

CONSENT

Item 8D.

Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8D
FROM: Cynthia Windham, Finance Director Reading
DATE: November 13, 2012 Discuss
SUBJECT: Monthly Budgets - Board Report Action
Consent X

OBJECTIVE: Goal # Planning for Future Student Needs

SUPPORTING DATA:

Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

*The District is required to expend Maintenance and Operation dollars for grant funded positions/expenditures prior to final approval from Arizona Department of Education (ADE).

Once final approval is received from ADE, expenditures are charged back against the appropriate fund which will then relieve the budget balance.

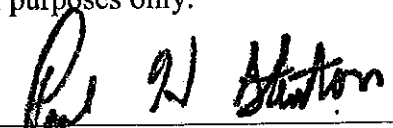
In addition, there are funds that rely on deposit collections, e.g. tuition accounts. These expenses will be charged against the appropriate account when funds are available.

The Maintenance & Operation balance currently reflects \$1,841,341.80 that will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 7.5%.

SUMMARY & RECOMMENDATION:

No action necessary. Reports presented for informational purposes only.

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

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

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2012-2013

Account Number / Description



Summary Only

From Date: 10/1/2012

To Date:

10/31/2012

Budget Balance

% Remaining Bud

Fund:	001	MAINT & OPER FUNDS	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 001 Total:	\$29,479,118.00	\$2,362,084.00	\$7,552,797.09	\$21,926,320.91	\$21,540,159.12	\$386,161.79 1.31%
Fund:	011	CLASSROOM-BASE SAL	\$637,689.41	\$0.00	\$283.88	\$637,405.53	\$0.00	\$637,405.53 99.96%
		Fund 011 Total:						
Fund:	012	CLASSROOM-PERF PAY	\$823,874.34	\$0.00	\$0.00	\$823,874.34	\$0.00	\$823,874.34 100.00%
		Fund 012 Total:						
Fund:	013	CLASSROOM-OTHER	\$886,625.21	\$673.19	\$11,196.74	\$875,428.47	\$237.91	\$875,190.56 98.71%
		Fund 013 Total:						
Fund:	021	INDIAN GAMING-INSTRUCTION IMPROV	\$31,517.59	\$0.00	\$0.00	\$31,517.59	\$0.00	\$31,517.59 100.00%
		Fund 021 Total:						
Fund:	024	INDIAN GAMING - INSTRUCTIONAL IMPROV	\$200,098.41	\$15,797.71	\$54,395.93	\$145,702.48	\$121,659.65	\$24,042.83 12.02%
		Fund 024 Total:						
Fund:	110	TITLE I LEA	\$1,611,483.69	\$232,617.96	\$232,617.96	\$1,378,865.73	\$476,406.05	\$902,459.68 56.00%
		Fund 110 Total:						
Fund:	112	TITLE 1-D NEGLECTED/DELINQUENT-LEA	\$140,331.00	\$0.00	\$0.00	\$140,331.00	\$118,944.25	\$21,386.75 15.24%
		Fund 112 Total:						
Fund:	140	TITLE II - IMPROVING TEACHER QUALITY	\$197,768.00	\$22,959.57	\$22,959.57	\$174,808.43	\$61,350.40	\$113,458.03 57.37%
		Fund 140 Total:						
Fund:	190	TITLE III LEP PROGRAM	\$77,197.33	\$4,685.21	\$4,685.21	\$72,512.12	\$16,244.49	\$56,267.63 72.89%
		Fund 190 Total:						
Fund:	220	IDEA - BASIC - ENT	\$1,038,041.90	\$0.00	\$0.00	\$1,038,041.90	\$2,149.86	\$1,035,892.04 99.79%
		Fund 220 Total:						
Fund:	221	IDEA - PRESCHOOL GRANT						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2012-2013

Account Number / Description

		☒ Summary Only	From Date:	10/1/2012	To Date:	10/31/2012	Budget Balance	
							Encumbrance	% Remaining Bud
		Budget	Range To Date	YTD	Balance			
Fund 221 Total:		\$33,644.00	\$0.00	\$0.00	\$33,644.00	\$0.00		\$33,644.00 100.00%
Fund:	260	CTE BASIC GRANT/FEDERAL						
		\$10,141.00	\$2,891.49	\$3,785.28	\$6,355.72	\$3,583.61		\$2,772.11 27.34%
Fund 260 Total:								
Fund:	261	CTE BASIC GRANT (07-01-12 thru 09-30-13)						
		\$161,123.29	\$30,682.27	\$30,682.27	\$130,441.02	\$9,068.10		\$121,372.92 75.33%
Fund 261 Total:								
Fund:	290	MEDICAID OUTREACH						
		\$94,299.52	\$72.00	\$683.24	\$93,616.28	\$3,316.76		\$90,299.52 95.76%
Fund 290 Total:								
Fund:	291	MEDICAID DIRECT						
		\$907,462.33	\$20,184.41	\$82,831.16	\$824,631.17	\$134,100.71		\$690,530.46 76.09%
Fund 291 Total:								
Fund:	315	NAT'L FOREST FEES - #349 FY 12-13						
		\$35,342.97	\$956.11	\$33,860.46	\$1,482.51	\$0.00		\$1,482.51 4.19%
Fund 315 Total:								
Fund:	349	NAT'L FOREST FEES - FY 12-13						
		\$268,823.76	\$9,969.51	\$9,969.51	\$258,854.25	\$361.23		\$258,493.02 96.16%
Fund 349 Total:								
Fund:	374	E-RATE - FY 12-13						
		\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00		\$100,000.00 100.00%
Fund 374 Total:								
Fund:	400	CTE PRIORITY PROGRAM						
		\$57,844.17	\$9,876.24	\$12,725.82	\$45,118.35	\$3,484.07		\$41,634.28 71.98%
Fund 400 Total:								
Fund:	485	WRP						
		\$161,035.84	\$27,194.84	\$32,657.41	\$128,378.43	\$59,988.00		\$68,390.43 42.47%
Fund 485 Total:								
Fund:	493	NAU - GEAR-UP						
		\$266,100.00	\$39,675.37	\$39,675.37	\$226,424.63	\$92,496.94		\$133,927.69 50.33%
Fund 493 Total:								
Fund:	495	K-12 Center Grant						
		\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00		\$100,000.00
Fund 495 Total:								

