



HIGLEY UNIFIED SCHOOL DISTRICT
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December 10, 2024 - Board Meeting Agenda Questions & Responses

7.3 Approve Personnel Action Items

What is the annual rate for each of these termination codes?

We started keeping track of termination reasoning on 8/6/2024. Below are the number for each category we have had so far:

- R- resignation -43
- C – change careers – 9
- O – other employment – 6
- J – job abandonment – 3
- ME – medical – 7
- CE – continuing education – 22
- S – stay at home – 4
- P – promotion – 3
- M – moved/relocation - 1

What the annual rates are for teacher retirements and non-renewals of contracts (per the teacher quitting, not the district cutting)?

We've had 0 non-renewal (teacher quitting) and 0 retirements so far of teachers.

How many "non-campus" administrators do we have?

27 (this includes Payroll Mgr, Benefits Mgr, Operations managers (HCPA and warehouse manager) The other 23 are the following titles: Superintendent, Exec Director, Director, Asst Director, CFO.

7.4 Request for Release from Contract and Waive Liquidated Damages Fee



7.5 Ratify Payroll and Expense Vouchers

What is the educational purpose for this costume along with other costumes?

Vendor	Voucher	Inv. Date	Invoice	PO No.	Total	Detail Line Description
AMAZON BUSINESS	1054	11/13/2024	1CGQ-MHMT-7HKW	202502453	\$636.01	MeagirCosFun Vivid Cougar Mascot Costume Halloween Christmas Party Adult Size for Men & Women, Brown

The purchase in question is replacing our current Cougar mascot with a new one. The current mascot's condition is indicating the need for replacement.

Student Council manages the costume and determined this was an important purchase for their student events. They elected to use their Student Council funds that are student raised and purchases are based on club votes.

What was this purchase for?

AMAZON BUSINESS	1054	11/12/2024	16PV-RDRQ-J3YP	202502944	\$66.73	Avidlove Sexy Outfits for Women Clubwear Long Sleeve Crop Top See Through Shirt(Red,M)
AMAZON BUSINESS	1054	11/12/2024	16PV-RDRQ-J3YP	202502944	\$154.16	Avidlove Sexy Outfits for Women Clubwear Long Sleeve Crop Top See Through Shirt(Red,S)

This was apparel for dance performances. Site administration confirmed prior to making the requisition that these items would be worn over other clothing items.

9.3 Second Read and Approval of DJE Bidding/Purchasing Procedures

How often is this done?

"Financial Records regarding accounting for expenditures. The District's auditors, the Board and ultimately the Auditor General's office provide oversight."

Financial Services annually reviews contracts and reviews all expenditures for compliance.

4. Accountability and Oversight Risks

- **Issue:** With extended contracts, accountability could wane, especially with board members changing every 2 years, leaving room for inconsistencies and mismanagement.
- **Recommended Change:** Require biannual reviews of all long-term contracts by the board, with defined metrics and reporting requirements to maintain accountability.
- **Recommended Change:** The Superintendent shall provide a detailed account of all expenditures made within the authorized limit to the Board and public each month and ratifications will be included in the Board agenda for public view.
- **Legal Analysis:** The procurement code authorizes a five year term for multi-year contracts. The District administration is required to comply with the Uniform System of Financial Records regarding accounting for expenditures. The District's auditors, the Board and ultimately the Auditor General's office provide oversight.

Can we include this?

The district can include this in the regulation.

8. Unit Pricing Book (UPB) Oversight

- o **Issue:** UPB allows price flexibility, risking potential cost inflation without strict district monitoring.
- o **Recommended Change:** Require district approval for UPB pricing adjustments, particularly where prices exceed a standard percentage markup. This will help maintain cost fairness and budget adherence.
- o **Legal Analysis:** The District can specify that a contractor list the costs of material, equipment and labor in each payment application.

11. Page 4, Paragraph 2

- o **Issue:** Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file.
- o **Recommended Change:** This should say "Once determined, the decision **MUST** be memorialized in meeting minutes and in the contract/bid file."
- o **Legal Analysis:** There is no legal barrier to this proposed change.

9.5 Approval of 2025-2026 Course Guides for High School, Middle School, Special Education, and Higley Virtual Academy

SPED- List separately

High School- **List separately**-I'd like to see if we can have this changed before the agenda is public.

Instead of Sensitive, this should say explicit or maybe Sensitive/Explicit Material * and maybe have an asterisk next to the courses so parents are aware which courses this applies to.

Sensitive Material

High school course material, especially in dual enrollment and Advanced Placement courses, may contain sensitive material that requires parental permission. Students and parents will be provided a permission slip from the teacher and have the opportunity to opt into the assignment or request an alternative assignment. These situations will be on an individual class basis.

Sensitive material is more than just sexually explicit content that teachers need to provide a permission slip prior to teaching the content. Content from multiple subject areas fall into these categories and adding an asterisk will be much more confusing to parents. The important part of this process is the communication from the teachers to the parents and students at the start of the school year.

Historically the course guides have all been approved as a block and we recommend that we continue this same format. It is imperative that we have approval for all guides during this meeting so that we can start the course request process in January. This drives staffing decisions as we determine the number of sections based upon course requests.