

PERSONNEL

Item 11A.

SSO DIRECTOR

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **11 A**
FROM: Dr. Paul H. Stanton, Superintendent Reading
DATE: April 10, 2012 Discuss X
SUBJECT: Approval to Hire Stephanie Rowe as the 2012-13 Director of Special Services Action X

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

SUPPORTING DATA:

I am pleased to recommend Stephanie Rowe to be our new Director of Special Services starting July 1, 2012. I have attached her resume for your review. She was first choice of the Director of Special Services Interview Team. I was privileged to serve on the interview team along with the following highly qualified individuals:

Board Member: Carmelite Staker
Elementary Administrator: JoAnne Bindell
High School Special Education Teacher: Kathy Griskowitz
Middle School Special Education Teacher: Nancy Bliss
Elementary School Special Education Teacher: Angela Knox
School Nurse: Nancy Vallely, GHMS
Classified Special Education Staff Member: Jeannette Arntzen

From over 20 applications received, District personnel paper-screened all applicants and selected four strong candidates to be interviewed, two internal candidates and two outside candidates. These interviews took place on March 26th and March 27th. After completing the interviews, the team unanimously selected one candidate as their top choice, Stephanie Rowe. On Friday, March 30th, Board President Howard Moody and I met with her and confirmed the interview team's first choice.

It is my belief that Mrs. Rowe brings to the position a strong educational background and a passion for students. She received her Bachelor's degree from Arizona State University, resulting in dual Arizona certifications in Special Education and Elementary Education. She then went on to earn double Master's degrees, both from Northern Arizona University, in Elementary Education and Educational Leadership.

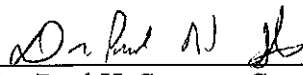
Mrs. Rowe enjoyed ten years in the classroom prior to being employed by Humboldt Unified School District as our IEP Facilitator/Preschool Coordinator. In this role, she has worked very closely with Dr. Turner on a wide variety of special education issues. Her thorough background in the field of special education will surely allow her to be an effective Director of Special Services for our District.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the hiring of Stephanie Rowe as the 2012-13 Director of Special Services on a one year contract at a starting wage of \$72,250 (Step 1/MA+30) on the Administrative Salary Schedule.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Dr. Stanton @ 759-5007

Education/Certifications

- M. Ed.** **Northern Arizona University, Prescott, AZ, 2010**
Educational Leadership/Principalship
- M.Ed.** **Northern Arizona University, Phoenix, AZ, 1997**
Elementary Education/Reading Specialist Endorsement
- B.A.E** **Arizona State University West, Glendale, AZ, 1994**
Dual Certification: Special Education & Elementary Education
Endorsements: Learning Disabilities & Emotionally Handicapped
Academic Specialization: Mathematics

Administrative and Leadership
Experience

Preschool Coordinator, Bright Futures Preschool
IEP Facilitator, Special Services Office
Humboldt Unified School District
Prescott Valley, AZ 2007-Present

- ◆ Coordinate Child Find Screenings, Transitioning students from Arizona Early Intervention Services to preschool services, Transition students to Kindergarten with special needs
- ◆ Evaluate and provide guidance for teachers, related service providers, and para-professionals using the districts evaluation instrument, informal observations and conferences
- ◆ Maintain data for students being screened, transitioning, and placed into the preschool, report data to the special education director and state department of education
- ◆ Review educational documents (IEPs) for compliance with laws and regulations, oversee completion of annual meetings and compliance with time lines of evaluations
- ◆ Create and provide professional development for IEP completion, goal writing, curriculum, curriculum based assessments, team building, online IEP program and state assessments

- ♦ Manager online IEP program which includes managing case management lists for sixty employees, exit and entry of students into online program and support district employees with the online program
- ♦ Evaluate preschool program and led Early Childhood Quality Improvement Process (EQUIP) committee for preschool improvements
- ♦ Oversee and coordinate the special needs summer school for the district

**Title I Coordinator, Greenway Middle School
Paradise Valley Unified School District
Phoenix, AZ 2002-2004**

- ♦ Evaluate state test scores for student placement into the Title I program, monitored placements and student progress in all Title I programs, implemented and trained teachers on newly adopted curriculum and programs.
- ♦ Created enrollment assessment for new students placement into appropriate classes, coordinated pre and post assessments for all subject areas, gathered and organized test scores to report to the Title I director and the state department of education

Teaching Experience

Humboldt Unified School District

August 06 – Present

IEP Facilitator, Special Services Office
Bright Futures Preschool, Preschool Coordinator
Granville Elementary, 2nd Grade Teacher

Paradise Valley School District

August 02 - May 06

Quail Run Elementary, 4th Grade & 6th Grade Math
Greenway Middle School, Title I Math/Reading Teacher & Title I Coordinator

Paradise Valley School District

August 00 - May 01

Echo Mountain Elementary, Title I Reading Specialist

Washington School District

September 96- June 00

Sunset Elementary, 5th Grade Teacher
John Jacobs, 2nd Grade Teacher

Alhambra School District

January 95 - June 96

Andalucia Primary School, 2nd Grade Teacher
Granada Elementary, Special Education Resource Teacher

PERSONNEL

Item 11B.

FINANCE DEPT.

JOB DESCRIPTIONS

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **11B**
FROM: Cynthia Windham, Director of Finance Reading
DATE: April 10, 2012 Discuss X
SUBJECT: Approval of New/Updated Finance Department Job Action X
Descriptions

OBJECTIVE: Goal: Increase Organizational Effectiveness

SUPPORTING DATA:

The Finance Department analyzed its current staffing in relation to the current job requirements and determined the job descriptions were outdated and did not reflect the evolution of the job responsibilities. In many cases, individuals were performing duties that did not have any correlation to their primary position description. This project was included in our Board Goals as Board Goals: 2.3.1 - Analyze Current Staffing to Align with District and School Goals.

The attached job descriptions have been updated to more accurately reflect the purpose and duties associated with each position. All positions are based on 12 month work calendars. Please note that the Payroll Specialist position, formerly the Payroll Clerk position, warrants a change in classification from Class 6 to Class 8 to 1) reflect the current high level performance responsibilities associated with the position and 2) align the position with all other comparable Finance Department positions. This will result in an increase of approximately \$2,450 per year for that position.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the attached revised job descriptions for the:

- *Accounts Payable/Fixed Asset Coordinator*
- *Auxiliary Operations/Cash Management Coordinator*
- *Budget Technician*
- *Benefits Coordinator*
- *Payroll Coordinator*
- *Payroll Specialist*
- *Internal Audit Manager*

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Cynthia Windham @ 759-4027

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Accounts Payable/Fixed Asset Coordinator

Classification: 8

Reports To: Director of Finance

General Duties: The Accounts Payable Specialist is responsible for accurately processing and recording vendor payments and maintaining an accurate accounting of the District's assets. .

Performance Duties:

1. Distributes purchase orders, places orders with vendors and distributes file copies/backup documentation, as needed.
2. Processes all accounts payable functions (i.e. inputs and reconciles invoices to purchase orders or receipts, prints accounts payable reports, as needed).
3. Processes computer generated warrants, transmits files electronically to Yavapai County Treasurer's system, verifies warrants for accuracy, mails checks, transmits vouchers for Board approval.
4. Examines and verifies accounts payable reports, reconciles vendor statements, contacts vendors for information or corrective action, contacts District personnel regarding purchases, receipts, invoices, etc., maintains accounts payable vendor files.
5. Processes annual 1099 reports.
6. Processes employee travel expenses claims, reconciling to approval limits.
7. Processes monthly use tax reports to AZ Department of Revenue.
8. Maintains fixed asset inventory control records, assigns property control numbers, processes disposal of assets.
9. Reconciles fixed asset values to the general ledger.
10. Provides information as needed for annual audit requests.
11. Maintain supplies inventory for Finance Department.
12. Perform other duties and responsibilities as directed by immediate supervisor.

Competencies:

Strong oral communication skills in English
Able to read/write well in English
Able to sit for extended periods of time
Able to safely lift up to twenty (20) pounds
Strong math/accounting skills

Certificates & Licenses:

Must have a high school diploma or equivalent

Continuing Education/ Training:

Training as directed by supervisor

Clearances:

Criminal Justice/ Fingerprint Clearance

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Auxiliary Operations/Cash Management Coordinator

Classification: 8

Reports To: Director of Finance

General Duties: The Auxiliary Operations/Cash Management Coordinator oversees the accounting functions associated with tracking cash receipts of the District.

Performance Duties:

1. Verifies and balances daily cash deposits, (i.e. counting, recording, etc.).
2. Prepares, balances and records deposits for banking institutions.
3. Processes NSF/returned items for collections.
4. Performs initial review of revenues and expenditure for budget capacity.
5. Interfaces with District personnel regarding tax credit, auxiliary funds, student clubs, etc.
6. Monitors for consistency/timeliness of deposits for District sponsored program.
7. Inputs purchase requisitions in computer, checking for accuracy and correctness of information for identified departments.
8. Prepares billings for District receivable accounts.
9. Serves as resource for staff, administration and public with inquiries, problems, or concerns regarding facility rental usage of District sites.
10. Monitors all use of facilities to ensure that the District is supplied with the proper liability insurance and that district facility rental policies are adhered to.
11. Submits insurance claims affecting District sites, tracking reimbursements.
12. Trains, resolve issues, and establishes and/or revises procedures for auxiliary operations, student clubs, and student attendance.
13. Prepares and update staff training guides.
14. Prepares AZ Dept of Revenue Report for Tax Credit Reporting.
15. Serves as back-up for procurement processing duties.
16. Performs other duties and responsibilities as assigned by immediate supervisor.

Competencies:

Strong oral communication skills in English
Able to read/write well in English
Able to sit for extended periods of time
Able to safely lift up to twenty (20) pounds
Strong math/accounting skills

Certificates & Licenses:

Must have a high school diploma or equivalent

Continuing Education/ Training:

Training as directed by supervisor

Clearances:

Criminal Justice/ Fingerprint Clearance

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Budget Technician

Classification: 8

Reports To: Director of Finance

General Duties: The Budget Technician oversees the Student Accountability Information Systems (SAIS), procurement and grant coordination in conjunction with State purchasing requirements.

