

PRESCOTT UNIFIED SCHOOL DISTRICT
Hendrix Auditorium @ Prescott Mile High Middle School
300 S. Granite Street
Prescott, AZ 86301

GOVERNING BOARD
REGULAR MEETING
5:00 PM
MAY 4, 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

A. Consider approving the minutes from the Regular Study and Voting Session meeting of April 6, 2021, as presented.

RELEVANT INFORMATION: Board policy requires the approval of minutes.

6. PRESENTATIONS

A. Recognition of Miss Arden Cherry & Miss Emma Tenney, Governing Board Student Representatives.

B. Discovery Gardens School - Parent/Student conversation with the Governing Board regarding positives and suggestions for Discovery Gardens School.

1. The principal will introduce families/students and share their history/grade level with the school.

2. Board President will ask:

○ Can you give us a few examples of what you have really appreciated about your school?

○ What is an idea or some suggestions you can share with us about something we could add or do differently at our school?

3. Board members have discussion and ask questions of the families and principal.

C. Recognition of High School Ambassadors and presentation of cords

D. Prescott Unified School District Education Foundation update

E. Update from Monique LaFlamme - AmeriCorps VISTA/PUSD Attendance Success Coordinator.

7. INFORMATION ONLY ITEMS

A. Summary of Current Events

1. Superintendent

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 requires approval/ratification of all vouchers.

Presenter: Brian Moore, Chief Financial Officer

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

RELEVANT INFORMATION: Please see the attached reports.

Presenter: Brian Moore, Chief Financial Officer

5. Consider approving RFP 17-30-23 for Leased Wide Area Network for the 2021-2022 school year, as presented.

RELEVANT INFORMATION:

The Governing Board is asked to renew the award for Leased Wide Area Network. This will be year four of five possible years. This contract allows the District to have access to the Leased Wide Area Network. R7-2-1003.58 allows for renewals of multiterm solicitations.

Recommendations that the renewal of award for Leased Wide Area Network goes to:

Cable One

Presenter: Brian Moore, Chief Financial Officer

6. Consider approving IFB: 18-32-23 for Off-Site Refueling for the 2021-2022 school year, as presented.

RELEVANT INFORMATION:

The Governing Board is asked to renew the award for Off-Site Refueling Stations. This will be year four of five possible years. This contract allows the District to have access to Off-Site Refueling. R7-2-1003.58 allows for renewals of multiterm solicitations.

Recommendations that the renewal of the award for Off-Site Refueling Stations goes to:

Bennett Oil

Presenter: Brian Moore, Chief Financial Officer

7. Consider approving RFP 18-33-23 for Auditing Services to be awarded to Heinfeld, Meech & Company, PC., for the 2021-2022 school year, as presented.

RELEVANT INFORMATION:

The Governing Board is asked to approve the award for Audit Services. This will be year four of five possible years. This contract allows the District to have access to auditing services. R7-2-1003.58 allows for renewals of multiterm solicitations.

Recommendations that the renewal of the award for Auditing Services goes to:

Heinfeld & Meech

Presenter: Brian Moore, Chief Financial Officer

8. Consider approving an Intergovernmental Agreement for Substitute Teacher Consolidation Services between Yavapai County Education Service Agency (YCESA) and Prescott Unified School District (PUSD), as presented.

RELEVANT INFORMATION:

The purpose of this IGA is that YCESA shall provide assistance to PUSD to increase substitute teacher fill rates in an effort to lower costs related thereto. This IGA and the Yavapai County substitute teacher consolidation partnership is intended to support and enhance student achievement by providing PUSD with efficient coordination and placement of substitute teachers.

Presenter: Joseph W. Howard, Superintendent

9. Consider approving a Waiver of Conflict of Interest between Prescott Unified School District No. 1 and Yavapai County through the Yavapai County Treasurer regarding lines of credit, as presented.

RELEVANT INFORMATION

YCAO maintains an attorney-client relationship with the parties and may periodically provide legal advice to them. The YCAO recognizes that Prescott Unified School District No. 1 may have independent legal counsel. Nonetheless, the YCAO maintains an attorney-client relationship with School District as the YCAO may periodically provide legal advice to it pursuant to A.R.S. 11-532. School District's "client" status does not change even if it uses independent legal representation. It is also possible that School District may eventually ask the YCAO for legal services concerning the above-referenced matter.

