

CONSENT

Item 9D.

Student Activities Board Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **90**

FROM: Cynthia Windham
Finance Director Reading

DATE: January 10, 2012 Discuss

SUBJECT: Student Activities – Board Report Action

Consent X

OBJECTIVE: Goal # Planning for Future Student Needs

SUPPORTING DATA:

Attached is the Student Activities Board Report.

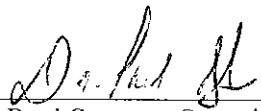
This report identifies the schools with a “unit” number and the “course” number identifies the club.

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

SUMMARY & RECOMMENDATION:

No action necessary. Reports presented for informational purposes only.

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

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

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2011-2012

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2011 To Date: 6/30/2012

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$4,270.64	\$0.00	\$0.00	\$4,270.64	\$0.00	\$4,270.64	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$385.32	\$385.32	(\$385.32)	\$874.80	(\$1,260.12)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$4,270.64	\$385.32	\$385.32	\$3,885.32	\$874.80	\$3,010.52	70.49%
	UNIT: LVES - 110	\$4,270.64	\$385.32	\$385.32	\$3,885.32	\$874.80	\$3,010.52	70.49%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$3,537.44	\$0.00	\$0.00	\$3,537.44	\$0.00	\$3,537.44	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$881.73	\$881.73	(\$881.73)	\$462.61	(\$1,344.34)	0.00%
850.610.1000.6890.120.1319	MISC EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	(\$225.00)	0.00%
850.610.2190.6340.120.1319	TECHNICAL SERVICES	\$0.00	\$200.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,537.44	\$1,081.73	\$1,081.73	\$2,455.71	\$687.61	\$1,768.10	49.98%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$895.86	\$0.00	\$0.00	\$895.86	\$0.00	\$895.86	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$440.96	\$440.96	(\$440.96)	\$0.00	(\$440.96)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$895.86	\$440.96	\$440.96	\$454.90	\$0.00	\$454.90	50.78%
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$246.54	\$0.00	\$0.00	\$246.54	\$0.00	\$246.54	100.00%
	COURSE: SCIENCE - 1385	\$246.54	\$0.00	\$0.00	\$246.54	\$0.00	\$246.54	100.00%
	UNIT: BMMS - 120	\$4,879.84	\$1,522.69	\$1,522.69	\$3,157.15	\$687.61	\$2,469.54	52.77%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$11,234.27	\$0.00	\$0.00	\$11,234.27	\$0.00	\$11,234.27	100.00%
850.610.1000.6340.125.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$495.00	(\$495.00)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$296.33	\$296.33	(\$296.33)	\$3,900.00	(\$4,196.33)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$11,234.27	\$296.33	\$296.33	\$10,937.94	\$4,395.00	\$6,542.94	58.24%
850.100.1000.6000.125.1353	GENERIC EXPENSE	\$96.50	\$0.00	\$0.00	\$96.50	\$0.00	\$96.50	100.00%
	COURSE: BAND - 1353	\$96.50	\$0.00	\$0.00	\$96.50	\$0.00	\$96.50	100.00%
850.100.1000.6000.125.1355	GENERIC EXPENSE	\$297.60	\$0.00	\$0.00	\$297.60	\$0.00	\$297.60	100.00%
	COURSE: CHORUS/CHOIR - 1355	\$297.60	\$0.00	\$0.00	\$297.60	\$0.00	\$297.60	100.00%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$362.06	\$0.00	\$0.00	\$362.06	\$0.00	\$362.06	100.00%
850.610.1000.6810.125.1362	DUES AND FEES	\$0.00	\$85.00	\$85.00	(\$85.00)	\$0.00	(\$85.00)	0.00%
850.610.2190.6340.125.1362	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$362.06	\$85.00	\$85.00	\$277.06	\$200.00	\$77.06	21.28%
850.100.1000.6000.125.1365	GENERIC EXPENSE	\$774.35	\$0.00	\$0.00	\$774.35	\$0.00	\$774.35	100.00%
	COURSE: DRAMA - 1365	\$774.35	\$0.00	\$0.00	\$774.35	\$0.00	\$774.35	100.00%
	UNIT: GHMS - 125	\$12,764.78	\$381.33	\$381.33	\$12,383.45	\$4,595.00	\$7,788.45	61.02%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$462.89	\$0.00	\$0.00	\$462.89	\$0.00	\$462.89	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$462.89	\$0.00	\$0.00	\$462.89	\$0.00	\$462.89	100.00%
	UNIT: HES - 131	\$462.89	\$0.00	\$0.00	\$462.89	\$0.00	\$462.89	100.00%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$1,543.06	\$0.00	\$0.00	\$1,543.06	\$0.00	\$1,543.06	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,543.06	\$0.00	\$0.00	\$1,543.06	\$0.00	\$1,543.06	100.00%
	UNIT: MVES - 132	\$1,543.06	\$0.00	\$0.00	\$1,543.06	\$0.00	\$1,543.06	100.00%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$1,243.93	\$0.00	\$0.00	\$1,243.93	\$0.00	\$1,243.93	100.00%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2011-2012

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2011 To Date: 6/30/2012

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.610.1000.6610.133.1319	GENERAL SUPPLIES COURSE: STUDENT COUNCIL - 1319	\$0.00	\$311.20	\$311.20	(\$311.20)	\$0.00	(\$311.20)	0.00%
		\$1,243.93	\$311.20	\$311.20	\$932.73	\$0.00	\$932.73	74.98%
850.610.1000.6610.133.1319	UNIT: CSES - 133	\$1,243.93	\$311.20	\$311.20	\$932.73	\$0.00	\$932.73	74.98%
850.100.1000.6000.134.1319	GENERIC EXPENSE COURSE: STUDENT COUNCIL - 1319	\$5,201.48	\$0.00	\$0.00	\$5,201.48	\$0.00	\$5,201.48	100.00%
		\$5,201.48	\$0.00	\$0.00	\$5,201.48	\$0.00	\$5,201.48	100.00%
850.100.1000.6000.135.1319	UNIT: LTS - 134	\$5,201.48	\$0.00	\$0.00	\$5,201.48	\$0.00	\$5,201.48	100.00%
850.100.1000.6000.135.1319	GENERIC EXPENSE COURSE: STUDENT COUNCIL - 1319	\$259.70	\$0.00	\$0.00	\$259.70	\$0.00	\$259.70	100.00%
		\$259.70	\$0.00	\$0.00	\$259.70	\$0.00	\$259.70	100.00%
850.100.1000.6000.230.1316	UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$259.70	\$0.00	\$0.00	\$259.70	\$0.00	\$259.70	100.00%
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$10,665.68	\$0.00	\$0.00	\$10,665.68	\$0.00	\$10,665.68	100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$5,262.82	\$5,262.82	(\$5,262.82)	\$0.00	(\$5,262.82)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$1,760.00	\$1,760.00	(\$1,760.00)	\$0.00	(\$1,760.00)	0.00%
	COURSE: HOSA - 1316	\$10,665.68	\$7,022.82	\$7,022.82	\$3,642.86	\$0.00	\$3,642.86	34.15%
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$24,790.83	\$0.00	\$0.00	\$24,790.83	\$0.00	\$24,790.83	100.00%
850.400.2710.6510.230.1319	STUDENT TRANS SVS	\$0.00	\$310.53	\$310.53	(\$310.53)	\$300.00	(\$610.53)	0.00%
850.610.1000.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$4,922.22	\$4,922.22	(\$4,922.22)	\$2,697.81	(\$7,620.03)	0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$1,435.00	\$1,435.00	(\$1,435.00)	\$0.00	(\$1,435.00)	0.00%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$4,400.00	\$4,400.00	(\$4,400.00)	\$0.00	(\$4,400.00)	0.00%
850.610.2660.6751.230.1319	CLASSIFIED O.T.	\$0.00	\$256.05	\$256.05	(\$256.05)	\$0.00	(\$256.05)	0.00%
850.610.2660.6221.230.1319	SOC SEC - OASDI	\$0.00	\$17.88	\$17.88	(\$17.88)	\$0.00	(\$17.88)	0.00%
850.610.2660.6222.230.1319	MEDICARE-HOSP INS	\$0.00	\$4.19	\$4.19	(\$4.19)	\$0.00	(\$4.19)	0.00%
850.610.2660.6231.230.1319	STATE RETIREMENT	\$0.00	\$28.47	\$28.47	(\$28.47)	\$0.00	(\$28.47)	0.00%
850.610.2660.6232.230.1319	LNG-TRM DISABILITY	\$0.00	\$0.66	\$0.66	(\$0.66)	\$0.00	(\$0.66)	0.00%
850.610.2680.6280.230.1319	WORKERS' COMP	\$0.00	\$10.22	\$10.22	(\$10.22)	\$0.00	(\$10.22)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$932.34	\$932.34	(\$932.34)	\$0.00	(\$932.34)	0.00%
850.610.3400.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$1,589.86	\$1,589.86	(\$1,589.86)	\$0.00	(\$1,589.86)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$24,790.83	\$13,907.42	\$13,907.42	\$10,883.41	\$2,997.81	\$7,885.60	31.81%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$253.28	\$0.00	\$0.00	\$253.28	\$0.00	\$253.28	100.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$253.28	\$0.00	\$0.00	\$253.28	\$0.00	\$253.28	100.00%
850.100.1000.6000.230.1321	GENERIC EXPENSE	\$26.38	\$0.00	\$0.00	\$26.38	\$0.00	\$26.38	100.00%
850.610.1000.6610.230.1321	GENERAL SUPPLIES	\$0.00	\$26.38	\$26.38	(\$26.38)	\$0.00	(\$26.38)	0.00%
	COURSE: RECYCLE CLUB - 1321	\$26.38	\$26.38	\$26.38	\$0.00	\$0.00	\$0.00	0.00%
850.610.1000.6164.230.1350	CLASSIFIED - OVER CONTRACT HRS	\$0.00	\$90.24	\$90.24	(\$90.24)	\$0.00	(\$90.24)	0.00%
850.610.1000.6221.230.1350	SOC SEC - OASDI	\$0.00	\$5.59	\$5.59	(\$5.59)	\$0.00	(\$5.59)	0.00%
850.610.1000.6222.230.1350	MEDICARE-HOSP INS	\$0.00	\$1.31	\$1.31	(\$1.31)	\$0.00	(\$1.31)	0.00%
850.610.1000.6231.230.1350	STATE RETIREMENT	\$0.00	\$8.91	\$8.91	(\$8.91)	\$0.00	(\$8.91)	0.00%
850.610.1000.6232.230.1350	LNG-TRM DISABILITY	\$0.00	\$0.21	\$0.21	(\$0.21)	\$0.00	(\$0.21)	0.00%
850.610.1000.6260.230.1350	WORKERS' COMP	\$0.00	\$3.28	\$3.28	(\$3.28)	\$0.00	(\$3.28)	0.00%
	COURSE: TAX CREDIT GENERAL FUND (SITE COUNCIL) - 1350	\$0.00	\$109.54	\$109.54	(\$109.54)	\$0.00	(\$109.54)	0.00%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$359.95	\$0.00	\$0.00	\$359.95	\$0.00	\$359.95	100.00%
	COURSE: MU ALPHA THETA - 1361	\$359.95	\$0.00	\$0.00	\$359.95	\$0.00	\$359.95	100.00%