Performance Duties:

1. Interpret statutes to determine the data required for student attendance reporting.
2. Analyzes and verifies student membership and attendance data to assure accuracy and compliance with ADE regulations and District policy.
3. Provides Finance Director with student enrollment and attendance data needed to project annual budget.
4. Develops attendance reporting procedures to be used at the schools.
5. Directs and coordinates the collection and input of attendance data at all school sites.
6. Assists with the periodic staff training relating to areas of responsibility.
7. Validates concurrent enrollments and research SAIS ID issues.
8. Assists in compiling budget data to prepare District budget.
9. Compiles and prepares monthly financial reports (e.g. budget vs. actual) and various special schedules and reports.
10. Monitors grant applications and amendments.
11. Prepares credit application requests.
12. Confers with departments regarding questionable items on the requisition and interpret purchasing procedures to departments.
13. Determines methods needed to process requisitions, e.g. quotes, bids, RFPs, or consortium purchases.
14. Reviews accuracy and completeness of quotes received.
15. Coordinates with Finance Director for the distribution of bid invitations, request for proposals; including proper noticing and receiving of responses.
16. Performs due diligence as necessary on purchasing consortium purchases.
17. Inputs purchase requisitions in computer, checking for accuracy and correctness of information for identified departments.
18. Enters vendor awards in computer for efficiency of purchase and per audit requirements.
19. Maintains vendor list per District procurement requirement.
20. Performs other duties and responsibilities as directed by immediate supervisor.

Competencies:

Strong oral communication skills in English
Able to read/write well in English
Able to sit for extended periods of time
Able to safely lift up to twenty (20) pounds
Strong math/accounting skills

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Certificates & Licenses:

Must have a high school diploma or equivalent

Continuing Education/ Training:

Training as directed by supervisor

Clearances:

Criminal Justice/ Fingerprint Clearance

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Benefits Coordinator

Classification: 8

Reports To: Director of Finance

General Duties: The Benefits Coordinator serves as the liaison between the employees and the school district in the area of insurance and benefit coverage.

Performance Duties:

1. Prepares monthly reconciliation for each type of insurance (medical, dental, life, vision, AFLAC, optional life).
2. Prepares monthly insurance billing spreadsheets.
3. Prepares new employee benefits materials, gives insurance/benefits orientations to all new staff, responds to employees' questions regarding their benefits.
4. Maintains accurate employee benefits information in Visions.
5. Notifies insurance company of new enrollments, changes in coverage/address.
6. Calculates payroll deductions for those employees with dependent and/or supplemental coverage. Sets up the deductions in Visions.
7. Sets up and maintain monthly insurance encumbrance amounts (monthly district insurance expense by account code).
8. Calculates all insurance refunds, when applicable, for accounts payable
9. Maintains and prepares monthly billing for retirees on HUSD insurance. Post all monies received from retirees and from Arizona State Retirement System (subsidy payments).
10. Notifies employees who have terminated employment with the district of their right to COBRA benefit continuation. Notifies each insurance carrier of termination as well as the COBRA administrator.
11. Assists with payroll processing: assists with balancing deduction registers before payroll closes, provides other assistance as needed.
12. Serve as liaison between District and TALX for separated employees applying for unemployment.
13. Prepares and maintains records relating to industrial injuries, provide the Industrial Commission of AZ and SCF Arizona with reports as needed.
14. Prepares and maintain records relating to FMLA, leaves of absence, and Sick Bank
15. Provides information to DES and the courts relating to employee legal issues/needs.
16. Provides assistance to employees relating to short-term and long-term disability claims.
17. Attend YUEBT meetings as scheduled.
18. Assists employees with YUEBT-related issues, including service providers, claims, appeals.
19. Coordinates YUEBT health assessment, clinics, services with District personnel.
20. Performs other duties and responsibilities as directed by immediate supervisor

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Competencies:

- Strong oral communication skills in English
- Able to read/write well in English
- Able to sit for extended periods of time
- Able to safely lift up to twenty (20) pounds
- Strong math/accounting skills

Certificates & Licenses:

- Must have a high school diploma or equivalent

Continuing Education/ Training:

- Training as directed by supervisor

Clearances:

- Criminal Justice/ Fingerprint Clearance

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Payroll Coordinator

Classification: 8

Reports To: Director of Finance

General Duties: The Payroll Coordinator oversees the daily functions of the Payroll Department including the issuance of employee wages.

Performance Duties:

1. Verify payroll data against contractual salary placement.
2. Verify all required employment documents, including paperwork for new, existing, and exiting employees.
3. Compute a variety of information related to payroll vouchers. Execute and monitor payroll calculation programs; reconcile and post data to payroll records.
4. Balance and reconcile the payroll changes for accuracy.
5. Perform balance of contract calculations for resigning employees.
6. Review timesheet posting with the Payroll Specialist for completeness and accuracy.
7. Reconcile transactions for overpayments, reversals, and voids.
8. Coordinate various irregular payments, such as supplemental pays, Prop 301, stipends, sick leave payouts, etc.
9. Interface with District employees regarding payroll inquiries.
10. Investigate employee information for County, Federal, and State and other agencies related to garnishments, tax-sheltered annuities, child-support payments, tax levies, employment earnings, retirement, wages lost, among others.
11. Compile data and prepares quarterly and year-end reports, e.g. W-2's, Federal Tax 941 Filing, AZ State A-1 Tax Filing, AZ State New Hire Reports, U.S. Labor Reporting, etc.
12. Validate Arizona State Retirement System data and resolves discrepancies.
13. Monitor employee tax credit donations and generate end-of-year tax credit receipts to donors.
14. Act as District payroll liaison with County School Superintendent's Office.
15. Performs other duties and responsibilities as directed by immediate supervisor.

Competencies:

Strong oral communication skills in English
Able to read/write well in English
Able to sit for extended periods of time
Able to safely lift up to twenty (20) pounds
Strong math/accounting skills

Certificates & Licenses:

Must have a high school diploma or equivalent

Continuing Education/ Training:

Training as directed by supervisor

Clearances:

Criminal Justice/ Fingerprint Clearance

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Payroll Specialist

Classification: 8

Reports To: Director of Finance

General Duties: The Payroll Specialist is responsible for managing the District accounting and substitute-calling software, maintaining position control in accordance with budget funding, and produces specialty payroll reports.

Performance Duties:

1. Administers District's financial accounting software, *IVisions*, which includes coordination of accounting software with department and school sites, human resources, and information technology.
2. Reconcile substitute software personnel leave entries to ensure proper interface with payroll records software
3. Responds to inquiries for district accounting software assistance to resolve problem situations and determine appropriate action(s) for resolution.
4. Inputs and reconciles master positions in accordance with budget; ensuring correct use of budget codes; and verification of availability of funds.
5. Verifies supplemental pay requests for appropriate coding and funding allocation.
6. Prepares payroll journal adjusting entries, as directed.
7. Prepares semi-annual time and effort tracking per grant requirements.
8. Prepares quarterly Medicaid billing submission for district reimbursement.
9. Prepares 403(b) payroll reports for submission to third-party administrator.
10. Serves as liaison with Third-Party Administrator concerning TSA's and annual TSA notification.
11. Prepares substitute reporting to the Arizona State Retirement System.
12. Prepares documentation such as procedural guidelines in the development of training manuals
13. Creates payroll data reports listing employees paid from each grant and reviews information with appropriate grant department.
14. Researches discrepancies of grant funded positions to ensure compliance with grant authorization.
15. Coordinates the District's accounting software annual roll-over process with Finance, Payroll, and Human Resources.
16. Performs other duties and responsibilities as directed by immediate supervisor.

Competencies:

Strong oral communication skills in English
Able to read/write well in English
Able to sit for extended periods of time
Able to safely lift up to twenty (20) pounds
Strong math/accounting skills

Certificates & Licenses:

Must have a high school diploma or equivalent

Continuing Education/ Training:

Training as directed by supervisor

Clearances:

Criminal Justice/ Fingerprint Clearance

**HUMBOLDT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Internal Audit Manager

Classification: Administrative

Reports To: Director of Finance

General Duties: The Internal Auditor oversees the accounting operation of the District; with an emphasis on audit compliance and funds reconciliation.

Performance Duties:

1. Monitors expenditures of all budgets to ensure compliance with USFR rules, regulations, and policies.
2. Develops, reviews, and evaluates existing and new operational procedures and processes to obtain optimum efficiency.
3. Prepares, monitors, and maintains budgets.
4. Assists in the preparation and submission of the District's annual budget and annual financial report.
5. Reconciles monthly budget and cash reports with the County Superintendent and banking institutions; identifying variances and taking corrective action, as needed.
6. Tracks district revenue e.g., state aide, tax levy, bond, NSLP, etc.
7. Approves vouchers (p/r & a/p) verifying sufficient funding available, based on cash or grant allocation.
8. Approves adjusting journal entries; budget transfers.
9. Allocates revenue to appropriate programs for quarterly interest to appropriate funds.
10. Prepares year-end close and year-end opening transactions.
11. Submits deposits to the County Superintendent Office.
12. Conducts internal audits on accounts and spot checks records to ensure compliance of standard procedures and practices.
13. Reviews student travel requests to ensure adherence to district policy.
14. Approve event/fundraiser requests to ensure adherence to district policy and insurance requirements, if applicable.
15. Provides assistance to the Finance Director to manage the day-to-day operations of assigned areas.
16. Works with all external auditors in coordinating audit activities.
17. Performs other duties and responsibilities as assigned by immediate supervisor.

Competencies:

Strong oral communication skills in English and able to read/write well in English
Able to sit for extended periods of time
Able to safely lift up to twenty (20) pounds
Strong math/accounting skills

Certificates & Licenses:

Specialized training in school finance

Continuing Education/ Training:

Training as directed by supervisor

Clearances:

Criminal Justice/ Fingerprint Clearance

PERSONNEL
Item 11C.

