



DISTRICT RESPONSE



Vernon Elementary School

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

To the Auditor General's Office

December 3, 2020

RE: District Response

The District Response to the Audit Finding is as follows:

Finding 1: The District did not update the agreement for its leased business manager to reflect services provided, resulting in potential overpayments.

District Response: The District agrees with the finding.
The District will update the agreement with the vendor to reflect services provided.

Recommendation 1: The District should update its leased business manager work agreement to ensure that the annual compensation amount better reflects the actual hours being worked by the business manager or change the agreement to a per hour rate so the District can pay for only actual hours the business manager worked.

District Response: The District agrees with the recommendation and will implement the recommendation.
The District will update the agreement with the vendor to reflect that the business manager is a part time leased employee and reflect the hours worked.

Recommendation 2: The District should require the vendor to provide support for the hours the business manager worked for the District and pay for only hours worked for the District.

District Response: The District agrees with the recommendation and will implement the recommendation.

The vendor will provide the support for hours worked.

- **Analysis**—We reviewed and evaluated fiscal year 2019 spending on administration, plant operations and maintenance, food service, and transportation and compared it to peer districts'. We also compared the District's square footage per student and meals served per student and compared them to peer districts'. Additionally, we reviewed the District's revenues and expenditures associated with its food service program to determine whether the District was covering all its costs.

We selected our audit samples to provide sufficient evidence to support our findings, conclusions, and recommendations. Unless otherwise noted, the results of our testing using these samples were not intended to be projected to the entire population.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We express our appreciation to the District's board members, current and former superintendents, and staff for their cooperation and assistance throughout the audit.

Peer groups—We developed 2 peer groups for comparative purposes. To compare the District's student achievement, we developed a peer group using district poverty rates as the primary factor because poverty rate has been shown to be associated with student achievement. District type and location were secondary factors used to refine these groups. We used this peer group to compare the District's fiscal year 2019 student passage rates on State assessments as reported by the Arizona Department of Education (ADE). We also reported the District's ADE-assigned school letter grade. To compare the District's operational efficiency in administration, plant operations and maintenance, food service, and transportation, we developed a peer group using district size and location. We used these factors because they are associated with districts' cost measures in these areas.

For very small districts, such as Vernon ESD, increasing or decreasing student enrollment by just 5 or 10 students or employing even 1 additional part-time position can dramatically impact the district's costs per pupil in any given year. As a result, and as noted in the fiscal year 2019 *Arizona School District Spending* report, very small districts' spending patterns are highly variable and result in less meaningful group averages. Therefore, in evaluating the efficiency of the District's operations, less weight was given to various cost measures, and more weight was given to our observations made at the District.

Comparison areas	Factors	Group characteristics	Number of districts in peer group
Student achievement	Poverty rate District type Location	Between 23 and 27% Elementary school districts Towns and rural areas	10
Administration, plant operations and maintenance, food service, and transportation	District size Location	Fewer than 200 students Towns and rural areas	57

Source: Auditor General staff analysis of district poverty rates from the U.S. Census Bureau; location data from the National Center for Education Statistics; and district type, number of students, miles, and riders from the Arizona Department of Education.

Efficiency and effectiveness—In addition to the considerations previously discussed, we also considered other information that impacts spending and operational efficiency and effectiveness as described below:

- **Interviews**—We interviewed various District employees in the scoped operational areas about their duties. This included District administrators, department supervisors, and other support staff who were involved in activities we considered significant to the audit objectives.
- **Observations**—To further evaluate District operations, we observed various day-to-day activities in the scoped areas. This included facility tours, food service operations, and transportation services.
- **Report reviews**—We reviewed various summary reports of District-reported data including its *Annual Financial Report*, District-wide building reports provided by the School Facilities Board, transportation route reports provided by ADE, transportation safety reports provided by the Department of Public Safety, and reports required for the federal school lunch program. Additionally, we reviewed food service-monitoring reports from ADE and District-submitted compliance questionnaire results completed by its contracted external audit firm.
- **Documentation reviews**—We reviewed various sets of District documentation including all credit card statements for fiscal year 2019, Student Activities fund cash deposit documentation for fiscal year 2019, bus driver files for all 4 of the District's drivers, and the District's intergovernmental agreement with the Arizona Department of Transportation for bus repair and preventative maintenance. Further, we reviewed the work agreements for the leased business manager's services from fiscal year 2017 through 2019 and the invoices the District received and payments it made for fiscal year 2019.

Objectives, scope, and methodology

We have conducted a performance audit of Vernon Elementary School District pursuant to Arizona Revised Statutes §41-1279.03(A)(9). This audit focused on the District's efficiency and effectiveness primarily in fiscal year 2019 in the 4 operational areas bulleted below because of their effect on instructional spending, as previously reported in our annual report, *Arizona School District Spending*. This audit was limited to reviewing instructional and noninstructional spending (see textbox). Instructional spending includes salaries and benefits for teachers, teachers' aides, and substitute teachers; instructional supplies and aids such as paper, pencils, textbooks, workbooks, and instructional software; instructional activities such as field trips, athletics, and co-curricular activities, such as choir or band; and tuition paid to out-of-State and private institutions. Noninstructional spending reviewed for this audit includes the following:

Operational spending

Operational spending includes costs incurred for the District's day-to-day operations. It excludes costs associated with acquiring capital assets (such as purchasing or leasing land, buildings, and equipment), interest, and programs such as adult education and community service that are outside the scope of preschool through grade 12 education.

- **Administration**—Salaries and benefits for superintendents, principals, business managers, and clerical and other staff who perform accounting, payroll, purchasing, warehousing, printing, human resource activities, and administrative technology services; and other costs related to these services and the governing board.
- **Plant operations and maintenance**—Salaries, benefits, and other costs related to equipment repair, building maintenance, custodial services, groundskeeping, and security; and costs for heating, cooling, lighting, and property insurance.
- **Food service**—Salaries, benefits, food supplies, and other costs related to preparing, transporting, and serving meals and snacks.
- **Transportation**—Salaries, benefits, and other costs related to maintaining buses and transporting students to and from school and school activities.

Financial accounting data and internal controls—We evaluated the District's internal controls related to expenditure processing and scanned all fiscal year 2019 payroll and accounts payable transactions in the District's detailed accounting data for proper account classification and reasonableness. Additionally, we reviewed detailed payroll and personnel records for the 35 individuals who received payments in fiscal year 2019 through the District's payroll system and reviewed supporting documentation for 30 of the 897 fiscal year 2019 accounts payable transactions. After adjusting transactions for proper account classification, we reviewed fiscal year 2019 spending and prior years' spending trends across operational categories to assess data validity and identify substantial changes in spending patterns. We also evaluated other internal controls that we considered significant to the audit objectives. This work included reviewing the District's policies and procedures and, where applicable, testing compliance with these policies and procedures; reviewing controls over the District's relevant computer systems; and reviewing controls over reporting various information used for this audit. We did not identify any significant deficiencies in applicable internal controls.

District did not update agreement for its leased business manager to reflect services provided, resulting in potential overpayments

In fiscal year 2017, the District entered into a contract with a third-party vendor to lease an individual to serve as the District's business manager. The original terms of the District's work agreement with the vendor were for a part-time position at 25 hours per week for annual compensation totaling \$47,800 plus related fees.¹ Since then, the District has renewed this work agreement each year and continues to retain the leased business manager's services for fiscal year 2021. In fiscal year 2019, the District's superintendent at the time was aware that the business manager likely was not meeting the contracted 25 hours per week due to her full-time employment at another school district in addition to working for a personal business, which left her only the evenings to work for the District.² However, because the District set an annual compensation amount instead of an hourly rate and did not require the vendor to provide support for hours the business manager worked for the District, it was not able to pay for only the hours actually worked by the business manager. Although District officials did not indicate that the business manager did not get the work done, the District could save money by updating the work agreement to pay only for the hours the business manager works for the District.

