

HIGLEY UNIFIED SCHOOL DISTRICT

2935 South Recker Road, Gilbert, Arizona 85295

(480) 279-7000 • www.husd.org

October 11, 2023 - Board Meeting Agenda Questions & Responses

I recommend that Legal Counsel spending be added to future governing board agenda items: In the vouchers or M & O update, Information Item (similar to our ESI spending and budget)...wherever it will best be placed.

- Include what the legal counsel expense was for:
 - SPED
 - Discipline
 - Superintendent Advice/Guidance
 - Governing Board
 - ????

We are in consultation with legal counsel regarding this request.

1. Agenda Item 5.3: Approve Personnel Action Items

- Under "Routine Employment" (although the section heading is not present in the pdf)
 - Line 12, Senior Admin Assistant: Which department is this for?
 - And, is this a new position, or filling a vacancy?
 - If this is a vacancy, when did it occur?

This position is to support the Director of Student Services. This is a new position. This is funded out of HR contingency funding.

- Under "Supplement Assignment"
- Do **all** school club sponsors receive a stipend/supplemental pay?
- What happens if the club fizzles out as the school year progresses? Are there requirements and expectations for this stipend?

No, not all club sponsors receive a stipend/supplemental pay. Many have national chapter or site-based expectations. HR receives the request to pay out during specific dates and finance confirms that it is within the limits of that designated fund. If the club sponsor does not complete the assignment or leaves the position, then we stop paying the remainder of the stipend.

- I would be great if school clubs could be recognized and highlighted, in person or with a video, at board meetings. Can we make that happen? Let's celebrate them and show the community what exceptional opportunities there are in Higley. (battle of books club, garden club, D & D club, robotics club, running club, kindness club, ...)

Yes, thank you for these recommendations. We will continue to reach out to our school sites to celebrate students through Higley Adventures and social media.

- There are ~33 instances for teacher coverage at Cooley Middle School. What's going on? High absence rates? Are Substitutes not accepting assignments?
 - What is your plan to improve this situation?

In regard to CMS: If teachers are covering, it is because the absence is less than 4 hours. Sites are instructed not to request a sub if the absence is less than 4 hours as the substitute pay will automatically round to half-day pay. For example, if a teacher will be out for one hour, they will enter their absence and select "no sub needed". If the teacher had requested a substitute, the sub would automatically be paid for a half day instead of the one hour they were subbing.

- [REDACTED] is listed twice as Department Chair at [REDACTED] and [REDACTED] is listed 3 times as Department Chair at [REDACTED].
 - Is this an error or are they a Department Chair for multiple departments?

Elementary leadership stipends (listed as department chair in the personnel list) may be used differently than department chair stipends in the secondary schools. Teachers express their interest to support students and campuses in multiple ways outside of the contracted school day. Leadership stipends are used to support these positions which may include club sponsors, council leads, tech mentors, etc.

This is not an error; it is due to multiple assignments which are determined by the school site. For example, [REDACTED]

[REDACTED]

- If they are a DC for multiple departments, how do you expect individuals in these positions to manage their time effectively and efficiently as an instructor and DC for multiple departments?

Oversight for these positions is done at the site level.

2. Agenda Item 6.1: Human Resources Quarterly ESI Report

- I assume we will not see the RTW (return to work) expenditures on future reports. Is that correct?

We will continue to provide the RTW expenditures on the ESI Quarterly report.

- Are the RTW values the total for 4 or 5 payments (depending on employee type) from the amounts listed in the vouchers from agenda item 5.4? (See below)
- PO: 202400128, 202400129, 202400130, 202400165, 202400177, each with an invoice date of 9/20/2023

Each PO listed above is for each individual RTW employee.

- Are the "Additional Duties HUSD Sub" from 8.23.2023 "Personnel Action Items" included in the total for this agenda item, under PO #202400799, Certified & Classified Subs?

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

No, these are not on PO 202400799. These teachers were paid at the sub rate in August until their official teaching certificate was received.

- How many long-term substitutes are currently employed across the district?

Since the start of the 23/24 school year, we have had a total of 32 long-term substitutes. As of today, 10/9, we currently have 19 long-term substitutes.

- Last year's quarter 1 ESI report (presented to the Board on 11/2/2022) was \$276,193.31
 - The sub rate increase was approved on 9/21/2022 (\$125 to \$165 for the daily rate and from \$145 to \$185 for the long-term rate.)
- This year's quarter 1 ESI report (10/11/2023) is \$396,813.96
- We have already expended **\$129,620.65** more than last year.

The sub rate increase went into effect on 10/10/2022. We had 1 RTW last year for 22/23 who worked the full school year. We had another RTW employee that worked part of 22/23. This year we have 5 full-time RTW employees. The increased expenditure can be attributed to the increase in the sub daily rates and the 5 full-time RTW employees. Last year we included all of RTW and subs in one ESI total. Attached is data from Arizona School Personnel Administrators Association (ASPAA) to review statewide data.

3. Agenda Item 6.4: Ray & Associates Presentation

- Please help me to understand the timeline. The "Draft Timeline" suggests "**Individual** Board Member Interviews" for October 11th...the day of the Governing Board Meeting.
 - Is this going to happen? If so, will the individual interviews take place in the public meeting?
 - Are there specific questions we should be prepared to answer?