BFPS
TEACHING POSITION

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board
FROM: Dr. Kay B. Turner, Special Services Director
DATE: April 10, 2012
SUBJECT: Approval to Continue Preschool Teacher Position for 2012-13

Item # 11C

Reading

Discuss ✓

Action ✓

OBJECTIVE: Goal #1 Raise the level of Student Achievement

SUPPORTING DATA:

The attached Board Agenda item from *June 28, 2011* shows a request to approve a 0.8 FTE regular education preschool teacher for SY 2011-12 and SY 2012-13. At that time, the Governing Board approved the position for SY 2011-12, but asked that we return in the spring of 2012 and re-request the continuation of the teacher position for SY 2012-13 once next year's funding was confirmed.

This placement ended up being a 0.75 FTE position and has been funded from tuition revenue generated from fee-based typical preschoolers in 2010-11 and 2011-12. Current regular preschool enrollment is at 16. As of the end of this current school year, there will be carry-over funds which, along with projected 2012-13 tuition collections, will be available to fund the position next year. The total cost in 2012-13 for this 0.75 FTE position will be approximately \$37,500.00 which includes wages, benefits and insurance.

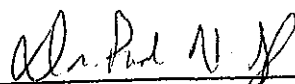
This regular education preschool class is an ongoing recruitment effort for HUSD.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the continuation of employment for a 0.75 FTE certified regular education preschool teacher at Bright Futures Preschool for the 2012-13 school year, with all costs paid using regular education preschool tuition collected during the 2011-12 and 2012-13 school year.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board

Item #

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

Reading

DATE: **June 28, 2011**

Discuss ✓

SUBJECT: Approval to Hire One (1) Preschool Teacher at BFPS for SY 11-12 and SY 12-13

Action ✓

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

SUPPORTING DATA:

The School Readiness Board, the Governor's P-20 Council and the I.D.E.A. all support pre-kindergarten instruction on the AZ Early Learning Standards. Quality early childhood program models support the inclusion of young children with special needs with typically developing children. During the 2009-10 and 2010-11 school years, the District was able to use ARRA Economic Stimulus funds to begin piloting a fee-based "peer buddies" program which allowed typically developing preschoolers to be part of our Bright Futures Preschool program which had previously served only special needs preschoolers (see Exhibit A).

Using no M&O funds, the regular education preschool program has been well received by the community. To generate revenue to support the continuation of the program beyond the 2010-11 school year, typical students have paid a monthly tuition (see below) which was not used during the 2009-10 and 2010-11 school year since ARRA funds were available.

Bright Futures Preschool: Preschool Tuition Rates for Typically Developing Students

Times	Days	Monthly Tuition	2 nd Student Rate
8:30 – 11:00 or 12:30 – 3:00	Tues, Wed, Thurs	\$180.00	\$150.00

1. Each regular education participant would pay \$50.00 Registration Fee + Monthly Tuition
2. Maximum 32 students (16 a.m. / 16 p.m.) Parents will provide their own transportation
3. The District will not collect any ADM for these students, but it will serve as another recruiting tool for HUSD.

After two years (SY 09-10 and SY 10-11) of operation, the Bright Futures Preschool regular education program has generated sufficient revenues through tuition to support the program for the next two years.

Funds on hand Fall 2010 (Fund #523)	\$14,859.60	Verified
Tuition collected during 2010-11	+\$31,558.00	Verified
Revenue available end of 2010-11	\$46,417.60	
Estimated tuition during 2011-12	+\$32,400.00	20 students are already on the waiting list
Total revenue by end of 2011-12	\$78,817.60	
Total 2011-12 cost for 0.8 FTE teacher	-\$39,578.00	Includes wage + benefits + insurance
(\$28,488+\$5,128+\$5,962)		
Estimated revenue balance end of 2011-12	\$39,239.60	
Estimated tuition during 2012-13	+\$32,400.00	Assumes 20 tuition students
Total 2012-13 cost for 0.8 FTE teacher	-\$39,578.00	Includes wage + benefits + insurance
Estimated revenue balance end of 2012-13	\$32,061.60	

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the hiring of one (1) 0.8 FTE certified preschool teacher at Bright Futures Preschool for the 2011-12 and 2012-13 school year in order to continue the regular education preschool program, with all costs paid using tuition collected during the 2009-10 and 2010-11 school years and revenues collected over the next two years.

Approved for transmittal to the Governing Board:

Dr. Paul H. Stanton, Superintendent

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

PERSONNEL
Item 11D.

CONTRACT
LANGUAGE

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 110
FROM: Phil Young, Director of Human Resources Reading
DATE: April 10, 2012 Discuss X
SUBJECT: Approval of 2012-13 Classified, Certified, and Administrator Contract Language Action X

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

SUPPORTING DATA:

Attached, you will find proposed 2012-13 classified work notice language (*4+ hours and less than 4 hours*), proposed 2012-13 classified term contract language (*12 month and less than 12 month*), proposed 2012-13 certified contract language, proposed 2012-13 psychologist contract language and proposed 2012-13 administrative contract language. In addition to obvious changes in date ranges, proposed changes are based on advice of legal counsel and District needs. All proposed changes are in red type.

- New contract language is being added to certified and administrative contracts regarding anticipated changes in teacher and principal evaluation instruments as required by law. The language allows new evaluations to go into effect next year after next year contracts are signed.
- New contract language is being added to certified, classified and administrative contracts regarding the *one-time distribution* of longevity pay to all staff that 1) were employed at the end of the 2011-12 school year and 2) are still employed at the start of the 2012-13 school year. This payment of the *same amount* for all eligible employees will be possible *using one-time EduJobs funds and one-time Medicaid funds*. The actual amount of the longevity payment will be determined later in the spring once next year's budget is finalized. This payment will not become an ongoing part of future contracts or work agreements.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

- *Move to approve the attached 2012-13 contract language for certified employees, psychologists and for certified administrators.*
- *Move to approve the attached 2012-13 contract language for 12 month classified term employees and for classified term employees working less than 12 month contracts.*
- *Move to approve the attached 2012-13 classified at-will work notice language for employees working four or more hours per day and for classified employees working less than four hours per day.*

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

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

2012-2013 EMPLOYMENT CONTRACT **FOR** **CERTIFIED ADMINISTRATOR**

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee"). The terms of the contract, salary amount, number of days, and position are as follows:

AFTER DETAIL

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified, which may include classroom teacher, as the best interest of the District may require.
2. Term – This contract shall be for a term of July 1, 2012 through June 30, 2013, unless shortened by a revised start or end date, above.
3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved Administrative Salary Schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

A. Employees in their second continuous year or higher with the District shall also be paid a one-time longevity payment, payable on commencement of work.
4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions.
5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2012-2013. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2012-2013 school year. If so, one or more of the following may occur:

A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration

of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate administrators through a reduction in force.

6. Conditional Contract – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

- A. Valid Arizona certificate(s) for the position;
- B. Valid fingerprint clearance card;
- C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;
- D. Verification of previous employment, if applicable.

Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card.

7. Evaluation – The parties acknowledge and agree that, as a result of recently enacted amendments to the Arizona Revised statutes, the District's evaluation system may be amended during the term of this Contract. If hired as a principal, employee shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. 15-203(A)(38) and 15-503. The evaluation system and instrument in effect as of the date of the first evaluation of the employee shall be the system and instrument that is used to evaluate the employee for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

8. Employee Resignation – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. If Employee resigns without approval, District will incur expenses which are difficult to determine. Employee shall pay District the sum of \$500.00 in liquidated damages as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Governing Board may waive this payment if the Employee's leaving is for circumstances beyond the Employee's control.

9. Background/Fingerprint Check/Reporting of Arrest – This contract is conditioned upon satisfactory results of a background investigation. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B and Board Policy GBEB-E, or which may or does result in the revocation of Employee's driving privileges.
10. Governing Law – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
11. Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.
12. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.
13. Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email, or 3) two (2) days after mailed by U.S. mail to the home address of record.

This contract delivered by (check one):

☐ Personal delivery on _____, 2012
☐ Administrator mailbox/email on _____, 2012
☐ U.S. mail sent on _____, 2012

THIS CONTRACT MUST BE SIGNED AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN THIRTY (30) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

2012-2013 EMPLOYMENT CONTRACT **FOR** **PSYCHOLOGIST**

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee") for one year. The terms of the contract, salary amount, number of days, and position are as follows:

AFTER DETAIL

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. Term – Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.
3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved certified salary schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

A. Employees in their second continuous year or higher with the District shall also be paid a one-time longevity payment not to exceed \$350.00, payable on commencement of work.
4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions.
5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2012-2013. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2012-2013 school year. If so, one or more of the following may occur:
 - A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.
 - B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of

furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. **Reduction in Force:** Employee is hereby given notice that the Governing Board may determine that the District will eliminate certified employees through a reduction in force.

6. **Conditional Contract** – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

- A. Valid Arizona certificate(s) for the position;
- B. Valid fingerprint clearance card;
- C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;
- D. Verification of previous employment, if applicable.
- E. If applicable based on subject area assigned, employee must meet requirements to be considered a "Highly Qualified teacher" under the No Child Left Behind Act.

Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card. In the District's sole discretion, Employee may be paid for work under supervision at a substitute teacher rate pending fingerprint clearance.

7. **Background/Fingerprint Check/Reporting of Arrest** – This contract is also conditioned upon satisfactory results of a background investigation. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee's driving privileges.
8. **Emergency Certification** – If Employee is not subject to the "Highly Qualified" requirements and is employed pursuant to an emergency certificate, teacher acknowledges that this agreement is for one year only and this provision constitutes notice that this teaching contract will not be renewed for the 2012-2013 school year
9. **Retired Psychologists** – If Employee is a psychologist who has returned to work after retirement and is currently receiving benefits from the Arizona State Retirement System, psychologist acknowledges that employment is not subject to renewal, psychologist is not entitled to a hearing or other protections under A.R.S. § 15-538 through 15-543 and specifically agrees to the terms of A.R.S. § 38-766.01, incorporated herein by reference.
10. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. If Employee resigns without approval, District will incur expenses which are difficult to determine. Employee shall pay District the sum of \$500.00 in liquidated damages as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Governing Board may waive this payment if the Employee's leaving is for circumstances beyond the Employee's control.
11. **Governing Law** – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified.

Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

12. Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.
13. Arizona Standards – Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research based strategies in instruction.
14. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.
15. Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email, or 3) two (2) days after mailed by U.S. mail to the home address of record.

This contract delivered by (check one):

☐ Personal delivery on _____, 2012
☐ Certified employee mailbox/email on _____, 2012
☐ U.S. mail sent on _____, 2012

Please choose one of the following pay options (ref. Policy DKA):

- ☐ Bi-weekly installments (payment during school year/contract period only).
- ☐ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THIS CONTRACT MUST BE SIGNED AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN THIRTY (30) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

2012-2013 EMPLOYMENT CONTRACT

FOR

CERTIFIED EMPLOYEE

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee") for one year. The terms of the contract, salary amount, number of days, and position are as follows:

AFTER DETAIL

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. Term – Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.
3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved certified salary schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.
 - A. Employees in their second continuous year or higher with the District shall also be paid a one-time longevity payment not to exceed \$350.00, payable on commencement of work.
4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions.
5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2012-2013. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2012-2013 school year. If so, one or more of the following may occur:
 - A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.
 - B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of

furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate certified employees through a reduction in force.

6. Classroom Site Fund/Indian Gaming Fund – Pursuant to A.R.S. §15-977 and provisions for the “Classroom Site Fund,” the District may or may not receive funds to support supplements to teacher base salary or which will entitle employee to performance pay if the employee qualifies under the District’s performance pay plan. Further, the District may or may not receive sufficient Indian Gaming funds to support supplements to teacher base salary. Employee expressly acknowledges that total pay will depend upon allocation of the site and Indian Gaming funds, amount of site and Indian Gaming funds received, if any, and employee eligibility. Payments associated with the classroom site and Indian Gaming fund may be paid only if the balance in the applicable site fund account is sufficient to support these payments.

7. Conditional Contract – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

- A. Valid Arizona certificate(s) for the position;
- B. Valid fingerprint clearance card;
- C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;
- D. Verification of previous employment, if applicable.
- E. If applicable based on subject area assigned, employee must meet requirements to be considered a “Highly Qualified teacher” under the No Child Left Behind Act.

Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card. In the District’s sole discretion, Employee may be paid for work under supervision at a substitute teacher rate pending fingerprint clearance.

8. Evaluation - Teacher shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. 15-203(A)(38) and 15-537. The parties acknowledge and agree that, as a result of recently enacted amendments to these statutes, the District’s evaluation system may be amended during the term of this Contract. The evaluation system and instrument in effect as of the date of the first formal observation of the Teacher shall be the system and instrument that is used to evaluate the Teacher for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

9. Background/Fingerprint Check/Reporting of Arrest – This contract is also conditioned upon satisfactory results of a background investigation. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee’s driving privileges.

10. Emergency Certification – If Employee is not subject to the “Highly Qualified” requirements and is employed pursuant to an emergency certificate, teacher acknowledges that this agreement is for one year only and this provision constitutes notice that this teaching contract will not be renewed for the 2012-2013 school year.

11. Retired Teachers – If Employee is a teacher who has returned to work after retirement and is currently receiving benefits from the Arizona State Retirement System, teacher acknowledges that employment is not subject to renewal, teacher is not entitled to a hearing or other protections under A.R.S. § 15-538 through 15-543 and specifically agrees to the terms of A.R.S. § 38-766.01, incorporated herein by reference.
12. Employee Resignation – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. If Employee resigns without approval, District will incur expenses which are difficult to determine. Employee shall pay District the sum of \$500.00 in liquidated damages as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Governing Board may waive this payment if the Employee's leaving is for circumstances beyond the Employee's control.
13. Governing Law – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
14. Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.
15. Arizona Standards – Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research based strategies in instruction.
16. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.
17. Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email, or 3) two (2) days after mailed by U.S. mail to the home address of record.

This contract delivered by (check one):

☐ Personal delivery on _____, 2012
☐ Certified employee mailbox/email on _____, 2012
☐ U.S. mail sent on _____, 2012

Please choose one of the following pay options (ref. Policy DKA):

- ☐ Bi-weekly installments (payment during school year/contract period only).
- ☐ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THIS CONTRACT MUST BE SIGNED AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN FIFTEEN (15) BUSINESS DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

TERM CONTRACT FOR CLASSIFIED EMPLOYEE: 12 MONTH

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22 ("District"), Yavapai County, Arizona, this *classified term certain appointment contract* is made and entered into by and between the Governing Board and the above-named employee ("Employee"). The terms of the contract, salary amount, number of days and position are as follows:

AFTER DETAIL

1. **General.** Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.
2. **Compensation.** In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board.
 - a. Employees in their second continuous year or higher with the District shall also be paid a one-time longevity payment not to exceed \$350.00, payable on commencement of work.
3. **Funding and Possible Reductions.** This contract and the salary above is offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2012-2013. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2012-2013 school year. If so, one or more of the following may occur:
 - A. A reduction in the number of staff.
 - B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).
 - C. A reduction in assigned work hours of not to exceed 10%.
 - D. A furlough of up to three (3) days, unpaid, may be required on days for which

Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

4. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. In the event that Employee does not complete the full term of this contract, Employee's salary will be pro-rated. If Employee resigns without approval, Employee shall pay District the sum of \$500.00 in liquidated damages as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Governing Board may waive this payment if the Employee's leaving is for circumstances beyond the Employee's control.
5. **Governing Law**. This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
6. **Benefits**. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.
7. **Documentation**. This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy.
8. **Background/Fingerprint Check/Arrest**. This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

THE SIGNED CONTRACT MUST BE RECEIVED BY THE HUMAN RESOURCES DEPARTMENT UNALTERED, WITHIN FIFTEEN (15) DAYS FROM DATE OF ISSUANCE, OR THE AGREEMENT WILL BE NULL AND VOID.

EMPLOYEE:

GOVERNING BOARD PRESIDENT:

DATE: _____

DATE: _____

TERM CONTRACT FOR CLASSIFIED EMPLOYEE: LESS THAN 12 MONTH

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22 ("District"), Yavapai County, Arizona, this *classified term certain appointment contract* is made and entered into by and between the Governing Board and the above-named employee ("Employee"). The terms of the contract, salary amount, number of days and position are as follows:

AFTER DETAIL

1. **General.** Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.
2. **Compensation.** In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board.
 - a. Employees in their second continuous year or higher with the District shall also be paid a one-time longevity payment not to exceed \$350.00, payable on commencement of work.
3. **Funding and Possible Reductions.** This contract and the salary above are offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2012-2013. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2012-2013 school year. If so, one or more of the following may occur:
 - A. A reduction in the number of staff.
 - B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).
 - C. A reduction in assigned work hours of not to exceed 10%.
 - D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

4. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. In the event that Employee does not complete the full term of this contract, Employee's salary will be pro-rated. If Employee resigns without approval, Employee shall pay District the sum of \$500.00 in liquidated damages as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Governing Board may waive this payment if the Employee's leaving is for circumstances beyond the Employee's control.
5. **Governing Law**. This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
6. **Benefits**. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.
7. **Documentation**. This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy.
8. **Background/Fingerprint Check/Arrest**. This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

Please choose one of the following pay options (ref. Policy DKA):

- ☐ Bi-weekly installments (payment during school year/contract period only).
- ☐ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THE SIGNED CONTRACT MUST BE RECEIVED BY THE HUMAN RESOURCES DEPARTMENT UNALTERED, WITHIN FIFTEEN (15) DAYS FROM DATE OF ISSUANCE, OR THE AGREEMENT WILL BE NULL AND VOID.

EMPLOYEE:

GOVERNING BOARD PRESIDENT:

DATE: _____

DATE: _____

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22
CLASSIFIED STAFF
AT-WILL NOTICE

BEFORE DETAIL:

This Classified Indefinite Term At-Will Notice of Employment is between the Humboldt Unified School District #22 ("the District"), by and through its Governing Board, and the employee named above (the "Employee").

AFTER DETAIL:

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. You will receive fringe benefits, if any, as approved annually by the Board pursuant to District policy. Employees in their second continuous year or higher with the District, in addition to wages paid at the hourly rate specified above, shall receive a one-time longevity payment not to exceed \$350.00, payable upon commencement of work. A work schedule for the position is enclosed, which includes information on holidays and non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, food handler license, bus driver license, or other certification for position described. **You are expected to comply with the requirements of the job description and Board policies while employed by the District.** Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

Your employment may be terminated by the District or by you, with or without cause, upon giving the other party written notice. Termination by the District is effective upon Board action. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies.

Superintendent

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING BELOW AND RETURNING ONE COPY, UNALTERED, TO THE HUMAN RESOURCES DEPARTMENT WITHIN FOURTEEN (14) DAYS OR THIS OFFER WILL BE NULL AND VOID.

EMPLOYEE'S SIGNATURE

DATE

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22
CLASSIFIED STAFF
AT-WILL NOTICE: LESS THAN 4 HOURS/DAY

BEFORE DETAIL:

This Classified Indefinite Term At-Will Notice of Employment is between the Humboldt Unified School District #22 ("the District"), by and through its Governing Board, and the employee named above (the "Employee").

AFTER DETAIL:

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. Employees in their second continuous year or higher with the District, in addition to wages paid at the hourly rate specified above, shall receive a one-time longevity payment not to exceed \$350.00, payable upon commencement of work. A work schedule for the position is enclosed, which includes information non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, food handler license, bus driver license, or other certification for position described. **You are expected to comply with the requirements of the job description and Board policies while employed by the District.** Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

Your employment may be terminated by the District or by you, with or without cause, upon giving the other party written notice. Termination by the District is effective upon Board action. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies.