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850 STUDENT ACTIVITIES BOARD REPORT

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1362	GENERIC EXPENSE	\$1,258.38	\$0.00	\$0.00	\$1,258.38	\$0.00	\$1,258.38	100.00%
850.610.1000.6810.230.1362	DUES AND FEES	\$0.00	\$129.00	\$129.00	(\$129.00)	\$0.00	(\$129.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$1,258.38	\$129.00	\$129.00	\$1,129.38	\$0.00	\$1,129.38	89.75%
850.100.1000.6000.230.1363	GENERIC EXPENSE	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
	COURSE: ART - 1363	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
850.100.1000.6000.230.1364	GENERIC EXPENSE	\$1,996.85	\$0.00	\$0.00	\$1,996.85	\$0.00	\$1,996.85	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$1,840.10	\$1,840.10	(\$1,840.10)	\$0.00	(\$1,840.10)	0.00%
	COURSE: AVID - 1364	\$1,996.85	\$1,840.10	\$1,840.10	\$156.75	\$0.00	\$156.75	7.85%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$617.85	\$0.00	\$0.00	\$617.85	\$0.00	\$617.85	100.00%
850.610.1000.6890.230.1368	MISC EXPENDITURES	\$0.00	\$168.00	\$168.00	(\$168.00)	\$0.00	(\$168.00)	0.00%
	COURSE: DECA - 1368	\$617.85	\$168.00	\$168.00	\$449.85	\$0.00	\$449.85	72.81%
850.100.1000.6000.230.1373	GENERIC EXPENSE	\$349.38	\$0.00	\$0.00	\$349.38	\$0.00	\$349.38	100.00%
	COURSE: DRAMA/THEATER - 1373	\$349.38	\$0.00	\$0.00	\$349.38	\$0.00	\$349.38	100.00%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$950.94	\$0.00	\$0.00	\$950.94	\$0.00	\$950.94	100.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES	\$0.00	\$224.20	\$224.20	(\$224.20)	\$75.80	(\$300.00)	0.00%
	COURSE: INTERACT - 1375	\$950.94	\$224.20	\$224.20	\$726.74	\$75.80	\$650.94	68.45%
850.100.1000.6000.230.1377	GENERIC EXPENSE	\$736.93	\$0.00	\$0.00	\$736.93	\$0.00	\$736.93	100.00%
850.610.1000.6550.230.1377	PRINTING (not standard forms)	\$0.00	\$49.21	\$49.21	(\$49.21)	\$0.00	(\$49.21)	0.00%
850.610.1000.6610.230.1377	GENERAL SUPPLIES	\$0.00	\$36.78	\$36.78	(\$36.78)	\$173.22	(\$210.00)	0.00%
850.610.2190.6340.230.1377	TECHNICAL SERVICES	\$0.00	\$112.00	\$112.00	(\$112.00)	\$0.00	(\$112.00)	0.00%
	COURSE: S CLUB (SOROPTIMIST) - 1377	\$736.93	\$197.99	\$197.99	\$538.94	\$173.22	\$365.72	49.63%
850.100.1000.6000.230.1378	GENERIC EXPENSE	\$214.60	\$0.00	\$0.00	\$214.60	\$0.00	\$214.60	100.00%
	COURSE: FRENCH CLUB - 1378	\$214.60	\$0.00	\$0.00	\$214.60	\$0.00	\$214.60	100.00%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$1,171.26	\$0.00	\$0.00	\$1,171.26	\$0.00	\$1,171.26	100.00%
850.610.1000.6610.230.1398	GENERAL SUPPLIES	\$0.00	\$638.29	\$638.29	(\$638.29)	\$0.00	(\$638.29)	0.00%
850.610.1000.6890.230.1398	MISC EXPENDITURES	\$0.00	\$441.00	\$441.00	(\$441.00)	\$0.00	(\$441.00)	0.00%
	COURSE: SKILLS CLUB - 1398	\$1,171.26	\$1,079.29	\$1,079.29	\$91.97	\$0.00	\$91.97	7.85%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$122.50	\$0.00	\$0.00	\$122.50	\$0.00	\$122.50	100.00%
	COURSE: P.A.L.S. - 1403	\$122.50	\$0.00	\$0.00	\$122.50	\$0.00	\$122.50	100.00%
850.100.1000.6000.230.1405	GENERIC EXPENSE	\$226.12	\$0.00	\$0.00	\$226.12	\$0.00	\$226.12	100.00%
850.610.1000.6610.230.1405	GENERAL SUPPLIES	\$0.00	\$206.01	\$206.01	(\$206.01)	\$0.00	(\$206.01)	0.00%
	COURSE: BASEBALL - 1405	\$226.12	\$206.01	\$206.01	\$20.11	\$0.00	\$20.11	8.89%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
	COURSE: GIRLS BASKETBALL - 1432	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1446	GENERIC EXPENSE	\$148.59	\$0.00	\$0.00	\$148.59	\$0.00	\$148.59	100.00%
850.400.2710.6510.230.1446	STUDENT TRANS SVS	\$0.00	\$148.59	\$148.59	(\$148.59)	\$0.00	(\$148.59)	0.00%
	COURSE: CHEERLEADING - 1446	\$148.59	\$148.59	\$148.59	\$0.00	\$0.00	\$0.00	0.00%
850.100.1000.6000.230.1460	GENERIC EXPENSE	\$119.78	\$0.00	\$0.00	\$119.78	\$0.00	\$119.78	100.00%
850.100.1000.6610.230.1460	GENERAL SUPPLIES	\$0.00	\$119.78	\$119.78	(\$119.78)	\$0.00	(\$119.78)	0.00%
	COURSE: SWIM - 1460	\$119.78	\$119.78	\$119.78	\$0.00	\$0.00	\$0.00	0.00%

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850 STUDENT ACTIVITIES BOARD REPORT

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850 100 1000 6000 230 1469	GENERIC EXPENSE	\$262.21	\$0.00	\$0.00	\$262.21	\$0.00	\$262.21	100.00%
850 610 1000 6610 230 1469	GENERAL SUPPLIES	\$0.00	\$176.35	\$176.35	(\$176.35)	\$7.86	(\$184.21)	0.00%
	COURSE: G.O.A.L.S. CLUB - 1469	\$262.21	\$176.35	\$176.35	\$85.86	\$7.86	\$78.00	29.75%
	UNIT: BMHS - 230	\$44,839.04	\$25,355.47	\$25,355.47	\$19,483.57	\$3,254.69	\$16,228.88	36.19%
Grand Total:		\$75,265.36	\$27,956.01	\$27,956.01	\$47,309.35	\$9,412.10	\$37,897.25	50.35%

End of Report

CONSENT

Item 9E.

Clinical Affiliation Agreement

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9E
FROM: Diana Green, Director of Educational Services Reading
DATE: January 10, 2012 Discuss
SUBJECT: Good Samaritan Society Clinical Affiliation Agreement Action
Consent X

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

SUPPORTING DATA:

The Certified Nursing Assistant (CNA) program has been in place for the past five school years at Bradshaw Mountain High School. Students earn the right through curriculum delivery to take an exam at the end of the program. This state exam qualifies each student as a certified nursing assistant upon successful completion.

Good Samaritan Society has agreed to provide access for clinical supervision hours for Bradshaw Mountain High School CNA students. This experience will provide participating students the opportunity to engage in practical learning and clinical experiences.

The attached agreements have been reviewed by legal counsel. There are no financial obligations by either entity.

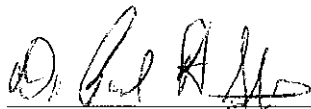
SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve renewal of the affiliation agreement between Humboldt Unified School District and Good Samaritan Society for the second semester of school year 2011-12.

Sample Motion:

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

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

Questions should be directed to:

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



GSS #445
Rev. 3/10

BUSINESS ASSOCIATE ADDENDUM – HIPAA PRIVACY, SECURITY AND HITECH

This Business Associate Addendum ("Addendum") supplements and is made a part of the ("Agreement") entered into by and between The Evangelical Lutheran Good Samaritan Society d/b/a Good Samaritan Society-Prescott Valley, Covered Entity ("CE"), and Humboldt Unified School District, Business Associate ("BA"), on January 1, 2011 and is effective as of January 1, 2011 ("Addendum Effective Date").

RECITALS

- A. CE wishes to disclose certain information to BA pursuant to the terms of the Agreement and/or this Addendum, some of which may constitute Protected Health Information ("PHI") and/or electronic Protected Health Information ("ePHI").
- B. CE and BA intend to protect the privacy of PHI and ePHI disclosed to or created or received by BA pursuant to the Addendum in compliance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "Privacy Rule") and other applicable laws.
- C. The purpose of this Addendum is to satisfy certain standards and requirements of the Privacy Rule, including, but not limited to, Title 45, Section 164.504(e) and 164.314(a) of the Code of Federal Regulations ("CFR"), and the Security Rule, including but not limited to, CFR Title 45 Sections 164.308(b) and 164.314, and the HITECH Act as the same may be amended from time to time.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

I. DEFINITIONS

Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy Rule and Security Rule. In the event of a conflict between the definitions in this Addendum and the definitions in the Privacy Rule and Security Rule, the definitions in the Privacy Rule and Security Rule shall be applied.

Availability means the property (or characteristic) that data or information is accessible and useable upon demand by an authorized person.

