

CONSENT
Item 8D.

Student Activities
Board Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 80
FROM: Cynthia Windham Reading
Finance Director
DATE: September 13, 2011 Discuss
SUBJECT: Student Activities – Board Report Action
Consent X

OBJECTIVE: Goal # Planning for Future Student Needs

SUPPORTING DATA:

Attached is the Student Activities Board Report.

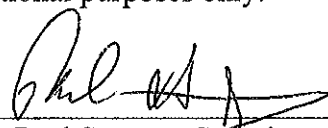
This report identifies the schools with a “unit” number and the “course” number identifies the club.

This report is provided to meet the requirement of ARS 15-1123.

SUMMARY & RECOMMENDATION:

No action necessary. Reports presented for informational purposes only.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Dr. Paul Stanton, Superintendent
Cynthia Windham, Finance Director

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2010-2011

From Date: 7/1/2010 To Date: 8/31/2011

Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$5,549.81	\$0.00	\$0.00	\$5,549.81	\$0.00	\$5,549.81	100.00%
850.100.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$2,295.74	\$2,295.74	(\$2,295.74)	\$0.00	(\$2,295.74)	0.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$134.61	\$134.61	(\$134.61)	\$0.00	(\$134.61)	0.00%
850.610.1000.6340.110.1319	TECHNICAL SERVICES	\$0.00	\$163.47	\$163.47	(\$163.47)	\$0.00	(\$163.47)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$5,549.81	\$2,593.82	\$2,593.82	\$2,955.99	\$0.00	\$2,955.99	53.26%
	UNIT: LVES - 110	\$5,549.81	\$2,593.82	\$2,593.82	\$2,955.99	\$0.00	\$2,955.99	53.26%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$5,001.32	\$0.00	\$0.00	\$5,001.32	\$0.00	\$5,001.32	100.00%
850.100.1000.6340.120.1319	TECHNICAL SERVICES	\$0.00	\$200.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)	0.00%
850.100.1000.6890.120.1319	MISC EXPENDITURES	\$0.00	\$528.61	\$528.61	(\$528.61)	\$0.00	(\$528.61)	0.00%
850.610.1000.6340.120.1319	TECHNICAL SERVICES	\$0.00	\$150.00	\$150.00	(\$150.00)	\$0.00	(\$150.00)	0.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$1,699.02	\$1,699.02	(\$1,699.02)	\$0.00	(\$1,699.02)	0.00%
850.610.1000.6890.120.1319	MISC EXPENDITURES	\$0.00	\$95.00	\$95.00	(\$95.00)	\$0.00	(\$95.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$5,001.32	\$2,672.63	\$2,672.63	\$2,328.69	\$0.00	\$2,328.69	46.56%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$1,929.37	\$0.00	\$0.00	\$1,929.37	\$0.00	\$1,929.37	100.00%
850.100.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$589.06	\$589.06	(\$589.06)	\$0.00	(\$589.06)	0.00%
850.100.1000.6890.120.1362	MISC EXPENDITURES	\$0.00	\$54.95	\$54.95	(\$54.95)	\$0.00	(\$54.95)	0.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$600.00	\$600.00	(\$600.00)	\$0.00	(\$600.00)	0.00%
850.610.1000.6890.120.1362	MISC EXPENDITURES	\$0.00	\$235.00	\$235.00	(\$235.00)	\$0.00	(\$235.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$1,929.37	\$1,479.01	\$1,479.01	\$450.36	\$0.00	\$450.36	23.34%
850.100.1000.6000.120.1365	GENERIC EXPENSE	\$246.54	\$0.00	\$0.00	\$246.54	\$0.00	\$246.54	100.00%
	COURSE: SCIENCE - 1385	\$246.54	\$0.00	\$0.00	\$246.54	\$0.00	\$246.54	100.00%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$15,052.67	\$0.00	\$0.00	\$15,052.67	\$0.00	\$15,052.67	100.00%
850.100.1000.6320.125.1319	PROF-EDUC SERVICES	\$0.00	\$495.00	\$495.00	(\$495.00)	\$0.00	(\$495.00)	0.00%
850.100.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$3,737.40	\$3,737.40	(\$3,737.40)	\$0.00	(\$3,737.40)	0.00%
850.100.1000.6890.125.1319	MISC EXPENDITURES	\$0.00	\$1,000.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
850.100.2190.6340.125.1319	TECHNICAL SERVICES	\$0.00	\$150.00	\$150.00	(\$150.00)	\$0.00	(\$150.00)	0.00%
850.400.2510.6510.125.1319	STUDENT TRANS SVS	\$0.00	\$975.25	\$975.25	(\$975.25)	\$0.00	(\$975.25)	0.00%
850.610.1000.6580.125.1319	TRAVEL	\$0.00	\$54.00	\$54.00	(\$54.00)	\$0.00	(\$54.00)	0.00%
850.610.1000.6890.125.1319	MISC EXPENDITURES	\$0.00	\$2,835.00	\$2,835.00	(\$2,835.00)	\$0.00	(\$2,835.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$15,052.67	\$9,246.65	\$9,246.65	\$5,806.02	\$0.00	\$5,806.02	38.57%
850.100.1000.6000.125.1353	GENERIC EXPENSE	\$96.50	\$0.00	\$0.00	\$96.50	\$0.00	\$96.50	100.00%
	COURSE: BAND - 1353	\$96.50	\$0.00	\$0.00	\$96.50	\$0.00	\$96.50	100.00%
850.100.1000.6000.125.1355	GENERIC EXPENSE	\$297.60	\$0.00	\$0.00	\$297.60	\$0.00	\$297.60	100.00%
	COURSE: CHORUS/CHOIR - 1355	\$297.60	\$0.00	\$0.00	\$297.60	\$0.00	\$297.60	100.00%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$542.20	\$0.00	\$0.00	\$542.20	\$0.00	\$542.20	100.00%
850.100.1000.6890.125.1362	MISC EXPENDITURES	\$0.00	\$81.00	\$81.00	(\$81.00)	\$0.00	(\$81.00)	0.00%
850.400.2710.6510.125.1362	STUDENT TRANS SVS	\$0.00	\$99.14	\$99.14	(\$99.14)	\$0.00	(\$99.14)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$542.20	\$180.14	\$180.14	\$362.06	\$0.00	\$362.06	66.78%
850.100.1000.6000.125.1365	GENERIC EXPENSE	\$774.35	\$0.00	\$0.00	\$774.35	\$0.00	\$774.35	100.00%
	COURSE: DRAMA - 1365	\$774.35	\$0.00	\$0.00	\$774.35	\$0.00	\$774.35	100.00%
	UNIT: GHMS - 125	\$16,763.32	\$9,426.79	\$9,426.79	\$7,336.53	\$0.00	\$7,336.53	43.77%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2010-2011

From Date: 7/1/2010 To Date: 8/31/2011

Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$1,000.34	\$0.00	\$0.00	\$1,000.34	\$0.00	\$1,000.34	100.00%
850.100.1000.6610.131.1319	GENERAL SUPPLIES	\$0.00	\$180.29	\$180.29	(\$180.29)	\$0.00	(\$180.29)	0.00%
850.100.1000.6890.131.1319	MISC EXPENDITURES	\$0.00	\$250.00	\$250.00	(\$250.00)	\$0.00	(\$250.00)	0.00%
850.400.2510.6510.131.1319	STUDENT TRANS SVS	\$0.00	\$107.16	\$107.16	(\$107.16)	\$0.00	(\$107.16)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,000.34	\$537.45	\$537.45	\$462.89	\$0.00	\$462.89	46.27%
	UNIT: HES - 131	\$1,000.34	\$537.45	\$537.45	\$462.89	\$0.00	\$462.89	46.27%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$1,893.06	\$0.00	\$0.00	\$1,893.06	\$0.00	\$1,893.06	100.00%
850.100.1000.6610.132.1319	GENERAL SUPPLIES	\$0.00	\$350.00	\$350.00	(\$350.00)	\$0.00	(\$350.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,893.06	\$350.00	\$350.00	\$1,543.06	\$0.00	\$1,543.06	81.51%
	UNIT: MVES - 132	\$1,893.06	\$350.00	\$350.00	\$1,543.06	\$0.00	\$1,543.06	81.51%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$1,536.50	\$0.00	\$0.00	\$1,536.50	\$0.00	\$1,536.50	100.00%
850.610.1000.6730.133.1319	FF&E < \$1,000	\$0.00	\$478.32	\$478.32	(\$478.32)	\$0.00	(\$478.32)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,536.50	\$478.32	\$478.32	\$1,058.18	\$0.00	\$1,058.18	68.87%
	UNIT: CSES - 133	\$1,536.50	\$478.32	\$478.32	\$1,058.18	\$0.00	\$1,058.18	68.87%
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$6,872.58	\$0.00	\$0.00	\$6,872.58	\$0.00	\$6,872.58	100.00%
850.100.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$304.31	\$304.31	(\$304.31)	\$0.00	(\$304.31)	0.00%
850.100.1000.6890.134.1319	MISC EXPENDITURES	\$0.00	\$1,366.79	\$1,366.79	(\$1,366.79)	\$0.00	(\$1,366.79)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$6,872.58	\$1,671.10	\$1,671.10	\$5,201.48	\$0.00	\$5,201.48	75.68%
	UNIT: LTS - 134	\$6,872.58	\$1,671.10	\$1,671.10	\$5,201.48	\$0.00	\$5,201.48	75.68%
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$259.70	\$0.00	\$0.00	\$259.70	\$0.00	\$259.70	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$259.70	\$0.00	\$0.00	\$259.70	\$0.00	\$259.70	100.00%
	UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$259.70	\$0.00	\$0.00	\$259.70	\$0.00	\$259.70	100.00%
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$3,540.32	\$0.00	\$0.00	\$3,540.32	\$0.00	\$3,540.32	100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$2,256.00	\$2,256.00	(\$2,256.00)	\$0.00	(\$2,256.00)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$461.79	\$461.79	(\$461.79)	\$0.00	(\$461.79)	0.00%
	COURSE: HOSA - 1316	\$3,540.32	\$2,717.79	\$2,717.79	\$822.53	\$0.00	\$822.53	23.23%
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$26,884.01	\$0.00	\$0.00	\$26,884.01	\$0.00	\$26,884.01	100.00%
850.100.1000.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$600.00	\$600.00	(\$600.00)	\$0.00	(\$600.00)	0.00%
850.100.1000.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$2,083.37	\$2,083.37	(\$2,083.37)	\$0.00	(\$2,083.37)	0.00%
850.100.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$1,110.00	\$1,110.00	(\$1,110.00)	\$0.00	(\$1,110.00)	0.00%
850.400.2710.6510.230.1319	STUDENT TRANS SVS	\$0.00	\$3,083.45	\$3,083.45	(\$3,083.45)	\$0.00	(\$3,083.45)	0.00%
	TECHNICAL SERVICES	\$0.00	\$400.00	\$400.00	(\$400.00)	\$0.00	(\$400.00)	0.00%
	TRAVEL	\$0.00	\$92.83	\$92.83	(\$92.83)	\$0.00	(\$92.83)	0.00%
850.610.1000.6580.230.1319	GENERAL SUPPLIES	\$0.00	\$3,704.25	\$3,704.25	(\$3,704.25)	\$0.00	(\$3,704.25)	0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$5,864.68	\$5,864.68	(\$5,864.68)	\$0.00	(\$5,864.68)	0.00%
850.610.2660.6164.230.1319	CLASSIFIED - OVER CONTRACT HRS	\$0.00	\$360.00	\$360.00	(\$360.00)	\$0.00	(\$360.00)	0.00%
850.610.2660.6221.230.1319	SOC SEC - OASDI	\$0.00	\$22.32	\$22.32	(\$22.32)	\$0.00	(\$22.32)	0.00%
850.610.2660.6222.230.1319	MEDICARE-HOSP INS	\$0.00	\$5.23	\$5.23	(\$5.23)	\$0.00	(\$5.23)	0.00%
850.610.2660.6231.230.1319	STATE RETIREMENT	\$0.00	\$25.92	\$25.92	(\$25.92)	\$0.00	(\$25.92)	0.00%
850.610.2660.6232.230.1319	LNG-TRM DISABILITY	\$0.00	\$0.68	\$0.68	(\$0.68)	\$0.00	(\$0.68)	0.00%
850.610.2660.6260.230.1319	WORKERS' COMP	\$0.00	\$13.01	\$13.01	(\$13.01)	\$0.00	(\$13.01)	0.00%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