Despite being aware in fiscal year 2019 that the leased business manager likely was not meeting the 25-hours-per-week expectation upon which the \$47,800 annual compensation was based, the superintendent at the time renewed the leased business manager's work agreement at its same terms for fiscal years 2020 and 2021. The *Uniform System of Financial Records for Arizona School Districts* (USFR) requires districts to review contract terms and prices and ensure all goods or services have been received prior to paying any vendor invoice. However, because the District did not update its work agreement to either reduce the total compensation to better reflect the actual hours the business manager worked or change the agreement to a per hour rate so it could pay for only actual hours worked, it likely overpaid for the business manager's services. Continuing to pay for services it likely is not receiving puts the District at risk of violating the Arizona Constitution's gift clause. Specifically, the Arizona Constitution, Art. IX, Sec. 7, bans gifts of public monies by public entities, including school districts, to individuals or organizations.

Recommendations

The District should:

1. Update its leased business manager work agreement to ensure that the annual compensation amount better reflects the actual hours being worked by the business manager or change the agreement to a per hour rate so the District can pay for only actual hours the business manager worked.
2. Require the vendor to provide support for the hours the leased business manager worked for the District and pay for only hours worked for the District.

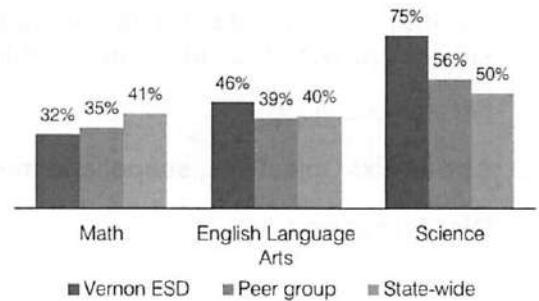
¹ The \$47,800 refers to the base compensation the District paid for the position. Because the District contracted for this position through a third-party vendor, the District paid an additional 5 percent administrative fee and all related employer payroll taxes to the vendor as well. In fiscal year 2019, these fees, taxes, and the base compensation totaled \$55,566.

² The superintendent referenced throughout this finding was employed by the District from fiscal year 2017 through September 2020, at which time she resigned. The District's new superintendent began in October 2020.



Rural district in Apache County
Grades: Kindergarten through 8th
Students attending: 99
Number of schools: 1
School letter grade: B

Students who passed State assessments



Total operational spending—\$1.6 million (\$16,499 per pupil)

Instructional—46.5% (\$7,678 per pupil)

Noninstructional—53.5% (\$8,821 per pupil)

Operational overview	Measure	Vernon ESD	Peer average
<p>Administration—District did not update leased business manager’s work agreement to reflect actual services provided</p> <p>The District spent more per pupil on administration than its peer districts, on average, at least partially because it paid for a remote leased business manager in addition to its on-site business office staff. Additionally, the District did not update the leased business manager’s agreement to better reflect the actual hours the business manager worked, resulting in potential overpayments (see Finding 1, page 2).</p>	Spending per pupil	\$3,743	\$3,398
<p>Plant operations—mixed costs but reasonably efficient</p> <p>The District’s cost per square foot was higher than the peer districts’ average, while its cost per pupil was lower, primarily because the District operated and maintained 38 percent fewer square feet per pupil than the peer districts, on average. Districts that operate substantially fewer square feet per pupil tend to have higher costs per square foot due to higher usage. We did not report any findings in this area.</p>	Spending per square foot	\$9.45	\$7.70
	Spending per pupil	\$2,247	\$2,665
<p>Food service—lower spending</p> <p>The District spent less per meal and per pupil on its food service program than its peer districts, on average, primarily because it employed fewer food service employees than its peers averaged. We did not report any findings in this area.</p>	Spending per meal	\$3.03	\$5.47
	Spending per pupil	\$544	\$917
<p>Transportation—lower spending</p> <p>The District traveled 43 percent more miles and transported 61 percent more riders than the peer districts, on average, and therefore had more miles and riders to spread costs over, like the transportation supervisor’s salary. The District also controlled its spending by utilizing its transportation employees in other operational areas when they were not driving the buses. We did not report any findings in this area.</p>	Spending per mile	\$1.25	\$2.28
	Spending per rider	\$848	\$1,665



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Vernon Elementary School District

District did not update agreement for its leased business manager to reflect services provided, resulting in potential overpayments, but its plant operations costs were reasonably efficient, and it spent less on food service and transportation than its peer districts averaged

Audit purpose

To assess the District's spending on administration, plant operations and maintenance, food service, and transportation and its compliance with certain State requirements.

Key findings

- District did not update agreement for its leased business manager to reflect services provided, resulting in potential overpayments.
- District spent less on its plant operations and food service program than its peers averaged because it operated less building space and had lower food service staffing, and it controlled its transportation spending by utilizing employees in other areas.

Key recommendations

The District should:

- Update its leased business manager work agreement to ensure that the annual compensation amount better reflects the actual hours being worked by the business manager or change the agreement to a per hour rate so the District can pay for only actual hours the business manager worked.
- Require the vendor to provide support for the hours the leased business manager worked for the District and pay for only hours worked for the District.



ARIZONA
AUDITOR GENERAL

LINDSEY A. PERRY
AUDITOR GENERAL

MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

December 8, 2020

Members of the Arizona Legislature

The Honorable Doug Ducey, Governor

Governing Board
Vernon Elementary School District

Mr. Jeffrey Fuller, Superintendent
Vernon Elementary School District

Transmitted herewith is a report of the Auditor General, *A Performance Audit of Vernon Elementary School District*, conducted pursuant to Arizona Revised Statutes §41-1279.03. I am also transmitting within this report a copy of the Report Highlights for this audit to provide a quick summary for your convenience.

As outlined in its response, the District agrees with the finding and both recommendations and plans to implement the recommendations.

My staff and I will be pleased to discuss or clarify items in the report.

Sincerely,

Lindsey A. Perry, CPA, CFE
Auditor General



The Arizona Office of the Auditor General's mission is to provide independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

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Vernon Elementary School District

District did not update agreement for its leased business manager to reflect services provided, resulting in potential overpayments, but its plant operations costs were reasonably efficient, and it spent less on food service and transportation than its peer districts averaged

Performance Audit

December 2020
Report 20-210

A Report to the Arizona Legislature

Lindsey A. Perry
Auditor General



VESD

Memo

To: Governing Board Members
From: Jeff Fuller Interim Superintendent/Principal
cc: File
Date: 02/11/21
Re: Auditor General Report

This item is for discussion only. No action required. You can read the report, it should have been emailed to you by the Auditor General. There is not a lot here but you may discuss it and ask questions.



Vernon Elementary School

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www.vernon.k12.az.us

One Time Employee Benefit Plan for FY21 and FY22

“In exchange for a written commitment from an employee outlining the intent to return or not return to District employment for the 2021-2022 School District year received by the Superintendent no later than **March 11, 2021** said employee (who submits such written commitment by the aforementioned date) shall be afforded an additional Eighty (80) Hours of Sick Leave. Such additional Sick Leave shall be subject to all statutory, regulatory, and District policy based restrictions imposed on the use of Sick Leave generally. However, the additional Eighty (80) hours of Sick Leave afforded pursuant to this program shall be in addition to the current annual Forty (40) hour Sick Leave use limitation currently in place. Upon the expiration of this program on June 30, 2022 all limits imposed upon the use of Sick Leave, including maximum annual hours of employee use, shall revert to the limits outlined in the applicable District policy.

