

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

GOVERNING BOARD
REGULAR MEETING
5:00 PM
JUNE 27, 2023

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

<https://youtu.be/GV3r3vVrJB8>

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 - Kara Woods, Governing Board Member

A. Consider approving Kara Woods, PUSD Governing Board Member to preside over this June 27, 2023, Governing Board Meeting as Chairperson Pro Tem.

3. OPENING CEREMONY

A. Welcome - Chairperson Pro Tem

B. Pledge of Allegiance - Chairperson Pro Tem

4. APPROVAL OF AGENDA - Chairperson Pro Tem

A. Consider approving the agenda, as presented.

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

5. APPROVAL OF MINUTES - Chairperson Pro Tem

A. Consider approving the minutes from the Regular Study and Voting Session meeting of May 2, 2023, as presented.

RELEVANT INFORMATION: Board policy requires the approval of minutes.

6. INFORMATION ONLY ITEMS

A. Summary of Current Events

1. Superintendent

www.prescottschools.com/calendars

2. Governing Board Members

7. 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, Assistant Superintendent/HR Director

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 2023, as presented.

RELEVANT INFORMATION: Please see the attached reports.

Presenter: Brian Moore, Chief Financial Officer

5. Consider approving Mr. Clark Tenney, Superintendent; Ms. Mardi Read, Assistant Superintendent; Mr. Andy Binder, Assistant Superintendent; Mr. Brian Moore, Chief Financial Officer; and Mrs. Cathy Moody, 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 2023-2024 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 the Chief Financial Officer as the Treasurer and Student Activities Bookkeeper as the Assistant Treasurer of Student Activities for Prescott Unified School District for the 2023-2024 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, Strategic Alliance of Volume Expenditures (SAVE), OMNIA Partners, BuyBoard National Purchasing Cooperative, NCPA, Sourcewell contracts, and their awarded vendors for the 2023-2024 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 school's ability to purchase supplies, equipment, and services that are advantageous to the school.

The State Procurement Office charges its 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 for 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.

OMNIA Partners - Public Sector is the most experienced cooperative purchasing organization for state and local governments, K-12 education, colleges, and universities.

Using cooperative contracts reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide. Our participants have free access to the largest portfolio of competitively solicited and publicly-awarded contracts with best-in-class national suppliers.

All contracts are awarded by a government entity utilizing industry best practices, processes, and procedures. Our lead agencies ensure maximum value with complete transparency of the process. We adhere to the highest standards of public procurement, so you can feel secure knowing that you are in full compliance with industry regulations.

BuyBoard National Purchasing Cooperative - There is power in numbers, and BuyBoard has delivered vast economies of scale in purchasing products and services to members since 1998. Combining the purchasing power of local governments provides members - big and small - the leverage to achieve better pricing on products, equipment, and services they use every day.

BuyBoard was created to support and serve public schools, municipalities, county government, and all types of local government agencies and nonprofits. Our goal is to provide our members with competitive pricing, a trusted and transparent procurement process, reduced administrative costs, and superior service.

NCPA (National Cooperative Purchasing Alliance) is a leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states.

Sourcewell was created by the state of Minnesota and is an independent, local government agency. Sourcewell contracts may be used by governments to procure equipment, products, and services through joint exercise of powers laws or the authority found in cooperative purchasing statutes.

Sourcewell cooperative purchasing contracts are available for use free of charge or any obligation to any government entity, including states, federal government agencies, counties,

cities, and townships, among others.

