supervisors and the City of Tucson Mayor and Council in implementing the proposed amendments, should they be adopted, by documenting the anticipated transition of existing appointments, the continuation of current members, and the proposed alignment of future terms of office.

Should the amendments be adopted, the transition of current membership would occur as follows.

Continuation of Current Appointments

The following members shall continue to serve without interruption in their respective appointment categories:

- Dustin Williams shall continue as the Pima County Superintendent of Schools or designee.
- Jennifer Allen shall continue as the representative appointed by the Pima County Board of Supervisors.
- Lane Santa Cruz shall continue as the representative appointed by the City of Tucson Mayor and Council.
- Irene Robles-Lopez shall continue as the representative appointed by Pima Community College.
- Sharon O'Brien shall continue as the representative of an organization serving children and youth.
- Jennifer Vasquez shall continue as the Grades 9–12 educator representative.
- Marla Franco, Kasandra Urquidez, and Karla Silva shall continue as At-Large Representatives.

Principal Officer

Upon adoption of the amendments, Rocque Perez shall continue to serve as the Council's Chief Executive Officer and principal administrative officer. While no longer constituting a voting member of the public body, the position shall remain the Council's designated coordinator responsible for the administration of the Council, support of the Executive Committee, compliance with applicable public meeting and public records requirements, maintenance of official records, and such additional duties as may be assigned by the Council or Executive Committee.

Membership Categories Removed

Consistent with the proposed reduction of the Council's jurisdiction to Pima County and the City of Tucson, the following membership categories would be eliminated:

- Santa Cruz County Superintendent of Schools or designee.
- Santa Cruz County Board of Supervisors representative.
- Chief Executive Officer as a voting member of the public body.

Term Realignment

To preserve continuity of governance while establishing a more uniform and predictable appointment cycle, the Council intends to transition to standardized terms of office upon the effective date of the amendments.

Accordingly:

- The Pima County Superintendent of Schools or designee, representative of the Office of the Arizona Governor, Pima County Board Supervisor or county designee, and City of Tucson Council Member or city designee shall continue to serve in continuous terms contingent upon their appointment or service in such role.

- Learner representatives shall continue to serve one-year terms ending annually on June 30.
- Members appointed by the Council's Executive Committee, excluding learner representatives, shall transition to terms expiring on June 30, 2028. Thereafter, appointments shall be made for staggered two-year terms in accordance with the governing resolutions.
- Representatives appointed or assumed by public postsecondary institutions shall transition to staggered two-year terms. To preserve staggering, one (1) postsecondary appointment shall expire on June 30, 2027, and the remaining two (2) appointments shall expire on June 30, 2028. Thereafter, all postsecondary appointments shall be made for successive two-year terms.
- Current members shall continue to serve until the expiration of their assigned transition terms unless they resign, become ineligible, are replaced by their appointing authority, or are otherwise removed in accordance with the governing resolutions.

Vacancies Remaining Following Adoption

Following adoption of the amendments, the Council would continue to have vacancies in the following membership categories:

- One (1) representative of the Office of the Arizona Governor.
- Two (2) learner representatives (ages 16–21).
- One (1) educator representing grades K–5.
- One (1) educator representing grades 6–8.
- One (1) school principal.
- One (1) school district or system administrator.
- Three (3) At-Large Representatives.
- Two (2) Presidents or Chancellors, or their designees, representing public postsecondary institutions.

These vacancies may be filled by the appropriate appointing authority following adoption of the amendments and in accordance with the standardized term structure described above.

These membership transitions and term alignments shall become effective only upon adoption of corresponding amendments by both the Pima County Board of Supervisors and the City of Tucson Mayor and Council. Until such time, the Southern Arizona Education Council shall continue to operate pursuant to Pima County Resolution No. 2025-48 and City of Tucson Resolution No. 24041.



