

Governing
School Board
Agenda

Meeting Date: 05/12/22

Chad Knippen

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

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 **May 12, 2022, 5:45 PM**, at 90 CRN 3139, Vernon, AZ, 85940. The Governing Board may vote to convene in executive session, which will 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). 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 MAY 12, 2022

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

II. ROLL CALL (*Mr. Wilhelm*)

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

IV. 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.

V. SUPERINTENDENT'S COMMENTS/REPORTS (*Dr. Knippen, information*) • Summary of Current Events.

VI. 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 and 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) Approval of the April 12, 2022 Regular Agenda Minutes as presented.

Approval of Payroll Vouchers: #22 - \$55,060.26, #23 - \$ 61,060.46

Approval of Expense Voucher: #2227 - \$42,744.05, #2228 - \$71,862.70, #2229 - \$3,600.00

2) Approval of Personnel Reports: - Michelle Blunt - Certified Teacher 22-23 School Year

Jamie Wright, Start Date 5/2/22 - Paraprofessional

Tom Stidham –Start Date 5/3/22 - Substitute

3) Approval of Accounts:

Revolving Fund - April \$2,500.00

Student Services Ledger – April \$53.55

Food Service Fund – April \$57.00

Student Council General Activities – April \$442.66

8th Grade Fund Summary – April \$1,651.64

Student Council/Student Activities –April - \$1,534.63

Asset Disposal Fund – April \$5.00

4) Approval of Donations: Mike and Irene Humphrey - \$400.00 Tax Credit

Mike and Christine Brady - \$200.00 Tax Credit

VII. OLD BUSINESS –

1) “Discussion and possible action regarding the approval to enter into executive session for renegotiation of the Superintendent’s Employment Contract. The Governing Board may convene in executive session, which will not be open to the public, pursuant to A.R.S. §38-431.03(A)(4) for consultation with District legal counsel regarding contracts subject to negotiation. The District’s legal counsel may appear remotely.” *(Mr. Wilhelm action)*.

2) Discussion and possible action regarding a contract renegotiation for the Principal/Superintendent. *(Mr. Wilhelm action)*.

VIII. NEW BUSINESS

1) Discussion and possible action regarding the approval of the District Expenditure Budget Final Revision for the 2021-2022 school year. *(Mr. Wilhelm action)*.

2) Discussion and possible action to approve the expenditure of Monies for any subsection within the M & O Fund in excess of amounts specified in the budget. The total expenditures of the M & O Fund may not exceed the budgeted amount. *(Mr. Wilhelm, Action)*

3) Discussion and possible action regarding the approval to sign an (IGA) Inter Governmental Agreement with Concho School for Nurse services for the 2022-2023 school year in accordance with §A.R.S. 15-382. *(Mr. Wilhelm action)*.

4) Discussion and possible action regarding the approval of Stirling Counseling Services for the 2022-2023 school year. *(Mr. Wilhelm action)*.

5) Discussion and possible action regarding the approval of FamFirst Counseling Services LLC (Dr. Erick C. Rask) for student psychoeducational evaluation services for the 2022-2023 school year. *(Mr. Wilhelm action)*.

6) Discussion and possible action regarding the approval of Navajo County Educational Service Agency for Occupational Therapist and Speech Language Pathologist for the 2022-2023 school year. *(Mr. Wilhelm action)*.

7) Discussion and possible action regarding the acceptance of Dallas R. Siler, CPA, PLLC as district auditor of the FY 21-22 school year. *(Mr. Wilhelm action)*.

8) Discussion and possible action regarding the approval of the Arizona State Purchasing Cooperative agreement in accordance with §A.R.S. 15-382. (*Mr. Wilhelm action*).

9) Discussion and possible action regarding the approval of Approval of the following:
Stipend/Addenda/Incentives: (*Mr. Wilhelm action*).

Rob Lefrandt –STEAM Club \$750.00, Education Technology Coordinator \$1,250.00

Lisa Marean – Federal Programs Coordinator \$2,500.00, Enrichment Coordinator \$375.00 Summer School \$2,400.00

Tammy Yost – Student Council Coordinator \$750.00, Grade Book \$375.00, Summer School \$2,400.00

Kristen Orton – DIBELS Coordinator \$750.00 Preschool Director \$1,500.00, Combination Class \$1,500.00

Bill Simmons – Athletic Director \$375.00 Softball Coach \$750.00, Track Coach \$750.00

Ashley Umphress – Combination Class \$1,500.00

Gail Kroll – SPED Extra Duty \$1,000.00

Andrew Madrid – Summer School \$2,400.00

Stephanie King – Summer School \$2,400.00

Location: Vernon Elementary School - 90 CRN 3039 Vernon, Arizona 85940

Future Meetings: June 14, 2022 – July 12, 2022

IX. ADJOURNMENT

Dated this 11th day of May 2022

Vernon Elementary School District #9 Governing Board

By: Karol Coffman

Governing Board Secretary

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.

V.

Superintendent's
Comments/Reports

VI.

Consent Agenda



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 May 12, 2022 Board Meeting

Recommended Motion: The approval of the April 12, 2022 Regular Agenda Minutes 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

Governing Board

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

PUBLIC MEETING AGENDA MINUTES APRIL 12, 2022

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

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 Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the adoption 3-0.

IV. PLEDGE OF ALLEGIANCE AND PRAYER –Mr. Wilhelm said prayer.

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

VI SUPERINTENDENT'S COMMENTS/REPORTS - Dr. Knippen gave information on resignations and new hires for next year. State testing is underway. The 8th grade class visited Blue Ridge and will be visiting Show Low and Sequoia schools. All staff will take part in Social Emotional training this summer.

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 and 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) Approval of the March 15, 2022 Regular Agenda Minutes as presented.**
Approval of Payroll Vouchers: #20 - \$49,589.22, #21 - \$ 57,525.92
Approval of Expense Voucher: #2224 - \$27,511.00, #2225 - \$3,600.00, #2226 - \$28,441.38

- 2) Approval of Personnel Reports: Denise Compton – Retention Stipend, Andy Huyck – Substitute.**

LETRS Addenda pay from Comprehensive Literacy Grant: S. King, K. Orton, A. Umphress, T. Yost, G. Kroll

Resignations: Mary Adams, Lauren L'Italien, Judy Cauthen, Robin Ballard.

New Hire Certified 2022-2023: Amanda McGinnis, Starla Stansbury

Volunteers: Carol Gustason-Johnson

- 3) Approval of Accounts:**

Revolving Fund - March \$2,268.00

Student Services Ledger – March \$467.25

Food Service Fund – March \$96.00

Student Council General Activities – March \$246.51

8th Grade Fund Summary – March \$1,651.64

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 Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the consent agenda 3-0.

VIII. OLD BUSINESS - None

IX. NEW BUSINESS

1) "Discussion and possible action regarding the approval to enter into executive session for renegotiation of the Superintendent's Employment Contract. The Governing Board may convene in executive session, which will not be open to the public, pursuant to A.R.S. §38-431.03(A)(4) for consultation with District legal counsel regarding contracts subject to negotiation. The District's legal counsel may appear remotely." *A motion was made by Deanna Hunt to enter into executive session at 5:37pm. A second was made by Irene Humphrey. There was no discussion. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 3-0. Back from executive session at 6:36pm.*

2) Discussion and possible action regarding a contract renegotiation for the Principal/Superintendent. *A motion was made by John Wilhelm to table this item and have a personnel executive session at the next board meeting. A second was made by Deanna Hunt. There was no discussion. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item to be tabled 3-0.*

3) Discussion and possible action regarding the approval of the 2022-2023 Credit Cards, in accordance with A.R.S. §15-342, for the following vendors: Wex Bank, Home Depot, Lowe's, and Voyager (U.S. Bank) for the 2022-2023 school year. *A motion was made by Deanna Hunt for the approval of the approval of the 2022-2023 Credit Cards as presented. A second was made by Irene Humphrey. The discussion was this approval is done yearly. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 3-0.*