Superintendent

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING BELOW AND RETURNING ONE COPY, UNALTERED, TO THE HUMAN RESOURCES DEPARTMENT WITHIN FOURTEEN (14) DAYS OR THIS OFFER WILL BE NULL AND VOID.

EMPLOYEE'S SIGNATURE

DATE

PERSONNEL

Item 11E.

Admin/Director/Psych
Contracts
&
Admin Salary
Schedule

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board
FROM: Dr. Paul H. Stanton, Superintendent
DATE: April 10, 2012
SUBJECT: Approve 12-13 Administrator, Director, Psychologist Contracts
and 2012-13 Administrative Salary Schedule

Item # 11E
Reading
Discuss X
Action X

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

SUPPORTING DATA:

During the 2011-12 school year, all Administrators and Directors are evaluated by the Superintendent or, for the Directors of Food & Nutrition, Maintenance, and Transportation, by the Director of Human Resources. Psychologists are evaluated by the Director of Special Services. Based on both formal and informal evaluation components, the following Administrators, Directors and Psychologists have been performing their duties successfully.

SUMMARY & RECOMMENDATION:

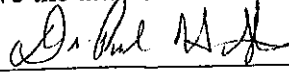
Looking ahead, the following professionals are needed next year to effectively accomplish the District's goals on behalf of the community and students we serve. It is recommended, therefore, that 2012-13 contracts be offered to the following individuals. Further, it is recommended that the Governing Board approve the attached 2012-13 Administrative Salary Schedule (the psychologist schedule will be part of a separate recommendation), with no changes from the 2011-12 salary schedule.

Cynthia Windham, Director of Finance
Kay Schrenk, Internal Audit Manager
Mariela Bean, Director of Language Acquisition/Public Relations
Diana Green, Director of Educational Services
Ben Peters, Director of Maintenance
Kim Porter, Director of Transportation
Dan Streeter, Bradshaw Mountain High School Principal
Kort Miner, Bradshaw Mountain High School Assistant Principal
Lisa Brackez, Bradshaw Mountain High School Assistant Principal
Cindy Dahl, Bradshaw Mountain High School Assistant Principal/Athletic Director
Brian Buchholtz, Bradshaw Mountain Middle School Principal
Dr. Theresa Matteson, Glassford Hill Middle School Principal
Michael DeRois, Liberty Traditional School Principal
Candice Blakely-Stump, Coyote Springs Elementary School Principal
Bucky Bates, Granville Elementary School Principal
Cole Young, Humboldt Elementary School Principal
Tusanne Cordes, Lake Valley Elementary School Principal
JoAnne Bindell, Mountain View Elementary School Principal
Georgia Benyk, Psychologist
Marshall Kane, Psychologist
Sandra Mattson Ebeltoft, Psychologist
Christine Burnett, Psychologist
Kimberly Losey, Psychologist
Linda Sharkey-Wicks, Psychologist

It is recommended that the Governing Board:

Move to approve the issuance of 2012-13 administrative and psychologist contracts for the administrators, directors and psychologists listed above and approve the attached 2012-13 Administrative Salary Schedule.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Dr. Paul H. Stanton @ 759-5007 or Phil Young @ 759-4006

Humboldt Unified School District #22

2012-13 ADMINISTRATIVE SALARY SCHEDULE

All positions are 12 month positions, unless otherwise noted. Contracts may be pro-rated if shorter than normal.

Board Approved [date]

HIGH SCHOOL PRINCIPAL (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$77,750	\$78,250	\$78,750	\$79,250
Step 2		\$79,305	\$79,815	\$80,325	\$80,835
Step 3		\$80,860	\$81,380	\$81,900	\$82,420
Step 4		\$82,415	\$82,945	\$83,475	\$84,005
Step 5		\$83,970	\$84,510	\$85,050	\$85,590
Step 6		\$85,525	\$86,075	\$86,625	\$87,175
Step 7		\$87,080	\$87,640	\$88,200	\$88,760
Step 8		\$88,635	\$89,205	\$89,775	\$90,345
Step 9		\$90,190	\$90,770	\$91,350	\$91,930
Step 10		\$91,745	\$92,335	\$92,925	\$93,515
Step 11		\$93,300	\$93,900	\$94,500	\$95,100

HIGH SCHOOL ASSISTANT PRINCIPAL (11 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$57,750	\$58,250	\$58,750	\$59,250
Step 2		\$58,905	\$59,415	\$59,925	\$60,435
Step 3		\$60,060	\$60,580	\$61,100	\$61,620
Step 4		\$61,215	\$61,745	\$62,275	\$62,805
Step 5		\$62,370	\$62,910	\$63,450	\$63,990
Step 6		\$63,525	\$64,075	\$64,625	\$65,175
Step 7		\$64,680	\$65,240	\$65,800	\$66,360
Step 8		\$65,835	\$66,405	\$66,975	\$67,545
Step 9		\$66,990	\$67,570	\$68,150	\$68,730
Step 10		\$68,145	\$68,735	\$69,325	\$69,915
Step 11		\$69,300	\$69,900	\$70,500	\$71,100

MIDDLE SCHOOL PRINCIPAL (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$65,750	\$66,250	\$66,750	\$67,250
Step 2		\$67,085	\$67,575	\$68,085	\$68,595
Step 3		\$68,380	\$68,900	\$69,420	\$69,940
Step 4		\$69,695	\$70,225	\$70,755	\$71,285
Step 5		\$71,010	\$71,550	\$72,090	\$72,630
Step 6		\$72,325	\$72,875	\$73,425	\$73,975
Step 7		\$73,640	\$74,200	\$74,760	\$75,320
Step 8		\$74,955	\$75,525	\$76,095	\$76,665
Step 9		\$76,270	\$76,850	\$77,430	\$78,010
Step 10		\$77,585	\$78,175	\$78,765	\$79,355
Step 11		\$78,900	\$79,500	\$80,100	\$80,700

MIDDLE SCHOOL ASSISTANT PRINCIPAL (11 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$54,750	\$55,250	\$55,750	\$56,250
Step 2		\$55,845	\$56,355	\$56,865	\$57,375
Step 3		\$56,940	\$57,460	\$57,980	\$58,500
Step 4		\$58,035	\$58,565	\$59,095	\$59,625
Step 5		\$59,130	\$59,670	\$60,210	\$60,750
Step 6		\$60,225	\$60,775	\$61,325	\$61,875
Step 7		\$61,320	\$61,880	\$62,440	\$63,000
Step 8		\$62,415	\$62,985	\$63,555	\$64,125
Step 9		\$63,510	\$64,090	\$64,670	\$65,250
Step 10		\$64,605	\$65,195	\$65,785	\$66,375
Step 11		\$65,700	\$66,300	\$66,900	\$67,500

ELEMENTARY SCHOOL PRINCIPAL (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$62,750	\$63,250	\$63,750	\$64,250
Step 2		\$64,005	\$64,515	\$65,025	\$65,535
Step 3		\$65,260	\$65,780	\$66,300	\$66,820
Step 4		\$66,515	\$67,045	\$67,575	\$68,105
Step 5		\$67,770	\$68,310	\$68,850	\$69,390
Step 6		\$69,025	\$69,575	\$70,125	\$70,675
Step 7		\$70,280	\$70,840	\$71,400	\$71,960
Step 8		\$71,535	\$72,105	\$72,675	\$73,245
Step 9		\$72,790	\$73,370	\$73,950	\$74,530
Step 10		\$74,045	\$74,635	\$75,225	\$75,815
Step 11		\$75,300	\$75,900	\$76,500	\$77,100

ELEMENTARY SCHOOL PRINCIPAL (12 MONTH: <400 Students)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$60,750	\$61,250	\$61,750	\$62,250
Step 2		\$61,965	\$62,475	\$62,985	\$63,495
Step 3		\$63,180	\$63,700	\$64,220	\$64,740
Step 4		\$64,395	\$64,925	\$65,455	\$65,985
Step 5		\$65,610	\$66,150	\$66,690	\$67,230
Step 6		\$66,825	\$67,375	\$67,925	\$68,475
Step 7		\$68,040	\$68,600	\$69,160	\$69,720
Step 8		\$69,255	\$69,825	\$70,395	\$70,965
Step 9		\$70,470	\$71,050	\$71,630	\$72,210
Step 10		\$71,685	\$72,275	\$72,865	\$73,455
Step 11		\$72,900	\$73,500	\$74,100	\$74,700

DIRECTOR OF EDUCATIONAL SERVICES (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$68,750	\$69,250	\$69,750	\$70,250
Step 2		\$70,125	\$70,635	\$71,145	\$71,655
Step 3		\$71,500	\$72,020	\$72,540	\$73,060
Step 4		\$72,875	\$73,405	\$73,935	\$74,465
Step 5		\$74,250	\$74,790	\$75,330	\$75,870
Step 6		\$75,625	\$76,175	\$76,725	\$77,275
Step 7		\$77,000	\$77,560	\$78,120	\$78,680
Step 8		\$78,375	\$78,945	\$79,515	\$80,085
Step 9		\$79,750	\$80,330	\$80,910	\$81,490
Step 10		\$81,125	\$81,715	\$82,305	\$82,895
Step 11		\$82,500	\$83,100	\$83,700	\$84,300

DIRECTOR OF SPECIAL EDUCATION SERVICES (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$71,750	\$72,250	\$72,750	\$73,250
Step 2		\$73,185	\$73,695	\$74,205	\$74,715
Step 3		\$74,620	\$75,140	\$75,660	\$76,180
Step 4		\$76,055	\$76,585	\$77,115	\$77,645
Step 5		\$77,490	\$78,030	\$78,570	\$79,110
Step 6		\$78,925	\$79,475	\$80,025	\$80,575
Step 7		\$80,360	\$80,920	\$81,480	\$82,040
Step 8		\$81,795	\$82,365	\$82,935	\$83,505
Step 9		\$83,230	\$83,810	\$84,390	\$84,970
Step 10		\$84,665	\$85,255	\$85,845	\$86,435
Step 11		\$86,100	\$86,700	\$87,300	\$87,900

