

CONSENT

Item 7I.

Gifts & Donations

Gifts & Donations

Sam's Club – Toni Geiger
5757 E. State Route 69, Prescott Valley, AZ
Donated ten (10) \$100 gift cards and supplies for the STEAM Program
at Mountain View Elementary School
with the donor's value of \$1,500

Tameria Waithman
3701 N. Windsong Drive, Prescott Valley, AZ
Donated a wrought iron rolling bird cage
with the donor's value of \$200
for use at Glassford Hill Middle School

Emmanuel Lutheran Church – Mary Jensen
7763 E. Long Look Drive, Prescott Valley, AZ
Donated backpacks and school supplies
with the donor's value of \$1,500
for use at all District schools

Trinity Lutheran Church – Fred Pamer
3950 N. Valorie Drive, Prescott Valley, AZ
Donated backpacks and school supplies
with the donor's value of \$2,500
for use at all District schools

Prescott Elks' Lodge #330 – Dick Colvin
6245 E. State Route 69, Prescott Valley, AZ
Sponsored 36 HUSD students in the Clothe-A-Child Event
with the donor's value of \$3,960

Leo Massicotte
12200 E. State Route 69, Dewey, AZ
Donated a Baldwin digital piano and stool
with the donor's value of \$750
for use at Bradshaw Mountain High School

DISCUSSION ITEMS

Item 8A.

AZ Learns Labels

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **8A**
FROM: Diana Green, Director of Educational Services Reading
DATE: October 18, 2011 Discuss X
SUBJECT: AZ LEARNS – Legacy Labels and A-F Labels for Action
HUSD Consent

OBJECTIVE: Goal #1 Student Achievement

SUPPORTING DATA:

AZ LEARNS Legacy Labels and A-F Labels are available October 12, 2011. Handouts will be available at the meeting.

SUMMARY & RECOMMENDATION:

Sample Motion:

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

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

DISCUSSION ITEMS

Item 8B.

Policy Section G
Personnel

5-Year Review

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **88**
FROM: Phil Young, Director of Human Resources Reading **X**
DATE: October 18, 2011 Discuss **X**
SUBJECT: First Reading of Section G Policies as part of Five Year Review Action

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

SUPPORTING DATA:

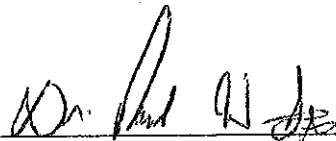
As part of the District's efforts to review all policies, ASBA provided a number of recommendations to change some current policies in Section G: Personnel. Some recommended changes are minor, other substantive. All policies with substantive changes are included in the current Board packet. Also, as part of the review of G: Personnel policies, a limited number of HUSD-specific policy changes are also being recommended. They are also included in the current Board packet.

Please refer to the attached document entitled *HUSD "G" POLICIES* for a complete list of all policies in Section G and note the brief descriptions of recommended changes for policies with a NEW, SUBSTANTIVE, or DELETE notation. Underlined text is new language. ~~Strikethrough~~ language is recommended for removal.

All other policies in Section G with minor or no recommended changes which are not included in the Board packet are available for review at the District Office.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board review suggested policy changes in Section G: Personnel.

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

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

HUSD "G" POLICIES

Regarding notes, "No Change" means that the policy is being recommended for approval either with no changes or minor word changes. "HUSD" means that some or all of the policy language is Humboldt-specific. "SUBSTANTIVE" means that ASBA is recommending significant policy changes. "NEW" means that the policy has not been in the HUSD policy manual previously.

Notes	Policy	Title
(No Change)	GA	PERSONNEL GOALS / PRIORITY OBJECTIVES
(No Change)	GBA	EQUAL EMPLOYMENT OPPORTUNITY
SUBSTANTIVE...timelines added for complaint processing	GBA-R	EQUAL EMPLOYMENT OPPORTUNITY
(No Change)	GBA-E	EQUAL EMPLOYMENT OPPORTUNITY; COMPLAINT FORM
NEW ...ASBA Policy Advisory provided	GBAB	MEDICAL MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES
(No Change)	GBB	STAFF INVOLVEMENT IN DECISION MAKING
(No Change)	GBEA	STAFF ETHICS
Board Approved 3/8/11 (No Change)	GBEAA	STAFF CONFLICT OF INTEREST
(No Change)	GBEAA-E	STAFF CONFLICT OF INTEREST
Board Approved 1/5/10 (No Change)	GBEB	STAFF CONDUCT
(No Change)	GBEB-R	STAFF CONDUCT
Board Approved 1/5/10 (No Change)	GBEB-E	STAFF CONDUCT; NOTIFICATION CONCERNING NONAPPEALABLE OFFENSES
(HUSD) (No Change)	GBEBA	STAFF DRESS CODE
Board Approved 8/3/10 (HUSD) (No Change)	GBEBA-R	STAFF DRESS CODE
(No Change)	GBEBB	STAFF CONDUCT WITH STUDENTS
(HUSD) (No Change)	GBEBB-E	STAFF CONDUCT WITH STUDENTS
(No Change)	GBEBC	GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS
(No Change)	GBEC	DRUG - FREE WORKPLACE
Board Approved 1/19/10 (No Change)	GBEC-EA	DRUG - FREE WORKPLACE; NOTICE TO EMPLOYEES
(No Change)	GBEC-EB	DRUG - FREE WORKPLACE
SUBSTANTIVE...Policy Advisory (HUSD)...insert medical marijuana language	GBECA	NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL
(No Change)	GBECB	ALCOHOL USE BY STAFF MEMBERS
(No Change)	GBED	SMOKING BY STAFF MEMBERS
(No Change)	GBGB	STAFF PERSONAL SECURITY AND SAFETY
(No Change)	GBGB-R	STAFF PERSONAL SECURITY AND SAFETY
SUBSTANTIVE... worker's compensation language moved, see GBGD	GBGC	EMPLOYEE ASSISTANCE
DELETE...moved to GBGD-R	GBGC-R	EMPLOYEE ASSISTANCE
SUBSTANTIVE...removed language found later in exhibit	GBGC-E	EMPLOYEE ASSISTANCE; BLOODBORNE PATHOGEN REQUIREMENTS
(No Change)	GBGCA	WELLNESS PROGRAMS
SUBSTANTIVE...added implementation process	GBGCA-R	WELLNESS PROGRAMS
(No Change)	GBGCB	STAFF HEALTH AND SAFETY
(No Change)	GBGCB-E	STAFF HEALTH AND SAFETY
NEW...worker's compensation policy	GBGD	WORKERS' COMPENSATION
NEW...worker's compensation procedures	GBGD-R	WORKERS' COMPENSATION
NEW...worker's compensation early return to work	GBGD-E	WORKERS' COMPENSATION; EARLY RETURN TO WORK
SUBSTANTIVE...added specificity	GBI	STAFF PARTICIPATION IN POLITICAL ACTIVITIES

(No Change)	GBJ	PERSONNEL RECORDS AND FILES
(No Change)	GBJE	PERSONNEL RECORDS AND FILES
(No Change)	GBK	STAFF GRIEVANCES
(No Change)	GBK-R	STAFF GRIEVANCES
(No Change)	GBK-EA	STAFF GRIEVANCES: FORMAL GRIEVANCE PRESENTATION
(No Change)	GBK-EB	STAFF GRIEVANCES: DECISION OF IMMEDIATE SUPERVISOR
(No Change)	GBK-EC	STAFF GRIEVANCES: REFERRAL TO SUPERINTENDENT
(No Change)	GBK-ED	STAFF GRIEVANCES: DECISION OF SUPERINTENDENT
(No Change)	GBK-EE	STAFF GRIEVANCES: REVIEW BY GOVERNING BOARD
(No Change)	GBP	PROHIBITED PERSONNEL PRACTICES
SUBSTANTIVE...added process for recommending new positions		
	GCA	PROFESSIONAL STAFF POSITIONS
Board Approved 1/5/10 (No Change)	GCB	PROFESSIONAL STAFF CONTRACTS AND COMPENSATION
Board Approved 6/28/11 (HUSD) (No Change)	GOBA	PROFESSIONAL STAFF SALARY SCHEDULES
(No Change)	GCBC	PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS
(No Change)	G CBD	PROFESSIONAL STAFF FRINGE BENEFITS
(No Change)	GCC	PROFESSIONAL / SUPPORT STAFF LEAVES AND ABSENCES
Board Approved 1/19/10 (HUSD) (No Change)	GCCA	PROFESSIONAL / SUPPORT STAFF SICK LEAVE
(No Change)	GCCB	PROFESSIONAL STAFF PERSONAL / EMERGENCY / RELIGIOUS LEAVE
(No Change)	GCCC	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY
(No Change)	GCCC-EA	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: CERTIFICATION OF HEALTH CARE PROVIDER
(No Change)	GCCC-EB	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: EMPLOYER RESPONSE TO EMPLOYEE REQUEST FOR FAMILY OR MEDICAL LEAVE
(No Change)	GCCC-EC	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993
(No Change)	GCCC-ED	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: MILITARY FAMILY LEAVE
(No Change)	GCCC-EE	PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY: FACT SHEET NO. 28: THE FAMILY AND MEDICAL LEAVE ACT OF 1993
(No Change)	GCCD	PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE
SUBSTANTIVE...new details regarding military leave		
	GCCD-E	PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE
Board Approved 1/5/10 (No Change)	GCEE	PROFESSIONAL / SUPPORT STAFF CONFERENCES / VISITATIONS / WORKSHOPS
(No Change)	GCCF	SABBATICAL LEAVE
(HUSD) (No Change)	GCCF-R	SABBATICAL LEAVE
SUBSTANTIVE (HUSD)...added clarity re: process and quantifies days before short-term disability benefits begin		
	GCCG	PROFESSIONAL / SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE
(No Change)	GCCH	PROFESSIONAL / SUPPORT STAFF BEREAVEMENT LEAVE
(No Change)	GCD	PROFESSIONAL STAFF VACATIONS AND HOLIDAYS
SUBSTANTIVE...change contract signing timeframe		
(No Change)	GCF	PROFESSIONAL STAFF HIRING
(No Change)	GCF-R	PROFESSIONAL STAFF HIRING
(No Change)	GCF-EA	PROFESSIONAL STAFF HIRING: CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE
(No Change)	GCF-EB	PROFESSIONAL STAFF HIRING: BACKGROUND CHECK FORM
Board Approved 1/5/10 (No Change)	GCF-EC	PROFESSIONAL STAFF HIRING: AFFIRMATION OF A RETIRED EMPLOYEE UPON RETURN TO EMPLOYMENT
(No Change)	GCF-ED	PROFESSIONAL STAFF HIRING: PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION AND ELIGIBILITY VERIFICATION
SUBSTANTIVE...adds detail re: fingerprinting		
(No Change)	GCFC	PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS
(No Change)	GCFC-E	PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS
(No Change)	GCFE	PROFESSIONAL / SUPPORT STAFF HIRING - OATH OF OFFICE

(No Change)	GCFE-E	PROFESSIONAL / SUPPORT STAFF HIRING - OATH OF OFFICE
(No Change)	GCG	PART - TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
(No Change)	GCEB	ARRANGEMENTS FOR SUBSTITUTE STAFF MEMBERS
(No Change)	GCEB-R	ARRANGEMENTS FOR SUBSTITUTE STAFF MEMBERS
SUBSTANTIVE...adds two orientation areas (already being done)		
(No Change)	GCH	PROFESSIONAL / SUPPORT STAFF ORIENTATION AND TRAINING
(No Change)	GCI	PROFESSIONAL STAFF DEVELOPMENT
(No Change)	GCI	PROFESSIONAL STAFF NONCONTINUING AND CONTINUING STATUS
(No Change)	GCK	PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS
(HUSD) (No Change)	GCL	PROFESSIONAL STAFF SCHEDULES AND CALENDARS
(No Change)	GCMC	PROFESSIONAL STAFF MEETINGS
Board Approved 1/5/10 (No Change)	GCMF	PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES
Board Approved 1/5/10 (No Change)	GCO	EVALUATION OF PROFESSIONAL STAFF MEMBERS
Board Approved 3/8/11 (No Change)	GCO-R	EVALUATION OF PROFESSIONAL STAFF MEMBERS
(No Change)	GCP	PROFESSIONAL STAFF PROMOTIONS
(No Change)	GCP	PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT
Board Approved 1/5/10 (No Change)	GCOA	PROFESSIONAL STAFF REDUCTION IN FORCE
(No Change)	GCOA	RESIGNATION OF PROFESSIONAL STAFF MEMBERS
Board Approved 1/5/10 (No Change)	GCOF	DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
(No Change)	GCOF-E	DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
(No Change)	GCR	NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS
(No Change)	GCRD	TUTORING FOR PAY
(No Change)	GCS	PROFESSIONAL RESEARCH AND PUBLISHING
SUBSTANTIVE...added process for recommending new positions		
SUBSTANTIVE...expands District termination flexibility		
SUBSTANTIVE...adjusted language		
(No Change)	GDA	SUPPORT STAFF POSITIONS
(No Change)	GDB	SUPPORT STAFF CONTRACTS AND COMPENSATION
(No Change)	GDBA	SUPPORT STAFF SALARY
(No Change)	GDBC	SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME
(No Change)	GDBD	SUPPORT STAFF FRINGE BENEFITS
(No Change)	GDC	SUPPORT STAFF LEAVES AND ABSENCES
(HUSD) (No Change)	GDCB	SUPPORT STAFF PERSONAL/EMERGENCY/RELIGIOUS LEAVE
(HUSD) (No Change)	GDD	SUPPORT STAFF VACATIONS AND HOLIDAYS
NEW (HUSD)...documents past practice, prevents "per diem" payouts for excess vacation accruals		
(No Change)	GDD-R	SUPPORT STAFF VACATIONS AND HOLIDAYS
(No Change)	GDF	SUPPORT STAFF HIRING
(No Change)	GDF-R	SUPPORT STAFF HIRING
NEW...incorporate into work notices which are reviewed by legal counsel		
NEW...incorporate into work notices which are reviewed by legal counsel		
-EA to -EC (No Change)	GDF-EA	SUPPORT STAFF HIRING; NOTICE OF EMPLOYMENT
-EB to -ED (No Change)	GDF-EB	SUPPORT STAFF HIRING; WAGE NOTICE
-EC to -EE (No Change)	GDF-EC	SUPPORT STAFF HIRING; CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE
(No Change)	GDF-ED	SUPPORT STAFF HIRING; BACKGROUND CHECK FORM
(No Change)	GDF-EE	SUPPORT STAFF HIRING; PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION AND ELIGIBILITY VERIFICATION
(No Change)	GDF-A	SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS
(No Change)	GDF-A-E	SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