From Date: 7/1/2010 To Date: 8/31/2011

Fiscal Year: 2010-2011 Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.610.2660.6330.230.1319	OTH PROF SERVICES	\$0.00	\$150.00	\$150.00	(\$150.00)	\$0.00	(\$150.00)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$528.00	\$528.00	(\$528.00)	\$0.00	(\$528.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$26,894.01	\$18,043.74	\$18,043.74	\$8,840.27	\$0.00	\$8,840.27	32.88%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$393.51	\$0.00	\$0.00	\$393.51	\$0.00	\$393.51	100.00%
850.400.2710.6510.230.1320	STUDENT TRANS SVS	\$0.00	\$9.23	\$9.23	(\$9.23)	\$0.00	(\$9.23)	0.00%
850.610.1000.6610.230.1320	GENERAL SUPPLIES	\$0.00	\$75.00	\$75.00	(\$75.00)	\$0.00	(\$75.00)	0.00%
850.610.1000.6690.230.1320	MISC EXPENDITURES	\$0.00	\$56.00	\$56.00	(\$56.00)	\$0.00	(\$56.00)	0.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$393.51	\$140.23	\$140.23	\$253.28	\$0.00	\$253.28	64.36%
850.100.1000.6000.230.1321	GENERIC EXPENSE	\$26.38	\$0.00	\$0.00	\$26.38	\$0.00	\$26.38	100.00%
	COURSE: RECYCLE CLUB - 1321	\$26.38	\$0.00	\$0.00	\$26.38	\$0.00	\$26.38	100.00%
850.100.1000.6000.230.1322	GENERIC EXPENSE	\$45.83	\$0.00	\$0.00	\$45.83	\$0.00	\$45.83	100.00%
	COURSE: FCA CLUB - 1322	\$45.83	\$0.00	\$0.00	\$45.83	\$0.00	\$45.83	100.00%
850.100.1000.6000.230.1323	GENERIC EXPENSE	\$209.57	\$0.00	\$0.00	\$209.57	\$0.00	\$209.57	100.00%
	COURSE: LATINO CLUB - 1323	\$209.57	\$0.00	\$0.00	\$209.57	\$0.00	\$209.57	100.00%
850.100.1000.6000.230.1324	GENERIC EXPENSE	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	100.00%
	COURSE: PEER LEADERS - 1324	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	100.00%
850.100.1000.6000.230.1353	GENERIC EXPENSE	\$0.01	\$0.00	\$0.00	\$0.01	\$0.00	\$0.01	100.00%
	COURSE: BAND - 1353	\$0.01	\$0.00	\$0.00	\$0.01	\$0.00	\$0.01	100.00%
850.100.1000.6000.230.1355	GENERIC EXPENSE	\$294.08	\$0.00	\$0.00	\$294.08	\$0.00	\$294.08	100.00%
850.400.2710.6510.230.1355	GENERAL SUPPLIES	\$0.00	\$227.74	\$227.74	(\$227.74)	\$0.00	(\$227.74)	0.00%
850.400.2710.6510.230.1355	STUDENT TRANS SVS	\$0.00	\$66.34	\$66.34	(\$66.34)	\$0.00	(\$66.34)	0.00%
	COURSE: CHORUS/CHOIR - 1355	\$294.08	\$294.08	\$294.08	\$0.00	\$0.00	\$0.00	0.00%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$481.01	\$0.00	\$0.00	\$481.01	\$0.00	\$481.01	100.00%
850.100.1000.6890.230.1361	MISC EXPENDITURES	\$0.00	\$375.00	\$375.00	(\$375.00)	\$0.00	(\$375.00)	0.00%
850.400.2710.6510.230.1361	STUDENT TRANS SVS	\$0.00	\$41.06	\$41.06	(\$41.06)	\$0.00	(\$41.06)	0.00%
	COURSE: MU ALPHA THETA - 1361	\$481.01	\$416.06	\$416.06	\$64.95	\$0.00	\$64.95	13.50%
850.100.1000.6000.230.1362	GENERIC EXPENSE	\$897.90	\$0.00	\$0.00	\$897.90	\$0.00	\$897.90	100.00%
850.100.1000.6610.230.1362	GENERAL SUPPLIES	\$0.00	\$149.52	\$149.52	(\$149.52)	\$0.00	(\$149.52)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$897.90	\$149.52	\$149.52	\$748.38	\$0.00	\$748.38	83.35%
850.100.1000.6000.230.1363	GENERIC EXPENSE	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
	COURSE: ART - 1363	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
850.100.1000.6000.230.1364	GENERIC EXPENSE	\$3,694.79	\$0.00	\$0.00	\$3,694.79	\$0.00	\$3,694.79	100.00%
850.100.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$3,666.99	\$3,666.99	(\$3,666.99)	\$0.00	(\$3,666.99)	0.00%
	COURSE: AVID - 1364	\$3,694.79	\$3,666.99	\$3,666.99	\$27.80	\$0.00	\$27.80	0.75%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$170.50	\$0.00	\$0.00	\$170.50	\$0.00	\$170.50	100.00%
850.610.1000.6610.230.1368	GENERAL SUPPLIES	\$0.00	\$77.65	\$77.65	(\$77.65)	\$0.00	(\$77.65)	0.00%
	COURSE: DECA - 1368	\$170.50	\$77.65	\$77.65	\$92.85	\$0.00	\$92.85	54.46%
850.100.1000.6000.230.1373	GENERIC EXPENSE	\$349.38	\$0.00	\$0.00	\$349.38	\$0.00	\$349.38	100.00%
	COURSE: DRAMA/THEATER - 1373	\$349.38	\$0.00	\$0.00	\$349.38	\$0.00	\$349.38	100.00%

Humboldt Unified School District No. 22

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From Date: 7/1/2010 To Date: 8/31/2011

Fiscal Year: 2010-2011

Print accounts with zero balance Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1374	GENERIC EXPENSE COURSE: VIEW FROM THE PEAK - 1374	\$210.00	\$0.00	\$0.00	\$210.00	\$0.00	\$210.00	100.00%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$210.00	\$0.00	\$0.00	\$210.00	\$0.00	\$210.00	100.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES COURSE: INTERACT - 1375	\$313.87	\$100.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00%
850.100.1000.6000.230.1377	GENERIC EXPENSE	\$591.51	\$0.00	\$0.00	\$591.51	\$0.00	\$591.51	100.00%
850.610.1000.6610.230.1377	GENERAL SUPPLIES COURSE: S CLUB (SOROPTIMIST) - 1377	\$0.00	\$26.22	\$26.22	(\$26.22)	\$0.00	(\$26.22)	0.00%
850.100.1000.6000.230.1378	GENERIC EXPENSE	\$591.51	\$0.00	\$0.00	\$591.51	\$0.00	\$591.51	100.00%
850.100.1000.6610.230.1378	GENERAL SUPPLIES COURSE: FRENCH CLUB - 1378	\$0.00	\$157.40	\$157.40	(\$157.40)	\$0.00	(\$157.40)	0.00%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$372.00	\$0.00	\$0.00	\$372.00	\$0.00	\$372.00	100.00%
850.100.1000.6610.230.1398	GENERAL SUPPLIES	\$0.00	\$157.40	\$157.40	(\$157.40)	\$0.00	(\$157.40)	0.00%
850.610.1000.6610.230.1398	GENERAL SUPPLIES	\$996.89	\$0.00	\$0.00	\$996.89	\$0.00	\$996.89	100.00%
850.610.1000.6690.230.1398	MISC EXPENDITURES COURSE: SKILLS CLUB - 1398	\$0.00	\$310.31	\$310.31	(\$310.31)	\$0.00	(\$310.31)	0.00%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$0.00	\$131.00	\$131.00	(\$131.00)	\$0.00	(\$131.00)	0.00%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$0.00	\$15.00	\$15.00	(\$15.00)	\$0.00	(\$15.00)	0.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES COURSE: P.A.L.S. - 1403	\$0.00	\$456.31	\$456.31	\$540.58	\$0.00	\$540.58	54.23%
850.100.1000.6000.230.1405	GENERIC EXPENSE	\$996.89	\$0.00	\$0.00	\$996.89	\$0.00	\$996.89	100.00%
850.610.1000.6610.230.1405	GENERAL SUPPLIES COURSE: BASEBALL - 1405	\$0.00	\$1,133.74	\$1,133.74	(\$1,133.74)	\$0.00	(\$1,133.74)	0.00%
850.100.1000.6000.230.1409	GENERIC EXPENSE	\$1,359.86	\$0.00	\$0.00	\$1,359.86	\$0.00	\$1,359.86	100.00%
850.610.1000.6610.230.1409	GENERAL SUPPLIES COURSE: GIRLS TENNIS - 1409	\$0.00	\$1,133.74	\$1,133.74	(\$1,133.74)	\$0.00	(\$1,133.74)	0.00%
850.100.1000.6000.230.1431	GENERIC EXPENSE	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
850.610.1000.6000.230.1431	GENERAL SUPPLIES COURSE: BOYS BASKETBALL - 1431	\$0.00	\$0.00	\$0.00	\$6.81	\$0.00	\$6.81	100.00%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$6.81	\$0.00	\$0.00	\$6.81	\$0.00	\$6.81	100.00%
850.610.1000.6000.230.1432	GENERAL SUPPLIES COURSE: GIRLS BASKETBALL - 1432	\$0.00	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1435	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.610.1000.6000.230.1435	GENERAL SUPPLIES COURSE: TRACK - 1435	\$0.00	\$0.00	\$0.00	\$12.15	\$0.00	\$12.15	100.00%
850.100.1000.6000.230.1446	GENERIC EXPENSE	\$12.15	\$0.00	\$0.00	\$12.15	\$0.00	\$12.15	100.00%
850.610.1000.6000.230.1446	GENERAL SUPPLIES COURSE: CHEERLEADING - 1446	\$0.00	\$0.00	\$0.00	\$148.59	\$0.00	\$148.59	100.00%
850.100.1000.6000.230.1452	GENERIC EXPENSE	\$148.59	\$0.00	\$0.00	\$148.59	\$0.00	\$148.59	100.00%
850.610.1000.6000.230.1452	GENERAL SUPPLIES COURSE: GIRLS SOCCER - 1452	\$0.00	\$0.00	\$0.00	\$17.09	\$0.00	\$17.09	100.00%
850.100.1000.6000.230.1460	GENERIC EXPENSE	\$17.09	\$0.00	\$0.00	\$17.09	\$0.00	\$17.09	100.00%
850.610.2190.6610.230.1460	GENERAL SUPPLIES COURSE: SWIM - 1460	\$360.35	\$0.00	\$0.00	\$360.35	\$0.00	\$360.35	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE	\$0.00	\$240.57	\$240.57	(\$240.57)	\$0.00	(\$240.57)	0.00%
850.610.1000.6000.230.1469	GENERAL SUPPLIES COURSE: G.O.A.L.S. CLUB - 1469	\$0.00	\$240.57	\$240.57	\$119.78	\$0.00	\$119.78	33.24%
850.100.1000.6000.230.1481	GENERIC EXPENSE	\$360.35	\$0.00	\$0.00	\$360.35	\$0.00	\$360.35	100.00%
850.610.1000.6000.230.1481	GENERAL SUPPLIES COURSE: G.O.A.L.S. CLUB - 1481	\$0.00	\$0.00	\$0.00	\$184.21	\$0.00	\$184.21	100.00%
850.100.1000.6000.230.1482	GENERIC EXPENSE	\$184.21	\$0.00	\$0.00	\$184.21	\$0.00	\$184.21	100.00%
850.610.1000.6000.230.1482	GENERAL SUPPLIES COURSE: G.O.A.L.S. CLUB - 1482	\$0.00	\$0.00	\$0.00	\$184.21	\$0.00	\$184.21	100.00%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2010-2011

To Date: 8/31/2011

From Date: 7/1/2010

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	UNIT: BMHS - 230	\$42,425.65	\$27,720.30	\$27,720.30	\$14,705.35	\$0.00	\$14,705.35	34.66%
Grand Total:		\$83,478.19	\$46,929.42	\$46,929.42	\$36,548.77	\$0.00	\$36,548.77	43.78%

End of Report

CONSENT
Item 8E.

Arizona Pioneer Home
Intergovernmental
Agreement
Renewal

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **8E**
FROM: Diana Green, Director of Educational Services Reading
DATE: September 13, 2011 Discuss
SUBJECT: Renewal of Arizona Pioneer Home Intergovernmental Agreement (IGA) Action
Consent X

OBJECTIVE: Goal #2 – Focus on planning for future student needs

SUPPORTING DATA:

Arizona Pioneer Home offers Bradshaw Mountain High School Certified Nursing Assistant (CNA) students the opportunity to engage in practical learning and clinical experiences.

There is no change in the IGA from last year.

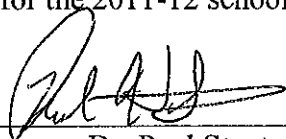
SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve renewal of the IGA between Humboldt Unified School District and Arizona Pioneer Home for 2011-12.

Sample Motion:

I move to approve renewal of the Intergovernmental Agreement between Humboldt Unified School District and Arizona Pioneer Home for the 2011-12 school year.

Approved for transmittal to the Governing Board: _____



Dr. Paul Stanton

Questions should be directed to:

Diana Green, Director of Educational Services (759-4000)

This agreement dated this 11th day of January 2011 between Arizona Pioneer Home, hereinafter known as **AGENCY**, and Humboldt Unified School District, hereinafter known as **DISTRICT**.

Whereas, the parties wish to provide adequate instruction for the students of the **DISTRICT** enrolled in the Allied Health program; and

Whereas, the **AGENCY** provides access to facilities suitable for said instruction, it is agreed between the parties as follows:

DISTRICT agrees:

- A. To provide for necessary personnel for the oversight of the students using the facilities.
- B. That its instructors will select appropriate clinical learning site for students.
- C. That its instructors and students will abide by the policies and rules of the **AGENCY**.
- D. To go through proper administrative channels of **AGENCY** in making plans for observation and practicum in Allied Health Program experiences.
- E. To provide adequate insurance policies for its students while using the facilities.
- F. To instruct students in their responsibility to preserve confidentiality of information regarding the patients/clients and their families.
- G. That no student will be under age 16.
- H. That it may conduct drug screening on any and all students who will participate in on-site training at the **AGENCY**.
- I. Assure that any student failing a drug screen is not allowed to participate in the program at the **AGENCY**.

AGENCY agrees:

- A. To allow faculty to have control of and freedom to select appropriate clinical learning experiences for students.
- B. To allow students to provide care to clients/patients, appropriate to the students' level of education.
- C. To retain full responsibility for the care of clients.
- D. To maintain administrative and professional supervision of students insofar as their presence affects the operation of the facility and/or the direct and indirect care of clients.
- E. To provide an orientation to the facility.

- F. To provide adequate classroom and/or conference space for students assigned for clinical experiences.
- G. To provide available audio-visual aids and data relating to the various educational phases under study by the students.
- H. To notify **DISTRICT** if no longer eligible to serve as a site, due to deficiencies noted by approved or accrediting agencies.

AGENCY may discontinue the participation of any student in the program for reasons of unsafe practice or any other reason which **AGENCY**, in its sole discretion deems to be detrimental to **AGENCY** or to the interests of its patients, including the failure of any student to provide evidence of meeting acceptable health standards and annual tuberculosis screening.

