



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **April 13, 2021**

TITLE: **Approval of Contract Forms for 2021-2022 Fiscal Year and Direction to Administration to Issue Appropriate Contracts to Renewing Contracted Staff**

BACKGROUND:

Amphitheater Public Schools typically issues employment contracts to returning certificated, professional and administrative personnel in April. First, Administration presents the proposed forms of contract to the Governing Board for approval and authority to issue to employees who will continue employment with the District next year. Administration then arranges for contracts to be sent to employees through the Human Resources Department.

Consistent with its strategic plan, the District implemented an enterprise resource planning (ERP) software named “Infinite Visions” (“iVisions”) in FY 2019-2020 to increase efficiency and accuracy in District operations. Through iVisions, employment contracts can be issued electronically using District email, as permitted by A.R.S. § 15-381.01(B), rather than printed and delivered via interoffice mail.

Contracts were issued in this manner for the first time last year. Employees received an email from the Human Resources Department that contained a link to their specific contract. The employee was then able to access their specific contract, review and accept it electronically by selecting the “accept” option in iVisions, and print a copy for themselves, without ever having to travel to the District’s Administrative Offices as in the past. This process is much more efficient, and notably, was incredibly helpful to employees working remotely when the pandemic closed schools last spring.

Administration recommends that contracts be issued electronically again this year. This is the most efficient and securest manner to provide contracts to employees. Moreover, it is the most convenient way for employees to return their accepted contract. There is one caveat, which is that the iVisions contract template only provides a single signature line for the District. Because the Amphitheater District has typically included signatures from all members of the Governing Board on the form of contract, the Human Resources Department had to upload a “PDF” contract into iVisions last year as a signature page, which created confusion for some employees. Therefore, it is recommended that the Governing Board delegate authority to the Governing Board President to sign approved employment contracts on behalf of the Board, as permitted by Arizona state law, so that the correct iVisions contract template can be utilized for efficiency purposes.

Because electronic contracts are issued via District email, it is in the best interest of the District and the employees to have contracts issued while employees are still at work and have regular access to their District email. A.R.S. § 15-381.01 states:

“The teacher’s acceptance of the contract must be indicated within fifteen business days from the date of the teacher’s receipt of the written contract or the offer of a contract is revoked. Receipt under this subsection will be deemed to have occurred when the written contract is personally delivered, placed in the teacher’s school provided mailbox, including electronic mail, or two days after being placed in a United States postal service mailbox. The teacher accepts the contract by signing the contract and returning it to the governing board or by making a written instrument that accepts the terms of the

contract and delivering it to the governing board. If the written instrument includes terms in addition to the terms of the contract offered by the board, the teacher fails to accept the contract.”

This means that contracts will need to be issued before the end of April to enable the requisite 15 days for acceptance as required by statute. In this way, employees can receive regular reminders through their District email about the contract acceptance deadline. In all honesty, it is preferable that contracts be issued earlier in April if possible so that employees can feel secure about their continued employment for school year 2021-2022. This would also enable school principals to know earlier what positions need to be advertised and fill so that staff is in place for next school year. Pro-action is important in the highly competitive market for school employees.

Notwithstanding this, employees have also stated their preference to have contracts issued after the meet and confer process completes and the Governing Board has approved an employee compensation package for the next fiscal year. This way, employees have a firm understanding of the salary amount to be provided through the contract prior to accepting.

To date, the state of Arizona has not yet finalized its state budget for next fiscal year. In addition, the meet and confer teams did not reach consensus by the end of March consistent with the timelines set forth in Policy HD (Meet and Confer Procedures). However, these unknowns should not need to stop the process for the Board to be able to approve the issuance of contracts for next year. At this same meeting, Administration is recommending a compensation package for employees which, if approved, will enable the Governing Board to provide clarity for employees about their compensation for next year so that employees can consider their offer of contract with knowledge of the contracted salary amount.

Consistent with this, administration provides the attached forms of contract for consideration by the Board and recommends that the Board approve issuance of these contracts for FY 2021-2022 as appropriate.

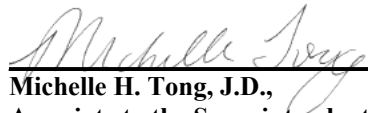
- Administrator - 10 mos
- Administrator - 12 mos
- Administrator – ASRS Retiree Return to Work - 10mos
- Administrator - ASRS Retiree Return to Work - 12mos
- Cabinet
- Cabinet - ASRS Retiree Return to Work
- Multi-Position Officer
- Multi-Position Officer - ASRS Retiree Return to Work
- PENT - 10 mos
- PENT - 12 mos
- PENT - ASRS Retiree Return to Work - 10 mos
- PENT - ASRS Retiree Return to Work - 12 mos
- Teacher - Part Time
- Teacher - ASRS Retiree Return to Work
- Teacher - Short Term
- Teacher - Standard

These are the same forms of contract previously approved, with applicable dates changed as needed for FY 2021-2022, for all certificated, ASRS Retiree Return to Work teachers, professional and administrative staff. These forms of contract also acknowledge the 3% stipend for FY 2021-2022 approved by the Governing Board on March 23, 2021.

Administration further recommends that Elementary Principals be issued a 12-month contract for FY 2021-2022. This will enable school registrations and operations to continue in elementary schools throughout the summer and remain consistent with other Amphitheater schools. It also adds 2 months to their work schedule and qualifies them for benefits available to fiscal year employees.

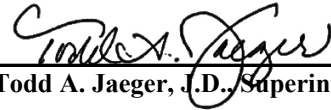
RECOMMENDATION:

Administration recommends that the Governing Board approve the forms of contract as provided with all Elementary Principals being transitioned to a 12-month Administrator contract for FY 2021-2022 and delegate signatory authority for these forms of contract to the Governing Board President. Administration further recommends that the Board direct that the appropriate form of contract, together with any compensation package approved for Fiscal Year 2021-2022, be issued to renewing members of certificated, ASRS Retiree Returning to Work Teachers, professional, and administrative staff for Fiscal Year 2021-2022.

INITIATED BY:

Michelle H. Tong, J.D.,
Associate to the Superintendent and General Counsel

Date: April 12, 2021



Todd A. Jaeger, J.D., Superintendent