(No Change)	GDFE	SUPPORT STAFF HIRING - OATH OF OFFICE
(No Change)	GDG	PART - TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT
SUBSTANTIVE...remove language, link to GCH		
(No Change)	GDI	SUPPORT STAFF ORIENTATION AND TRAINING
(No Change)	GDI-R	SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
(No Change)	GDI-R	SUPPORT STAFF ASSIGNMENTS AND TRANSFERS (HUSD) (No Change)
(No Change)	GDK	SUPPORT STAFF SCHEDULES AND CALENDARS
(No Change)	GDL	SUPPORT STAFF WORKLOAD
(No Change)	GDL-R	SUPPORT STAFF WORKLOAD
(No Change)	GDLB	SUPPORT STAFF MEETINGS
(No Change)	GDMA	SUPPORT STAFF CAREER DEVELOPMENT
(No Change)	GDN	SUPERVISION OF SUPPORT STAFF MEMBERS
(No Change)	GDO	EVALUATION OF SUPPORT STAFF MEMBERS
(No Change)	GDO-E	EVALUATION OF SUPPORT STAFF MEMBERS
(No Change)	GDO-EB	EVALUATION OF SUPPORT STAFF MEMBERS: PERFORMANCE RATING REPORT
(No Change)	GDOB	DRUG AND ALCOHOL TESTING OF TRANSPORTATION EMPLOYEES
(No Change)	GDP	SUPPORT STAFF PROMOTIONS AND RECLASSIFICATION
(No Change)	GDQ	SUPPORT STAFF TERMINATION OF EMPLOYMENT
(No Change)	GDQA	SUPPORT STAFF REDUCTION IN FORCE
Board Approved 1/19/10 (HUSD) (No Change)	GDQB	RESIGNATION OF SUPPORT STAFF MEMBERS
Board Approved 1/19/10 (No Change)	GDQC	RETIREMENT OF SUPPORT STAFF MEMBERS
Board Approved 1/19/10 (HUSD) (No Change)	GDQD	DISCIPLINE, SUSPENSION, AND DISMISSAL OF SUPPORT STAFF MEMBERS
(No Change)	GDR	NONSCHOOL EMPLOYMENT BY SUPPORT STAFF MEMBERS

EQUAL EMPLOYMENT OPPORTUNITY

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.* may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKDJKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall ~~so inform~~ require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

Policy Advisory No. 412. DN — School Properties Disposition

SB1263 altered A.R.S. 15-342 relating to the Board's discretionary powers pertaining to the sale or lease of District property. The language has been inserted into policy document model DN, School Properties Disposition, along with new provisions concerning the donation of surplus or outdated materials, equipment and furnishings as well as a provision for the sale of certain items to students enrolled in the District.

Policy Advisory No. 413. EHB and EHB-R — Data/Records Retention

A.R.S. 341, as modified by Senate Bill 1263, now has language that enables the storage of public records either on paper or in an electronic format, or a combination of paper or electronic format. Policy document model EHB, Data/Records Retention, and regulation document model EHB-R have been adjusted accordingly.

Policy Advisory No. 414. FCB — Retirement of Facilities

A.R.S. 15-341 has language added by Senate Bill 1263 prescribing that the Governing Board may consult with the School Facilities Board for technical assistance and for information on the impact of closing a school. New policy document model FCB, Retirement of Facilities, reflects the addition to the statute.

Policy Advisory No. 415. GBAB — Medical Marijuana Standards and Conditions for Employees

* Proposition 203, The Arizona Medical Marijuana Act, was passed by the voters in the 2010 General Election. The Act, recorded as Chapter 28.1 in Arizona Revised Statutes Title 36, prescribes the mandatory, permissive, and restrictive laws pertinent to qualified cardholder patients, caregivers, and nonprofit medical marijuana dispensary agents, as well as the employment of qualified cardholders, the policies and rules applicable to district employee and student personnel, public conduct on school property, and the use of school facilities by the community.

Policy Advisory No. 416. GBECA — Nonmedical Use or Abuse of Drugs or Alcohol

Refer to above discussion under Policy Advisory No. 415.

Policy Advisory No. 417. IHAMA — Teaching About Drugs, Alcohol, and Tobacco

Although having been enacted in a legislative session prior to 2011, a modification to A.R.S. 15-712 adds date rape drugs to the list of dangerous drugs schools may include in their instructional program. The term has been added to policy document model IHAMA, Teaching About Drugs, Alcohol, and Tobacco.

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

MEDICAL MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES

For the purpose of this policy, pursuant to Arizona Revised Statutes (A.R.S.) 36-2801, a qualified medical marijuana cardholder means:

- A qualifying patient,
- A designated caregiver, or
- A nonprofit medical marijuana dispensary agent

who has an identification card issued by the Arizona Department of Health Services related to the medical use of marijuana to treat or alleviate an individual's debilitating medical condition or symptoms associated with the debilitating medical condition.

Unless the District would lose a monetary or licensing related benefit under federal law or regulations, the School District may not discriminate against a person in hiring, termination or imposing any term or condition of employment or otherwise penalize a person solely:

- on the basis of the person's status as a medical marijuana cardholder, or
- for a positive test for marijuana components or metabolites,
 - unless the person used, possessed or was impaired by marijuana on the premises of the place of employment or during the hours of employment.

The District shall not be penalized or denied any benefit under state law for employing a registered qualifying patient or a registered designated caregiver. [A.R.S. 36-2811]

Subject to A.R.S. 36-2802, no person is authorized to engage in:

- undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice,
- possessing or engaging in the medical use of marijuana,
 - on a school bus,

- on the grounds of any preschool, elementary school or secondary school,
- smoking marijuana,
 - on any form of public transportation, or
 - in any public place.
- operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana,
 - except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.
- using marijuana in any manner not authorized by Chapter 28.1 of Arizona Revised Statutes Title 36.

The District does not allow the ingestion of marijuana in any workplace,

- except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.

While performing any duty in the capacity of District employee, an employee may be disciplined, up to and including suspension or termination, for ingesting marijuana in the workplace or working under the influence of marijuana.

Wherever inconsistencies of interpretation arise, the law and regulations prevail.

When District officials have a reasonable belief an employee may be under the influence, in possession of or distributing marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

Adopted: date of Manual adoption

**NONMEDICAL USE OR ABUSE OF
DRUGS OR ALCOHOL**

The District's posture in dealing with employees who engage in the nonmedical use of drugs and/or the abuse of alcohol is to be one of constructive confrontation in a supportive environment and supportive relationship. This approach is based on the following premises:

- Each employee is responsible for the employee's own actions.
- Each employee is a role model for students.
- Each employee who seeks help is to be given the opportunity to do so in a supportive environment.
- The District shall not ignore employee problems.
- Constructive confrontation will be utilized to make employees aware of opportunities and choices for help.
- Efforts to maintain confidentiality will be made by the District.
- Outside referrals to nonschool personnel will be provided, at employee expense, to employees who indicate an interest.
- Employees will be required to provide information on progress in dealing with problems.
- Supervisory staff members will receive orientation on methods of constructive confrontation.
- Opportunities for self-referral will be provided.
- As recommended by outside professional sources, the District will consider support to an employee during reentry into the workplace.
- The District's right to intervene is based on 1) a basic concern for the health and welfare of the persons whom it employs and 2) the right to expect quality job performance.
- School employees are human and should not be considered any less vulnerable or immune to human stress than any other person.
- In spite of the above, school employees whose nonmedical use of drugs or use of alcohol endangers the health and safety of students or other employees may of necessity be dealt with summarily.

Employee Drug Use or Abuse

The nonmedical possession or use or abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or using alcohol shall be reported immediately to the principal or other person in charge. The Superintendent shall be notified immediately.

The Superintendent will conduct an investigation in consultation with legal counsel as necessary. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified. If the results of the investigation show that the employee's actions endangered the health and/or safety of students or other employees, the Superintendent shall take disciplinary action or recommend disciplinary action to the Board in accordance with existing policies and statutes. If the results of the investigation suggest that the employee be provided options under the provisions of this policy, the Superintendent shall so direct the immediate supervisor of the employee.

Medical Marijuana

The District may not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of:

- the person's status as an eligible medical marijuana cardholder, or
- as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District premises or during the person's hours of employment with the District,

unless a failure to do so would cause the District to lose a monetary or licensing related benefit under federal law or regulations.

The Arizona Medical Marijuana Act does not authorize any person to engage in the following conduct:

- Undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice.
- Possessing or engaging in the medical use of marijuana:
 - On a school bus.
 - On the grounds of any preschool or primary or secondary school.
- Smoking marijuana:

- On any form of public transportation.
- In any public place.
- Operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana, except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment
- Using marijuana in any manner other than as authorized by the Arizona Medical Marijuana Act.

Reasonable Suspicion Drug or Alcohol Testing

Definitions

Reasonable Suspicion: The quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally-derived inferences from those facts about the conduct of any individual that would lead a reasonable person to suspect that an individual is using or under the influence of drugs and/or alcohol while on duty.

Refusal to Test: Failure to provide an adequate urine specimen for a drug test without a valid medical explanation; failure to submit to tests as directed; engaging in any conduct which obstructs the testing process.

Circumstances Under Which Drug and/or Alcohol Testing May Be Required

An employee may be requested to submit to a test for drugs and/or alcohol when specific objective facts infer that his/her conduct would lead a reasonable person to suspect that he/she has engaged in any prohibited conduct. Such facts may include, but not be limited to, appearance, behavior, speech and/or body odor and must be observed by a supervisor who has received training in detecting signs and symptoms of drug and/or alcohol use. Annual training will be provided to all principals, assistant principals, directors, and District office administrators. The observations must be made by the supervisor while the employee is on duty. A written record of the observations leading to the reasonable suspicion testing will be made by the supervisor within twenty-four (24) hours of the observations and sent to the human resources office. Final determination for testing must be approved through the human resources office.

When an employee is notified of reasonable suspicion testing for drugs and/or alcohol, the employee must report to the test site immediately within one (1) hour.

The employee shall be given the necessary documentation and driven to the test site by the supervisor or department administrator. Because the employee is being tested for reasonable suspicion and may possibly be under the influence, the employee shall not be allowed to operate a vehicle. The employing department is responsible for providing transportation to and from the testing facility.

The Superintendent is authorized to take whatever action necessary to prevent an employee from driving a vehicle to the test site for reasonable suspicion testing including, but not limited to, contacting appropriate and/or additional law enforcement. When an employee is transported to a test site for reasonable suspicion, it will be the responsibility of the employing department to provide transportation from the testing facility.

If a drug and/or alcohol test, required by this section, is not administered within two (2) hours following the reasonable suspicion determination, the supervisor will prepare a report stating the reasons the drug and/or alcohol test was not administered in a timely manner. If the drug and/or alcohol test is not administered within eight (8) hours following the reasonable suspicion determination, there will be no further attempts to administer the test and the supervisor will prepare a report stating the reasons why the test was not administered in a timely manner. The report(s) will be forwarded to the human resources office.

If a supervisor is unable to obtain a reasonable suspicion drug and/or alcohol test, the employee may not remain on or return to duty if the employee appears to be under the influence or impaired by alcohol as indicated by specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

Any employee having a reasonable basis to believe that another employee is illegally using or in possession of any controlled substance shall immediately report the facts and circumstances to their supervisor.

Release of Information

The results of drug and alcohol tests will be made known to the employee any time a test result is positive. The employee will be notified that the test indicated a positive result and which drug(s) were revealed.

Violations of the Policy

Violations of the policy, including refusal to submit to drug and/or alcohol testing when properly ordered to do so, may result in actions up to and including termination of employment. Each violation and alleged violation of the policy will be handled on an individual basis, taking into account all data, including the risk to self, fellow employees, students and the general public.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 13-2911
 13-3401 *et seq.*
 15-341
 41 U.S.C. 702, Drug-free workplace requirements for Federal
 grant recipients.
 34 C.F.R. Part 85

CROSS REF.: EEAEAA - Drug and Alcohol Testing of Transportation
 Employees

GBAB -- Medical Marijuana Standards and Conditions for
Employees

G-1350 ©
EMPLOYEE ASSISTANCE

GBGC

~~All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.~~

Employees may be required by the Superintendent, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.

When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District.

The Superintendent shall have procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, postexposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.

All employees who as a result of their employment have had significant exposure to bloodborne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the District and are required to follow postexposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-505
 23-901
 23-902
 23-906
 23-908
 23-961
 23-962

CROSS REF.: EBBB - Accident Reports

GBGD - Workers' Compensation

REGULATION**REGULATION****EMPLOYEE ASSISTANCE**

~~Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.~~

~~After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.~~

~~The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.~~

~~LEGAL REF.: A.R.S. 23-908~~

~~CROSS REF.: EBBB Accident Reports~~

EXHIBIT**EXHIBIT****EMPLOYEE ASSISTANCE**~~(Bloodborne Pathogen Requirements)~~**BLOODBORNE PATHOGEN REQUIREMENTS****Exposure Control Plan**

Employee(s) with occupational exposure to human blood, human blood components, products made from human blood, or pathogenic microorganisms, including but not limited to Hepatitis B virus or HIV, shall comply with this Exposure Control Plan designed to eliminate or minimize employee exposure.

This Exposure Control Plan contains the following elements:

- The exposure determination outlined below.
- The schedule and method of implementation.
- The procedure for the evaluation of circumstances surrounding exposure.

A copy of this Exposure Control Plan shall be accessible to employees.

This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

This Exposure Control Plan shall be made available to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration upon request for examination and copying.

Exposure Determination

The District has determined that employee positions may involve the following levels of exposure to bloodborne pathogens as a collateral function to the primary job description:

- High risk - Coaches, physical education instructors, custodians, certain special education program personnel, playground duty personnel, health services personnel, and security personnel.
- Moderate risk - Regular instructional program personnel, other special education program personnel, school level office personnel, maintenance personnel, food services personnel, and special assignment personnel (e.g., counselors, librarians).
- Low risk - District level office personnel.