The conditions of this agreement will remain in effect until such time as either party gives the other written notice of its intention to terminate the agreement at least thirty (30) days prior to the beginning of the next training period. This agreement may be modified or terminated by the agreement of both parties.

APPROVALS

HUSD Superintendent
Dr. Paul Stanton

Date

HUSD Board President

Date

Barbara J. Somers, Don

Arizona Pioneer Home
Director of Nursing

Date

CONSENT
Item 8F.

Las Fuentes Care Center
Intergovernmental
Agreement
Renewal

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **8F**
FROM: Diana Green, Director of Educational Services Reading
DATE: September 13, 2011 Discuss
SUBJECT: Renewal of Las Fuentes Care Center Intergovernmental Agreement (IGA) Action
Consent X

OBJECTIVE: Goal #2 – Focus on planning for future student needs

SUPPORTING DATA:

Las Fuentes Care Center offers Bradshaw Mountain High School Certified Nursing Assistant (CNA) students the opportunity to engage in practical learning and clinical experiences in gerontology and related disciplines.


There is no change in the IGA from last year.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve renewal of the IGA between Humboldt Unified School District and Las Fuentes Care Center for 2011-12.

Sample Motion:

I move to approve renewal of the Intergovernmental Agreement between Humboldt Unified School District and Las Fuentes Care Center for the 2011-12 school year.

Approved for transmittal to the Governing Board: 
Dr. Paul Stanton

Questions should be directed to:
Diana Green, Director of Educational Services (759-4000)

EDUCATIONAL INSTITUTION AFFILIATION AGREEMENT

This Educational Institution Affiliation Agreement ("Agreement") is by and between Humboldt Unified School District ("Educational Institution") and Las Fuentes Care Center ("Facility"), dated as of the 2 day of September, 2011 (the "Effective Date").

RECITALS

A. Educational Institution desires that certain of its students, and when appropriate, certain of its faculty members be permitted to visit and utilize the premises of a long-term care nursing facility to afford such students and faculty the opportunity to engage in practical learning and clinical experiences in gerontology and related disciplines;

B. Facility, a skilled nursing facility licensed by the state in which it does business, recognizes the need for expansion of the educational development of health professionals, and desires to make its premises available for such purposes;

C. Educational Institution and Facility (collectively the "parties") desire to affiliate for the purpose of improving care provided to Facility patients and providing practical learning and clinical experiences in gerontology and related disciplines for students and faculty of Educational Institution.

NOW THEREFORE it is understood and agreed upon by the parties as follows:

Educational Institution agrees to:

a. Plan and determine the adequacy of the educational experience of its students in theoretical training, basic skills in the provision of health care, professional ethics, attitude and behavior, and assign to Facility only those students who have satisfactorily completed the prerequisites of Educational Institution's program prior to clinical assignment.

b. Maintain general and professional liability insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate and, if applicable, maintain worker's compensation coverage in the amount required by law. Educational Institution shall provide Facility with thirty (30) days notice prior to any change in the coverage required herein.

c. Require students to carry health insurance effective for the duration of the student assignment.

d. Designate as member of its faculty to coordinate the program with a designated member of Facility's staff. This assignment shall include on-site visits when practical and the continuing exchange of information as requested by either party.



- e. Provide Facility with the names, TB test results, and other pertinent information about each student to be assigned to Facility at least four (4) weeks prior to the date on which a student's assignment at Facility will begin.
- f. Provide Facility with advance notice of its intention to remove a student from any clinical assignment at Facility.
- g. Notify each student prior to his or her assignment at Facility that he or she is responsible for following the administrative policies, standards and practices of Facility, and abiding by Facility's drug and alcohol policy.
- h. Complete a background search for each student assigned to Facility prior to student beginning clinical at Facility. Disclose to Facility, prior to the assignment of any student to Facility, knowledge that any student to be assigned to Facility has been convicted of or entered a plea of guilty, nolo contendere, or an "Alfred plea" with respect to any felony, any misdemeanor conviction within the last seven (7) years or any crime against a dependent population, specifically including but not limited to, elder abuse, child abuse or child molestation.

At the written request of Facility, remove from Facility any student who, in the sole and absolute discretion of Facility, has performed unsatisfactorily or whose behavior or activities are inappropriate or detrimental to Facility's provision of health care to its clients or that are contrary to the objectives of this Agreement. Requests for such removal of a student must be provided in writing and contain a statement of facts supporting such request by Facility.

Direct its students to comply with the policies and procedures of Facility, including those governing the use and disclosure of individually identifiable health information under federal law pursuant to the Standards for Privacy of Individually Identifiable Health Information, (hereinafter the "Privacy Rule") implemented under the Health Insurance Portability and Accountability Act of 1996 (Pub. L. No. 104-191 ("HIPAA")). Educational Institution will insure that each student signs and delivers to Facility prior to the beginning of the clinical education a copy of the "Confidentiality Understanding" attached hereto as Attachment A and incorporated herein by reference.

2. Facility agrees to:

Designate a member of its staff to coordinate this program and function as clinical supervisor with Educational Institution's designated coordinator. Jointly, Facility and Educational Institution shall develop objectives, methods for instruction, and other details of the full clinical experience contemplated by this Agreement.



b. Make available to assigned students appropriate equipment and supplies in order to provide supervised clinical educational experiences. Such accommodations shall include an environment conducive to the learning process that conforms to Facility's customary practices and procedures.

c. Permit Educational Institution's students to perform services for Facility patients only when under the direct supervision of a registered, licensed or certified Facility care giver licensed in the discipline in which supervision is to be provided. Students shall work, perform assignments, participate in rounds, clinics, staff meetings, and in-service education programs at the discretion of supervisors designated by the Facility.

d. Remind students they remain subject to the authority, policies, and regulations imposed by the Educational Institution. During periods of clinical assignment and while at Facility, students shall also be subject to all standards, rules, regulations, and administrative practices and policies of Facility.

e. Retain ultimate responsibility for the provision of all services provided to patients or residents of Facility.

3. Maintain general and professional liability insurance with limits of not less than \$1,000,000 per occurrence and \$8,000,000 in the aggregate. Facility shall provide Educational Institution with thirty (30) days notice prior to any change in the coverage required herein.

4. Neither party to this Agreement shall discriminate with respect to any aspect of this Agreement on the basis of race, color, sex, age, religion, national origin, or handicap.

Indemnification. Each party shall be responsible for any and all costs, damages, claims, liabilities or judgments which arise as a result of the negligence or intentional wrongdoing of its employees or other agents (collectively the "Party"). Any costs, including reasonable attorney's fees, for damages, claims, liabilities or judgments incurred at any time by one Party as a result of the other Party's negligence or intentional wrongdoing, or failure to perform any obligation undertaken or covenant made in this Agreement shall be paid for or reimbursed by the other Party.

5. Educational Institution acknowledges and agrees that the systems, methods, procedures, written materials and controls employed by Facility in the performance of this Agreement (a) are confidential and proprietary in nature, (b) shall always remain the property of Facility and (c) shall not at any time in the future be disclosed to any third parties or utilized, distributed, or copied or otherwise used by Educational Institution or its employees, agents, or students in any manner whatsoever without the express written consent of Facility. Upon termination of this Agreement, Educational Institution shall promptly deliver to the Facility all

Confidential Information in the possession of Educational Institution or its employees, agents, students or volunteers.

6. In the event this Agreement is not renewed for a subsequent term or is otherwise terminated as contemplated herein, students of Educational Institution who are participating in the clinical learning experiences at Facility at the time of termination shall be allowed to complete such clinical learning experience at Facility for the then current school semester under the terms and conditions herein set forth.
7. This Agreement shall be effective for the period beginning the Effective Date for a term of one (1) year and thereafter shall be renewed automatically for successive periods of one (1) year, unless otherwise terminated as provided herein. Notwithstanding the forgoing, this Agreement may be terminated by either party for any reason by giving thirty (30) days written notice to the other party of its intention to so terminate this Agreement.
8. Any notices or other communication permitted or required by this Agreement shall be in writing and shall be effective by personal delivery or by certified mail postage prepaid to the other party at the address set forth below.

If to Facility:

Las Fuentes Case Center
Attn: Executive Director
245 W Scott Dr
Prescott, AZ 86301

If to Educational Institution:

Glendale Unified School District
1111 N Robert Rd
Phoenix Valley, AZ 86314

with copy to LCCA:

Life Care Centers of America, Inc.
Attn: Vice President of University Relations
3570 Keith Street NW
Cleveland, TN 37312

Any notice mailed in compliance with this section shall be deemed to have been given upon the earlier of receipt or three days after deposit, except that notice of change of address shall not be deemed effective until actual receipt by the intended recipient.

9. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision.
10. No waiver of a breach of any provision of this Agreement will be construed to be a waiver of any other breach of this Agreement, whether of a similar or dissimilar nature.

11. Any provisions of this Agreement creating obligations extending beyond the term of this Agreement will survive the expiration or termination of this Agreement, regardless of the reason for such termination.

12. Any amendments to this Agreement will be effective only if in writing and signed by the parties hereto.
13. This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof.
14. Either party may assign its rights or obligations hereunder without the prior written approval of the other; provided, however, that such an assignment may be made only to an entity which is directly or indirectly wholly owned or controlled by the same entity as the assigning party.
15. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to all actual attorneys' fees and other costs incurred in that action, in addition to any other relief to which that party may be entitled.
16. This Agreement shall be governed, construed and interpreted in accordance with the laws of the state in which Facility is located with no regard to such state's conflict of law provisions.
17. Nothing in this Agreement shall be construed as creating any relationship between the parties other than as independent contractors. Nothing under this Agreement shall be deemed to create any rights in any third party.
18. In the event there is a change in state or federal law, whether by statute, regulation, agency interpretation or judicial decision, that in the reasonable opinion of the counsel to Facility renders any of the material terms of this Agreement unlawful or unenforceable, then the applicable term(s) of the Agreement shall be subject to renegotiation upon written notice to Educational Institution to remedy such condition and conform the Agreement to the requirements of the law. If such renegotiation is unsuccessful within the thirty (30) day period of time following written notification, either party may terminate the affected Agreement without penalty.



By signing this Agreement, all parties acknowledge notification of LCCA's Code of Conduct and Policy, Procedure and Information Regarding the Deficit Reduction Act of 2005, False Claims Act and Similar Laws, and agree to comply with all provisions thereof. Additionally, all contractors, agents, and vendors agree to make these policies available to all employees involved in executing this Agreement as required by the Deficit Reduction Act of 2005 and applicable State law. These policies are available at the 'About Life Care' section at www.lcca.com.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

FACILITY:

Las Fuentes Care Center

EDUCATIONAL INSTITUTION:

By: Jessie M Bender

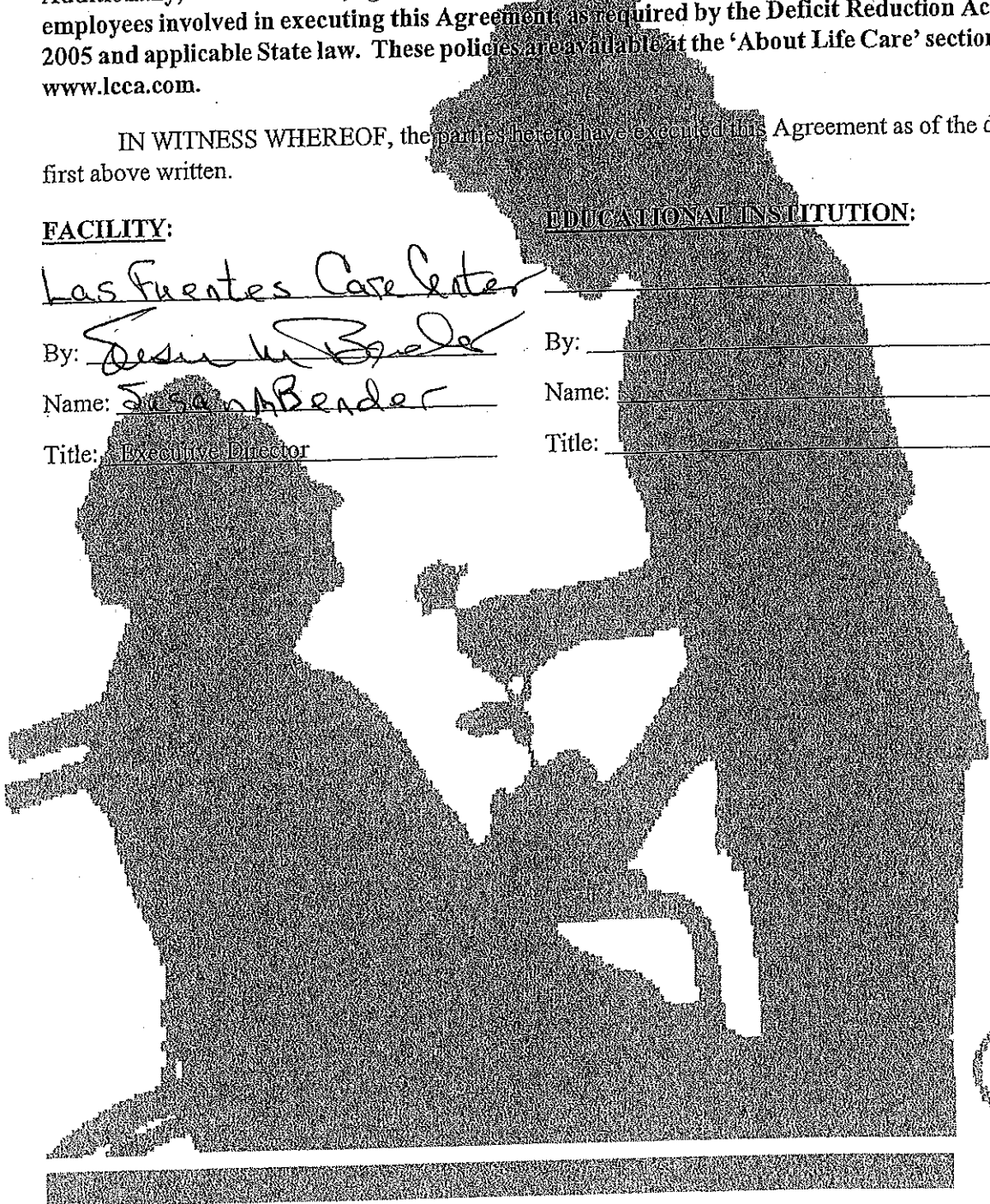
By: _____

Name: Jessie M Bender

Name: _____

Title: Executive Director

Title: _____



**LIFE CARE CENTERS OF AMERICA, INC.'S
DRUG AND ALCOHOL POLICY**

FOR THE STATE OF ARIZONA

NOTE: This policy extends to, and shall be complied with by, all current and future associates of Life Care Centers of America, Inc. and its affiliated companies (collectively the "company") who work in Arizona.

