

**PRESCOTT UNIFIED SCHOOL DISTRICT**  
**District Office - Board Room**  
**300 East Gurley Street**  
**Prescott, Arizona 86301**

**GOVERNING BOARD**  
**REGULAR MEETING**  
**5:00 PM**  
**JUNE 1, 2021**

This Meeting can be viewed via live stream using the following link:

<https://www.youtube.com/c/BadgerMedia/Live>

Members of the Governing Board will attend either in person or by telephone conference call.

The Governing Board may consider any item on this agenda in any order and at any time during the meeting.

Copies of agendas and supplementary documentation relative to public meetings are available from the Superintendent's Office during normal work hours 24 hours prior to meeting and on the evening of the meeting.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's Office at (928) 445-5400. Requests should be made as early as possible to arrange the accommodation.



**Mission Statement**

- P**roviding extraordinary opportunities through a variety of programs and challenging curriculum.
- U**niting the PUSD family of students, staff, and community members through positive relationships.
- S**upporting exceptional staff through on-going individualized professional development.
- D**eveloping a highly educated, civic-minded, and productive community, one student at a time.

**Vision Statement**

Prescott Unified School District educates students to be confident, lifelong-learners prepared to achieve their full potential in a complex, interconnected world.

## AGENDA

### 1. STRATEGIC PLAN COLOR KEY:

STUDENT ACHIEVEMENT

CULTURE

COMMUNITY AND STAKEHOLDER RELATIONSHIPS

ENROLLMENT

RESOURCE ACCOUNTABILITY

### 2. CALL TO ORDER - President Deb Dillon

### 3. OPENING CEREMONY

A. Welcome - President Deb Dillon

B. Pledge of Allegiance

### 4. APPROVAL OF AGENDA - President Deb Dillon

A. Consider approving the agenda, as presented.

RELEVANT INFORMATION: Board Policy requires the approval of the agenda.

### 5. APPROVAL OF MINUTES - President Deb Dillon

RELEVANT INFORMATION: Board policy requires the approval of minutes.

A. Consider approving the minutes from the Governing Board Retreat / Working Meeting of April 29, 2021, as presented.

Consider approving the minutes from the Regular Study and Voting Session meeting of May 4, 2021, as presented.

RELEVANT INFORMATION: Board policy requires the approval of minutes.

### 6. PRESENTATIONS

A. SSC Custodial Services Partnership Presentation

Presenter: Brian Moore, Chief Financial Officer

B. Sexual Education update

Presenter: Kelli Bradstreet, Director of Instructional Support

C. Instructional Minute - Student Agency

Presenter: Kelli Bradstreet, Director of Instructional Support

## 7. INFORMATION ONLY ITEMS

### A. Summary of Current Events

1. Superintendent  
[www.prescottschools.com/calendars](http://www.prescottschools.com/calendars)
2. Governing Board Members

## 8. ACTION ITEMS

**A. CONSENT AGENDA** - *All those items listed below may be enacted by one motion and approved as Consent Agenda items with or without discussion. However, any item may be removed from the Consent Agenda and considered separately if a Governing Board member so requests.*

*The resolutions included in the Consent Agenda have been posted in order to waive the reading of the body of the resolutions.*

Consider approving the Consent Agenda as presented.

1. Consider approving the certified and classified personnel actions as presented.

**RELEVANT INFORMATION:**

A copy of the personnel report is attached for review.

Presenter: Clark Tenney, Director of HR/Special Projects

2. Consider approving the donations as presented.

**RELEVANT INFORMATION:**

Board policy requires acceptance by the Governing Board of all donations.

Presenter: Brian Moore, Chief Financial Officer

3. Consider ratifying the vouchers as presented.

**RELEVANT INFORMATION:**

Arizona Revised Statutes require approval/ratification of all vouchers.

Presenter: Brian Moore, Chief Financial Officer

4. Consider approving the Student Activities Fund Statement of Receipts and Disbursements for May 2021, as presented.

**RELEVANT INFORMATION:** Please see the attached reports.

Presenter: Brian Moore, Chief Financial Officer

5. Consider approving Mr. Joseph W. Howard, Superintendent; Ms. Mardi Read, Assistant Superintendent; Mr. Brian Moore, Chief Financial Officer; and Mrs. Connie Goode, Director

of Purchasing, as designated persons authorized by the Governing Board, when competitive sealed bidding is either not practicable or not advantageous to the district, to issue written determinations to solicit competitive sealed proposals, multi-term contracts, factors for alternative project delivery methods for construction services, or non-construction contracts requiring bid or contract security for the 2021-2022 school year.