Confidentiality means the property (or characteristic) that data or information is not made available or disclosed to unauthorized persons or processes.

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Data aggregation means, with respect to PHI created or received by a BA in its capacity as a BA of a CE, the combining of such PHI by the BA with the PHI received by the BA in its capacity as a BA of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.

Disclose means the release, transfer, provision of access to, or divulging in any other manner of PHI to parties outside the BA's organization.

Individual means the person who is the subject of PHI and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

Integrity means the property (or characteristic) that data or information has not been altered or destroyed in an unauthorized manner.

Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.

HITECH means the Health Information Technology for Economic and Clinical Health Act, found in Title XIII of the American Recovery and Reinvestment Act of 2009, Public Law 111-005.

Protected Health Information ("PHI") includes Electronic Protected Health Information and means any information, whether oral or recorded in any form or medium that

- 1) Relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual; and,
- 2) Identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual; and,
- 3) Is limited to the information created or received by BA from or on behalf of CE.

Electronic Protected Health Information ("ePHI") is a subset of Protected Health Information and means PHI is transmitted by or maintained in electronic media.

Unsecured PHI shall have the same definition that the Secretary gives the term in guidance issued pursuant to § 13402 of HITECH.

Required By Law means a mandate contained in law that compels a covered entity to make a use or disclosure of PHI and that is enforceable in a court of law.

Secretary means the Secretary of Health and Human Services or any other officer or employee of HHS to whom the authority involved has been delegated.

Security Rule means the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR part 160 and part 164, subparts A and C.

Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.

Use means the sharing, employment, application, utilization, examination, or analysis of PHI within the BA's organization.

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days of a request notify Covered Entity about such request. Covered Entity shall either request that BA provide such information directly to the Individual, or it shall request that the information be immediately forwarded to Covered Entity for compilation and distribution to such Individual. In the case of a direct request for an accounting from an Individual related to treatment, payment, or operations disclosures through electronic health records, BA shall provide such accounting to the Individual in accordance with HITECH § 13405(c). BA shall not disclose any PHI unless such disclosure is Required by Law or is in accordance with this Addendum or the Agreement. BA shall document such disclosures. Notwithstanding anything in the Agreement to the contrary, BA and any agents or subcontractors shall continue to maintain the information required for purposes of complying with this Section 2.7 for a period of ten (10) years after termination of the Agreement.

- J. Amendment of PHI. BA shall make any amendment(s) to PHI that the CE directs or agrees to pursuant to 45 CFR 164.526 at the request of CE or an Individual, and in the time and manner designated by CE. This provision applies only to PHI received or created by BA pursuant to this Addendum, if BA possesses such PHI.
- K. Internal Practices. BA shall make its internal practices, books and records relating to the use and disclosure of PHI received from CE, or created or received by BA on behalf of CE, available to the CE, or to the Secretary, for purposes of the Secretary determining CE's compliance with the Privacy Rule.
- L. BA's Insurance. BA shall procure and maintain such policies of general and professional liability insurance as are necessary to insure the parties hereto and their respective employees and agents against any and all claims arising, directly or indirectly, from BA's handling of CE's PHI. BA shall furnish evidence of such coverage to CE upon execution of this Addendum and annually thereafter (upon renewal hereof) and furthermore shall require its insurer to give CE reasonable written notice of any cancellation, non-renewal, or termination of such coverage.
- M. Security of ePHI. BA will develop, implement, maintain, and use administrative, technical, and physical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of ePHI that BA creates, receives, maintains, or transmits on CE's behalf as required by the Security Rule.
- N. Reporting of Security Incidents. BA will report to CE any attempted or successful (A) unauthorized access, use, disclosure, modification, or destruction of CE's Electronic Protected Health Information or (B) interference with BA's system operations in BA's information systems, of which BA becomes aware within two (2) business days. The notice shall include the identification of each individual whose Unsecured PHI has been, or is reasonably believed by the BA to have been, accessed, acquired, or disclosed during the breach. Take reasonable steps to cure the breach or end the violation if BA knows of a pattern of activity or practice by Covered Entity that constitutes a material breach or violation of Covered Entity's obligations under this Agreement. If such steps are unsuccessful within a period of 30 days, BA will either: 1) terminate the Agreement, if feasible; or 2) report the problem to the Secretary. BA shall reimburse CE for all expenses and fees relating to Security Incidents.
- O. BA Compliance. BA shall comply with any additional requirements of Title XIII of HITECH that relate to privacy and security and that are made applicable with respect to covered entities.
- P. Technology and Methodology Standards. BA shall adopt the technology and methodology standards required in any guidance issued by the Secretary pursuant to HITECH §§ 13401-13402.

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III. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- A. Permitted Uses and Disclosures. Except as otherwise limited in this Addendum, BA may use or disclose PHI to perform functions, activities, or services for, or on behalf of CE as specified in the Agreement, provided such use or disclosure would not violate the Privacy Rule if done by the CE.
- B. Use for Management and Administration. Except as otherwise limited in this Addendum, BA may use PHI for the proper management and administration of the BA or to carry out the legal responsibilities of the BA.
- C. Disclosure for Management and Administration. Except as otherwise limited in this Addendum, BA may disclose PHI for the proper management and administration of the BA or to carry out the legal responsibilities of the BA, provided that:
1. Disclosures are required by law or
 2. BA obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and
 3. The person notifies the BA of any instances of which it is aware in which the confidentiality of the information has been breached.
- D. Data Aggregation. Except as otherwise limited in this Addendum, BA may use PHI to provide Data Aggregation services to CE relating to the health care operations of the CE.
- E. Report Violations of Law. Except as otherwise limited in this Addendum, BA may use PHI to report violations of law appropriate to Federal and State authorities consistent with 45 CFR §164.502(j)(1).

IV. OBLIGATIONS OF COVERED ENTITY

- A. Notice of Privacy Practices. Upon request, CE shall provide BA with the notice of privacy practices that CE produces in accordance with 45 CFR 164.520, as well as any changes to such notice.
- B. Changes in permission. CE shall notify BA of any changes in, or revocation of, permission by individual to use or disclose PHI, to the extent that such changes may affect BA's use or disclosure of PHI.
- C. Notification of Restrictions. CE shall notify BA of any restriction to the use or disclosure of PHI that CE has agreed to in accordance with 45 CFR 164.522 and/or HITECH § 13405(a), to the extent that such restriction may affect BA's use or disclosure of PHI.

V. PERMISSIBLE REQUESTS BY COVERED ENTITY

- A. Requests by Covered Entity. CE shall not request BA to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by CE.
- B. Audits, Inspection and Enforcement. From time to time upon reasonable notice, CE may inspect the facilities, systems, books and records of BA to monitor compliance with this Addendum. Such inspection will involve only those facilities, systems, books and records related to PHI received from, or created or received by BA on behalf of CE. BA shall promptly remedy any violation of any term of this Addendum and shall certify the same to CE in writing. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection.

VI. TERM AND TERMINATION

1. Term. The Term of this Addendum shall be effective as of January 1, 2011, and shall terminate when all of the PHI provided by CE to BA, or created or received by BA on behalf of CE, is destroyed or returned to the CE, or if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.
- B. Termination for Cause. Upon CE's knowledge of a material breach by BA, CE shall either:
1. provide an opportunity for BA to cure the breach or end the violation and if BA does not cure the breach or end the violation within the time specified by CE, terminate this Addendum and the underlying Agreement,
 2. immediately terminate this Addendum and the underlying Agreement if BA has breached a material term of this Addendum and cure is not possible; or,
 3. report the violation to the Secretary if neither cure of the breach nor termination of this Addendum are feasible.
- C. Effect of Termination. Except as provided in paragraph (4) of this section, upon termination of this Addendum, for any reason, BA shall return or destroy all PHI received from CE, or created or received by BA on behalf of CE. This provision shall apply to PHI that is in the possession of subcontractors or agents of BA. BA shall retain no copies of the PHI.
- D. Return or Destruction of PHI Not Feasible. In the event that BA determines that returning or destroying PHI is not feasible, BA shall notify CE in writing of the conditions that make return or destruction infeasible. If return or destruction of the PHI is infeasible, BA shall extend the protections of this Addendum to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as BA maintains such PHI.

VII. MISCELLANEOUS

- A. Regulatory References. A reference in this Addendum to a section in the Privacy Rule, Security Rule or HITECH means the section as in effect or as amended, and for which compliance is required.
- B. Amendment. The Parties agree to take such action as is necessary to amend this Addendum from time to time for CE to comply with the requirements of the Privacy Rule, Security Rule or HITECH. This Addendum replaces all other "business associate" agreements or addenda between CE and BA related to the Agreement.

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- C. Survival. The respective rights and obligations of BA under Sections VI.3., VI.4. VII.5. and VII.6. of this Addendum shall survive the termination of this Addendum.
- D. Interpretation. This Addendum shall be interpreted as broadly as necessary to implement and comply with the Privacy Rule, Security Rule, HITECH, and applicable state laws. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that permits CE to comply with the Privacy Rule and applicable state laws.
- E. Indemnification. BA will indemnify, hold harmless and defend CE from and against any and all claims, losses, liabilities, costs and other expenses incurred as a result of, or arising directly or indirectly out of or in connection with: (i) any misrepresentation, breach of warranty or non-fulfillment of any undertaking on the part of BA under this Addendum; and (ii) any claims, demands, awards, judgments, actions and proceedings made by any person or organization arising out of or in any way connected with BA's performance under this Addendum.
- F. Assistance in Litigation or Administrative Proceedings. BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under this Addendum, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon claimed violation of the Privacy Rule, Security Rule or HITECH except where BA or its subcontractor, employee or agent is a named adverse party.
- G. Effect on Agreement. Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Agreement shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum as of the Addendum Effective Date.

COVERED ENTITY

By: Darrell Benaubler
Print Name: Darrell Benaubler
Title: Director of Nursing
Date: 12-29-11

BUSINESS ASSOCIATE

By: Diana Green
Print Name: Diana Green
Title: Director of Education Services
Date: 12/29/11

CONSENT
Item 9F.

IGA Renewal - JTED

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9F
FROM:	Dr. Paul Stanton, Superintendent	Reading	
DATE:	January 10, 2012	Discuss	X
SUBJECT:	Renewal of Mountain Institute JTED Intergovernmental Agreement (IGA)	Action	X
		Consent	✓

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

SUPPORTING DATA:

The IGA has several changes from 2010-11. A summary of the changes is attached.