Southern Arizona Education Council

Resolution No. 2026-001

**A RESOLUTION OF THE SOUTHERN ARIZONA EDUCATION COUNCIL
REQUESTING AMENDMENT OF PIMA COUNTY RESOLUTION NO. 2025-48 AND
CITY OF TUCSON RESOLUTION NO. 24041 TO REMOVE SANTA CRUZ COUNTY
FROM THE FORMAL GOVERNANCE AND MEMBERSHIP STRUCTURE OF THE
COUNCIL AND TO REVISE THE STATUS OF THE CHIEF EXECUTIVE OFFICER
FOR CLARITY IN GOVERNANCE AND COMPLIANCE WITH APPLICABLE LAW**

WHEREAS, the Metropolitan Education Commission was established in 1990 by joint action of Pima County and the City of Tucson to advise and make recommendations on the educational welfare of the citizens of Tucson and Pima County; and

WHEREAS, since its creation, the Commission's membership composition and appointing structure have been amended by Pima County on multiple occasions to reflect changing educational, civic, and community needs; and

WHEREAS, in 2024, the Metropolitan Education Commission underwent its first major structural revamp in decades, reducing and modernizing its membership and clarifying the relationship between the Commission as a public body and its nonprofit governance functions; and

WHEREAS, in 2025, by adoption of Pima County Resolution No. 2025-48 and City of Tucson Resolution No. 24041, the Metropolitan Education Commission was formally evolved into the Southern Arizona Education Council in order to provide a coordinated regional platform to elevate priorities, pursue equitable investments, and strengthen systems under a mission to empower a more educated and engaged community by connecting learners to opportunities to thrive with purpose; and

WHEREAS, the Resolution's anticipated the incorporation of Santa Cruz County into the Education Council's formal regional governance structure and membership composition; and

WHEREAS, subsequent changes in continuity and leadership within Santa Cruz County, including changes affecting the Santa Cruz County Superintendent of Schools, resulted in that anticipated incorporation not being effectuated; and

WHEREAS, the Southern Arizona Education Council finds that continued references to Santa Cruz County in the formal authorizing resolution create confusion as to the Council's current jurisdictional composition, appointing structure, and governance; and

WHEREAS, Resolution No. 2025-48 also altered the role of the organization's principal executive from Executive Director to Chief Executive Officer, who shall also serve as President of the Council, and made that President/Chief Executive Officer a full voting member of the Council and an ex-officio, non-voting member of the Executive Committee; and

WHEREAS, the Southern Arizona Education Council finds that combining the compensated Chief Executive Officer role with voting membership in the public body has created ambiguity requiring a distinction between public-body governance and nonprofit administration; and

WHEREAS, the Council desires to preserve continuity in executive leadership and maintain the ability of the Chief Executive Officer to serve as the organization's principal staff executive, chief administrator, and chief spokesperson, while removing that role from formal voting membership in the public body itself; and

WHEREAS, the Council requests that Pima County amend Resolution No. 2025-48 and the City of Tucson amend Resolution No. 24041 accordingly;

NOW, THEREFORE, BE IT RESOLVED BY THE SOUTHERN ARIZONA EDUCATION COUNCIL AS FOLLOWS:

1. The proposed amendments to City Resolution No. 15453 and County Resolution No. 1990-178, attached hereto as *Exhibit A*, is approved for distribution.
2. The adopted roster of membership, attached hereto as a memorandum, is approved for distribution.
3. The Executive Committee, including the Chief Executive Officer or equivalent principal officer as may be designated by the Council, and designated staff, is authorized and directed to perform all acts necessary to give effect to this resolution, including augmentation, communication and collaboration with affiliated governmental bodies.

UNANIMOUSLY PASSED AND ADOPTED by the Southern Arizona Education Council on this 14 day of July, 2026.

WHEREAS, on October 1, 1990, Pima County and the City of Tucson jointly adopted County Resolution No. 1990-178 and City Resolution No. 15453, establishing the Metropolitan Education Commission (“MEC”) as a public body entrusted with advising on the educational welfare of the citizens of Tucson and Pima County; and

WHEREAS, in 2025, Pima County Resolution No. 2025-48 and the City of Tucson Resolution No. 24041 formally evolved the MEC into the Southern Arizona Education Council (“the Council”) in order to strengthen regional coordination and educational opportunity across Southern Arizona; and

WHEREAS, those resolutions anticipated the incorporation of Santa Cruz County into the Council’s formal governance and membership structure, which has not been effectuated; and

WHEREAS, it is now in the interest of clarity, continuity, and sound governance to remove references to Santa Cruz County from the Council’s operative formal structure and to clarify the status of the Chief Executive Officer as the organization’s principal executive and coordinator, without conferring voting membership in the public body; and

WHEREAS, the Council continues under a mission to empower a more educated and engaged community by connecting learners with opportunities to thrive with purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE [PIMA COUNTY BOARD OF SUPERVISORS / CITY OF TUCSON MAYOR AND COUNCIL] RESOLUTION [NO. 2025-48 / NO. 24041] IS AMENDED TO READ AS FOLLOWS:

SECTION I. NAME OF THE BODY

The Metropolitan Education Commission is hereby formally evolved and reestablished as the Southern Arizona Education Council (“the Council”), a regional public body and coordinating organization, in partnership with Pima County and City of Tucson.