4) Discussion and possible action regarding the resolution authorization for Governing Board Members to sign vouchers in between regular board meetings and to be ratified at the next Governing Board Meeting in accordance with A.R.S. 15-321-(G) for the 2022-2023 School Year. *A motion was made by Deanna Hunt for the approval for Governing Board Members to sign vouchers in between regular board meetings and to be ratified at the next Governing Board Meeting in accordance with A.R.S. 15-321-(G) for the 2022-2023 School Year. A second was made by Irene Humphrey. There was no discussion. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item3-0.*

5) Discussion and possible action regarding the approval to sign an (IGA) Inter Governmental Agreement with Concho School for Nurse services for the 2022-2023 school year. in accordance with §A.R.S. 15-382. *A motion was made by John Wilhelm to table this item until the attorney can have an opportunity to review the agreement. A second was made by Deanna Hunt. There was no discussion. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item to be tabled 3-0.*

6) Discussion and possible action regarding the acceptance and acknowledgement of the audit by Dobridge & Company PC services for the 2020-2021 school year. *A motion was made by Deanna Hunt for the acceptance and acknowledgement of the audit by Dobridge & Company PC services for the 2020-2021 school year. A second was made by Irene Humphrey. Mrs. Gardner gave an overview of the audit findings and stated that there was much improvement. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item3-0.*

7) Discussion and possible action regarding the approval of student per diem rates for meals during travel \$8 breakfast, \$10 lunch, \$10 for dinner. *A motion was made by Deanna Hunt for the approval of student per diem rates for meals during travel \$8 breakfast, \$10 lunch, \$10 for dinner. A second was made by Irene Humphrey. Discussion was about if these rates were high enough and the reply was that these rates were higher than other schools in the area. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item3-0.*

8) Discussion and possible action regarding the approval to move Nicolette Gardner into the Business Manager's position effective April 3, 2021 due to the resignation of Mary Adams. *A motion was made by Deanna Hunt for the approval to move Nicolette Gardner into the Business Manager's position effective April 3, 2021 due to the resignation of Mary Adams. A second was made by Irene Humphrey. The discussion was that Mrs. Gardner would receive pay back to April 3 2021. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item3-0.*

9) Discussion and possible action regarding the approval of the 21-22 Manager/Admin Salary Plan as presented. *A motion was made by Deanna Hunt for the approval of the 21-22 Manager/Admin Salary Plan as presented. A second was made by Irene Humphrey. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item3-0.*

It was brought to the boards attention the there was a typing error in item 8. The date should read April 3, 2022 instead of April 3, 2021. For this reason, the board voted again on Item 8. A motion was made by Deanna Hunt for the approval to move Nicolette Gardner into the Business Manager's position effective April 3, 2022 due to the resignation of Mary Adams. A second was made by Irene Humphrey. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item 3-0.

10) Discussion and possible action regarding the approval to start the process for a three-person board or continue with a five-person board. *A motion was made by John Wilhelm to table this item. A second was made by Irene Humphrey. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the item to be tabled 3-0.*

Location: Vernon Elementary School - 90 CRN 3039 Vernon, Arizona 85940

Future Meetings: May 10, 2022 – June 14, 2022

X. **ADJOURNMENT** – *A motion was made by Deanna Hunt to adjourn the meeting at 6:54pm. A second was made by Irene Humphrey. A yes vote from Irene Humphrey, a yes vote from John Wilhelm and a yes vote from Deanna Hunt approved the adjournment3-0.*

Dated this 13th day of April 2022

Vernon Elementary School District #9 Governing Board

By: Karol Coffman
Governing Board Secretary



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 May 12, 2022

Payroll and Expense Vouchers:

#22 - \$55,060.26

#23 - \$61,060.46

#2227 - \$42,744.05

#2228 - \$71,862.70

#2227 - \$3,600.00

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

**VERNON ELEMENTARY SCHOOL
DISTRICT #9 VOUCHER**

Entity Number: 01-3-09

Voucher No: 22

Voucher Date: 04/15/2022

Prepared By:

Joye Madrid
Printed: 04/12/2022 01:27:59 PM

Pay Period: 21
Pay Cycle: FY22 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 \$55,060.26 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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	\$34,766.87	\$2,656.14	\$4,183.25	\$34.74	\$41,641.00
110	\$2,501.33	\$191.35	\$310.42	\$0.04	\$3,003.14
332	\$5,000.00	\$382.49	\$620.50	\$0.00	\$6,002.99
336	\$425.59	\$32.56	\$52.82	\$0.00	\$510.97
346	\$418.88	\$32.04	\$51.99	\$1.45	\$504.36
375	\$1,092.66	\$83.58	\$135.60	\$1.45	\$1,313.29
510	\$1,728.30	\$132.21	\$214.48	\$9.52	\$2,084.51
	\$45,233.63	\$3,510.37	\$5,569.06	\$47.20	\$55,060.26

Emw 4/12/22 JH

PR#: Voucher
Number
Ded: Deducti
on
Voucher

Substitute for ADE 40-101

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Entity Number: 01-3-09

Voucher No: 23

Voucher Date: 04/29/2022

Prepared By:

Jane Madril

Pay Period: 22

Pay Cycle: FY22 PAYROLL CALENDAR

Printed: 04/25/2022 10:54:59 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 \$61,060.46 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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
John S. Hunt
DEAN S. HUNT GOVERNING BOARD CLERK
Irene N. Humphrey
IRENE HUMPHREY GOVERNING BOARD MEMBER

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$35,069.49	\$2,679.30	\$4,239.98	\$11,244.57	\$53,233.34
110	\$2,486.76	\$190.23	\$308.61	\$338.01	\$3,323.61
336	\$421.75	\$32.27	\$52.34	\$2.23	\$508.59
375	\$1,089.31	\$83.33	\$135.18	\$672.48	\$1,980.30
510	\$1,675.89	\$128.21	\$207.99	\$2.53	\$2,014.62
	\$40,743.20	\$3,113.34	\$4,944.10	\$12,259.82	\$61,060.46

Emailed to TELLAWORTH 4/25/22 LNC

Substitute for ADE 40-101

PR #: Voucher
Number
Ded. Deduct
on
Voucher

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2227

Voucher Date: 04/15/2022

Prepared By:

Nicolette Gaud
Printed: 04/12/2022 01:09:16 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 \$42,744.05 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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

Deanna S. Hunt

DEANNA S. HUNT

GOVERNING BOARD CLERK

Irene M. Humphrey

IRENE HUMPHREY

GOVERNING BOARD
MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$23,083.42
221	IDEA Basic	\$5,109.00
224	IDEA Preschool	\$516.33
310	REAP	\$247.85
336	ESSER II	\$1,843.67
346	ESSER III	\$6,445.67
510	FOOD SERVICE	\$2,089.59
570	INDIRECT COSTS	\$3,408.52
		\$42,744.05

Emailed TELLSWORTH 4/12/22 NCG

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2228

Voucher Date: 04/29/2022

Prepared By


Printed: 04/25/2022 01:43:27 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 \$71,862.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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 B. HUNT

GOVERNING BOARD CLERK

IRENE HUMPHREY

GOVERNING BOARD
MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$7,750.65
221	IDEA Basic	\$193.55
336	ESSER II	\$1,936.89
346	ESSER III	\$23,526.03
349	NATIONAL FOREST FEES	\$36,094.89
510	FOOD SERVICE	\$1,023.79
610	UNRESTRICTED CAPITAL	\$38.65
850	STUDENT ACTIVITIES	\$1,298.25
		\$71,862.70

emailed to TElleworth 4/25/22 nlc

VERNON ELEMENTARY SCHOOL DISTRICT #9 VOUCHER

Voucher No: 2229

Voucher Date: 04/29/2022

Prepared By:

Nicolette G
Printed: 04/28/2022 09:46:33 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 \$3,600.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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

Deanna S Hunt

DEANNA S. HUNT

GOVERNING BOARD CLERK

Irene M. Humphrey

IRENE HUMPHREY

GOVERNING BOARD
MEMBER

VERNON ELEMENTARY SCHOOL DISTRICT #9

Fund		Amount
001	MAINTENANCE & OPERATION	\$3,600.00
221	IDEA Basic	\$0.00
		\$3,600.00

Emailed T Ellsworth 4.28/22



Vernon Elementary School District #9

P.O. Box 89 - 90 CRN 3139 - Vernon, AZ 85940

(928) 537-5463 - Fax (928) 573-1820

www.vernon.k12.az.us

Home of the Huskies!