The Mountain Institute Governing Board and the Yavapai County Attorney's office have approved and/or vetted the 2011-12 IGA that details operations and agreements between Mountain Institute and the District.

The Deputy County Attorney has included the Waiver of Conflict resolution in the body of the IGA, so there is no need for additional vetting.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve renewal of the IGA between Humboldt Unified School District and Mountain Institute JTED for 2011-12.

Sample Motion:

I move to approve renewal of the Intergovernmental Agreement between Humboldt Unified School District and Mountain Institute JTED for 2011-12.

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

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

Summary of Changes to IGA Mountain Institute JTED and Satellite Districts

The attached IGA covers the fiscal year 2011-2012. There has been an IGA for each of the prior two years. The IGA has several changes from the prior year as follows:

1. Throughout the IGA, definitions have been consistently applied and the definition of JTED Programs/Courses has been clarified.
2. Article 4 has been revised:
 - a. items vi and vii have been added to 4C(1)b
 - b. the final sentence of 4C(1)f was added so that the JTED will not have to pay out of state tuition to the College
 - c. 4C(1)g has been substantially revised to clarify the use of the Program Evaluations at each Satellite
 - d. 4C(2)b – the language relating to funding was removed because it was clear from the preceding paragraph.
 - e. 4C(2)g has been revised for the following:
 - i. clarifies that property purchased by or with funds provided by the JTED are included
 - ii. installation date was changed from two months to 30 days
 - iii. physical inventory must now be completed by June 30 of each year
 - f. 4C(2)i – the sentence referring to the first year a Satellite has joined a JTED has been removed.
 - g. 4C(2)n – changed “it deems appropriate” to budgeted in the first sentence and deleted the statement that the Parties do not expect the JTED to receive any classroom site funds
 - h. 4C(2)o is a new provision
 - i. 4D – the date was changed from November to October for the due date
 - j. 4G – the phrase “as budgeted and agreed to by the Parties” was added at the end of this paragraph.
 - k. 4H which required the agreement to be sent to the JLBC has been removed to conform to changes in legislation.
3. Article 16 is now numbered, but the language has not changed from the prior year.
4. Exhibit A1 has been revised to reflect the Programs/Courses currently offered
5. Exhibit A 2A has been revised --The expectation that new sections costs shall be funded by the Satellite after the 2nd year as agreed to by the Parties has been added
6. Exhibit A 2B regarding Growth and Sustainability Grants has been eliminated and added as an option to the Other Possible Funding explanation.
7. Exhibit A 2C which limits the amount of JTED funding for personnel costs to 60% (or as agreed to by the Parties) beginning in Fiscal Year 2013.
8. Exhibit B has been added that allows the JTED and Yavapai College access to student records
9. Exhibit C – the new JTED Student Handbook for Central Programs has been added.

INTERGOVERNMENTAL AGREEMENT
by and between
Mountain Institute JTED
and
HUMBOLDT UNIFIED SCHOOL DISTRICT

This Intergovernmental Agreement ("Agreement") is entered into as of the 1st day of July, 2011, by and between the Mountain Institute Joint Technical Education District No. 02 of Yavapai County (hereinafter known as "JTED") and Humboldt Unified School District No. 22 of Yavapai County (hereinafter known as "Satellite District") collectively known as the "Parties" for the joint exercise of powers pursuant to A.R.S. §15-342 and A.R.S. §15-393;

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S. § 15-393;

WHEREAS, the Parties want to provide joint technical education courses ("JTED Programs/Courses"), as defined in Section 4(E) below, at a satellite location ("Satellite Location") designated by the Satellite District and/or to receive classes at a JTED Central Campus that may utilize video conferencing or other distance learning technology and direct instruction to deliver classes. Satellite District will continue to provide facilities and, for satellite classes, instructors for such JTED Programs/Courses.

NOW THEREFORE, in consideration of the mutual agreements set forth, the Parties agree as follows:

1. Purpose

The purpose of this Agreement is to establish the terms and conditions under which JTED will provide the JTED Programs/Courses which meet the criteria provided in A.R.S. §15-391(3).

2. Term

This Agreement shall commence and be effective on July 1, 2011, and shall terminate on June 30, 2012, with annual review and possible renewal, unless terminated by either party as provided for in this Agreement. Payment, performance and obligations for any fiscal period are subject to the availability and appropriation of monies.

3. Termination

This Agreement may be terminated by either party upon written notice to the JTED and other Satellite Districts included in the JTED given no later than thirty (30) days before the end of the Satellite District's semester. Said termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the Parties, all property purchased by a JTED, or by a Satellite District with JTED funding, under this Agreement shall remain the property of the JTED and shall be returned to the

JTED by the Satellite District when no longer in use or upon termination, whichever is sooner. Equipment purchased from JTED funds shall be tagged and accounted for by both JTED and the Satellite District.

4. Requirements under A.R.S. §15-393(L)

A. Financial Provisions for Existing and for New and Emerging Programs -
See Exhibit A.

(1) The services provided by the Parties shall be proportionally calculated in the cost of delivering the service.

(2) Payment for services shall not exceed the cost of the services provided.

(3) Payment obligations of JTED under this Agreement are conditioned upon receipt of funds from the State of Arizona or from funds received from tax levies. The obligations of the Satellite District are conditioned upon the availability to the Satellite of funds that may lawfully be used for such purpose.

B. Accountability Provisions. The Parties agree to cooperate as appropriate to ensure compliance of both Parties with required student testing schedules and procedures, reporting, and other requirements of applicable state and federal law concerning accountability in educational programs and fiscal responsibilities. JTED may, at its expense, request an audit of accounting of expenditures by Satellite related to JTED Programs/Courses by Satellite District.

C. Responsibilities.

(1) Responsibilities of JTED.

a. JTED will manage the joint technical education district.

b. JTED will maintain oversight of implementation of all JTED Programs/Courses including:

- i. Approval of budgets for JTED Programs/Courses
- ii. Financial accountability measures
- iii. CTE accountability measures
- iv. Program evaluation and approval status
- v. Stewardship (equipment) inventory
- vi. Professional development
- vii. Curriculum review

c. JTED may pay Satellite District for facilities and instruction for courses in JTED approved programs, or may reimburse other entities for facilities used by the Satellite in which to teach JTED Programs/Courses.

d. On or before December 31 of each year, JTED shall submit a detailed report to the Career and Technical Education Division of the Arizona Department of Education ("ADE") pursuant to A.R.S. §15-393(M).

e. JTED's Consultant will receive Satellite District student attendance reports and upload the data into ADE SALS system

f. JTED will adopt registration requirements and may adopt rules of admission for students in JTED funded programs. JTED will not approve enrollment, nor provide funds for tuition or fees, for students to attend any CTE course at any community college if the same or substantially similar CTE course is offered by the Satellite District, has space availability for the student to take the CTE course within the Satellite District, and the District will permit the student to take the course if it is offered at a school other than the one in which the student is enrolled. A Satellite District will not approve a student's enrollment in a CTE course offered by a community college under such circumstances unless the CTE Director (or other person designated by the Satellite District) of the Satellite District where the student attends school authorizes such enrollment in writing and provides such authorization to the JTED. JTED will only enroll students in a JTED Program/Course held at a community college who provide legal residency documents unless approval is obtained from JTED, community college and Satellite District.

g. JTED will, in conjunction with Satellite District, evaluate each JTED Program/Course offered by Satellite District in an effort to ensure accountability and to determine resources that may be provided toward program improvement.

(2) Responsibilities of Satellite District.

a. Failure of Satellite District to comply with any of the reporting requirements of this Paragraph 4.C. (2) may result in temporary or long term loss of funds to the Satellite District. JTED reserves the right to withhold funds to the Satellite District if the Satellite District fails to comply with these reporting requirements.

b. Attendance data must be reported every twenty (20) days (based on the JTED's calendar) by the Satellite District to JTED's Consultant or more frequently as requested by JTED.

c. Satellite District shall provide the instruction in any Satellite Courses referenced on Exhibit A at Satellite through Satellite teachers who shall remain employees of Satellite District and subject to Satellite District's employment policies. However, Satellite shall, to the extent permitted by A.R.S. § 15-537 and the personnel policies of the Satellite District, consult with and consider the input received from JTED in the Satellite District evaluations of Satellite District staff.

d. Satellite District will provide program cost analyses and program eligibility documents for each potential JTED Program/Course by April 1 of each year.

e. Satellite District will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the JTED Satellite Programs/Courses.

f. Satellite Location and Satellite District where the instruction is being delivered will be responsible for student discipline and will designate an administrator to be responsible for initial disciplinary action. However, Satellite may, to the extent permitted by A.R.S. § 15-841 and the student discipline policies of the Satellite District, consult with and consider the concerns of JTED with respect to this issue.

g. Satellite District will insure, repair, and maintain all property and equipment purchased by JTED or with funds provided by JTED for use in courses taught at Satellite Location while in the possession of Satellite District. Any equipment purchased by the JTED or with funds provided by JTED must be installed and available for use by students no later than thirty (30) days after the equipment has been received from the vendor. Equipment purchased from JTED funds shall be tagged and accounted for by the Satellite District. The Satellite District shall make available for audit purposes a complete physical inventory of the JTED-funded items which shall be completed by Satellite District each year by June 30. Disposal of equipment must be in compliance with state regulations, with the equipment first being offered for return to the JTED. The Satellite District will follow state disposal guidelines if the JTED chooses not to receive the equipment back from the Satellite District. Satellite District will return the property and equipment owned by JTED when the property and equipment is no longer used by Satellite Location for courses or upon termination of this Agreement. The equipment will be returned in good condition, normal wear and tear excepted. In the event Satellite Location has installed Satellite-funded computer software in JTED-owned computers, Satellite may remove such software from any JTED-owned computer prior to removing the computer from the Satellite site.

h. Satellite District agrees that it shall use any monies received pursuant to this Agreement to supplement and not supplant base year career and technical education courses, and amounts for directly related equipment and facilities. Satellite District agrees that in order to enhance and not supplant career and technical education as required by A.R.S. §15-393(D)(9) and (10), Satellite District will continue to allocate monies at a level at least equal to what the Satellite District spent on career and technical educational programs in the base year. Satellite District agrees that the payment for services shall not exceed the cost of the services provided. For purposes of this section, the amount spent in the base year shall be determined and adjusted as appropriate based on the definition and discussion in USFR Memorandum 219 of the State Auditor General.

i. Satellite District shall complete and submit to JTED all of the following for the previous fiscal year: (i) The State Auditor General's USFR Memorandum

219 worksheet; and (ii) All supporting documentation used to substantiate the figures reported on the State Auditor General's USFR Memorandum 219 worksheet.

j. Satellite District will provide a projected annual site budget as requested by JTED or as budget allocations are available, and a final detailed current year budget with narrative and expenditures using JTED CTE Final Report Form by June 30 of each school year.

k. Satellite District will comply with all applicable state, federal and JTED safety procedures and regulations.

l. Satellite District will cooperate with JTED to provide JTED with timely information for purposes of the report required by A.R.S. §15-393(M).

m. Satellite District will provide registration attendance information for JTED students in JTED Programs/Courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, et seq.

n. Satellite District will receive and utilize as budgeted its proportionate share of all funds, if any, received from the JTED under A.R.S. § 15-977 (Proposition 301 - classroom site funds) and A.R.S. § 15-979 (Proposition 202 - instructional improvement fund).

o. Satellite District shall provide all IEP and 504 information for any student enrolled in a JTED Central Program prior to enrollment of such student.

