

HIGLEY UNIFIED SCHOOL DISTRICT

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June 28, 2023 - Board Meeting Agenda Questions & Responses

Can we get some clarification on the amount of subs we used in the last two months of the school year and the amount of internal coverage we then still required of our staff? I am just trying to understand why we are still having so much internal coverage. Both Williams Field and Cooley look to have 49 and 36 respectively in that time. How many subs did these schools use? How often do we have sub requests that do not get filled?

Reports attached from ESI on subs. The reports have the information for each school including the requested absences and the fill rates.

There is never a requirement for our teachers to cover classes, they volunteer and then are paid an hourly rate, currently \$25.00 will be \$30.00 effective July 1, 2023. Internal coverage can only be used at the middle and high school level. This saves the district money, especially if the employee only needs coverage for one class/period.

Where is it that we can see the calendar of "black out" days?

Calendar attached.

7.5 Ratify Payroll and Expense Vouchers

-I was told that we do not use pesticide. What does the pest control company use?
City Wide Pest Control provides rodent control and other non-chemically used control methods.

This is the response from the 06.07.23 Board Agenda Questions and Responses:
City Wide Pest Control does not use pesticide applications.

The district grounds department does use pesticide applications and posts notices in the front offices 48 hours prior to application. Pesticide applications are only applied before or after school and during breaks (fall, winter, spring, and summer.)

-8th grade Main Event-Paid \$289.70 and 7,129.64. How much of this was recouped from students paying to go?

100% of the 8th grade promotion celebrations are funded by auxiliary fees and tax credit funds.

-The Guardian Life \$1,742.32 Cancer Insurance Premiums-Is this optional coverage?

Yes

-Town of Gilbert \$100.00 False Alarm Fines-Is this because the fire alarm was pulled by students?

No.

-Yuma Union HS District \$1,875 Annual Fee-Please explain what this expense is for. This is for a license to the website (AZPURCHASING.ORG) to post solicitations for district services and supplies that require formal procurement.

[REDACTED]

If a Board member wished to abstain from voting on a consent agenda item, it is recommended the agenda item be moved to action and then during the roll call vote abstain. Payroll and expense vouchers has been moved to an action item.

7.6 Receive the Monthly Governing Board M & O Financial Report

-Child Care Covid-19 \$1,037,045

I believe this # is incorrect. Shouldn't it be 86,367.11?

May we please also get this in an Excel format going forward?

This has been corrected. Yes.

7.7 Receive the Student Activities Fund Report

-May we please also get this in an Excel format going forward?

Yes.

7.8 Approve Disposal of Assets

-A. HHS Library Desensitizer-What exactly is that item and who destroyed it? If the construction crew, why wouldn't they replace it?

The library desensitizer was used in the media centers/library as a security measure to activate or deactivate book security strips. This item was planned to be removed in the media center/library renovation back in 2019/2020.

-B. No longer in District Inventory-Why is that? What happened to these items?

These items have been removed from sites in a prior fiscal year due to the item exceeding the useful life and or being replaced due to failure. These items have since been stored at sites not in use and the district has worked diligently to properly identify these items and dispose of them per governing board policy.

-Available Tech Recycle-Does that mean a company recycled these items? Did we get the \$34.95 per item or whatever the amount listed is?

Yes, the district uses a certified technology recycling company for eligible items.
No, the estimated fair market value is not the amount credited for the item being recycled.

-Auction Items-Where does the auction take place?

The district uses several State auctions including az.gov, public surplus, and Sierra auction.

7.9 Authorization of Expenditure - Print Services to Toshiba

-The annual cost of 115,276.80-Does this include the toner? It says repair services, but does that include maintenance? If so, how often do they come out for maintenance?

Yes, this includes the cost of toner and maintenance. There is scheduled monthly maintenance and on-call service as needed.

-What are we printing in a paperless era? What can we do to reduce this?

We do our best to use our technology resources to the fullest potential. However, individuals still need the option of hard copies/paper.

7.10 Authorization of Expenditure - Food Service Management Company (FSMC) Compass Group

Please pull for discussion and place it after the item in 7.15

-Meal Equivalent 3.03-What does meal equivalent mean? A la carte items?

The meal equivalent is the conversion of different meal services (i.e. breakfast, lunch, and snacks) to the equivalent of one federally reimbursable student lunch.

-What would qualify as a reimbursable meal?

Breakfast and Lunch meals are reimbursable based on the USDA standards.

-There is a surplus for this service?

The surplus is net revenue in favor of the district.

-The \$498,612.67-Is this revenue for Chartwells or Higley?

Higley

-Pg 5 of Contract-Cafeteria Equipment-Do we own the equipment or does Chartwells?

Higley owns and maintains the cafeteria equipment.

-Pg 5 of Contract-Will reduce the fixed costs per meal-What does this mean?

This means Chartwells will reduce the fixed costs per meal in the formula to meet the guarantee minimum return being expressed in this contract renewal.

-Pg 5 Uncollectible Accts-How much appx per year of uncollectible accts do we have on average?

Approximately \$80,000

7.11 Approval - Food Program Permanent Service Agreement Renewal with the Arizona Department of Education FY2024

Please pull for discussion.

-Pg 2 Maintain a non-profit food service-Please explain what this means

Non-profit is defined as a program where the purpose is not to generate a profit.