Date: May 12, 2022

To: VESD Governing Board

From: Chad Knippen, 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:

Rob Lefrandt	Resignation	Effective May 28, 2022
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New Hires Certified:

Michelle Blunt	New Hire Primary Teacher	Effective July 1, 2022
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New Hires Classified:

Jamie Wright	Para Pro	Effective May 3, 2022
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Renewals Certified:

Renewals Classified Administrators

Renewals Classified

Renewal of ESI Employees

Change of Notice of Appointment/Pay Rate:

Stipend/Addenda/Incentives:

Rob Lefrandt	STEAM club	\$750.00	Effective May 10, 2022
Rob Lefrandt	Education Technology Coordinator	\$1250.00	Effective May 10, 2022
Lisa Marean	Federal Programs Coordinator	\$2500.00	Effective May 10, 2022
Tammy Yost	Student Council Coordinator	\$750.00	Effective May 10, 2022
Kristan Orton	DIBELS Coordinator	\$750.00	Effective May 10, 2022
Bill Simmons	Athletic Director	\$375.00	Effective May 10, 2022
Bill Simmons	Coach Softball	\$750.00	Effective May 10, 2022
Bill Simmons	Coach Track	\$750.00	Effective May 10, 2022

Tammy Yost	Grade Book	\$375.00	Effective May 10, 2022
Lisa Marean	Enrichment Coordinator	\$375.00	Effective May 10, 2022
Kristen Orton	Preschool Director	\$1500.00	Effective May 10, 2022
Kristen Orton	Combination Class	\$1500.00	Effective May 10, 2022
Ashley Umphress	Combination Class	\$1500.00	Effective May 10, 2022
Gail Kroll	SPED Extra Duty	\$1000.00	Effective May 10, 2022
Lisa Marean	Summer School	\$2400.00	Effective July 1, 2022
Andrew Madrid	Summer School	\$2400.00	Effective July 1, 2022
Tammy Yost	Summer School	\$2400.00	Effective July 1, 2022
Stephanie King	Summer School	\$2400.00	Effective July 1, 2022

Recruitment and Retention Incentive:

Substitute Teachers:

Tom Stidham	Sub Teacher		Effective May 3, 2022
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Volunteers:

Leave of Absence

Terminations/Non-Renewals:

**Vernon Elementary School District #9
Personnel Action Request**

Name: Tom Stidham

New Hire Change To Effective Date: 5/3/22

Extra Duty Assignment _____

Certified Grade _____ Support Staff _____ Rate of Pay \$150.00 Full day
\$75.00 Half Day

Hours per day: _____ Substitute Teacher: _____

Name of Person Replacing: General Substitute Teacher

Transfer/Reassignment Termination Effective Date: _____

From: _____

Certified: _____ Grade _____ Support Staff: _____ Supervisor: _____

Hours Working Per Day: _____ Date Hired in District: _____

Reason for Leaving: _____

Leave of Absence

Effective Start Date: _____ End Date: _____ Length of Time: _____

Salary: \$ _____

Years of Experience: _____ Degree/Hours: _____

Funding Code: 001.100.1000.6113.100



Superintendent Signature

5/3/22

Date

**Vernon Elementary School District #9
Personnel Action Request**

Name: Jamie Wright

New Hire Change To Effective Date: 5/3/22

Extra Duty Assignment _____

Certified Grade _____ Support Staff Paraprofessional

Hours per day: 8.75 hours Rate of Pay \$14.75 per hour

Name of Person Replacing: Robin Ballard

Transfer/Reassignment Termination Effective Date: _____

From: _____

Certified: _____ Grade _____ Support Staff: _____ Supervisor: _____

Hours Working Per Day: _____ Date Hired in District: 5/3/22


Reason for Leaving: _____

Leave of Absence

Effective Start Date: _____ End Date: _____ Length of Time: _____

Salary: \$ _____ Years of Experience: 6 Degree/Hours: Parapro Exam

Funding Code: ESSER III 346.100.1900.6150.100



Superintendent Signature

5/3/22

Date



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 May 12, 2022 Board Meeting

Summary of Accounts:

Revolving Fund – April \$2,500.00
Student Services Ledger – April \$53.55
Food Service Fund – April \$57.00
Student Council General Activities – April \$442.66
8th Grade Fund Summary – April \$1,651.64
Student Council/Student Activities – April \$1,534.63
Asset Disposal Fund – April \$5.00

Recommended Motion: Approval of the accounts as presented.

Vernon Elementary School District No. 9

REVOLVING FUND BANK ACCOUNT LEDGER FY 21.22

	<i>Beginning Balance</i>	Withdraw	Deposit	\$2,500.00	
1626 ✓	11/1/2021 United States Postal Service	220.00		\$2,280.00	Postage Stamps
✓	1/4/2022 Deposit		220.00	\$2,500.00	Replinish Revolving Acct.
1627 ✓	2/7/2022 United States Postal Service	232.00		\$2,268.00	Postage Stamps
✓	4/19/2022 Deposit		232.00	\$2,500.00	

STUDENT SERVICES BANKING LEDGER

CK#	✓	DATE	DESCRIPTION	AMOUNT	DEPOSIT BALANCE		
				Withdraw	Deposit	\$	53.10
			7/1/2020 Payee			\$	53.10
3832	✓	7/30/2021	Apache County Treasurer	\$3.10		\$	50.00
	✓	8/4/2021	Student Council Fundraising - Ice Sales		\$2.00	\$	52.00
	✓	8/12/2021	Student Council Fundraising - Ice Sales		\$1.25	\$	53.25
		9/9/2021	Apache County Treasurer - VOID			\$	53.25
	✓	9/9/2021	Student Council Fundraising - Ice Sales		\$0.60	\$	53.85
	✓	9/16/2021	General Fund - fair - blue ribbon award		\$40.00	\$	93.85
	✓	9/16/2021	Student Council Fundraising - Ice Sales		\$0.30	\$	94.15
	✓	11/3/2021	8th grade pencil fundraising		\$74.25	\$	168.40
	✓	11/3/2021	Student Council Fundraising - Ice Sales		\$0.60	\$	169.00
	✓	11/4/2021	8th grade pencil fundraising		\$43.00	\$	212.00
	✓	11/22/2021	Student Council Fundraising - Movie Night		\$294.90	\$	506.90
	✓	11/22/2021	Fundraiser - 8th grade bake sale		\$292.10	\$	799.00
	✓	11/23/2021	Fundraiser - 8th grade bake sale		\$280.24	\$	1,079.24
3833	✓	12/8/2021	Apache County Treasurer	\$1,025.99		\$	53.25
	✓	1/19/2022	8th grade popcorn ball sale		\$133.50	\$	186.75
	✓	1/26/2022	8th grade pizza sale		\$313.59	\$	500.34
3834	✓	2/2/2022	Apache County Treasurer	\$447.09		\$	53.25
	✓	2/14/2022	Student Council Fundraising - Movie Night		\$386.30	\$	439.55
	✓	2/14/2022	Fundraiser - 8th grade Valentine Sale		\$164.00	\$	603.55
	✓	2/14/2022	Fundraiser - 8th grade Valentine Sale		\$42.50	\$	646.05
3835	✓	3/2/2022	Apache County Treasurer	\$592.80		\$	53.25
	✓	3/3/2022	Student Council - Literacy Night		\$203.50	\$	256.75
	✓	3/24/2022	Fundraiser - 8th grade bake sale		\$213.75	\$	470.50
3836	✓	4/4/2022	Apache County Treasurer	\$417.25		\$	53.25
	✓	4/26/2022	Student Council Fundraising - Ice Sales		\$0.30	\$	53.55

