

**FOWLER ELEMENTARY
SCHOOL DISTRICT MEETING
OF THE GOVERNING BOARD**

Tuesday, March 12, 2024 – 4:00 p.m.

Meeting Room Opens at 3:45 p.m.

District Office, Board Room

1617 S. 67th Ave., Phoenix, Arizona

AGENDA

A. OPENING OF MEETING Mrs. Eastburn

- | | |
|--|---------------|
| 1. Call to Order | Mrs. Eastburn |
| 2. Roll Call | Mrs. Eastburn |
| 3. Adoption of Agenda | Mrs. Eastburn |
| 4. Pledge of Allegiance | Mrs. Eastburn |
| 5. Approval of Minutes | Mrs. Eastburn |
| o January 9, 2024, Regular Meeting | |
| o February 13, 2024, Executive Session | |
| o February 13, 2024, Regular Meeting | |

6. Presentation: Single Annual Audit, Ms. Catherine King, Finance Director

COMMUNITY COMMENTS/CALL TO THE PUBLIC {limited to three minutes}
This is the time for the public to comment on matters that may be of interest to the Board. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38- 341.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

*For assistance with any of the following contact Ms. Laura Lozoya, Administrative Assistant to the Governing Board, electronically at Llozoya@fcsd.org or by phone at (623) 707- 4528.
Community Comments may be submitted electronically.
Comments must be received by 4:00 pm the day before the Governing Board Meeting.
Request to speak in person are limited to three minutes.
Request for copies of Governing Board documents may be picked up the business day following requests submitted by 10:00 am*

C. ACTION ITEMS

- | | |
|---|-----------|
| 1. Recommendation to Approve the Revision of the Principal job description | Ms. Ulloa |
| 2. Recommendation to Approve the First Reading of ASBA Proposed Policy Advisories | Ms. Ulloa |

Vol. 36, No. 1

- No. 763 – Policy, BEDB – Agenda
- No. 764 – Regulation BGC- R, Policy Revision & Review
- No. 765 – Policy, BGE – Policy Communication/Feedback
 - Regulation BGE-R, Policy Communication/Feedback
- No. 766 – Regulation, CCB- R, Line and Staff Relations
- No. 767- Policy CFD, School-Based Management
- No. 768
 - Regulation- EB-R, Environmental and Safety Program
- No. 769 - Policy EBAA, Reporting of Hazards/Warning System
- No. 770 - Policy, EBC - Emergencies
- No. 771 - Policy ECB - Building and Grounds Maintenance
- No. 772 - Policy EEAA, Walkers and Riders
- No. 773 –
 - Regulation, EEAE-R, Bus Safety Program
- No. 774 - Policy GBEF, Staff Use of Digital Communications and Electronic Devices
- No. 775 - Policy GDC, Support Staff Leaves and Absences (Removal/Reference only)
- No. 776 - Policy IHA, Basic Instructional Program
- No. 777 - Policy IKA, Graduation Requirements
- No. 778 - Policy IMA, Teaching Methods

- No. 779 - Policy JFABDA, Admission of Students in Foster Care
- No. 780 - Policy JH, Student Absences and Excuses
- No. 781 –
 - *Regulation* JHD, Exclusions and Exemptions from School Attendance
- No. 782 –
 - *Regulation* JIH, Student Interrogations, Searches, and Arrests
- No. 783 - Policy JJE, Student Fund-Raising Activities
- No. 784 –
 - *Exhibit* KB-EB, Parental Involvement in Education
- No. 783 - Policy KEC, Public Concerns/Complaints About Instructional Resources