D. Type of Instruction. All JTED Program/Courses must be submitted by Satellite District by October 1 of each school year for subsequent approval by the JTED Governing Board. All classes that may generate funding must meet the criteria for programs as required by A.R.S. §15-391(3).

E. Quality of Instruction. JTED Programs/Courses shall mean a course which meets the following criteria identified as A.R.S. §15-391(3);

(1) The course is designed to directly lead a student toward a specific career, vocation or industry.

(2) The course is taught by an instructor who is certified to teach career and technical education by the State Board of Education or by a postsecondary educational institution.

(3) The course requires specialized equipment or specialized instruction materials above and beyond the scope and cost of a standard educational course.

(4) The course is designed to lead the student toward certification that is accepted by a vocation or industry as demonstration of skill or competency in that vocation or industry.

(5) The course is part of a program that requires students to obtain a passing score on any examination that is required and has been approved by the ADE-CTE Division (Arizona State Board of Vocational and Technical Education) that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry.

(6) The course meets the standards of a career preparatory vocational program as determined by the Career and Technical Education Division of the Department of Education.

(7) The course is certified by the JTED Governing Board as having met all the requirements of this Section E.

(8) The course is approved by the Career and Technical Education Division of the Department of Education as provided in A.R.S. §15-391(3) (h).

(9) The course is only offered to students in grades 9 through 12 inclusive.

All Satellite teachers are required to follow the above criteria.

F. Enrollment.

(1) JTED may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in the joint district, pursuant to A.R.S. §15-393(H). The JTED Governing Board will set admission requirements and the tuition rate.

(2) For purposes of this Agreement, the definition of "student" is as defined in A.R.S. § 15-393.D(5). Adults and post-secondary students may enroll in JTED Programs/Courses only upon mutual agreement of the Superintendents of both the Satellite District and JTED or their authorized designees. Satellite District agrees to indemnify and hold JTED harmless from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury of any person (including death) or property damage, arising from the conduct of any post-secondary or adult student enrolled in a JTED Program/Course.

G. Transportation Services. If transportation of students is necessary or if State law requires transport, responsibility for transportation rests with the Satellite District. JTED shall assume no responsibility for providing transportation. Satellite District

shall develop policies and procedures necessary to implement its Governing Board's policies. To the extent Satellite District is not otherwise reimbursed for costs of transportation of its students to JTED Programs/Courses, Satellite District may at its discretion use funding from the JTED pursuant to Exhibit A, paragraph 2.B. to offset such costs as budgeted and agreed to by the Parties.

H. 5. Statutory Right of Cancellation

Pursuant to A.R.S. §38-511, the Agreement may be terminated by either party for conflict of interest.

6. Non-discrimination

The Parties shall comply with Executive Order 99-4 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.

7. Insurance

Satellite District and JTED each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with State laws and shall name the other party as an additional insured.

8. Employees

An employee of any party to this Agreement who works under the jurisdiction or control of or within the jurisdictional boundaries of another party to this Agreement pursuant to this Agreement is deemed to be an employee of both public agencies for the purposes of Arizona workers' compensation law, and A.R.S. §23-1022. The primary employer shall be solely liable for the payment of workers' compensation benefits.

9. Mutual Indemnification

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Parties (as "Indemnitees") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury or any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

10. Applicable Law

This Agreement shall be governed and interpreted by the laws of the State of Arizona. JTED shall operate under the provisions of A.R.S. Title 15, Ch. 3, and Art. 6 (§§15-391 and 15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control. Any reference

to a particular statute in this agreement shall also refer to that statute as amended in the future.

11. Mediation

Neither party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The Parties shall share the expenses of mediation, except that shared expenses shall not include the cost incurred by a party for representation by an attorney at the mediations, if such representation is desired.

12. Notice

Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid to:

JTED
Address: 3003 Centerpointe East Dr.
Prescott, Arizona 86305
Fax: 928.771.0793.

HUMBOLDT UNIFIED SCH DST #22
Address: 6411 N. Robert Road
Prescott Valley, AZ 86314
Fax: 928.759-4020

13. Counterparts

This Intergovernmental Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. This Intergovernmental Agreement is effective as of the date first written above.

14. Iran/Sudan

Pursuant to A.R.S. Section 35-393.06, each party hereby warrants that it does not have scrutinized business operations in Iran. Pursuant to A.R.S. Section 35-391.06, each party hereby warrants that it does not have scrutinized business operations in the Sudan.

15. Compliance with Immigration Law

As mandated by Arizona Revised Statutes § 41-4401, each Party:

A. warrants the Party's compliance with all federal immigration laws and regulations that relate to the Party's employees and their compliance with Arizona Revised Statutes § 23-214(A);

B. acknowledges that a breach of the warranty in subsection A of this section shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement; and

C. retains the legal right to inspect the papers of any contractor or subcontractor employee who works pursuant to this Agreement to ensure compliance with the warranty.

16. Conflict Waiver

The Parties to this agreement are aware that the Yavapai County Attorney ("County Attorney") represents more than one Party to this Agreement in various matters, including the review of this Agreement. By signing this Agreement each Party specifically acknowledges that (1) The County Attorney has, by this paragraph, informed each Party that the County Attorney believes that it will be able to provide competent and diligent representation to each Party to this Agreement represented by the County Attorney and its representation of each Party is not prohibited by law and does not involve the assertion of a claim by one Party against another Party to this Agreement, (2) the Party is aware of a potential conflict of interest, and (3) the Party specifically waives any such claim based on the County Attorney's representation of other Parties to this Agreement.

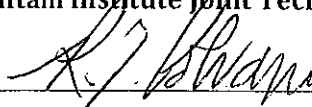
THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Signature pages follow

IN WITNESS HEREOF, the Parties sign this Agreement:

Dated this 16th day of November, 2011 upon resolution of the JTED Governing Board approving this Agreement and authorizing its Superintendent to sign below:

Mountain Institute Joint Technical Education District No. 02

By: 
Dr. Raymond J. Polvani
Title: Superintendent

Attorney approval:

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

By: _____
Legal Counsel for Mountain Institute
Joint Technical Education District No. 02

Dated this ____ day of _____, 2012, upon resolution of the District Governing Board of the Unified School District, approving this Agreement and authorizing its Superintendent to sign below:

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22

By: _____
Dr. Paul Stanton
Title: Superintendent

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

By: _____
Legal Counsel for the Humboldt Unified School District No. 22

Exhibit A

Financial Provisions for Enhancement of Existing Programs and for New and Emerging Programs

1. **JTED Programs/Courses to be offered by Satellite District:
Programs:**

Agriculture Education

Agribusiness Systems – Chino Valley Campus

Plant Systems – Mayer Campus

Power, Structural and Technical Systems - Seligman Campus

Allied Health

Sports Medicine – MI Central Campus

Multi-Media Technology

Digital Media – Bradshaw Mountain Campus

Bioscience

Bioscience – Chino Valley Campus

Business and Administrative Services

Business and Administrative Services – Bagdad Campus

Business and Administrative Services – Mayer Campus

Business and Administrative Services – Prescott Campus

Construction Technologies

Cabinet Making – Prescott Campus

Culinary Arts

Culinary Arts – Chino Valley Campus

Culinary Arts – MI Central Campus

Drafting and Design Technologies

Architectural Drafting – Chino Valley Campus

Education Professions

Education Professions - Bradshaw Mountain Campus

Education Professions – MI Central (Distance) Campus

Information Technology

Network Technology - Bradshaw Mountain Campus

Network Technology – Prescott Campus

Marketing, Management, and Entrepreneurship

Marketing – Bradshaw Mountain Campus

Nursing Services (CNA)

Nursing Services - Bradshaw Mountain Campus

Precision Machining / Robotics

Pre-Engineering – MI Central Campus

Transportation Technologies

Automotive Repair – Prescott Campus

Automotive Repair – MI Central Campus

Welding Technologies

Welding Technologies - Bagdad Campus

Welding Technologies - Ash Fork Campus

Welding Technologies – MI Central Campus

Courses:

Career Preparation

Career Prep Business and Marketing – Chino Valley Campus

Career Prep Business and Marketing – Mayer Campus

Career Prep Business and Marketing – Bagdad Campus

Career Prep Business and Marketing – Bradshaw Mountain Campus

Career Prep Family & Consumer Science – Chino Valley Campus

Career Prep Health – Bradshaw Mountain Campus

Career Prep Health – Chino Valley Campus

Career Prep Industrial Technology – Ash Fork Campus

Career Prep Industrial Technology - Bagdad Campus

Career Prep Industrial Technology – Chino Valley Campus

2. Financial Provisions

A. New JTED Programs/ Course Sections offered at Satellite District

JTED shall allocate funding to Satellite District for its direct costs incurred to provide new JTED approved programs/sections in addition to the programs/sections in effect at Satellite during the year prior to the initial approval of this Agreement, provided however, that Satellite District shall submit a comprehensive budget to JTED for review and approval by April 1 of each year. After the second year of funding for such Programs/Courses, Satellite District shall be responsible for budgeting and funding for future years as agreed to by both Parties.