**RELEVANT INFORMATION:**

In order to follow the procurement rules established in the Arizona Administrative Code, the Governing Board can name those authorized to issue written determinations to initiate procurement methods other than competitive sealed bidding. Contract awards will continue to be brought to the Governing Board for approval.

Presenter: Brian Moore, Chief Financial Officer

6. Consider approving the appointment of Mr. Brian Moore as the Treasurer and Mrs. Kathy Wallner as the Assistant Treasurer of Student Activities for Prescott Unified School District for the 2021-2022 school year.

**RELEVANT INFORMATION:**

In accordance with the Uniform System of Financial Records for Arizona School Districts (USFR) a Governing Board of a school district having student activities monies shall appoint a student activities treasurer. The student activities treasurer shall oversee the deposit of the student activities monies in a bank account designated as the student activities account. Any disbursement shall be authorized by or on behalf of the student members of the particular club or organization as provided in the USFR.

Presenter: Brian Moore, Chief Financial Officer

7. Consider approving the following: Arizona State Procurement, Mohave Educational Services, Government Procurement Alliance (1GPA), TCPN, U.S. Communities, and Strategic Alliance of Volume Expenditures (SAVE) contracts and their awarded vendors for the 2021-2022 school year.

**RELEVANT INFORMATION:**

According to R7-2-1191 of the Arizona Department of Education School District Procurement Rules, school districts are allowed to enter into agreements to participate in cooperative purchasing of any materials, services or construction. Cooperative purchasing is described in the procurement rules as "procurement conducted by, or on behalf of, more than one public procurement unit." Every year Prescott Unified School District utilizes one or more of these contracts and/or pricing for the procurement of goods and/or services. Annual Governing Board approval is required.

Prescott Unified School District is currently using the above cooperative agreements to purchase supplies, equipment, services and construction that are advantageous to the district. The Procurement Office will review all consortium contracts for compliance with the School District Procurement Rules before that contract is utilized.

The State Procurement Office establishes awards and maintains statewide contracts for state agencies and political subdivisions throughout the State of Arizona. This cooperative purchasing partnership of 400 plus includes state agencies, colleges and universities, counties, cities, school districts, and qualified not-for-profit organizations.

Mohave Educational Services is a non-profit corporation public procurement unit pursuant to provisions of A.R.S. 11-952 and 41-2632. As a public procurement unit, Mohave must follow the Arizona procurement code. A statewide board of trustees (made up of seven school administrators) provides oversight of the cooperative.

The Strategic Alliance of Volume Expenditures (SAVE) cooperative purchasing group is composed of public agencies within the State of Arizona that have joined together to competitively bid and award certain contracts in an effort to promote further competition in the public procurement process. An agreement with SAVE will enhance the schools ability to purchase supplies, equipment and services that are advantageous to the school.

The State Procurement Office charges it's awarded vendors a 1% fee to administer the State Cooperative Purchasing Program. Mohave also has a one-percent administrative fee built into the vendor pricing. There is no fee to eligible school districts for membership in SAVE.

The Government Procurement Alliance (1GPA) is an Arizona-based non-profit national governmental purchasing cooperative that allows public agencies to take advantage of existing public contracts to purchase the goods they need, at the most competitive prices.

(TCPN) is able to leverage the purchasing potential of governmental entities in all 50 states. This means equal pricing for the smallest entity and the largest buyer. All TCPN contracts are competitively bid and evaluated by a government entity serving as the lead agency. The lead agency awards these contracts to national vendors in accordance with purchasing procedures mandated by state procurement laws and regulations. TCPN contracts are available for use, and benefit public and private schools, colleges and universities, cities, counties, non-profits, and all governmental agencies.

U.S. Communities was founded in 1996 as a partnership between the Association of School Business Officials, the National Association of Counties, the National Institute of Governmental Purchasing, the National League of Cities, and the United States Conference of Mayors. U.S. Communities is the leading national government purchasing cooperative, providing world-class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institutes, and non-profits looking for the best overall supplier government pricing.

The Governing Board is required to authorize contracts over \$100,000. It is the intent of the District to utilize these contracts in the 2021-2022 fiscal year.

Presenter: Brian Moore, Chief Financial Officer

8. Consider approving the use of the list of vendors as Sole Source procurement for the 2021-2022 school year as presented.

**RELEVANT INFORMATION:**

Procurement guidelines require the Governing Board to approve the listing of vendors that are utilized as "Sole Source." Sole Source is when no reasonable alternative exists.

