

Inspiring Every Child to Achieve



# APRIL 23, 2024 GOVERNING BOARD MEETING

**RECAP**

**THANK YOU TO MS. APRIL PETTIT FOR ORGANIZING THE MUSICAL PERFORMANCE BY WHITTIER STUDENTS!**

## »»» PHOENIX #1 APPROVED FOR THE COMMUNITY ELIGIBILITY PROVISION PROGRAM



Phoenix #1 has been approved to operate the Community Eligibility Provision program. This means that our Child Nutrition department will be reimbursed for breakfast and lunch meals for 100% of the meals served at all schools in the district for the next four years beginning March 2024! This also means that families are no longer required to fill out the Free and Reduced Eligibility meal application. We understand the effect that proper nutrition has on our students' health and academic success. We are proud to have this resource that will allow us to continue ensuring all Phoenix #1 students receive free breakfast and lunch!



# AWARDS, RECOGNITIONS AND ANNOUNCEMENTS

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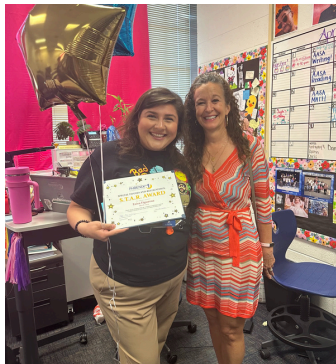
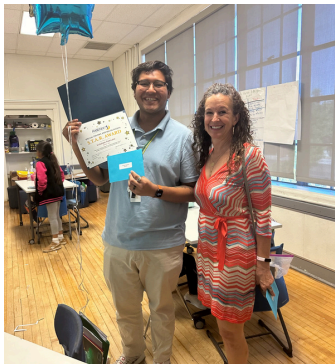
## >>> MARCH S.T.A.R AWARDS (SPECIAL THANKS AND RECOGNITION)

*Congratulations to March S.T.A.R  
Award winners!*

### **Whittier Elementary School**

**Christian Guevara**  
Instructional Assistant

**Zaira Figueroa**  
7/8 Math Teacher



## >>> WEEK OF THE YOUNG CHILD

The week of April 8th, Phoenix #1 celebrated the Week of the Young Child! Preschoolers had a fun-filled week with hands-on collaborative activities encouraging movement and healthy lifestyles through music, food, and art. We know that children learn so much as they enjoy music, explore food and cooking, build together, create art, and celebrate their families!



## >>> PHOENIX #1 CHORAL FEST



Thank you to everyone who came out to support our Phoenix #1 students at our Choral Festival on March 27th! Teachers and students worked hard all day practicing songs before hosting a concert that evening. Students from across the district from 3rd through 8th grade performed songs aligned with the theme of "Kids at Hope." The day concluded with all 400 choral students singing together. We are so proud of our talented students and teachers! Thank you to Ms. April Pettit for your tireless efforts to make the day a success!

## ✓✓ STUDENTS EXPERIENCE SOLAR ECLIPSE



On April 8th, some of our classes participated in the viewing of the solar eclipse. Teachers planned academic activities and students donned the proper eyewear to get outside and experience the phenomenon.

## >>> STATE AASA TESTING

We are completing our State AASA testing and are expecting results back as early as May 15 for grade 3 and May 24 for 4th - 8th grades. This will allow us to look at our data as a District during our Leadership Retreat over the summer. As a District, we are proud to have already tested 99% of our students. A huge thank you to our principals and their testing coordinators, our students, and their families. We surpassed the 95% goal at all our schools with a 99% test completion rate!

## >>> REIMAGINE PHOENIX #1 MEETING

On April 23rd we hosted another Reimagine Phoenix #1 Meeting with over 40 participants including family members from Edison, Emerson, Shaw, our community partners, and local area businesses. The group is continuing to help us find solutions to address increasing enrollment, retention of staff and students, and improving student achievement. We appreciate their time and thoughtfulness as they worked together and shared their questions and ideas. Our next meeting is at 11:30 on Tuesday, May 14 in the Governing Board Room.

## >>> PHOENIX ONE FOUNDATION GOLF TOURNAMENT

Our Phoenix One Foundation Golf Tournament was a huge success, netting over \$25,000! On April 25th, the foundation teed up to raise money to support teachers and schools with the following initiatives: Parent Education and engagement, technology in the hands of every student at home and school, and cultural enrichment. Thank you to all of you who participated to help raise funds for these initiatives.