SECTION II. FUNCTIONS AND PURPOSES

The Council shall fulfill the following regional functions under a mission to empower a more educated and engaged community by connecting learners with opportunities to thrive with purpose.

- A. Identify and develop solutions to issues of economic, political, and social importance to education, ensuring responsiveness to the needs of learners, educators, and the community;
- B. Convene and coordinate public, private, and community-based agencies to enhance the educational welfare of children, teens, and adults;
- C. Promote ideas, programs, and practices that deliver high-quality educational outcomes and expand access to learning opportunities across all ages and stages;
- D. Elevate and align the efforts of organizations engaged in education and civic development to ensure public awareness and shared pursuit of educational excellence;

- E. Advocate for sound policies, practices, and public commitments necessary to advance educational opportunity, civic engagement, and regional well-being.

SECTION III. APPOINTMENTS, QUALIFICATIONS, AND TERM OF OFFICE

A. Appointments

The Council shall consist of twenty-one (21) members. All members shall serve without compensation but may receive reasonable reimbursement for expenses as may be fixed by resolution. Membership shall be composed as follows:

- **Automatic Appointments Contingent on Employment:**
 - One (1) Pima County Superintendent of Schools or designee
- **Appointed or Assumed by the Arizona Governor:**
 - One (1) representative of the Office of the Arizona Governor
- **Appointed by Pima County Board of Supervisors:**
 - One (1) Board Supervisor or county designee
- **Appointed by City of Tucson Mayor and Council:**
 - One (1) Council Member or city designee
- **Appointed by the Council's Executive Committee:**
 - Two (2) learners, aged 16–21
 - One (1) educator for grades K–5
 - One (1) educator for grades 6–8
 - One (1) educator for grades 9–12
 - One (1) school principal
 - One (1) school district or system administrator
 - One (1) representative of an organization serving children or youth
 - Six (6) at-large representative of the broader community
- **Appointed or Assumed by Post-Secondary Institutions**
 - Three (3) Presidents or Chancellors, or their designees, representative of public postsecondary institutions.

B. Qualifications and Term of Office

All members, excluding those appointed by the Governor and Post-Secondary Institutions, in addition to At-Large Members, must reside within the jurisdictions of the appointing entities and possess demonstrated knowledge applicable to the Council mission. The Council shall strive for diversity in age, gender, ethnicity, geography, lived experience, and professional expertise.

- The Pima County Superintendent of Schools or designee, representative of the Office of the Arizona Governor, Board Supervisor or county designee, and Council Member or city designee shall serve in a continuous term contingent upon appointment in such role.
- Members who are learners shall serve one-year terms.
- All other members shall serve staggered two-year terms and may be reappointed for up to six (6) consecutive years.

C. Principal Officer

The Council may employ or retain a Chief Executive Officer, Executive Director, or equivalent principal officer to serve as the organization's principal executive and chief administrative officer. Such principal officer shall not be a member of the public body by virtue of employment and shall not vote on matters before the Council or the Executive Committee.

- The principal officer shall serve as the primary staff liaison, designated coordinator, and administrative officer to the Council and its Executive Committee. In that capacity, the principal officer shall support the conduct of meetings and the administration of public-body functions, including preparation or coordination of agendas, notices, minutes, public records, and related materials, and shall facilitate compliance with applicable legal, procedural, and reporting requirements of affiliated municipalities and other governmental bodies.
- The principal officer shall attend meetings of the Council and Executive Committee except as otherwise directed for executive-session, personnel, or other lawful purposes. In the event the principal officer is unavailable for a meeting or related function, the Council or Executive Committee may designate another staff person, officer, contractor, or agent to perform such duties on an interim basis, including documenting minutes and coordinating required records or communications.
- The principal officer shall further perform such duties and exercise such authority as may be established by the Council and Executive Committee through bylaws, policies, resolutions, contract, or other lawful action.