- 3. Recommendation to Approve the Summer Work Calendar for 12-month Employees Mr. Ostrom
- 4. Recommendation to Approve the Purchase of a New Phone System, Districtwide Mr. Ostrom
- 5. Recommendation to Approve a New Position of Grants Director Ms. Ulloa
- 6. Recommendation to Approve the Revised School Year 2024-2025 Employee Work Calendar... Mr. Ostrom
- 7. Recommendation to Award a contract for roof repairs at the WVM campuses Mr. Ostrom
- 8. Recommendation to Consider Request for Ms. Montoya to attend the Conference of the National Association of Latino Elected and Appointed Officials (NALEO) Ms. Ulloa
- 9. Recommendation to approve the General Statement of Assurance FY 2024-2025 to be filed by the Arizona Department of Education..... Ms. King

D. CONSENT ITEMS

- 1. Personnel Actions (New Hires, Separations, Temporary Assignments, Changes, Leave of Absences, Transfers and Addendums) Ms. King
- 2. Expense and Payroll Vouchers..... Ms. King
- 3. Budget and Expenditure Report Ms. King

E. INFORMATION AND DISCUSSION ITEMS

- 1. Student Activities and Food Service Reports Ms. King
- 2. Head Start Monthly Report..... Ms. King
- 3. FY23 Annual Comprehensive Financial Report, Single Audit & USFR Compliance Questionnaire Ms. King

F. REQUEST FOR FUTURE AGENDA ITEMS

G. REPORTS

- 1. Summary of Current Events
 - i. Superintendent
 - ii. Governing Board Members

- I. ADJOURNMENT.....Mrs. Eastburn

Action Item • March 12, 2024

 X **Action**

C.1 Recommendation to Approve the Revised Job Description
for the Position of Principal

 Information/Discussion

Submitted by Ms. Nora Ulloa, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the revised job description for the position of Principal.

BACKGROUND:

The Human Resource Department has been working to ensure all job descriptions are revised and current. As part of this effort, Mr. Camacho reviews the job description for relevance and accuracy whenever a vacancy arises. In posting the position for a principal vacancy, he recognized that the job description was dated and needed revision.

Action Item • March 12, 2024

 X **Action**

C.2 Recommendation to Approve First Reading of
Proposed Policy Advisories

 Information/Discussion

Submitted by Ms. Nora Ulloa, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the second reading of the following proposed policy.

Volume 36, Number 1

Policy Advisory No. 763 – Policy, BEDB – Agenda

➤ No. 764 – *Regulation* BGC- R, Policy Revision & Review

No. 765 – Policy, BGE – Policy Communication/Feedback

➤ Regulation BGE-R, Policy Communication/Feedback

➤ No. 766 – *Regulation*, CCB- R, Line and Staff Relations

No. 767- Policy CFD, School-Based Management

➤ No. 768 - *Regulation*- EB-R, Environmental and Safety Program

No. 769 - Policy EBAA, Reporting of Hazards/Warning System

No. 770 - Policy, EBC - Emergencies

No. 771 - Policy ECB - Building and Grounds Maintenance

No. 772 - Policy EEAA, Walkers and Riders

➤ No. 773 - *Regulation*, EEAE-R, Bus Safety Program

No. 774 - Policy GBEF, Staff Use of Digital Communications and Electronic Devices

No. 775 - Policy GDC, Support Staff Leaves and Absences (Removal/Reference only)

No. 776 - Policy IHA, Basic Instructional Program

No. 777 - Policy IKA, Graduation Requirements

No. 778 - Policy IMA, Teaching Methods

No. 779 - Policy JFABDA, Admission of Students in Foster Care

No. 780 - Policy JH, Student Absences and Excuses

➤ No. 781 - *Regulation* JHD, Exclusions and Exemptions from School Attendance

➤ No. 782 - *Regulation* JIH, Student Interrogations, Searches, and Arrests

No. 783 - Policy JJE, Student Fund-Raising Activities

➤ No. 784 - *Exhibit* JK-EA, Student Discipline

➤ No. 785 - Exhibit KB-EB, Parental Involvement in Education

No. 786 - KEC, Public Concerns/Complaints About Instructional Resources

BACKGROUND:

As part of their services to school districts, the Arizona School Boards Association issues recommendations for policy revisions, the suggested revisions are attached for reference. We have included the entire Advisory, which includes several exhibits and regulation updates. The Governing Board should be made aware of these regulations and exhibits, but board action is not necessary to utilize the regulations and exhibits.