Methods of Compliance

General. Universal precautions shall be observed by all District employees to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and work practice controls:

- Engineering and work practice controls shall be used to eliminate or minimize employee exposure. If occupational exposure remains after institution of these controls, personal protective equipment shall also be used.
- Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- The District shall provide hand-washing facilities that are readily accessible to employees.
- When provision of hand-washing facilities is not feasible, the District shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- The District requires that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Supervisory personnel shall ensure compliance.
- The District requires that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Supervisory personnel shall ensure compliance.

- Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted below. Shearing or breaking of contaminated needles is prohibited.
 - Contaminated needles and other contaminated sharps shall not be recapped or removed unless no other alternative is feasible or such action is required by a specific medical procedure as determined by a competent medical professional qualified to make such determination.
 - Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.
- Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. ~~These containers shall be:~~
 - ~~Puncture resistant.~~
 - ~~Labeled or color coded in accordance with this standard.~~
 - ~~Leakproof on the sides and bottom.~~
 - ~~In accordance with legal requirements for reusable sharps.~~
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, or cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
 - The container for storage, transport, or shipping shall be labeled or color coded according to law and closed prior to being stored, transported, or shipped. When a facility utilizes "universal precautions" in the handling of all specimens, the labeling/color coding of specimens is not necessary, provided containers are recognizable as containing

specimens. This exemption applies only while such specimens/containers remain with the facility. Labeling or color coding is required when such specimens/containers leave the facility.

- If outside contamination of the primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.
- If the specimen could puncture the primary container, the primary container shall be placed within a secondary container that is puncture resistant in addition to the above characteristics.
- Equipment that may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of such equipment or portions of such equipment is not feasible as determined by a supervisory employee assigned to make such determination.
 - A readily observable label in accordance with law shall be attached to the equipment stating which portions remain contaminated.
 - This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Personal protective equipment:

- *Provision.* When occupational exposure occurs, the District shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.
- *Use.* The District requires that all exposed employees use appropriate personal protective equipment unless the District documents that a specific employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was such

employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be reported by the employee and investigated and documented by the District in order to determine whether changes can be instituted to prevent such occurrences in the future.

- *Accessibility.* Appropriate personal protective equipment in the appropriate sizes must be readily accessible at the work site or issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.
- *Cleaning, laundering, and disposal.* The District shall clean, launder, and dispose of *personal protective equipment required* in this standard, at no cost to the employee.
- *Repair and replacement.* The District shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- Any garment(s) penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible.
- All personal protective equipment shall be removed prior to leaving the work area.
- When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- *Gloves.* Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
 - Disposable (single-use) gloves, such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.

- Disposable (single-use) gloves shall not be washed or decontaminated for reuse.
- Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping:

- *General.* The work site must be maintained in a clean and sanitary condition. The District shall establish, attach hereto, and implement an appropriate written schedule for cleaning and the method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
- All school activity areas are cleaned daily.
- In cleaning operations involving human blood, a cleaning solution consisting of ten to one (10:1) ratio of water and bleach will be used.
- All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
 - Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning.
 - Protective coverings - such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces - shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.
 - All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
 - Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps.

- Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- *Regulated waste:*
 - Contaminated sharps discarding and containment:
 - ▲ Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:
 - ◆ Closable.
 - ◆ Puncture resistant.
 - ◆ Leakproof on sides and bottom.
 - ◆ Labeled or color coded.
 - ▲ During use, containers for contaminated sharps shall be:
 - ◆ Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).
 - ◆ Maintained upright throughout use.
 - ◆ Replaced routinely and not be allowed to overfill.
 - ▲ When moving containers of contaminated sharps from the area of use, the containers shall be:
 - ◆ Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
 - ◆ Placed in a secondary container if leakage is possible. The second container shall be:
 - Closable.
 - Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping.
 - Labeled or color coded.

- ▲ Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.
- Other regulated waste containment:
 - ▲ Regulated waste shall be placed in containers that are:
 - ◆ Closable.
 - ◆ Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
 - ◆ Labeled or color coded.
 - ◆ Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
 - ▲ If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:
 - ◆ Closable.
 - ◆ Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.
 - ◆ Labeled or color coded.
 - ◆ Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, states, territories, and political subdivisions of states and territories.
- Laundry:
 - Contaminated laundry shall be handled as little as possible, with a minimum of agitation.
 - ▲ Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

- The District requires that all laboratory tests be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination:

- Hepatitis B vaccination shall be made available after the employee has received the training required and within ten (10) working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
- The District shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.
- If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the District shall make available hepatitis B vaccination at that time.
- The District requires all employees who decline to accept hepatitis B vaccination that is offered to sign the following statement:

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

- If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.

Postexposure evaluation and follow-up. Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

- Identification and documentation of the source individual, unless the District can establish that identification is infeasible or prohibited by state or local law.
 - The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the result documented.
 - When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- Collection and testing of blood for HBV and HIV serological status:
 - The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - If the employee consents to base-line blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least ninety (90) days. If within ninety (90) days of the exposure incident the employee elects to have the base-line sample tested, such testing shall be done as soon as feasible.
- Postexposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling.
- Evaluation of reported illnesses.

Information provided to the health care professional:

- The health care professional responsible for the employee's hepatitis B vaccination shall be provided a copy of this document.
- The health care professional evaluating an employee after an exposure incident shall be provided the following information:
 - A copy of this document.

- A description of the exposed employee's duties as they relate to the exposure incident.
- Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the District's responsibility to maintain.

Health care professional's written opinion. The District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

- The health care professional's written opinion for hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and whether the employee has received such vaccination.
- The health care professional's written opinion for postexposure evaluation and follow-up shall be limited to the following information:
 - That the employee has been informed of the results of the evaluation.
 - That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.
- All other findings or diagnoses shall remain confidential and shall not be included in the written report.

Medical record keeping. Medical records required by this standard shall be maintained.

Communication of Hazards to Employees

Labels:

- Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport, or ship blood or other potentially infectious materials, except as provided in law.
- These labels shall contain the "biohazard" label.

- These labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
- Labels are required to be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
- Red bags or red containers may be substituted for labels.
- Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of this section on communication of hazards to employees.
- Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirements.
- Labels required for contaminated equipment shall be in accordance with this section and shall also state which portions of the equipment remain contaminated.
- Regulated waste that has been decontaminated need not be labeled or color coded.

Information and training:

- All employees with occupational exposure shall participate in a training program, which must be provided at no cost to the employees and during working hours.
- Training shall be provided as follows:
 - At the time of initial assignment to tasks where occupational exposure may take place.
 - Within ninety (90) days after the effective date of the standard.
 - At least annually thereafter.
- For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard that were not included need be provided.
- Annual training for all employees shall be provided within one (1) year of their previous training.

- The District shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affects the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
- Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.
- The training program shall contain at a minimum the following elements:
 - An accessible copy of the regulatory text of this standard and an explanation of its contents.
 - A general explanation of the epidemiology and symptoms of bloodborne diseases.
 - An explanation of the modes of transmission of bloodborne pathogens.
 - An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan.
 - An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
 - An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
 - Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
 - An explanation of the basis for selection of personal protective equipment.
 - Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
 - Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
 - An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

Training records:

- Training records shall include the following information:
 - The dates of the training sessions.
 - The contents or a summary of the training sessions.
 - The names and qualifications of persons conducting the training.
 - The names and job titles of all persons attending the training sessions.
- Training records shall be maintained for three (3) years from the date on which the training occurred.

Availability:

- The District shall ensure that all records required to be maintained shall be made available, upon request, to the Assistant Secretary of Labor and the Director of the Occupational Safety and Health Administration for examination and copying.
- Employee training records required by law shall be provided upon request for examination and copying to employees, to employee representatives, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.
- Employee medical records required by law shall be provided upon request, for examination and copying, to the subject employee, to anyone having written consent of the subject employee, to the Director of the Occupational Safety and Health Administration, and to the Assistant Secretary of Labor.

Transfer of records:

- The District shall comply with the legal requirements involving transfer of records.
- If the District ceases to do business and there is no successor district to receive and retain the records for the prescribed period, the District shall notify the Director of the Occupational Safety and Health Administration, at least three (3) months prior to their disposal, and transmit them to the Director of the Occupational Safety and Health Administration, if required by the Director of the Occupational Safety and Health Administration to do so, within that three (3) month period.

REGULATION**REGULATION****WELLNESS PROGRAMS**

Unless legally exempted, all staff members must show proof of immunity to measles and rubella [see GBGCA].

Measles (Rubeola)

Acceptable proof of immunity to measles shall consist of:

- A record of immunization against measles with a live virus vaccine given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.
- Being Anyone born before prior to January 1, 1957, 1957 shall be considered to be immune to measles. (Rubeola)

German Measles (Rubella)

Evidence of immunity to rubella shall consist of:

- A record of immunization against rubella given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.
- ~~Attaining age 45 (presumed immunity).~~

General Information

In the event of an outbreak of either disease, memory of immunization date is not acceptable; medical documentation of immunity is required.

Staff members who are not in compliance shall be put on leave without pay until they are in compliance.

In the event of an outbreak of measles or rubella, nonimmune staff members, including those who utilize the exemption, must be excluded from school.

Implementing Policy

The District shall generate a list of all employees to identify those who need proof of immunity to measles.

The Superintendent shall distribute information about the District's policy on measles and rubella.

The Superintendent shall collect proof of immunity from staff members and compile a list denoting immunity or nonimmunity of staff members.

Nonimmune staff members shall be referred for vaccine to a physician or the County Health Department. Their records will be updated as they receive vaccine.

Maintaining Policy

Throughout each school year, new staff members shall be required to show proof of immunity before employment.

A list of nonimmune employees shall be maintained and updated throughout the year.

WORKERS' COMPENSATION

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-505

- 23-901
- 23-902
- 23-906
- 23-908
- 23-961
- 23-962

CROSS REF.: EBBB - Accident Reports
GBGC - Employee Assistance

REGULATION**REGULATION****WORKERS' COMPENSATION**

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.

Compensation Claims

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

- The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.
- During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.
- If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:
 - Endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or
 - Draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.

- In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.
- An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.

EXHIBIT**EXHIBIT****WORKERS' COMPENSATION****EARLY RETURN TO WORK****Determining if a Job Offer can be
Made for Early Return from an
Illness or Injury**

The District need only consider an early return when a job that can be performed by the early return employee is available. Creation of a position is not required.

When considering an early return assignment the District should:

- Analyze the job and determine its purpose and essential functions.
- Consult with the employee to determine the precise job limitations imposed by the attending physician.
- Determine if the employee can perform the duties of the job.
- Analyze the risk of reinjury or deterioration of the employee's condition.

Adjustments in the job description for personal accommodations such as an amenity or convenience that is not job related shall not be the responsibility of the District. The District shall require that all aspects of the job description be performed adequately.

**STAFF PARTICIPATION IN
POLITICAL ACTIVITIES**

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used ~~for political purposes.~~ Staff members who intend to engage in political activities to influence the outcomes of elections.

A staff member, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- No employee shall engage in political activities upon property under the jurisdiction of the Board, ~~unless permission has been granted.~~ Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose through the "Community Use of School Facilities" policy of the Board.
- Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity ~~for or representing~~ the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be ~~extended~~ permitted only when such invitations are ~~extended~~ to all candidates for the office.
- ~~The use of District equipment, supplies, materials, buildings, or other resources to influence the outcome of any election is not permitted.~~
- Political circulars or petitions may not be posted or distributed in school.
- The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- ~~The use of students for writing or addressing material intended~~ Students may not be given written materials to influence the outcome of any election, or the distribution of such materials to or by students, is forbidden an election or to advocate support for or opposition to pending or proposed legislation.

- Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491.

Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board.

The District shall not make expenditures for literature associated with a campaign conducted by or for a District official.

~~This policy shall apply only when an employee is serving as an agent of or working in an official capacity for the District.~~

~~District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.~~

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 1-305
15-481
15-511

15-903
16-402

G-2050 ©
PROFESSIONAL STAFF POSITIONS

GCA

Professional staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.

The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-501
 15-502
 15-503

CROSS REF.: CCB - Line and Staff Relations

EXHIBIT

EXHIBIT

PROFESSIONAL/SUPPORT STAFF MILITARY/LEGAL LEAVE

Part 200 - Regulations Under the Uniformed Services Employment and Reemployment Rights Act of 1994

Appendix to Part 1002 - Your Rights Under USERRA

The Uniformed Services Employment and Reemployment Rights Act

USERRA protects the job rights of
individuals who voluntarily or
involuntarily leave employment
positions to undertake military
service or certain types of service in
the National Disaster Medical
System. USERRA also prohibits
employers from discriminating
against past and present members
of the uniformed services, and
applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed
in your civilian job if you leave that
job to perform service in the
uniformed service and:

- you ensure that your employer
receives advance written or verbal
notice of your service;
- you have five years or less of
cumulative service in the
uniformed services while with

In addition, an employer may not
retaliate against anyone assisting
in the enforcement of USERRA
rights, including testifying or
making a statement in connection
with a proceeding under USERRA,
even if that person has no service
connection.

Health Insurance Protection

- If you leave your job to perform
military service, you have the
right to elect to continue your
existing employer-based health
plan coverage for you and your
dependents for up to 24 months
while in the military.
- Even if you don't elect to continue
coverage during your military
service, you have the right to be
reinstated in your employer's
health plan when you are
reemployed, generally without any
waiting periods or exclusions (e.g.,
pre-existing condition exclusions)
except for service-connected
illnesses or injuries.

Enforcement

- The U.S. Department of Labor,
Veterans Employment and

that particular employer:

- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination and Retaliation

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment;

Because of this status,

Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/claws/userra.htm>.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.

U.S. Department of Labor, Veterans
Employment and Training Service
Washington, DC 20210
1-866-487-2365

**G-3100 GCCG HUSD
PROFESSIONAL / SUPPORT STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE**

A *sick leave bank* has been established to provide a benefit to employees. This benefit is open to all employees who accrue sick leave. This plan is on a voluntary, participatory basis as defined below.

Enrollment

Any eligible contracted employee may participate in the *sick leave bank* by completing a *Sick Leave Bank Enrollment form* and contributing one (1) accumulated sick leave day annually, with an accumulation of no more than six (6) days total. Enrollment shall be open during the benefits normal open enrollment period, which is August 15 through September 15. Note: These dates may be adjusted according to new school year calendars.

Governance

The *sick leave bank* is established by the Governing Board and may be rescinded at the close of any fiscal year, as the best interests of the District are determined by the Board.

