

# HIGLEY UNIFIED SCHOOL DISTRICT

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## August 9, 2023 - Board Meeting Agenda Questions & Responses

Original questions in black

Responses to original questions are in red.

Additional follow up questions were received, they are in blue.

Additional responses are in purple.

5.3 May we please get this in Excel Format going forward?

Yes.

5.4 What are the amounts we are waiving for each?

The amount differs, it is based on the time of resignation and contract language.

Contract Language for liquidated damages:

Five hundred (\$500) Dollars if Certificated Employee vacates this Contract between April 5, 2023 - April 30, 2023

Seven hundred fifty Dollars (\$750) if Certificated Employee vacates this Contract between May 1, 2023 - June 30, 2023.

One Thousand Dollars (\$1000) if Certificated Employee vacates this Contract after July 1, 2023.

What are the reasons for the resignation?

The Board reserves the right to waive all or a portion of the liquidated damages if the employee's resignation is due to unforeseen circumstances beyond the employee's control. Uncontrollable circumstances may include, but are not limited to, incapacitating medical condition or injury of the employee or a member of the employee's immediate family requiring employee's care, a spouse's relocation due to employment to a distance beyond a reasonable commuting distance, other situations determined by the Board to be beyond the employee's control. The Board may, but is not required to, waive payment when the employee's departure is to take a position within the education field that constitutes a promotion. Liquidated damages will not be charged when the termination of employment is initiated by the District. Individuals on the Request for Release from Contract and Waive Liquidated Damages Fee qualify under one of these reasons.

I did see the reason for [REDACTED]. How does that qualify for a waiver?

The employee's resignation and reason qualify for a waiver per board policy.

The superintendent report said [REDACTED] How does that qualify under this policy?

Uncontrollable circumstances: may include, but are not limited to, incapacitating medical condition or injury of the employee or a member of the employee's immediate family requiring employee's care, a spouse's relocation due to employment to a distance beyond a reasonable commuting distance.

Upon review of the employee's circumstances and the right to confidentiality, the district administration determined that the reason provided qualified for a waiver.

May I please get a copy of the policy related to Release for Contract & Waive Liquidated Damages Fee?

Policy GCB is attached and also located in BoardDocs.

### 5.5

-Did this go through the curriculum review process subject to OML. When was this curriculum approved and did, they follow OML procedures? If not, why not?

TEACHERS PAY TEACHERS	1009	7/25/2023	234574386	202400382	\$145.31	PRECALCULUS CURRICULUM: ACTIVITIES BUNDLE ALL THINGS ALGEBRA- FOR DUAL ENROLLMENT STUDENTS DURING MATH CLASSES SY 23/24
TEACHERS PAY TEACHERS	1009	7/25/2023	234574386	202400382	\$3.22	PROCESSING FEE
TEACHERS PAY TEACHERS	1009	7/25/2023	234786019	202400623	\$235.00	EARTH SCIENCE CURRICULUM FOR 7TH GRADES SCIENCE TEAM (WORKBOOKS, ACTIVITIES, LABS)
TEACHERS PAY TEACHERS	1009	7/25/2023	234786019	202400623	\$150.00	LIFE SCIENCE BUNDLE FOR 7HT GRADE SCIENCE TEAM (HANDOUTS, LABS, LESSONS)
TEACHERS PAY TEACHERS	1009	7/25/2023	234786019	202400623	\$200.00	PHYSICAL SCIENCE CURRICULUM FOR 7TH GRADE SCIENCE TEAM (WORKBOOKS, ACTIVITIES, LABS)
TEACHERS PAY TEACHERS	1009	7/25/2023	234786019	202400623	\$53.02	Processing Fee

In accordance with A.R.S. 15-721 and A.R.S. 15-722, there is no legal requirement that the types of materials purchased through Teachers Pay Teachers go through the same process as required for basic textbooks or supplemental books. As well, in accordance with A.R.S. 15-721 and A.R.S. 15-722, only meetings of committees authorized for the purpose of textbook review and selection are required to be open to the public (that is, subject to Arizona's open meeting laws). "Teachers Pay Teachers" does not involve any meetings of committees authorized for the purpose of textbook review and selection. Therefore, the OML requirement referenced in A.R.S. 15-721 and A.R.S. 15-722 is inapplicable.

What exactly in the statutes preclude this type of material from having to be reviewed?

The above response was reviewed and approved to be accurate by our legal counsel. A.R.S. 15-721 H. There is nothing in the statutes that preclude this type of material from being reviewed by the public or a governing board; the statute simply does not require such review. In reality, we

know that classroom teachers who go out of their way to locate fun and engaging instructional activities are those that want to keep students focused on learning, enjoying school and prevent instruction from getting “stale”. That said, teachers and site administrators know that classroom instruction must be aligned with state standards, the District’s approved curriculum and Governing Board Policies and Procedures. As an additional safeguard to ensure that such materials are aligned and appropriate for our District, the protocol for purchases made from Teachers Pay Teachers is to have the classroom teacher submit the request to the Department Chair for review and approval. The request is then submitted to the Principal for final approval. Thus, there are multiple levels of review and accountability.

What keeps the district from purchasing all curriculum from TPT just to avoid the law?

It would not be viable to purchase all curriculum through TPT, nor would the District do so. As well, we are unaware of any District or site level administrator who would take intentional action to circumvent the law. With respect to curriculum, the District has had a process in place for years that assures Governing Board involvement and approval of curriculum to the extent required by law and the system has worked well.