Action Item • March 12, 2024

 X **Action**

C.3. Recommendation to Approve the Summer Work
Calendar for 12-month Employees

 Information/Discussion

Submitted by Mr. Chad Ostrom, Assistant Superintendent for Business Services

RECOMMENDATION:

The administration recommends that the Governing Board approve the summer work calendar for Twelve-month employees. Employees will work four (4) ten (10) hour days, Monday through Thursday, beginning May 27, 2024 through July 19, 2024.

BACKGROUND:

This request is similar to last year's request to approve our twelve-month employees to work four (4) ten (10) hour days, Monday through Thursday. Our finance and payroll departments appreciate having Monday as a work day, allowing them more time to complete payroll processes for Tuesday Paydays. Our landscapers and maintenance personnel who work physically demanding jobs that expose them to the heat will continue working their regular five (5) eight (8) hour days Monday through Friday.

All sites, including the District office, will be closed on Monday, May 27, 2024, and Thursday, July 4, 2024, in observance of Memorial Day and Independence Day. Employees are compensated eight (8) hours for the Memorial Day holiday and eight (8) hours for the Independence Day holiday. Therefore, employees must work the remaining 32 hours over the rest of the days in those weeks. Employees can work up to eleven (11) hours per day during those weeks or use vacation time to total the 32 hours which need to complete the 40 hour work week.

Twelve-month employees will resume their eight (8) hour workday beginning Monday, July 22, 2024.

Action Item • March 12, 2024

 X **Action**

C.4 Recommendation to Award Contracts to RingCentral, Inc.
to update Telephones and Service Districtwide

 Information/Discussion

Submitted by Chad Ostrom, Assistant Superintendent for Business Services

RECOMMENDATION:

It is recommended that the Governing Board approve a contract with RingCentral, Inc. utilizing the OMNIA Contract #R200902 in the amount not to exceed \$98,597.12 and authorize the Superintendent or the Assistant Superintendent for Business Services to sign on behalf of the District. This purchase is funded from capital funds.

BACKGROUND:

The current telephone system is hardware-based will no longer be supported by our current vendor and is incapable of supporting our transition to cloud-based services.

Many of the physical desktop handsets are failing as they are getting older. None of our models are compatible with the new cloud-based phone system, so they must be replaced. Some internal functions (call forwarding, hold, transfer, voicemail notification, conference calling, etc.) are not working correctly. Because these phones are no longer supported by the vendor, we are not able to have them serviced without additional costs which may be more than the devices are worth. Since our current hardware-based phone system will no longer be supported, it must be replaced with a modern, cloud-based supported telephone system.

The current system's original capabilities met the basic industry standard and provided sufficient service. Therefore, we recommend replicating portions of the current system by replacing devices on a one-to-one basis; the desktop phones will have a similar function; however, the system will be cloud-based to meet the new industry standard. The annual cost for licensing for the system will be \$41,892 per year. This amount will replace the annual service cost currently provided by CenturyLink, which is \$44,601. Switching to the new phone system will save the district \$2,709 annually for phone service. If approved, the system conversion will be completed over the summer break. With this approval, we can schedule and order materials for timely delivery.

The OMNIA contract was awarded with a cooperative purchasing option through a Formal Request for Proposal (RFP). In accordance with School District Procurement rules, we have performed the necessary due diligence to verify that this contract meets all legal requirements. This contract was awarded based not only on cost but also on the firm's financial strength, ability to install, maintain, and service the equipment over time, and the quality of the equipment provided.

Action Item • March 12, 2024

 X Action

C.5. Recommendation to Approve the addition of a
Grants Director Position

 Information/Discussion

Submitted by Ms. Nora Ulloa, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve a new Grants Director position to assist the Business Services and Educational Services departments with federal and state grants, related programming, and all related compliance. Funding for this position will come from indirect costs and administration costs built into several of our federal and state grants.