The operation and governance of the *sick leave bank* shall be under the discretion of a selected committee, composed of one (1) member from each site-location within the District. In addition, the Superintendent or appointed designee shall serve as a non-voting member of the review board, except in the event of a tie, at which time the Superintendent or appointed designee will cast the deciding vote. Members will continue to serve successive terms unless they request replacement, at which time new member(s) from the same site(s) will be selected to serve.

Qualifications for Benefit

Any employee who is a member of the *sick leave bank*, as described above under "Enrollment," may apply to the committee member representing that employee's site/location for benefits based upon the following criteria:

- Sick leave bank days may only be requested during days when an employee is on an approved leave of absence from work. Only the Superintendent or Governing Board may authorize an extended leave of absence.
- The employee must fill out a *Sick Leave Bank Withdrawal Request Form*. The request form must be accompanied by a doctor's statement confirming the cause of the illness or injury, verifying that the request is not for an elective procedure, and documenting the need for the employee to remain absent from

work for a specified period of time. The *sick leave bank* committee will review all application requests for approval.

- The employee shall have used all accumulated leave (sick, personal, vacation) prior to the award. Benefits may not begin until the eleventh (11th) work day missed after the approved date of eligibility. Any accrual days earned during this sick bank absence will be used before sick bank day is charged. *The sick leave bank will not reimburse the first five (5) eligible days.*
- The employee must have an extended illness or disability. Sick leave bank days will be limited to the number of days until short-term disability benefits become effective, or up to a maximum of seventy (70) work days during any rolling twelve (12) month period, whichever is shorter.
- Sick leave bank days will not be granted for absence due to pregnancy, childbirth, adoption, elective procedures, or workers' compensation claims.
- An employee may not request sick leave bank days for absences due to a family member's illness/disability, et cetera.
- Any sick, personal, or vacation days accrued during the time when sick leave bank days are being received will be used to cover days during the paid leave. When an employee returns to work after using sick leave bank days, their next sick leave day accrual will automatically be taken for the bank.
- An employee who receives a sick leave bank benefit as described above under "Qualifications for Benefit" will be required, upon return to work, to again start contributing one (1) accumulated sick leave day annually, with an accumulation of no more than six (6) days total.
- ~~In the event the employee has donated any or all accumulated sick leave to another employee, those sick leave days cannot be recovered from the sick leave bank. For example, those days will be deducted from any given sick leave bank days.~~

Adopted: date of manual adoption

LEGAL REF.: A.G.O. I91-027

PROFESSIONAL STAFF HIRING

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salary schedules within the financial capability of the District, adequate facilities, and good working conditions.

The Board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the Board assigns to the Superintendent the process of recruiting staff members. In carrying out this responsibility, the Superintendent may involve other staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board. The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, or disability of an otherwise qualified individual.
- Candidates for professional positions shall be qualified for and have the training necessary to perform the instructional duties or functions for which they have applied.
- Each candidate shall provide evidence of meeting state requirements for certification.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

Before employment, schools or school districts shall verify the certification and fingerprint status of applicants who apply for school or school district positions that require certification.

Should the need arise to employ a teacher who meets the requirements for a conditional certificate before an applicant has obtained the appropriate valid fingerprint clearance card, the District may assist in obtaining the conditional certificate, and employ the teacher, by meeting all of the following conditions:

- The District verifies in writing on a form provided by the Arizona Department of Education (ADE) the necessity for hiring and placing the applicant into service before a fingerprinting check is completed.
- The District obtains from the Department of Public Safety a state-wide criminal records check on the applicant. Subsequent criminal records checks must be completed every one hundred twenty (120) days until a permanent certificate is received.
- The District searches the criminal records of all local jurisdictions outside Arizona where the applicant has lived in the previous five (5) years.
- The District obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.
- The District provides general supervision of the applicant until permanent certification is issued by ADE.

Upon recommendation for employment the District shall confirm employment authorization and employment eligibility verification by participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA). The District will then complete the Form I-9 as required and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry.

The Superintendent of Public Instruction may also impose any additional conditions or restrictions deemed necessary.

Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. 41-1750 is guilty of a class 6 felony.

A teacher's acceptance of a contract must be indicated within fifteen (15) ~~thirty (30)~~ days from the date of the written contract or the offer is revoked. The teacher accepts the contract by signing the contract and returning it to the Governing Board or by making a written instrument which accepts the terms of the contract and delivering it to the Governing Board. If the written instrument includes terms in

addition to the terms of the contract offered by the Board, the teacher fails to accept the contract.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S. 13-3716	23-211
	15-502	23-212
	15-503	38-201
	15-536	38-231
	15-538.01	38-232
	15-539	38-766.01
	15-550	41-1756

CROSS REF.: GCB - Professional Staff Contracts and Compensation
GCO - Evaluation of Professional Staff Members

^ & ^G-3550 ©
PROFESSIONAL STAFF CERTIFICATION
AND
CREDENTIALING REQUIREMENTS

GCFC

(Fingerprinting Requirements)

New Hires

All certificated personnel to be hired by the District shall be fingerprinted as a condition of employment, except for personnel who, as a condition of certification are required to have a valid fingerprint clearance card.

The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being notified of possible employment. The form shall be considered a part of the application for employment.

Candidates shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction:

- Sexual abuse of a minor.
- Incest.
- First- or second-degree murder.
- Kidnapping.
- Arson.
- Sexual assault.
- Sexual exploitation of a minor.
- Felony offenses involving contributing to the delinquency of a minor.
- Commercial sexual exploitation of a minor.

- Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- Burglary in the first degree.
- Burglary in the second or third degree.
- Aggravated or armed robbery.
- Robbery.
- A dangerous crime against children as defined in A.R.S. 13-~~604.01~~705.
- Child abuse.
- Sexual conduct with a minor.
- Molestation of a child.
- Manslaughter.
- Aggravated assault.
- Assault.
- Exploitation of minors involving drug offenses.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- Provide for fingerprint checks pursuant to A.R.S. 41-1750.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-512
15-534
41-1750

CROSS REF.: GCF - Professional Staff Hiring
GCG - Part-Time and Substitute Professional Staff
Employment
IJOC - School Volunteers

G-3950 ©
PROFESSIONAL / SUPPORT STAFF
ORIENTATION AND TRAINING

GCH

The Superintendent will establish a program to provide orientation for all new District employees. At a minimum, this program will cover the following items:

- Goals, objectives, and programs of the District.
- Personnel policies.
- Sexual harassment.
- Terms of employment.
- General disciplinary rules and procedures.
- Salary and fringe-benefit plans.
- Self-improvement opportunities.
- The evaluation program and name(s) of evaluator(s).
- Handling of body fluids.
- Child abuse reporting responsibilities.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341

G-6600 ©
SUPPORT STAFF POSITIONS

GDA

Support staff positions are created only with the approval of the Board. The District will attempt to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before recommending the establishment of any new position, the Superintendent will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated. The establishment of any new position will require Governing Board approval.

The Superintendent will maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341
15-502

G-6800 ©
SUPPORT STAFF CONTRACTS
AND COMPENSATION

GDB

Support staff members are all employees of the District who are not required by state law or by a District policy, regulation, or job description to possess *teaching* certificates from the Arizona Department of Education for the purpose of performing their jobs, unless they are expressly designated as professional staff members in notices of employment or contracts executed by the Governing Board.

Employment Status

All support personnel are either term employees or at-will employees of the District.

Term employee. A term employee is a support staff member who is employed by the District pursuant to a written contract that specifies the duration of the employment contract, which shall not exceed one (1) year. All support staff members who are not term employees are at-will employees.

At-will employee. An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be terminated by action of the Governing Board ~~for any reason or for no reason, with or without advance notice, as the Governing Board desires.~~ No employee or Governing Board member shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No District policy or regulation or item within the District's handbook is intended to - and shall not operate to - create any property or contract rights inconsistent with the at-will employment status of support staff members.

Compensation

~~The Superintendent will provide to the Board recommendations on the salaries and benefits of support staff employees in conjunction with the development of the District's annual budget. The Board will determine salaries and benefits of support staff employees annually, differentiated on the basis of duties and responsibilities.~~

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-502
A.A.C. R7-2-601 *et seq.*

CROSS REF.: GDQB - Resignation of Support Staff Members

G-6850 ©
SUPPORT STAFF
SALARY ~~SCHEDULES~~

GDBA

(Wages)

Initial Placement ~~on Salary Schedule~~

~~The initial placement on the salary schedule~~ Wages for all new support staff personnel and for all currently employed personnel selected for another position in the District will be recommended by the Superintendent and approved by the Board at the time of employment. The Superintendent's recommendation will be based on consideration of the candidate's qualifications, relevant job experience, and years of District employment, if applicable.

~~Salary~~ Advancement

~~Salary advancements~~ Advancements for regular twelve (12) month employees are granted only at the beginning of each fiscal year. ~~Annual-step~~ increases may be withheld if it is determined the employee does not perform at the expected level or does not meet standards for the job.

An employee must work one (1) day more than one-half (1/2) of the year to receive a ~~step~~ an advancement in ~~salary~~ wages.

Adopted: date of manual adoption

REGULATION

REGULATION

REGULATION

SUPPORT STAFF VACATIONS AND HOLIDAYS

Vacation Accrual and Usage

The District practice regarding accrued vacation days for 12 month classified employees is as follows:

- Vacation time must be taken in ½ day or full day increments.
- Vacation time will be given to year round classified employees in the following manner:
 - 1 – 4 years of continuous service in a 12 month full-time position (30+ hours/week): 10 days vacation per year accumulated at 0.833 days per month of employment.
 - 5– 15 years of continuous service in a 12 month full-time position (30+ hours/week): 15 days vacation per year accumulated at 1.25 days per month of employment.
 - 16 years+ years of continuous service in a 12 month full-time position (30+ hours/week): 20 days vacation per year accumulated at 1.66 days per month of employment.
- An employee may carry unused vacation days into the next fiscal year (July through June) not to exceed fifteen (15) days (20 days if 16+ years employees.)

Excess Vacation Accruals

Regarding the disposition of vacation days accrued beyond the maximum number of days that can be carried over into the next fiscal year, the following procedures apply:

- At the end of each fiscal year (June 30th), 12 month classified employees who have unused accrued vacation days in excess of the maximum allowed accrual (either 15 or 20, depending on years of service) will have their vacation balance reduced effective July 1st of the new fiscal year, if there is an excess, to a maximum number of days allowed.
- For those vacation days in excess of the maximum days allowed as of June 30, the employee will have all of the excess days credited to sick leave up to the maximum number of accumulated sick days allowable.
- Upon resignation, retirement, or termination, a 12 month classified employee will only be paid for unused accrued vacation days up to the maximum allowable accrual (either 15 or 20, depending on years of service).
- Any exception to the above practice would need to be requested to the Superintendent, in writing. The Superintendent would consider each request on a case-by-case basis.

EXHIBIT **EXHIBIT**

SUPPORT STAFF HIRING

NOTICE OF EMPLOYMENT

You are hereby notified that, pursuant to action taken at a meeting of the

(1) _____ Governing Board held on _____ (2)

, you have been employed for the position of _____ (3)

, beginning

(4) _____, at the rate of _____ (5)

per hour. A work schedule for the position is enclosed, which includes information on holidays and nonwork days.

Your employment may be terminated by the District without advance notice. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies. You are expected to comply with the requirements of the job description and Board policies while employed by the District.

Employee Signature _____ Date

Superintendent Signature _____ Date

Key to numbers in blanks:

(1) School District designation

(2) Date of meeting

- (3) Title of position
- (4) Date that duties begin
- (5) Hourly rate of pay

EXHIBIT

EXHIBIT

SUPPORT STAFF HIRING

WAGE NOTICE

You are hereby notified that, pursuant to action taken at a meeting of the

(1) Governing Board held on

(2) , your wages have been set at the rate of (3)

per hour, effective on (4)

Employee Signature Date

Superintendent Signature Date

Key to numbers in blanks:

(1) School District designation

(2) Date of meeting

(3) Hourly rate of pay

(4) Effective date of hourly pay

G-8100 ©
SUPPORT STAFF ORIENTATION
AND TRAINING

GDH

~~The Superintendent will establish a program to provide orientation for all new District employees. At a minimum, this program will cover the following items:~~

- ~~◊ Goals, objectives, and programs of the District.~~
- ~~◊ Personnel policies.~~
- ~~◊ Terms of employment.~~
- ~~◊ General disciplinary rules and procedures.~~
- ~~◊ Salary and fringe benefit plans.~~
- ~~◊ Self-improvement opportunities.~~
- ~~◊ The evaluation program and name(s) of evaluator(s).~~
- ~~◊ Handling of body fluids.~~

~~Adopted: date of manual adoption~~

Refer to Policy GCH.

ACTION ITEMS

Item 9A.

B-Bond Projects & Capital Funds Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9A**
FROM: Cynthia Windham, Finance Director Reading
DATE: October 18, 2011 Discuss
SUBJECT: B-Bond Projects and Long-Range Capital Plans Action X

OBJECTIVE: Goal 2 Planning for Future Student Needs

BACKGROUND INFORMATION:

Per A.R.S. 15.491 (k) the District is required to provide the public an update on the District's bond and capital projects annually between September 1 and October 31st. In compliance with this requirement, the following information is provided.

SUPPORTING DATA:

The attached document summarizes the various B-Bond projects undertaken by the District and the status of each, through August 2011.

The final project cost is reflected on each of the completed projects, as well as a projected cost for projects in progress. Miscellaneous adjustments may be made as required for incidental add-ons and/or final pro-ration of costs; release of contingencies; refunds from APS for pending energy grants, etc.

The following summarizes the current expenditures and obligations identified to-date, in the following categories:

Improve Athletic/Playground Facilities:	\$ 7,737,660
Renovations/Upgrade to Existing Schools	\$ 7,254,751
Construction of Additions to Existing Schools	\$14,300,748
Pupil Transportation	\$ 2,923,937
Transportation Facility	\$ 4,992,234

The overall combined unencumbered/unexpended budget capacity is currently \$3,789,292. These items are pending Board approval. If the Board does not approve these, they will be funded by unrestricted capital.

The District Long-Range Capital Plan is also included for discussion. The items included on this document resulted from Site Level Administrators and Directors input in the various areas, as indicated. This process is on-going with projects being prioritized based upon health and safety and availability of applicable capital funds.

