

SAN CARLOS UNIFIED SCHOOL DISTRICT NO. 20

P.O. BOX 207, SAN CARLOS, AZ 85550 * PHONE: (928) 475-2315 * FAX: (928) 475-2301 *
WWW.SANCARLOS BRAVES.ORG



Information Technology Governing Board Report

February 10, 2015

By Donald Hancock, IT Director

The Information Department of San Carlos Unified School District consists of a Director, three technicians and one Office Manager. The ID department oversees all technology in the district in all aspects. This includes: 1700 student computers, 250 staff and department Computers, 4020 cable drops, 151 Access points for Wireless connectivity, 300 VoIP telephones, 80 outside phone lines, 20 cell phones for administrative and Governing Board use, Five fully digitized training/conference rooms, Three Main Distribution centers, and Ten IDF rooms. There 52 software programs that have been purchased by the District.

The District has a 10 gig fiber backbone for carrying all data transmissions. (there are several areas in the district that are 1 gig transmission spots that will be upgraded to match the rest of the district by this summer). The utility company providing internet connectivity is San Carlos Apache Telecommunication Utilities, Incorporated. They provide 100 megs of bandwidth which SCUSD uses 85-90 percent on a daily basis. Several times a day the bandwidth is inadequate and some student are dropping off the network. SCAUI has agreed to provide an additional 100 meg connection and will be providing a quote for the additional bandwidth.

The IT department also oversees the disposal of all old, surplus and damaged it equipment. IT oversees all purchases and disposal of CVIT and Carl Perkins Vocational Education equipment funding. (See Attached for disposal requirement per Federal and State Regulations.)

IT also oversees the E-rate program which provides Federal financial support for connectivity to the Internet through the Schools and Library Division of Universal Services Administration Company, United States Government. E-Rate has played an important role in providing funding for switches, cabling. We are reimbursed by 90 percent of expenditure. There is a major change going into effect this year which will phase down by 20 percent per year until the funds are phase out in five years. There are major training sessions going on to make sure the schools are able to assume the cost of the phase down.

The San Carlos School District entered in to the One to One Computer program during the 2011-12 school year. SCUSD received a Grant to purchase the necessary computers and software. The 2015-2016 school year is the beginning of the full replacement cycle. (See Replenishment Cycle chart – Attachment). This year we will purchase 660 student computers to arrive during the month of June to be imaged and ready for the 2015-16 school year.

Mission: *Empower graduates with skills to be 21st century Nnee*

Goal: *Will graduate 95% or more of its students with 21st century skill*

Vision: *With parents and tribe as partners, 80-85% of San Carlos Unified School District students in three to five years, will graduate having met all state assessment expectations*

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The 640 computers will be placed at the elementary school according to the replenishment schedule. We will also replace 75 staff computers, and 50 projectors.

Computers	Estimated Cost
Staff	150,000
Student	552,500
Projectors	
Elementary	20,000
Secondary	20,000
Cabling	5,000
Carts on Wheels	1
Access Points for wireless connectivity. 5 at 200.00 =	1,000.
Security Cameras expansion and upgrade	250,000.
Software	300,000
Miscellaneous Replacement parts and services	<u>75,000</u>
Total	1,373,500

Ms. Steele has proposed the 9th grade class keep the same computers for their entire High School career as a pilot project. Thus the graduating students may purchase their laptop through the surplus disposal program. There will be some retrofitting of classrooms and charging stations to insure a positive outcome.

Most Districts in the State of Arizona normally schedule one IT staff to every 500 computers and peripherals. Here in San Carlos the IT staff are scheduled at 1000 units per staff. In the near future it will be necessary to add one more person to the IT team.

The San Carlos Unified School District has one of the best IT programs in the State of Arizona.

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R7-2-1131. Material Management and Disposition

A. The school district shall ascertain or verify that materials, services, or construction items procured by the school district conform to specifications as set forth in the solicitation.