DIRECTOR OF FINANCE & OPERATIONS (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$75,000	\$75,750	\$76,250	\$76,750	\$77,250
Step 2	\$76,500	\$77,265	\$77,775	\$78,285	\$78,795
Step 3	\$78,000	\$78,780	\$79,300	\$79,820	\$80,340
Step 4	\$79,500	\$80,295	\$80,825	\$81,355	\$81,885
Step 5	\$81,000	\$81,810	\$82,350	\$82,890	\$83,430
Step 6	\$82,500	\$83,325	\$83,875	\$84,425	\$84,975
Step 7	\$84,000	\$84,840	\$85,400	\$85,960	\$86,520
Step 8	\$85,500	\$86,355	\$86,925	\$87,495	\$88,065
Step 9	\$87,000	\$87,870	\$88,450	\$89,030	\$89,610
Step 10	\$88,500	\$89,385	\$89,975	\$90,565	\$91,155
Step 11	\$90,000	\$90,900	\$91,500	\$92,100	\$92,700

DIRECTOR OF HUMAN RESOURCES (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$68,750	\$69,250	\$69,750	\$70,250
Step 2		\$70,125	\$70,635	\$71,145	\$71,655
Step 3		\$71,500	\$72,020	\$72,540	\$73,060
Step 4		\$72,875	\$73,405	\$73,935	\$74,465
Step 5		\$74,250	\$74,790	\$75,330	\$75,870
Step 6		\$75,625	\$76,175	\$76,725	\$77,275
Step 7		\$77,000	\$77,560	\$78,120	\$78,680
Step 8		\$78,375	\$78,945	\$79,515	\$80,085
Step 9		\$79,750	\$80,330	\$80,910	\$81,490
Step 10		\$81,125	\$81,715	\$82,305	\$82,895
Step 11		\$82,500	\$83,100	\$83,700	\$84,300

DIRECTOR OF TRANSPORTATION (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$50,000	\$50,750	\$51,250	\$51,750	\$52,250
Step 2	\$51,000	\$51,765	\$52,275	\$52,785	\$53,295
Step 3	\$52,000	\$52,780	\$53,300	\$53,820	\$54,340
Step 4	\$53,000	\$53,795	\$54,325	\$54,855	\$55,385
Step 5	\$54,000	\$54,810	\$55,350	\$55,890	\$56,430
Step 6	\$55,000	\$55,825	\$56,375	\$56,925	\$57,475
Step 7	\$56,000	\$56,840	\$57,400	\$57,960	\$58,520
Step 8	\$57,000	\$57,855	\$58,425	\$58,995	\$59,565
Step 9	\$58,000	\$58,870	\$59,450	\$60,030	\$60,610
Step 10	\$59,000	\$59,885	\$60,475	\$61,065	\$61,655
Step 11	\$60,000	\$60,900	\$61,500	\$62,100	\$62,700

DIRECTOR OF MAINTENANCE (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$50,000	\$50,750	\$51,250	\$51,750	\$52,250
Step 2	\$51,000	\$51,765	\$52,275	\$52,785	\$53,295
Step 3	\$52,000	\$52,780	\$53,300	\$53,820	\$54,340
Step 4	\$53,000	\$53,795	\$54,325	\$54,855	\$55,385
Step 5	\$54,000	\$54,810	\$55,350	\$55,890	\$56,430
Step 6	\$55,000	\$55,825	\$56,375	\$56,925	\$57,475
Step 7	\$56,000	\$56,840	\$57,400	\$57,960	\$58,520
Step 8	\$57,000	\$57,855	\$58,425	\$58,995	\$59,565
Step 9	\$58,000	\$58,870	\$59,450	\$60,030	\$60,610
Step 10	\$59,000	\$59,885	\$60,475	\$61,065	\$61,655
Step 11	\$60,000	\$60,900	\$61,500	\$62,100	\$62,700

INTERNAL AUDIT MANAGER (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$58,000	\$58,750	\$59,250	\$59,750	\$60,250
Step 2	\$59,160	\$59,925	\$60,435	\$60,945	\$61,455
Step 3	\$60,320	\$61,100	\$61,620	\$62,140	\$62,660
Step 4	\$61,480	\$62,275	\$62,805	\$63,335	\$63,865
Step 5	\$62,640	\$63,450	\$63,990	\$64,530	\$65,070
Step 6	\$63,800	\$64,625	\$65,175	\$65,725	\$66,275
Step 7	\$64,960	\$65,800	\$66,360	\$66,920	\$67,480
Step 8	\$66,120	\$66,975	\$67,545	\$68,115	\$68,685
Step 9	\$67,280	\$68,150	\$68,730	\$69,310	\$69,890
Step 10	\$68,440	\$69,325	\$69,915	\$70,505	\$71,095
Step 11	\$69,600	\$70,500	\$71,100	\$71,700	\$72,300

DIRECTOR OF LANGUAGE ACQUISITION/PUBLIC RELATIONS (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$65,750	\$66,250	\$66,750	\$67,250
Step 2		\$67,065	\$67,575	\$68,085	\$68,595
Step 3		\$68,380	\$68,900	\$69,420	\$69,940
Step 4		\$69,695	\$70,225	\$70,755	\$71,285
Step 5		\$71,010	\$71,550	\$72,090	\$72,630
Step 6		\$72,325	\$72,875	\$73,425	\$73,975
Step 7		\$73,640	\$74,200	\$74,760	\$75,320
Step 8		\$74,955	\$75,525	\$76,095	\$76,665
Step 9		\$76,270	\$76,850	\$77,430	\$78,010
Step 10		\$77,585	\$78,175	\$78,765	\$79,355
Step 11		\$78,900	\$79,500	\$80,100	\$80,700

DIRECTOR OF FOOD & NUTRITION (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$50,000	\$50,750	\$51,250	\$51,750	\$52,250
Step 2	\$51,000	\$51,765	\$52,275	\$52,785	\$53,295
Step 3	\$52,000	\$52,780	\$53,300	\$53,820	\$54,340
Step 4	\$53,000	\$53,795	\$54,325	\$54,855	\$55,385
Step 5	\$54,000	\$54,810	\$55,350	\$55,890	\$56,430
Step 6	\$55,000	\$55,825	\$56,375	\$56,925	\$57,475
Step 7	\$56,000	\$56,840	\$57,400	\$57,960	\$58,520
Step 8	\$57,000	\$57,855	\$58,425	\$58,995	\$59,565
Step 9	\$58,000	\$58,870	\$59,450	\$60,030	\$60,610
Step 10	\$59,000	\$59,885	\$60,475	\$61,065	\$61,655
Step 11	\$60,000	\$60,900	\$61,500	\$62,100	\$62,700

PERSONNEL

Item 11F.

Certified/Classified
Salary Schedules
&
Stipend Schedule

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **11F**

FROM: Dr. Paul H. Stanton, Superintendent, Phil Young, Director of Human Resources, Professional Staff Meet & Confer Committee, and Support Staff Meet & Confer Committee Reading

DATE: April 10, 2012 Discuss X

SUBJECT: Approval of Certified and Classified Salary Schedules and Stipend Schedule for the 2012-13 School Year Action X

OBJECTIVE: Goal #Personnel

SUPPORTING DATA:

At the March 22, 2012 Combined Professional and Support Staff Meet & Confer Committee Meeting, the Committee voted to recommend that the 2012-13 Certified Salary Schedule, 2012-13 Psychologist Salary Schedule, 2012-13 Nurse Salary Schedule, 2012-13 OT/COTA/PT Salary Schedule, and the 2012-13 Classified Salary Schedule and Classification List remain the same as the 2011-12 salary schedules and list.

For 2012-13, however, it was recommended that reference to Prop 301 funds be removed from the Nurse Salary Schedule since, per a recent ruling, the group is no longer eligible for those funds.

Also, for 2012-13, it was recommended that reference to Prop 301 funds be removed from a new-for-2012-13 Speech Therapist Salary Schedule since, per a recent ruling, that group also is no longer eligible for those funds. While the wages on the proposed new Speech schedule are still the same as the Certified Salary Schedule, as has been the case for years, a new notation is included to reflect the Speech Stipend available for those Therapists with higher case loads.

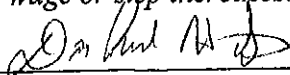
At the March 22, 2012 meeting, the committee also voted to recommend that the 2012-13 Stipend Schedule remain the same as the 2011-12 schedule and that movement would continue to be suspended, with the following changes:

- ADD a middle school baseball coach and an assistant middle school baseball coach if numbers warrant, with *Pay-to-Play Tax Credit funds* being used to support the program.
- ADD a middle school softball coach and an assistant middle school softball coach if numbers warrant, with *Pay-to-Play Tax Credit funds* being used to support the program.
- ADD a middle school soccer coach and an assistant middle school soccer coach if numbers warrant, with *Pay-to-Play Tax Credit funds* being used to support the program.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board:

Move to approve the attached 2012-13 Certified Salary Schedule, 2012-13 Speech Therapist Salary Schedule, 2012-13 Nurse Salary Schedule, 2012-13 Psychologist Salary Schedule, 2012-13 OT/COTA/PT Salary Schedule, 2012-13 Classified Pay Schedule, 2012-13 Classified Position List and 2012-13 Stipend Schedule for the 2012-13 school year as presented, with 2012-13 contracts and work agreements issued with no base wage or step increases.