1. Purpose. Alcohol and drug abuse ranks as one of the major health problems in the United States. The company's most valuable resource is its associates, and their safety and health is of paramount concern. The company is committed to providing a safe working environment to protect associates and others, to provide the highest level of service, and to minimize the risk of accidents and injuries.

2. General Policy. Each associate of the company has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results, as in the case of associates engaged in driving or operating equipment. For these reasons, the company has adopted this policy.

3. Drug Use/Distribution/Impairment/Possession. All associates are prohibited from manufacturing, distributing, dispensing, possessing or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on company property (including, but not limited to, parking areas and grounds), or while otherwise performing job duties away from the location at which the associate normally works. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

Associates are also prohibited from having any such illegal or unauthorized controlled substances in their systems while at work or on duty, and from having excessive amounts of otherwise lawful controlled substances in their systems while at work or on duty.

4. Alcohol Use/Possession/Impairment. All associates are prohibited from distributing, dispensing, possessing, using or being impaired or intoxicated by alcohol while at work or on duty. For the purpose of this policy, an associate is presumed to be impaired, intoxicated, or under the influence of alcohol if a blood test or other scientifically acceptable testing procedure shows that the associate has a level of at least .04% blood alcohol in his or her system at the time of testing.

5. Off-Duty Conduct. Off-the-job manufacturing, distribution, dispensation or possession of illegal or unauthorized substances is prohibited. Off-the-job use of illegal drugs, alcohol or other controlled substances which results in impaired work performance, including, but not limited to, absenteeism, tardiness, poor work performance, or which can be expected to cause harm to the company's image or relationship with co-workers or the public, is prohibited.

6. Prescription Drugs. The proper use of medication prescribed by a physician is not prohibited. The company, however, does prohibit the misuse of prescribed medication. It is the

associate's responsibility to determine from his or her physician whether a prescribed drug may affect a drug test or impair job performance. An associate should report to the applicable drug testing laboratory or medical review officer the use of prescription or nonprescription drugs, or any other relevant information, that may affect drug tests. An associate using drugs at the direction of a physician should notify his or her supervisor if these drugs may affect his or her job performance, such as by causing dizziness or drowsiness.

7. Notification of Impairment. It shall be the responsibility of each associate to report promptly to his or her immediate supervisor any observation or knowledge that another associate is in a condition that impairs the associate's job performance, presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy.

8. Drug Testing. The company may conduct drug tests, which may include testing for alcohol, in the following circumstances:

- a. Job Applicant Who Has Received a Conditional Offer of Employment. All new hires of the company may have their employment conditioned on the passage of a drug test. Refusal to submit to or a positive confirmed drug test will void the applicant's conditional offer of employment.
- b. Reasonable Suspicion. An associate may be required to submit to testing whenever a reasonable suspicion exists that he or she has violated any of the rules set forth in this policy and that the violation may adversely affect the job performance or the work environment. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, or involvement in a workplace or vehicular accident indicating a possible error in judgment or negligence. All associates of the company are subject to testing on a reasonable suspicion basis.
- c. Post-Accident Testing. Associates may be required to submit to drug testing when they are involved in on-the-job accidents that result in injury or damage to property.
- d. Follow-up Testing. Associates, who in the course of employment, enter an associate assistance program for drug- or alcohol-related problems, or an alcohol and drug rehabilitation program, may be required to submit to testing as a follow-up to such program on a random, quarterly, semiannual, or annual basis, for up to two years thereafter.
- e. Random Testing. The company reserves the right to test its associates on a random basis as a means to ensure that all associates are complying with this policy. This type of testing results in an equal probability that any associate from a group of associates subject to testing will be selected and does not give the company discretion to waive the selection of an associate who it selects for testing pursuant to its selection mechanism. All associates of the company are subject to testing on a random basis.

9. Testing Procedures. Testing shall be conducted in accordance with the following procedures:

- a. Testing will occur during or immediately before or after work time and shall be deemed work time for the purposes of compensation and benefits for current associates. The company shall pay the cost of all initial and confirmation tests required of associates, but is not obligated to pay the costs of tests for job applicants. The cost of any additional tests shall be paid by the associate or conditional hiree. Current associates will be paid reasonable transportation costs if the required specimen is not collected at the associate's work site.
- b. Collection, storage, and transportation of samples shall be conducted in a manner reasonably calculated to prevent contamination, adulteration, or misidentification of the sample.
- c. Each specimen container shall be labeled.
- d. The individual being tested shall have the opportunity to provide notification of any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.
- e. Tests shall be conducted by a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Arizona Department of Health Services.
- f. Tests will be administered so that they may detect the following substances: See attached Exhibit A.
- g. The company shall provide a copy of test results upon request.
- h. Within five working days after receipt of a positive verified test result, the associate or conditional hiree may submit information to the company in a confidential setting in order to contest the result or to explain why the results do not constitute a violation of this policy. Associates may consult the testing laboratory for technical information regarding prescription and nonprescription medications.

10. Confirmation Testing. All positive drug tests for current associates shall be confirmed by a different chemical process that was used in the initial drug test. The confirmatory drug test shall use gas chromatography-mass spectrometry or another comparably reliable analytical method. The company is not required to perform confirmation testing for job applicants.

11. Discipline and Other Corrective Measures. All associates who test positive in a substance test, refuse to submit to testing, tamper with a test specimen, or otherwise violate this policy may be subject to discipline up to and including discharge. Such associates may also

forfeit their eligibility for workers' compensation medical and indemnity benefits and unemployment compensation benefits.

Associates who are not immediately terminated for testing positive or for some other violation of the policy may, at the sole discretion of the company, be placed on probation and required to execute an agreement acknowledging:

- a. That they tested positive or otherwise violated the policy; and
- b. That in exchange for the company not terminating them for this instance of testing positive or otherwise violating the policy, they agree to undergo rehabilitation or counseling in a company-approved program and to undergo periodic unannounced screening for a prescribed period.

12. Confidentiality. Information received by the company through testing is a confidential communication and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding. The company is not required to keep such information confidential when it is needed in a proceeding relating to any action taken by the company or an associate pursuant to this policy. The company also may disclose testing information to (i) the person tested if he or she consents to the release of such information in writing; (ii) individuals designated by the company to receive and evaluate test results or hear associate explanations; or (iii) an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

13. Drug Convictions. Any associate convicted of a drug violation must notify his or her supervisor within five days of such conviction.

The company asks for the understanding and cooperation of all associates in implementing this policy.

THIS POLICY SHOULD NOT BE CONSIDERED AS CONTRACTUAL IN NATURE. IT REPRESENTS THE COMPANY'S CURRENT STANDARDS FOR DEALING WITH A SERIOUS NATIONAL PROBLEM. THIS POLICY IS SUBJECT TO CHANGE BY THE COMPANY WITH OR WITHOUT NOTICE.

Drug and Alcohol Policy Acknowledgement Form



I have read and understand the statement of policy which summarizes the company's Drug and Alcohol Policy, and I agree to abide by that policy. I consent to submit to urinalysis or other drug or alcohol test at any time as a condition of my initial or continued employment. I authorize any laboratory or medical provider to release test results to the company. I release any legal claims I may have against the company, its officers, agents and associates for requiring tests and any adverse employment action taken as a result of tests or test results. I understand that this statement in no way limits my or the company's right to terminate employment at any time for any reason.

Associate's Name (printed): _____

Associate's Signature: _____

Parental Signature: _____
(if Associate is under 18 years old)

Date: _____

ATTACHMENT A

**EDUCATIONAL INSTITUTION AFFILIATION AGREEMENT
CONFIDENTIALITY UNDERSTANDING**

By signing and dating this Confidentiality Understanding, the undersigned **STUDENT** indicates an understanding of, and agrees to be bound by, the applicable terms and conditions of the Affiliation Agreement between _____ ("**FACILITY**"), and _____ ("**EDUCATIONAL INSTITUTION**").

The **STUDENT** acknowledges that, as a material part of the consideration provided to **FACILITY** in exchange for **FACILITY** allowing the **STUDENT'S** clinical education at **FACILITY**, **STUDENT** agrees that any patient information acquired during the clinical education is confidential, and that the **STUDENT** shall maintain the confidentiality of and not disclose this information at all times, both during the clinical education and after it has ended. **STUDENT** further agrees to abide by the applicable rules and policies of **FACILITY** and program while at **FACILITY**. **STUDENT** understands that, in addition to other available remedies, **FACILITY** may immediately remove the **STUDENT** and terminate the **STUDENT'S** clinical education if, in the opinion of **FACILITY**, the **STUDENT** endangers a patient, breaches patient confidentiality, disrupts the operation of **FACILITY**, or refuses to comply with the requests of **FACILITY** or its supervisory staff.

By signing this Agreement, all parties acknowledge notification of **LCCA's Code of Conduct and Policy Procedure and Information Regarding the Deficit Reduction Act of 2005, False Claims Act and Similar Laws**, and agree to comply with all provisions thereof. Additionally, all contractors, agents, and vendors agree to make these policies available to all employees involved in executing this Agreement, as required by the Deficit Reduction Act of 2005 and applicable State law. These policies are available at the "About Life Care" section at www.lcca.com.

I have read and understand the Educational Institution Affiliation Agreement and this Confidentiality Understanding, and I agree to abide by their terms.

Student's Signature

Date

Student's Name (Print)

Educational Institution Witness Signature

Date

Educational Institution Witness (Print)



Deficit Reduction Act of 2005 (DRA), False Claims Act (FCA) and Similar Laws Policy

Life Care's policy requires compliance with all laws applicable to the company's business, and this includes insistence on compliance with all applicable federal and state laws dealing with false claims and false statements. Life Care strives to prevent, detect and eliminate fraud, waste and abuse in all government-funded programs from which the company receives payments, such as the Medicare and Medicaid programs. This policy and goal applies to all of Life Care's associates, management, contractors and agents.

• **Policies and Procedures for Detecting and Preventing Fraud, Waste and Abuse**

Life Care's existing policies and procedures for detecting and preventing fraud, waste and abuse are found more completely in the Integrity Services Code of Conduct, particularly in the provisions on conducting Life Care's business and business with the government. Associates should observe the guidelines and report any departure set forth herein.

As with the Code of Conduct, the Chief Integrity Services Officer is responsible for administration of Life Care's Integrity Services program, including this policy. As part of its commitment to ethical and legal conduct, Life Care expects its associates to bring information regarding violations of Life Care's Code of Conduct to the attention of the Chief Integrity Services Officer (or designee) and any manager or supervisor directly above the particular associate (unless such information concerns that manager or supervisor). An associate who has a question regarding the applicability or interpretation or desires to report a violation of the Code or this policy should direct their questions to Life Care's Chief Integrity Services Officer in person, in writing or by calling 1-877-423-8305. Written correspondence relating to the Code or this policy should be addressed to Life Care's Chief Integrity Services Officer and marked *Confidential: to be opened by the Chief Integrity Services Officer*. Reports, either in writing or by calling, shall remain confidential to the extent permitted by law, Life Care's policies and to the extent that it is possible and practical. If any report is made by an associate, he or she will be given the opportunity to receive information relative to the outcome of any investigation conducted by the Chief Integrity Services Officer.

• **Laws Relating to False Claims Recovery**

The purpose of this section is to provide information concerning tools available to federal and state agencies as well as Life Care and its associates to fight fraud, waste and abuse in the administration of federal and state health programs, and the role these tools play in preventing and detecting fraud, waste, and abuse in federal and state health-care programs.

Specifically, the information will be summaries of the following:

- a. The Federal False Claims Act
- b. The federal administrative remedies for false claims and statements
- c. The federal whistleblower laws
- d. State laws regarding false claims, false statements and whistleblower protection

- **The Federal False Claims Act, 31 U.S.C. § 3729-3733**

Initially passed during the Civil War to fight fraud in military purchasing, the Federal False Claims Act (FCA) is now a broad federal statute that prohibits fraud in any federally funded contract or program, including Medicare and Medicaid. The FCA established liability for any person who knowingly presents, or causes to be presented, a false or fraudulent claim to the U.S. government for payment.

The term “knowingly” means that the person either had actual knowledge the claim was false, deliberately acted in ignorance of the truth or falsity of the claim, or acted in reckless disregard of the claim’s truth or falsity. The term “claim” includes any request or demand for money that is submitted to the U.S. government or its contractors.

False claims for health-care providers can take a variety of forms. Examples include falsifying billing records, double-billing for items or services, overcharging for items or service, billing for services never performed or items never delivered, billing for delivering less than promised, and charging for one thing while providing another.