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2012-2013

Account Number / Description

		☒ Summary Only		From Date: 10/1/2012	To Date: 10/31/2012	Budget Balance	
		Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
							100.00%
Fund: 506	SCHOOL PLANT (SALE)						
	Fund 506 Total:	\$9,080.00	\$0.00	\$0.00	\$9,080.00	\$0.00	\$9,080.00 100.00%
Fund: 510	FOOD SERVICE						
	Fund 510 Total:	\$3,161,004.18	\$209,445.60	\$617,289.49	\$2,543,714.69	\$1,824,612.59	\$719,102.10 22.75%
Fund: 515	CIVIC CENTER						
	Fund 515 Total:	\$168,928.09	\$12,983.19	\$19,585.29	\$149,342.80	\$11,654.38	\$137,688.42 81.51%
Fund: 517	BUS RENTAL						
	Fund 517 Total:	\$176,927.39	\$0.00	\$39,309.55	\$137,617.84	\$73,315.02	\$64,302.82 36.34%
Fund: 520	COMMUNITY SCHOOL						
	Fund 520 Total:	\$14,568.29	\$0.00	\$0.00	\$14,568.29	\$0.00	\$14,568.29 100.00%
Fund: 521	EXTENDED KINDERGARTEN						
	Fund 521 Total:	\$131,401.18	\$0.00	\$234.00	\$131,167.18	\$0.00	\$131,167.18 99.82%
Fund: 522	BEFORE/AFTER SCHOOL PROGRAM						
	Fund 522 Total:	\$18,040.84	\$0.00	\$0.00	\$18,040.84	\$0.00	\$18,040.84 100.00%
Fund: 523	BRIGHT FUTURES PRESCHOOL						
	Fund 523 Total:	\$47,546.05	\$2,740.38	\$7,526.12	\$40,019.93	\$28,681.99	\$11,337.94 23.85%
Fund: 525	AUX OPERATIONS						
	Fund 525 Total:	\$423,656.06	\$62,314.07	\$107,018.13	\$316,637.93	\$130,227.54	\$186,410.39 44.00%
Fund: 526	ACT FEES TAX CRED						
	Fund 526 Total:	\$327,168.87	\$18,441.19	\$37,567.63	\$289,601.24	\$50,937.78	\$238,663.46 72.95%
Fund: 530	GIFTS & DONATIONS						
	Fund 530 Total:	\$36,230.74	\$1,314.23	\$2,167.39	\$34,063.35	\$3,023.06	\$31,040.29 85.67%

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2012-2013

Account Number / Description

☒ Summary Only

From Date: 10/1/2012

To Date:

10/31/2012

Budget Balance

% Remaining Bud

Balance

YTD

Range To Date

Budget

Encumbrance

Fund: 532 GIFTS, DONATIONS, PRIVATE GRANTS

Fund 532 Total:

\$1,444.17	\$0.00	\$0.00	\$1,444.17	\$0.00	\$1,444.17	\$0.00	\$1,444.17	100.00%
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Fund: 534 SCHOLARSHIPS

Fund 534 Total:

\$3,220.46	\$750.00	\$1,000.00	\$2,220.46	\$0.00	\$2,220.46	\$0.00	\$2,220.46	68.95%
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Fund: 540 FINGERPRINT

Fund 540 Total:

\$20,010.61	\$699.00	\$3,783.00	\$16,227.61	\$8,717.00	\$7,510.61	\$37.53%		
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Fund: 550 INSURANCE PROCEEDS

Fund 550 Total:

\$133,375.26	\$57.71	\$18,716.68	\$114,658.58	\$3,744.55	\$110,914.03	83.16%		
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Fund: 551 INSURANCE - AEI

Fund 551 Total:

\$24,522.55	\$0.00	\$0.00	\$24,522.55	\$800.00	\$23,722.55	96.74%		
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Fund: 555 TEXTBOOKS

Fund 555 Total:

\$15,233.83	\$0.00	\$75.00	\$15,158.83	\$0.00	\$15,158.83	99.51%		
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Fund: 565 LITIGATION RECOVERY

Fund 565 Total:

\$5,970.69	\$894.99	\$894.99	\$5,075.70	\$2,359.25	\$2,716.45	45.50%		
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Fund: 570 INDIRECT COSTS

Fund 570 Total:

\$678,153.28	\$9,737.20	\$30,874.79	\$647,278.49	\$133,107.49	\$514,171.00	75.82%		
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Fund: 575 UNEMPLOYMENT INSURANCE

Fund 575 Total:

\$200,675.79	\$0.00	\$0.00	\$200,675.79	\$0.00	\$200,675.79	100.00%		
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Fund: 590 GRANT/GIFT TEACHER

Fund 590 Total:

\$18,885.01	\$0.00	\$0.00	\$18,885.01	\$0.00	\$18,885.01	100.00%		
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Fund: 591 GRANTS AND GIFTS TO TEACHERS

Fund 591 Total:

\$2,087.35	\$0.00	\$0.00	\$2,087.35	\$0.00	\$2,087.35	100.00%		
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Fund: 595 SCHOOL BUS ADVERTISEMENT

3.0.38

Report: rptGLExpnditureBudBal

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Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2012-2013

Account Number / Description



Summary Only

From Date: 10/1/2012

To Date:

10/31/2012

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund 595 Total:	\$5,478.36	\$0.00	\$0.00	\$5,478.36	\$0.00	\$5,478.36 100.00%
Fund 596						
JTED - MTN. INSTITUTE						
Fund 596 Total:	\$226,749.66	\$5,013.40	\$15,009.58	\$211,740.08	\$64,801.82	\$146,938.26 64.80%
Fund 610						
CAPITAL OUTLAY						
Fund 610 Total:	\$4,153,406.00	\$39,088.84	\$364,528.11	\$3,788,877.89	\$279,234.55	\$3,509,643.34 84.50%
Fund 625						
SOFT CAPITAL ALLOC						
Fund 625 Total:	\$239,322.00	\$7,855.34	\$177,020.93	\$62,301.07	\$13,104.14	\$49,196.93 20.56%
Fund 630						
BOND BUILDING						
Fund 630 Total:	\$2,759,647.03	\$0.00	\$347,017.48	\$2,412,629.55	\$0.00	\$2,412,629.55 87.43%
Fund 650						
GIFTS & DONATIONS						
Fund 650 Total:	\$26,707.30	\$0.00	\$0.00	\$26,707.30	\$0.00	\$26,707.30 100.00%
Fund 665						
ENERGY REBATES						
Fund 665 Total:	\$135,634.00	\$60,979.22	\$68,668.28	\$66,965.72	\$32,975.00	\$33,990.72 25.06%
Fund 700						
DEBT SERVICE FUNDS						
Fund 700 Total:	\$3,863,929.00	\$0.00	\$0.00	\$3,863,929.00	\$0.00	\$3,863,929.00 100.00%
Fund 850						
STUDENT ACTIVITIES						
Fund 850 Total:	\$56,989.19	\$1,788.13	\$6,330.48	\$50,658.71	\$13,184.61	\$37,474.10 65.76%
Fund 855						
EMPLOYEE INSURANCE						
Fund 855 Total:	\$1,913,686.31	\$715,456.05	\$1,440,274.82	\$473,411.49	\$99,047.64	\$374,363.85 19.56%
Grand Total:	\$56,319,241.30	\$3,929,878.42	\$11,430,698.64	\$44,888,542.66	\$25,417,079.56	\$19,471,463.10 34.57%

End of Report

CONSENT

Item 8E.

**Student Activities
Report**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8E

FROM: Cynthia Windham Reading
Finance Director

DATE: November 13, 2012 Discuss

SUBJECT: Student Activities – Board Report Action

Consent X

OBJECTIVE: Goal # Planning for Future Student Needs

SUPPORTING DATA:

Attached is the Student Activities Board Report.

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

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

SUMMARY & RECOMMENDATION:

No action necessary. Reports presented for informational purposes only.

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

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

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2012-2013

From Date: 7/1/2012

To Date: 8/31/2013

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$6,806.68	\$0.00	\$0.00	\$6,806.68	\$0.00	\$6,806.68	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$109.25	\$109.25	(\$109.25)	\$412.02	(\$521.27)	0.00%
850.610.1000.6610.110.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$109.68	(\$109.68)	0.00%
850.610.2190.6340.110.1319	COURSE: STUDENT COUNCIL - 1319	\$6,806.68	\$109.25	\$109.25	\$6,697.43	\$521.70	\$6,175.73	90.73%
850.100.1000.6000.120.1319	UNIT: LVES - 110	\$6,806.68	\$109.25	\$109.25	\$6,697.43	\$521.70	\$6,175.73	90.73%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$2,589.26	\$0.00	\$0.00	\$2,589.26	\$0.00	\$2,589.26	100.00%
850.400.2710.6510.120.1319	STUDENT TRANS SVS	\$0.00	\$0.00	\$0.00	\$0.00	\$167.05	(\$167.05)	0.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$320.46	\$320.46	(\$320.46)	\$476.25	(\$796.71)	0.00%
850.610.1000.6610.120.1319	DUES AND FEES	\$0.00	\$100.00	\$100.00	(\$100.00)	\$200.00	(\$300.00)	0.00%
850.610.1000.6810.120.1319	COURSE: STUDENT COUNCIL - 1319	\$2,589.26	\$420.46	\$420.46	\$2,168.80	\$843.30	\$1,325.50	51.19%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$952.83	\$0.00	\$0.00	\$952.83	\$0.00	\$952.83	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$402.00	\$402.00	(\$402.00)	\$0.00	(\$402.00)	0.00%
850.610.1000.6610.120.1362	DUES AND FEES	\$0.00	\$85.00	\$85.00	(\$85.00)	\$0.00	(\$85.00)	0.00%
850.610.1000.6810.120.1362	COURSE: NATIONAL HONOR SOCIETY - 1362	\$952.83	\$487.00	\$487.00	\$465.83	\$0.00	\$465.83	48.89%
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$246.54	\$0.00	\$0.00	\$246.54	\$0.00	\$246.54	100.00%
850.100.1000.6000.120.1385	COURSE: SCIENCE - 1385	\$246.54	\$0.00	\$0.00	\$246.54	\$0.00	\$246.54	100.00%
850.100.1000.6000.125.1319	UNIT: BMMS - 120	\$3,788.63	\$907.46	\$907.46	\$2,881.17	\$843.30	\$2,037.87	53.79%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$7,565.08	\$0.00	\$0.00	\$7,565.08	\$0.00	\$7,565.08	100.00%
850.100.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$173.50	(\$173.50)	0.00%
850.400.2710.6510.125.1319	STUDENT TRANS SVS	\$0.00	\$0.00	\$0.00	\$0.00	\$167.05	(\$167.05)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00	(\$5,500.00)	0.00%
850.610.1000.6890.125.1319	MISC EXPENDITURES	\$0.00	\$292.00	\$292.00	(\$292.00)	\$0.00	(\$292.00)	0.00%
850.610.1000.6890.125.1319	COURSE: STUDENT COUNCIL - 1319	\$7,565.08	\$292.00	\$292.00	\$7,273.08	\$5,840.55	\$1,432.53	18.94%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$277.06	\$0.00	\$0.00	\$277.06	\$0.00	\$277.06	100.00%
850.100.1000.6000.125.1362	COURSE: NATIONAL HONOR SOCIETY - 1362	\$277.06	\$0.00	\$0.00	\$277.06	\$0.00	\$277.06	100.00%
850.100.1000.6000.131.1319	UNIT: GHMS - 125	\$7,842.14	\$292.00	\$292.00	\$7,550.14	\$5,840.55	\$1,709.59	21.80%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$771.35	\$0.00	\$0.00	\$771.35	\$0.00	\$771.35	100.00%
850.100.1000.6000.131.1319	COURSE: STUDENT COUNCIL - 1319	\$771.35	\$0.00	\$0.00	\$771.35	\$0.00	\$771.35	100.00%
850.100.1000.6000.132.1319	UNIT: HES - 131	\$771.35	\$0.00	\$0.00	\$771.35	\$0.00	\$771.35	100.00%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$1,554.52	\$0.00	\$0.00	\$1,554.52	\$0.00	\$1,554.52	100.00%
850.100.1000.6000.132.1319	COURSE: STUDENT COUNCIL - 1319	\$1,554.52	\$0.00	\$0.00	\$1,554.52	\$0.00	\$1,554.52	100.00%
850.100.1000.6000.133.1319	UNIT: MVES - 132	\$1,554.52	\$0.00	\$0.00	\$1,554.52	\$0.00	\$1,554.52	100.00%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$957.37	\$0.00	\$0.00	\$957.37	\$0.00	\$957.37	100.00%
850.100.1000.6000.133.1319	COURSE: STUDENT COUNCIL - 1319	\$957.37	\$0.00	\$0.00	\$957.37	\$0.00	\$957.37	100.00%
850.100.1000.6000.134.1319	UNIT: CSES - 133	\$957.37	\$0.00	\$0.00	\$957.37	\$0.00	\$957.37	100.00%
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$4,504.22	\$0.00	\$0.00	\$4,504.22	\$0.00	\$4,504.22	100.00%
850.100.1000.6000.134.1319	COURSE: STUDENT COUNCIL - 1319	\$4,504.22	\$0.00	\$0.00	\$4,504.22	\$0.00	\$4,504.22	100.00%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2012-2013