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

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

CERTIFIED SALARY SCHEDULE 2012- 2013

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
2012-13 NEW HIRE PLACEMENT YEARS EXPERIENCE	BA-01 1st certificate	BA-12	BA-24	BA-40	BA-52	BA-64	BA-76				
	MA-01 1st certificate				MA-12	MA-24	MA-36	MA-48	MA-60	Ed.D. Ph.D.	
0-3	Step 2	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610
4	Step 3	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
5+	Step 4	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
Note: For 2012-13, a new employee to the District with 0-3 years of prior experience will be placed on Step 2, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 3. A new employee with 5+ years will be placed on Step 4.	Step 5	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
	Step 6	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	Step 7	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	Step 8	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	Step 9		38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610
	Step 10		39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610
	Step 11		40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610
	Step 12			42,610	43,610	44,610	45,610	46,610	47,610	48,610	49,610
	Step 13			43,610	44,610	45,610	46,610	47,610	48,610	49,610	50,610
	Step 14				45,610	46,610	47,610	48,610	49,610	50,610	51,610
	Step 15				46,610	47,610	48,610	49,610	50,610	51,610	52,610
	Step 16				47,610	48,610	49,610	50,610	51,610	52,610	53,610
	Step 17				48,610	49,610	50,610	51,610	52,610	53,610	54,610
	Step 18				49,610	50,610	51,610	52,610	53,610	54,610	55,610
	Step 19				50,610	51,610	52,610	53,610	54,610	55,610	56,610
	Step 20					52,610	53,610	54,610	55,610	56,610	57,610
	Step 21						54,610	55,610	56,610	57,610	58,610
	Step 22						55,610	56,610	57,610	58,610	59,610
	Step 23							57,610	58,610	59,610	60,610
	Step 24								59,610	60,610	61,610
	Step 25									61,610	62,610

In addition to the salary from the above schedule, which is paid bi-weekly, teachers are eligible to receive additional 2012-13 income from Prop 301 funds. Humboldt Unified School District pays more Prop 301 dollars to teachers than most other districts in Arizona. The amount for the 2012-13 school year will be determined when established by the State.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

SPEECH THERAPIST SALARY SCHEDULE 2012- 2013

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
2012-13 NEW HIRE PLACEMENT YEARS EXPERIENCE	BA or MA Candidate	BA +12	BA +24	BA +40	BA +52	BA +64	BA +76				
	Master's				MA +12	MA +24	MA +36	MA +48	MA +60	Ed.D. Ph.D.	
0-3	Step 2	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610
4	Step 3	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
5+	Step 4	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
Note: For 2012-13, a new employee to the District with 0-3 years of prior experience will be placed on Step 2, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 3. A new employee with 5+ years will be placed on Step 4.	Step 5	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
	Step 6	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	Step 7	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	Step 8	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	Step 9		38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610
	Step 10		39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610
	Step 11		40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610
	Step 12			42,610	43,610	44,610	45,610	46,610	47,610	48,610	49,610
	Step 13			43,610	44,610	45,610	46,610	47,610	48,610	49,610	50,610
	Step 14				45,610	46,610	47,610	48,610	49,610	50,610	51,610
	Step 15				46,610	47,610	48,610	49,610	50,610	51,610	52,610
	Step 16				47,610	48,610	49,610	50,610	51,610	52,610	53,610
	Step 17				48,610	49,610	50,610	51,610	52,610	53,610	54,610
	Step 18				49,610	50,610	51,610	52,610	53,610	54,610	55,610
	Step 19				50,610	51,610	52,610	53,610	54,610	55,610	56,610
	Step 20					52,610	53,610	54,610	55,610	56,610	57,610
	Step 21						54,610	55,610	56,610	57,610	58,610
	Step 22						55,610	56,610	57,610	58,610	59,610
	Step 23							57,610	58,610	59,610	60,610
	Step 24								59,610	60,610	61,610
	Step 25									61,610	62,610

In addition to the salary from the above schedule, which is paid bi-weekly, speech therapists are eligible to receive additional 2012-13 income when their caseloads exceed the ASHA recommended level (over 40 students for a full-time therapist). The annual stipend for the 2012-13 school year, paid with IDEA funds, is \$7,000 for a full-time therapist, pro-rated for less than full-time therapists.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

NURSE SALARY SCHEDULE 2012 - 2013

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
2012-13 NEW HIRE PLACEMENT VERSUS EXPERIENCE	STEP	NO DEGREE	BA	BA+12	BA+24	BA+36 MA	BA+52 MA+12	BA+64 MA+24	BA+76 MA+36	MA+48	MA+60	EDS PHD
0-3	2	29,610	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610
4	3	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
5+	4	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
Note: For 2012-13, a new employee to the District with 0-3 years of prior experience will be placed on Step 2, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 3. A new employee with 5+ years will be placed on Step 4.	5	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
	6	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	7	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	8	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	9		37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610
	10			39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610
	11			40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610
	12				42,610	43,610	44,610	45,610	46,610	47,610	48,610	49,610
	13				43,610	44,610	45,610	46,610	47,610	48,610	49,610	50,610
	14					45,610	46,610	47,610	48,610	49,610	50,610	51,610
	15					46,610	47,610	48,610	49,610	50,610	51,610	52,610
	16					47,610	48,610	49,610	50,610	51,610	52,610	53,610
	17					48,610	49,610	50,610	51,610	52,610	53,610	54,610
	18					49,610	50,610	51,610	52,610	53,610	54,610	55,610
	19					50,610	51,610	52,610	53,610	54,610	55,610	56,610
	20						52,610	53,610	54,610	55,610	56,610	57,610
	21							54,610	55,610	56,610	57,610	58,610
	22							55,610	56,610	57,610	58,610	59,610
	23								57,610	58,610	59,610	60,610
	24									59,610	60,610	61,610
	25										61,610	62,610

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

PSYCHOLOGIST SALARY SCHEDULE 2012 - 2013

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
Step	MA	MA+2	MA+24	MA+36	MA+48	MA+60	Ed.D. Ph.D.
1	48,610	49,610	50,610	51,610	52,610	53,610	54,610
2	49,610	50,610	51,610	52,610	53,610	54,610	55,610
3	50,610	51,610	52,610	53,610	54,610	55,610	56,610
4	51,610	52,610	53,610	54,610	55,610	56,610	57,610
5	52,610	53,610	54,610	55,610	56,610	57,610	58,610
6	53,610	54,610	55,610	56,610	57,610	58,610	59,610
7	54,610	55,610	56,610	57,610	58,610	59,610	60,610
8	55,610	56,610	57,610	58,610	59,610	60,610	61,610
9	56,610	57,610	58,610	59,610	60,610	61,610	62,610
10	57,610	58,610	59,610	60,610	61,610	62,610	63,610

Note: For 2012-13, a new employee to the District with 0-3 years of prior experience will be placed on Step 1, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 2. A new employee with 5+ years will be placed on Step 3.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

OT/COTA/PT SALARY SCHEDULE 2012 - 2013

When OT's PT's, and COTA's are placed on a salary schedule, the following conditions apply:

1. They are placed on the Teacher Work Year calendar (187 for new employees, 185 for continuing).
2. The salary has no extra pay for the two (2) extra days worked during the first year.
3. Three (3) "personal days" are available, with an additional two (2) "personal from sick" possible.
4. Sick leave accrues at a rate of one (1) per month.
5. There are no paid vacation days...payment is for days worked only.
6. Each horizontal or vertical step, when given, is worth \$1,000.
7. They are not eligible for Prop 301 funds.
8. A new hire is placed on Step 1 in the appropriate education column.

Step	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5	
	COTA Wage	COTA PTA Hourly	BA	OT/PT Hourly	MA	OT/PT Hourly	MA60	OT/PT Hourly	Ed/D Ph.D	OT/PT Hourly
1	\$34,780	\$23.50	\$59,940	\$40.50	60,940	\$41.18	61,940	\$41.85	62,940	\$42.53
2	35,780	\$24.18	60,940	\$41.18	61,940	\$41.85	62,940	\$42.53	63,940	\$43.20
3	36,780	\$24.85	61,940	\$41.85	62,940	\$42.53	63,940	\$43.20	64,940	\$43.88
4	37,780	\$25.53	62,940	\$42.53	63,940	\$43.20	64,940	\$43.88	65,940	\$44.55
5	38,780	\$26.20	63,940	\$43.20	64,940	\$43.88	65,940	\$44.55	66,940	\$45.23
6	39,780	\$26.88	64,940	\$43.88	65,940	\$44.55	66,940	\$45.23	67,940	\$45.91
7	40,780	\$27.55	65,940	\$44.55	66,940	\$45.23	67,940	\$45.91	68,940	\$46.58
8	41,780	\$28.23	66,940	\$45.23	67,940	\$45.91	68,940	\$46.58	69,940	\$47.26
9	42,780	\$28.91	67,940	\$45.91	68,940	\$46.58	69,940	\$47.26	70,940	\$47.93
10	43,780	\$29.58	68,940	\$46.58	69,940	\$47.26	70,940	\$47.93	71,940	\$48.61

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

CLASSIFIED PAY SCHEDULE 2012 - 2013

Step	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7	CLASS 8
A	\$7.78	\$8.28	\$8.78	\$9.28	\$9.78	\$10.28	\$10.78	\$11.28
B	\$8.03	\$8.53	\$9.03	\$9.53	\$10.03	\$10.53	\$11.03	\$11.53
C	\$8.28	\$8.78	\$9.28	\$9.78	\$10.28	\$10.78	\$11.28	\$11.78
D	\$8.53	\$9.03	\$9.53	\$10.03	\$10.53	\$11.03	\$11.53	\$12.03
E	\$8.78	\$9.28	\$9.78	\$10.28	\$10.78	\$11.28	\$11.78	\$12.28
F	\$9.03	\$9.53	\$10.03	\$10.53	\$11.03	\$11.53	\$12.03	\$12.53
G	\$9.28	\$9.78	\$10.28	\$10.78	\$11.28	\$11.78	\$12.28	\$12.78
H	\$9.53	\$10.03	\$10.53	\$11.03	\$11.53	\$12.03	\$12.53	\$13.03
I	\$9.78	\$10.28	\$10.78	\$11.28	\$11.78	\$12.28	\$12.78	\$13.28
J	\$10.03	\$10.53	\$11.03	\$11.53	\$12.03	\$12.53	\$13.03	\$13.53
K	\$10.28	\$10.78	\$11.28	\$11.78	\$12.28	\$12.78	\$13.28	\$13.78
L	\$10.53	\$11.03	\$11.53	\$12.03	\$12.53	\$13.03	\$13.53	\$14.03
M	\$10.78	\$11.28	\$11.78	\$12.28	\$12.78	\$13.28	\$13.78	\$14.28
N	\$11.03	\$11.53	\$12.03	\$12.53	\$13.03	\$13.53	\$14.03	\$14.53
O	\$11.28	\$11.78	\$12.28	\$12.78	\$13.28	\$13.78	\$14.28	\$14.78
P	\$11.53	\$12.03	\$12.53	\$13.03	\$13.53	\$14.03	\$14.53	\$15.03
Q	\$11.78	\$12.28	\$12.78	\$13.28	\$13.78	\$14.28	\$14.78	\$15.28
R	\$12.03	\$12.53	\$13.03	\$13.53	\$14.03	\$14.53	\$15.03	\$15.53
S	\$12.28	\$12.78	\$13.28	\$13.78	\$14.28	\$14.78	\$15.28	\$15.78
T	\$12.53	\$13.03	\$13.53	\$14.03	\$14.53	\$15.03	\$15.53	\$16.03