BACKGROUND:

After considering the increase in ADE accountability, increasing regulations, current administrative workloads, increased available grant funds, and guidance from our consultants, I bring forward this request for a new position. The elimination of ESSER funds and decreasing enrollment force us to look at ways to increase and better use our current resources. This position will not displace any current employees. The goal of the position is to secure more funding for District programming, allowing current individuals charged with various aspects of the grant writing and oversight processes to focus on other tasks.

Indirect costs are factored into most federal grants to assist with implementing the grant funds and cover other grant-related costs. Some grants specifically allow for the funding of positions to fulfill the grant's requirements. One example is the funding of Ms. Bradley's position because she oversees the school reporting and compliance aspects of the grants, which is a full-time job. The indirect costs from multiple grants are more than sufficient to cover the costs of this position. Currently, FESD receives \$187,000 in allowable expenses through indirect funds (excluding ESSER II and ESSER III). Additional grant funds will also increase our indirect funds.

We have utilized Advantage Partners Consulting to help us transition between finance directors this year and last year. The cost for their services this year is \$30,000. They have been extremely helpful in getting us on the right path, but we are ready to ensure we can independently use our district funds. Ms. King has brought her knowledge of current school finance updates to the table. With that, we are working to do a better job of pursuing relevant funding and improving the quality of our submittals to ensure we maximize the benefit.

For example, the 21st Century Community Learning Center Grants can bring over one-half a million dollars to the District for each qualifying campus over five years. However, writing these grants requires an advance investment of an excessive amount of time. This includes administrators gathering with their school communities to write the proposal, securing community partnerships, reviewing assessment data, and planning to implement programming to address the specific needs of the campus.

These grants are completed over months with continual input and revisions (as is a required part of the process). In addition to the planning, the responsibility is to write and submit all necessary documentation to the ADE Grants Management System. In previous years, we have missed eligibility for various reasons, including documents not submitted on time and documents lacking a signature.

When applying for grants, everything is detail-oriented and time-bound. Grants come with required monitoring, continual reports and oversight visits, and the time-intensive responsibility for drawing down the funds, which is what our Grants Clerk is doing. Once grants are received, this increased workload continues, ensuring compliance on all aspects of required documentation, revisions due to ADE direction, changes in expenditures, or changes in programming needs. School administrators are constantly "overwhelmed" with paperwork, timelines, and reports. Taking on additional programs is excellent for their school and our District, but unfortunately, it also brings them additional responsibilities. A Grants Director is one way to get increased funding to our District and reduce the responsibilities for reporting, compliance, and other managerial tasks for administrators who should focus on different facets of state requirements and monitoring as well as staff, community interactions, instruction, and student achievement.

This individual will work directly with the site and District administration to ensure compliance with all grant guidelines. FESD manages over six million dollars in federal and state funds annually. The Grants Director will work alongside our Finance Director, with oversight from District administration.

Action Item • March 12, 2024

 X **Action**

C.6. Recommendation to Approve the Revised
FY 2024-2025 Employee Work Calendar

 Information/Discussion

Submitted by Mr. Chad Ostrom, Assistant Superintendent for Business Services

RECOMMENDATION:

The administration recommends that the Governing Board approve the updated FY 2024-2025 Employee Work Calendar.

BACKGROUND:

We bring this calendar to you each year for approval as the start and end dates for our employee groups change based on the first and last days of school. We have multiple employee groups who work different numbers of days. The Employee Work Calendar ensures that everyone knows the work days that pertain to them.

The 2024-2025 employee work calendar delineates the different employee groups within the Fowler Elementary School District and their assigned work schedules, including national holidays and district holidays and the number of scheduled work days.

The updates include:

- The start and end dates for all employee groups
- Scheduled in-service days for specific employee groups
- Scheduled non-student contact days for specific employee groups
- Scheduled holidays and breaks for all employee groups

The 2024-2025 work calendar will provide clarity to all employees and supervisors.