## >>> PHOENIX #1 INSPIRATION AWARDS

We have received a grant from Phoenix One Foundation to start our Phoenix #1 Inspiration Awards. Phoenix #1 is proud to partner with the Phoenix One Foundation to recognize the employees who exemplify outstanding dedication, innovation, commitment; inspiring all of us through their work each day. We are looking for:

- a teaching professional from each campus
- a support staff employee from each school, District Office, and Plant Services (including Child Nutrition, Transportation, & Warehouse)
- any outstanding employee who is an innovator and an inspiration, helping to lead our district to a new level of excellence

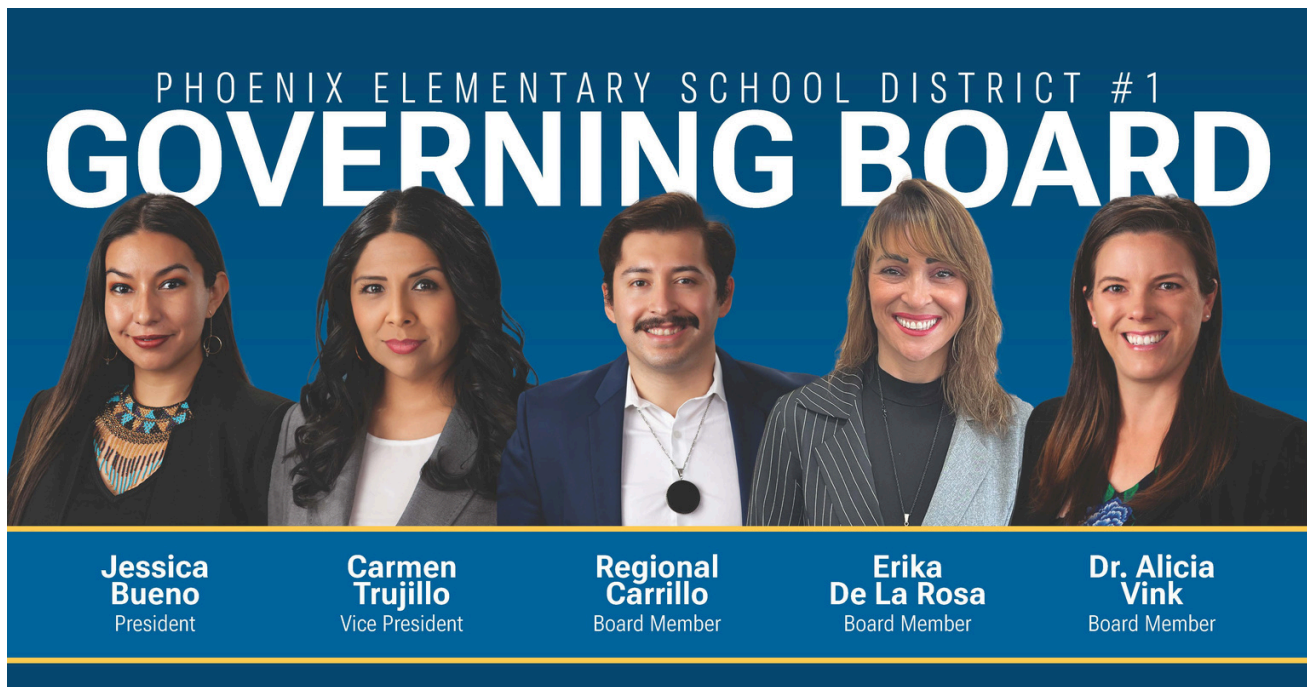
Anyone may nominate current employees (themselves or a colleague) using [the Nomination Form](#). Nominations must be received by May 17, 2024. All nominees will be recognized for being nominated and receive a letter of congratulations with the information provided in the nomination statement. Winners will be announced at the July 31, 2024 Back to School Celebration.

## >>> PTO BUY-BACK

Following through on the Meet & Confer Agreement, we rolled out the PTO Buy-Back process this week. This allows eligible employees to buy out their PTO hours as long as they maintain a 40 hour balance. I heard today from many employees what a great benefit this is. Thanks to our PECTA and ESPA partners, our Governing Board and our Human Resources team!

## >>> COMMUNITY SCHOOLS GRANT APPROVAL PROCESS

We learned that three schools, Capitol, Emerson, and Lowell, have entered phase 3 of the Community Schools Grant approval process. To get three schools to this phase is amazing! Congratulations to Mrs. Kerby Botts, Mr. Nick Lodato, and Mrs. Dana Ramos. A huge thank you to Mrs. Sherry Zeeb and the Federal Programs team for writing these grants.