Step	CLASS 9	CLASS 10	CLASS 11	CLASS 12	CLASS 13	CLASS 14	CLASS 15	CLASS 16
A	\$11.78	\$12.28	\$13.28	\$14.28	\$15.28	\$16.28	\$17.28	\$18.28
B	\$12.03	\$12.53	\$13.53	\$14.53	\$15.53	\$16.53	\$17.53	\$18.53
C	\$12.28	\$12.78	\$13.78	\$14.78	\$15.78	\$16.78	\$17.78	\$18.78
D	\$12.53	\$13.03	\$14.03	\$15.03	\$16.03	\$17.03	\$18.03	\$19.03
E	\$12.78	\$13.28	\$14.28	\$15.28	\$16.28	\$17.28	\$18.28	\$19.28
F	\$13.03	\$13.53	\$14.53	\$15.53	\$16.53	\$17.53	\$18.53	\$19.53
G	\$13.28	\$13.78	\$14.78	\$15.78	\$16.78	\$17.78	\$18.78	\$19.78
H	\$13.53	\$14.03	\$15.03	\$16.03	\$17.03	\$18.03	\$19.03	\$20.03
I	\$13.78	\$14.28	\$15.28	\$16.28	\$17.28	\$18.28	\$19.28	\$20.28
J	\$14.03	\$14.53	\$15.53	\$16.53	\$17.53	\$18.53	\$19.53	\$20.53
K	\$14.28	\$14.78	\$15.78	\$16.78	\$17.78	\$18.78	\$19.78	\$20.78
L	\$14.53	\$15.03	\$16.03	\$17.03	\$18.03	\$19.03	\$20.03	\$21.03
M	\$14.78	\$15.28	\$16.28	\$17.28	\$18.28	\$19.28	\$20.28	\$21.28
N	\$15.03	\$15.53	\$16.53	\$17.53	\$18.53	\$19.53	\$20.53	\$21.53
O	\$15.28	\$15.78	\$16.78	\$17.78	\$18.78	\$19.78	\$20.78	\$21.78
P	\$15.53	\$16.03	\$17.03	\$18.03	\$19.03	\$20.03	\$21.03	\$22.03
Q	\$15.78	\$16.28	\$17.28	\$18.28	\$19.28	\$20.28	\$21.28	\$22.28
R	\$16.03	\$16.53	\$17.53	\$18.53	\$19.53	\$20.53	\$21.53	\$22.53
S	\$16.28	\$16.78	\$17.78	\$18.78	\$19.78	\$20.78	\$21.78	\$22.78
T	\$16.53	\$17.03	\$18.03	\$19.03	\$20.03	\$21.03	\$22.03	\$23.03

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

2012 - 2013

Classification 1 \$7.78

Homework/Activity Club Assistant
Lunchroom Aide
Playground Aide

Classification 2 \$8.28

Bus Aide
F&N Worker

Classification 3 \$8.78

ELL Aide
Resource Aide
Teacher's Aide
Title 1 Aide

Classification 4 \$9.28

Attendance Clerk
Custodian
F&N Clerk
F&N Cook
Groundskeeper
Mail/Delivery Driver
Mod/Sev/Prof Aide
Music Therapy Aide
Nurses Aide
Pre-School Aide
Speech Therapy Aide

Classification 5 \$9.78

Apprentice Mechanic
Computer Lab Aide
F&N Asst. Manager
F&N Driver
Librarian Assistant
Receptionist
Receiving Clerk

Classification 6 \$10.28

Assessment Secretary
Attendance Secretary
Counseling Secretary
DO Receptionist
DO Payroll Clerk
DO Personnel Clerk
DO Substitute Coordinator
Lead Night Custodian
Youth Transition Program Specialist

Classification 7 \$10.78

Administrative Secretary
Bus Driver
Campus Security
HS Accounting Clerk
F&N Clerk Coordinator
F&N Manager
Homework/Activity Club Director
Lead Groundskeeper
Lead Maintenance/Custodian
Medicaid Specialist
Night Preventive Maintenance Custodian
Registrar
Special Ed Registrar
Transportation Dispatcher

Classification 8 \$11.28

DO Accounting Clerk
DO Accounts Payable Clerk
DO Administrative Secretary
DO Benefits Coordinator
F&N Manager 2
Lead Maintenance Custodian 2
DO Payroll Coordinator
DO Payroll Specialist
DO Personnel Coordinator

Classification E (Separate Schedules)

Director of Finance
Director of F&N
Director of Maintenance
Director of Transportation
Occupational Therapist

Classification 9 \$11.78

Classification 10 \$12.28

Classification 11 \$13.28
Family Resource Specialist

Classification 12 \$14.28
IS Technician

Classification 13 \$15.28
District maintenance Technician
Mechanic

Classification 14 \$16.28
IS Specialist

Classification 15 \$17.28
Admin Sec/Supt/Gov Bd
Lead Mechanic
Purchasing Agent

Classification 16 \$18.28
Lead IS Specialist

2012-13 STIPEND SCHEDULE

Board Approval (DATE)

POSITION TYPE		STIPEND CATEGORIES AND RATES									
		Category 1 = 12%		Category 2 = 10%		Category 3 = 7.5%		Category 4 = 5%		Category 5 = 2.5%	
		06-07	YEARS	0-2	3-5	6+	06-07	YEARS	0-2	3-5	6+
FOOTBALL (Fall Season)	Head Football Coach (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00						
	High School Assistant Football Coach (5)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	Additional Assistant High School Football Coach (2) (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	8th Football Coach (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00						
	7th Football Coach (1 per building) (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
August-October →	Elementary Flag Football Coach (1 per building) (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
BASKETBALL (Winter Season)											
	Head Boys Basketball Coach (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00						
	Head Girls Basketball Coach (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00						
	JV Boys Basketball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	JV Girls Basketball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	Freshman Boys Basketball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	Freshman Girls Basketball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	8th Boys Basketball Coach (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00						
	8th Girls Basketball Coach (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00						
	Assistant MS Basketball Coach (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
October-December →	Elementary Boys Basketball Coach (1 per building) (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
October-December →	Elementary Girls Basketball Coach (1 per building) (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
WRESTLING (Winter Season)											
	Head Wrestling Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00						
	Assistant High School Wrestling Coach (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	Middle School Combined Wrestling Coach (1)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00						
	Assistant Middle School Wrestling Coach (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
VOLLEYBALL (Fall Season)											
	Head Volleyball Coach (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00						
	JV Volleyball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	Freshman Volleyball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	8th Volleyball Coach (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00						
	Assistant MS Volleyball Coach (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
January-February →	Elementary Volleyball Coach (1 per building) (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
	No M&O assistants per trigger.										
BASEBALL (Spring Season)											
	Head Baseball Coach (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00						
	JV Baseball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
	Freshman Baseball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						
NEW FOR 12-13	Middle School Combined Baseball Coach (1)(Tax Credit Funds)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00						
NEW FOR 12-13	Assistant Middle School Baseball Coach (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00						
	No M&O assistants per trigger.										
SOFTBALL (Spring Season)											
	Head Softball Coach (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00						
	JV Softball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00						

NEW FOR 12-13	Middle School Combined Softball Coach (1)(Tax Credit Funds)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
NEW FOR 12-13	Assistant Middle School Softball Coach (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00
	Freshman Softball Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	No M&O assistants per trigger.				
TRACK (Spring Season)					
	Head Boys Track Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Head Girls Track Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	High School Assistant Track Coach (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Middle School Boys Track Coach (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Middle School Girls Track Coach (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Middle School Assistant Track Coach (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00
March-May →	Elementary Track Coach (1 per building) (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00
SOCCER (Winter Season)					
	Head Boys Soccer Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Head Girls Soccer Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	JV Boys Soccer Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	JV Girls Soccer Coach (1)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
NEW FOR 12-13	Middle School Combined Soccer Coach (1)(Tax Credit Funds)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
NEW FOR 12-13	Assistant Middle School Soccer Coach (Tax Credit Funds)	5	\$ 612.50	\$ 796.25	\$ 980.00
	No M&O assistants per trigger.				
CROSS COUNTRY (Fall Season)					
	Head Cross Country Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	HS Assistant Cross Country Coach (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Middle School Combined Cross Country Coach (Tax Credit Funds)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
TENNIS (Spring Season)					
	Head Boys Tennis Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Head Girls Tennis Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Assistant High School Tennis Coach (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
SWIMMING (Fall Season)					
	Head Swim Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Assistant High School Swim Coach (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
GOLF (Fall Season)					
	Head Golf Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Assistant High School Golf Coach (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
CHEER (Season)					
	HS Cheer Coach (1)	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Assistant HS Cheer Coach (Tax Credit Funds)	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
MUSIC (School Year)					
	High School Band/Marching Band Director (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	High School Marching Band Assistant (45+ students)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	High School Marching Band Assistant (90+ students, Tax Credit Funds)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	High School Choir Director (1)	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	Middle School Band Director (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	MS Band stipend requires minimum of ten (10) after school and/or evening events per year.				
	Middle School Choir Director (1 per building)	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	MS Choir stipend requires minimum of ten (10) after school and/or evening events per year.				
	Elementary Music Director (1 per building)	5	\$ 612.50	\$ 796.25	\$ 980.00