Said additional Sick leave shall be available for employee use immediately and shall expire on June 30, 2022. Said additional Sick Leave is not subject to payout for accrued and unused Sick Leave. All employees shall be advised that submission of a written commitment to not return to District employment for the 2021-2022 District year shall be considered and constitute a resignation effective upon the last day of said employee’s current employment agreement.”

_____ I commit to returning to Vernon Elementary School for the 2021-2022 school year.

_____ I commit to not returning to Vernon Elementary School For the 2021-2022 school year.

Printed Name

Signature

Date

One Time Employee Benefit Plan for FY21 and FY22

"In exchange for a written commitment from an employee outlining the intent to return or not return to District employment for the 2021-2022 School District year received by the Superintendent no later than March 11, 2021 said employee (who submits such written commitment by the aforementioned date) shall be afforded an additional Eighty (80) Hours of Sick Leave. Such additional Sick Leave shall be subject to all statutory, regulatory, and District policy based restrictions imposed on the use of Sick Leave generally. However, the additional Eighty (80) hours of Sick Leave afforded pursuant to this program shall be in addition to the current annual Forty (40) hour Sick Leave use limitation currently in place. Upon the expiration of this program on June 30, 2022 all limits imposed upon the use of Sick Leave, including maximum annual hours of employee use, shall revert to the limits outlined in the applicable District policy.

Said additional Sick leave shall be available for employee use immediately and shall expire on June 30, 2022. Said additional Sick Leave is not subject to payout for accrued and unused Sick Leave. All employees shall be advised that submission of a written commitment to not return to District employment for the 2021-2022 District year shall be considered and constitute a resignation effective upon the last day of said employee's current employment agreement."

Memo

To: Governing Board Members
From: Jeff Fuller, Interim Superintendent/Principal
cc: File
Date: 2/11/21
Re: New One Time Employee Benefit Plan

This item is for you to approve or not approve a one time employee benefit plan of an additional 80 hours of sick leave beginning immediately and ending on June 30, 2022. This is to provide additional sick leave in the event of an illness or quarantine during this pandemic time that we live in. ESSER II funds will be used to cover the cost of the leave. We can expend ESSER II funds up until June 30, 2022.

In order to avoid a gift clause issue due to this not being a part of the employee agreement benefit package that is already in force, the employee will have to sign a form (example attached) that tells us the intent to return or not return for FY22. The intent not to return will be considered a resignation so that we can plan on finding a replacement for next year. If a new employee is hired for FY22, this will be a part of the employment benefit package for that year.

The sick leave will be held to the rules of the sick leave policy in GB Policy GCCA which does not allow for a buyout upon resignation and must get permission to use more than 40 hours in a year. The policy also requires a doctor's note after the 3rd consecutive day of sick leave absence.

Recommended Motion: I move that the Governing Board approve the New One Time Benefit Plan of an additional 80 hours of sick leave as presented.

IN WITNESS WHEREOF, the parties hereto execute this Agreement the day and year first hereinabove written.

VERNON SCHOOL DISTRICT

By: _____ (Signature) _____ (Print Name)

Title: _____ Date: _____

LEXINGTON LIFE ACADEMY

By: _____ (Signature) _____ (Print Name)

Title: _____ Date: _____

EXHIBIT A

Fee Schedule Agreement

Lexington Life Academy

Teacher - hourly rate \$38.10

Assistant Teacher - hourly rate \$22.57

Sped Director - hourly rate \$47.63.

time while the Agreement is in effect, an employee or agent of any other Party to the Agreement in any capacity or a consultant to any other Party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when the other Party receives written notice from Vernon of the cancellation unless the notice specifies a later time.

- L. Neither Party may file a claim against the other without first participating in good faith in mediation with a trained and neutral mediator. The Parties shall share the expenses of mediation, except that shared expenses shall not include the cost incurred by a Party for presentation before the mediator or representation by an attorney at the mediations, if such representation is desired.
- M. Except as provided in this Agreement, employees of one Party shall not be deemed employees of the other Party, and the employing Party shall be responsible for all wages, withholding and payment of employment taxes, and the provision of all employee benefits, if any offered by the employer to the employee.
- N. This Agreement may be signed in counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK
Signature pages and Exhibits follow

- H. No failure to enforce any condition or covenant of this Agreement shall imply or constitute a waiver of the right to insist upon performance of such condition or covenant, or of any other provision hereof, nor shall any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach hereunder.
- I. As required by A.R.S. §41-4401 (Government procurement; E-verify requirement; definitions), each Party warrants that it complies with all Federal Immigration laws and regulations, that it shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the other Party. Each Party acknowledges that a breach of this warranty by the Party or by any subcontractor or sub-subcontractor under this Agreement shall be deemed a material breach of this Agreement, and is grounds for penalties, including termination of this Agreement, by the non-breaching Party. Each Party retains the legal right to inspect the papers of any Party, subcontractor and sub-subcontractor employee who performs work under this Agreement, and to conduct random verification of the employment records of the Party and each subcontractor and sub-subcontractor who works on this Agreement, to ensure that the Party and each subcontractor and sub-subcontractor is complying with the warranties set forth above. Each Party shall defend, indemnify and hold harmless the other Party, its Governing Board members, officers, employees and agents from and against any and all claims and demands of any nature, including fines, penalties and expenses of litigation, for which the Party is found, or is alleged to be, liable arising out of the breach of any warranties of the breaching Party or any subcontractor or sub-contractor as specified in this paragraph.
- J. Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents. Notwithstanding any other provision of this Agreement to the contrary, any agreement by the District to defend, hold harmless or indemnify the other Party shall be limited to, and payable only from, the District's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program.
- K. Pursuant to A.R.S. §38-511, Vernon may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any

SECTION 5
MUTUAL AGREEMENTS

- A. This Agreement terminates and supersedes all prior understandings and agreements, whether written or oral, between the Parties on the subject matter hereof.
- B. Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.
- C. The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.
- D. This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those expressly contained herein, and any amendment or modification of this Agreement shall be made in a writing signed by both Parties to this Agreement.
- E. All student records shall be kept confidential in accordance with the Family Rights and Privacy Act (20 USC 1232(g)) ("FERPA") and regulations adopted pursuant to FERPA, the Individuals with Disabilities Education Act ("IDEA") and regulations adopted thereunder, and applicable State laws and School Board policies controlling the disclosure of personally identifiable information from a student's education records.
- F. The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for Vernon in each subsequent fiscal year. If sufficient funding is not made available to allow Vernon to continue meeting its contractual obligations under this Agreement, Vernon shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may, by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.
- G. All books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection or audit by Vernon, Lexington, or their agents during the term of this Agreement and for five (5) years after termination of this Agreement. Such records shall be produced at the offices of the Party requesting them or such other reasonable location as is designated by the requesting Party.

SECTION 4

TERM

The term of this Agreement shall commence on _____ and shall continue in full force and effect for an initial term ending _____. Either party may terminate this agreement with or without cause effective upon the expiration of Thirty (30) calendar days advanced written notice of the date of termination to the other party.

WAIVER OF BREACH – Waiver of breach by either party of the terms and provisions of this Agreement at any time or times shall not be deemed or construed a waiver of any subsequent breach or breaches by either party of the same, or of the other, terms of provisions of the Agreement at any time or times.

