

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

GOVERNING BOARD
SPECIAL MEETING

5:00 PM
JUNE 25, 2019

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. **CALL TO ORDER** - President Tina Seeley
2. **OPENING CEREMONY**
 - A. Welcome - President Tina Seeley
 - B. Pledge of Allegiance
3. **APPROVAL OF AGENDA** - President Tina Seeley
 - A. Consider approving the agenda as presented.

4. **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 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 2019-2020 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 2019-2020 fiscal year.

Presenter: Mr. Brian Moore, Chief Financial Officer

2. 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 2019-2020 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: Mr. Brian Moore, Chief Financial Officer

3. Consider approving Mr. Joe 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 2019-2020 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: Mr. Brian Moore, Chief Financial Officer

4. Consider approving Mr. Joe Howard, Superintendent; Ms. Mardi Read, Assistant Superintendent; Mr. Brian Moore, Chief Financial Officer; and Ms. 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 2019-2020 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: Mr. Brian Moore, Chief Financial Officer

5. Consider approving renewal membership and current rates with The Arizona School Alliance for Workers' Compensation, Inc. through June 1, 2020, as presented.

RELEVANT INFORMATION:

It is required by law that the district carry workers' compensation coverage.

Presenter: Mr. Brian Moore, Chief Financial Officer

6. Consider approving the use of the list of vendors as Sole Source procurement for the 2019-2020 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 2019-2020

Assessment Technology, Inc. - Software-Galileo
AZ Control Specialists - Service contract for Delta System that controls or HVAC system
Father Flanagan's Boys Home - Professional Development
Harris School Solutions/Computer Systems - Software/License
Health Equity - Health Benefits
Moby Max - Web based, Adaptive K-8 Curriculum
PowerSchool - Software, and accompanying support
RadioLink - Repeater Airtime 2-way radio
The Flippen Group - Capturing Kids Hearts Training
UbicaBus - Routing and GPS software for school buses

Presenter: Mr. Brian Moore, Chief Financial Officer

7. Consider approving the District's current bank accounts and authorized signers for the 2019-2020 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: Mr. Brian Moore, Chief Financial Officer

8. 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: Mr. Brian Moore, Chief Financial Officer

9. 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 2019-2020 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: Mr. Brian Moore, Chief Financial Officer

10. Consider approving an Intergovernmental Agreement between Yavapai County Education Service Agency and Prescott Unified School District for fiscal year 2019-2020 to provide Nursing Services to our district if there is a need, as presented.

RELEVANT INFORMATION:

This is an IGA with the Yavapai County Education Service Agency for hard to fill positions and to have in place in case the need arises for these services.

This document has been reviewed by PUSD Counsel.

Presenter: Mr. Brian Moore, Chief Financial Officer

B. PUBLIC HEARING

1. Consider recessing the regular meeting to hold a Public Hearing to discuss the Proposed Budget for 2019-2020.
2. Consider adjourning the Public Hearing and reconvening to Regular Session.

C. STUDY AND VOTING SESSION

1. Consider the review and approval of the Proposed Budget for 2019-2020.

RELEVANT INFORMATION:

According to Arizona Revised Statutes, each district is required to annually prepare a Proposed Budget no later than July 5th but at least 10 days prior to the board adopting the proposed expenditure budget. The district must provide a link on our website to the Arizona Department of Education's website where the district's Proposed Budget can be viewed. The district must also publish a copy of the proposed Budget/Summary and a notice of the public hearing and board meeting no later than ten days prior to the meeting. We will post to ADE's website the hearing notification and a link to the proposed Budget/Summary.

Presenter: Mr. Brian Moore, Chief Financial Officer

D. INFORMATION AND DISCUSSION ITEMS

1. Mr. Moore has prepared the FY 2019 School Board Summary Budget Report for your review.
2. Meeting Dates: Regular Study and Voting Session, July 9, 2019 @ 5:00 pm, District Office Boardroom.
3. Future Agenda Items

The public is invited to request future agenda items. The request must be in writing on the form provided and turned into the Board Secretary at the beginning of the meeting or prior to the agenda item. The form must provide a very specific agenda item to be considered by the board. The public member may state the agenda item to be considered, however, no description or conversation may take place at this time. The Board may not respond to questions or comments from the public, but may ask the superintendent to respond when appropriate. The Governing Board President or district office designee will contact the person making the request as of the status of the requested future agenda item.

5. ADJOURNMENT