- **The Federal Administrative Remedies for False Claims and Statements**

The penalties for violating the FCA are severe. Violators may be subjected to a civil penalty ranging from \$5,000 to \$10,000 for each false claim submitted (as adjusted from time to time for inflation). In addition, the violator can be required to pay three times the amount of damages sustained by the government for each false claim, which is typically the amount the government paid for each false claim. In addition, the Office of Inspector General (“OIG”) – the agency within the Department of Health and Human Services charged with investigating fraud and abuse – may seek exclusion of a convicted health-care provider or supplier from further participation in any federal health-care program. A violator can also be held liable to the government for costs associated with any civil action that seeks to recover penalties or damages. There are also criminal consequences under federal law for intentional participation in the submission of a false claim.

- **Federal Whistleblower Provisions**

Any person may bring an action under this law on behalf of the government (called a “qui tam relator” or “whistleblower” suit) in federal court. The case is initiated by causing a copy of the complaint and all available relevant evidence to be served on the

federal government. The case will remain sealed for at least 60 days and will not be served on the defendant so the government can investigate the complaint. The government may obtain additional time for good cause. The government on its own initiative may also initiate a case under the FCA.

After the 60-day period (or any extensions) has expired, the government may pursue the matter in its own name or decline to proceed. If the government declines to proceed, the person bringing the action has the right to conduct the action on his or her own in federal court.

If the government proceeds with the case, the qui tam whistleblower bringing the action will receive between 15 and 25 percent of any proceeds, depending on the contributions of the individual to the success of the case. If the government declines to pursue the case, and the whistleblower chooses to pursue the matter legally, the whistleblower will be entitled to between 25 and 30 percent of the proceeds of the case, plus reasonable expenses, attorney's fees and costs awarded against the defendant.

Any case must be brought within six years of the filing of the false claim.

• **Antidiscrimination/Anti-retaliation**

According to Life Care's Code of Conduct and the provisions of this law, anyone initiating a complaint or reporting a violation may not be harassed, discriminated or retaliated against in any manner by his or her employer. The employee is authorized under the FCA to initiate court proceedings to be made whole for any job-related losses resulting from any such discrimination or retaliation, including reinstatement, back pay and other appropriate compensation.

• **Program Fraud Civil Remedies Act**

The Program Fraud Civil Remedies Act creates administrative remedies for making false claims separate from, and in addition to, the judicial or court remedy for false claims provided by the False Claims Act.

The Act is quite similar to the False Claims Act in many respects, but is somewhat broader and more detailed, with differing penalties. The Act deals with submission of improper "claims" or "written statements" to a federal agency.

Specifically, a person violates this act if he or she knows, or has reason to know, he or she is submitting a claim that is:

- a. False, fictitious or fraudulent; or,
- b. Includes, or is supported by, written statements that are false, fictitious or fraudulent; or,

- c. Includes, or is supported by, a written statement that omits a material fact; the statement is false, fictitious or fraudulent as a result of the omission; and the person submitting the statement has a duty to include the omitted facts; or,
- d. For payment for property or services not provided as claimed.

A violation of this prohibition carries a \$5,000 civil penalty for each such wrongfully filed claim. In addition, an assessment of two times the amount of the claim may be made, unless the claim has not actually been paid.

A person also violates this act if he or she submits a written statement that he or she knows or should know:

- a. Asserts a material fact which is false, fictitious or fraudulent; or,
- b. Omits a material fact and is false, fictitious or fraudulent as a result of the omission. In this situation, there must be a duty to include the fact and the statement submitted contains a certification of the accuracy or truthfulness of the statement.

A violation of the prohibition for submitting an improper statement carries a civil penalty of up to \$5,000.

- **State Laws Relating to False Claims Recovery and Whistleblowers**

Many states have enacted statutes directed at prosecuting Medicaid fraud. Life Care currently operates in 28 states, and any false claims and whistleblower laws in those states will govern the company's operations in those states. Many of them are based on the provisions of the federal laws outlined above, and a portion of the DRA has established a procedure to encourage states to adopt such laws if they do not currently have them, or to model their law's minimum requirements after the federal law. Recent guidance from the OIG outlines the elements these state laws must contain. See Federal Register, Vol. 71, No. 161.

Further information regarding the details of state laws in your state may be found both on the home page of the company's Village Square and at CMS's Web site on state Medicaid fraud, found at <http://www.cms.hhs.gov/apps/mfs/default.asp>, by clicking either your state's link or by clicking to the citation to specific topics, such as fraud issues and whistleblower protections, and then by citation to your State.

Reports of fraud, false claims, waste or abuse should be made to the Chief Integrity Services Officer by calling Integrity Services at 1-877-423-8305 or by writing to: Life Care Centers of America, 3001 Keith St. NW, Cleveland, TN. 37312 and marked Confidential: To be opened by the Chief Integrity Services Officer.

QUESTIONS REGARDING COMPLIANCE OF LIFE CARE OPERATIONS

All associates, vendors/contractors, residents and their families are urged to discuss any concerns with the facility Executive Director. If the individual prefers or needs clarification from the corporate level of Life Care, our Integrity Services Officer is available.

The Integrity Services Officer is responsible for implementation of Life Care's compliance program. The Integrity Services Officer will work with others in Life Care, as necessary, with respect to elements of program implementation including training and enforcement of our Code of Conduct.

Any person who has questions regarding the applicability or interpretation of our compliance program should direct those questions to Life Care's Integrity Services Officer in writing or by calling:

1-877-423-8305

Correspondence relating to compliance questions can be addressed to Life Care's Integrity Services Officer and marked "Confidential: to be opened only by the Integrity Services Officer." Personnel are protected from retaliation for making reports in good faith. When you make a report, you may choose to identify yourself or remain anonymous. All compliance reports will be handled on a strictly confidential basis to the extent permissible and practical under Life Care policy and the law.

REPORTING OF VIOLATIONS

As part of its commitment to moral, ethical and legal conduct, Life Care expects its associates to bring to the attention of any manager, or supervisor directly above the particular associate (unless it concerns that manager or supervisor), information regarding suspected improper conduct. This information should also be given to our Integrity Services Officer or any appropriate person designated by the Integrity Services Officer. Associates are required to come forward with any such information, without regard to the identity or position of the suspected offender.

DISCIPLINE FOR VIOLATIONS

Following our code of Conduct is a condition of employment to which all associates and leadership are expected to adhere. If a compliance investigation concludes that this Code has been violated (whether by unlawful actions, condoning or failing to report unlawful actions by others, retaliation against those who report suspected wrongdoing, or otherwise), the Integrity Services Officer in conjunction with the Integrity Services Advisory Board, is authorized to recommend appropriate discipline, up to, and including discharge.

Doing the right thing
IS INTEGRITY SERVICES

Life Care's
Commitment to
Ethical Services
and Operations

Doing the right thing
IS INTEGRITY SERVICES

1-877-423-8305

OUR PLEDGE

Our mission is to promote and improve the health of the individuals we serve by providing effective care worthy of regional, national and international recognition.

Life Care's Commitment: Our Code of Conduct

Life Care promotes the value and practice of integrity as the fundamental guiding principle for the actions of all its associates, leadership, vendors, contractors and any others who act on Life Care's behalf. This Code is the basis of the Integrity Services Program and reflects our commitment to maintain established standards of business ethics and compliance. Following this Code is a condition of employment.

All associates will:

- Perform their jobs based on ethical standards, laws, regulations, LCCA policy and directives.
- Meet the needs of individuals and populations served.
- Recognize when someone else's behavior may be in conflict with this Code and obtain supervisor's assistance.

The maintenance of the highest possible ethical standards and compliant behavior must be second nature to each of us at Life Care.

Life Care's Code of Conduct and its compliance program are designed to identify the kinds of behavior that Life Care and the community expects of its associates and all contractors/vendors.

We will always seek to compete fairly and ethically and will not attempt to obtain an improper competitive advantage.

EXPECTATIONS OF ALL INDIVIDUALS PROVIDING SERVICES AT LIFE CARE

Quality of Care

Life Care is committed to the provision of quality care for each resident, patient, and family including the following components:

- Staff to assure that individual clinical care assignments are based upon needs, skill levels, and personnel abilities.
- Provide care so that clinical personnel administer appropriate medications; provide all treatments and, in general, facilitate the best possible outcomes.
- Maintain protected health information in a confidential manner.
- Provide and evaluate care and discharge plans on an ongoing, timely basis.
- Provide education for the maintenance of the highest level of independence achieved.

OUR DAILY BUSINESS OPERATIONS REQUIRE ADHERENCE TO LEGAL AND ETHICAL PRINCIPLES AND PRACTICE

Life Care is committed to the following objectives:

- Conduct business in compliance with all applicable laws, rules and regulations. Provide appropriate care efficiently and courteously, and in accordance with applicable legal and ethical standards.
- Avoid any real or potential conflicts of interest and disclose any ownership or financial interest in any organization with which Life Care does business or with which it is in competition.
- Refuse payment, kickbacks or bribes to or from any present or prospective customers, suppliers, contractors (including physicians, hospitals, and home health agencies), third party payers or any other person or organization.

- Ensure that all billing practices and other financial transactions are true, fair and accurate, and in compliance with all applicable laws, regulations, policies and contracts.

- Refuse any gifts or entertainment or other benefit when the intent or effect is to influence the recipient.

- Ensure that information received in confidence for the conduct of business is not used for personal gain and do not divulge such information with the intent of giving or receiving unfair advantage in a personal or competitive business transaction.

- Be honest in all public statements, advertising, and publicity. Avoid misrepresentation in any business dealings, recognizing that permanent business relations can be maintained only on a basis of honesty and fair dealing.

To implement the Code, all associates are expected to:

- Observe the tenets of the Code of Conduct in the performance of his or her duties.
- Familiarize himself or herself with Life Care's operating policies and procedures and adhere to them.
- Actively participate in all applicable education and training programs associated with the Code of Conduct.
- Consult on a timely basis with their supervisor or the Integrity Services Officer regarding any questions on the interpretation or applicability of the Code of Conduct.

CONSENT
Item 8G.

Student Activity Account
Treasures

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 86
FROM: Cynthia Windham, Finance Director Reading
DATE: September 13, 2011 Discuss
SUBJECT: Student Activities Treasurer(s) Action
Consent X

OBJECTIVE: Goal # Planning for Future Student Needs

SUPPORTING DATA:

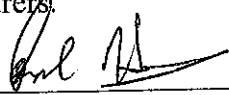
The Uniform System for Financial Records (USFR) requires that Student Activity Accounts have Board appointed treasurers. To insure compliance, the Board is asked to approve the following individuals as Student Activities Treasurers.

Ms. Mary Kaye Schrenk	Internal Auditor	Co-Treasurer
Ms. Beth Turner	Accounting	Co-Treasurer

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board authorize the appointment of Ms. Schrenk and Ms. Turner to serve as Co-Student Activities Treasurers.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

Questions should be directed to: Cynthia Windham, Finance Director (759-4000)

CONSENT
Item 8H.

Authorized Account
Signers

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **8H**
FROM: Cynthia Windham, Finance Director Reading
DATE: Sept. 13, 2011 Discuss
SUBJECT: Bank Accounts – Authorized Signers Action
Consent X

OBJECTIVE: Annual Requirement

SUPPORTING DATA:

The finance office is requesting the following individuals be added (or retained) on the district bank accounts at National Bank:

#0450001924 Clearing Account
#0061000725 Insurance Account
#0061000774 Revolving Account
#0450009176 BMHS Athletic Account
#0450002724 GHMS Athletic Account
#0450002716 BMMS Athletic Account

Dr. Paul Stanton - Superintendent
Cynthia Windham – Finance Director
Mary Kaye Schrenk – Internal Auditor
Mary Diaz – Secretary to the Superintendent
Beth Turner - Accounting

In addition to the above, the finance office is requesting the following individuals be added (or retained) on the:

#0450009176 Bradshaw Mtn. High School Athletic Account

Daniel Streeter – Principal
Cindy Dahl – Athletic Director
Vikki Smith – Athletic Secretary
Kort Miner – Asst. Principal

#0450002724 Glassford Hill Middle School Athletic Account

Dr. Terri Matteson – Principal
Sandra Clark - Teacher

#0450002716 Bradshaw Mtn. Middle School Athletic Account

Brian Buchholtz – Principal
Darla Lindberg – Secretary

#0061000717 Food Service Account

Rick Littel – Food Service Director
Janet Golleher – F & N Secretary
Tami Hitt-Wyant - Nutritionist

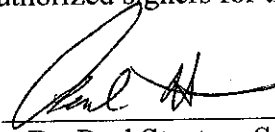
All District bank accounts require two signatures.

In addition, the athletic accounts are limited in their use to referee payments and game security, as needed.

SUMMARY & RECOMMENDATION:

Motion to approve the recommended changes in authorized signers for the above referenced accounts.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Cynthia Windham, Finance Director *or*
Dr. Paul Stanton, Superintendent
(759-4000)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9A**
FROM: Brian Buchholtz Reading
DATE: September 13, 2011 Discuss X
SUBJECT: Bradshaw Mountain Middle School Board Update Action
Consent

OBJECTIVE: Goal #1 and #3

SUPPORTING DATA:

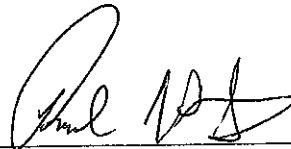
Principal Brian Buchholtz will give an update of current events at Bradshaw Mountain Middle School including:

- School Start
- RTI
- Open House/AVID Night
- AVID 2011-12
- Science Olympiad Teams
- Athletics
- School Plant and energy efficiency

SUMMARY & RECOMMENDATION:

Sample Motion: N/A

Approved for transmittal to the Governing Board: _____



Dr. Paul Stanton

Questions should be directed to: Brian Buchholtz, 759-4900

DISCUSSION ITEMS

Item 9B.

Pages 197 – 210
(removed)

DISCUSSION ITEMS

Item 9C.