Vernon Elementary School

FOOD SERVICE FUND- CLEARING BANK ACCOUNT LEDGER FY 21-22

CK#	V	DATE	DESCRIPTION	DRAFT	DEPOSIT	BALANCE	REF
			<i>Beginning Balance</i>			\$79.10	
1026	v	7/30/2021	Apache County Treasurer	29.10		\$50.00	
	v	8/12/2021	Adult Lunches		46.55	\$96.55	
	v	8/19/2021	Adult Lunches		15.00	\$111.55	
	v	8/25/2021	Adult Lunches		35.00	\$146.55	
	v	9/1/2021	Adult Lunches		5.00	\$151.55	
1027		9/9/2021	Apache County Treasurer VOID	101.55		\$50.00	
	v	9/9/2021	Adult Lunches		22.85	\$72.85	
	v	9/16/21	Adult Lunches		22.85	\$95.70	
	v	9/23/21	Adult Lunches		20.00	\$115.70	
	v	9/29/21	Adult Lunches		37.00	\$152.70	
	v	10/20/21	Adult Lunches		2.85	\$155.55	
	v	10/27/21	Adult Lunches		20.00	\$175.55	
	v	11/3/21	Adult Lunches		33.00	\$208.55	
	v	11/8/21	Adult Lunches		10.00	\$218.55	
	v	11/17/21	Adult Lunches		5.00	\$223.55	
	v	11/22/21	Adult Lunches		40.00	\$263.55	
	v	12/1/21	Adult Lunches		7.85	\$271.40	
1027	v	12/8/21	Apache County Treasurer Ck 1027		101.55	\$372.95	
	v	12/8/21	Adult Lunches		1.00	\$373.95	
1028	v	12/14/21	Apache County Treasurer	323.95		\$50.00	
	v	12/15/21	Adult Lunches		4.00	\$54.00	
	v	1/4/22	Adult Lunches		32.00	\$86.00	
1029	v	1/5/22	Apache County Treasurer	36.00		\$50.00	
	v	1/26/22	Adult Lunches		10.00	\$60.00	
1030	v	2/2/22	Apache County Treasurer	10.00		\$50.00	
	v	2/9/22	Adult Lunches		7.00	\$57.00	
	v	2/14/22	Adult Lunches		4.00	\$61.00	
1031	v	3/2/22	Apache County Treasurer	11.00		\$50.00	
	v	3/3/22	Adult Lunches		29.00	\$79.00	
	v	3/9/22	Adult Lunches		2.00	\$81.00	
	v	3/23/22	Adult Lunches		5.00	\$86.00	
	v	3/31/22	Adult Lunches		10.00	\$96.00	
1032	v	4/4/22	Apache County Treasurer	46.00		\$50.00	
	v	4.12.22	Adult Lunches		6.00	\$56.00	
	v	4.26.22	Adult Lunches		1.00	\$57.00	

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 4/30/2022

DESCRIPTION	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/ CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
BEGINNING BALANCE							\$206.51
Fair - Blue Ribbon Award for Educational Booth	9/16/2021		\$40.00				\$246.51
Reading for Education (county deposit #2218)	4/4/2022	98954	\$196.15	4/4/2022			\$442.66

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 4/30/2022

8TH GRADE FUNDRAISING EVENT	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/ CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
PRIOR YEAR BEGINNING BALANCE							\$94.71
Fundraiser - 8th grade pencil sale	11/3/2021		\$74.25	11/3/2021			\$168.96
Fundraiser - 8th grade pencil sale	11/4/2021		\$43.00	11/8/2021			\$211.96
Fundraiser - 8th grade bake sale	11/22/2021		\$292.10	11/22/2021			\$504.06
Fundraiser - 8th grade bake sale	11/23/2021		\$280.24	11/23/2021			\$784.30
Fundraiser - 8th grade popcorn ball sale	1/19/2022		\$133.50	1/19/2022			\$917.80
Fundraiser - 8th grade pizza sale	1/26/2022		\$313.59	1/26/2022			\$1,231.39
Fundraiser - 8th grade valentine sale	2/14/2022		\$164.00	2/14/2022			\$1,395.39
Fundraiser - 8th grade valentine sale	2/14/2022		\$42.50	2/14/2022			\$1,437.89
Fundraiser - 8th grade bake sale	3/24/2022		\$213.75	3/24/2022			\$1,651.64

REPORT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

MONTH ENDING: 4/30/22

STUDENT COUNCIL FUNDRAISING EVENT	DATE OF TRANSACTION	CHECK NUMBER	AMOUNT DEPOSITED	DATE DEPOSITED	PO NUMBER/ CHANGE FUND	AMOUNT DISBURSED	TOTAL RECEIPTS
BEGINNING BALANCE							\$644.88
Ice Sales - Student Council	8/4/2021		\$2.00				\$646.88
Ice Sales - Student Council	8/12/2021		\$1.25				\$648.13
Ice Sales - Student Council	9/9/2021		\$0.60				\$648.73
Ice Sales - Student Council	9/16/2021		\$0.30				\$649.03
Ice Sales - Student Council	11/3/2021		\$0.60				\$649.63
Movie Night - Student Council	11/22/2021		\$294.90				\$944.53
Movie Night - Student Council	2/11/2022		\$386.30				\$1,330.83
Literacy Night	3/3/2022		\$203.50				\$1,534.33
Ice Sales - Student Council	4/26/2022		\$0.30				\$1,534.63

Vernon Elementary School

ASSET DISPOSAL FUND- CLEARING BANK ACCOUNT LEDGER FY 21-22

CK# V DATE DESCRIPTION

DRAFT DEPOSIT BALANCE REF

CK#	V	DATE	DESCRIPTION	DRAFT	DEPOSIT	BALANCE	REF
			<i>Beginning Balance</i>			\$5.00	
	v	1/11/2022	Paymac, Inc. - Public Surplus		758.50	\$763.50	Oct. & November
7013	v	2/2/2022	Apache County Treasurer	713.50		\$50.00	
	v	2/28/2022	Banking Fee	15.00		\$35.00	
	v	3/31/2022	Banking Fee	15.00		\$20.00	
	v	4/29/2022	Baking Fee	15.00		\$5.00	

VII.

Old Business

XIII.

New Business



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: New Business

Date: For May 12, 2022 Board Meeting

Recommended Motion: The approval to sign an (IGA) Inter Governmental Agreement with Concho School for Nurse services for the 2022-2023 school year in accordance with §A.R.S. 15-382.

CONCHO ELEMENTRAY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT

Concho/Vernon School Nurse Access Program

- 3) The source of funds for financing this agreement is by a grant from the Arizona School Nurse Access Program (ASAP). Neither party shall be obligated by the terms of this Agreement to provide funding in excess of that which is awarded to that respective party by the ASAP grant.
- 4) The method of establishing and maintaining the budget shall be as follows:
 - a) All funding received from the ASAP Grant by either Party shall be directly deposited into CESD6 IGA Fund 955 held at the Apache County Treasurer's Office.
 - b) CESD6 shall be responsible for processing and paying all expenses associated with this Agreement from the ASAP Grant funds awarded to the Parties. Said expenses shall be limited to the wages and/or salary, benefits, travel expenses, and other employment costs of engaging the Nurse. Each Party shall bear its own costs with respect to onsite supplies and incidentals including, but not limited to, utilities, sanitation, and general office supplies.
 - c) All expenditures drawn against Fund 955 shall be submitted to the Apache County Superintendent of Schools via an expenditure or payroll voucher for warrant issuance; and each expenditure shall be duly approved and documented.
 - d) All funds shall be deposited and accounted for in accordance with USFR regulations. Audits may be conducted at any time by an appropriate political subdivision or agency of the State of Arizona and by representatives of the Comptroller of the United States or the Secretary of Health, Education and Welfare, when required by applicable Federal regulations.
- 5) Position sharing shall be as follows:
 - a) Nurse shall be employed directly by CESD6 for a term no less than term of this Agreement. The Nurse's duties and assignment may vary as agreed upon by the parties.
 - b) During the term of the Nurse's assignment, Nurse shall work from 7:30am to 11:00am Monday thru Thursday and from 7:30am to 3:30pm Friday's at Concho Elementary.
 - c) Nurse will have travel and lunch time between 11:00am to 12:00pm (i.e.: 30 minutes travel time/30 minutes lunch). During such travel period each Party shall divide any legally permissible and mutually agreed upon travel expenses or costs equally and, pursuant to the terms of A.R.S. §12-2506 shall be severally liable for any claims for personal injury, property damage, or wrongful death arising from said travel.
 - d) During the term of the Nurse's assignment, Nurse shall work from 12:00pm to 3:30pm Monday thru Thursday at Vernon Elementary
- 6) This Agreement may be terminated by either Party upon written notice to the other Party given no later than Thirty (30) days before the end of the semester; provided, however, that termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the

CONCHO ELEMENTRAY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT
Concho/Vernon School Nurse Access Program

Parties, all property purchased by a Party shall be returned to the purchasing Party when no longer in use or upon termination, whichever is sooner.