A copy of the Waiver of Conflict of Interest is attached.

Presenter: Joseph W. Howard, Superintendent

B. PUBLIC HEARING - If a member of the public wishes to speak regarding revisions to the 2021-2022 budget limits for the Maintenance and Operations and Capital Budgets, they must complete the attached form (BEDH-E) and return it via email to sarah.torres@prescottschools.com at least 90 minutes prior to the scheduled meeting if attending via Zoom and prior to 5:00 pm on the evening of the meeting if attending in-person.

1. Consider recessing the regular meeting to hold a Public Hearing to discuss the revisions to the 2021-2022 budget limits for the Maintenance and Operations and Capital Budgets.
2. Consider adjourning the Public Hearing and reconvening to Regular Session.

C. STUDY AND VOTING SESSION - (if a member of the public wishes to speak to one of the following voting items, please complete and return the attached exhibit (BEDH-E) to Sarah Torres sarah.torres@prescottschools.com 90 minutes prior to the start of the meeting if attending via Zoom, and prior to 5:00 pm on the evening of the meeting if attending in-person.

1. **Consider approving the revisions to the 2021-2022 budget limits for the Maintenance and Operations and Capital budgets, as presented.**

RELEVANT INFORMATION:

In accordance with A.R.S. 15-905, a district is allowed or is required to revise its budget limits by May 15th. Prescott Unified School District is revising our budget for Maintenance & Operations (M & O) and Capital Budgets for the 2021-2022 school year. Upon approval of the revised budget limits, the Arizona Department of Education will review and approve.

Please see the attachment.

Presenter: Brian Moore, Chief Financial Officer

2. **Consider a reinstatement of PUSD's original policy on cloth face coverings/masks in light of recent COVID spread and in conjunction with recommendations of CDC.**

RELEVANT INFORMATION:

After the Governor rescinded his executive order mandating masks in Arizona schools, the district recommended mask wearing, but allowed it to be optional. Since that time, COVID cases, quarantine numbers, and staff contact tracing has become significant (presentation will be provided by Health & Safety Coordinator with most current case and quarantine numbers.) Many sources indicate that mask wearing is an effective COVID mitigation protocol.

Presenter: Joseph W. Howard, Superintendent

3. Consider taking action to temporarily suspend the District's restriction against the presence and consumption of alcohol on district grounds, specifically for Prescott Mile High Middle School football field and track area, for two special events as requested by the City of Prescott Recreation Services, as presented.

RELEVANT INFORMATION:

According to Governing Board Policy BGF - Suspension/Repeal of Policy, the Governing Board has the authority to temporarily or permanently suspend by a majority vote the operation of any section or sections of Board policies not established and required by law or vested by contract. Legal counsel has stated that the Governing Board has the authority to temporarily suspend the restriction regarding alcohol, but that the "No Tobacco" policy must be enforced and cannot be waived.

Special Events in the City of Prescott are an important part of the fabric of our community. Not only do they generate a positive economic impact for the community, but they also create a positive image for our visitors and residents and demonstrate support for local charitable organizations. Allowing the use of the proposed space will help to grow these events and the associated benefits while relieving congestion in the downtown area for the traveling public and local businesses. The revenue generated for PUSD from these additional two events is expected to be approximately \$4,500.00. The Prescott Unified School District Governing Board previously approved two other events at their Board meeting on April 6, 2021.

The two events are as follows:

August 28, 2021: Rockabilly Festival to benefit the 2021 Courthouse Lighting:

Applicant: Prescott Downtown Partnership

Event Time: 9:00 am to 10:00 pm

Includes Alcohol, live music, and food

October 23, 2021: Prescott Wine Festival to benefit the 2021 Courthouse Lighting

Applicant: Prescott Downtown Partnership

Event Time: 11:00 am - 10:00 pm

Includes Alcohol, live music, and food.