Policy Advisory 404

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 90
FROM: Diana Green, Director of Educational Services Reading X
DATE: September 13, 2011 Discuss
SUBJECT: Policy Advisory 404: JICK, JICK-R, JICK-EA, Action
JICK-EB
Consent X

OBJECTIVE: Goal #2 Focus on Planning for Future Student Needs

SUPPORTING DATA:

- Policy Advisory #404: JICK, JICK-R, JICK-EA, JICK-EB – Student Violence/Harassment/Intimidation/Bullying
- Policy JICK
- Regulation JICK-R
- Exhibit JICK-EA
- Exhibit JICK-EB

SUMMARY & RECOMMENDATION:

First Reading

Sample Motion:

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

Questions should be directed to: Diana Green, 759-4000

POLICY SERVICES ADVISORY

Volume 23, Number 2

June 2011

CONTENTS

Policy Advisory No. 404	JICK — Student Violence/Harassment/ Intimidation/Bullying
	JICK-R — Student Violence/Harassment/ Intimidation/Bullying
	JICK-EA — Student Violence/Harassment/ Intimidation/Bullying
	JICK-EB — Student Violence/Harassment/ Intimidation/Bullying

Policy Advisory Discussion

Policy Advisory No. 404. JICK, JICK-R, JICK-EA and JICK-EB — Student Violence/Harassment/Intimidation/Bullying

ASBA Policy Services presents this set of newly developed documents to provide school districts with compliance driven changes made to A.R.S. 15-341 by House Bill 2415 (Laws 2011, Chapter 195). Policy Services believes the new set of documents is particularly important as they address a high profile area in today's public education arena. Courts have been unfavorable to school systems when evidence was shown that policies had not been enforced and district staff not adequately trained. Because of this, policies should provide appropriate training for district staff that includes not only a comprehensive review of the requirements but also a clear understanding of the duty to be observant of inappropriate student behavior and to diligently respond to such behavior covered under the policies. Current ASBA policy language addresses student behavior in several instances as noted in cross references to policy JII. Cross referenced documents should be reviewed during staff training opportunities to gain a full understanding of district requirements.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Revised A.R.S. 15-341 contains expanded language related to bullying, harassment and intimidation. New language in the law addresses:

- use of electronic communication used to bully,
- availability of reporting forms,
- incident reporting by students,
- employee reporting and conditions for failure of reporting,
- dissemination of related information,
- documentation of reports,
- notice of student rights,
- disclosure of information related to investigations, and
- required record retention.

HB2415 assigns to districts responsibility for defining bullying, harassment, and intimidation for which document model JICK includes recommended definitions.

If there are questions, contact Policy Services at (602) 254-1100 or fax information to (602) 254-1177. Ask for James Deaton, Director of Policy Services; Dr. Terry Rowles, Policy Analyst; or Steve Highlen, Policy Analyst. E-mail addresses are, respectively, [jdeaton@azsba.org], [trowles@azsba.org], and [shighlen@azsba.org].

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Page 2 of 2

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly though another person or group or through cyberbullying,

- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting,
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQF.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to:

- Governing Board policy,
- preventive measures,
- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 13-1202
 13-1203
 13-1204
 13-2321
 13-2916
 13-2921
 13-3506.01
 15-341
20 U.S.C. 7161
20 U.S.C. 7283

CROSS REF.: JI - Student Rights and Responsibilities
 JII- Student Concerns, Complaints, and Grievances
 JIC - Student Conduct
 JK - Student Discipline
 JKD - Student Suspension
 JKDA - Removal of Students from School-Sponsored
 Activities
 JKE - Expulsion of Students
 JR - Student Records

REGULATION**REGULATION****STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

The District does not tolerate bullying in any form. Further, the District shall investigate each complaint of bullying and will take appropriate, timely, and responsive action.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Any student who feels he or she has been the victim of bullying or suspects other students of being bullied should file a complaint with the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee, but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for the reporting of a case of bullying or a suspected case of bullying will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

REGULATION**REGULATION**

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the principal or the principal's designee determine that bullying has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who reported or was reported as being bullied to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors and all other District employees the information necessary to comply with Governing Board policy JICK. The information related to bullying is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying incident or suspicion of bullying. The information shall be disseminated to District personnel at the beginning of each year and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to bullying is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

- occur during the first (1st) week of each school year,
- be posted in each classroom and in common areas of the school,

REGULATION**REGULATION**

- be summarized in the student handbook and on the District website, and
- be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The principal or the principal's designee is responsible for the maintenance of documentation related to bullying.

EXHIBIT **EXHIBIT**

**STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

COMPLAINT FORM

(To be filed with any School District employee who will forward this document to the principal or the principal's designee)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times, and places.* Additional pages may be attached if necessary.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

**(To be displayed in school buildings
and in student handbooks)**

The Governing Board of the _____ School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

EXHIBIT**EXHIBIT**

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

DISCUSSION ITEMS

Item 9D.

Board Self-Evaluation Timeline

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 90
FROM: Richard Adler, Board President Reading
DATE: September 13, 2011 Discuss X
SUBJECT: Board Self-Evaluation Timeline Action

OBJECTIVE: Board Governance

SUPPORTING DATA:

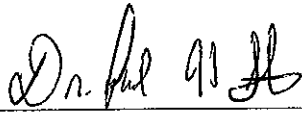
According to Governing Board Policy BAA the Board shall meet annually to evaluate its performance as a Board no later than October 30th.

SUMMARY & RECOMMENDATION:

In order to prepare and meet for this evaluation within the given deadline, the Board is asked to review the attached evaluation instrument, submit their assessments to the Board Secretary for summarization and meet in a work-study session to discuss that assessment.

A time shall be established for the submission of assessments and to schedule the work-study session.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Richard Adler

Options for Board Evaluation Time lines

Option 1

Assessments submitted to the Secretary by Friday, September 30th

Summary prepared and distributed to the Board on Wednesday, October 12th

Work Study Session scheduled to follow the Board meeting on October 18th

Results of Board Evaluation presented to the public on November 8th, if desired

Option 2

Assessments submitted to the Secretary by Friday, October 7th

Summary prepared and distributed to the Board on Wednesday, October 19th

Work Study Session scheduled on Tuesday, October 25th (held for possible second meeting)

Results of Board Evaluation presented to public on November 8th, if desired

H.U.S.D. Board Assessment

Directions: Using the following 5-point rating scale, rate the operation of your school board. Please circle the appropriate number in each area. If appropriate, do not hesitate to qualify or clarify your answer with a short written comment.

- 1 = Never
- 2 = Rarely
- 3 = About ½ the time
- 4 = Almost Always
- 5 = Always

Revised 10/2009

COLUMN I	COLUMN II
A. ORIENTATION & CONTINUING DEVELOPMENT	
1. A systematic program is conducted for newly elected or appointed board members to orient them to the nature of their duties and responsibilities and to acquaint them with board policies, operating procedures, and current issues facing the school. An ongoing orientation program is provided by the Superintendent and staff.	1 2 3 4 5
2. Resource groups, professional publications, and education periodicals are used whenever possible to bring appropriate information to the board and to involve board members in learning activities.	1 2 3 4 5
3. Board members, as a board, take advantage of opportunities for board in-service training including an annual self-assessment and retreat with the Superintendent with adequate budget to support.	1 2 3 4 5
B. MEETINGS OF THE BOARD	
1. The agenda is accompanied by an appropriate amount of rationale and/or data and received by board members within sufficient time for them to study and review it prior to the meeting.	1 2 3 4 5
2. The board president and Superintendent review the agenda together prior to its distribution and appropriate procedures are in place to permit any member to add items to the agenda.	1 2 3 4 5
3. The agenda is divided into action items and information items and items are rarely added to the agenda at the last minute, in order to avoid "surprises"	1 2 3 4 5
4. Board members who want additional information about agenda items contact the Superintendent (or board president) or the person who listed the agenda item in advance.	1 2 3 4 5
5. If new issues surface at the meeting, the Superintendent is given sufficient time to research those issues so the board is not forced to make a decision on the spot.	1 2 3 4 5
6. Board members display good listening skills, a spirit of compromise when impasses arise, and work to achieve unity. Members vote their conscience, but support the majority decisions.	1 2 3 4 5
7. The board follows its prescribed role as a policy body and does not become involved in making administrative decisions at the meeting.	1 2 3 4 5
8. The meeting is conducted in a business-like manner, and follows accepted	1 2 3 4 5

parliamentary procedures and rules. Members speak loudly and clearly enough so everyone present can hear them.	
9. The president takes charge of the meeting and keeps the meeting under control.	1 2 3 4 5
10. Board members treat school personnel and each other politely and with respect during the meeting.	1 2 3 4 5
11. The appropriate school personnel are present at the meeting to supply information for agenda items.	1 2 3 4 5
12. The location and setting of the meeting is comfortable and conducive to getting business done with adequate room for the public.	1 2 3 4 5
13. A conscious effort is made to make the public feel welcome at board meetings, providing them with copies of the agenda and board rules and a policy for public participation is well articulated at each meeting by the board president and is followed to maintain order.	1 2 3 4 5
14. The meeting starts on time and concludes within a reasonable period of time.	1 2 3 4 5
C. SCHOOL EXTERNAL RELATIONS AND COMMUNICATIONS	
1. The board assumes and assigns responsibility for interaction with news media for the dissemination of information about the district.	1 2 3 4 5
2. The board assures there is a continuous, planned and two-way program of communications.	1 2 3 4 5
3. Board members participate actively in school/community affairs.	1 2 3 4 5
4. Board members channel all concerns, complaints, and criticisms of the school through the chain of command for study with the expectation that the Superintendent will report back to the board if action is required.	1 2 3 4 5
5. Board members refrain from committing to a position on an issue before all relevant facts are presented.	1 2 3 4 5
6. The board is aware of community attitudes and special interest groups which seek to influence the school's program and encourages citizen participation in an advisory capacity in the solution of specific problems.	1 2 3 4 5
D. RELATIONSHIP WITH SUPERINTENDENT	
1. The board provides the Superintendent with a clear statement of its expectation of performance and personal qualities against which he/she will be measured.	1 2 3 4 5
2. A fair and comprehensive evaluation system exists for the Superintendent and is discussed with him/her.	1 2 3 4 5
3. The board displays confidence in the Superintendent and reaches decisions only after consideration of all available background data and the recommendation of the Superintendent.	1 2 3 4 5
4. The board requests information from staff members through the Superintendent or with the knowledge of the Superintendent.	1 2 3 4 5

5. There is a climate of mutual respect and trust, including commendation offered whenever earned and constructive criticism given when necessary.	1 2 3 4 5
6. Matters tending to alienate either board members or the Superintendent are discussed immediately rather than being permitted to fester and deteriorate.	1 2 3 4 5
7. The Superintendent provides clear options and an administrative recommendation on issues brought to the board.	1 2 3 4 5
8. The board and Superintendent work to achieve a climate of good faith and good will through collaborative team work and clear communication.	1 2 3 4 5
9. My working relationship with my Superintendent is:	1 2 3 4 5
E. INSTRUCTIONAL MANAGEMENT	
1. Assures the setting of high instructional goals and regular presentations to the board about the instructional program.	1 2 3 4 5
F. PLANNING AND GOAL SETTING	
1. The school operates by an adopted board goals.	1 2 3 4 5
2. Administrators, teachers, students and parents are involved in the development of school goals. Goals are reviewed and updated annually.	1 2 3 4 5
3. The board has specific short-term and long-range plans for construction, physical improvements, improvement of academic programs, advancement of staff, expansion of services, etc.	1 2 3 4 5
4. Service organizations and community groups are consulted periodically in the planning process.	1 2 3 4 5
5. The board regards as its major responsibility the establishment of priorities consistent with school values.	1 2 3 4 5
G. POLICY-MAKING	
1. The board operates according to written policies, and updates policies regularly.	1 2 3 4 5
2. Both board and staff adhere to policy once policy is adopted.	1 2 3 4 5
3. The board does not respond to emotional pressure. It provides the Superintendent with opportunity to develop policy proposals and does not write "instant policy" under the pressure of emergencies.	1 2 3 4 5
4. Displays a sincere and unselfish interest in education which develops and contributes to the growth of students.	1 2 3 4 5

ASSESSMENT OF STRENGTHS AND OPPORTUNITIES

A. What do you think are the three most important issues confronting the board during the next six months?

- 1.
- 2.
- 3.

B. What do you think are the three most important issues confronting the board during the next 6-24 months?

- 1.
- 2.
- 3.

C. Name three "combined strengths" of the board – as a board. (What does the board have going for it?)

- 1.
- 2.
- 3.

D. Name three "opportunities" of the board – as a board, that you think the board needs to improve.

- 1.
- 2.
- 3.

E. Other Comments for Discussion:

Board Self-Assessment Action Plan

MOST IMPORTANT

Goal: To: _____

Actions to be taken	By whom?	Due Date	Benchmarks of success:

Goal: To: _____

Actions to be taken	By whom?	Due Date	Benchmarks of success:

Goal: To: _____

Actions to be taken	By whom?	Due Date	Benchmarks of success:

ACTION ITEMS

Item 10A.

ASBA's 2012 Political Agenda Priorities

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10A

FROM: Arizona School Boards Association and Board Reading
President Richard Adler

DATE: September 13, 2011 Discuss

SUBJECT: Determination of the Board's top ten issues of Action X
importance from the Arizona School Boards
Association's 2012 Political Agenda Priorities list

OBJECTIVE: Board Governance

SUPPORTING DATA:

Each year the Arizona School Boards Association (ASBA) compiles a list of concerns from school districts. Concerns have been submitted and those approved by the Review Committee are presented here. The Board is asked to prioritize their top ten choices and return that list to ASBA. From the lists provided by the districts across the state ASBA will select the legislative issues that will be the focus of their lobbying efforts for the 2012 State Legislative Sessions.


SUMMARY & RECOMMENDATION:

The Board is requested to discuss and select their top ten choices. The list will be compiled and submitted to ASBA on or before the deadline of September 30th.