B. Other Possible Funding

JTED may also allocate additional funding as determined by its Governing Board in proportion to the weighted Average Daily Membership of students

attending classes at Satellite District compared to all students attending JTED Programs/Courses at all Satellite Districts of JTED.

In addition, Satellite District may submit a detailed grant application and budget to JTED to provide funding to:

1. enhance existing career and technical education programs, provide equipment and/or supplies needed to deliver instruction standards and approved curriculums
2. meet program approval requirements as specified by ADE - CTE division
3. offer new JTED programs and courses as approved by JTED Governing Board
4. enhance opportunities in Career and Technical Students Organizations
5. provide professional development opportunities for instructional staff and CTE support personnel
6. enhance instructional facilities as approved by JTED Governing Board
7. enhance technology systems including connectivity, hardware, software and related supplies

C. Limitations on Certain Expenditures.

Notwithstanding any other provision herein and beginning with Fiscal Year 2013, JTED funding for all personnel costs shall not exceed 60% of the total unless agreed to by JTED.

Exhibit B

IGA BETWEEN JTED And SATELLITE DISTRICT FOR JTED CENTRAL CAMPUS PROGRAMS AT
YAVAPAI COLLEGE

JTED Release of Information Form

RELEASE OF INFORMATION

STUDENT: _____ DOB: _____

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Yavapai College to furnish any and all student records concerning my child, including special education records (IEP), grades, transcripts, attendance records, discipline files, etc, if requested, to:

Mountain Institute JTED District #2

3003 Centerpointe East Dr.

Prescott, Arizona 86301-8492

FAX 928-771-0793

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Mountain Institute JTED #2 to furnish any and all student records concerning my child, as necessary for my child's enrollment in college courses, to Yavapai College.

DISCLOSURE OF THIS INFORMATION IS REGULATED BY AND SHALL BE IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), ARIZONA REVISED STATUTES SECTION 15-1043 AND OTHER APPLICABLE PRIVACY LAWS AND REGULATIONS.

SIGNATURE PARENT/ GUARDIAN (please specify)

DATE

ADDRESS PARENT/GUARDIAN

Exhibit C

JTED Student Handbook (attach)

A reference copy of the handbook will be available the night of the meeting, or by request at the District Office.

CONSENT

Item 9G.

Student Travel

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9 G**

FROM: Randi Simon Reading

DATE: January 10, 2012 Discuss

SUBJECT: Overnight and Out-of-State field trip for the junior and senior AVID students to tour four- five college campuses in the Los Angeles area Action
Consent X

OBJECTIVE: Goal # To increase student achievement

SUPPORTING DATA:

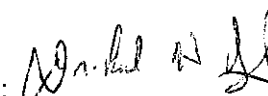
Bradshaw Mountain High School is requesting permission to sponsor a two night/ three day field trip to the Los Angeles area on March 11, 12, 13, 2012 for junior and senior AVID students. Transportation will be three district vans. There will be three chaperones: Randi Simon, Jan Wissell, and Jim Diehl. Reservations have been secured at the Fairfield Inn in Anaheim Hills. The students will be touring Biola University, UCLA, Fashion Institute of Design and Merchandising, Loyola Marymount University, and UC Irvine. Students will be responsible to pay for their own lunches and dinners, as breakfast is provided at the hotel. The price for students to attend is \$143 covering the price of lodging, gas, and mileage.

SUMMARY & RECOMMENDATION:

It is requested that the junior and senior AVID students attend the overnight, out-of-state field trip to Los Angeles. This field trip will benefit AVID students through Essential #3 of the 11 AVID Essentials. Essential #3 requires routine use of field trips to college campuses for AVID students in order to familiarize them with college campus life, admission requirements, ask questions directly of a college representative, and better facilitate the selection of the proper college environment for their individual needs.

It is recommended that the Governing Board approve overnight, out of state travel for Randi Simon, Jan Wissell, and Jim Diehl, and the Bradshaw Mountain High School junior and senior AVID students to attend this college campus field trip in Los Angeles, CA for March 11, 12, 13, 2012

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Randi Simon, AVID trip sponsor or Dan Streeter, BMHS Principal

REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: Jan. 10, 2012

Person / Organization Submitting Request: Rardi Simon - AVID program

Date Submitted: Dec 15, 2011

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: _____

Report: _____

Consent Items: _____

Discussion Items: _____

Action Items: Approval for AVID overnight, out-of-state field trip to Los Angeles area to visit college camp
Include all supporting materials when submitting to building administrator

Materials include:

- ☒ Information about the project, position, etc.
- ☒ Justification for the request and/or academic standard that will be met
- ☒ Financial costs and funding source
- ☒ Number of students if applicable
- ☐ Approval by legal council if applicable

Administrative Approval: [Signature] Date: 12-16-11

Education Services Administrative Approval: [Signature] Date: 01/02/11

Finance Administrative Approval: [Signature] Date: 01-02-12
(Students are responsible for cost of trip)

☐ Accepted for placement on agenda for: _____

☐ Denied _____

Superintendent's Office: [Signature]

Student Out-of-State Overnight Trip

Sponsors Name Randi Simon Phone 754-4280

Organization Taking Trip: AVID

Date of Trip: March 11-13, 2012

Place of Trip: Los Angeles Area - Anaheim Hills

Number of Students: # of Girls 10 # of Boys 9

Costs of Trip:

Event Registration \$ 0

Transportation - Call for a quote \$ 919.44

Lodging - Where? \$ 1818.40

Hotel Security? yes or no and 3 adult chaperones

If no, how are the students being supervised?

Other (Specify) \$

Total \$ 2737.84

Cost per Student \$ 143.00

How is Trip to Be Funded:

Tax Credit students must pay for, which is tax credit \$

Auxiliary \$

Student Club \$

Booster \$

Grant \$

Other (Specify) \$

Other Information:

Chaperones - Adult/Student 1:10 Names of Chaperons? chaperones: Randi Simon, Jan Wussell, Jim Diehl

What determines the students eligibility for attending? any junior or senior in the AVID program at BMHS is eligible to attend

How does the trip benefit the students and the teacher? see attached

What state standard is met? See attached

Curriculum objectives? see attached

Student outcomes? see attached

List of Junior/ Senior AVID students eligible to attend

AVID 12

Brewer, John
Bruhn, Eric
Doores, Ashlee
Earegood, Josie
Floyd, Joshua
Giaconia, Ashley
Giaconia, Nichole
Hendricks, Alexander
Huffman, Michaelann
Jacobson, Jessica
Johnson, Shakira
Kennedy, Cassandra
Lewis, Trevor
Lopez, Kehtrina
Martin, Kristen
Miller, Breanna
Milner, Leanne
Mondaca, Aileen
Parra, Jessie
Plascencia, Jenny
Ramirez, Juana
Smith, Kyle
Unruh, Christopher
Waltman, Megan
White, Anthony Ray

*Shirley Ann Miller
Jasmin Arellano
Brian Busby
Alexandria Davis
Duane Erlich
Matthew Erlich
Drew Hamman
Susana Lopez-Munoz
Tania Munoz Saldana
Aaron Skorick
Jessica Taylor
Keelyn Vanderheyden*

AVID 11

Anthony, Roy
Arellano, Jasmin
Busby, Brian
Davis, Alexandria
Erlich, Duane
Erlich, Matthew
Hamman, Drew
Lopez-Munoz, Susana
Munoz Saldana, Tania
Skorick, Aaron
Taylor, Jessica
Vanderheyden, Keelyn

AVID Los Angeles Area College Campus Tour

Purpose of Board Agenda Item: see seeking Board approval of overnight, out-of state field trip to the Los Angeles Area

Purpose of Field: According to Essential #3 of the 11 AVID Essentials, touring college serves several different purposes, including, but not limited to: providing the ability for students to experience college life; familiarizing themselves with the academic requirements for admission; allowing the opportunity to ask questions directly from a college representative; and helping students to choose the appropriate college environment for their individual needs.

Trip Sponsor: Randi Simon, AVID Elective Teacher, BMHS

Dates: March 11- March 13, 2012 (Spring Recess)

*please see attached itinerary for departure& arrival times

Students attending: all junior and senior AVID students are invited to attend; attached is a list students eligible to attend, however, based on the past three years' AVID College Campus Tours attendance, approximately 15-19 students will actually attend. This is due to several factors, including family finances, family vacation conflicts or other commitments, and a student's choice not to attend. A final and complete list of committed students will be available on January 27, 2012. This is our deadline for signing up and paying fees.

Transportation: 3 district vans have been reserved

Chaperones: Randi Simon (teacher), Jan Wissell (guidance counselor, BMHS), Jim Diehl (teacher)

Hotel: Fairfield Inn

201 N. Via Cortez

Anaheim Hills, CA

714-921-1100

Room price: \$79 + 15% local tax/fees = approximately \$95 per room per night

Currently, 10 rooms have been reserved, but will be adjusted accordingly when number of attending students is confirmed.

Number of students per room: 2-3

Itinerary of Field Trip: see attached

Cost of trip: \$143 per student, based on hotel and transportation costs

Hotel: (\$95/ per student, double occupancy)

Mileage/ gas: As per HUSD Transportation, the cost is \$306.48 per van. 3 vans x
\$306.48= \$919.44

If 19 students attend, \$919.44 / 19= \$48 per student

Total: \$95 hotel + \$48= \$143 per student

Campus tours: there is no cost for college campus tours

Meals: student responsibility

How Students Pay: There will be one fundraising opportunity provided for students. If students choose not to participate in fundraising, then they will be responsible to pay the full amount, or students not able to fundraise the full amount, will be responsible for the remainder of the cost. Tax Credit donations, if given, can off-set the expense of the trip.

Student Outcomes & Learning Objectives: see attached information on the AVID curriculum

Curriculum Objectives & Student Outcomes

Curriculum Objective:

According to the *Eleven Essentials* of an certified AVID program, *Essential #3*, “the school must be committed to full implementation of the AVID Program, with students enrolled in the AVID year-long elective class(es) available within the regular academic school day.” Of the three indicators used to rate an AVID program for level of implementation, #3, Routine Use (level 2) includes “AVID students have access to college field trips, mentoring programs, and college prep activities such as ‘Summer Bridge’ or an AVID Club.”

Please refer to attached packet of the *Eleven AVID Essentials*

Student Outcomes

Field trips and educational experiences are an important part of the AVID elective class.