Presenter: Brian Moore, Chief Financial Officer

8. Consider approving the use of the list of vendors as Sole Source procurement for the 2023-2024 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 2023-2024

Software-Galileo - IMAGINE LEARNING
Software/License - Harris School Solutions/Computer Systems
Health Benefits - Health Equity
Instructor/Curriculum - Highland Center for Natural History
Software and accompanying support - PowerSchool
Repeater Airtime 2way radio - RadioLink
ScoreVision Annual Software - ScoreVision
Capturing Kids Hearts Training - The Flippen Group
Instructional Software - WePlaySmart Software - Hatch
Edge Device Security Cameras-Volt

Presenter: Brian Moore, Chief Financial Officer

9. Consider approving the District's current bank accounts and authorized signers for the 2023-2024 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 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. Clark Tenney, Superintendent; Ms. Mardi Read, Assistant Superintendent; Mr. Andy Binder, 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 2023-2024 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 lightning-damaged fire alarms 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 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 2023-2024 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

13. Consider approving renewal of membership with The Arizona School Alliance for Workers' Compensation, Inc. through June 30, 2024, as presented.

RELEVANT INFORMATION:

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

Presenter: Brian Moore, Chief Financial Officer

14. Consider approving the Arizona Department of Education Food Program Permanent Service Agreement, as presented.

RELEVANT INFORMATION:

In order for districts to participate in the National School Lunch Program, School Breakfast Program, Special Milk Program, Summer Food Service Program, and/or At-Risk, After-school Meals component of the Child and Adult Care Food Programs, the district's Governing Board needs to approve the execution of ADE's Food Program Permanent Service Agreement.

Presenter: Brian Moore, Chief Financial Officer

15. Consider approving the designation of the Chief Financial Officer, Brian Moore, to be the primary signer on the Food Program Permanent Service Agreement and the food service liaison, Marian Shephard, to be an alternate signer.

RELEVANT INFORMATION:

On ADE's Food Program Permanent Service Agreement, the Governing Board must designate the district's primary and alternate signers.

Presenter: Brian Moore, Chief Financial Officer

16. 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

B. PUBLIC HEARING - If a member of the public wishes to speak regarding the Proposed Budget for 2023-2024, they must complete the attached form (BEDH-E) and return it to Sarah Torres, Administrative Assistant to the Governing Board prior to the Public Hearing session of the agenda.

1. Consider recessing the regular meeting to hold a Public Hearing to discuss the Proposed Budget for 2023-2024.
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 exhibit BEDH-E, Public Request to Speak (<https://www.prescottschools.com/Page/558>) to Sarah Torres, Administrative Assistant to the Governing Board prior to the study and voting session of the agenda.

For items with the potential to have many speakers, the overall speaking time may be adjusted by the Governing Board. Speakers will be called to speak in the order in which they signed up, first come, first served.

Requests to speak that are emailed will also be first come, first served. Email requests can be sent to sarah.torres@prescottschools.com at any time prior to the study and voting session of the agenda.

1. **Consider approving the Proposed Budget for 2023/2024, as presented.**

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: Brian Moore, Chief Financial Officer

2. Consider approving the list of student fees and extracurricular fees for the 2023-2024 school year, as presented.

RELEVANT INFORMATION: School District Governing Boards are required to adopt student fees annually at a public meeting.

Please see the attached list of fees.

Presenter: Brian Moore, Chief Financial Officer

3. Consider approving Exhibit A, Governing Board Resolution Superintendent's Employment Agreement Performance Pay Plan, as presented

RELEVANT INFORMATION:

At the May 2, 2023, Governing Board Regular Study and Voting Session meeting, the Board unanimously approved the Agreement of Employment Superintendent of Schools with the exception of item five (5) which requires being finalized in an Exhibit to the Agreement.

Exhibit A is attached.

Presenter: Chairperson Pro Tem

D. INFORMATION AND DISCUSSION ITEMS

1. Brian Moore, Chief Financial Officer, has prepared the School Board Summary Budget Report for your review.

2. Community Comments shared with the Governing Board (what comments/concerns are Board Members hearing from the public in general).

Presenter: Joseph W. Howard, Superintendent

3. Meeting Dates:

Regular Study and Voting Session: Tuesday, July 11, 2023, at 5:00 pm in the PUSD District Office Boardroom.

Special Study and Voting Session: Tuesday, July 18, 2023, at 5:00 pm in the PUSD District Office Boardroom.

8. ADJOURNMENT