DISCRIMINATION – The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, age, creed, color, religion, sex, national origin or disability.

GOVERNING LAW – This Agreement shall be governed and interpreted by the State of Arizona. The venue for any judicial actions regarding the terms of this Agreement shall be the Superior Court of Apache County, Arizona.

SEVERABILITY – The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

SECTION 2

VERNON'S DUTIES AND RESPONSIBILITIES

Vernon shall make available to Lexington, without charge, all necessary office and treatment rooms in the schools to enable Lexington to render the services provided for in this Agreement.

Vernon will provide Lexington appropriate orientation to the schools, access to any programs generally required for school personnel, and IEPs of students, along with any other pertinent information that would be helpful in servicing the students. Records for student files will be provided electronically in the IEP program to allow review and access remotely.

1. Vernon, on behalf of Lexington, will provide office space, local/long distance phone lines, copy machines, and other reasonable administrative tools to assist with services.
2. As part of the student's needs, Lexington providers will assist with consultation and training for teachers and paraprofessionals in the classroom.
3. Billable activities include, but are not limited to: therapy, therapy planning, consultation, teacher/staff trainings, IEP writing, IEP meetings, evaluations, parent contacts, supervision, and documentation.

SECTION 3

COMPENSATION

Vernon shall compensate Lexington for services rendered in accordance with the Fee Schedule set forth in Exhibit A attached hereto. Lexington will submit invoices to Vernon once per month. Vernon agrees to pay Lexington within 30 days of the invoice submittal. Invoices will be paid on this schedule provided there is no dispute of any charges. A dispute must be filed in writing (email is permissible) within 15 days of receipt of the invoice. Invoices which are not paid within 30 days or disputed within the 15 day period following submission of the invoice are subject to a 5% late fee. For each subsequent 30 days overdue, there will be an additional 5% late imposed upon the remaining balance due.

SERVICE PROVIDER AGREEMENT

Lexington Life Academy, LLC

THIS AGREEMENT made and entered into as of the 16th day of February, 2021 for services commencing on 02/16/2021 by and between Vernon School District ("Vernon") and Lexington Life Academy ("Lexington"):

WHEREAS Lexington is a special education school that performs education, transportation, management and all relevant educational services. Vernon is a school district desiring Lexington's services.

NOW, THEREFORE, in consideration of Vernon paying to Lexington the compensation provided herein and Lexington performing the duties specified herein, It is mutually covenanted and agreed by and between them both as follows:

SECTION 1

LEXINGTON'S DUTIES AND RESPONSIBILITIES

Lexington agrees that at all times during the term of this Agreement it will provide school based services in accordance with the following standards.

1. Services shall be consistent with the procedures and standards established by the school assigned by Vernon, special education regulations, and requirements that would be applicable.
2. Lexington shall follow and abide by the general code of ethics and standards of practice of the American Speech and Hearing Association.
3. Lexington shall prepare written input for conferences as required to coordinate the services for individual students. At the request of the team and scheduling availability, SLP will attend conferences to address specific students and needs.
4. Lexington shall maintain thorough records and provide required documentation in accordance with IDEA.
5. Lexington shall maintain all files and hold the files confidential with respect to each student serviced. Files generated by the Vernon shall be the property of Vernon during the course of this contract.

VESD

Memo

To: Governing Board Members
From: Jeff Fuller, Interim Superintendent
cc: File
Date: 2/11/21
Re: Agreement with Lexington Academy

This agenda item is for the Board to approve an agreement with Lexington Academy to provide Exceptional Student Services for our Special needs population in lieu of hiring a teacher for the remainder of FY2021.

Recommended Motion: I move that we use Lexington Academy for our Exceptional Student Services for the remainder of FY2021.

IX.

New Business

VIII.

Old Business

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 1/31/2021

8TH GRADE FUNDRAISING EVENT	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/ CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
BEGINNING BALANCE							\$812.87

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 1/31/21

STUDENT COUNCIL FUNDRAISING EVENT	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/ CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
BEGINNING BALANCE							\$221.78
Ice Sales - Student Council	7/7/2020		\$1.20				\$222.98
Ice Sales - Student Council	8/6/2020		\$2.10				\$225.08
T-Shirt Sales - Student Council	8/6/2020		\$15.00				\$240.08
Ice Sales - Student Council	8/12/2020		\$0.60				\$240.68
Ice Sales - Student Council	8/27/2020		\$0.60				\$241.28
Ice Sales - Student Council	9/3/2020		\$2.10				\$243.38
Ice Sales - Student Council	9/17/2020		\$0.30				\$243.68
Ice Sales - Student Council	9/30/2020		\$0.90				\$244.58
Ice Sales - Student Council	10/21/2020		\$2.70				\$247.28
Ice Sales - Student Council	11/12/2020		\$1.50				\$248.78
Ice Sales - Student Council	11/18/2020		\$0.90				\$249.68
Ice Sales - Student Council	11/30/2020		\$1.20				\$250.88
Ice Sales - Student Council	1/6/2021		\$1.50				\$252.38
Ice Sales - Student Council	1/20/2021		\$0.30				\$252.68

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 1/31/2021

8TH GRADE FUNDRAISING EVENT	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/ CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
BEGINNING BALANCE							\$123.71
School Mall	10/21/2020		\$30.67				\$154.38
Everett Financial Donation	12/2/2020	164651	\$64.60				\$218.98

Vernon Elementary School

FOOD SERVICE FUND- CLEARING BANK ACCOUNT LEDGER FY 20-21

CK#	V	DATE	DESCRIPTION	DRAFT	DEPOSIT	BALANCE	REF
			Beginning Balance			\$50.00	
	v	8/6/20	Adult Lunches		3.75	\$53.75	
	v	8/12/2020	Adult Lunches		14.25	\$68.00	
	v	8/17/2020	Adult Lunches		6.80	\$74.80	
	v	8/21/2020	Adult Lunches		10.00	\$84.80	
	v	8/25/2020	Adult Lunches		5.00	\$89.80	
	v	8/26/2020	Adult Lunches		10.00	\$99.80	
	v	8/28/2020	Adult Lunches		15.00	\$114.80	
	v	8/31/2020	Adult Lunches		2.00	\$116.80	
1016	v	9/2/2020	Apache County Treasurer	66.8		\$50.00	
	v	9/3/2020	Adult Lunches		3.60	\$53.60	
	v	9/15/2020	Adult Lunches		30.00	\$83.60	
	v	9/17/2020	Adult Lunches		20.00	\$103.60	
	v	9/30/2020	Adult Lunches		32.00	\$135.60	
	v	10/7/2020	Adult Lunches		3.50	\$139.10	
1017	v	10/8/2020	Adult Lunches	89.1		\$50.00	
	v	10/21/2020	Adult Lunches		11.00	\$61.00	
	v	10/28/2020	Adult Lunches		13.85	\$74.85	
1018	v	11/2/2020	VOID	0		\$74.85	
1019	v	11/2/2020	Apache County Treasurer	24.85		\$50.00	
	v	11/4/2020	Adult Lunches		10.00	\$60.00	
	v	11/12/2020	Adult Lunches		16.00	\$76.00	
	v	11/18/2020	Adult Lunches		8.85	\$84.85	
	v	11/24/2020	Adult Lunches		6.00	\$90.85	
	v	12/2/2020	Adult Lunches		11.00	\$101.85	
	v	12/16/2020	Adult Lunches		37.80	\$139.65	
1020	v	1/5/2021	Apache County Treasurer	89.65		\$50.00	
	v	1/13/2021	Adult Lunches		20.00	\$70.00	
	v	1/20/2021	Adult Lunches		4.00	\$74.00	