Account Number

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2012 To Date: 8/31/2013

Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
UNIT: LTS - 134	\$4,504.22	\$0.00	\$0.00	\$4,504.22	\$0.00	\$4,504.22	100.00%
GENERIC EXPENSE	\$271.16	\$0.00	\$0.00	\$271.16	\$0.00	\$271.16	100.00%
COURSE: STUDENT COUNCIL - 1319	\$271.16	\$0.00	\$0.00	\$271.16	\$0.00	\$271.16	100.00%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$271.16	\$0.00	\$0.00	\$271.16	\$0.00	\$271.16	100.00%
GENERIC EXPENSE	\$5,073.43	\$0.00	\$0.00	\$5,073.43	\$0.00	\$5,073.43	100.00%
GENERAL SUPPLIES	\$0.00	\$94.73	\$94.73	(\$94.73)	\$1,293.37	(\$1,388.10)	0.00%
MISC EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00	(\$2,700.00)	0.00%
COURSE: HOSA - 1316	\$5,073.43	\$94.73	\$94.73	\$4,978.70	\$3,993.37	\$985.33	19.42%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$16,791.34	\$0.00	\$0.00	\$16,791.34	\$0.00	\$16,791.34	100.00%
GENERIC EXPENSE	\$0.00	\$292.41	\$292.41	(\$292.41)	\$0.00	(\$292.41)	0.00%
STUDENT TRANS SVS	\$0.00	\$135.36	\$135.36	(\$135.36)	\$0.00	(\$135.36)	0.00%
CLASSIFIED O.T. - DO NOT USE	\$0.00	\$8.39	\$8.39	(\$8.39)	\$0.00	(\$8.39)	0.00%
SOC SEC - OASDI	\$0.00	\$1.96	\$1.96	(\$1.96)	\$0.00	(\$1.96)	0.00%
MEDICARE-HOSP INS	\$0.00	\$14.75	\$14.75	(\$14.75)	\$0.00	(\$14.75)	0.00%
STATE RETIREMENT	\$0.00	\$0.33	\$0.33	(\$0.33)	\$0.00	(\$0.33)	0.00%
LNG-TRM DISABILITY	\$0.00	\$2.53	\$2.53	(\$2.53)	\$0.00	(\$2.53)	0.00%
WORKERS' COMP	\$0.00	\$1,236.98	\$1,236.98	(\$1,236.98)	\$984.55	(\$2,201.53)	0.00%
GENERAL SUPPLIES	\$0.00	\$30.00	\$30.00	(\$30.00)	\$0.00	(\$30.00)	0.00%
DUES AND FEES	\$0.00	\$620.00	\$620.00	(\$620.00)	\$0.00	(\$620.00)	0.00%
MISC EXPENDITURES	\$0.00	\$1,500.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
TECHNICAL SERVICES	\$0.00	\$360.00	\$360.00	(\$360.00)	\$0.00	(\$360.00)	0.00%
TECHNICAL SERVICES	\$0.00	\$4,202.71	\$4,202.71	\$12,588.63	\$984.55	\$11,624.08	69.23%
COURSE: STUDENT COUNCIL - 1319	\$16,791.34	\$0.00	\$0.00	\$16,791.34	\$0.00	\$16,791.34	100.00%
UNIT: UPWARD BOUND WARRIORS - 1320	\$163.29	\$0.00	\$0.00	\$163.29	\$0.00	\$163.29	100.00%
GENERIC EXPENSE	\$163.29	\$0.00	\$0.00	\$163.29	\$0.00	\$163.29	100.00%
COURSE: MU ALPHA THETA - 1361	\$559.95	\$0.00	\$0.00	\$559.95	\$0.00	\$559.95	100.00%
GENERIC EXPENSE	\$462.44	\$0.00	\$0.00	\$462.44	\$0.00	\$462.44	100.00%
GENERAL SUPPLIES	\$0.00	\$134.35	\$134.35	(\$134.35)	\$111.12	(\$245.47)	0.00%
MISC EXPENDITURES	\$0.00	\$100.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00%
COURSE: NATIONAL HONOR SOCIETY - 1362	\$462.44	\$234.35	\$234.35	\$228.09	\$111.12	\$116.97	25.29%
UNIT: ART - 1363	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
GENERIC EXPENSE	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
COURSE: AVID - 1364	\$56.65	\$0.00	\$0.00	\$56.65	\$0.00	\$56.65	100.00%
GENERIC EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	(\$10.00)	0.00%
GENERAL SUPPLIES	\$56.65	\$0.00	\$0.00	\$56.65	\$10.00	\$46.65	82.35%
COURSE: DECA - 1368	\$777.90	\$0.00	\$0.00	\$777.90	\$0.00	\$777.90	100.00%
GENERIC EXPENSE	\$777.90	\$0.00	\$0.00	\$777.90	\$0.00	\$777.90	100.00%
COURSE: DRAMA/THEATER - 1373	\$349.38	\$0.00	\$0.00	\$349.38	\$0.00	\$349.38	100.00%
GENERIC EXPENSE	\$349.38	\$0.00	\$0.00	\$349.38	\$0.00	\$349.38	100.00%
COURSE: GENERAL EXPENSE	\$327.07	\$0.00	\$0.00	\$327.07	\$0.00	\$327.07	100.00%
GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2012-2013