7) **Conflict of Interest:**

Pursuant to A.R.S. §38-511, either Party to this Agreement 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 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 either Party receives written notice of the cancellation unless the notice specifies a later time.

E. INDEMNIFICATION

- 1) 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, and agents. Notwithstanding any other provision of this Agreement to the contrary, any agreement by one Party to defend, hold harmless or indemnify the other Party shall be limited to, and payable only from, the indemnifying Party's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program.
- 2) For the purposes of this section, the Nurse shall be considered an employee and/or agent of CESD6 when performing duties within the scope of the duties assigned Nurse pursuant to this agreement for CESD6 at CESD6's direction and under CESD6's control on CESD6's campuses or CESD6's events and/or functions. Additionally, for the purposes of this section, the Nurse shall be considered an employee and/or agent of VESD9 when performing duties within the scope of the duties assigned Nurse pursuant to this agreement for VESD9 at VESD9's direction and under VESD9's control on VESD9's campuses or VESD9's events and/or functions.

F. INSURANCE

- 1) Each Party to this Agreement shall procure and maintain for the duration of the Agreement, Commercial General Liability insurance against claims for injury to persons or damage to property which may arise from or in connection with this Agreement. Such policy shall include broad form contractual coverage and shall name the other Party as an additional insured. Nothing in this Section shall be construed to prohibit a Party from being self-insured.

CONCHO ELEMENTRAY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT
Concho/Vernon School Nurse Access Program

- 2) The minimum amount of such coverage shall be in the amount of One Million Dollars (\$1,000,000) for each occurrence, One Million Dollars (\$1,000,000) Products and Completed Operations Annual Aggregate and a Two Million Dollar (\$2,000,000) General Aggregate Limit.
- 3) The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement.

G. GENERAL PROVISIONS

- 1) This Agreement terminates and supersedes all prior understandings and agreements, whether written or oral, between the Parties on the subject matter hereof.
- 2) If either Party fails to comply with the terms of this Agreement, such failure shall be deemed a default, and the non-defaulting Party shall have all rights and remedies available in law or in equity.
- 3) Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.
- 4) 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.
- 5) 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.
- 6) If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.
- 7) 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.

CONCHO ELEMENTRAY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT
Concho/Vernon School Nurse Access Program

- 8) The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party 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.
- 9) All books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection or audit by the VESD9, CESD6, or their agents during the term of this Agreement and for no less than 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.
- 10) 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.
- 11) 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.

CONCHO ELEMENTRAY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT
Concho/Vernon School Nurse Access Program

- 12) **Workers' Compensation.** An employee of either Party shall be deemed to be an "employee" of both public agencies while performing pursuant to this Agreement solely for the purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any worker's compensation benefits which may accrue. Each Party shall post a notice pursuant to the provisions of A.R.S. § 23-1022 in substantially the following form:

"All employees are hereby further notified that they may be required to work under jurisdiction or control of or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona, to be employees of both public agencies for the purposes of workers' compensation."

- 13) All notices, requests, demands, or other communication permitted or required to be given under this Agreement shall be in writing and shall be deemed given or made when sent by United States certified or registered mail, return receipt requested and postage prepaid, or by a nationally recognized overnight courier, delivery fee prepaid, and in either case to the persons and at the addresses specified below:

If to CEDS6:

(INSERT NAME)
(INSERT TITLE)
6 County Road 5101
Concho, AZ 85924

If to VESD9:

Dr. Chad Knippen
Vernon Elementary School No. 9
90 County Road 3139
Vernon, AZ 85940

- 14) 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.
- 15) 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.
- 16) 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.
- 17) 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.

CONCHO ELEMENTRAY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT
Concho/Vernon School Nurse Access Program

- 18) 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.

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CONCHO ELEMENTARY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT
Concho/Vernon School Nurse Access Program

VERNON ELEMENTARY SCHOOL DISTRICT No. 9

IN WITNESS WHEREOF, the parties sign their names:

Date

VESD9 School Board President

Date

VESD9 School Board Clerk

Attorney approval:

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the VESD9 Governing Board.

By: _____
Legal Counsel for VESD9

CONCHO ELEMENTARY SCHOOL DISTRICT 6
INTERGOVERNMENTAL AGREEMENT
Concho/Vernon School Nurse Access Program

CONCHO ELEMENTARY SCHOOL DISTRICT No. 6

IN WITNESS WHEREOF, the parties sign their names:

Date

CESD6 School Board President

Date

CESD6 School Board Clerk

Attorney approval:

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the CESD6 Governing Board.

By: _____
Legal Counsel for CESD6



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: New Business
Date: For May 12, 2022 Board Meeting

Recommended Motion: The approval of Stirling Counseling Services for the 2022-2023 school year.

Stirling Counseling Services

P.O. Box 1335

Lakeside, AZ 85929

928-368-3358

Stirling4@frontiernet.net

April 5, 2022

Re: Proposal to provide school counseling to Vernon Elementary School

Attn: Dr. Knippen

I propose to provide school counseling sessions for Vernon Elementary School four times monthly for the 2022/2023 school year.

School counseling services will be provided on Thursdays from 8:00-3. I will conduct individual sessions with students, along with providing the kindergarten social/emotional skills group, the career and high school readiness class for the junior high students, lunch bunch, life skills groups, teacher consultations, oversee and assist with the implementation of the new social emotional curriculum and other service the district deems appropriate. These services and any and all other services will be billed at \$85 per hour.

These services shall commence the first week of the school year.

If you have any questions please do not hesitate to contact me.

Sincerely,

Tiffany Stirling M.Ed. N.C.C.



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: New Business
Date: For May 12, 2022 Board Meeting

Recommended Motion: The approval of FamFirst Counseling Services LLC (Dr. Erick C. Rask) for student psychoeducational evaluation services for the 2022-2023 school year



Ψ Dr. Erick C. Rask, Psy.D, LPC Ψ
FamFrst Counseling Services LLC

Arizona Certified School Psychologist 5233366 Arizona Licensed Professional Counselor LPC 11944

April 4, 2022

Good Afternoon.

Thank you for the privilege of working with your team at Vernon for the 2021-2022 school year. Amongst the challenges of COVID, we still persevered in providing services to the students of Vernon School. I look forward to working with your team again in the 2022-2023 school year.

Attached you will find the proposal for services for the upcoming 2022-2023 school year, and I am confident that we, as a team, will successfully meet the challenges and celebrations of the student of Vernon's students.

If you have any questions regarding the proposed fee schedule, don't hesitate to contact me.