7.12 Sole Source Procurement Vendors for FY2024

-Meaning preferred vendors?

Sole Source is a procurement determination for a vendor that has unique product or service that are only available from said vendor.

-What is the purpose/benefit of designating them sole source? Is there a discount?

All sole source procurements regardless of the dollar amount must be approved by the governing board.

-Are we really spending \$30k on Medieval Times to teach kids about Medieval Era? Is that something that can't be taught in the classroom?

The vendor Medieval Times is used for student funded field trips as an educational opportunity for our students.

7.13 Approve Purchasing Contract Renewals for FY2024

-RFP 19-05-24 water treatment chillers-why is source of funds for that M&O and not capital? Seems like it would be a capital item.

This is a service being provided to the district which under the Uniform System of Financial Records (USFR) services are required to be expended from M&O.

- CMAR 22-03-23-how is the source of funds "bond" when no bond has been passed since before this contract was issued?

The HHS Project utilized the last remaining bond funds from the 2013 approved bond.

7.14 Approve Annual Cooperative Purchase list for FY2024

-Everdriven Tech & Hillyard Arizona-What type of service do they provide and what is the benefit? Description is missing.

Everdriven Tech provides contracted transportation for eligible special education students when the Transportation Department does not have the resources to accommodate the student's transportation needs.

Hillyard Arizona provides the district with custodial supplies that include toilet paper, trash can liners, multipurpose cleaners, and other like items.

7.15 Approval – Meal Price Increase FY2024

Please pull for discussion.

-Highest paid student price-Here it says Breakfast 2.10 and lunch 3.55 but on 7.10 it says Breakfast 2.06 and lunch 3.90. Which is the correct number?

These are two different agenda items.

9.7 The HUSD recommended meal price increases are fees established by the district and charged to students who choose to purchase breakfast and lunch. The fees are breakfast \$2.10 and lunch \$3.55.

9.8 The FSMC pricing (ie. Chartwells fees) is the per meal price charged to the district. Those fees are breakfast \$2.05 and \$3.90 for lunch.

-Can you please provide how our fees are compared to other districts? I saw somewhere that we were one of the highest in the area, but don't remember where I saw it.

Breakfast-~~2.06~~ \$2.10
Lunch ~~3.90~~ \$3.55

The meal prices for our neighboring districts are as follows:

Chandler – Breakfast \$2.25
Lunch \$3.25/\$3.50/\$3.75

Gilbert – Breakfast \$1.75/\$2.25/\$2.25
Lunch \$2.90/\$3.65/\$3.90

Queen Creek – Breakfast \$1.75
Lunch \$3.00/\$3.50/\$3.90

Mesa – Breakfast \$1.50 - \$1.75
Lunch \$2.25 - \$3.50

7.16 Approval of Intergovernmental Agreement with the Maricopa County School Superintendent's Office

-Is there a cost associated with this?

There is no cost to the district for this agreement.

Why do we have to sign an agreement for this?

The Arizona Department of Education is requiring this agreement in order for funds to be reimbursed.

This should be a given that the county would help with this as it is an obvious goal for both parties.

This agreement is required in order to be reimbursed.

7.17 Approval of Payment Procedures - Ratify Vouchers and Salaries for FY2024

Policy DK-E Payment Procedures-Please pull for discussion.

Can we get the amount we paid Brightview Landscaping and ABM for last year?

ABM (Brightview) services this FY 22/23 and the total was \$243,840.

ABM custodial was \$997,793.

7.19 Authorization of Expenditure – Contracted Landscaping to Brightview

-Is our goal to be 100% in house vs. contracted?

HUSD goal is to be 100% in house.

7.20 Authorization of Expenditure – Contracted Custodial to ABM

-Can you please attach the agreement? Is our goal to be 100% in house vs. contracted?

The 1GPA Agreement is attached.

7.22 Approval of Transportation Price Increase to Non-HUSD Transportation

Please pull for discussion.

Information Items

8.2 GCCA Policy-Please explain why we are doing this.

This is an information item and will be discussed during the Governing Board meeting.

Action Items

9.2 Proposed Budget

-Is it possible to get variance explanations added to the spreadsheet so we can understand what is taking place?

Need additional clarification on what is being requested.

9.3 Goals for 23-24-I'd like to pull this from the agenda and move it to 7/19 agenda

Please note, to remove an agenda item to another meeting would need the board president's approval or a board vote.

I'd like to meet with (I'm guessing) Mr. Walker to review the Professional Development tool and get more information and view the training for staff.

I'd like to see what the Professional Development looks like (the training material). Is it possible to get a copy of the material or to be able to walk through the material if it is done electronically?

Attached are the proposed district professional development meetings for the 23-24 school year and the new teacher orientation instruction. Other materials will be developed throughout the year for these meetings based on student results and principals' requests.

I'd also like to see how the Danielson Evaluation Instrument works.

The employee evaluation handbook is attached along with the Danielson smart card.

If you would like further information, we would be happy to meet with you.

9.4 Approval of RFP #23-06-28 Apparel-Screen Printing and Embroidery

-Some are obvious, but can you please provide a description of what services these vendors offer or are they all for screen printing & embroidery?

All of vendors being recommended provide apparel, screen printing, and embroidery services per the RFP.