Sample Motion:

I move to approve the selection of the following ten issues to be submitted to ASBA as a focus of their lobbying efforts for the 2012 State Legislative Sessions.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Richard Adler



"Quality leadership and advocacy for children in public schools."

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Prescott Unified

PRESIDENT ELECT

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Mesa Unified

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Harry Clapeck

YAVAPAI COUNTY

Karen McClelland

YUMA COUNTY

Maureen Irr

CHAIR, HISPANIC/NATIVE

AMERICAN INDIAN CAUCUS
Katrina Talkalai

CHAIR, BLACK CAUCUS

David Evans

NSBA PACIFIC REGION DIRECTOR

Cynthia Matus-Morris

MEMO TO: GOVERNING BOARD MEMBERS AND SUPERINTENDENTS

FROM: JANICE PALMER
Director of Governmental Relations

DATE: July 26, 2011

SUBJECT: ASBA'S TOP TEN PRIORITIES FOR THE 2012 LEGISLATIVE SESSION

It is now time to determine your top ten priorities for the upcoming year. Enclosed are the 2012 Political Agenda that reflects membership's action from the June 25th Delegate Assembly, as well as a form for your district governing board to determine its top ten legislative priorities that ASBA should pursue for the 2012 Legislative Session. This year, you are receiving these items more than a month early to give your Governmental Relations Team more time to develop our legislative agenda and strategy.

Please take this opportunity to schedule on your next board agenda time to discuss the 2012 Political Agenda and determine your district's top ten priorities. **Please email (jpalmer@azsba.org) or fax (602-254-1177) your top ten priorities by the close of business on September 30, 2011.**

Once submitted, this input from members will be compiled by staff and will determine ASBA's 2012 Top Ten Priorities. These will be available on ASBA's website and at the ASBA/AASBO/ASA Legislative Workshop on Wednesday, December 14, 2011 at the Biltmore Conference Center in Phoenix.

Thank you in advance for your active participation in ASBA. If you have any questions, please do not hesitate to call me at 602-254-1100 or email jpalmer@azsba.org. **Once again, all top ten priorities are due at your county meeting or by the close of business on September 30, 2011.**

VISION

I. ADVOCACY FOR CHILDREN AND STUDENT NEEDS

II. LOCAL CONTROL / GOVERNANCE

13. Seek and support the ability of a school district governing board to create a process to censure a board member.

LEGISLATIVE ACTION AGENDA

ASBA believes that accountability for meeting fair standards that encourage high student achievement and responsible and informed citizenship is the common responsibility of the elected school district governing board, Committee members, parents, the students themselves and the community at large. **In support of this belief, ASBA will:**

1. Seek and support the continued re-evaluation and refinement of the Arizona Instrument to Measure Standards including:
 - a. Accommodation of students with special needs to ensure that language or other impediments do not deny students, in violation of their civil rights, a fair opportunity to gain promotion or earn a high school diploma
 - b. Reexamination of the Standards to ascertain the 10th grade level of achievement.
 - c. Examination and development of end-of-course testing, and other assessment tools to demonstrate proficiency.
 - d. Limitation of AIMS testing to reading, writing, and mathematics for high school graduation.
 - e. Protect the AIMS scholarship that incentivizes outstanding performance on AIMS.
2. Seek and support legislation to ensure that all schools receiving public funds are equally accountable financially to the public by complying with conflict of interest laws. Further, seek to ensure that charter funding systems are transparent, do not allow comingling of funds, and reverts all public funds and property to the state, if a charter school ceases to operate or loses its charter.
3. Advocate for continued local control of school improvement plans created and implemented for underperforming and persistently low performing schools and support other interventions as a last resort.
4. Oppose efforts to require verification of free and reduced lunch applications beyond federal guidelines.
5. Advocate a change to the Arizona Constitution to state that the State Superintendent of Public Instruction hold a teaching, principal, or superintendent certificate and that the Superintendent of Public Instruction be employed by the State.
6. Seek and support legislation to allow school districts and property owners to reach a solution to the Pesticide Covenant as it relates to new school sites.
7. Encourage the Arizona Department of Education to conduct research to determine the N number that is statistically valid.

IV. TAXATION/ REVENUES

14. Advocate for a review of all proposed legislative mandates to ensure any new requirements will have an identified funding stream.
15. Seek and support legislation requiring the Arizona State Legislature to pass a state budget for the ensuing fiscal year no later than April 1 of the previous fiscal year.
16. Seek and support legislation to provide for direct reimbursement, grants, and/or other incentives to schools for energy efficiencies.
17. Advocate that the Legislature modify the current freeze on the acquisition of school sites to allow acquisition of sites from the School Facilities Board or school district on State Trust Land according to the Arizona Constitution highest and best use provision.
18. Advocate to allow the purchase of equipment with bond money.
19. Seek and support state funding for any tax judgments that are due to inaccurate rate settings by a county or state.
20. Strike the bonded indebtedness limits found in Arizona statutes so that districts may utilize the limits found in Arizona's Constitution.
21. Advocate the Legislature change the designation of "override" elections to "local effort" elections and adjust other language in the law suggesting that these elections provide "extra" funding.
22. Advocate for greater flexibility to public schools/districts to determine how tax credit funds are used.
23. Advocate for legislation that requires an annual review/revision of travel mileage reimbursement rates.

LEGISLATIVE ACTION AGENDA

ASBA believes that funding for public schools, which is the primary responsibility of the state, should be increased to a level that assures that every student will receive an adequate education based on his or her needs. Funds should be appropriated in a manner that preserves the ability of governing boards to allocate funds within their districts based on the diverse needs of their students and communities. **In support of this belief, ASBA will:**

1. Advocate for a complete revision of the school finance formula to:
 - reflect the actual costs of the individual educational needs of all students
 - provide for re-evaluation of the school finance formula on a regular basis to adjust the weighting factors as necessary and to compensate for other costs that escalate faster than the GDP-IPD such as: health insurance, property/casualty insurance and utilities
 - provide funding to improve instruction through the use of technology
 - provide for a transportation support level that reflects actual students transported and actual costs
 - provide funding for an extended school year as a local option
 - provide for a funding formula that allows small and/or rural school districts the ability to fund basic school functions and programs such as maintenance, utilities, health, music, arts and be competitive with the urban schools for teacher services
 - ensure schools are held harmless for increases in state retirement contribution rates
 - Equalization of performance incentive funding for districts across the state.
2. Seek and support legislation that addresses issues related to school capital issues, including minimum building standards, new school construction, building renewal, and soft capital.
3. Seek and support full funding for voluntary educational preschool programs and oppose any effort from federal or state bodies or agencies to require preschool in the state of Arizona on a mandatory basis.
4. Seek and support legislation to adequately fund English Language Learners.
5. Seek and support legislation to ensure full funding for inflation, especially in years in which the rate of inflation is greater than two percent and vigorously oppose at the legislature and in the courts any attempts to not fully fund at least the two percent inflation factor as approved by the voters in Proposition 301 (2000).
6. Oppose legislation that takes away district authority to comply with federal desegregation court orders and Office of Civil Rights agreements.

18. Seek and support efforts to create a statewide database of digital content to be used in the classroom to enhance student achievement while lowering costs.
19. Seek and support funding to hold harmless for any loss of revenue and to cover transitional costs associated with district approved unification efforts.
20. Encourage legislation which requires the state to pay 100% of the cost of the SEI model to districts to implement the program.
21. Seek and support the reenactment and funding of voluntary, full-day kindergarten.
22. Distribute Prop. 301 funds on an unweighted student count versus a weighted student count.
23. Seek and support the removal of requirements for public schools to use public school resources to evaluate, test and otherwise serve special education students who are enrolled in private school.

LEGISLATIVE ACTION AGENDA

ASBA believes that the public education system must hire and retain the highest quality staff, while at the same time, have the ability to terminate, in a timely manner, staff who do not meet high expectations. **In support of this belief, ASBA will:**

1. Seek and support legislation that provides increased funding for school personnel salaries.
2. Seek and support legislation providing all school districts with 5.5% in revenue to fund a system that promotes or rewards teacher individual performance, including merit pay.
3. Oppose any legislation that would further restrict the local board's ability to terminate non-certificated personnel.
4. Oppose any legislation to impose mandatory collective bargaining as a method of determining salaries and working conditions for employees.
5. Oppose any legislative attempts to reduce the governing board's authority to use lawful forms of affirmative action.
6. Seek and support legislation that prevents the award of unemployment compensation to substitute teachers and other substitute employees.
7. Seek and support legislation providing that the school district may require medical or psychological examination of an employee by a physician of the board's choosing and at the district's expense.
8. Expand existing programs for the provision of instruction from proficient teachers through technological means.
9. Encourage legislation to provide additional funding to help low income and small rural/isolated schools, as well as for high-need subject areas, to attract and retain highly qualified teachers.
10. Encourage legislation which allows public colleges and universities to offer a tuition discount to teachers who need to meet the Elementary and Secondary Education Act (ESEA) criteria for becoming "highly qualified" and continue to teach in schools that have a high concentration of economically disadvantaged students.
11. Seek and support legislation that would set a mandatory minimum contribution rate for the Arizona State Retirement System that would be based on historical averages and prevent large variant increases or decreases from year to year.
12. Encourage the development of a comprehensive professional education certification system to establish an independent Professional Licensing Board.

VII. FEDERAL CONCERNS

5. Encourage legislation that would direct disbursement of forest fees and payment in lieu of taxes on all federal land on a formula basis whereby a minimum of fifty percent would be distributed to the public schools in the county.
6. Seek and support legislation that makes student/parent collegiate grant and loan programs more accessible and affordable.
7. Urge the codification of Congressional intent to firmly establish Medicaid responsibility for IDEA activities and direct medical services while recognizing that school-based Medicaid programs are good fiscal policy.
8. Ensure that the E-Rate is continued, making advanced telecommunications services affordable for the nation's schools and libraries.
9. Defeat all federal voucher and tuition tax subsidy proposals that result in public funds supporting private K-12 institutions.
10. Seek and support legislation aligning the Higher Education Act with ESEA to ensure a pool of highly qualified teachers.
11. Seek and support developmentally appropriate early education standards for Head Start that are aligned with state academic content standards and reflective of the expectations of local schools.
12. Support Arizona's efforts to apply and implement its Race to the Top plan.
13. Support supplemental federal grants to enhance school district innovation and further student success.
14. Advocate Arizona maximize opportunities to receive federal matching monies for all education-related issues.
15. Encourage legislation that will allow classified employees to be hired to fill sports and academic coaching positions and be paid the same stipend as other coaches rather than having to track their hours and be paid hourly.

ACTION ITEMS

Item 10B.

Secure Rural Schools Act

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 108
FROM: Dr. Paul H. Stanton, Superintendent Reading
and the Forest Fee Management Association
(FFMA)
DATE: September 13, 2011 Discuss
SUBJECT: Secure Rural School Act Reauthorization Action X
Consent

OBJECTIVE: Goal #2 Planning for future student needs

SUPPORTING DATA:

The Forest Fee Management Association has requested a Governing Board Resolution to each member of the Arizona Congressional Delegation urging their YES vote on the Secure Rural School Act Reauthorization. A copy of the Resolution is attached; modifications can be made, if desired.

If the Secure Rural School Act is not reauthorized, there will be no additional forest fees funding.

SUMMARY & RECOMMENDATION:

It is the recommendation of the administration to approve a Governing Board Resolution in support of the reauthorization of the Secure Rural Schools Act.

Sample Motion:

I move to approve a Governing Board Resolution in support of the reauthorization of the Secure Rural Schools Act.

Approved for transmittal to the Governing Board: Dr. Paul H. Stanton
Dr. Paul Stanton

Questions should be directed to: Dr. Paul Stanton, 759-4000

A RESOLUTION OF THE GOVERNING BOARD

**A RESOLUTION OF THE _____ GOVERNING BOARD IN
SUPPORT OF REAUTHORIZATION OF THE SECURE RURAL SCHOOLS ACT**

WHEREAS, the U.S. National Forests are truly one of the great treasures of this country and must be managed with recognition of their scenic beauty, wildlife, recreational potential, timber resources and grazing land; and

WHEREAS, the people of each county having National Forests within its boundaries lost the ability to control or develop these lands for other economic purposes at the time the National Forests were established; and

WHEREAS, since 1908 the forests have been managed on a multiple use sustained yield basis with 25% of the gross receipts returned to local counties for schools and roads and because of current policies this amount is dramatically declining in most parts of the country as timber harvests are curtailed with devastating effects upon communities having an economy based on forest products; and

WHEREAS, the people of the counties containing National Forests desire to have both quality local educational and highway systems as well as forests which are managed and maintained so that they are in a healthy, safe condition; and

BE IT THEREFORE RESOLVED that our School District supports collaborative efforts to insure equitable and stable revenues for forest counties; and

BE IT FURTHER RESOLVED that our School District agrees that the federal compact with rural counties and schools developed when our National Forests were first created should be upheld and honored, and

BE IT FURTHER RESOLVED that our School District strongly supports the passage of appropriate enabling legislation, namely the Re-Authorization of the Secure Rural Schools Act, during this session of Congress.

PASSED and ADOPTED this _____ day of _____, 2011.

AYES:
NOES:
ABSENT:

Governing Board President

PERSONNEL

Item 11A.