Respectfully Submitted,

Erick C. Rask, PsyD, LPC

Dr. Erick C. Rask, PsyD, LPC
Arizona Certified School Psychologist
Arizona Licensed Professional Counselor

**Digital Signature accepted as original*

FamFrst Counseling Services LLC
P.O. Box 3904 Show Low AZ 85902
928-205-8641 famfrstcounseling@gmail.com



Dr. Erick C. Rask, Psy.D, LPC
FamFrst Counseling Services LLC



Arizona Certified School Psychologist 5233366 Arizona Licensed Professional Counselor LPC 11944

Rate Sheet 2022-2023

Psychoeducational Evaluation

Assessment	\$700.00
-Cognitive	
-Academic	
-Report Writing	

Interpretation Attendance

\$150.00

Additional Assessments

Autism	\$ 125.00
Adaptive	\$ 125.00
Behavioral	\$ 125.00

Additional Services Fees

Initial (.75 hr)	\$125.00
Adjunct (.50 hr)	\$ 50.00
Court Attendance / Report	\$225.00
Adjunct Reports Writing (.75)	\$125.00
Observation (per student)	\$ 125.00
Training (per hour)	\$175.00
Behavioral Plans/Consultation	\$150.00
Priority Level Evaluation (less than 45 days)	\$150.00

Note: All services fees include mileage expense

Invoice Payment to: **FamFrst Counseling Service LLC**

EIN: 83-3272972

**P.O. Box 3904
Show Low, AZ 85902**



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: New Business
Date: For May 10, 2022 Board Meeting

Recommended Motion: The approval of Navajo County Educational Service Agency for Occupational Therapist and Speech Language Pathologist for the 2022-2023 school year



NAVAJO COUNTY
Superintendent of Schools
"Creating an Enriched Educational Environment"

Jalyn Gerlich
County School Superintendent

Lannie Gillespie
Associate Superintendent

Summary of Projected Needs Reports for the 2022-2023 SY

DISTRICT: Vernon

<u>Services</u>	
Speech Language Pathologist:	44
Occupational Therapist	20
Physical Therapist	
Psychologist	
Counselor	
Speech Language Pathologist Assistant:	
Certified Occupational Therapy Assistant:	

For easy reference. The following chart shows number of days and our equivalent to how many days per week can be scheduled throughout the school year based on the school calendar of 180 days.

- 10 days= 1 day a month
- 20 days= 2 days a month
- 36 days= 1 day a week
- 72 days= 2 days a week
- 108 days= 3 days a week
- 144 days: 4 days a week
- 164 days= 5 days a week.

AGREEMENT TO ACCEPT SERVICES

EXHIBIT "A"

This is an Agreement to Accept Services to be provided for the named District by the Special Services Consortium (SSC) for fiscal year 2022-23. This Agreement is made pursuant to Paragraph 4 of the SSC Membership Agreement and is subject to all terms and conditions of the Membership Agreement. The District understands and agrees that SSC will use this Agreement as the basis for budget planning and personnel recruitment for fiscal year 2022-23. If SSC is unable to render the services requested in whole or part, SSC shall notify the District as soon as possible (but in no event later than 10 days before the start of the fiscal year), and the District shall then be free to seek the services from other sources.

NAME OF SCHOOL DISTRICT	COUNTY	TELEPHONE
ADDRESS	CITY	ZIP

SERVICES REQUESTED PURSUANT TO THIS AGREEMENT:

SERVICES	# OF DAYS	PER DAY	AMOUNT TO BE BILLED TO SCHOOL DISTRICT
1. Physical Therapist	_____	\$655.00	_____
2. Occupational Therapist	<u>20</u>	\$655.00	_____
3. Certified OT Assistant	_____	\$455.00	_____
4. Speech-Language Pathologist	<u>44</u>	\$655.00	_____
5. Licensed SLP Assistant	_____	\$455.00	_____
6. School Psychologist	_____	\$690.00	_____
7. School Counselor	_____	\$590.00	_____
8. Special Education Director	_____	\$600.00	_____
9. Education Specialists (including professional learning, pedagogical support, instructional coaches, mentors, content specialists)	_____	\$450.00	_____
10. Gifted testing/instructional support	_____	\$450.00	_____
11. District level Advertising/Recruitment Services	<u>(YEARLY)</u>	\$615.00	_____
11 _____	_____	\$ _____	_____

Total Cost to District Before 1% Rebate for Payment within 3 Weeks of Billing Date: _____

◆ District acknowledges that, per the terms of the Membership Agreement, payment is due upon receipt. Failure to remit payment within 30 days of date of invoice will result in a penalty of 10% of the invoice total. Failure to remit within 60 days of invoice date will result in a penalty of 20% of invoice total and services will be suspended until payment has been received.

Approval of District:

I hereby certify that this Agreement to Accept Services has been approved by the Governing Board of the District:

DISTRICT/SCHOOL SUPERINTENDENT SIGNATURE	DATE
--	------

DISTRICT SCHOOL BOARD PRESIDENT	DATE
---------------------------------	------

Approved by Navajo County School Superintendent:

NAVAJO COUNTY SCHOOL SUPERINTENDENT	DATE
-------------------------------------	------

VESD

Memo

To: Governing Board Members
From: Chad Knippen c/o Nicolette Gardner
cc: File
Date: 5/12/22
Re: DRS CPA, PLLC

Dallas Siler has been the person responsible for handling our audit in prior years under William Dobridge and Company. Dallas has provided excellent service in prior years has changed firms and their firm was low bidder in a comparison of 3 total quotes received.

Recommended Motion: I move the School District Governing Board to approve the firm DRS CPA, PLLC for audit of School District Financial Records for the school year 2021-2022.

DRS CPA, PLLC

This firm was established to provide quality audit services to Arizona educational entities. Currently, services are provided solely to Arizona educational organizations.

You will always have a CPA as your team leader. Our goal is to provide a superior audit service that, not only results in a quality audit, but also assists clients with their accounting needs.

Personal attention is the firm's philosophy. The audit process is ongoing throughout the year and, as such, I am always available to answer any accounting questions or audit concerns.

Your time is valuable. I use experience and detailed planning to predict clients' needs, I ensure that the audit process is efficient and provides minimal intrusion on daily business activities.

CONTACT INFORMATION:

For more information about auditing services, please contact:

DALLAS R. SILER II, CPA
MANAGER

P: 480.292.2954

dallas@drscpapllc.com

MEMBERSHIPS & QUALIFICATION

- AICPA
- Arizona Society of CPA's
- AASBO
- Arizona Rural Schools Association
- Government Finance Officers Association
- Arizona School Boards Association

CERTIFICATIONS & EXPERIENCE

- Certified Public Accountant
- I have 17 years' experience in auditing Arizona school districts.
- Conducted over 400 audits
- Participated in the audit of some of the largest and smallest districts in Arizona.



SERVING the
ENTIRE
STATE - ARIZONA

LETTER OF TRANSMITTAL



Dallas R. Siler II, CPA

MANAGER

EDUCATION

Bachelor of Science in
Accountancy, Cum Laude,
Northern Arizona University,
2003

PROFESSIONAL ORGANIZATIONS

American Institute of
Certified Public Accountants

Arizona Society of CPAs

Arizona Charter School
Association

PROFESSIONAL EXPERIENCE

Dallas founded DRS CPA, PLLC in 2022, specifically to bring customer service back to the audit process. Prior to starting his own firm, Dallas was a shareholder in the second largest school district audit firm in Arizona. Dallas was instrumental in growing the firm from six clients to over 60 districts. Dallas also worked as an auditor for the Ohio Auditor of State's Office.

CONTINUING PROFESSIONAL EDUCATION

During the last reporting period, Dallas Siler reported 88 hours of continuing professional education, including the following conferences and courses:

- ASCPA Compilation and Review Standard Update
- ASCPA Nonprofit Auditing and Accounting Update
- ASCPA Governmental Conference
- ASCPA Audit Workpapers: Documenting and Reviewing Field Work
- ASCPA Legislative Requirements for School Tuition Organizations
-

AUDIT METHODOLOGY

The firm uses the risk-based approach to financial auditing, which allows us to find and concentrate on the areas with the highest risk of material misstatement.

PAPERLESS AUDITING



We use a paperless auditing methodology. We obtain the audit file and other audit support provided by you, scan if necessary and import into our software. We are able to then create reports ourselves that saving you time. Paperless auditing reduces the need to supply us physical copies. Typically, most information has already been scanned by the District, therefore, the process eliminates an additional step.

PLANNING

The first phase of risk-based auditing is to gain an understanding of the client by interviewing employees and reviewing prior financial reports. As part of our understanding, we find significant accounts so that we can make a preliminary assessment of materiality as it relates to your audit. The initial planning phase also includes performing an analytical review comparing current financial data to prior year data to identify unusual and significant transactions and/or trends that require further investigation.

INTERNAL CONTROL DOCUMENTATION



This phase requires us to obtain sufficient documentation to learn and document how transactions are initiated, authorized, processed, and recorded to the general ledger. We will do this by completing internal control questionnaires and documenting a walk-through of your significant processes (i.e., payroll, general expenditures, and cash receipts).