Answer provided by Ray & Associates: The entry on the timeline regarding board member interviews is to remind our team to mention them at the meeting. They will NOT take place on October 11 but rather be scheduled by phone or Zoom at a date/time that works for the board member and one of our team members.

5.2 Approval of Agenda

The minutes for the last meeting should include the following statement "I would assume that everybody within our district is equally and equitably taught math. Culturally responsive teaching is the same as CRT. If there is any racism in any of our classrooms, I would expect for it to be reported as racism is never okay, and neither is teaching anti-racism by being racist. We continue to send our educators on taxpayer dime to such training which is extremely divisive. It's a math and ceramics conference, how about keeping it about math and ceramics instead teaching a Marxist agenda which is one of the reasons why so many parents are pulling their kids from public education. If we truly cared about public education, we would do what is necessary to keep parents from pulling their children."

The district has listened to the board meeting and added verbatim the statements made by Board Member Van Hoek to the board minutes.

5.4 Ratify Payroll and Expense Vouchers – Is it possible to separate specific expenses within Vouchers 1025 and 1027 from the others as a separate line item? That way all the other expenses can be approved while the following is pulled for discussion.

CAPSTONE/CAPSTONE CLASSROOM
GOGUARDIAN
LEARNING A TO Z
KAPLAN EARLY LEARNING COMPANY

We will pull Vouchers 1025 and 1027 from consent and move them to action.

Also, regarding the GOGUARDIAN expense, it was auto renewed from last year, however, the district is not using that product in FY2024 and has already received a credit back for the expense.

5.6 Approval of Overnight and/or Out-of-State Staff Travel -Pull for discussion

Staff Travel has been moved to an action item.

5.8 Receive the Monthly Governing Board M & O Financial Report

The excess in some of these items like Medicaid reimbursement, auxiliary operations, and gifts & donations capital that have a million or more in the balance but have almost NO expenses/encumbrances. Are there anticipated items in future years that will utilize those amounts? Can some of that be used for other needs?

Each fund has rules and regulations regarding allowable expenditures. These funds mentioned above are cash-controlled funds and those are closely monitored by the Finance department. These funds do have anticipated and current expenditures/encumbrances. These funds cannot be used for other needs as the fund is restricted per the Uniform System of Financial Records for Arizona School Districts.

I asked this question for last month’s meeting, but it did not answer whether this includes expenses that are not related to IEP’s and 504’s. So, I’ll ask again. Other than IEP’s and 504’s, does the district get Medicaid reimbursement for anything else? If so, what is it?

Medicaid reimbursement includes the following covered services behavioral health services, occupational and physical therapies, speech therapy, audiology, nursing services, school-based health aides, evaluation services, and transportation.

Cash-Controlled	Beginning CB	YTD Expenditures	YTD Revenues	Encumbrances	Ending Cash Balance
290 Medicaid Reimbursement	\$ 1,984,580	\$ 8,107.09	(17,172.58)	\$ 98,889.72	\$ 1,860,411

This is what the district has paid out for lawsuits against the district?

Correct. Excluding deductible payments and costs covered by insurance.

Cash-Controlled		Beginning CB	YTD Expenditures	YTD Revenues	Encumbrances	Ending Cash Balance
565	Litigation Recovery	\$ 77,974	\$ 598.00	6,760.18	\$ -	\$ 84,137

What type of expenses are included in this line?

Cash-Controlled		Beginning CB	YTD Expenditures	YTD Revenues	Encumbrances	Ending Cash Balance
570	Indirect Costs	\$ 3,199,750	\$ 73,270.43	4,789.01	\$ 449,017.15	\$ 2,682,251

Indirect costs fund most of the Finance department salaries and benefits.

5.9 Receive the Student Activities Fund Report

Student trips like Medieval Times for \$40K or so a few months back, does that student experience use current budget funds vs. student activity funds, or does money flow from the budget into this account to pay for such an item?

Trips such as Medieval Times are funded from auxiliary funds (525) and are 100% funded from parent fees and fundraising.

5.12 Approve Disposal of Assets

Did we get money back for any of the disposed items?

Yes, the district does receive a small amount of revenue back for the disposal of assets.

5.13 Authorization of Expenditure – Cortina Flooring Replacement

Why does the district pay sales tax?

School districts as buyers are not exempt from sales tax. The seller may pass the burden of the tax on to the purchaser, but the seller is ultimately liable to Arizona for the tax. There is no general exemption for sales to school districts; therefore, vendors who sell to school districts are subject to the transaction privilege tax.

6.2 Annual Financial Report

Page 4 the percentage change column would be more meaningful if it showed the actual percentage change vs. the prior year. For example, the category "plant". It being 10.8% of the budget in '23 vs. 9.9% of the budget in '22 is the actual increase 9% and not .9%. The student support category increasing from 6.3% to 7% of the budget, is that an 11% increase not .7%. We need data that easily allows us to identify large variances. I would like this to be explained during the presentation.

This will be explained in the board presentation.