New
Aides

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board
FROM: Dr. Kay B. Turner, Director of Special Services
DATE: September 13, 2011
SUBJECT: Approval to Hire Three (3) New Special Education Aides

Item # 11A
Reading
Discuss ✓
Action ✓

OBJECTIVE: Goal #1 Raise the level of Student Achievement and #2 Focus on Planning for Future Student Needs

SUPPORTING DATA:

Special Services needs the following new special education aide positions:

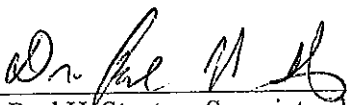
1. An additional 6.5 hours per day Moderate/Severe/Profound Aide for the elementary ED-P (Emotional Disability-Private) classroom located at Humboldt Elementary. The class is up to 18 students while ADE recommends it be capped at 12 (see *H.U.S.D. ED-P CRITERIA* document). Funding will be from the M&O budget. The District will receive additional M&O funding from the state for the additional students in this class next year since ADE funds ED-P students at 4.822 times the Base Support Level (approximately \$18,000 per student).
2. One 6.5 hours per day IEP-driven 1:1 Moderate/Severe/Profound Aide for a student at HES. This student is also ED-P and funded at the 4.822 level.
3. One 4.5 hours per day IEP-driven 1:1 Moderate/Severe/Profound Aide for a student at CSES.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve two (2) 6.5 hours per day Moderate/Severe/Profound Aide positions and one (1) 4.5 hours per day Moderate/Severe/Profound Aide position to address IEP requirements and ensure compliance with state and federal regulations, with the approximate total cost of \$42,700 this year coming from M&O funds.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Dr. Kay Turner @ 759-4040

H.U.S.D. ED-P CRITERIA

Approved by ADE
9-15-10

Reapplied for 11-12
on Aug. 19, 2011

Student Characteristics

- Special education eligibility in category of ED
- Indication of possible mental illness with need for mental health services
- Exhibits behaviors with intensity and duration that exceeds that of students served in self-contained class
- Requires structure which provides additional supervision and environmental safety
- Overt/covert danger to self or others

Program Development/Design (Academic/Therapeutic Programs)

- HUSD maintains an elementary, middle level and high school program on regular school campuses. These are located at Humboldt Elementary School, Glassford Hill Middle School and Bradshaw Mountain High School.
- Each program has separate entrances and separate cool-down areas which can be self-selected by the student. Curriculum is aligned with the Arizona Academic Standards. An ED certified teacher provides all case management and also attends the Guidance Clinic's CFT meetings. All teachers are Highly-Qualified. The ED teachers at the high school and middle school levels are also Highly-Qualified in English, Math, Science and Social Studies. Each room has, at a minimum, a classroom aide and a behavior tech. All personnel have CPR/1st Aid and CPI training.

Dispensing of Medication

- Each of the sites has an RN who dispenses medications per the student's IEP and per HUSD policy.

Outside Agency Involvement

- Rehab Services Administration (at the high school level and sometimes at the middle school level)
- Yavapai County Juvenile Probation
- West Yavapai Guidance Clinic (or outside RHBA's with the group homes)
- Yavapai County Health Department
- Division of Developmental Disabilities
- Sequel Care
- Child and Family Support Services
- Milestones Project for At-Risk Youth
- Meet Me Where I am

Age Range/Class Size

- The elementary and high school programs cover a 4-5 year age range. The middle school covers a 2-4 year age range. Class size is limited to 12.

Students are served weekly by a Licensed Social Worker (MSW)

PERSONNEL
Item 11B.

F & N Work Hours

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11B
FROM: Rick Littell, Director of Food & Nutrition Reading
DATE: September 13, 2011 Discuss X
SUBJECT: Approval to Change Food & Nutrition Work Agreement Hours Action X

OBJECTIVE: Goal # 2- Planning for Future Student Needs

SUPPORTING DATA:

With enrollment changes at various schools this year, the Food & Nutrition Department needs to change staffing at three schools. At BMMS last year we reduced the F&N Manager position by one hour. This did not work well, so it is recommended that the position be increased by one half hour per day. At the same time, it is recommended that a currently vacant F&N Worker position at BMMS be reduced by one hour, for a net decrease of one half hour per day at the school.

The F&N Clerk position #387 at CSES was decreased by one half hour daily last month due to decreased meals being served. It is also recommended that a vacant F&N Worker position at CSES be decreased by three quarters of an hour daily.

At the high school, more meals are being served this year and a new recycling program has been implemented. For these reasons, it is recommended that a half hour a day be added to a F&N Worker schedule.

In summary, the following proposed changes are:


- BMMS- Paula DeHeer - F&N Manager from 7 hours to 7.5 hours daily
- BMMS-Vacant F&N Worker position #1239 from 4 hours to 3 hours daily
- CSES- Vacant F&N Worker position #1806 from 5.75 to 5 hours daily
- BMHS- Lane Stone - F&N Worker from 5 to 5.5 hours daily

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the above changes to Food & Nutrition work agreement at no net cost increase to the Food & Nutrition budget.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Rick Littell @ 759-5014

PERSONNEL
Item 11C.

RIF Rubric

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **11C**
FROM: Phil Young, Director of Human Resources Reading
DATE: September 13, 2011 Discuss X
SUBJECT: Approval of Revised RIF Rubric and Protocol Action X

OBJECTIVE: Goal #2 Focus on Planning for Future Student Needs

SUPPORTING DATA:

On March 23, 2010, the Governing Board approved a *Reduction in Force (RIF) Steps & Rubric* (Attachment #1) which was used at the end of the 2010-11 school year to make reduction in force decisions which were necessary due to budget reductions and needed staffing reductions. After using the rubric for one year, a committee of five teachers and five administrators met three times to review the rubric and discuss how it worked last year from the teacher and administrator perspective.

Members were:

Larry Haese	Teacher, BMHS
Tori Kendall	Teacher, BMHS
Sandra Clark	Teacher, GHMS
Carrie Barros	Teacher, CSES
Kyle Lonon	Teacher, MVES
Dan Streeter	Principal, BMHS
Brian Buchholtz	Principal, BMMS
Tusanne Cordes	Principal, LVES
Stephanie Rowe	Coordinator, BFPS
Phil Young	Human Resources, DO

During the meetings, it was determined that a number of questions would benefit from more specificity and that more questions would allow the rubric to further differentiate staff member scores if a reduction in force were necessary. Therefore, the committee created a revised rubric and protocol for use during the 2011-12 school year, with all members supporting the revisions.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the attached revised *Reduction in Force (RIF) Steps & Rubric: 2011-12* and the revised *Reduction in Force Protocol: 2011-12* to be used if a reduction in force is necessary to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the schools of the School District.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton Superintendent

Questions should be directed to: Phil Young @ 759-4006

Humboldt Unified School District

REDUCTION IN FORCE (RIF) STEPS & RUBRIC

RIF STEPS

1. Establish need. 2. Identify PROGRAM(S)/POSITION(S) to be eliminated. 3. Apply rubric.

Name _____ Site _____ Assignment(s) _____

Certifications/Endorsements _____

RIF RUBRIC	Points For Those That Apply
Holds Masters Degree+ in current field of assignment (1,0)	
Holds AZ certification for current position (1,0)	
HQ for current position(s) (no penalty if "assigned" to non-HQ area by District) (1,0)	
Holds multiple distinct AZ certifications/endorsements (SEI does not count) (2,1,0)	
Performs extra duties through "stipend" or "overload" or "documented unpaid" in current year (5,4,3,2,1,0)	
Planning/implementing Instruction: No "unsatisfactory" rating(s) on most recent evaluation (Sect. I & II) (5,0)	
Class Management/Professionalism: No "unsatisfactory" rating(s) on most recent evaluation (Sect. III & IV) (5,0)	
No disciplinary action in past two years (letters of direction do not count) (3,0)	
Max=23	
Preference to retain teacher in current instructional/duty area: COMMENTS	
Overall work experience, academic training and ability contributing to organization success: COMMENTS	
Honors and special contributions to the educational program of the District in past three years: COMMENTS	
Not habitually late to work and/or habitually leaving early from work <i>without authorization</i> : COMMENTS	
<p>Signatures: _____ Date _____</p> <p>Employee _____</p> <p><i>(I have received a copy of this rubric and understand that I may submit a written response within five (5) days to be attached to this rubric. My signature does not necessarily indicate agreement with the above information.)</i></p> <p>Supervisor _____</p> <p>District Office _____</p>	
Board Approved 3/23/10	

Humboldt Unified School District

REDUCTION IN FORCE (RIF) STEPS & RUBRIC: 2011-12

RIF STEPS 1. Establish need. 2. Identify PROGRAM(S)/POSITION(S) to be eliminated. 3. Apply rubric.

Name _____ Site(s) _____ Assignment(s) _____

RIF RUBRIC	Staff	Points	Supervisor Points
1. Holds Masters Degree+ OR BA+62 on Salary Schedule (1,0)			
2. Holds double Masters OR Master and Ed.S./Ed.D./Ph.D., both in the field of education (1,0)			
3. Holds AZ certification for current position (1,0)			
4. HQ for current position(s) (no penalty if "assigned" to non-HQ area by District) (1,0)			
5. Holds multiple distinct AZ certifications/endorsements (SEI does not count) beyond primary certification: List Primary (see 3., above): (0) First Multiple Certification: (1,0) Second Multiple Certification: (1,0)			
6. Holds National Board Certification (2,0)			
7. Presented/facilitated minimum six (6) hours of documented District trainings/workshops to staff during current year (1,0)			
8. Performs extra duties outside of contract responsibilities beyond the student school day in the current year through "stipend" or "documented unpaid activity" which is pre-approved by the supervisor: each point must include at least fifteen (15) hours of documented service			
1st (describe): (1,0)			
2nd (describe): (1,0)			
3rd (describe): (1,0)			
4th (describe): (1,0)			
9. Applied for and received an educational grant during the current year (1,0)			
10. Planning for instruction: No "unsatisfactory" rating(s) on most recent evaluation (Sect. I) (1,0)			
11. Planning for instruction: No more than one (1) "refinement" rating on most recent evaluation (Sect. I) (1,0)			
12. Implementation of instruction: No "unsatisfactory" rating(s) on most recent evaluation (Sect. II) (1,0)			
13. Implementation of instruction: No more than two (2) "refinement" ratings on most recent evaluation (Sect. II) (1,0)			
14. Classroom Management: No "unsatisfactory" rating(s) on most recent evaluation (Sect. III) (1,0)			
15. Classroom Management: No more than one (1) "refinement" rating on most recent evaluation (Sect. III) (1,0)			
16. Professionalism: No "unsatisfactory" rating(s) on most recent evaluation (Sect. IV) (1,0)			
17. Professionalism: No more than one (1) "refinement" rating on most recent evaluation (Sect. IV) (1,0)			
18. No disciplinary action with day of leave without pay in past two years (letters of direction do not count) (2,0)			
19. No disciplinary action in past two years (letters of direction do not count) (1,0)			
20. No more than one (1) letter of direction in current year (1,0)			
21. Not habitually late to work and/or habitually leaving early from work without authorization (1,0)			
22. Specialized training experience in the field of education, minimum fifteen (15) hours in length, not during contract hours and not counted elsewhere, which is not part of AZ certification: Describe (1,0)			
Max = 28			
Completed in case of tie: Preference to retain employee in current instructional/duty area: COMMENTS			
Completed in case of tie: Overall work experience, academic training and ability contributing to organization success: COMMENTS			
Completed in case of tie: Honors and special contributions to the educational program of the District in past three years: COMMENTS			
Signatures:			
Employee _____		Date _____	
<i>(I have received a copy of this rubric and understand that I may submit a written response within five (5) days to be attached to this rubric. My signature does not necessarily indicate agreement with the above information.)</i>			
Supervisor _____			
District Office _____			
			Board Approved -----

Humboldt Unified School District

REDUCTION IN FORCE PROTOCOL: 2011-12

1. The District establishes a need for a RIF (e.g. financial, program reduction).
2. The District identifies the program(s) and/or position(s) to be eliminated.
3. The Rubric is used to identify affected staff.
 - a. An informational meeting is held during the first nine weeks of school at each site to describe the RIF protocol and the use of the Rubric.
 - b. In early April, the supervisor distributes a blank Rubric to all certified employees to be completed by the employees.
 - c. All employees complete a Rubric (self-rating) placing scores in the *Staff* column and totaling the scores at the bottom of the column. Questions relating to evaluations are answered based on the most recent evaluation completed in the current school year prior to supervisor distributing Rubrics to be completed by employees.
 - d. Each employee returns the Rubric to the supervisor by the due date set by supervisor.
 - e. The supervisor reviews/adds/revises the self-rating Rubric and assigns final values onto the Rubric using the *Supervisor* column and calculates the total score for the top twenty-two (22) items.
 - f. The supervisor shares the final Rubric with each employee and both sign the final copy.
 - g. The employee receives a copy of signed final Rubric, the Supervisor keeps a copy, and the original Rubric is sent to District Office (Human Resources).
 - h. The employee has five (5) business days to submit to the District Office (Human Resources) a written response to the final Rubric scores (Supervisor column) appealing any Supervisor ratings. The response will be attached to the Rubric and reviewed by District Office administrators.
 - i. The District Office reviews final Rubrics, sorts them into *categories* based on eliminated positions and teacher certifications, and *ranks* them based on final values.
 - j. RIF decisions are determined at the District Office with supervisor input as needed.
 - k. IF there is a tie using the top twenty-two (22) scores for a position being eliminated they following steps will be followed.
 - i. The RIF Rubrics will be reviewed by the site supervisor(s) where the tied staff members are assigned and by District Office administrators.
 - ii. Each employee who had a tie score will be given an opportunity to meet with the supervisor(s) and District Office administrators to share their unique circumstances and reasons to be retained and present information relating to the bottom three (3) items on the Rubric.
 - iii. Following the meeting, if requested, the site supervisor(s) and District Office administrators will prepare final statements regarding the bottom (3) items on the Rubric and weight those responses.
 - iv. All information on the Rubric and any staff responses will then be reviewed and used to break the tie.
4. The District Office and Supervisor(s) will communicate with staff identified to be RIF'd as soon as practical.
5. The names of staff members to be RIF'd *for financial reasons* or *due to program reduction/elimination* are taken to the Governing Board for approval for non-renewal (non-tenured staff) or termination (tenured staff).