Below please find a listing of vendors used for everything from health benefits to software/licensing.

Note: Not all vendors listed will be used each year. Vendors from the Sole Source listing are used as required.

**SOLE SOURCE LIST - SY 2021-2022**

Software-Galileo - IMAGINE LEARNING  
Service contract for Delta System that controls our HVAC system - AZ Control Specialists  
Professional Development - Father Flanagan's Boys' Home  
Software/License - Harris School Solutions/Computer Systems  
Health Benefits - Health Equity  
Instructor/Curriculum - Highland Center for Natural History  
Web-based, adaptive K-8 curriculum - MobyMax  
Software and accompanying support - PowerSchool  
Repeater Airtime 2way radio - RadioLink  
ScoreVision Annual Software - ScoreVision  
Capturing Kids Hearts Training - The Flippen Group

Presenter: Brian Moore, Chief Financial Officer

9. Consider approving the District's current bank accounts and authorized signers for the 2021-2022 school year as presented.

**RELEVANT INFORMATION:**

Pursuant to A.R.S. 15-321, 15-1122 and 15-1126, the Governing Board should approve the bank accounts and authorized signers on a yearly basis.

Please see the updated attached list.

Presenter: Brian Moore, Chief Financial Officer

10. Consider the Approval of a Resolution authorizing the execution of warrants between board meetings, as presented.

**RELEVANT INFORMATION:** This resolution would make it possible where an order for salary or other expenses may be signed between board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board.

Presenter: Brian Moore, Chief Financial Officer

11. Consider approving Mr. Joseph W.Howard, Superintendent; Ms. Mardi Read, Assistant Superintendent; Mr. Brian Moore, Chief Financial Officer, as designated persons authorized by the Governing Board to use "emergency procurement" for goods and services when an emergency condition exists for the 2021-2022 school year.

**RELEVANT INFORMATION:**

In order to follow correct "emergency procurement" procedures, the Governing Board must name those authorized to utilize emergency procurement on behalf of Prescott Unified School District. Every year, emergency procurement is used to remedy everything from lightening damaged fire alarm and telephone systems, to a bus breaking down out of town. Health and safety issues also call for immediate correction, such as mold or asbestos concerns. These are examples where emergency procurement has been used to solve problems. Sometimes insurance covers the cost of the problem and sometimes the problem has to be taken care of within the district budget. If the problem requiring emergency procurement is above a normal maintenance budget, the Superintendent advises the Governing Board of the corrective action.

Coordination among the Business Office, Facilities Department, Transportation Department, Purchasing Department, and the Administration assists in the resolution of any problems.

Presenter: Brian Moore, Chief Financial Officer

12. Consider approving the authorization of line item Maintenance and Operation (M&O) expenditures in excess of the budget but within the total M&O budget for fiscal year 2021-2022 as presented.

RELEVANT INFORMATION: Per A.R.S. 15-605(G), this resolution allows the District to exceed budget line items within the Maintenance and Operations, with the understanding that the District does not exceed the total Maintenance and Operations budget in total. Please see the attached formal resolution.

Presenter: Brian Moore, Chief Financial Officer

**B. STUDY AND VOTING SESSION** - (if a member of the public wishes to speak to one of the following voting items, please complete and return exhibit (BEDH-E) to Sarah Torres sarah.torres@prescottschools.com prior to the start of the meeting)

1. **Consider approving an out-of-state travel request from Andy Binder, Principal at Prescott Mile High Middle School for 19 students, 2 parent chaperones, and one teacher chaperone to travel to Washington, DC, June 7 through June 11, 2021, as presented.**

**RELEVANT INFORMATION:**

Please see the attached information from Andy Binder, Principal, Prescott Mile High Middle School, for detailed information about this trip.

**Presenter:** Andy Binder, PMHMS Principal

2. **Consider approval of the new Prescott High School Principal recommendation for Adam Neely, as presented.**

**RELEVANT INFORMATION:**

PUSD has just completed a thorough, nationwide search for a new Principal for Prescott High School. A committee of 14 including PHS parents, staff, community leaders, and next year's Student Body President evaluated the application of 15 school leaders from across the United States to select 6 candidates to interview. The committee selected 3 finalists from among the interviewees. Finalists were interviewed by the District Administrative team, and also met with our PHS community on May 19, 2021, for community input. After considering all this input, DAT is recommending to the Board Adam Neely as the new Principal of Prescott High School, beginning the 2021-2022 school year.