STUDENT SERVICES BANKING LEDGER

CK#	✓	DATE	DESCRIPTION	AMOUNT	DEPOSIT BALANCE		
				Withdraw	Deposit	\$	50.00
		7/1/2019	Payee			\$	50.00
	✓	7/7/20	Student Council Fundraising - Ice Sales		\$1.20	\$	51.20
	✓	8/6/2020	Student Council Fundraising - Ice Sales		\$2.10	\$	53.30
	✓	8/6/2020	Student Council Fundraising - T-Shirt Sales		\$15.00	\$	68.30
	✓	8/12/2020	Student Council Fundraising - Ice Sales		\$0.60	\$	68.90
	✓	8/27/2020	Student Council Fundraising - Ice Sales		\$0.60	\$	69.50
3825	✓	9/8/2020	Apache County Treasurer	19.50		\$	50.00
	✓	9/3/2020	Student Council Fundraising - Ice Sales		\$2.10	\$	52.10
	✓	9/17/2020	Student Council Fundraising - Ice Sales		\$0.30	\$	52.40
	✓	9/30/2020	Student Council Fundraising - Ice Sales		\$0.90	\$	53.30
	✓	10/21/2020	Student Council Fundraising - Ice Sales		\$2.70	\$	56.00
	✓	10/21/2020	School Mall - General Student Fund		\$30.67	\$	86.67
3826	✓	11/3/2020	Apache County Treasurer	36.67		\$	50.00
	✓	11/12/2020	Student Council Fundraising - Ice Sales		\$1.50	\$	51.50
	✓	11/18/2020	Student Council Fundraising - Ice Sales		\$0.90	\$	52.40
	✓	11/30/2020	Student Council Fundraising - Ice Sales		\$1.20	\$	53.60
	✓	12/2/2020	Donation Everett Financial - General Student Fund		\$64.60	\$	118.20
3827	✓	1/5/2021	Apache County Treasurer	68.20		\$	50.00
	✓	1/6/2021	Student Council Fundraising - Ice Sales		\$1.50	\$	51.50
	✓	1/20/2021	Student Council Fundraising - Ice Sales		\$0.30	\$	51.80

Vernon Elementary School District No. 9

REVOLVING FUND BANK ACCOUNT LEDGER FY 20.21

	✓	<i>Beginning Balance</i>			\$2,500.00	
1615	✓	7/28/20 United States Postal Service	196.00		\$2,304.00	Postage Stamps
1616	✓	7/29/20 Arizona Department of Economic Security	14.08		\$2,289.92	Un-employment Tax Q2 2020
	✓	Reversal of Ck#1607		8.48	\$2,298.40	Outstanding check no longer negotiable
	✓	9/18/20 Vernon Elementary School - Deposit		210.08	\$2,508.48	Replish Revolving Account
1617	✓	9/21/20 United States Postal Service	6.95		\$2,501.53	Postage Stamps
1618	✓	11/30/20 United States Postal Service	220.00		\$2,281.53	Postage Stamps



Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

MEMO

To: Governing Board Members
From: Karol Coffman
Subject: Consent Agenda
Date: For February 16, 2021 Board Meeting

Summary of Accounts:

Revolving Fund – Jan. \$2,281.53
Student Service Ledger – Jan. \$51.80
Food Service Fund – Jan. \$74.00
Student Council General Activities Jan. \$218.98
Student Council/Student Activities - Summary – Jan. \$252.68
8th Grade Fund Summary – Jan. \$812.87

Recommended Motion: Approval of the accounts as presented.



Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

Date: February 16, 2021

To: VESD Governing Board

From: Jeffrey Fuller, Principal/Superintendent

RE: VESD Personnel Report

Recommended Motion: I move that the Governing Board approve all personnel items as presented for the Vernon Elementary School District.

Resignations/Retirements: Amy Nelson, Special Education Teacher

New Hires Certified: Omar Villa, Substitute

New Hires Classified: None

Renewals Certified: None

Renewals Classified Administrators: None

Renewals Classified: None

Renewal of ESI Employees: None

Change of Notice of Appointment/Pay Rate: None

Stipend/Addenda/Incentives: Kendra McGrew, Tutoring

Recruitment and Retention Incentive: None

Substitute Teachers: None

Volunteers: None

Leave of Absence: None

Terminations/Non-Renewals: None

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2117

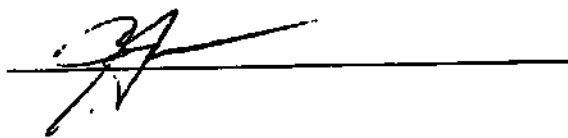
Voucher Date: 02/05/2021

Prepared By:


Printed: 02/01/2021 10:43:31 AM

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$12,598.29 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



JOHN WILHELM

GOVERNING BOARD
PRESIDENT

DEANNA S. HUNT

GOVERNING BOARD CLERK

IRENE HUMPHREY

GOVERNING BOARD
MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$7,472.69
220	IDEA, PART B	\$1,250.00
326	ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF	\$483.75
349	NATIONAL FOREST FEES	\$2,320.58
510	FOOD SERVICE	\$1,071.27
		\$12,598.29

Emailed to Tami Elsworth 2/1/21 SMC

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2116


Voucher Date: 01/22/2021

Prepared By: 

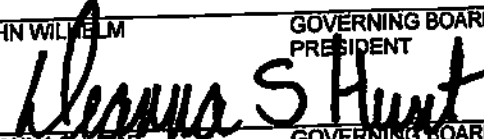
Printed: 01/19/2021 11:25:26 AM


THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$17,040.52 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



JOHN WILHELM
GOVERNING BOARD PRESIDENT


DEANNA S. HUNT
GOVERNING BOARD CLERK


IRENE HUMPHREY
GOVERNING BOARD MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$9,337.55
160	Title IV-A Student Support & Academic Achievement	\$3,477.97
220	IDEA, PART B	\$2,460.00
225	IDEA PRESCHOOL GRANT	\$494.80
326	ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF	\$89.59
510	FOOD SERVICE	\$1,180.61
		\$17,040.52

Emailed to Olivia Aranda 1/19/21 GNC

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2115

Voucher Date: 01/08/2021

Prepared By:

[Signature]
Printed: 01/05/2021 09:03:24 AM

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$4,752.32 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]

[Signature]
JOHN WILHELM GOVERNING BOARD PRESIDENT
[Signature]
DEANNA S. HUNT GOVERNING BOARD CLERK
[Signature]
IRENE HUMPHREY GOVERNING BOARD MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$3,408.77
326	ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF	\$848.37
510	FOOD SERVICE	\$495.18
		\$4,752.32

Emailed to Olivia Aranda 1/5/20 NCG

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2114

Voucher Date: 12/24/2020

Prepared By:

Nicolette G
Printed: 12/21/2020 04:10:29 PM

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$197.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]

JOHN WILHELM
GOVERNING BOARD PRESIDENT
[Signature]
DEANNA S. HUNT
GOVERNING BOARD CLERK
[Signature]
IRENE HUMPHREY
GOVERNING BOARD MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund	Amount
001 MAINTENANCE & OPERATION	\$197.09
	<u>\$197.09</u>

Emailed to Olivia Aranda 12/23/20 NCG

**VERNON ELEMENTARY SCHOOL
DISTRICT #9 VOUCHER**

Entity Number: 01-3-09

Voucher No: 19

Voucher Date: 02/05/2021

Prepared By: *[Signature]*

Printed: 02/01/2021 10:35:08 AM

Pay Period: 18
Pay Cycle: FY21 PAYROLL CALENDAR

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$46,542.89 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]
Administrator