Attached is the supporting recommendation from the B Bond Steering Committee. The committee approved the allocation of approximately \$1.8 million for critical and important Maintenance needs in the district and the building of technology infrastructure to meet the future needs of HUSD's students and teachers.

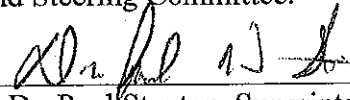
SUMMARY & RECOMMENDATION:

It is recommended the Board accept the recommendations of the B Bond Steering Committee.

Sample Motion:

I move to approve the recommendations of the B Bond Steering Committee.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to Cynthia Windham or Paul Stanton @ 759-4000

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	B-Bond Steering Committee	Item #
FROM:	Dr. Paul Stanton, Superintendent	Reading
DATE:	9-28-11	Discuss
SUBJECT:	Reallocation of B-Bond Money	Action
		Consent

OBJECTIVE:

SUPPORTING DATA:

The District began an analysis of capital projects during the 2010-2011 school year to establish priorities and to create a three to five year capital outlay plan. Departments were requested to categorize their needs as critical, important, or no priority. Critical needs had a timeframe of less than one year. Priority needs had a timeframe of more than one year, but less than three years. No priority needs were considered having a timeframe of more than three years.

Upon establishing these levels, Finance Director Cynthia Windham then determined what projects would be considered B-Bond eligible. The plan was also sent to legal counsel for review.

In meeting with departments, the critical needs of the Maintenance Department were prioritized first since they are based on the safety and efficiency needs of the District.

The second priority was the need for technology infrastructure. The B-Bond does not allow for the purchase of hardware and software, but does allow for the purchase of technology infrastructure. By purchasing technology infrastructure, the District could begin to meet the future needs of students and teachers in the District. The District would look at other financial resources to purchase hardware and software and train the staff once the supporting infrastructure was in place.

The third priority was the important needs of the Maintenance Department. These items, although not critical today, will become critical in the future if not addressed.

SUMMARY & RECOMMENDATION:

It is recommended for the Steering Committee's consideration to reallocate approximately \$1,800,000 of the remaining proceeds to the critical and important needs of the maintenance, renovation and upgrading of the HUSD facilities and the building of the technology infrastructure to meet the future needs of HUSD's students and teachers.

The recommendation from the B Bond Steering Committee will then be provided to the HUSD Governing Board as an action item.

CATEGORY 2 - Renovate and Upgrade Existing Schools, Including Site and Infrastructure Improv 6,573,000.00

PAID/ENCUM Remaining Budget

FY	Renov	BMMS	PHASE 2	STATUS	PAID/ENCUM	Remaining Budget
FY 09-10	Renov	BMMS	PHASE 2	Complete	363,164.33	
Add-On		BMMS	CA 14	Complete	99,834.34	
FY 08/09	CIP	BMMS	CA 21	Complete	181,885.59	
FY 08/09	CIP	BMMS	CA 22	Complete	131,837.11	
Add-On		CSE	HUSD	Complete	177,562.82	
FY 06/07		CSE	HUSD	Complete	82,306.12	
FY 07/08		GHMS	HUSD	Complete	91,232.21	
FY 08/09		GHMS	HUSD	Complete	139,118.24	
FY 07/08		GHMS	CA 02	Complete	67,022.95	
FY 07/08		GHMS	CA 05	Complete	53,825.07	
FY 08/09	CIP	GHMS	CA 20	Complete	131,723.72	
FY 08/09	CIP	GHMS	CA 23	Complete	77,111.44	
FY 08/09	CIP	GHMS	CA 24	Complete	79,778.22	
		GES	PHASE 2	Complete	3,209.29	Add to Gym Floor
		HES	Revised	Complete	98.12	Add to Gym Floor
		HES	HUSD-17	Complete	2,081.88	Add to Parking Lot
Add-On		HES	CA 17	Complete	289,133.29	
FY 08/09	CIP	HES	CA 19	Complete	44,159.11	
FY 09-10	CIP	HES	HUSD/BOOTH	Complete	384,801.44	
FY 07/08		LVE	HUSD	Complete	48,608.22	
FY 07/08		LVE	CA 01	Complete	357,204.70	

@2%

CATEGORY 2 - Renovate and Upgrade Existing Schools, Including Site and Infrastructure Improv 6,573,000.00

									PAID/ENCUM	Remaining Budget Balance
FY 07/08									117,444.75	
Parent				Flooring					39,947.57	
Add-On				Paving/Bus Turn-Around					162,606.93	
FY 09-10	Renov	BMHS/W		Parent Drop-Off					623,363.43	
FY 07/08	Renov	BMHS/W		Cafeteria Remodel					246,198.35	
FY 09/10		BMHS/W	CA 03	Structural Upgrade/Beams					193,163.13	
FY 09-10	Renov	HES		Paving					74,000.00	
		GHMS	CA 31	Cabling - underground					336,103.68	
		DW		Auditorium					805,248.74	(Incl APS Rebate pending)
		DW		7200 New HVAC @ school sites					27,523.16	
		DW		7201 New Network Equipment					12,793.82	
		DE		7202 New HVAC @ server sites (3)					100,000.00	
		BMHS/W		7203 Water Savings Devices					53,233.00	
		BMHS/W		7204 Slip Joints/Upper Deck					385,000.00	
		BMHS/W		7205 Upgrade - Expand Parking					406,358.26	
		CSES		7207 Remodel Admin Bldg					189,000.00	
		CSES		7208 Upgrade - Parking Lot					94,938.00	(Incl APS Rebate)
		MVES		7209 New Classroom Lighting					90,828.00	(Incl APS Rebate)
		DO		7210 New Classroom Lighting					15,000.00	
		BMHS/E		7211 Crack Seal Parking Lot					66,000.00	
		LVE		7212 Ingress/Egress Bus Lane					22,660.08	
		GMHS		7213 VCT Foyer/Gym					9,950.00	
		MVES		7214 Restroom Remodel					25,104.00	
		BMMS		7215 Modular Remodel (Sped)					98,662.00	(Incl APS Rebate)
		HES		New Retro-Fit Lighting					53,232.00	(Incl APS Rebate)
		LVE		New Retro-Fit Lighting					73,300.00	
		MVE		New Parking Lot Upgrade					29,382.00	
		LVE		New Exterior Paint					17,960.00	
		MVE		New Hallway Flooring					6,517.00	
		MVE		New Circulation Pump					30,182.00	
		HES		New Carpeting/Office + 10 Classrms					22,700.00	
		BMHS-E		New Replace Rstrm Eq/Waterless, etc.					20,653.00	
				New Rust Remediation/Paint						
									7,254,751.11	
									7,254,751.11	
									(681,751.11)	-10%

CATEGORY C - CAPITAL/ACQUISITION/EXPENSES 12,590,960.00

PAID/ENCUM **Remaining Budget Balance**

FY	STATUS	DESCRIPTION	PAID/ENCUM	Remaining Budget Balance
FY 07/08	Complete	Classroom Fire Alarm	5,291.28	
Add-On	Complete	Classrooms	665,032.62	
FY 07/08	Complete	Casework/Sinks	19,064.11	
FY 08/09	Complete	Classroom Fire Alarm	31,480.57	
FY 08/09	Complete	Fire Protection	416,008.44	
FY 08/09	Complete	Classroom/Media	2,163,796.43	
FY 08/09	Complete	Classrooms	1,475,361.07	
FY 09-10	Complete	Multi-Use Facility	4,507,118.49	
FY 09-10	Complete	Multi-Use (Demo portion)	402,028.98	
FY 08/09	Complete	Classroom Fire Alarm	3,007.76	
FY 08/09	Complete	Classrooms	575,237.33	
FY 08/09	Complete	Performing Arts	2,401,864.75	
FY 08/09	Hold	Dance Room	5,485.97	
FY 08/09	Complete	7300 New Classrooms	1,629,970.03	
			<hr/>	<hr/>
			14,300,747.83	14,300,747.83
				<hr/>
				14,300,747.83

Prorated Cat @98%

Available Budget Balance - To Date **(1,610,747.83)**
-13%

R/C Septic to Infra-structure

BUDGET BY CATEGORY.xls

CATEGORY - Buses		2,923,937.14	
PAID/ENCUM	Remaining Budget Balance	STATUS	
2,923,937.14		Complete	
2,923,937.14			2,923,937.14
Available Budget Balance - To Date			1,062.86
			0%

CATEGORY - Transportation Facility		4,992,599.04	
PAID/ENCUM	Remaining Budget Balance	STATUS	
4,992,234.04		Complete	
			4,992,599.04
Available Budget Balance - To Date			1,535,400.96
			24%

CATEGORY - Transportation Facility		6,523,000.00	
PAID/ENCUM	Remaining Budget Balance	STATUS	
4,992,234.04		Complete	
			4,992,599.04
Available Budget Balance - To Date			1,535,400.96
			24%
Total Bond Proceeds			41,000,000.00
Total Expended/Committed - To-Date Adjustments			37,209,695.65
Total Projected Unencumbered - To Date			1,012.35
			9%

RECAP OF REMAINING CAPACITY

Unrestricted Use After Cost Overruns	2,161,000.00	As of April 2011
Less New Projects	(353,058.00)	
Capacity Remaining	1,807,942.00	
Restricted Use After Cost Overruns	2,071,000.00	As of April 2011
Less New Projects	(89,650.00)	
Capacity Remaining	1,981,350.00	Categories 1 & 5
Unencumbered Capacity	3,789,292.00	*

Long Range By Department

HUMBOLDT UNIFIED SCHOOL DISTRICT
LONG-RANGE CAPITAL PLAN

Capital Needs

As of FY 10-11

Department	Total Amount	Critical	Important	No Priority	Annual	Bond Eligible			
Maintenance	\$ 1,614,032.00	\$ 682,579.00	\$ 548,681.00	\$ 382,682.00	\$ -	\$ 1,512,032.00	\$ -	\$ -	\$ -
Transportation	\$ 1,390,000.00	\$ -	\$ -	\$ 1,390,000.00	\$ -	\$ 1,270,000.00	\$ -	\$ -	\$ -
Technology	\$ 915,335.88	\$ -	\$ -	\$ 915,335.88	\$ -	\$ 600,000.00	\$ -	\$ -	\$ -
Human Resources	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nursing	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 3,971,367.88	\$ 722,579.00	\$ 548,681.00	\$ 2,700,017.88	\$ -	\$ 3,382,032.00	\$ -	\$ -	\$ -

Estimate Only
Final Approval
Necessary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Department	Site	Priority	Est. Cost	Critical	Important	No Priority	Annual Set Aside		Bond Eligible	Rationale	Status		
1	Maintenance													
2														
3	Note: Highlighted areas qualify for use of Restricted Bond Funds													
4	HVAC Replacement	BMHS-W	1	\$ 53,000.00	\$ 53,000.00					\$ 53,000.00	Energy	Quotes		
5	Bleacher Motor Replacement	BMHS-W	1	\$ 27,000.00	\$ 27,000.00					\$ -	Safety	In Process		Net of APS Rebate
6	Retro-Fit Lighting	BMMS	1	\$ 98,662.00	\$ 98,662.00					\$ 98,662.00	Energy	Complete	B Bond	
7	Restroom Partitions	CSES	1	\$ -	\$ -					\$ -	Safety	Complete	M/O funded	
8	Grounds Equip	GROUND	1	\$ 25,000.00	\$ 25,000.00					\$ -	Safety	Quotes		
9	Retro-Fit Lighting	HES	1	\$ 53,232.00	\$ 53,232.00					\$ 53,232.00	Energy	Complete	B Bond	Net of APS Rebate
10	Playground Upgrades	HES	1	\$ 33,800.00	\$ 33,800.00					\$ 33,800.00	Safety	Complete	B Bond	
11	Parking Lot Upgrades	LVES	1	\$ 73,300.00	\$ 73,300.00					\$ 73,300.00	Safety	In Process	B Bond	
12	Exterior Painting	MVES	1	\$ 29,382.00	\$ 29,382.00					\$ 29,382.00	Maint	Complete	B Bond	
13	Restroom Partitions	MVES	1	\$ -	\$ -					\$ -	Safety	In Process	M/O funded	
14	Restroom Remodel	BMHS-W	2	\$ -	\$ -					\$ -			Cancelled	
15	Classroom Carpeting	BMMS	2	\$ 26,314.00	\$ 26,314.00					\$ 26,314.00	Safety			
16	HVAC Replacement	BMMS	2	\$ 75,000.00	\$ 75,000.00					\$ 75,000.00	Energy	Quotes		
17	O/S Drinking Fountains	CSES	2	\$ -	\$ -					\$ -			Cancelled	
18	Roofing Remodel	DISTRICT	2	\$ 25,000.00	\$ 25,000.00					\$ 25,000.00	Safety	Quotes		
19	Fencing/Gates	DISTRICT	2	\$ 25,000.00	\$ 25,000.00					\$ 25,000.00	Safety	Quotes		
20	Parking Lot Upgrades	GHMS	2	\$ 80,000.00	\$ 80,000.00					\$ 80,000.00	Safety	Quotes		
21	HVAC Replacement	HES	2	\$ 50,000.00	\$ 50,000.00					\$ 50,000.00	Energy	Quotes		
22	Hallway Flooring	LVES	2	\$ 17,960.00	\$ 17,960.00					\$ 17,960.00	Safety	Quotes	B-Bond	
23	Circulation Pumps	MVES	2	\$ 6,517.00	\$ 6,517.00					\$ 6,517.00	Energy	Complete	B Bond	
24	Camera System	BMHS-W	3	\$ -	\$ -					\$ -			Cancelled	
25	Classroom Carpeting	BMHS-W	3	\$ -	\$ -					\$ -			Cancelled	
26	Student Desks (50)	BMHS-W	3	\$ -	\$ -					\$ -			Cancelled	
27	Restroom Counters (2)	CSES	3	\$ 7,500.00	\$ 7,500.00					\$ 7,500.00	Safety	Quotes		
28	Waterheater - Energy Star	DISTRICT	3	\$ 10,000.00	\$ 10,000.00					\$ 10,000.00	Energy	Quotes		
29														