**Presenter:** Joseph W. Howard, Superintendent

3. **Consider approving the School Facilities Board "Terms and Conditions for Acceptance of Monies from the Building Renewal Grant Fund" - Award/Contract Number BRG-DSGN-00273 for reconditioning PHS main gym bleachers and replacing PHS auxiliary gym bleachers.**

**RELEVANT INFORMATION:**

Governing Board approval is required in order for the School Facilities Board to distribute any

monies for projects from the Building Renewal Grant fund in order to be in compliance with state law.

**4. Consider approving the addition of a 1.0 FTE certified teacher with the title of SEI (Structured English Immersion) Targeted Instructor for K-4 schools, as presented.**

**RELEVANT INFORMATION:**

To fulfill the recently adopted mandatory model of instruction for ELL (English Language Learner) students, which requires a minimum of 1 hour of targeted instruction aligned with the new English Language Proficiency Standards (ELPS 2019). Currently, in the K-4 grade bands, Title 1 Reading Interventionists are responsible for being the SEI Instructor in addition to their other duties of supporting the Title 1 program. The increased instructional and testing burden on reading interventionists is causing a decreased number of students who are able to receive Title 1 services. This position will help us build capacity for filling in the gaps and therefore we propose that funding for this position be secured through ESSER II monies.

**Presenter:** Kelli Bradstreet, Director of Instructional Support

**5. Consider moving early release for staff professional development and collaboration from Wednesdays to Fridays for all currently approved district calendars.**

**RELEVANT INFORMATION:**

Due to COVID mitigation and different learning models during the 2020-2021 school year, PUSD moved early release days to Fridays. Feedback from parents and staff became frequent in asking that it remain that way going forward. Principals have had a lengthy discussion on this request and have created the attached list of points that support this recommendation.

**Presenters:** Kelsey Secor, Taylor Hicks Principal & Teresa Bruso, Granite Mountain School Principal

**6. Consider approving a renewal agreement to provide a Child Nutrition Program for Sacred Heart through Prescott Unified School District's Food Service Program, as presented.**

**RELEVANT INFORMATION:**

Prescott Unified School District has provided this program to Sacred Heart for many years in the past. The agreement provides that the district shall not operate the school meal program at a financial loss and that Sacred Heart will be financially responsible for any deficit in the program.

**Presenter:** Brian Moore, Chief Financial Officer

**C. INFORMATION AND DISCUSSION ITEMS**

1. Brian Moore, Chief Financial Officer, has prepared the School Board Summary Budget Report for your review.
2. Update and discussion - ESSER /COVID information.
  - a. Funds received for COVID (ESSER, ESG, DEMA, etc.)
  - b. COVID funds spent to date
  - c. Budget plan moving forward with COVID funds



Presenter: Brian Moore, Chief Financial Officer

3. Update and discussion on the most recent COVID information.

- a. Committee planning
- b. Rapid test possibilities
- c. Vaccination clinics

Presenter: Alexa Scholl, Health & Safety Coordinator

4. Future Agenda Items

**5. Meeting Dates:**

Special Study and Voting Session: June 29, 2021 (proposed budget), at 5:00 pm in the PUSD District Office Boardroom

Regular Study and Voting Session: July 13, 2021, at 5:00 pm in the PUSD District Office Boardroom.

**9. EXECUTIVE SESSION:**

The Prescott Unified School District Governing Board may vote to enter into Executive Session according to A.R.S. 38-431.03 for the following purposes:

- Executive session to discuss or consider superintendent's employment, assignment, and appointment in accordance A.R.S. 38-431.03 (A)(1). The superintendent will receive written notice of the executive session, as is appropriate but not less than 24 hours, to determine whether the discussion or consideration should occur at a public meeting.
- Executive session to discuss or consult for legal advice with the Governing Board's attorney regarding the superintendent's employment, assignment, and appointment in accordance with A.R.S. 38-431.03(A)(3).

A. Consider moving into Executive Session according to A.R.S. 38-431.03(A)(1) and A.R.S. 38-431.03(A)(3).

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during the executive session. Failure to comply is a violation of A.R.S. 38-431.03.

B. Consider adjourning the Executive Session and reconvening the Governing Board Regular Study and Voting Session.

**10. STUDY AND VOTING SESSION:**

A. Consider the approval of revisions and/or an extension of the Superintendent's contract.

**RELEVANT INFORMATION:**

Governing Boards have the authority to employ superintendents and to negotiate a contract regarding salary, length of contract, and any standard or non-standard benefits, according to A.R.S. 15-503.

Presenter: Joseph W. Howard, Superintendent

**11. ADJOURNMENT**