The Phoenix #1 Governing Board has a focus on student outcome focused governance. The framework is built around six research-informed competencies that describe school board behaviors and the degree to which they create the conditions for improvements in student outcomes:

***Vision & Goals, Values & Guardrails, Monitoring & Accountability, Communication & Collaboration, Unity & Trust, and Continuous Improvement***

The April 23rd meeting focused on the following interim goals and guardrail:

- Interim Board Goal 2.0:** Increase kindergarten students performing “On Grade Level” from 52% in spring 2023 to more than 60% by spring 2024 as measured by the I-Ready Math Diagnostic
- Interim Board Goal 2.1:** Increase first grade students performing “On Grade Level” from 34% in spring 2023 to more than 45% by spring 2024 as measured by the I-Ready Math Diagnostic
- Interim Board Goal 2.2:** Increase second grade students performing “On Grade Level” from 25% in spring 2023 to more than 33% by spring 2024 as measured by the I-Ready Math Diagnostic
- Board Guardrail 3:** In attaining the Board’s student outcome goals, the Board shall not deviate from the Board’s Operating Procedures

**VIEW THE FULL GOVERNING BOARD AGENDA,  
ALL DOCUMENTS, AND STREAM MEETINGS:  
[PHXSCHOOLS.ORG/BOARD](https://phxschools.org/board)**





## ALL CONSENT AGENDA ITEMS WERE APPROVED INCLUDING:

1. Approval of Governing Board Minutes for the April 9, 2024 Governing Board Study Session  
(Policy: BEDG)
2. Approval or Ratification of Payroll Vouchers in the total amount of \$2,694,602.08 (Policy: DKA)
3. Approval or Ratification of Expense Vouchers in the total amount of \$1,387,009.77 (Policy: DKA)
4. Approval Adoption of Gifts, Donations and Grants (Policy: KCD)
5. Approval of Financial Reports for Student Activity Funds for March 2024 (Policy: JJF-R)
6. Approval of the issuance of a purchase order to Canyon State Bus Sales for the purchase of six  
(6) 2025 Blue Bird Electric School Buses in the amount not to exceed \$2,900,323.34  
(\$2,370,000.00 to be paid by an EPA reimbursement) under Mohave Cooperative contract 18F-  
CSBS-0904 pricing (Policy: DJE-R)
7. Approval of LEAD GUITAR MOU
8. Approval of Executive Director of Business Services and Executive Director of Strategic Initiatives  
position (Policy: GCF, GDF)
9. Approval of Updated Federal Programs Coordinator Job Description (Policy: GCF, GDF)
10. Approval or Ratification of Employment of Administrative, Certified and Support Staff (Policies:  
GCF, GDF)
11. Approval or Ratification of Employee Contract/Work Agreement Adjustments for Changes in  
Position (Policies: GCF, GDF)
12. Approval of Separation of Employment, Resignations and Retirements (Policies: GCQC, QCQF)
13. Approval of Revised School - Out-of-District/County/ Overnight or Out State Field Trips (Policy:  
IJOA)
14. Approval of School - Out-of-District/County/ Overnight or Out State Field Trips (Policy: IJOA)
15. Approval of Consent Agenda (Policy: BEDB)



## 2024-2025 EMPLOYEE BENEFITS DECISION

In 2024-25, Phoenix Elementary School District #1 will continue to offer active employees medical with United Health Care (medical insurance) and Delta Dental (dental insurance).