SECTION IV. VACANCIES AND REMOVAL

A. Vacancies

An individual appointed to fill a vacancy shall serve the remainder of the unexpired term. If the remainder of that term exceeds one year, it shall count as a full term for the purposes of term limitations.

B. Removal

A member who misses four (4) consecutive meetings or attends fewer than forty percent (40%) of meetings in a calendar year shall be automatically removed. For appointees of Pima County and the City of Tucson, termination shall comply with written directives established by the respective governing bodies. In the absence of such directives, removal shall be effectuated by the Council in consultation with the appointing body, consistent with the organization's governance procedures.

SECTION V. EXECUTIVE COMMITTEE, RULES AND QUORUM

A. Executive Committee

The Council shall elect officers from among its members to form an Executive

Committee, responsible for administrative and organizational governance under A.R.S. §10-24–40. The Executive Committee shall include at least five (5) members, including a Chair, Vice Chair, and Treasurer. The Executive Committee may delegate day-to-day operations to the Chief Executive Officer or equivalent principal officer, committees, or other persons, but retains fiduciary responsibility.

The Chief Executive Officer or equivalent principal officer shall participate in Executive Committee meetings for the purpose of providing reports, recommendations, administrative coordination, and information necessary to the exercise of the Executive Committee's duties, but shall not exercise voting authority in its deliberations or actions.

B. Rules and Policies

The Council shall adopt bylaws and policies aligned with this resolution and applicable law, addressing governance, ethics, conflicts of interest, nondiscrimination, indemnification, and whistleblower protections. The Executive Committee shall manage the activities and affairs of the greater Council, subject to Arizona law governing nonprofits and public bodies.

C. Quorum and Action Without Meeting

A majority of appointed Council members shall constitute a quorum for meetings of the Council, while a majority of those elected to the Executive Committee shall constitute a quorum for meetings of the Executive Committee. All meetings of either body are subject to Arizona Open Meeting Law.

SECTION VI. PARTNER ENGAGEMENT

To further the organization's mission of enhancing the academic and civic welfare of Southern Arizona, the Council may establish a structured, tiered Partner framework for individuals and organizations, designed to inform, support, and amplify its work, without conferring any governing authority or public body status.

- Serve in an advisory, supportive, or investment capacity;
- Are not members of the public body or eligible to vote on Council matters;
- May be appointed to committees or task forces by the Executive Committee.

The Executive Committee shall maintain and oversee this framework, ensuring inclusive and equitable representation aligned with the region's educational landscape.

SECTION VII. ADVOCACY, LOBBYING AND POLITICAL ACTIVITY

The organization may engage in advocacy activities to inform and educate the public and policymakers on issues related to its mission. Such activities include, but are not limited to, public campaigns, outreach, dissemination of research, and participation in forums.

A. Advocacy Permitted

The Council may conduct educational and advocacy activities consistent with its mission and legal status.

B. Limited Lobbying Activities

Limited lobbying is permitted within IRS thresholds for 501(c)(3) organizations and must be approved by the Executive Committee and disclosed in reporting.

C. Prohibition on Political Activity

The Council shall not support or oppose any candidate for elected office. Council members and partners may engage in personal political activity, provided it is separate from their Council role and resources.

D. Guidance and Compliance

The Council's Executive Committee shall issue policies and oversight procedures to ensure lawful and ethical conduct.

SECTION VIII. AMENDMENTS

This resolution may be amended by joint action of the two founding jurisdictions upon recommendation of the Council and adoption of parallel resolutions by all parties.

NOW, BE IT FURTHER RESOLVED, that Pima County and the City of Tucson, in joint and parallel action, hereby adopt this resolution further clarifying and effectuating the governance structure of the Southern Arizona Education Council, effective immediately.

Resolution [No. 2025-48 / No. 24041] is hereby amended to conform with this Resolution. All provisions of Resolution [No. 2025-48 / No. 24041] and [County Resolution No. 1990-178 / City Resolution No. 15453] that are inconsistent with this Resolution are hereby repealed, and all remaining provisions of Resolution [No. 2025-48 / No. 24041] and [County Resolution No. 1990-178 / City Resolution No. 15453], as otherwise amended to date, shall remain in full force and effect.