From Date: 7/1/2012 To Date: 8/31/2013

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
COURSE: INTERACT - 1375		\$327.07	\$0.00	\$0.00	\$327.07	\$100.00	\$227.07	69.43%
850.100.1000.6000.230.1377	GENERIC EXPENSE	\$208.32	\$0.00	\$0.00	\$208.32	\$0.00	\$208.32	100.00%
COURSE: S CLUB (SOROPTIMIST) - 1377		\$208.32	\$0.00	\$0.00	\$208.32	\$0.00	\$208.32	100.00%
850.100.1000.6000.230.1378	GENERIC EXPENSE	\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
COURSE: FRENCH CLUB - 1378		\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$609.72	\$0.00	\$0.00	\$609.72	\$0.00	\$609.72	100.00%
DUES AND FEES		\$0.00	\$0.00	\$0.00	\$0.00	\$240.00	(\$240.00)	0.00%
850.610.1000.6610.230.1398	MISC EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$330.00	(\$330.00)	0.00%
850.610.1000.6690.230.1398	COURSE: SKILLS CLUB - 1398	\$609.72	\$0.00	\$0.00	\$609.72	\$570.00	\$39.72	6.51%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$1,445.25	\$0.00	\$0.00	\$1,445.25	\$0.00	\$1,445.25	100.00%
GENERAL SUPPLIES		\$0.00	\$489.98	\$489.98	(\$489.98)	\$180.02	(\$670.00)	0.00%
850.610.1000.6610.230.1403	COURSE: P.A.L.S. - 1403	\$1,445.25	\$489.98	\$489.98	\$955.27	\$180.02	\$775.25	53.64%
850.100.1000.6000.230.1405	GENERIC EXPENSE	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
COURSE: BASEBALL - 1405		\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
COURSE: GIRLS BASKETBALL - 1432		\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE	\$173.23	\$0.00	\$0.00	\$173.23	\$0.00	\$173.23	100.00%
GENERAL SUPPLIES		\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	(\$50.00)	0.00%
850.610.1000.6610.230.1469	COURSE: G.O.A.L.S. CLUB - 1469	\$173.23	\$0.00	\$0.00	\$173.23	\$50.00	\$123.23	71.14%
UNIT: BMHS - 230		\$27,619.09	\$5,021.77	\$5,021.77	\$22,597.32	\$5,979.06	\$16,618.26	60.17%
Grand Total:		\$54,115.16	\$6,330.48	\$6,330.48	\$47,784.68	\$13,184.61	\$34,600.07	63.94%

End of Report

CONSENT

Item 8F.

Student Travel

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8F
FROM: Tim Derickson, Liberty Traditional School Reading
DATE: Board Meeting, November 13th Discuss
SUBJECT: Approval for Catalina Islands field trip Action
Consent X
OBJECTIVE: Goal # 1 Raise the Level of Student Achievement

SUPPORTING DATA:

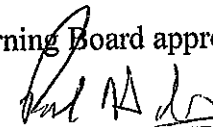
Upon completion of this program, students will be able to compare the symbiotic and competitive relationships of organisms within an oceanic ecosystem. Additionally, students will analyze the relationships among various organisms and their environment while learning basic snorkeling skills and techniques to help them study and learn about the ocean environment. Finally, students are also introduced to the classification, anatomy, behavior, and other adaptive features of fish and various marine mammals.

SUMMARY & RECOMMENDATION:

Through a combination of labs, aquariums and touch tanks on land and snorkeling, kayaking, and collecting data in the field, students and teachers learn about the many ecosystems of the island and ocean and get to see and touch a whole range of fish. It is recommended that the board approve this three-day field trip for Liberty Traditional 8th grade students, April 23rd-26th.

(Sample Motion) It is recommended that the Governing Board approve

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

Questions should be directed to:

Tim Derickson, Liberty Traditional School
928-759-4570

Student In-State Overnight Trip

Sponsors Name Tim Derickson Phone 759-4570

Organization Taking Trip (include school): Liberty Traditional School

Date of Trip: April 23-26, 2013

Place of Trip: Catalina Island

Number of Students: # of Girls _____ # of Boys _____

Costs of Trip: calculations based on 20-35 students

Event Registration / Lodging / Food \$ 3800.⁰⁰

Transportation - Call for a quote \$ 3500.⁰⁰

Lodging - Where? \$ _____

Hotel Security? yes or no _____

If no, how are the students being supervised? 3 chaperones

Other (Specify) 3 chaperones 1 - \$210.⁰⁰ each \$ 420.⁰⁰

Total \$ 7720.⁰⁰

Cost per Student \$ 365.⁰⁰

How is Trip to Be Funded:

Tax Credit \$ _____

Auxiliary \$ _____

Student Club \$ _____

Booster \$ _____

Grant \$ _____

Other (Specify) Parent / Student Payment for Trip \$ _____

Other Information: (see Board Packet)

*Chaperones - Adult/Student 1:10 Names of Chaperones (must be fingerprinted)

2 HUSD Teachers, 1 Parent

What determines the students eligibility for attending? _____

How does the trip benefit the students and the teacher? _____

What state standard is met? _____

Curriculum objectives? _____

Student outcomes? _____

* Recommended ratio 1:10. May vary based on age appropriateness of activity. TD

REQUEST TO BOARD FOR STUDENT OUT-OF-STATE OR OVERNIGHT TRAVEL

Please provide the following information in your request along with any supporting materials such as brochures or itineraries.