B. The school district shall determine the fair market value of excess and surplus property.

C. Disposition of surplus materials.

1. Except as provided in A.R.S. § 15-342(7) related to sales or leases to the state, county or city, and A.R.S. § 15-342(18) related to the disposition of surplus or outdated learning materials, surplus materials, regardless of value, shall be offered through competitive sealed bids, public auction, established markets, trade in, posted prices or state surplus property. If unusual circumstances render the above methods impractical, the school district may employ other disposition methods, including appraisal or barter, provided the school district makes a determination that such procedure is advantageous to the school district. Only United States Postal Money Orders, certified checks, cashiers' checks or cash shall be accepted for sales of surplus property unless otherwise approved by the school district or for sales of less than \$100.

2. Competitive sealed bidding.

a. Notice for sale bids shall be publicly available from the school district at least 10 days before the date set for opening bids. Notice of the sale bids shall be mailed to prospective bidders, including those bidders on lists maintained by the school district pursuant to rule R7-2-1023. The notice for sale bids shall list the materials offered for sale, their location, availability for inspection, the terms and conditions of sale and instructions to bidders including the place, date, and time set for bid opening. Bids shall be opened publicly pursuant to the requirements of R7-2-1029.

b. The award shall be made in accordance with the provisions of the notice for sale bids to the highest responsive and responsible bidder, provided that the price offered by such bidder is acceptable to the school district. If the school district determines that the bid is not advantageous to the school district, the school district may reject the bids in whole or in part and may resolicit bids or the school district may negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.

3. Auctions shall be advertised at least two times prior to the auction date in a newspaper of the county as defined in A.R.S. § 11-255. Advertisements must be at least seven days apart. All the terms and conditions of any sale shall be available to the public at least 24 hours prior to the auction date.

4. Before surplus materials are disposed of by trade-in to a vendor for credit on an acquisition, the school district shall approve such disposal. The school district shall base this determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such materials.

5. An employee of the school district or a governing board member shall not directly or indirectly purchase or agree with another person to purchase surplus property if said employee or board member is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus material.

6. State surplus property manager. Except as provided in A.R.S. § 15-342(7), the school district may enter into an agreement with the State Surplus Property Manager for the disposition of property pursuant to Article 8 of the Arizona Procurement Code (A.R.S. § 41-2601 et seq.) and the rules adopted thereunder.

Historical Note

Adopted effective December 17, 1987 (Supp. 87-4). Amended effective March 21, 1991 (Supp. 91-1). Amended effective October 22, 1992 (Supp. 92-4).

Depreciation

Districts that prepare financial statements must calculate depreciation on certain capital assets (e.g., buildings, building improvements, nonpermanent land improvements, and equipment) to report in the government-wide financial statements. Land, land improvements that produce a permanent benefit (e.g., fill and grading costs), and construction in progress are not depreciated.

For all depreciable capital assets, districts should track the useful life, residual value, annual and accumulated depreciation amounts, and the accounting function for depreciation. In determining the function for depreciation, districts should use the function code from the Chart of Accounts, §III, for the area in which the asset is used, which may not be the same as the expenditure function code used when the asset was acquired. For example, classroom buildings are depreciated to function code 1000—Instruction rather than 4000—Facilities Acquisition and Construction Services. The district should review the function for depreciation when an asset's use is changed. The district may maintain information required for depreciation in the same format as the capital assets list or include it in a separate depreciation schedule that is cross-referenced to the capital assets list.

Acquisitions, Transfers, and Disposals

Acquisitions—A separate list of capital asset and stewardship acquisitions may be maintained during the year and used to update the appropriate list at fiscal year-end. Alternatively, the capital assets and stewardship lists may be updated directly for acquisitions as they occur. If a separate list of acquisitions is not prepared, the capital assets list should be sorted by acquisition date to assist in reconciling the previous year's capital assets list to the current year's capital assets list and capital asset acquisitions to total capital expenditures.

Transfers—Districts should establish procedures to transfer equipment between locations. The Authorization to Transfer Equipment form, on page VI-E-12, or a similar form should be prepared by the principal or employee responsible for the equipment being transferred. The transfer should be approved by the governing board or authorized designee before the transfer is made. The capital assets or stewardship list should be updated when a properly approved transfer form is received or transfers should be accumulated and the lists should be updated at fiscal year-end before any physical inventory is conducted.