[Signature] JOHN WILHELM GOVERNING BOARD PRESIDENT
[Signature] DEANNA BURTON GOVERNING BOARD CLERK
[Signature] IRENE HUMPHREY GOVERNING BOARD MEMBER

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$34,910.92	\$2,670.68	\$3,603.12	\$528.05	\$41,712.77
111	\$2,194.27	\$167.86	\$268.14	\$0.00	\$2,630.27
220	\$848.64	\$64.93	\$103.71	\$0.00	\$1,017.28
510	\$985.89	\$75.41	\$120.48	\$0.79	\$1,182.57
	\$38,939.72	\$2,978.88	\$4,095.45	\$528.84	\$46,542.89

Emailed to Tami Ellswarth 2/1/21 YNC

Substitute for ADE 40-101

PR #: Voucher Number
Ded Deduct on Voucher

**VERNON ELEMENTARY SCHOOL
DISTRICT #9 VOUCHER**

Entity Number: 01-3-09

Voucher No: 18

Voucher Date: 01/22/2021

Prepared By: *[Signature]*
Printed: 01/19/2021 10:48:57 AM

Pay Period: 15
Pay Cycle: FY21 PAYROLL CALENDAR

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$61,109.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]
Administrator

[Signature]
JOHN WILHELM GOVERNING BOARD PRESIDENT

[Signature]
DEANNA S. HUNT GOVERNING BOARD CLERK

IRENE HUMPHREY GOVERNING BOARD MEMBER

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$36,445.79	\$2,788.09	\$3,707.81	\$11,619.26	\$54,560.95
111	\$2,390.69	\$182.89	\$292.14	\$740.26	\$3,605.98
220	\$829.79	\$63.48	\$101.40	\$0.00	\$994.67
510	\$1,623.61	\$124.21	\$198.40	\$1.30	\$1,947.52
	\$41,289.88	\$3,158.67	\$4,299.75	\$12,360.82	\$61,109.12

Emailed to Olivia Aranda 1/19/21 5:10p

PR #: Voucher Number
Deduction Voucher

Substitute for ADE 40-101

**VERNON ELEMENTARY SCHOOL
DISTRICT #9 VOUCHER**

Entity Number: 01-3-09

Voucher No: 17

Voucher Date: 01/08/2021

Prepared By: *[Signature]*

Pay Period: 14
Pay Cycle: FY21 PAYROLL CALENDAR

Printed: 01/05/2021 08:13:09 AM

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$42,951.85 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]
Administrator

[Signature]
JOHN WILKINSON
GOVERNING BOARD
PRESIDENT

[Signature]
DEANNA S. HUNT
GOVERNING BOARD CLERK

TRENE HUMPHREY
GOVERNING BOARD
MEMBER

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$33,236.89	\$2,542.60	\$3,576.62	\$405.15	\$39,761.26
111	\$2,028.20	\$155.16	\$247.85	\$0.00	\$2,431.21
220	\$221.00	\$16.90	\$27.01	\$0.00	\$264.91
510	\$412.50	\$31.56	\$50.41	\$0.00	\$494.47
	\$35,898.59	\$2,746.22	\$3,901.89	\$405.15	\$42,951.85

Emailed to Olivia Aranda 1/5/20 CMA

Substitute for ADE 40-101

PR #: Voucher
Number
Deduction
on
Voucher

**VERNON ELEMENTARY SCHOOL
DISTRICT #9 VOUCHER**

Entity Number: 01-3-09

Voucher No: 16

Voucher Date: 01/08/2021

Prepared By:

Printed: 01/04/2021 11:17:12 AM

Pay Period: 14
Pay Cycle: FY21 PAYROLL CALENDAR

THE COUNTY SCHOOL SUPERINTENDENT OF APACHE COUNTY is hereby authorized to draw warrants against VERNON ELEMENTARY SCHOOL DISTRICT #9 funds for the sum of \$42,589.42 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Administrator	JOHN WILHELM	GOVERNING BOARD PRESIDENT
	DEANNA S. HUNT	GOVERNING BOARD CLERK
	IRENE HUMPHREY	GOVERNING BOARD MEMBER

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$32,929.39	\$2,519.07	\$3,576.62	\$373.75	\$39,398.83
111	\$2,028.20	\$155.16	\$247.85	\$0.00	\$2,431.21
220	\$221.00	\$16.90	\$27.01	\$0.00	\$264.91
510	\$412.50	\$31.56	\$50.41	\$0.00	\$494.47
	\$35,591.09	\$2,722.69	\$3,901.89	\$373.75	\$42,589.42

V
10

PR #: Voucher
Number
Deduction
on
Voucher

Substitute for ADE 40-101



Vernon Elementary School District #9

P.O. Box 89 – 90 CRN 3139 – Vernon, AZ 85940 – ☎ (928) 537-5463 – Fax (928) 537-1820
www.vernon.k12.az.us

MEMO

To: Governing Board Members
From: Karol Coffman
Subject: Consent Agenda - Vouchers
Date: For the February 16, 2021 Board Meeting

Payroll and Expense Vouchers:

#16 – Voided
#17 - \$42,951.85
#18 - \$61,109.12
#19 – \$46,542.89

#2114 - \$197.09
#2115 - \$4,752.32
#2116 - \$17,040.52
#2117 - \$12,598.29

Recommended Motion: Board Approval for Payroll and Expense Vouchers as presented.

VERNON ELEMENTARY SCHOOL DISTRICT NO. 9
90 CRN 3139 • PO BOX 89 • VERNON, ARIZONA 85940
TELEPHONE: 928-537-5463 • FAX: 928-537-1820

**NOTICE OF PUBLIC MEETING OF THE GOVERNING BOARD OF VERNON
ELEMENTARY SCHOOL DISTRICT No. 9**

Governing Board

Mr. John Wilhelm – President, Mrs. Deanna Hunt – Clerk, Mrs. Irene Humphrey - Member

SCHOOL BOARD WORK SESSION AGENDA MINUTES

January 19, 2021

- I. **CALL TO ORDER** *Deanna Hunt called the meeting to order at 5:30pm.*
- II. **ADOPTION OF THE AGENDA** – *A motion was made by Irene Humphrey for the adoption of the agenda as presented. A second was made by Deanna Hunt. A yes vote from Irene Humphrey and a yes vote from Deanna Hunt approved the item 2-0*
- III. **ROLL CALL** *Present were Deanna Hunt and Irene Humphrey. Absent was John Wilhelm.*
- IV. **PLEDGE OF ALLEGIANCE and PRAYER** – *Mr. Fuller said prayer.*
- V. **DISCUSSION ITEMS**
 - 1) Discussion and possible action to direct the Interim Superintendent in a process to hire a new Superintendent/Principal. *Mr. Fuller gave a presentation on the process of hiring a Superintendent. This included the posting for the position on our website, Arizona Department of Education website, Arizona School Board Association website and the Arizona School Administration website. The second phase would be screening the applicants. A group of Teachers and staff members will screen each application with an application screening rubric and score each application. The third phase would be the behavior event interview given by Mr. Fuller with the board present. The fourth and final phase would be a Public Forum. Inviting the public and staff members to ask questions to our candidates. (Depending on COVID restrictions).*
A motion was made by Deanna Hunt to post the position of Principal/Superintendent and follow the steps presented by Mr. Fuller. A second was made by Irene Humphrey. A yes vote from Deanna Hunt and a yes vote from Irene Humphrey approved the item 2-0.
- VI. **ADJOURNMENT** *Deanna Hunt made a motion to adjourn the meeting at 6:17pm. A second was made by Irene Humphrey. A yes vote from Deanna Hunt and a yes vote from Irene Humphrey approved the item 2-0.*

Dated this 20th day of January, 2021

Vernon Elementary School District #9
Governing Board
By Karol Coffman
Governing Board Secretary

c. Tom and Anne McCoy \$4,000 Tax Credit Donation

A motion was made by Deanna Hunt for the approval of the consent agenda as presented. A second was made by John Wilhelm. There was no discussion. A yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 2-0.