Action Item • March 12, 2024

 X **Action**

C.7. Recommendation to Award Contract for Roof Repairs at
the Western Valley Campuses (DMLCC, WVE & WVM)

 Information/Discussion

Submitted by Chad Ostrom, Assistant Superintendent for Business Services

RECOMMENDATION:

The administration recommends that the Governing Board award a contract to Progressive Roofing to replace or repair (where appropriate) the roofing material on the Western Valley Middle School buildings, the Western Valley Elementary School Buildings, and the Dr. Marvene Lobato Childcare buildings. This project is under the 1GPA Contract 21-06P-02 in an amount not to exceed \$2,500,000.00 utilizing Bond Funding.

BACKGROUND:

The roofing material on all three campus buildings is in various stages of disrepair. Each building has recurring leaking issues, and it is time to bring each building up to standard before the deficiencies result in long-term structural damage.

Each building at the Western Valley campus will have the shingles and underlayment removed and replaced with underlayment, and architectural asphalt shingles are intended to last 30 years. In areas with flat roofs, the existing single membrane material will be cleaned and covered with a high-density cover board and a 60-mil thermoplastic poly (TPO) with a 20-year warranty. It will be fully adhered to the substrate. In areas with flat roofs that have a built-up-roofing system, the built-up-roof will be entirely removed, a layer of high-density cover board will be mechanically installed, and a 60 mil TPO with a 20-year warranty will be fully adhered to the substrate. All roofing materials on the Western Valley and DMLCC buildings will be covered with manufacturer warranties of 10, 20, or 30 years, depending on the materials used, and a two-year contractor warranty.

Action Item • March 12, 2024 X **Action**

C.8 Recommendation to Consider Ms. Montoya's request to attend the National Association of Latino Elected & Appointed Officials (NALEO)

 Information/Discussion

Submitted by Ms. Nora Ulloa, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board consider Ms. Montoya's request to attend the 41st Annual NALEO Conference scheduled to take place June 18-20 in Las Vegas, Nevada.

BACKGROUND:

Ms. Montoya is a lifetime member, and therefore, she will be able to enroll at a lower cost (\$700) than is offered to either *regular* member (\$800) and non-members (\$1,100.00). Ms. Montoya has informed me that many local governing board members from our neighboring districts attend annually (including TUHSD, Prendergast, Glendale Elementary, PUHSD, Phoenix Elementary, Osborn, Cartwright, and Alhambra). Ms. Montoya has previously participated and has benefitted from the presentations which have included educational experts sharing about topics in finance, curriculum, administration, discipline, and education policy.

Conference Costs

Description of Expenses	Cost
Conference Registration	\$700.00
Roundtrip Airfare	\$200.00 + \$100 for 1 bag RT =\$300
Sky Harbor Parking^	\$32.50
Ground Transportation	\$50.00
Hotel Accommodations* Block Rate Mon 6/17 – Fri. 6/21	\$274.38 per night (\$230.00 + Tax, Resort Fee) = \$1,097.52
Meals & Incidentals^ (4 dinners, 1 breakfast)	\$129.00
Total	\$2,309.02

^Reimbursement rates for Meals & Incidentals and Airport Parking are per the State of Arizona Accounting Manual, Topic 50, Section 95 which addresses allowable Business Travel Reimbursement rates.

*Hotel Accommodations are based on using the conference hotel block rate, for 1 occupant. Add'l guests are at the individual's costs and not covered by FESD.

Action Item • March 12, 2024

 X **Action**

C.9 Recommendation to Approve the General Statement of Assurances for FY2025 to be filed with the Arizona Department of Education.

 Information/Discussion

Submitted by Ms. Catherine King, Finance Director

RECOMMENDATION:

It is recommended that the Governing Board approve the General Statement of Assurances for FY2025 to be filed with the Arizona Department of Education.