as of: 10/11/2011

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
30	Grounds Irrigation	DISTRICT	3	\$ 100,000.00		HUMBOLDT	\$ 100,000.00	DL DISTRICT		\$ 100,000.00	Conserv.	No Action		
31	Playground Upgrades	CSES	1	\$ 45,850.00	\$ 45,850.00	LONG-RANGE CAPITAL PLAN As of FY 10-11				\$ 45,850.00	Safety	In Process	B Bond	
32	Bleacher Repair Indoor-Outdoor	DISTRICT	3	\$ 25,000.00			\$ 25,000.00			\$ -	Safety	No Action		
33	Outside Lighting	DISTRICT	3	\$ 25,000.00			\$ 25,000.00			\$ 25,000.00	Safety	No Action		
34	Partitions	BMHS -E	3	\$ -			\$ -			\$ -			Cancelled	
35	HVAC/ROOF /PLUMBING	DO-HWY 69	3	\$ 10,000.00			\$ 10,000.00			\$ 10,000.00	Energy	Quotes		
36	Remodel Library to Classroom	HES	3	\$ -			\$ -			\$ -			Cancelled	
37	CCTV Upgrade	HES	3	\$ -			\$ -			\$ -			Cancelled	
38	Roofing Remodel	HES	3	\$ 25,000.00			\$ 25,000.00			\$ 25,000.00	Maint/Leak	No Action		
39	HVAC Replacement	LVES	3	\$ 150,000.00			\$ 150,000.00			\$ 150,000.00	Energy	No Action		
40	Carpeting - Office + 10 room	MVES	3	\$ 30,182.00			\$ 30,182.00			\$ 30,182.00	Safety	Quotes	B-Bond	
41	Modular Buy-Out	CSES	3	\$ -			\$ -			\$ -			Cancelled	
42	Modular Buy-Out	LVES	3	\$ -			\$ -			\$ -			Cancelled	
43	Modular Upgrade Bath/Insulation		3	\$ -			\$ -			\$ -			Cancelled	
44	Solar Units (?)						\$ -			\$ -			Cancelled	
45	Energy Mgmt Sys	BMHS-W	1	\$ 242,980.00			\$ 242,980.00			\$ 242,980.00	Energy	Quotes		
46	REPLACE RSTRM EQUIP	HES	1	\$ 22,700.00	\$ 22,700.00					\$ 22,700.00	Energy	In Process	B Bond	
47	HVAC	GHMS	1	\$ 75,000.00	\$ 75,000.00					\$ 75,000.00	Energy	Quotes		
48	FIRE SPRKLR	CSES	1	\$ 30,000.00	\$ 30,000.00					\$ 30,000.00	Safety	Quotes		
49	HVAC	CSES	1	\$ 75,000.00	\$ 75,000.00					\$ 75,000.00	Energy	Quotes		
50	FIRE SPRKLR	BMHS-E	1	\$ 10,000.00	\$ 10,000.00					\$ 10,000.00	Safety	Quotes		
51	RUST REMED	BMHS -E	1	\$ 20,653.00	\$ 20,653.00					\$ 20,653.00	Safety	In Process	B Bond	
52	FOUL POLE/TURF	BMHS-W	1	\$ 10,000.00	\$ 10,000.00					\$ 10,000.00	Safety	Quotes	B Bond	
53														
54														
55			TOTAL:	\$ 1,614,032.00	\$ 682,579.00	\$ 548,681.00	\$ 382,682.00	\$ -	\$ -	\$ 1,512,032.00	\$ -	\$ -	\$ -	\$ -

56 [Note: Highlighted areas qualify for use of Restricted Bond Funds

ACTION ITEMS

Item 9B.

2010-11
Annual Financial Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9B
FROM: Cynthia Windham Reading
DATE: Oct. 18, 2011 Discuss X
SUBJECT: Approval of Annual Financial Report – FY 10-11 Action X
OBJECTIVE: Goal # Planning for Future Student Needs

SUPPORTING DATA:

The Annual Financial Report provides a summary of all district accounts in a standard format set forth by the Auditor General's office. All transactions that occur throughout the year, such as payroll vouchers and accounts payable vouchers are summarized into the appropriate categories and transmitted to the Arizona Department of Education.

All account balances reflect beginning fund balances, revenues, actual expenditures and ending fund balances for all funds utilized by the District during the FY 10/11 school year.

The report will be available at the 10/18/11 meeting.

SUMMARY & RECOMMENDATION:

It is recommended that the HUSD Governing Board ratify the Annual Financial Report for the fiscal year 2010-2011.

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

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

ACTION ITEMS

Item 9C.

VISTA Volunteer

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9C**
FROM: Mariela K. Bean Reading
DATE: October 6, 2011 Discuss
SUBJECT: AmeriCorps Vista Volunteer Coordinator Action X

OBJECTIVE: Goals # 1 #2 and #3

SUPPORTING DATA:

The need to strengthen the HUSD volunteer force was identified as a priority within the 2010-2011 Board Goals. The objective for the year was met, with a 24% increase over the previous year in the number of volunteer hours donated to the District. According to national research, the current in-kind value of volunteer time is \$20.85 per hour (Independent Sector.org). This gives the 11,546 hours of volunteerism donated in 2010-2011 an in-kind value of \$240,734. The data certainly supports continued District efforts to research and identify avenues that will result in the promotion, expansion and reinforcement of the HUSD Volunteer Program.

In consideration of this, an opportunity has been presented that would involve partnering with the AmeriCorps/Vista Cost-Share Project. This non-profit organization taps into the skills and talents of willing volunteers to support organizations involved in many areas, including the promotion of literacy, which would qualify the District as an applicant. The Cost-Share partnership would allow HUSD to employ a full-time Volunteer Coordinator for a period of three years for the amount of \$6,000 per year. It would work as follows:

- Upon approval of the project application (included), the organization would advertise for the Volunteer Member. The ideal situation would be to identify someone who lives in the community. However, moving expenses are covered by AmeriCorps Vista, should the member be from another area.
- The new AmeriCorps Vista member would be trained in the areas of leadership and specific project management (in this case, coordinating the HUSD volunteer program).
- The member would receive a living allowance of \$11,000 per year and a choice of a stipend, (\$4,725 for the Segal AmeriCorps Education Award or a \$1,200 end-of-year service stipend, information included in literature).
- Though the financial benefits for the Vista Volunteer Member may seem nominal, the organization identifies individuals who do not need a full-time income, but are more than willing to do full-time work.
- During the first year, the member undergoes intensive training by AmeriCorps/Vista and organizes the program. The second year, he/she is involved in the full implementation and coordination of the program. In the third year, the Vista Volunteer Member works with and trains the partner (in our case, HUSD) to make the program sustainable for the future.
- Full-time VISTA Members receive training on how to fund-raise and apply for grants.
- The Vista component of the organization is different from AmeriCorps in that it requires a full-time person.
- Once the training is complete, the organization continues to guide and support the chosen member with unlimited resources, at the organization's expense.

SUMMARY & RECOMMENDATION:

The Public Relations Director recommends that the HUSD Governing Board consider the proposal to submit of an application for a Vista Volunteer Member to help coordinate the HUSD Volunteer Program. Should the application be approved, the AmeriCorps Vista Organization will proceed as outlined above, and the District will contribute \$6,000 per year.

It is recommended that the Governing Board approve the application by the District for an AmeriCorps Vista Member.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to:

Mariela Bean, Director of Public Relations



Fact Sheet

AmeriCorps VISTA

— Celebrating 45 Years 1965-2010 —



AmeriCorps VISTA (Volunteers In Service To America) taps the skills, talents, and passion of more than 7,000 Americans annually to support community efforts to overcome poverty. The program's nationwide corps of VISTAs commits full-time for a year at nonprofit organizations or local government agencies, building the capacity of these organizations to carry out programs that fight poverty by recruiting and managing community volunteers, raising funds, and helping to manage projects. VISTAs also combat illiteracy, expand job opportunities, develop financial assets, reduce homelessness, improve health services, reduce unemployment, increase housing opportunities, reduce recidivism, and expand access to technology for those living in rural and urban areas of poverty across America.

Core Principles of AmeriCorps VISTA

Anti-Poverty Focus: AmeriCorps VISTA supports community efforts to overcome poverty. Any nonprofit organization, educational institution, or tribal or public agency with a project explicitly designed to alleviate poverty may sponsor a VISTA.

Community Empowerment: AmeriCorps VISTA values the inherent strengths and resources of the community. VISTA expects project sponsors to involve residents of the community in planning, developing, and implementing the VISTA project. This approach allows low-income individuals the freedom to speak for themselves in determining the projects that suit their specific needs.

AmeriCorps VISTA Statistical Highlights*

■ AmeriCorps VISTAs	7,289
■ Hours served by VISTAs	11.3 million
■ Number of VISTA projects	1,310
■ Value of cash and in-kind resources raised	\$133 million
■ Cash and in-kind resources raised per VISTA	\$18,247
■ Annual Federal Funding	\$96 million

* Federal funding level and all other statistics are for fiscal year 2009.

Statistical Highlights* of VISTA Service

Community Volunteers Mobilized by VISTAs
1,258,000

Youth Volunteers Mobilized
70,500

Hours Served by Volunteers
11,725,000

Children & Youth Mentored
462,000

Corporation for
NATIONAL & COMMUNITY SERVICE ★★ ★

1201 New York Ave., NW
Washington, DC 20525
202-606-5000
www.AmeriCorps.gov

Capacity Building: AmeriCorps VISTA expands the ability of sponsor organizations to fight poverty. Rather than providing services to low-income individuals and communities, VISTAs strengthen and support organizations by building infrastructure, expanding community partnerships, securing long-term resources, coordinating training for participants, and much more.

Sustainable Solutions: VISTAs serve as a short-term resource to help sponsor organizations achieve lasting solutions to poverty.

Become an AmeriCorps VISTA

AmeriCorps VISTA is open to U.S. citizens or lawful permanent residents age 18 and older. VISTAs choose from projects throughout the country, based on their skills and interests, and serve full time for one year with community-based organizations. During their service, VISTAs receive a living allowance, as well as health care, child care, training, relocation expenses, and liability insurance. After successful completion of their service, VISTAs receive either a \$1,500 stipend or a Segal AmeriCorps Education Award of \$5,350 to pay for college, graduate school, or to pay back qualified student loans.

Find out more at AmeriCorps.gov

Or call 800.942.2677

TTY 800.833.3722

Sponsor a Project

Any nonprofit organization or public agency involved in alleviating poverty may partner with AmeriCorps VISTA to develop a project and host VISTAs. Potential sponsors must have the capacity and commitment to recruit, train, supervise, and support VISTAs.

Contact your local Corporation State Office

Or call 202.606.5000

TTY 202.565.2799

Email: vista@americorps.gov

Corporation for National and Community Service

AmeriCorps VISTA is an anti-poverty program created by the federal government in 1964. The first class of VISTAs began serving in 1965. In 1993, VISTA became part of AmeriCorps, a network of national and community service programs that engages annually more than 85,000 Americans in intensive service to meet critical needs in education, the environment, public safety, homeland security, and other areas. AmeriCorps is administered by the Corporation for National and Community Service, the federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. Each year the Corporation engages more than five million Americans of all ages and backgrounds in service to meet local needs through its Senior Corps, AmeriCorps, and Learn and Serve America programs, and leads President Obama's national call to service initiative, United We Serve. For more information on the Corporation, visit www.NationalService.gov.

April 2010



COST - SHARE PARTNERSHIP FOR ORGANIZATIONAL CAPACITY

DOES YOUR ORGANIZATION NEED TIME, ENERGY, AND RESOURCES TO ADDRESS THAT UNMET NEED IN YOUR COMMUNITY?

AMERICORPS VISTA CAN HELP YOU TACKLE THOSE DREAM PROJECTS THAT YOU NEVER HAVE TIME TO TURN INTO REALITY. THE COST-SHARE PARTNERSHIP IS AN INEXPENSIVE WAY TO PROVIDE THE PEOPLE-POWER THAT YOUR ORGANIZATION NEEDS TO HELP CREATE OR EXPAND PROGRAMMING TO RESPOND TO THE NEEDS VOICED BY YOUR COMMUNITY.

AMERICORPS VISTA...BRINGING INDIVIDUALS AND COMMUNITIES OUT OF POVERTY

FOR 40 YEARS, AMERICORPS VISTA HAS BEEN BUILDING PERMANENT INFRASTRUCTURE TO HELP ORGANIZATIONS MORE EFFECTIVELY BRING COMMUNITIES AND INDIVIDUALS OUT OF POVERTY. TODAY, NEARLY 6,000 AMERICORPS VISTA MEMBERS SERVE IN HUNDREDS OF NONPROFIT ORGANIZATIONS AND PUBLIC AGENCIES THROUGHOUT THE COUNTRY – WORKING TO FIGHT ILLITERACY, IMPROVE HEALTH SERVICES, REDUCE UNEMPLOYMENT, INCREASE HOUSING OPPORTUNITIES, OR BRIDGE THE DIGITAL DIVIDE. IN EXCHANGE FOR THEIR YEAR OF FULL-TIME SERVICE, AMERICORPS VISTA MEMBERS RECEIVE A MODEST LIVING ALLOWANCE ALONG WITH HEALTH COVERAGE, TRAINING, AND TRAVEL AND RELOCATION EXPENSES. WHEN MEMBERS COMPLETE THEIR SERVICE, THEY RECEIVE EITHER AN EDUCATION AWARD OF \$5,550 THAT THEY CAN USE TO HELP PAY FOR FURTHER SCHOOLING IN A DEGREE PROGRAM OR VOCATIONAL TRAINING, OR TO PAY OFF QUALIFIED STUDENT LOANS, OR A \$1,500 STIPEND.

HOW IT WORKS ...AN EXPRESS APPROACH TO STARTING AN AMERICORPS VISTA PROJECT

THE COST-SHARE PARTNERSHIP IS A QUICK, EASY AND LOW-COST WAY TO LEVERAGE THE HUMAN RESOURCES NEEDED TO JUMP-START NEW ANTI-POVERTY PROJECTS WITHOUT ENCOUNTERING THE COMPLEXITIES AND OVERHEAD COSTS ASSOCIATED WITH START-UP OR EXPANSION. AS A COST-SHARE PARTNER, YOUR ORGANIZATION CONTRIBUTES \$6,000 TO THE YAVAPAI COUNTY VISTA PROJECT FOR EACH AMERICORPS VISTA MEMBER. IN RETURN, AMERICORPS VISTA COVERS THE COST OF A SERIES OF BENEFITS AND SERVICES FOR THE AMERICORPS VISTA MEMBER(S) AND YOUR ORGANIZATION.