#### Item 5.6: Approval of Overnight and/or Out-of-State Staff Travel

- Although not consistently, but on some past staff travel item attachments, costs were itemized to include:
  - Fees (conference/event)
  - Flight cost
  - Car rental cost
  - Hotel cost
- Can we please make this information consistent moving forward and include all costs associated with the requested travel.
- Regarding the Adobe Max 2023 CTE Conference, why is the total cost for two teachers traveling to LA for 5 days \$9,000?
  - Conference fee (without promo code):  $\$1695 \times 2 = \$3390$
  - Most expensive roundtrip flight (currently):  $\$415 \times 2 = \$900$  (with estimated taxes and fees)
  - Most expensive car rental (currently):  $\$1000$  for a luxury full size SUV (total cost per expedia comparison)
  - Hotel and food:  $\sim \$3600$  (with remaining requested money left over...assuming most expensive flight and rental car was selected)

Teachers are participating in the Pre-Conference Training on the 8<sup>th</sup> and 9<sup>th</sup> as well.  
Total Registration with Pre-Conference course is  $\$2,095.00 \times 2 = \$4,190.00$   
Airline was estimated as  $\$500.00 \times 2 = \$1,000.00$   
Hotel at Conference rate for 6 nights is  $(\$250.00 \times 6) \times 2 = \$3,000.00$   
Per Diem at LA Rate of  $\$74.00$  day for 6 days  $(\$74.00 \times 6) = \$444.00 \times 2 = \$888.00$

Total is: \$9,078.00

-Is this for travel this year or was it last year? Why are we just seeing it on the vouchers?

Why did we fly the team for \$22k instead of using buses? Was this/Will this be paid out of the athletics fund raised by the team?

SUNDANCE TRAVEL, LLC	1008	7/19/2023	8/31-9/2	HIG 202400832	\$9,793.71	Roundtrip airfare to CA for football team Aug 31-Sept 2
SUNDANCE TRAVEL, LLC	1008	7/19/2023	8/31-9/2	HIG 202400832	\$11,775.00	Roundtrip airline tickets for Football to CA 8/31-9/2

This is travel for this year for the Higley High Football team to play in Northern California. The team plays at Clayton Valley High School in Concord, CA on September 1. The boosters raise the money for the trip and donate it to the district to pay for the flights. Flying is the most optimal for the team as the time involved to bus the team there and back is too long. According to Google Maps, the bus trip would take over 12 hours one way without stopping at any point.

Item 5.10: Recognition of those Booster Clubs and PTOs Submitting Information to the Administration

- What are the procedures for communicating to the Boosters about their approval?

Once the annual application has been submitted and checked for completion, we contact a member of the PTO/ Booster board to let them know they will be recognized at the upcoming Board meeting.

- And, if there are procedures in place, are they consistent at all school sites?

Yes

- And, if there are procedures in place, who oversees that the communication occurs and is consistent?

There is a district email address that is monitored by two employees at the district office. Parent support organizations have been directed to start communications using this address and we work together to address any needs from the organizations.

PTO/ Parent Booster Training: We have secured an attorney to facilitate the parent meeting for PTO/ Boosters. It is recommended that at least two officers attend the meeting. The meeting will be held at the District Office on August 15th from 5:00pm-6:00pm.

5.12 It would be nice to have these expenses categorized and easy to see year over year. I recall that there was extra \$ budgeted into HCPA this year - this must be part of that?

This agenda item is seeking approval from the Governing Board to authorize the estimated expenditures over \$100,000 for the vendors listed (it is not a history of expenses as those change year to year depending on need).

The vendor in question, Norcon Industries is used throughout the district for stage curtains, rigging, stage lighting, choral risers, and other related expenses and not just for expenses related to the HCPA.

Item 5.13: Approval of Position - Director of Public Information and Marketing

What processes do we currently have in place to measure the success of this position?

The job description will set the expectations for the position along with the supervisor setting goals for 30, 60, and 90 days, etc. Additional measures of success will be addressed through the evaluation process, this is an annual process.

5.13 Why is this necessary?

Yes, the needs of the district have increased due to enrollment and the strategic plan goals.

Is this a lateral move?

No, this position increases the job expectations and duties, education and experience of applicant.

How does this title change impact salary?

This would increase the starting salary by \$9,889.00

What other areas of the position will be impacted by changing from officer to director?

The title is not reflective of the work, nor would it attract the right candidates that have both public relations and marketing experience, education and training. With a new title, additional duties and additional pay we may attract qualified candidates.

Item 7.2: Policy GBEF Social Media and Cell Phone Use, Second Read

- Why were "volunteers" not included in the language of this policy?
  - These expectations should apply to them as well (volunteer: Coaches, PTO, Booster, Crossing Guards, classroom assistance, office assistance, wherever volunteers interact with students).

Policy Update: After review by our legal counsel of the Social Media and Cell Phone Policy, it was recommended that Volunteers not be added to this policy. Currently, all volunteers at HUSD must sign a Code of Conduct and Confidentiality Agreement. Volunteers agree to follow these agreements and will be held to the same standard outlined in the agreements.

What are the consequences if a volunteer violates the Code of Conduct?

Human Resources would investigate the violation and decide as to the proper consequences based on the violation.