VIII. OLD BUSINESS - None

IX. NEW BUSINESS

1) Discussion and possible action regarding the election of the School Board President. *Deanna Hunt nominated John Wilhelm for board president. John Wilhelm seconded the motion. A motion was made by Deanna Hunt to elect John Wilhelm board president. A second was made by John Wilhelm. A yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 2-0.*

2) Discussion and possible action regarding the election of the School Board Clerk. *John Wilhelm nominated Deanna Hunt for board clerk. A second was made by Deanna Hunt. A motion was made by John Wilhelm to elect Deanna Hunt as board clerk. A second was made by Deanna Hunt. A yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 2-0.*

3) Discussion and possible action regarding the approval of using PowerSchool as our student information system for state reporting. *A motion was made by John Wilhelm for the approval to purchase PowerSchool for our student information system for state reporting. A second was made by Deanna Hunt. Mr. Fuller gave information on PowerSchool and other student information systems available. A yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 2-0.*

FUTURE MEETINGS/LOCATIONS – March 9, 2021 –April 13, 2021

Location - VESD Library - 90 CRN 3139 Vernon, Arizona 85940

X. ADJOURNMENT – *A motion was made at 5:55 by Deanna Hunt to adjourn the meeting. A second was made by John Wilhelm. A yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 2-0.*

Dated this 13th day of January 2021

By: Karel Coffman Governing Board Secretary

Vernon Elementary School District #9 Governing Board

Persons with a disability may request a reasonable accommodation. Contact the District office at (928) 537-5463. Requests should be made as early as possible.

VERNON ELEMENTARY SCHOOL DISTRICT NO. 9
90 CRN 3139 • PO BOX 89 • VERNON, ARIZONA 85940
TELEPHONE: 928-537-5463 • FAX: 928-537-1820

**NOTICE OF PUBLIC MEETING OF THE GOVERNING BOARD
OF VERNON ELEMENTARY SCHOOL DISTRICT # 9**

Governing Board

Mr. John Wilhelm – President - Mrs. Deanna Hunt – Clerk - Mrs. Irene Humphrey – Member

PUBLIC MEETING AGENDA MINUTES – JANUARY 12, 2021

I. CALL TO ORDER *John Wilhelm called the meeting to order at 5:30pm.*

II. ROLL CALL *Present were John Wilhelm and Deanna Hunt. Absent was Irene Humphrey.*

III. ADOPTION OF THE AGENDA *A motion was made by Deanna Hunt for the adoption of the agenda as presented. A second was made by John Wilhelm. There was no discussion. A yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 2-0.*

IV. PLEDGE OF ALLEGIENCE AND PRAYER – *Mr. Fuller said prayer.*

V. CALL TO THE PUBLIC. *There were no calls to the public.*

VI. SUPERINTENDENT'S COMMENTS/REPORTS *Mr. Fuller gave information on our Student Council being up and running. The reorganization at the County Superintendent's Office and Galileo testing starting next week.*

VII. CONSENT AGENDA - The Board may vote to pull an item off of the Consent Agenda for Board Discussion and Board Action and may vote on that item separately from those items contained in the Consent Agenda. Names and details may be viewed at the District's Business Office and copies of the minutes may be viewed on the District website or obtained by contacting the District Office. Copies of vouchers may be viewed by contacting the District Office.

1) The approval of the December 08, 2020 Public Hearing Agenda Minutes and the December 08, 2020 Regular Agenda Minutes as presented.

2) Approval of Payroll Vouchers: #13 - \$76,101.30 - #14 Voided #15 - \$48,584.86

3) Approval of Expense Voucher #2112 - \$18,699.43 #2113 - \$15,382.10

4) Approval of Personnel Reports.

a) Resignations: Renee West

b) Addenda: Andrew Madrid, Tutoring

Thea Wilson, Tutoring

5) Approval of Accounts:

Revolving Fund – Dec. \$2,281.53 Student Service Ledger – Dec. \$50.00,

Food Service Fund – Dec. \$50.00, Student Council General Activities Dec. \$154.38

8th Grade Fund Summary – Dec. \$812.87 Student Council/Student Activities Summary – Dec. \$250.88

6) Donations:

a. Gloria Martindale \$200.00 Tax credit Donation

b. Alicia Ellis \$200.00 Tax Credit Donation



Vernon Elementary School District #9

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www.vernon.k12.az.us

MEMO

To: Governing Board Members
From: Karol Coffman
Subject: Consent Agenda
Date: For February 16, 2021 Board Meeting

Recommended Motion: The approval of the January 12, 2021 Regular Agenda Minutes and the January 19, 2021 Work Session Agenda Minutes as presented.

VII.

Consent Agenda

VI.

Superintendent's
Comments/Reports

5) Approval of Accounts:

Revolving Fund – Jan. \$2,281.53	Student Service Ledger – Jan. \$51.80,
Food Service Fund – Jan. \$74.00,	Student Council General Activities Jan. \$218.98
8 th Grade Fund Summary – Jan. \$812.87	Student Council/Student Activities Summary – Jan. \$252.68

6) Donations:

- a. Vernon Women’s Club – Hygiene Kits, Children’s Clothing
- b. John and Karol Coffman - \$400.00 Tax Credit Donation

VIII. OLD BUSINESS - None

IX. NEW BUSINESS

- 1) Discussion and possible action to approve Lexington Academy to provide Exceptional Student Services for Vernon Elementary School for the remainder of FY2021. *(Mr. Wilhelm action)*
- 2) Discussion and review of the Auditor General’s Report for FY2019 *(Information only, no action required)*
- 3) Discussion and possible action regarding the approval to extend sick leave 80 hours if employees sign a commitment letter to return for FY2022. *(Mr. Wilhelm action)*

FUTURE MEETINGS/LOCATIONS – March 9, 2021 – April 13, 2021

Location - VESD Library - 90 CRN 3139 Vernon, Arizona 85940

X. ADJOURNMENT

Dated this 10th day of February 2021

By: Karol Coffman Governing Board Secretary

Vernon Elementary School District #9 Governing Board

Persons with a disability may request a reasonable accommodation. Contact the District office at (928) 537-5463. Requests should be made as early as possible.

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**NOTICE OF PUBLIC MEETING OF THE GOVERNING BOARD
OF VERNON ELEMENTARY SCHOOL DISTRICT # 9**

Governing Board

Mr. John Wilhelm – President - Mrs. Deanna Hunt – Clerk - Mrs. Irene Humphrey – Member

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Vernon Elementary School District No. 9 Governing Board and to the general public that the Vernon Elementary School District No. 9 Governing Board will hold a public meeting open to the public on **February 16, 2021, 5:30 PM**, at 90 CRN 3139, Vernon, AZ, 85940. The Vernon Elementary School District No. 9 Governing Board may vote to convene in executive session which shall not be open to the public pursuant to A.R.S. §38-431.03(A)(3) for legal advice from the District's Attorney(s) on any matter on this agenda marked with an asterisk (*). The District's Attorney(s) may appear telephonically.

The Governing Board reserves the right to change the order of the items on the agenda, with the exception of public hearings and bid awards.

PUBLIC MEETING AGENDA – FEBRUARY 16, 2021

I. CALL TO ORDER (*Mr. Wilhelm Action*)

II. ROLL CALL (*Mr. Wilhelm Action*)

III. ADOPTION OF THE AGENDA (*Mr. Wilhelm, Action*)

IV. PLEDGE OF ALLEGIANCE AND PRAYER

V. CALL TO THE PUBLIC—Community members are invited to share their questions, comments, or concerns with the School Board. Per Policy BEDH – Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the District Administrator prior to the start of the Board Meeting. When speaking, citizens should state their name and address for the record, and limit their presentation to three minutes. The Governing Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, the law permits Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

VI. SUPERINTENDENT'S COMMENTS/REPORTS (*Mr. Fuller Information*) • Summary of Current Events.

VII. CONSENT AGENDA - The Board may vote to pull an item off of the Consent Agenda for Board Discussion and Board Action and may vote on that item separately from those items contained in the Consent Agenda. Names and details may be viewed at the District's Business Office and copies of the minutes may be viewed on the District website or obtained by contacting the District Office. Copies of vouchers may be viewed by contacting the District Office.

- 1) The approval of the January 12, 2021 Regular Agenda Minutes and the January 19, 2021 Work Session Agenda Minutes as presented.
- 2) Approval of Payroll Vouchers: #16 – Voided - #17 - \$42,951.85, #18 - \$61,109.12, #19 - \$46,542.89
- 3) Approval of Expense Voucher #2114 - \$197.09, #2115 \$4,752.32, #2116 - \$17,040.52, #2117 - \$12,598.29
- 4) Approval of Personnel Reports.
 - a) Substitute Teacher – Omar Villa
 - b) Resignations: Amy Nelson, Special Education Teacher
 - c) Stipend/Addenda/Incentives: Kendra McGrew, Tutoring

A motion was made by Deanna Hunt for the approval of the Consent Agenda as presented. A second was made by Irene Humphrey. There was no discussion. A yes vote from John Wilhelm, a yes vote from Deanna Hunt and a yes vote from Irene Humphrey approved the item 3-0.

VIII. OLD BUSINESS - None

IX. NEW BUSINESS

1) Discussion and possible action to approve Lexington Academy to provide Exceptional Student Services for Vernon Elementary School for the remainder of FY2021. *A motion was made by Irene Humphrey to approve Lexington Academy to provide Exceptional Student Services for Vernon Elementary School for the remainder of FY2021. A second was made by Deanna Hunt. Mr. Fuller gave information on Lexington Academy providing services to students and be in compliance. A yes vote from John Wilhelm, a yes vote from Deanna Hunt and a yes vote from Irene Humphrey approved the item 3-0.*

2) Discussion and review of the Auditor General's Report for FY2019. *Mr. Fuller gave information on the Auditor General's Report for FY2019. There was only one finding with the Business Manager agreement and this has been resolved.*

3) Discussion and possible action regarding the approval to extend sick leave 80 hours if employees sign a commitment letter to return for FY2022. *A motion was made by Irene Humphrey for the approval to extend sick leave 80 hours if employees sign a commitment letter to return for FY2022. A second was made by Deanna Hunt. All employees shall be advised that submission on a written commitment to not return to District employment for the 21-22 school year shall be considered and constitute a resignation effective upon the last day of said employee's current employment agreement. A yes vote from John Wilhelm, a yes vote from Deanna Hunt and a yes vote from Irene Humphrey approved the item 3-0.*

FUTURE MEETINGS/LOCATIONS-- March 9, 2021 – April 13, 2021

Location - VESD Library - 90 CRN 3139 Vernon, Arizona 85940

X. ADJOURNMENT—*A motion was made by Deanna Hunt to adjourn the meeting at 5:55pm. A second was made by John Wilhelm. A yes vote from John Wilhelm, a yes vote from Deanna Hunt and a yes vote from Irene Humphrey approved the item 3-0.*

Dated this 17th day of February 2021

By: Harol Coffman Governing Board Secretary

Vernon Elementary School District #9 Governing Board

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OF VERNON ELEMENTARY SCHOOL DISTRICT # 9**

Governing Board

Mr. John Wilhelm – President - Mrs. Deanna Hunt – Clerk - Mrs. Irene Humphrey – Member

PUBLIC MEETING AGENDA MINUTES – FEBRUARY 16, 2021

I. CALL TO ORDER *John Wilhelm called the meeting to order at 5:29pm.*

II. ROLL CALL *Present were John Wilhelm, Deanna Hunt and Irene Humphrey.*

III. ADOPTION OF THE AGENDA - *A motion was made by Deanna Hunt for the adoption of the agenda as presented. A second was made by Irene Humphrey. There was no discussion. A yes vote from John Wilhelm, a yes vote from Deanna Hunt and a yes vote from Irene Humphrey approved the item 3-0.*

IV. PLEDGE OF ALLEGIENCE AND PRAYER – *Mr. Wilhelm said prayer.*

V. CALL TO THE PUBLIC – *There were no calls to the public*

VI. SUPERINTENDENT'S COMMENTS/REPORTS *Mr. Fuller gave information on the two snow days that we will need to make up. State Testing in April. A Calendar Committee, aligning with NAVIT, MPC and Show Low School District. School Board term limits being discussed in the legislature.*

VII. CONSENT AGENDA - The Board may vote to pull an item off of the Consent Agenda for Board Discussion and Board Action and may vote on that item separately from those items contained in the Consent Agenda. Names and details may be viewed at the District's Business Office and copies of the minutes may be viewed on the District website or obtained by contacting the District Office. Copies of vouchers may be viewed by contacting the District Office.

1) The approval of the January 12, 2021 Regular Agenda Minutes and the January 19, 2021 Work Session Agenda Minutes as presented.

2) Approval of Payroll Vouchers: #16 – Voided - #17 - \$42,951.85, #18 - \$61,109.12, #19 - \$46,542.89

3) Approval of Expense Voucher #2114 - \$197.09, #2115 \$4,752.32, #2116 - \$17,040.52, #2117 - \$12,598.29

4) Approval of Personnel Reports.

a) Substitute Teacher – Omar Villa

b) Resignations: Amy Nelson, Special Education Teacher

c) Stipend/Addenda/Incentives: Kendra McGrew, Tutoring

5) Approval of Accounts:

Revolving Fund – Jan. \$2,281.53

Student Service Ledger – Jan. \$51.80,

Food Service Fund – Jan. \$74.00,

Student Council General Activities Jan. \$218.98

8th Grade Fund Summary – Jan. \$812.87

Student Council/Student Activities Summary – Jan. \$252.68

6) Donations:

a. Vernon Women's Club – Hygiene Kits, Children's Clothing

b. John and Karol Coffman - \$400.00 Tax Credit Donation

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OF VERNON ELEMENTARY SCHOOL DISTRICT # 9

Governing Board

Mr. John Wilhelm – President - Mrs. Deanna Hunt – Clerk - s. Irene Humphrey - Member

PUBLIC MEETING POSTPONED FEBRUARY 09, 2021

The regular Governing Board Meeting scheduled for February 9, 2021 has been postponed. The meeting will take place on Tuesday, February 16, 2021 at 5:30pm at Vernon Elementary School in the Library

Dated this 4th day of February 2021

Vernon Elementary School District #9
Governing Board Secretary

By: *Karel Coffman*
Governing Board Secretary