BACKGROUND:

Each year the State Superintendent of Public Instruction requires the filing of the General Statement of Assurance if a school district participates in any Arizona Department of Education (ADE) programs. The ADE Grants Management Enterprise needs each district to identify their assigned Entity Administrator(s) (for the ADE Grants Management site) and district's unique entity identifier. In the General State of Assurance, districts also assure ADE that they are following related Federal and State regulations related to the grants, financial reporting, education, procurement and human resources.

Consent Item • March 12, 2024

X Action

D.1. Recommendation to Approve Personnel Actions

Information/Discussion

Submitted by Ms. Catherine King, Finance Director

Summary of Report:

- Three hundred nine (309) positions were processed for change
- One (1) position continued FMLA Leave
- Seven (7) New Employees were processed
- Nine (9) Employees have separated from employment
- Seven (7) Employees have additional duties or stipends
- Two (2) Employees have transfers

Consent Item • March 12, 2024

 X **Action**

D.2. Recommendation to Ratify Expense and Payroll Vouchers

 **Information/
Discussion**

Submitted by Ms. Catherine King, Finance Director

RECOMMENDATION:

It is recommended that the Governing Board ratify payment of the attached payroll and expense vouchers as listed below.

BACKGROUND:

The following payroll and expense vouchers are presented for ratification:

Voucher Number	Type of Voucher	Amount
29, 1026	FY24 Payroll – PP15.1	\$5,035.54
30, 1027	FY24 Payroll – PP16	\$1,202,303.47
31, 1028	FY24 Payroll – PP16.1	\$48,000.36
32, 1029	FY24 Payroll – PP16.2	\$1,244.62
33, 1030	FY24 Payroll – PP17	\$1,167,970.41
34, 1031	FY24 Payroll – PP17.1	\$24,113.05
2433	FY24 Expense	\$206,072.39
2434	FY24 Expense	\$182,852.09
2435	FY24 Expense	\$190,783.63
2436	FY24 Expense	\$196,357.43

Consent Item • March 12, 2024

 X **Action**

D.3. Recommendation to Approve Budget and Expenditure
Report

 Information/Discussion

Submitted by Ms. Catherine King, Finance Director

RECOMMENDATION:

It is recommended that the Governing Board approve the Budget and Expenditure Report

This report is included as a consent item for approval at each regular board meeting. By approving the report monthly, the Board is approving any minor changes that may be made by the Finance Department.

If required, a formal budget revision will be properly presented to the public and the Governing Board per the requirements of A.R.S. §15-905.

Information and Discussion Item • March 12, 2024

 Action

E.1. Student Activities and Food Service Reports

 X **Information/Discussion**

Submitted by Ms. Catherine King, Finance Director.

INFORMATION/DISCUSSION:

The student activities ledger and food service report include activity through February. These reports are included for informational purposes.

Information and Discussion Item • March 12, 2024 **Action**E.2. Fowler Elementary School District Head Start Monthly
Report X **Information/Discussion**

Submitted by Ms. Catherine King, Finance Director, Prepared by Ms. Elizabeth Camu.

INFORMATION/DISCUSSION:

The Fowler Elementary School District Head Start Monthly Report for February, 2024 are presented for informational purposes only.

Information and Discussion Item • March 12, 2024 **Action**E.3. FY23 Annual Comprehensive Financial Report, Single
Audit & USFR Compliance Questionnaire X **Information/Discussion**

Submitted by Ms. Catherine King, Finance Director.

INFORMATION/DISCUSSION:

For your review, please find

- the FY2023 Fowler Elementary School District Annual Comprehensive Financial Report,
- the FY2023 Fowler Elementary School District Single Audit, and
- the FY2023 Fowler Elementary School District Uniform System of Financial Records (aka USFR) Compliance Questionnaire.

In compliance with ARS Section 15-914(H), the audits need to be publicly accepted by the school district governing board by a roll call vote.

In the April Board meeting, the FY23 auditors will be present to answer questions or concerns. The vote to accept the audits will be on the April agenda as an Action Item.