Organization taking Field Trip Liberty Traditional School

Date of Field Trip 3 day trip @ The Catalina Experience April 23rd-26th

Place of Field Trip Catalina Island

Approximately how many students: 20-35

Where are you staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised?

3- Day trip to Whites Landing, The Catalina Experience (TCX) is a non-profit organization dedicated to making the experience on Catalina Island one of fun, excitement, and adventure. Their mission is to create awareness of the local marine environment and of the critical habitat found on Catalina Island. Through their unique hands-on approach, camp participants learn in a rustic resort style atmosphere found nowhere else in Southern California. The Senior staff, with a combined outdoor education experience of more than 40 years, has come together to make TCX a safe, fun, educational, and exciting destination for anyone who wants to enjoy the real Catalina Island. Lodging costs are included in the \$365.00 per student fee.

At Whites Landing, the safety and well-being of participants is paramount. In all of the classes and activities, exceptional instruction and supervision is provided by instructors trained in their specific program area. Students and staff are required to follow safety guidelines for each activity and relevant safety equipment such as life preservers, harnesses, etc. are always used. All instructors are trained in first aid and CPR and all water activities are supervised by trained, certified Lifeguards. Two-way radios are positioned at each program area and throughout camp for communication with the office and camp directors. All appropriate EMS procedures are followed, in case of illnesses, medical emergencies, or situations requiring additional assistance. There is a pharmacy and a hospital on the island in the nearby city of Avalon, about four miles by water from camp. In case of serious medical emergencies, Baywatch is always on-call and available and can arrange for Life-Flight transport to a mainland hospital if need be.

How is the trip being funded?

Parent/Student payment for the trip through tax credit so that parents can get the money back when they file their state taxes. Monies are non-refundable per TCX policy as student space is reserved. There are no refunds through TCX; therefore, students who withdraw from the trip by request or by administration removal will not be able to receive a refund. The tax credit payment; however, allows parents to receive monies back at tax filing time.

What is the cost for the trip (lodging/registration/transportation, etc.)?

These figures are based on 20 students attending. We will split the total cost evenly among students who choose to attend.

Transportation: Executive Transportation @ \$175 per student

Lodging/Registration: \$190 per student – a deposit of \$55 per student is due in November with monthly payments due on the 15th of each month to pay off the total cost of \$365 by February 15th. TCX does not accept PO numbers. A check will have to be cut to take with us to the island.

What is the cost for each student?

\$365 (3-day total costs includes transportation/lodging/food)

Chaperones (student/adult ratio):

Minimal chaperone requirement is two per every fifteen students. TCX includes a free chaperone per 15 students. As necessary, we will invite one parent to help chaperone at his or her own expense of \$210 for the 3-days.

What determines the student's eligibility for attending?

Eighth grade students enrolled at LTS are invited to attend. Students with behavior issues may be excluded upon administration and/or coordinator discretion. Students who enroll after November may be excluded pending coordinator discretion since deposit money is due in November.

How does the trip benefit the students and the teacher? What state standard is met with this activity?

The program focuses on hands-on, experiential science education. Utilizing state-of-the-art labs and equipment, expert instructors, and the beautiful natural land and sea environments of Catalina Island, the program strives to increase science literacy, stimulate minds, and, most importantly, create excitement about science. During their 3-day stay, students and chaperones have the opportunity to experience, first hand, the diverse flora and fauna found in Southern California's Oceans. Through a combination of labs, aquariums and touch tanks on land and snorkeling, kayaking and collecting data in the field, students and teachers learn about the many ecosystems of the island and ocean and get to see and touch a whole range of fish, algae, sharks and rays, marine mammals, plankton and invertebrates.

The invertebrate lab houses Sea Urchins, Anemones, Sea Hares, Sea Cucumbers, Sea Stars and a host of other local invertebrates are available to view and touch in this lab, always a student favorite! The large touch tank is well stocked with a number of these animals without backbones, including members of the phyla Porifera (Many Pores), Cnidaria (Stinging Cells), Echinodermata (Spiny Skin), Annelida (Segmented Body), Mollusca (Soft Body), and Arthropoda (Jointed Foot). Other tanks in this lab house lobster, crabs, and octopus. Through close student examination of these animals, instructors facilitate discussions of classification, species identification, adaptation, and natural history.

In the Squid Dissection, lab students begin by learning basic biology and behavior of *Loligo opalescens*, the California Market Squid. Students then participate in a simple dissection, discovering the external and internal anatomy of the squid. Instructors make this messy experiment fun by letting students use the squid's ink sac to make pictures they can take home. This dissection seems to always be a hit with students of all ages.

Strand 4: Life Science

Life Science expands students' biological understanding of life by focusing on the characteristics of living things, the diversity of life, and how organisms and populations change over time in terms of biological adaptation and genetics. This understanding includes the relationship of structures to their functions and life cycles, interrelationships of matter and energy in living organisms, and the interactions of living organisms with their environment.

Concept 4: Diversity, Adaptation, and Behavior

Identify structural and behavioral adaptations.