AMERICORPS VISTA GETS RESULTS

ACCORDING TO STUDIES AND EVALUATIONS CONDUCTED IN RECENT YEARS:

- FOR EVERY DOLLAR A COST-SHARE PARTNER CONTRIBUTES, \$5.63 IS GENERATED IN EFFORT AND ACCOMPLISHMENTS.
- AMERICORPS VISTA MEMBERS HAVE HELPED THEIR SPONSORING ORGANIZATIONS GENERATE AN ADDITIONAL \$50 MILLION CASH ANNUALLY—AN AVERAGE OF \$50,000 PER AMERICORPS VISTA PROJECT.
- AMERICORPS VISTA MEMBERS ANNUALLY RECRUIT MORE THAN 200,000 VOLUNTEERS, WHO PROVIDE MORE THAN 6 MILLION HOURS OF SERVICE TO THEIR COMMUNITIES.

SOME REVIEWS FROM OUR CURRENT PARTNERS

"I HAVE NOTHING BUT GOOD TO SAY ABOUT THE TRAINING I RECEIVED AND MY VISTA CONTINUES TO RECEIVE. IT IS PERTINENT AND WELL THOUGHT OUT." – FRANKIE, PRESCOTT PRIDE CENTER

"I HOPE TO BE ABLE TO ACCESS YOUR SERVICES IN THE FUTURE AND WISH THE BEST OF LUCK TO THESE PROGRAMS AND OTHERS WHO BENEFIT FROM YOUR DEVOTION." – GIRL SCOUTS PRESCOTT PINE COUNCIL

WHAT YOU GIVE.....

YOUR ORGANIZATION

- **YOUR COMMUNITY CONTRIBUTION**— \$6,000 PER MEMBER TO THE YAVAPAI COUNTY VISTA PROJECT NOW A PROJECT OF PRESCOTT COLLEGE.

WHAT YOU GET

AMERICORPS VISTA

- **\$5,550 EDUCATION AWARD OR \$1,500 POST-SERVICE STIPEND.**
- **HEALTH COVERAGE** FOR ALL MEMBERS ASSIGNED TO YOUR PROJECT — APPROXIMATELY \$1,600 PER MEMBER.
- **MEMBER LIVING ALLOWANCE**- VISTA MEMBERS RECEIVE A \$10,896 "LIVING ALLOWANCE" DURING THE YEAR OF SERVICE
- **PAYROLL SERVICES:** MEMBERS RECEIVE THEIR PAYCHECKS DIRECTLY FROM PRESCOTT COLLEGE.
- **TRAINING** IN PROJECT MANAGEMENT AND LEADERSHIP FOR MEMBERS AND PROJECT SUPERVISOR.
- **MEMBER HOUSING SUBSIDY**-\$1,200 OVER THE TERM OF SERVICE
- **TRAVEL COSTS** ASSOCIATED WITH TRAINING.
- **MOVING ALLOWANCE** FOR MEMBERS RELOCATING TO SERVE.
- **LIABILITY COVERAGE** FOR ALL MEMBERS, UNDER THE FEDERAL EMPLOYEES COMPENSATION ACT AND THE FEDERAL TORTS CLAIMS ACT.
- **CHILD CARE** FOR INCOME-ELIGIBLE MEMBERS.
- **FICA.**
- **ASSISTANCE WITH RECRUITING MEMBERS.**

ESTIMATED TOTAL CONTRIBUTION: \$21,000

FLEXIBLE PAYMENT OPTIONS

YOUR CONTRIBUTION TO THE COST-SHARE PARTNERSHIP DOES NOT NEED TO BE PROVIDED UP FRONT. THERE ARE SEVERAL FLEXIBLE OPTIONS FOR REIMBURSING THE YAVAPAI COUNTY VISTA PROJECT FOR YOUR SHARE.

ALL PUBLIC AGENCIES AND PRIVATE NONPROFIT ORGANIZATIONS CAN APPLY FOR AN AMERICORPS VISTA COST-SHARE PROJECT. THE COST-SHARE PARTNERSHIP IS AN EXCELLENT WAY TO LEVERAGE ADDITIONAL FUNDING RESOURCES. A FOUNDATION OR CORPORATE SPONSOR MAKING A DONATION TO YOUR PROJECT CAN SEE WHERE ITS DOLLARS WILL BE MATCHED BY AMERICORPS VISTA. IN FINDING FUNDING FOR YOUR ORGANIZATION'S SHARE OF THE PARTNERSHIP, CONSIDER APPROACHING:

- COMMUNITY FOUNDATIONS
- STATE GOVERNMENT FUNDING SOURCES
- MUNICIPALITIES AND SCHOOL DISTRICTS
- COLLEGES AND UNIVERSITIES
- LOCAL CORPORATIONS

THE YAVAPAI COUNTY VISTA PROJECT

TO LEARN MORE, CHECK OUT THE WEBSITE, WWW.YCVP.ORG, OR CONTACT MARGARET GARVEY AT THE YAVAPAI COUNTY VISTA PROJECT AT MGARVEY@YCVP.ORG, OR **928.848.7869**. THE YAVAPAI COUNTY VISTA PROJECT, HEADQUARTERED OUT OF PRESCOTT COLLEGE, WAS CREATED IN 2006 OUT OF THE VISION OF A SINGLE VISTA MEMBER. THE PROJECT'S MISSION IS TO BUILD AND SUSTAIN THE EFFORTS OF YAVAPAI COUNTY SERVICE PROVIDERS AND COMMUNITY MEMBERS TO CONTINUALLY IMPROVE THE QUALITY OF LIFE ACROSS THE REGION. WE WORK TO SUPPORT EFFORTS IN CREATING A JUST AND HEALTHY COMMUNITY.





Yavapai County VISTA Project
Margaret Garvey, Program Director
609 Western Ave.
Prescott, AZ 86305
(928) 848-7868
mgarvey@ycvp.org

Yavapai County VISTA Project

Prescott, AZ

State Legislative District 1

Community Need

Yavapai County is approximately the same size as the state of Massachusetts and of the 35 communities within its boundaries, only 8 are incorporated. The remaining 27 non-incorporated communities have very limited to no public infrastructure and struggle to meet very specific yet varied needs. YCVP therefore takes the wide view of the county's issues, focusing on those that reach and impact every community such as community development, homelessness, poverty, the environment, disengaged youth, and purposefully engaging the region in national service.

Program Activities

YCVP functions as multi-site VISTA project and works with local organizations to help build their infrastructure, systems and overall capacity. Ultimately, we serve to develop poverty-free communities. The VISTAs within YCVP are involved in groundbreaking and influential work, and bring energy, enthusiasm and real skills to their sponsoring organizations. We serve alongside non-profit service providers, school districts, local colleges, city governments and the faith-based community to work on issues of economic development, homelessness, poverty, the environment, at-risk youth, and purposefully engaging the region in service and volunteerism.

Program Impact

With the help of federal *Recovery* dollars in 2009, Youth Count was able to develop 15 new community partnerships and recruit 18 VISTA members to serve throughout Yavapai County. Recent accomplishments as a result of this funding include: Developing employment and career skills opportunities for veterans with *US Vets*; connecting and guiding youth through *Big Brothers Big Sisters* partnerships; leading a riparian habitat restoration effort with *Prescott Creeks*; the development of multi-agency case management services in the *Community Circles* program; literacy programming in the *Humboldt Unified Schools*; assistance and outreach for *Prescott Area Habitat for Humanity*; volunteer recruitment and management for *People Who Care*, an organization that provides free transportation to people with disabilities and home-bound adults; the creation of a community center in the rural town of Humboldt; and the implementation of an online resource database with the *United Way of Yavapai County*.

Between January 2009 and January 2010 we have:

- ❖ Engaged over 5,800 volunteers, equaling 92,731 hours of volunteer time in support of our VISTA projects
- ❖ Received over \$483,000 in non-cash resources
- ❖ Generated over \$268,000 in cash resources to assist in VISTA project development





**VISTA PROJECT PLAN AND APPLICATION
(2010-2011 MEMBERS)**

Deadline is April 1, 2010
Please limit your application to 10 typed pages
Please submit your application to mgarvey@ycvp.org

Part One

Organization Information:

Organization Name:
Contact Name:
Address:
Telephone:
Email:
Project Title:

Describe: (200-500 words per section)

- Your organization:
- Your organizations purpose:
- The structure of your organization (staff, Board of Directors, etc):
- The history of your organization:
- The impact of your organization in the community:
- Why you want a VISTA member at this time:

Describe: (200-500 words per section)

- Your project (please use clear, concise language):
- The population to be served by this project:
- The issue area(s):
- The type of activities you expect the VISTA to accomplish:

Part Two

Volunteer Assignment Description

VISTA Member Activities and Steps Checklist		Planned Period of Work
Goal		
Activity 1: Step 1: Step 2: Step 3:		
Activity 1 Comments/Summary of Accomplishments:		Activity 1 Completed (date): _____
Activity 2: Step 1: Step 2: Step 3:		
Activity 2 Comments/Summary of Accomplishments:		Activity 2 Completed (date): _____
Activity 3: Step 1: Step 2: Step 3:		
Activity 3 Comments/Summary of Accomplishments:		Activity 3 Completed (date): _____
Activity 4: Step 1: Step 2: Step 3:		
Activity 4 Comments/Summary of Accomplishments:		Activity 4 Completed (date): _____

Part Three

- Describe how your project will work to reduce poverty and its effects in your community. Include relevant data to illustrate the need within the community and/or the population you serve.
- Describe how your project will impact one or more of these areas:
 - Connections and collaboration, improve relationships in the community
 - Empowerment and education, provide accurate information and a outlet to use that new knowledge
 - Multigenerational connections, support the well-being of all ages
 - Increasing purposeful civic engagement, mobilize and engage citizens to take action
 - Reduce gaps in social services delivery, provide a new (or alter an existing) service to better meet the needs of its' clients
- What specific skills and qualities are you looking for in this VISTA member?
- How will this project be sustained after the VISTA support ends?
- Can you support the Project Site requirements (As explained in the MOU)? Please put a check in front of any that **you cannot support**.
 - Provide acceptable work plans and a plan for the use of A*VISTA members.
 - Provide day-to-day supervision of the activities of the AmeriCorps*VISTA members.
 - Provide transportation and/or transportation reimbursement for project related travel expense for A*VISTA members as indicated in the project application.
 - Provide materials and supplies related to the performance of assignments and adequate working space to permit A*VISTA members to perform their assigned duties. Specifically, office equipment, computer, internet access, email, and telephone.
 - Assist in reviewing performance of A*VISTA members.
 - Provide VISTA with On-site Orientation and Training (OSOT)
 - Provide monthly project updates to VISTA Leader/Supervisor
 - Provide for any unique budget/financial requirements of the project.
 - Provide for any project specific training requirements outside of the AmeriCorps sponsored training.
 - Provide staff and time for one (1) on-site review of project.
 - Notify the Sponsor immediately regarding unscheduled termination of A*VISTA members and unscheduled changes of status and conditions of A*VISTA members, such as arrests, hospitalization, and absence without leave.
 - Maintain such records and accounts and make such reports and investigations concerning matters involving A*VISTA members and the project as the Corporation may require. The Project Site agrees to retain such records as the Corporation may require for a period of three years after completion or termination of the project or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to the Corporation for the purposes of audit, litigation or examination.
 - Allow A*VISTA members to participate in local emergency disaster relief efforts if needed.
 - Allow A*VISTA members to participate in Days of Service, i.e., Martin Luther King Holiday, National Volunteer Week, Make a Difference Day, and Old North End Spring-Up.
 - Allow A*VISTA members to participate in monthly Team meetings, training, and occasional AmeriCorps Statewide events and conferences.
- How are you able to support a VISTA member with disabilities?

ACTION ITEMS
Item 9D.

Policy Advisory 404
Second Reading

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 90
FROM: Diana Green, Director of Educational Services Reading X
DATE: October 18, 2011 Discuss
SUBJECT: Policy Advisory 404: JICK, JICK-R, JICK-EA, JICK-EB Action X
Consent

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

SUPPORTING DATA:

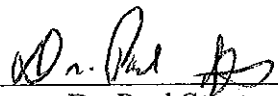
- Policy Advisory #404: JICK, JICK-R, JICK-EA, JICK-EB – Student Violence/Harassment/Intimidation/Bullying
- Policy JICK
- Regulation JICK-R
- Exhibit JICK-EA
- Exhibit JICK-EB

SUMMARY & RECOMMENDATION:

As discussed at the last meeting, Board members recommended adopting policy as presented; District administrator agreed.

Sample Motion:

I move to approve Policy Advisory 404: Student Violence/Harassment/Intimidation/Bullying as presented by the Arizona School Boards Association (ASBA).

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.

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 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,
- 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,

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.

ACTION ITEMS

Item 9E.

District

Goals & Objectives

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9E**
FROM: Dr. Paul Stanton Reading
DATE: October 18, 2011 Discuss
SUBJECT: Board Goals 2011-2012 Action x
Consent

OBJECTIVE: Board Goals One, Two and Three

SUPPORTING DATA:

The Humboldt Unified School District Governing Board has established three strategic goals focused on student achievement, future planning for students, and parent and community involvement for many years.

As a team, the District and school administrators have been working on setting measurable goals that support these three areas. The attached SMART goals have been established using the new Arizona A-F labeling system, areas required by legislation, and researched based practices.

Per Board feedback, the team focused on using a uniform template that focused on the goals and their measurements. The team understands that refining goals and measurements and focusing on key strategies to achieve these goals will be a multi-year process.

The administration continues to use the AdvancEd processes and tools to move toward district accreditation.

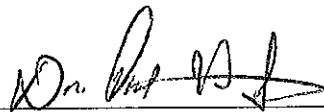
SUMMARY & RECOMMENDATION:

It is recommended the Board adopt the District Goals for the 2011-2012 school year.