1. Students will experience the feeling of being on a college campus, attending a college class, seeing a dormitory and dining hall, and meeting other students like themselves.
2. Students will learn about the many educational and career opportunities available to them in the college environment through appointed college tour guides and admission officers.
3. Students will gain knowledge and motivation to work hard academically and be successful in high school in order to meet their goals of a college education and successful careers.

The AVID program encourages field trips to help motivate students, open their eyes to the endless opportunities ahead of them, and give them a reason to work hard for a successful future. Students are able to make the connection between education and success.

Implementing & Managing the AVID Program, AVID Press

AVID Essential No. 3	Possible Evidence Sources	Rating for AVID Essential No. 3
The school must be committed to full implementation of the AVID Program, with students enrolled in the AVID year-long elective class(es) available within the regular academic school day.	☐ Master class schedule ☐ Student class schedule ☐ Typical week-AVID schedule ☐ Plans for program expansion ☐ Attendance data ☐ Recruitment timeline ☐ Use of AVID curriculum guides especially <i>Implementing and Managing the AVID Program</i> and <i>Weeks at a Glance</i> on www.avid.org ☐ Lesson plans for the AVID elective class. ☐ Student class registration forms (choice slips) ☐ Other	Number of indicators at each level: Level 0: _____ Level 1: _____ Level 2: _____ Level 3: _____ Overall level for Essential 3: _____

Rating Guide: Indicators for Levels of Use			
Not AVID (Level 0)	Meets Certification Standards (Level 1)	Routine Use (Level 2)	Institutionalization (Level 3)
1. ☐ The AVID elective class does not meet continuously for a full academic year OR one or more sections of the AVID elective class meet primarily outside of the regular academic school day. (NOTE: This essential speaks only to actual AVID elective classes. It is not intended to address the use of AVID instructional methodologies in other settings.) 2. ☐ AVID is offered in only one section, and that section is not fully enrolled. (NOTE: A class is fully enrolled as defined by the average enrollment in an academic class at that school.) 3. ☐ There is no evidence that the AVID class reflects use of AVID curriculum or recommended activities for a week in AVID.	☐ Documentation provides evidence that year-long AVID elective classes are scheduled within the regular academic school day (periods where multiple academic classes are offered). ☐ AVID is offered in one section, and that section is fully enrolled OR AVID is offered in multiple sections, where no more than one section is under-enrolled. (NOTE: A class is fully enrolled as defined by the average enrollment in an academic class at that school.) ☐ AVID class instruction provides a balance between use of AVID curriculum, tutorials, and motivational team building activities.	☐ Supporting documentation provides evidence that AVID elective classes are scheduled within the regular academic school day. The AVID elective class is in the master schedule for the following school year. ☐ AVID has expanded to more than one section and more than one grade level, and on-site recruitment occurs to keep each section fully enrolled. ☐ AVID students have access to college fieldtrips, mentoring programs, college prep activities such as AVID Club, "Summer Bridge".	☐ Supporting documentation provides evidence that AVID elective classes are scheduled within the regular academic school day. AVID elective class is offered as a choice for the following school year. AVID elective teacher, site team members and counselor make students aware of AVID during the recruitment and enrollment process. ☐ AVID has expanded to include multiple fully enrolled sections to accommodate students in all grade levels. Of the AVID students enrolled in the highest grade level of the school, 70% must have been enrolled in AVID: for HS- for 3 or more years in grades 9-12; for MS/Jr. High -for 2 or more years in grades 6-8 or grades 7-9; for combined schools spanning 2-4 grade levels-for 2 or more years; for combined schools spanning 5-6 grade levels-for 3 or more years. ☐ AVID coordinators have effective relationships and partnerships with college admissions and outreach programs that benefits the site's AVID students and program.

AVID LA- Area Field Trip

Sunday, March 11, 2010

11am- departure from BMHS

6pm- arrival at Fairfield Inn, Anaheim Hills

7pm- dinner

10pm- lights out

Monday, March 12, 2012

8am- departure for Biola University

9:30am- tour Biola University

11:30am- lunch/ depart Biola for UCLA

1pm- tour UCLA

2:15pm- depart UCLA for FIDM/LMU tours

3pm- tour FIDM/ LMU

4:30pm- depart FIDM/LMU for dinner

6pm- dinner

10pm- lights out

Tuesday, March 13, 2012

8:30am- check out/ depart hotel

9:30am- tour UC Irvine

11:30am- lunch/ depart for home

8pm- arrive BMHS

207

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
VEHICLE REQUEST

ALL REQUESTS FOR ATHLETIC/FIELD TRIPS MUST BE SUBMITTED TO THE TRANSPORTATION DEPT. NOT LESS THAN 10 DAYS PRIOR TO THE SCHEDULED DATE OF THE TRIP.

(3rd van from curriculum office)

Date Submitted: 10/20/2011 Vehicle Requested (# of): Car 2 Van - Bus

Purpose of Trip: AVID field trip to LA area to tour colleges

Number of Students: 20 Number Of Adults: 3

Equipment # of: Wheelchair Seatbelt Harness

Destination From: BmHS

To: Fairfield Inn & Suites, Anaheim Hills

Departure: (From school) Date: Sunday, March 11, 2012 Time: 10 am

Return: (To school) Date: Tuesday, March 13, 2012 Time: 10 pm

Must Be At Destination: Time: 6-7 pm (Event/Performance time)

Additional Information: We will be driving to 4 different colleges in the LA area

Destination Address: Hotel -> 201 N Via Carter, Anaheim Hills, CA

And Phone #: 714-921-1100

Additional Equipment (To be taken on trip): ---

Expected Stops: gas stations / Pure / university campuses

EACH SPONSOR OF A TRIP IS AND WILL BE RESPONSIBLE FOR INFORMING THE STUDENTS OF THE CONDUCT RULES OF THE BUS RIDE. OTHER VEHICLES: DRIVERS AND PASSENGERS ARE REQUIRED TO USE SEAT BELTS WHERE PROVIDED WHEN SCHOOL OWNED VEHICLES ARE OPERATED. THE DRIVER/SPONSOR SHALL INSURE THAT ALL PASSENGERS COMPLY.

Employee Name (Print) Randi Simon

Phone: 759-4280

Athletic Director/ Principal/Administrator

Signature: [Signature]

Date: 11/11/11 Approved: [check] Not Approved: ---

Trip And Vehicle Charges: Cars: \$.35 Per Mile Vans: \$.45 Per Mile

School Bus Trips: \$.10 Per Mile

306.48 per Van \$919.44

Total

FOR TRANSPORTATION USE ONLY:

TRIP APPROVED BY: [Signature]

DATE: 11-2-11 DRIVER'S NAME: ---

BUS/VEHICLE #: Van 75 Van 56 Van 64

APPROVAL GIVEN WITH RESERVATION,
SUBJECT TO AVAILABILITY OF VEHICLE AND/OR DRIVER.

DISCUSSION ITEMS

Item 10A.

LVES Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 A
FROM: Tusanne Cordes, LVES Principal Reading
DATE: January 10, 2012 Discuss X
SUBJECT: School Report Action

Consent

OBJECTIVE:

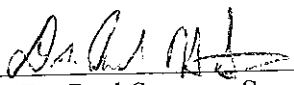
SUPPORTING DATA:

Principal Cordes will give a brief report of the first semester at Lake Valley Elementary School including:

- Strategies to improve school label and grade
- Grant awards
- After-school calendar
- Athletics
- Professional development for staff
- Student Council
- Fundraisers
- MacRO Math Night

SUMMARY & RECOMMENDATION:

Sample Motion: n/a

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

Questions should be directed to: Tusanne Cordes (759-4200)

Lake Valley Successes First Semester 2011

- Lake Valley started out the year with working on our data and discussing and implementing strategies to improve our label and grade. We have started a "Meet to Exceed" group of students who meet once a week to work on higher order reading skills. This is lead by Cathy Trotter. We also work diligently each month in our grade level meetings looking at data and student achievement.
- Our staff is working hard on our writing and math scores. In writing we do our daily quick writes and in math we have added, problem of the day and math vocabulary notebooks. Many of our staff went to the summer academy and have implemented many of the math strategies.
- Lake Valley has been awarded the following grants: Target Library Grant \$2,000, Yavapai County Matching grant for student council, \$1,000 for new speaker system in the gym for assemblies, Breesa Patrick received one from Yavapai County for \$500 for a science day and science night at our school, Connie Hargis received one from, donorchoose.org, for Educational magazines for 4th grade for \$750. We are also waiting for final verification from another Target grant for a field trip to "Out of Africa" for our 5th grade students approximately \$750. This is all driven by our teachers using their time to fill out forms and following through on the process.
- We have a strong after school calendar also. On Tuesdays we have approximately 25 students from grades 2-6th in the drawing club, on Friday's we have our chess club. We also have a dance group of 5th and 6th grade girls and our homework group, open to all students is Tuesday and Thursday after school. We are looking to add a drama group after the break. These are all staff members giving their time for our students.
- We had a successful flag football season and are looking forward to volleyball.
- Our professional development has included; How to do Quick Writes and then Quick Writes now what, several math in-services provided by MACRO and the North Central math consortium, material from "Teach Like a Champion", Vocabulary strategies, data reflection, and grading writing prompts and common core pacing guide training. My staff is very professional and receptive to new ideas and it is followed up with walk-throughs for implementation. Our presenters have been very impressed by the professionalism and dedication of our teachers.
- I was fortunate to hire 4 new staff members, with a lot of experience. They have jumped in and become a part of our staff, they have fresh ideas and enthusiasm that can't be beat. We also received some transfer staff members that have fit right on it at Lake Valley. This has been a big boost to our staff,.
- Kindergarten and 1st grade teachers have started to receive high-quality, research based professional development from Sue Larson in teaching mathematics to increase rigor. These teachers have implemented many of the strategies already.
- We have a strong Student Council lead by Amy Bowser and Stephanie Keller. They have a recycling program that earns them money and helps with the environment. They are very involved with the school and students and help raise funds in many different ways. They are learning valuable leadership and responsibility skills.
- We have had several fundraisers that our staff and student work hard at. The first one was our bike-a-thon, where we raised \$1,000. Then we had our Book Fair, that raised \$600. That was

followed by our Fall Festival that raised \$1,000 and finally our chocolate sales that raised \$2,500. All this money went towards our field trips.