Disposals—Districts should comply with applicable statutes and rules, such as A.R.S. §§15-341(G) and 15-342, AAC R7-2-1131, and 34 CFR §80.32, when disposing of district property. Special care should be taken when disposing of equipment that stores information such as computers, copiers, and printers to ensure that personally identifiable information and district licensed software are removed before disposal. Additionally, to document the explanation for and authorization of disposals, districts should:

1. File an incident, police, or similar report to document the circumstances and allow for adequate investigation of the loss or theft of district property. A copy of such report should be retained with the asset records to support the asset's removal from the capital assets or stewardship list, as applicable.
2. Complete a Request for Authorization to Dispose of District Property form (page VI-E-13) or a similar form for applicable district property, including capital asset and stewardship items to be disposed of by sale, trade-in, or donation or because of obsolescence or damage. The form should be

ACCOUNTING PROCEDURES

PROPERTY CONTROL

prepared by the employee responsible for the property and approved by the governing board or authorized designee.

3. After obtaining appropriate authorization for disposal, maintain a separate list of items awaiting physical disposal for control purposes until the items are properly disposed.
4. Update the district's capital assets or stewardship lists at the time of disposal or include such items on a list of disposals that will be used to update the lists at fiscal year-end. Disposal documentation should be retained to support the changes to the lists and to assist in reconciling the previous year's capital assets list to the current year's capital assets list.

If district property is disposed of by sale, any proceeds from the sale of assets should be recorded in the School Plant Fund (506) unless required to be remitted to a federal or state agency, such as the federal Schools and Library Division for some E-rate equipment, or the Arizona School Facilities Board as required by A.R.S. §§15-341 or 15-342.

Reconciling Capitalized Acquisitions to Total Capital Expenditures

Districts should reconcile current year capital acquisitions to total capital expenditures each fiscal year after all encumbrances have been included in the accounting records. Districts with a large volume of capital asset acquisitions may want to prepare a reconciliation more frequently. The purpose of this reconciliation is to help ensure that all current year acquisitions of land, land improvements, buildings, building improvements, and equipment items with unit costs of \$5,000 or more (or a lower dollar amount if adopted by the governing board) are included on the capital assets list. An employee independent of the recordkeeping and custodial functions for capital assets should prepare the reconciliation, and district management should review and approve the reconciliation.

A separate reconciliation should be prepared for each fund that reported capital expenditures. Compatible property control and accounting systems may be able to automatically compare capital acquisition and expenditure information in a report for review and resolution of any differences. Reconciliations can be presented in other formats but should include all of the information shown on the sample form on page **VI-E-14**. To complete the sample reconciliation, enter the information as follows:

Lines 1-10 Enter the voucher number and date for each voucher that includes capital expenditures, using one line per voucher. Enter the capital expenditures from the voucher in the appropriate columns based on the type of asset acquired and the related per-unit cost. The Other Capital Expenditures column should include any capital expenditures from the voucher that were not appropriate to record in the columns to the left, such as supplies purchased from capital funds that are not used for construction, including library books, textbooks, and instructional aids. The Total column should be used to total each line and should equal the total capital expenditures reported on that voucher.

Note: If the unit cost of an item is not apparent from the voucher detail, supporting purchase documents such as purchase orders and vendor invoices should be examined to determine which column the expenditure should be reported in on the reconciliation.

Line 11 Enter the total from all vouchers for each column.

ACCOUNTING PROCEDURES

PROPERTY CONTROL

_____ SCHOOL DISTRICT NO. _____
REQUEST FOR AUTHORIZATION TO DISPOSE OF DISTRICT PROPERTY

Form No. _____

Date: _____

Check one: Sale ____ Trade-In ____ Loss ____ Donation ____ Other ____

From:

School _____

Department _____

Location _____

Tag Number	Serial Number (if any)	Description (Include Model Number)	FOR BUSINESS OFFICE USE ONLY			
			Date Acquired	Recorded Cost/Value	Sale/Trade-In Amount	Disposal Date
				\$	\$	

Reason for Disposition: _____

Signature _____ Date _____

Department Head/Principal

Signature _____ Date _____

Board/Authorized Agent

FOR BUSINESS OFFICE USE ONLY	
Removed from capital assets or stewardship list, if applicable.	Initials _____ Date _____