- PO 1. Explain how an organism's behavior allows it to survive in an environment.
- PO 2. Describe how an organism can maintain a stable internal environment while living in a constantly changing external environment.
- PO 3. Determine characteristics of organisms that could change over several generations.
- PO 4. Compare the symbiotic and competitive relationships in organisms within an ecosystem (e.g., lichen, mistletoe/tree, clownfish/sea anemone, native/non-native species).
- PO 5. Analyze the following behavioral cycles of organisms:
 - migration
 - dormancy (plants)
- PO 6. Describe the following factors that allow for the survival of living organisms:
 - protective coloration
 - beak design
 - seed dispersal
 - pollination

Curriculum Objectives:

The snorkeling program is designed to help students become comfortable and safe in the water, learn basic snorkeling skills and techniques and to study and learn about the ocean environment. As such, the objective and focus will progress from the initial dive through subsequent dives. While at TCX, each student learns and demonstrates basic snorkeling skills as taught by our experienced instructors. All gear is provided, including full-length three-piece wetsuit, hood, mask, snorkel, fins and booties. Because the wetsuit acts as a flotation device, students do not need to be strong swimmers to participate in and benefit from the snorkeling program. Even non-swimmers can thoroughly enjoy the experience if they have confidence in themselves. Students are also introduced to the classification, anatomy, behavior and other adaptive features of fish.

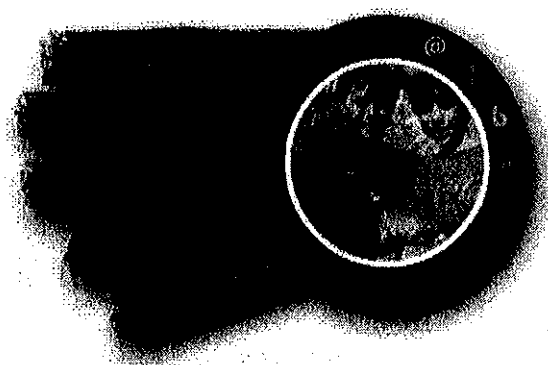
Student Outcomes:

Upon completion of this program, students will be able to compare the symbiotic and competitive relationships of organisms within an oceanic ecosystem. Additionally, students will analyze the relationships among various organisms and their environment while learning basic snorkeling skills and techniques to help them study and learn about the ocean environment. Finally, students are also introduced to the classification, anatomy, behavior and other adaptive features of fish and various marine mammals.

Type and cost of Transportation:

Executive Transportation Services 57 passenger bus Total Cost - \$3500.00

[Home](#) | [Contact](#) | [Our Facility](#) | [Company](#) | [Calendar](#)



We understand that as teachers you have a tough job and it is often difficult to integrate a hands-on field trip experience while at the same time implementing the necessary standards required for the year's lessons.

It is with you in mind that we have created a program that meets requirements set by the state to ensure a productive outdoor educational experience for your students. Each of our courses are standards-based and aim to keep students engaged and excited about learning. Throughout the itinerary we like to pepper in cooperative games and team building activities to help your students work together and maybe even start to breakdown walls that have been built up over the years.

Please view our sample itineraries to get a better idea of what each days schedule will look like. This can be customized to the needs of each school. We want to provide an experience that will work for you and look forward to working with you to accomplish your goals for the trip.

We also realize that taking on an event such as this can be daunting. To this end we provide you with resources to help you organize your trip. These resources will lead you step by step from your registration date to the day of your departure. You can download the whole Group Leader Guide or specific portions of it to the right. If you need any help or have questions, remember, we are here to help you.

For more information please contact Joel Cassara at (888) 829-5553 EXT. 2 or via email at joel@thecatalinaexperience.com.



SCHOOL PROGRAMS

- 3 Day | 2 Night Program [PDF](#)
- 5 Day | 4 Night Program [PDF](#)
- Educational Workshops [PDF](#)
- List of Programs Offered [PDF](#)

GROUP LEADER RESOURCES

- Pre-Trip Logistics [PDF](#)
- Student Forms [PDF](#)
- 3-Day Program Planner [PDF](#)
- 5-Day Program Planner [PDF](#)
- Group Leader Guide [PDF](#)
- Group Packet Summary [PDF](#)
- Telephone Contact Sheet [PDF](#)
- Group Questionnaire [PDF](#)
- Chaperone Waiver [PDF](#)
- Medical Release Form [PDF](#)



The Catalina Experience

3 Day/ 2 Night Sample Itinerary



THE CATALINA EXPERIENCE

Catalina Experience				Day 1		Day 2		Day 3					
7:00AM				Wake UP		Wake Up		Tidepooling					
7:30AM										Breakfast		Breakfast	
8:00AM													
8:30AM				Marine Fish and Inverts		Pack and Clean Tents							
9:00AM													
9:30AM													
10:00AM	Arrive at White's Landing Orientation & Move-In							Ready to Board Boat					
10:30AM													
11:00AM													
11:30AM	Lunch			Lunch				Depart for Long Beach					
12:00PM													
12:30PM													
1:00PM	Coastal Life			Open Waterfront									
1:30PM													
2:00PM													
2:30PM				Coastal Structures									
3:00PM													
3:30PM													
4:00PM	Open Waterfront/ Clean Up for Dinner		Clean Up for Dinner										
4:30PM													
5:00PM													
5:30PM	Dinner			Dinner									
6:00PM													
6:30PM													
7:00PM	Faculty/Chaperone Supervised Free Time			Faculty/Chaperone Supervised Free Time									
7:30PM													
8:00PM	Cove at Night			Night Snorkel/Outdoor Film Option									
8:30PM													
9:00PM													
9:30PM													
10:00PM				Lights Out									

TCX WHITE'S LANDING
PROGRAM DESCRIPTIONS

Programs Offered

We want to work with you to create a program that will best fit you and your students' needs by allowing you to pick the classes you would like your students to participate in. Listed below you will see our classes split into different categories: activities, hikes and treks, labs, and evening activities.

All classes are education focused. There will be a short lecture period where instructors will cover background information, equipment and safety rules. Students will then be taken into the field where they will receive a hands on experience. We have created a log book/journal that will allow students to record their data and findings.