- We have had one MACRO math night and in the future we will have a science and reading night.
- My staff works hard and they dedicate many hours to our students academic success. I am very proud to be a leader at this school. It take a village and we have it here.

DISCUSSION ITEMS

Item 10B.

Board Goal 1
Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

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

FROM: Diana Green, Director of Educational Services Reading

DATE: January 10, 2012 Discuss X

SUBJECT: Update of Board Goal 1: Action
Raise the Level of Student Achievement in HUSD Consent

OBJECTIVE: Goal #1 – Raise the Level of Student Achievement
in HUSD

SUPPORTING DATA:

Diana Green will give a an update of progress made during the first semester on
Board Goal 1: Raise the Level of Student Achievement in HUSD.

Report will include:

- Progress made on SMART Reading Goals
- Progress made on SMART Writing Goals
- Progress made on SMART Math Goals
- Information regarding current District initiatives that support the goals

SUMMARY & RECOMMENDATION:

Sample Motion: n/a

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

Questions should be directed to:

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



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) = 84.28% Percent Passing in 2011 to 87% Percent Passing in 2012)

The district will increase the Median Percentile Rank – All Students by 5 percentiles as evidenced by the Spring 2012 AIMS Reading Test (Median Percentile Rank All Students in Reading = 49 in 2011 to 54 in 2012)

The district will increase the Median Percentile Rank – Bottom 25% by 5 percentiles as evidenced by the Spring 2012 AIMS Reading Test (Median Percentile Rank Bottom 25% in Reading = 48 in 2011 to 52 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	District Assessments (Summative) AIMS Assessment (Summative)	Oct. '11 Quarterly Apr. '12 AIMS.	Director of Education Services – 1. Pacing guides are completed, K-8; 2. Curriculum maps are in planning stages; 3. Assessment system has been purchased. Some new assessments have been created; 4. Data Collection calendar is complete for this year; 5. Implementation of Common Core Standards has begun (3 yr. process); 6. Professional development is delivered during Early Release Wednesdays. 7. Response to Rdg. Training - begun
Develop Curriculum Maps, Pacing Guides, Rigorous District Assessments and Data Collection Calendar	Develop Curriculum Maps, Pacing Guides, Rigorous District Assessments and Data Collection Calendar	Completed Maps, Guides, Rigorous Assessments and Calendar	Aug. – Oct. '11 Maps Aug. – Oct. '11 Guides Aug – May '12 Rigorous Assessments	Principals (Classroom Walk Throughs verifying PD Implementation in the Classroom)
Deliver high quality professional development	Provide Direct and Explicit Reading Instruction, Intervention, and Response to Reading Training (Middle School Teachers)	Classroom Walk Through Results Growth on Assessments (District and AIMS)	Aug. – May '12	



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 =) Develop Curriculum Maps, Pacing Guides, Rigorous District Assessments and Data Collection Calendar	District Writing Assessments (Summative) AIMS Writing Assessment (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 1. Pacing guides are complete, K-8; 2. Curriculum maps are in planning stages; 3. Holistic scoring of writing prompts takes place as indicated; 4. Decisions re instruction are made after prompts are scored; 5. Professional development is delivered during Early Release Wed.; 6. Data Collection Calendar complete; 7. Mini-lessons developed in PD session Director of Educational Services (Delivery of Prof. Development) Principals (Classroom Walk Throughs verifying Prof. Development Implementation in the Classroom)
Deliver high quality professional development	Holistic (All teachers) Mini Lessons (Teachers of Writing)	Classroom Walk Through Results Growth on Assessments (District and AIMS)	Aug. – Dec. '11 Holistic PD Jan. – May '12 Mini Lesson PD	



HUMBOLDT UNIFIED SCHOOL DISTRICT DISTRICT GOALS 2011-12

Math

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

SMART Goal: Math

The district will increase the percent of students passing the AIMS Math Test by 5% as evidenced by the Spring 2012 AIMS Math Test (All Students (Gr. 3-8, 10th) = 67.52% Percent Passing in 2011 to 73% Percent Passing in 2012)

The district will increase the Median Percentile Rank – All Students by 5 percentiles as evidenced by the Spring 2012 AIMS Math Test (Median Percentile Rank All Students in Math = 49 in 2011 to 54 in 2012)

The district will increase the Median Percentile Rank – Bottom 25% by 5 percentiles as evidenced by the Spring 2012 AIMS Math Test (Median Percentile Rank Bottom 25% in Math = 48 in 2011 to 53 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 Assessments (Summative) AIMS Assessment (Summative) Completed Maps, Guides, Rigorous Assessments and Calendar	Oct. '11 Benchmark Apr. '12 AIMS. Aug. – Oct. '11 Maps Aug. – Oct. '11 Guides Aug – May '12 Rigorous Assessments	Director of Educational Services 1. Math guides are complete, K-8; 2. Curriculum maps are in planning stages, pending Common Core; 3. Implementation of Common Core Math Standards begun- 3 yr process; 4. Two Inductive Math sessions w/ Sue Larson delivered in Dec. and Jan. 5. RTI Training for interventions begun Nov, 2011 – more training to follow; 6. Prof. Dev. is delivered during Early Release Wednesdays; 7. Data Collection calendar – complete; Director of Educational Services (Delivery of Prof. Development) Principals (Classroom Walk Throughs verifying PD Implementation in the Classroom)
Deliver high quality professional development	Provide Inductive Math Teaching Strategies PD (Teachers of Math)	Classroom Walk Results Growth on Assessments (District and AIMS)	Jan. – May '12	

DISCUSSION ITEMS

Item 10C.

Groundskeeper Positions

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 C
FROM: Ben Peters, Director of Maintenance Reading
DATE: January 10, 2012 Discuss X
SUBJECT: Discussion Regarding Groundskeeper Positions Action

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

SUPPORTING DATA:

At the June 28, 2011 Governing Board meeting, Board members requested that Ben Peters, Director of Maintenance, bring for discussion at a future meeting the issue of whether or not the District has enough Groundskeeper positions.

Site	Field Square Feet	Acres
LVES	435,600	10
MVES	479,160	11
CSES	914,760	21
LTS	871,200	20
HES	740,520	17
GES	435,600	10
BMMS	1,742,400	40
GHMS	1,742,400	40
BMHS-W	1,742,400	40
BMHS-E	<u>2,613,600</u>	<u>60</u>
Total Square Feet	11,717,640	269 Acres
Four Groundskeepers		
Square Feet/GK	2,929,410	

In 2005-06, we had 4 groundskeepers. From 2006-07 through 2008-09, we had 5 groundskeepers. From 2009-10 to the present, we have 4 groundskeepers.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board discuss groundskeeper positions in the District in light of recent changes to District property usage, current financial considerations, and future District needs.

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

Questions should be directed to: Ben Peters @ 759-5145

Prescott Unified School District #1

Nu./Bldgs Bldg.Sq/Ft Field/Sqft Custodial Groundsmen Security

SITE									
Abia Judd		3	59,406	19,800	3				
Washington		3	39,926	20,000	2				
Lincoln		4	33,976	20,000	2				
Taylor Hicks		3	56,329	79,918	3				
		Portables/6							
Miller Valley		3	37,740	27,229	2				
Granite Mtn.		5	93,516	110,656	3			1 Police Res	
Mile High		5	109,901	121,680	4			1 Police Res	
Prescott High		6	257,976	419,146	7.5			2	2
		Portables/4							

AREA	LEADERSHIP	EXPERTISE AREAS FOR FACILITIES - MEN
Facilities	Director, Jay Collier	Welding , Locks and Doors 2
Custodial	Principals Supervise Their Own	Electricians 1
Grounds	Principals Supervise Their Own	Constr. Services/Plumbing 2
		HVAC (One is also Foreman) 2

SITE	EQUIPMENT	CONDITION	AREAS RENTED IN THE DISTRICT
Mile High	Tractor	Masey Fer	Fair
	Mower	JohnDeere	Fair
Granite	Tractor	AG King	Good
	Mower	JohnDeere	Fair
Prescott High	Mower	Jacobsen	Fair
	Mower	Kabota	New
	Tractor	Montana	New
Taylor Hicks	Mower	Craftman	Good
			GYMS 6
			AUDITORIUMS 2
			MULTIPURPOSE ROOM 5
			CLASSROOMS (Multiple)

PERSONNEL

Item 11A.

Title 1 Aide

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11 A
FROM:	Diana Green, Director of Educational Services	Reading
DATE:	January 10, 2012	Discuss X
SUBJECT:	Approval to Create One (1) Title I Aide Position at HES	Action X

OBJECTIVE: Goal #1 Raise the Level of Student Achievement

SUPPORTING DATA:

The Title I Grant provides funds to create needed intervention programs at our six elementary schools. Building allocations are determined based upon free and reduced meal counts each year on the 100th day. This allocation process also varies each fiscal year based upon the federal allocation to each state.

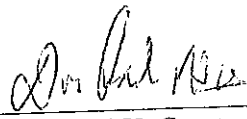
Based on currently available Title 1 Grant funds, the District has the funds needed to add one (1) 5.75 hour per day Title 1 Aide position to support reading intervention efforts at Humboldt Elementary School. This position would provide support for intensive small group instruction in the area of reading for identified primary and intermediate level students.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the creation of one (1) 5.75 hour per day classified Title I Aide position at Humboldt Elementary School, with all funds coming from the Title 1 Grant.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Diana Green @ 759-4010

PERSONNEL

Item 11B.

M/S/P Aide

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board

Item # 118

FROM: Dr. Kay B. Turner, Special Services Director

Reading

DATE: January 10, 2012

Discuss ✓

SUBJECT: Approval to Create a New 1:1 Mod/Sev/Prof Aide Position per IEP at MVES

Action ✓

OBJECTIVE: Goal #1 Raise the Level of Student Achievement

SUPPORTING DATA:

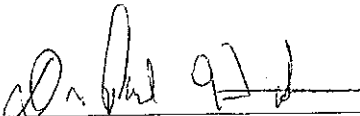
It is requested that the Governing Board approve the creation of a new IEP-driven 6.5 hour per day 1:1 Moderate/Severe/ Profound Aide for a new student. This position will be at Mountain View Elementary School and will be funded from the M&O budget.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve a new IEP-driven 6.5 hour per day 1:1 Moderate/Severe/Profound Aide position at Mountain View Elementary School, with the approximate total cost of \$13,300 for the remainder of the year coming from the M&O budget.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

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