The M&O and Capital do not match from the presentation to the Financial Report. Why is that?

The presentation is regarding the FY2023 Annual Financial Report which is a summary of expenses from 7/1/2022 - 6/30/2023. The FY2024 (current year) board financials are a summary of expenses through August 31, 2023.

I wonder why 2024 is not shown on M&O page like it is on the slide for capital. The bar graph shows the carryover at the start of the fiscal year, the table shows a projection of where we would finish if we were 100% correct on the "encumbrances" which are anticipated expenses remaining in FY '24. The numbers don't match the capital slide because it is not reporting a line item for any carryover year to year. It just adds the carryover into the budget for the year. That line item needs to be shown so that the numbers match for the sake of transparency.

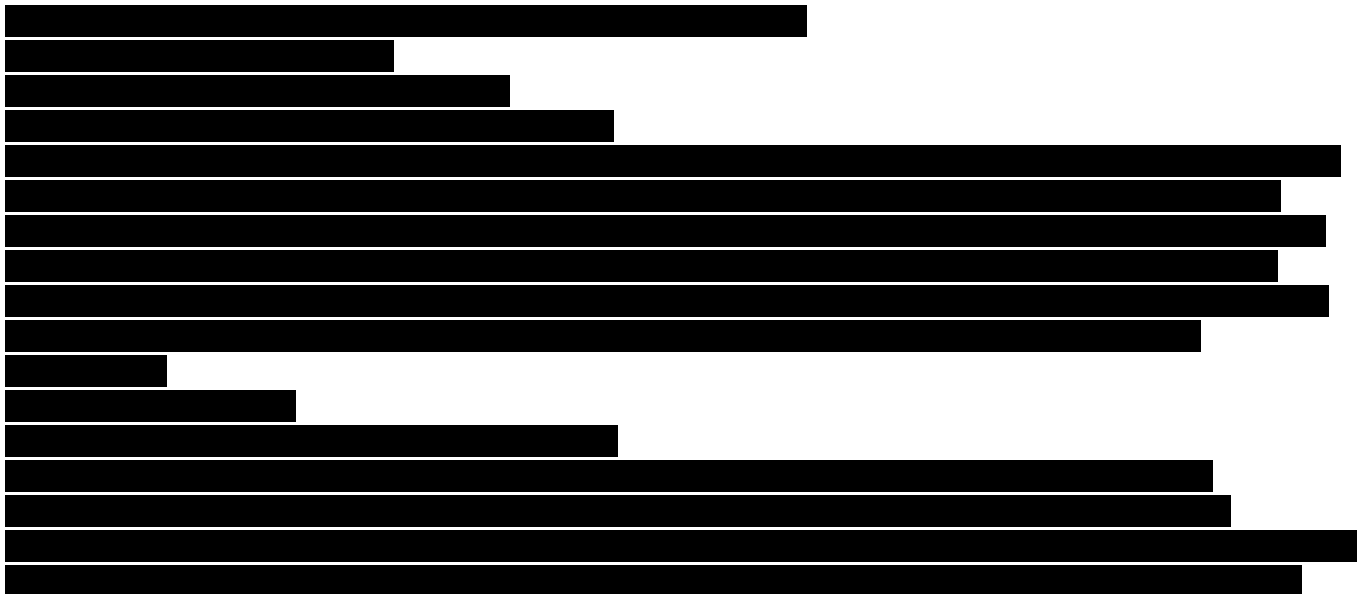
The FY2024 numbers have been removed to avoid confusion as the report is a summary of expenses for FY2023. In addition, the carryover amounts have been broken out for the sake of transparency.

6.4 Ray & Associates Presentation - Superintendent Salary

Please provide the amounts for following for Foley and also Sherry

- Enrollment #
- Base Salary
- Auto allowance
- Annuity
- Memberships
- Community
- Insurance
- Stipend

Foley

A table with 8 rows and 2 columns. The first column lists the categories from the list above, and the second column contains redacted numerical values. The rows correspond to: Enrollment #, Base Salary, Auto allowance, Annuity, Memberships, Community, Insurance, and Stipend.

Richards

A table with 2 rows and 2 columns. The first column lists the categories from the list above, and the second column contains redacted numerical values. The rows correspond to: Enrollment # and Base Salary.

[REDACTED]

7.3 BDG School Attorney, Second Read

Can this be a discussion item instead of an action item? I asked that the attorney help with the language, and I did not get assistance with that. I provided language that gives us an idea of what our rights as board members should be when it comes to legal counsel, but I would like further discussion on this as it is not ready to be voted on.

The proposed policy changes to Policy BDG School Attorney will be presented as a second read/action item pursuant to HUSD Governing Board Policy BGB regarding Policy Adoption (see below). The consulted attorney chose to honor the proposed language provided by a board member. The Board may discuss the item as a second read and take action or board members may choose to not act on this item and ask that the policy go through additional review.

**BGB
POLICY ADOPTION**

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

- *First meeting - the proposal shall be presented for review.*
- ***Second meeting - the proposal shall be presented for discussion and action.***

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board when the proposed policy or amendment is consistent with statutes and other policies and Board members are unanimously in favor of adoption.