Presenter: Joseph W. Howard, Superintendent

4. Consider approving a Memorandum of Understanding and Amendment to Memorandum of Understanding for the placement of two AmeriCorps VISTA members, as presented.

RELEVANT INFORMATION:

This Memorandum of Understanding (“MOU” or “Memorandum”) and Amendment to Memorandum of Understanding for assignment of AmeriCorps VISTA members is made to define the responsibilities of the Sponsor (Prescott College) and the Host Organization (Prescott Unified School District) with respect to the assignment of AmeriCorps State members to perform services to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems as specified in the AmeriCorps Project Application and work plans.

Presenter: Mardi Read, Assistant Superintendent

5. Consider approving RFP #16-23-21 for Southwest Foodservice Excellence as the district's food service management company for the 2021-2022 school year, as presented.

RELEVANT INFORMATION:

The Governing Board is asked to renew the award for Outsources FSMC Cost Reimbursable. This will be a one-year extension on top of the 5-year contract. This contract allows the District to have access to outsourced food services. R7-2-1003.58 allows for renewals of multiterm solicitations.

Recommendations that the renewal of the award for Outsourced Food Service goes to:

Southwest Foodservice Excellence.

Presenter: Brian Moore, Chief Financial Officer

6. Consider adopting Policy Services Advisory, Volume 33, Number 2 from April 2021, regarding Policy Advisory Number 679, as presented.

RELEVANT INFORMATION

Policy IKFB, Graduation Exercises.

House Bill 2705 (Fifty-fifth Legislature, First Regular Session, 2021), an act relating to local governance of schools, was approved by the Governor, and filed in the office of the Secretary of State on April 20, 2021, as an emergency measure that is necessary to preserve the public peace, health or safety and is operative immediately as provided by law.

Policy BGB, Policy Adoption, states that policies may be adopted or amended at a single meeting of the Board in a Board-declared emergency.

Presenter: Mardi Read, Assistant Superintendent

7. Consider the listed staffing needs/adjustments, as presented.

- a. PMHMS .25 Math Interventionist
- b. Lincoln .5 hr/day Parapro
- c. Abia Judd - .5 SPED Resource Teacher
- d. .25 FTE Facilities
- e. Health & Safety Coordinator

RELEVANT INFORMATION:

2021 has been a different year for staffing due to pandemic enrollment and enrollment stabilization grants. Much will be learned in August when we see how enrollment responds. Due to the unknown, our typical staff-to-student ratio study was not relevant. After early

budgeting in March, these positions have become need areas. In January 2022, the staff/student ratio study will be back in place to ensure staffing accuracy.

Presenter: Clark Tenney, Director of HR/Special Projects

8. Consider approving the .5 Social Emotional Director/.5 Social Emotional Counselor position, as presented.

RELEVANT INFORMATION:

Need has been identified for additional student support in these critical areas. Leadership of this area of student support is also necessary as this becomes a more complex and foundational aspect of student success in our schools.

Job descriptions attached.

Presenter: Clark Tenney, Director of HR/Special Projects

9. Consider approving the Fiscal Year 2022 Proposed Placement Schedule, as presented.

RELEVANT INFORMATION:

The Governing Board is asked to approve any changes to salary placement schedules.

Presenter: Joseph W. Howard, Superintendent

10. Consider approving the position of Administrative Assistant Level IV to Grants, as presented.

RELEVANT INFORMATION:

Prescott Unified School District has received five grants related to pandemic funding. The management of these grants requires a considerable amount of documentation, tracking, and auditing. To assist with meeting grant requirements we are proposing an Administrative Assistant whose primary function will be to support the pandemic-related grants.

Job description and salary schedule attached.

Presenter: Mardi Read, Assistant Superintendent

D. 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 on the most recent COVID information.
a. COVID Funding information

3. Discussion regarding proposed issues for consideration on the ASBA Political Agenda for the 2022 legislative session.

4. Future Agenda Items

5. Meeting Dates:

Regular Study and Voting Session: June 1, 2021, at 5:00 pm in the PUSD District Office

Boardroom.

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 (adopted budget), at 5:00 pm in the PUSD District Office Boardroom.

Other Dates:

May 27, 2021 - Last day of School

9. ADJOURNMENT