ASSESS RISKS AND DESIGN AUDIT PROCEDURES

Based on our understanding of your internal controls, we will make an assessment as to the reliability of the controls related to material misstatement. Based on our assessment of inherent risk and control risk as it relates to each significant account balance, we will determine the nature, timing and extent of audit procedures to be performed.

AUDIT COMPLETION

We will provide you draft copies of the financial report and an audit workbook to assist your review of the financial report. Our completion audit procedures will consist of a final analytical review, attorney representation and review of Board minutes and financial records through the report date. Once we have obtained a management representation letter from District officials, we will then release the report.

The financial audit and USFR compliance questionnaire field work will be conducted in two phases, interim and final. Prior to the commencement of work, the District will be provided with a detailed request for specific records needed for the audit and internal control questionnaires. The record request list will be provided with the other required supplemental forms.

Dallas R. Siler II, CPA, will be in-charge and conducting your audit. No work will commence until the Office of the Auditor General approves the contract.

AUDIT METHODOLOGY

INTERIM FIELD WORK

We believe that early interim work is essential to identify and assist the District to correct any compliance or internal control deficiencies. We prefer to begin our compliance work by September so that any deficiencies noted can be corrected before the beginning of the next fiscal year. This phase of the audit will concentrate on obtaining an understanding of the District's internal control. This understanding will include, but not be limited to, interviews of District staff, observing and documenting control activities and the testing of payroll and general expenditure transactions. USFR Compliance Questionnaire work will commence. In addition, all District schools will be visited and ADM, food service collections and asset listing will be evaluated at all school locations. An exit conference will be conducted at the completion of interim field work to discuss the progress of the audit and any potential audit findings.



Planned completion date for interim field work is conducted by September 30.

FINAL FIELD WORK

The final phase of the audit will be to complete the substantive testing of assets, liabilities, revenues, and expenditures. It will also include the completion of USFR Questionnaire Compliance work. An exit conference will be conducted at the completion of final field work to discuss finalizing the audit and any audit findings.



Planned completion date for the audit after final field work is completed is typically two weeks.

AUDIT COMPLETION

The final report will be compiled and completed in the office. We will provide a draft MD&A to the District. The MD&A is included in the financial statements to provide the readers of the District's financial statements a narrative overview and analysis of the financial activities of the District.



Planned submission date of final reports to the District is with two days of the approval of the audit via the Management Representation Letter.

AUDIT METHODOLOGY

Our audit testing will include, but not be limited to, the following audit procedures:

CASH

- The June 30 cash account balances will be confirmed with the County Treasurer and/or bank(s). All material reconciling items will be tested.

ACCOUNTS RECEIVABLE

- Cash collections for July and August of the next fiscal year will be tested for receivables.
- Grant revenues will be compared with expenditures to determine if grant amounts should be recorded as a receivable or deferred.

CAPITAL ASSETS

- The property inventories for each school will be tested on a rotational basis. Testing will include site visits to each school to trace items to and from the records.
- If applicable, construction in progress will be scheduled by project and all material additions will be tested.
- All material additions and deletions to capital assets will be tested.

CURRENT DEBT

- Accounts payable amounts will be scheduled from 60-day encumbrance reports. All material transactions will be reconciled to original invoices.
- July and August expenditures for the next fiscal year will be reviewed for unrecorded payables.

LONG TERM DEBT

- Compensated absences will be tested, and material employee leave accruals will be recalculated. Review will include testing of authorization and accrual of employee's leave.
- Long term debt will be agreed to amortization schedules.

REVENUES

- All federal and state monies passed through ADE will be agreed to ADE revenue reports.
- All material direct federal and local monies will be verified per confirmations and/or vouched.
- Analytical procedures will be performed, and all significant variances will be explained.

PAYROLL EXPENDITURES

- payroll transactions selected at random will be tested.
- Various analytical procedures will be performed, and all significant variances will be explained.

GENERAL EXPENDITURES

- general expenditures selected at random will be tested.
- Various analytical procedures will be performed, and all significant variances will be explained.



FOOD SERVICE COLLECTIONS

- Food service collections for a minimum of 10 days will be traced to daily cash reports.
- The collection process at each school will be reviewed in detail during the first year's audit.

STUDENT ACCOUNTS

- The student accounts will be agreed to bank statements.
- All material additions and/or deletions will be tested.
- The bookkeeping procedures will be reviewed at each school in detail during the first year's audit.

ADM COMPLIANCE

- Partial day attendance will be tested at minimum 3 grades, 5 students each.
- ADM 15-1 40-day and 100-day reports will be agreed to District records.
- Review of student entrance and exit documentation as required by USFR questionnaire.

CLIENT LISTING

ARIZONA SCHOOL DISTRICTS

Audits Directly Conducted for the Fiscal Year Ending June 30, 2019, 2020, 2021

Clarkdale-Jerome Elementary School District No. 3
Congress Elementary School District No. 17
Elfrida Elementary School District No. 12
Kirkland Elementary School District No. 23
Naco Elementary School District No. 23
Picacho Elementary School District No. 33
Pomerene Elementary School District No. 64
Salome Consolidated School District No. 30
San Carlos Unified School District No. 20
Santa Cruz Elementary School District No. 28
Sonoita Elementary School District No. 25
Valley Union High School District No. 22
Vernon Elementary School District No. 9
Yarnell Elementary School District No. 52
Young Elementary School District No. 5

Sample of Audits Worked On During Career

Ajo Unified School District No. 15
Arlington Elementary School District No. 47
Canon Elementary School District No. 50
Clarkdale-Jerome Elementary School District No. 3
Cottonwood-Oak Creek Elementary School District No. 6
Florence Unified School District No. 1
Fowler Elementary School District No. 45
Ganado Unified School District No. 20

Holbrook Unified School District No. 3
Hyder Elementary School District No. 16
Kingman Unified School District No. 20
Laveen Elementary School District No. 59
Madison Elementary School District No. 38
McNeal Elementary School District No. 55
Mohawk Valley Elementary School District No. 17
Morenci Unified School District No. 18

CLIENT LISTING

Mountain Institute Career Technical Education District
Palominas Elementary School District No. 49
Pearce Elementary School District No. 22
Phoenix Elementary School District No. 1
Phoenix Union High School District No. 210
Red Rock Elementary School District No. 5
Toltec School District No. 22
Tuba City Unified School District No. 15
Washington Elementary School District No. 6
Wellton Elementary School District No. 24
Willcox Unified School District No. 13

REFERENCES

VERNON ELEMENTARY SCHOOL DISTRICT NO. 9

Nicolette Gardner, Business & Finance Assistant

ngardner@vernon.k12.az.us

(928) 537-5463

CONGRESS ELEMENTARY SCHOOL DISTRICT NO. 17

Stephanie Miller, Superintendent

smiller@congressdistrict.org

(928) 427-9850

KIRKLAND ELEMENTARY SCHOOL DISTRICT NO. 23

Michelle Perey, Superintendent

mperey@kirklandaz.org

(928) 442-3258

YARNELL ELEMENTARY SCHOOL DISTRICT NO. 52

Lori Bomar, Superintendent

lbomar@modelcreekschool.org

(928) 427-3347

More references available upon request

VERNON ELEMENTARY SCHOOL DISTRICT NO. 9

RFQ: Financial Auditing Services

Cost Proposal Form

Upon acceptance of this proposal, the audit firm hereby agrees to enter a contract with the district to perform a financial statement audit and to perform procedures to complete the USFR Compliance Questionnaire for the fiscal year ending June 30, 2022. The total cost is "not to exceed" the amount proposed below. It is understood that the "not to exceed" total cost proposed is to include all costs incidental to the completion of services and that NO FURTHER COMPENSATION OR REIMBURSEMENT FOR ANY PURPOSE WILL BE PAID BY THE DISTRICT UNLESS PRIOR AGREEMENT FOR SAME IS REACHED WITH THE DISTRICT AND SUCH AGREEMENT IS IN WRITING.