Sample Motion:

I move to adopt the District Goals for the 2011-2012 school year.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

Questions should be directed to: Dr. Paul Stanton



**HUMBOLDT UNIFIED SCHOOL DISTRICT
DISTRICT GOALS
2011-12**

READING

Board Goal 1. Raise the Level of Student Achievement in HUSD

SMART Goal: READING

The district will increase the percent of students passing the AIMS Reading Test by 3% as evidenced by the Spring 2012 AIMS Reading Test (All Students (Gr. 3-8, 10th) = 86% Percent Passing in 2011 to 89% Percent Passing in 2012)
 The district will increase the Median Percentile Rank -- All Students by five percentiles as evidenced by the Spring 2012 AIMS Reading Test (Median Percentile Rank All Students in Reading= 51 in 2011 to 56 in 2012)
 The district will increase the Median Percentile Rank -- Bottom 25% by five percentiles as evidenced by the Spring 2012 AIMS Reading Test (Median Percentile Rank Bottom 25% = 51 in 2011 to 56 in 2012)

Strategy/Intervention	Activities to implement the strategy/intervention	Metrics	Timelines Begin/End	Responsible Persons/Updates
Frequent monitoring of individual students that changes classroom instruction and increases growth in student achievement	Conduct Quarterly Summative Assessments Develop Curriculum Maps, Pacing Guides, Rigorous District Assessments and Data Collection Calendar	District Assessment Results (Summative) AIMS Results(Summative) Completed Maps, Guides, Rigorous Assessments and Calendar	Oct. '11 Quarterly Apr. '12 AIMS. Aug. – Oct. '11 Maps Aug. – Oct. '11 Guides Aug – May '12 Rigorous Assessments	Director of Educational Services
Deliver high quality professional development	Provide Direct and Explicit Reading Instruction, Intervention, and Response to Reading Training (Middle School Teachers)	Classroom Walk Throughs Track the implementation of PD Growth on Assessments (District and AIMS)	Aug. – May '12	Director of Educational Services (Delivery of Prof. Development) Principals (Classroom Walk Throughs verifying PD Implementation in the Classroom)



**HUMBOLDT UNIFIED SCHOOL DISTRICT
DISTRICT GOALS
2011-12**

WRITING

Board Goal 1. Raise the Level of Student Achievement in HUSD

SMART Goal: Writing

The district will increase the percent of students passing the AIMS Writing Test by 10% as evidenced by the Spring 2012 AIMS Writing Test (From 59% Percent Passing in Spring 2011 grades 5-7th, to 69% Percent Passing in Spring 2012 grades 5-7th)

Strategy/Intervention	Activities to implement the strategy/intervention	Metrics	Timelines Begin/End	Responsible Persons/Updates
Frequent monitoring of individual students that changes classroom instruction and increases growth in student achievement	Conduct Holistic Scoring of students' writing (Elem = 6 times a year) (MS = 3 times a year) (HS = min. of 4 x year) Develop Curriculum Maps, Pacing Guides, Rigorous District Assessments and Data Collection Calendar	District Writing Results (Summative) AIMS Writing Results (Summative) Completed Maps, Guides and Rigorous Assessments and Calendar	Aug. '11 Benchmark Apr. '12 AIMS. Aug. – Oct. '11 Maps Aug. – Oct. '11 Guides Aug – May '12 Rigorous Assessments	Director of Educational Services
Deliver high quality professional development	Holistic Rubric(All teachers) Mini Lessons (Teachers of Writing)	Classroom Walk Through track the implementation of PD Growth on Assessments (District and AIMS)	Aug. – Dec. '11 Holistic PD Jan. – May '12 Mini Lesson PD	Director of Educational Services (Delivery of Prof. Development) Principals (Classroom Walk Throughs verifying Prof. Development Implementation in the Classroom)



**HUMBOLDT UNIFIED SCHOOL DISTRICT
DISTRICT GOALS
2011-12**

FUTURE NEEDS

Board Goal 2. Focus on planning for future student needs.

SMART Goal: Graduation Rate				
The district will increase the graduation rate from 83% in 2011 to 86% in 2012				
Strategy/Intervention	Activities to implement the strategy/intervention	Metrics	Timelines Begin/End	Responsible Persons/Updates
Prepare students for College and Career Readiness	Implement a district wide assessment system	Successful launch of assessment system	Aug. – May '12	Director of Educational Services
	Assess 8 th grade students using ACT Explore Assessment	Results of Assessment	Oct. – Jan. '12 Oct. – May '12	Director of Educational Services Principals of GHMS, BMMS, LTS
	Research RTI (Response to Intervention Models)	Report on Results	Aug. – May '12	Director of Educational Services
	Research and Recommend On Line School (AOI) Program (including program design, budget analysis, and staffing)	Report of AOI School Progress	Sept. – May '12	Technology Director Assistant Principal Miner
	Develop a New Teacher Evaluation based on the new state requirements	Implementation of new evaluation (Aug. 2012)	Dec. – May '12	Director of Human Resources in partnership with Yavapai County

Board Goal 2. Focus on planning for future student needs.

SMART Goal: Graduation Rate				
The district will increase the graduation rate from 83% in 2011 to 86% in 2012				
Strategy/Intervention	Activities to implement the strategy/intervention	Metrics	Timelines Begin/End	Responsible Persons/Updates
	Develop a New Principal Evaluation based on the new state requirements	Implementation of new evaluation (Aug. 2012)	Sept. – May '12	Director of Human Resources in partnership with Yavapai County
	Develop Intervention Plans for 3 rd Graders that do not pass AIMS (currently first graders)	Plan Publication	Aug – Dec. '11	Director of Educational Services, Principals
Develop Leadership from within HUSD	Provide Professional Development for Administrators	Professional Development Growth Plans for Administrators	Oct. '11-May '12	Superintendent in Partnership with AdvancEd
	Provide Professional Development for Teacher Leaders	Professional Development Growth Plans for Teacher Leaders	Oct. '11 – May '12	Director of Educational Services in Partnership with the Arizona K12 Center



**HUMBOLDT UNIFIED SCHOOL DISTRICT
DISTRICT GOALS
2011-12**

PARENT/COMMUNITY

Board Goal 3. Increase Parental/Community Involvement

SMART Goal: Increase the participation of parents/community in the education of HUSD students by 10%				
Strategy/Intervention	Activities to implement the strategy/intervention	Metrics	Timelines Begin/End	Responsible Persons/Updates
Increase the participation of parents/community in the education of HUSD students by 10%	Increase the tax credit dollars received at each campus by 10%	Tax Credit Verification	Feb. '12	Director of Public Relations, Principals
	Assist principals/directors with tax credit campaigns.	Communiqués, new tax credit brochure, advertising	Aug.-Dec. '11	Director of Public Relations, Principals
	Increase the hours of volunteers within the district by 10%	Volunteer Hours Verification	May '12	Director of Public Relations, Principals
	Develop and Implement new parent, student and staff surveys	Survey Results Verification	Jan. '12	Director of Public Relations in Partnership with AdvancEd
	Increase the Academic Clubs offered at each campus by one	Launching of Club at each campus	Oct. – May '12	Director of Public Relations, Principals

<p>Increase communication with parents/community By 10%</p>	<p>Develop & Implement Phase I of Marketing Plan</p> <p>Obtain and deploy VISTA District Volunteer Coordinator</p> <p>Research Repurposing Option for HUSD Schools</p> <p>Finalize Shared Purpose, Beliefs and Values</p> <p>Implement Parent University</p> <p>Continue work begun in 10-11 to identify District "listening systems" that obtain actionable parent/community communication</p> <p>Develop a Five Year Capital Plan</p> <p>Develop a Preventative Maintenance Plan</p>	<p>Marketing Plan and update to the Board</p> <p>Board Approval</p> <p>Recommendation to the Board</p> <p>Publication of Shared Purpose, Beliefs and Values</p> <p>Completion of Parent University. Attendance data</p> <p>Parent surveys, Customer Service Data and Audits</p> <p>Implementation of Plan</p> <p>Implementation of Plan</p>	<p>Dec. '12</p> <p>Oct. '11</p> <p>Aug.-Nov. '11</p> <p>Dec. '11</p> <p>Oct. – May. '12</p> <p>Aug.-May. '12</p> <p>Aug. – Dec. '11</p> <p>Aug. – Dec. '11</p>	<p>Director of Public Relations</p> <p>Director of Public Relations</p> <p>Director of Public Relations, Superintendent</p> <p>Director of Public Relations</p> <p>Director of Public Relations</p> <p>Director of Public Relations</p> <p>Director of Finance</p> <p>Director of Maintenance</p>
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PERSONNEL
Item 10A.

RIF Rubric

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10A
FROM: Phil Young, Director of Human Resources Reading
DATE: October 18, 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	High School Teacher, BMHS
Tori Kendall	High School Teacher, BMHS
Sandra Clark	Middle School Teacher, GHMS
Carrie Barros	Elementary School Teacher, CSES
Kyle Lonon	Elementary School Teacher, MVES
Dan Streeter	High School Principal, BMHS
Brian Buchholtz	Middle School Principal, BMMS
Tusanne Cordes	Elementary School 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 (attached). Prior to bringing these to the Board for review, they were reviewed by legal counsel to assure that there were no legal issues relating to the changes.

On September 13, 2011, the Governing Board was presented with the proposed revisions to the protocol and rubric. At that time, it was requested that an outside professional review the documents. To this end, Dr. Janice L. Ramirez, CEO of *AZ HR Matters, LLC* reviewed them and provided written input in a letter dated September 26, 2011 (attached). Her finding was that the proposed revisions represent *one of the most comprehensive and workable systems* she has reviewed.

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

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)		See New #1
Holds AZ certification for current position (1,0)		See New #3
HQ for current position(s) (no penalty if "assigned" to non-HQ area by District) (1,0)		See New #4
Holds multiple distinct AZ certifications/endorsements (SEI does not count) (2,1,0)		See New #5
Performs extra duties through "stipend" or "overload" or "documented unpaid" in current year (5,4,3,2,1,0)		See New #8
Planning/implementing instruction: No "unsatisfactory" rating(s) on most recent evaluation (Sect. I & II) (5,0)		See New #10-13
Class Management/Professionalism: No "unsatisfactory" rating(s) on most recent evaluation (Sect. III & IV) (5,0)		See New #14-17
No disciplinary action in past two years (letters of direction do not count) (3,0)		See New #19
Max=23		
Preference to retain teacher in current instructional/duty area: COMMENTS		See New Bottom Section
Overall work experience, academic training and ability contributing to organization success: COMMENTS		See New Bottom Section
Honors and special contributions to the educational program of the District in past three years: COMMENTS		See New Bottom Section
Not habitually late to work and/or habitually leaving early from work without authorization: COMMENTS		See New #21

Signatures:

Date

Employee _____

(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.)

Supervisor _____

District Office _____

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+52 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 <i>outside of contract responsibilities beyond the student school day</i> 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: _____ Date _____

Employee _____ (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.)

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).

TO: Dr. Phil Young, Director of Human Resources
Humboldt Unified School District

FROM: Dr. Janice L. Ramirez, CEO
AZ HR Matters, LLC

DATE: September 26, 2011

SUBJECT: Review of RIF Rubric and Protocol

Thank you for the opportunity to review the RIF Rubric and Protocol for the Humboldt Unified School District.

In the last several weeks I have looked at the RIF procedures for a number of school districts in Arizona, and I find that Humboldt's is one of the most comprehensive and workable systems.

I think it is significant that the committee who worked on your rubric and protocol unanimously supported the recommendation to the Superintendent and Governing Board. It is also helpful that your district had a system in place last year and that you have been able to refine that one as a result of using it. I applaud that you have been able to do so in such a timely matter.

Specifically, I commend the following:

- Having the employee complete the rubric prior to the supervisor doing so – giving the employee the ability to have personal input and to have a clear understanding of the various components;
- Including an appeal process for the impacted employees;
- Allowing for “face-to-face” meetings with the employee, supervisor and HR when ties occur;
- Utilizing a balance of certification/HQ/degrees, “extra duties,” performance evaluation ratings, and disciplinary issues – I think it very wise, when considering any disciplinary issue in the RIF process to limit such to the last two years for the employee. My opinion after 22 years as Assistant Superintendent for HR is that “discipline” should be seen as a learning process and not one that is a “black mark” for the employee for his/her career.

The RIF process is complex. Your detailed protocol allows employees and supervisors to understand the many components. There is a positive side to the RIF process in that it allows all involved to understand the positive contributions teachers make to their students and the district. I have no suggestions for changes. Please let me know if I can be of further assistance.

PERSONNEL

Item 10B.

Termination

(Ashton)

HUMBOLDT UNIFIED SCHOOL DISTRICT

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

FROM: Dr. Paul H. Stanton, Superintendent, and Phil Young, Reading
Director of Human Resources

DATE: October 18, 2011 Discuss X

SUBJECT: Approval to Terminate Classified At-Will Work Action X
Notice for Moderate/Severe/Profound Aide Donna
Ashton

OBJECTIVE: Goal # Personnel

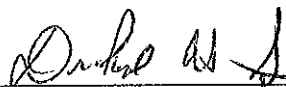
SUPPORTING DATA:

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the termination of classified at-will Moderate/Severe/Profound Aide Donna Ashton effective October 18, 2011.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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

PERSONNEL

Item 10C.

Termination

(Leonhardt)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10C
FROM: Dr. Paul H. Stanton, Superintendent, and Phil Young, Reading
Director of Human Resources
DATE: October 18, 2011 Discuss X
SUBJECT: Approval to Terminate Classified At-Will Work Action X
Notice for Custodian Michael Leonhardt


OBJECTIVE: Goal # Personnel

SUPPORTING DATA:

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the termination of classified at-will Custodian Michael Leonhardt effective October 18, 2011.

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

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

PERSONNEL

Item 10D.

Increase in Hours

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board
FROM: Dr. Kay B. Turner, Special Services Director
DATE: October 18, 2011
SUBJECT: Approval to Increase Physical Therapy Services by 4 Hour Per Week

Item # 1010
Reading
Discuss ✓
Action ✓

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

SUPPORTING DATA:

The 2010-11 school year began with 41 students needing IEP-driven physical therapy services. The 2011-12 school year began with 48 students needing physical therapy, with 9 more students currently in the evaluation process. Based on current case load, our 36 hour per week (0.9 FTE) Physical Therapist schedule needs to be increased to 40 hours per week (1.0 FTE).

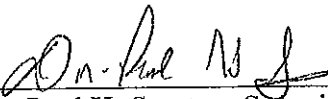
SUMMARY & RECOMMENDATION:

At an average service delivery rate of 10 students per day, we need to increase our Physical Therapist position by one-half day per week to a 1.0 FTE contract.

It is recommended that the Governing Board:

Move to approve an increase of the Physical Therapist position from 0.9 FTE to 1.0 FTE at an approximate cost to M&O of \$6,400 for the remainder of the 2011-12 school year.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

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

WORK-STUDYSESSION

Item 12A.

Annual Self-Evaluation by the Governing Board

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

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: