



June 26, 2024 - Board Meeting Agenda Questions & Responses

Item 8.15: Approval of Payment Procedures – Ratify Vouchers and Salaries for FY2025

- What is the board being asked to approved? The policy exhibit (DK-E)?
Annually, the board must approve the resolution authorizing the execution of warrants (checks) between board meetings highlighted in board policy DK-E.

Item 8.16: Approval of Agreement between Higley Unified and Arizona Department of Homeland Security for Cybersecurity Grant Program

- At the bottom of page 6 of the attached FAQ supporting document it states, "To be eligible for FY 2023 SLCGP funding, each entity is required to have established a Cybersecurity Planning Committee that is composed of members as detailed in the Cybersecurity Planning Committee section below. Each eligible entity must also have submitted and received approval of their Cybersecurity Plan and projects."
 - Who is on the HUSD Cybersecurity Planning Committee?

The planning committee consists of Director of IT Jim Pacek, Assistant Director of IT Robert Schrope, Senior Network Engineer Nick Hamberg, and Systems Administrator Kris Genovese. Also, when filled the Network Administrator will also contribute to the planning committee.

- What was submitted for the Cybersecurity Plan and projects?

The projects submitted were to cover the districts expense of CrowdStrike (the districts cybersecurity software).

- Will the requirement to participate in the CISA Cyber Hygiene Service's Vulnerability Scanning service be an additional cost to the district?
 - If so, how much?

There is no additional cost to participate in this program.

8.16 Approval of Agreement between Higley Unified and Arizona Department of Homeland Security for Cybersecurity Grant Program

Would this cover item 8.28 CrowdStrike?

The proposed plan is to cover the cost of CrowdStrike (the district cybersecurity software).

We need to ensure that the benefits outweigh the drawbacks for the specific needs and capacities of this grant.

The agreement mandates adherence to extensive administrative and reporting standards. What does this involve? How much time and effort will it require?

Continuously updating and resubmitting Cybersecurity Plans, along with consulting CISA regional staff for these updates, could create a considerable administrative load.

The reporting standards align with already required reporting for our cyber security reinsurance requirements and would not create additional burdens.

A maximum of 5% of the funds can be allocated to Management and Administration, which might not cover all the administrative costs of managing the grant. The grant funds also come with specific usage restrictions. Given these limitations, will the grant still meet all our cybersecurity needs?

Yes, reference above answer.

Could the required cost shares for individual and multi-entity projects put a strain on our financial resources?

This would not be additional financial obligations to the district.

Will the need to follow cybersecurity best practices and transition to the .gov internet domain require significant operational changes for the district?

The recommendation from CISA is to move to a .gov internet domain, but HUSD will not change domains at this time.

Multi-entity projects require coordination among various state administrative agencies, could this complicate project implementation and oversight?

No, we do not anticipate complicating things.

The process for addressing imminent cybersecurity threats involves strict protocols. Do we have these protocols in place already or will it require a change to our process?

We have cybersecurity protocols in place already.

Entities must meet the FY 2022 requirements to be eligible for FY 2023 funding. Would we qualify based on these requirements?

Yes, the district qualifies.

Item 8.17: Approval of Student Fundraisers for FY25

- It's great to see that Penny Wars can still be used for fund raising. Have there been any changes to make sure we are in compliance?

Yes, the district implemented safeguards to ensure the fundraising activity can still go on.

What changes needed to be made to ensure compliance?

The changes made included individual rooms or groups of rooms collecting pennies to be counted and turned over to the bookstore, who double counted the pennies. In addition, pennies were deposited into the bank almost daily.

Item 18.30: Approval of Amendment to ESI Agreement

- What are the changes from last year's agreement? FY 24-25

Rate Changes:

RetireRehire ASRS Retired; • 18.50% of gross salary (17% FY23-24)

SubSource Certified and Classified Substitutes • 27.50% of gross salary (25% FY23-24)

8.30 ESI Agreement

Are there any changes from last year? If so, can you please highlight them?

Rate Changes:

RetireRehire ASRS Retired; • 18.50% of gross salary (17% FY23-24)

SubSource Certified and Classified Substitutes • 27.50% of gross salary (25% FY23-24)

Item 10.7: Approval of MOU between Higley Unified and Higley Education Association

- What are the changes from last year's agreement?

Please see the two agreements provided in the superintendent's report sent on June 20, 2024.

Here are the updates:

Lunch (revised this year)

- The Board and Association acknowledge that a teacher's primary responsibility is to teach and that their energies should be utilized to this end.
- The length of the daily lunch period for teachers will be determined by the site, with teacher input, respecting a duty free and uninterrupted thirty (30) minute lunch and the state instructional minute requirement at all levels.
- When a thirty (30) minute duty-free lunch is not provided, and if the teacher has no other professional obligations, the teacher shall be allowed to leave at the end of the student day.

Prep Time

- All district teachers shall be allocated time during the students' instructional day for the purposes of preparation and planning. Preparation period shall mean an assigned period set aside for all teachers to be used for professional preparation and planning purposes. With prior arrangement, preparation period time can be used for conferencing with parents, students, teachers, and administrators. The teacher/administrative team supports the principle of teacher empowerment in determining preparation time at each campus.
- Therefore, all decisions related to this issue at the elementary level will be

determined at each campus by a representative committee of teachers and the administration, taking into consideration individual campus needs.

- An average of thirty (30) minutes per day will be considered when developing these plans. It is understood that the site administrator shall have the final responsibility for setting the schedule.
- Full-time Elementary teachers will be provided an average of thirty (30) minutes per day. This may be implemented by special area classes and/or aides. Elementary teachers are not required to be present when their classes are receiving instruction from various teaching specialists.
- Teachers of music, art, physical education, librarian/media specialists, reading consultants, related service providers, long-term visiting teachers, and special education teachers shall be provided preparation time to the same extent as other teachers in the district.
- During their preparation period, the teachers shall have no other assignment except in an emergency situation. It is expected that teachers will normally devote themselves to preparation and similar professional pursuits during the preparation period.

Substitute Teacher Shortage

- Emergency building substitute coverage plan may make it necessary for the Administration to assign teachers to cover a class during their preparation period. Teachers shall be relieved from such duty at the earliest possible time. No teacher shall be asked to cover without compensation.
- The District will make every effort to secure a Substitute in the event of a teacher's absence from the classroom. The District budget covers all the Substitute expense for FMLA, Bereavement, Jury Duty, Professional Development, and Military Leave.
- In the event of an unfilled absence, classroom teachers will develop a substitute coverage/rotation plan in conjunction with the Administrators at their site.
- The substitute coverage plan should be updated regularly to accurately reflect updated seating charts, class lists, classroom processes, lesson plans, and pacing.
- Secondary teacher coverage is paid out at \$30.00 per class session.
- If classes are split due to shortage of substitute teachers will be compensated \$30.00 for that.
- In the event a teacher misses prep due to no specials; \$30.00 compensation will be provided.
- Traveling teachers shall not have duty.

8.5 Vouchers

What type of water is being delivered?

POWER RANCH COMMUNITY ASSOC

1110 6/6/2024 76676 MAY 24

202400598 WATER DELIVERY AGREEMENT WITH POWER RANCH HOMEOWNERS ASSOCIATION

The type of water is irrigation.

8.15 Approval of Payment Procedures - Ratify Vouchers and Salaries for FY2025

Public – Please pull off consent

This item has been moved to action items.

Why is this being brought to the board? What changed?

Annually the board must approve the resolution authorizing the execution of warrants (checks) between board meetings highlighted in board policy DK-E.

Have the warrants and their purpose/use already been approved, such that signing is a formality?

The board agenda item is for FY2025 warrants (July 1, 2024 – June 30, 2025).

8.18 Kairos Proposal

What are the changes, if any, between this proposal and the one from last year?

The FY2025 proposal documents all the changes that were presented to the governing board on April 3, 2024, in an information item.

Are employees informed about the sharing of their private information? Is there an opt-out option?

Employees who enroll in the district insurance consent to the agreement. There is no opt-out option.

One paragraph states: "Member acknowledges and agrees that, to the extent allowed by HIPAA, Kairos may receive and transmit HIPAA-protected health information regarding Member's employees and their dependents (who are, or were, covered individuals in a Plan or a self-insured Kairos-administered plan) for the following purposes: ...(2) quality assessment and improvement activities, population-based activities relating to improving health or reducing health care costs, protocol development, case management, and care coordination."

Action Items

10.4 24-25 Governing Board Initiatives

In order to get a better understanding of the initiatives, ensure transparency, and hold the administration accountable for achieving the outlined goals, can you please answer the following questions?

How will the district measure the effectiveness of personalized instruction initiatives such as differentiation, acceleration, and leadership opportunities?

We examine state and district benchmark data in ELA and Math and opportunities for our students offered through our course of study and extracurricular activities at all campuses.

Can you provide specific examples of how innovation will be integrated into the curriculum?

An example of innovation is the implementation of Building Thinking Classrooms in our K -12 classrooms.

What specific resources and programs will be implemented to support the social-emotional growth of students and how will the impact of these resources on student behavior and emotional well-being be measured without the district crossing the line for what is the parental role vs. school staff?

Currently, elementary utilizes the Overcoming Obstacles lessons which was discussed with the Governing Board on November 16, 2022, during the work study session.

When programs are implemented in the future, we make the Governing Board aware of the implementation and expectations of student support.

What guidance and support mechanisms will be put in place to enhance college and career readiness for students? How will you track the success of these initiatives?

HUSD high schools utilize the college and career platform, Major Clarity, to complete Education Career Action Plans (ECAP) for every high school student. The Arizona Department of Education requires each high school to submit one student resume, an ECAP Calendar of events, and a student ECAP plan for review as evidence that the district is compliant with the mandate. The district will continue to monitor and review the ECAP process to ensure that it is promoting student readiness for their future.

We use the College and Career Readiness Indicators from the Arizona Accountability (A-F) process to show how our students are prepared for college or careers after high school. Additionally, we analyze post-secondary college enrollment and persistence data provided by the National Student Clearinghouse. CTE also follows up with graduates after 6 months with a survey that identifies what they are currently doing.

What criteria will be used to ensure that the new curriculum aligns with state academic standards?

We are continuing to develop instructional maps that outline the content that covers state standards. New adoptions will include criteria that require the curriculum and resources align to state standards.

How will stakeholder (including parent) feedback be incorporated into curriculum development? How will stakeholders be selected to ensure it's not the same people every time?

We will follow the textbook adoption process that includes open meetings of the committee and review of proposed resources by the public for 60 days.

What data and research-based practices will be prioritized to support a collaborative culture among educators?

We continue to develop professional learning communities for all of our educators.

How will the success of professional development programs be measured?

The Professional Development team seeks feedback from all participants following each professional learning session. The surveys include opportunities for participants to share what went well, what can be improved upon, and for participants to request support around the content presented. There currently is not a system in place to track the implementation of content from professional learning within instruction. However, we are working to adopt a coaching framework for district and site-based coaches to have a common practice of how we support teachers including observing implementation of content from professional learning sessions.

What specific strategies will be employed to retain high-quality employees?

Longevity awards and stipends. Continuous review of salary schedules. Continuous review of benefit packages. Supervisor training and development. Professional development.

Are there any new initiatives to improve employee satisfaction and retention?

As a district, we are always looking for ways to increase employee satisfaction and retention. Should we adopt any formal initiatives, we will inform the board.

What potential benefit cost savings are being considered for employees? How will these savings be communicated and implemented?

Working closely with Kairos we will continue to look for savings for employees and the district. One way we may see savings this year is by hiring a Nurse Navigator who can assist employees with health issues. The wellness rewards program currently offers employees up to \$100 per year that can be redeemed for various gift cards, etc.

What processes will be developed to ensure effective communication with all stakeholders?

We will host a website and mass notification system training (7/12) to empower staff to utilize the FinalSite Content Management System to streamline communication workflows online.

We will develop marketing collateral for each individual school and best practices for dissemination and communication to promote enrollment.

We will launch consistent quarterly marketing campaigns focused on recruitment for open positions and hard-to-fill positions such as Special Education paraprofessionals and bus drivers.

How do you plan to strengthen partnerships with local businesses and non-profits? What specific projects or initiatives will be part of these partnerships?

We will strengthen partnerships with local businesses and nonprofit groups by expanding and re-formatting the biannual Business & Community Partner Breakfast events, to include site-specific project opportunities, PTO volunteers, and Community Service Liaisons.

We will curate and maintain contact lists for stakeholder groups including HOAs, businesses, PTOs, and non-profits for routine communication, sponsorship opportunities, and event invitations.

We will establish a subscription option for the district e-newsletter that allows partners and new community members to receive monthly news highlighting HUSD.

What specific steps will be taken to ensure fiscally responsible stewardship of district resources?

- Detailed budget planning aligning with district strategic plan
- Open transparent financial reports including engaging the community for input with large financial decisions
- Implement additional cost control measures such as strict monitoring of expenditures and competitive bidding

- Maximize available state and federal grant funding
- Maintain adequate reserve funds to cushion against unexpected financial challenges or emergencies
- Provide ongoing professional development to ensure staff have the skills needed to manage resources effectively

What new revenue sources are being explored for the district?

Electronic fund transfers (EFT) to pay vouchers, expand print shop services, and other sources of revenue.

What are the planned security enhancements for district schools?

Phase II of the security camera replacement plan which includes all secondary schools.

10.5 Approval of the 2024-2025 School Calendar removing late starts at the high schools

What time did they start and what will it change to?

Currently the students start at 7:40 am on a late start day. It will change to 7:25 am, the regular start time for high school every other day.

Calendars- What consideration was given to respect religious high holidays when planning calendars, testing and school events?

The district has created a list of religious holidays across many different cultures for the 24-25, 25-26, and 26-27 school years. These are being shared with all site administration at the Admin Retreat the week of July 8th. They will consider these dates when assigning dates for school events, testing, etc.

Action Item 10.6 Approval of School Calendars...

What are we doing to ensure site principals grant substantial time for teachers to set up room, make copies, etc? How much time in those 3 days will they get?

Site administration will be working with teachers to ensure that they have ample time to prepare for meet the teacher, Vector training, etc. Non-immediate information will be saved for regularly scheduled staff meetings or the first early release day in July.

Action Item 9.4 IJJ Textbook Supplementary Materials...

My concern is we have removed the portion that discusses supplementary books designated by AP courses, dual enrollment, etc.

Why would we not include that going forward? Those courses are not dictated by the state but the college(s) in which the credit is given or will be given if they score a specific amount. Or am I misunderstanding?

Supplementary materials for these courses fall within our policy and the guidance we receive from CGCC and the College Board. While the updated policy does not specifically call out AP courses and dual enrollment courses, we address this concern when we update our Secondary Novel Review process to make sure our students have the necessary materials to be successful in these courses. We will share our updated process with the governing board at the July 23 board meeting.