Total cost not to exceed:


Fiscal Years Ending	Financial Audit & USFR
June 30, 2022	\$14,200

FIRM NAME: DRS CPA, PLLC

ADDRESS: 4960 S. Gilbert Rd. Ste 1-247
Chandler, Arizona 85249

EMAIL: dallas@drscpapllc.com

TELEPHONE: 480-292-2954

SIGNED BY: 

TITLE: Dallas R. Siler II, CPA

DATE: April 7, 2022



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: New Business

Date: For May 12, 2022 Board Meeting

Recommended Motion: The approval of the Arizona State Purchasing Cooperative agreement in accordance with §A.R.S. 15-382.

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

100 NORTH FIFTEENTH AVENUE • SUITE 402
PHOENIX, ARIZONA 85007
(602) 542-1500

ARIZONA STATE PURCHASING COOPERATIVE AGREEMENT

State of Arizona Procurement Office

and

Vernon Elementary School District #9

(Organization Name – Eligible Procurement Unit)

This Cooperative State Purchasing Agreement ("Agreement") is entered between the parties in accordance with Arizona Revised Statutes §41-2631, *et seq.*, Article 10 Intergovernmental Procurement, which authorizes cooperative purchasing for public procurement units and nonprofit organizations; and the Arizona Administrative Code R2-7-1001, which permits the governing body of any Eligible Procurement Unit to enter into an Agreement with the State for the purpose of utilizing State contracts.

The purpose of this Agreement is to permit the Eligible Procurement Unit named above, hereafter known as the State Cooperative Member, to purchase materials and services from State contractors at the prices and terms expressed in contracts between the State and those State contractors.

In consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result there from, the State and the State Cooperative Member agree as follows:

1. The State shall conduct the procurement in compliance with the Arizona Procurement Code, A.R.S. Title 41, Chapter 23, and its Rules, A.A.C. Title 2, Chapter 7.
2. The specifications for the materials and services will be determined by the State Procurement Administrator or delegated State agencies.
3. The State will identify the State Cooperative Member as an eligible participant in any solicitation intended for general use by State Cooperative Members. In addition, the State may invite the State Cooperative Member to participate in certain exclusive solicitations. Only State Cooperative Members indicating an interest in participating in these exclusive solicitations will be eligible to participate in the resulting State contracts.
4. The State Cooperative Member's use of eligible State contracts is discretionary. Participation in the State Purchasing Cooperative shall not restrict or limit

ARIZONA STATE PURCHASING COOPERATIVE AGREEMENT

member's ability to seek competition as needed. However, the State Cooperative Member shall not use a State contract as a means of coercion to obtain improper concessions, including lower prices, from State contractors or any other suppliers for the same or similar materials or services. The State Cooperative Member is also prohibited from participating in any organization or group that seeks to obtain such concessions from State contractors or other suppliers based on State contracts.

5. The State shall provide the State Cooperative Member with access to listings of all eligible State contracts. The original copy of each State contract is a public record on file with the State. The State's eProcurement System shall provide all contract information available and be used for contract purchases.
6. The State Cooperative Member shall:
 - a.) Ensure that purchase orders issued against eligible State contracts are in accordance with the terms and prices established in the State contract.
 - b.) Make timely payments to the State contractor for all materials and services received in accordance with the terms and conditions of the State contract. Payment for materials or services and inspection and acceptance of materials or services ordered by the State Cooperative Member shall be the exclusive obligation of such unit.
 - c.) Be responsible for the ordering of materials or services under this Agreement. The State shall not be liable in any fashion for any violation by the State Cooperative Member of this Agreement and, with the exception of other Arizona State entities subject to A.R.S. §41-621, the State Cooperative Member shall hold the State harmless from any liability which may arise from action or inaction of the State Cooperative Member relating to this Agreement or its subject matter.
 - d.) Cooperate and assist the State when requested to validate transactions reported by vendors on quarterly usage reports filed with the State Procurement Office.
7. The exercise of any rights or remedies by the State Cooperative Member shall be the exclusive obligation of such unit; however, the State, as the contract administrator and without subjecting itself to any liability, may join in the resolution of any controversy should it choose to do so.
8. The State Cooperative Member shall endeavor to utilize State contracts to the fullest extent possible. That is, the State Cooperative Member is to make an effort to purchase all items covered under exclusive contracts and shall not fracture

ARIZONA STATE PURCHASING COOPERATIVE AGREEMENT

purchases by means of utilizing line items from alternate contracts. Such practices weaken the State's ability to negotiate lowest possible volume prices. Exclusive contracts are those that offer the State Cooperative member the option to participate exclusively, rather than permissively, and shall be identified as such within the contract documents.

9. Failure of the State Cooperative Member to secure performance from the State contractor in accordance with the terms and conditions of its purchase order does not necessarily require the State to exercise its own rights or remedies.
10. This Agreement shall take effect with execution by both Parties on the date signed by the State Procurement authorized signor, and shall remain in effect until cancelled by either party. The State reserves the right to amend the agreement during the term of the Agreement.
11. This Agreement may be canceled pursuant to the provisions of A.R.S. § 38-511.
12. This Agreement is exempt from the provisions of A.R.S. §§ 11-952(D) and 12-1518.
13. The State Cooperative Member certifies that its organization shall comply with the State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment in accordance with A.R.S. Title 41 Chapter 9, Article 4 and Executive Order No. 2009-09 dated October 20, 2009.
14. The State Cooperative Member hereby acknowledges that each State contractor shall be remitting an administrative fee to the State, based upon the member's purchasing volume under the state contracts.
15. The State Cooperative Member authorizes State contractors to release usage information to the State. Usage information shall be limited to the State Cooperative Member's purchasing activity and shall generally consist of, but shall not be limited to, purchase order information including purchase date(s); units purchased, their descriptions and quantities; unit prices and aggregate amounts paid for all materials and services purchased off of the State's contract.
16. The State may terminate this Agreement without notice if the State Cooperative Member fails to comply with the terms of a State contract or this Agreement.
17. Except as provided in Paragraph 15, either of the Parties may terminate this Agreement with at least thirty (30) dyas written notice to the other party.

ARIZONA STATE PURCHASING COOPERATIVE AGREEMENT

IN WITNESS WHEREOF, the Parties of this Agreement, having caused their names to be affixed hereto by their proper officers, hereby execute this Agreement on the dates indicated hereunder.

FOR THE STATE COOPERATIVE MEMBER:

FOR THE STATE:

Nicolette Gardner
Nicolette Gardner (Apr 13, 2022 12:25 PDT)

Signature:

Signature:

Name: Nicolette Gardner

Authorized SPO Representative

Title: Business Manager

Title:

Date: Apr 13, 2022

Date:

ARIZONA STATE PURCHASING COOPERATIVE AGREEMENT

State Cooperative Member Contact Information

Name of Organization: Vernon Elementary School District #9		
Name of Contact Person: Nicolette Gardner	Qualification: <i>(Click the appropriate Box in either the Political Subdivision or Non-Profit categories)</i>	
Title of Contact Person: Business Manger	Political Subdivision: <input checked="" type="radio"/> Federal Agency/Gov't <input type="radio"/> State <input type="radio"/> County <input type="radio"/> City/Town <input checked="" type="radio"/> Public School	Non-Profit Organization: <input type="radio"/> Other Educational Institution <input type="radio"/> Tribal Nation <input type="radio"/> Fire District <input type="radio"/> Water District <input type="radio"/> Other: _____
Telephone of Contact Person: 9285375463 ext. 104	<input type="checkbox"/> Healthcare Institution <input type="checkbox"/> Religious Organization <input type="checkbox"/> Charity <input type="checkbox"/> Other: _____	
Telephone of Office: 9285375463		
E-mail address of Primary Contact Person: ngardner@vernon.k12.az.us		
E-mail Address of Secondary Contact: ngardner@vernon.k12.az.us		
<i>(If possible, please provide a general email address that can be forwarded to the contact person and that will not change should the contact person leave the organization. The person receiving email from the State Procurement Office at the address above needs to be responsible to forward the information to other interested parties at your organization as needed.)</i>		
Physical Address: 90 CRN 3139, Vernon, AZ 85940		
Mailing Address (if different from the physical address): P.O. Box 89, Vernon, AZ 85940		
Federal ID Tax Number: 860588602		

***Non-profit entities must attach proof of non-profit status with the agreement**
Please notify the State Procurement Office of any changes to this information.