- On March 18, 2024, the District's Insurance Committee adopted the following:
  - Approval of negotiated UHC Medical/RX renewal
    - Approval of 5% employee contribution increase to Buy-Up plan plan and dependent tiers
  - Approval of \$20.00 employee only contribution for Dental
    - Delta Dental extended the rate guarantee until June 30, 2025
  - Acceptance of presented renewals
- Employees who select the High Deductible Health Plan (HDHP) will receive an increase in the Health Savings Account (HSA) annual district contribution from \$668.52 to \$1,000, pending budgetary limitations per the Meet and Confer Agreement.
- Vision coverage remains voluntary, and the rate has not changed from 2023-2024.
- Symetra Basic Life Insurance paid 100% by the District is increasing \$0.028 per \$1,000 equaling a total cost increase to the District of \$12,259 for the 2024-2025 SY. The District will absorb this cost increase. There will be no changes to Symetra Basic AD&D, Supplemental Life, Voluntary Short-Term Disability for the 2024-2025 SY.
- EAP services with Jorgensen Brooks Group and Cobra/FSA/DCA services with P&A Group will have no changes for the 2024-2025 SY.
- For assistance regarding medical and dental insurance contact our Benefits and Wellness Supervisor Crystal Senesy.
- The Insurance Committee was made up of the following members:
  - Rocky Berumen
  - Jed Bowman
  - John Hahn
  - Michael Mannelly
  - Sarah Morales
  - Alicia Mena
  - April Pettit
  - Crystal Senesy
- The District will absorb 95% of the medical premium increase totaling \$454,168 to minimize the impact on employees as much as possible. The District Insurance Committee supports, and District administration recommends, the following changes in order to continue to offer employees two medical plans without a premium cost:
  - 5% increase to employees for the Medical Buy-Up Plan,
  - 5% increase for dependent care coverages for all plans, and
  - \$20 per month cost to all employees who select Dental insurance.



## PHOENIX #1 AUDIT RESULTS

CDWL recently completed an independent audit of our district's operations. CDWL's specialized audit and assurance expertise gives Phoenix Elementary School District #1 important clarity on things like risk, performance, privacy, and governance. Below are the significant findings.

### Financial Statement Findings

#### **2023-001 Bank Reconciliations**

- **Type of Finding:** Material weakness in Internal Control Over Financial Reporting
- **Repeat Finding:** No
- **Condition/Context:** The District did not establish a system of internal controls over cash reconciliations to ensure the cash held on deposit with the county treasurer was reconciled by individual treasurer fund that corresponded to the District's records. In addition, monies were held in miscellaneous receipts clearing accounts were not being properly cleared to the county treasurer on monthly basis. At fiscal year- end, a balance of \$5.7 million was deposit within the clearing account. Lastly, bank reconciliations for monies held with local financial institutions were not reconciled.

### Federal Award Findings

#### **Section III - Federal Awards Findings And Questioned Costs**

##### **2023- 005 Allowable Costs/Cost Principles**

- **Program:** Education Stabilization Fund
- **Federal Assistance Listing Number:** 84.425
- **Federal Agency:** U.S. Department of Education
- **Pass - Through Agency:** Arizona Department of Education
- **Grantor Number:** 21FESIII - 111323-01A
- **Questioned Costs:** N/A
- **Type of Finding:** Noncompliance, Significant Deficiency
- **Compliance Requirement:** B. Allowable Costs/Costs Principles
- **Condition/Context:** For one of 25 Education Stabilization Fund expenditures tested, a purchase order was not maintained to support the authorization of the purchase before being made.
- **Criteria:** District management is responsible for establishing and maintaining internal controls over accounts payable disbursements that are adequate to ensure that all financial activities are properly processed and recorded in accordance with *Uniform Guidance and the Uniform System of Financial Records*

# PHOENIX #1 AUDIT RESULTS

## Financial Statement Findings

### 2023-001 Payroll Disbursements

- **Type of Finding:** Significant Deficiency in Internal Control
- **Repeat Finding:** No
- **Condition:** The District did not establish a system of internal controls over payroll to ensure records were maintained to properly support salaries and related benefits
- **Context:** The following items were notes while performing our test over payroll transactions.
  - For three of 25 employees tested, payroll records were not maintained to support stipends that were paid during the current year.
  - For one of 25 employees tested, the related timecard did not agree to the payroll journal.
  - For two of 25 employees tested, Fingerprint Clearance Cards were expired.

## Financial Statement Findings

### 2023-001 General Disbursements

- **Type of Finding:** Significant Deficiency in Internal Control Over Financial Reporting
- **Repeat Finding:** No
- **Condition:** The District did not establish a system of internal controls over accounts payable disbursement's to ensure records were maintained to properly support purchases.
- **Context:** The following items were noted while performing our tests over accounts payable transactions:
  - For four of 55 cash disbursements tested, a purchase order and invoice were not maintained to support the purchase made.
  - For two of 55 cash disbursements tested, a purchase order was not maintained to support the purchase made.
  - For two of 55 cash disbursements tested, the purchase order was dated after the purchase had already been made.

CDWL reported a total of 27 findings across 10 departments.

The Phoenix #1 Business Services Department is actively working to address and comply with all of CDWL's findings.