The objectives of each class are as follows:

DAY PROGRAMS

Activities

1. Snorkeling:

- ☐ How to snorkel
- ☐ Identification of different types of common fish found at White's Landing
- ☐ Basic fish physiology
- ☐ A description of different underwater habitats at White's Landing
- ☐ Students will participate in an underwater survey of the animals they encounter at White's while snorkeling. They will be given wax pencils and waterproof data sheets to note numbers, temperature, length of survey time, tide level, and the areas surveyed. At the end of class each groups data will be shared with everyone and students will become part of an on-going research project at White's Landing
- ☐ CA Standards:
 - 5th Grade:
 - Writing: 1.2, 1.2a, 1.2b, 1.2c
 - 6th Grade:
 - Focus on Earth Sciences: 5, 5a, 5b, 5c, 5d, 5e
 - 7th Grade:
 - Statistics, Data Analysis, and Probability: 1.0, 1.1, 1.2, 1.3
 - 9th-12th Grade:
 - Biology and Life Sciences: 6, 6a, 6b, 6c, 6d, 6e, 6f, 6g
 - Writing: 2.1, 2.1a, 2.1b, 2.1c, 2.1d, 2.1e

2. Kayaking

- ☐ How to kayak
- ☐ Identification of different marine birds
- ☐ Exposure to different feeding types in birds
- ☐ Nesting and it's importance
- ☐ Basic bird physiology
- ☐ Students will participate in a coastal survey of animals they encounter noting time, mapping the areas, and noting approximate age of said animals. They will stop at stations along their way and take note of different habitats. All data will be shared and recorded as a wrap up to the activity.
- ☐ CA Standards:
 - 5th Grade:

- Writing Strategies: 1.0
- Organization and Focus: 1.1, 1.1a, 1.1b, 1.1c, 1.2, 1.2a, 1.2b, 1.2c
- 9th-12th Grade:
 - Biology and Life Sciences: 6, 6a, 6b, 6c, 6d
 - Writing: 2.1 2.1a, 2.1b, 2.1c, 2.1d, 2.1e

3. Survival

- How to filter water
- What plants to use and which to stay away from
- How to build a shelter
- Learning specific knots
- How to discern direction

4. GPS Scavenger hunt

- Students learn how to navigate with a GPS unit
- They utilize teamwork to find hidden treasures

Hikes/ Treks

5. Ecology hike

- Island facts and how life got to the island
- Identify different plants and animals
- Show the interaction between plants and animals
- Different uses for plants
- This hike focuses on observation. Students will stop at different stations while on the trail to observe different plants, animals and micro-climates.
- CA Standards:
 - 5th Grade:
 - Investigation and Experimentation: 6, 6a
 - 6th Grade:
 - Focus on Earth Sciences: 5, 5a, 5b, 5c, 5d, 5e
 - Listening and Speaking: 2.5, 2.5a, 2.5b
 - 7th Grade:
 - Statistics, Data Analysis, and Probability: 1.0, 1.1, 1.2, 1.3
 - 9th-12th Grade:
 - Biology and Life Sciences: 6, 6a, 6b, 6c, 6d, 6e

6. Geology trek

- What are the different types of rocks
- What is the rock cycle?
- What are the different tests you can use to identify a rock or mineral?
- How was Catalina Island formed?
- Students will be armed with rock hammers, magnifying glasses and test cards to explore the different rocks on Catalina Island. They will be able to see evidence of it's formation and learn to identify the three different rock types.
- CA Standards:
 - 6th Grade:
 - Earth Sciences: 1, 1a, 1b, 1c, 1d, 1e, 1f, 1g, 2, 2a, 2b, 2c, 2d
 - 7th Grade:
 - Focus on Life Science: 4, 4a, 4b, 4c, 4d, 4e, 4f, 4g
 - 9th- 12th Grade:

- Earth Sciences: 3, 3a, 3b, 3c, 3d, 3e, 3f

Labs

7. Intertidal

- ❑ What is an intertidal area?
- ❑ What causes the tides?
- ❑ Identify the different sections of the intertidal area
- ❑ Learn the hardship of living in this environment
- ❑ Identify common intertidal animals found at White's Landing
- ❑ Students will become part of an on going survey of an intertidal area by using permanent sampling circles. Each group will be given a circle and will be responsible for identifying and counting all animals in that area. All data will be shared with classmates and other schools as the season progresses.
- ❑ CA Standards
 - 5th Grade:
 - Statistics/ Data Analysis and Probability: 1.0, 1.1, 1.2, 1.3, 1.4
 - 6th Grade:
 - Focus on Earth Sciences: 5, 5c, 5d, 5e
 - 7th Grade:
 - Statistics/ Data Analysis and Probability: 1.0, 1.1, 1.2, 1.3
 - 9th-12th Grade:
 - Biology and Life Sciences: 6, 6a, 6b, 6c, 6d

8. Plankton

- ❑ What is plankton?
- ❑ Why is it important?
- ❑ Identification of different types and species
- ❑ Using a microscope
- ❑ Learning to create scientific sketches
- ❑ Students will use a plankton net as a collection device to collect a sample from within the cove. This sample will be split and students will count how many plankton they have in the sample provided doing their best to count each species. They will note time, location of sample, and approximate depth.
- ❑ CA Standards:
 - 5th Grade:
 - Math: 1.0, 1.1, 1.2
 - Algebra and Functions: 1.0, 1.1
 - Statistics, Data Analysis, and Probability: 1.0, 1.1, 1.2, 1.3, 1.4, 1.5
 - 6th Grade:
 - Focus on Earth Sciences: 5, 5a, 5b, 5c, 5d, 5e, 6, 6a, 6b, 6c
 - Investigation and Experimentation: 7, 7a, 7b, 7c, 7d, 7e, 7f, 7g, 7h
 - Math: 2.0, 2.1, 2.2, 2.3,
 - 7th Grade:
 - Investigation and Experimentation: 7, 7a, 7b, 7c, 7d, 7e
 - Statistics, Data Analysis and Probability: 1.0, 1.1, 1.2, 1.3
 - 9th-12th Grade:
 - Biology and Life Sciences: 6, 6a, 6b, 6c, 6d, 6e, 6f

9. Beach systems and sediment

- ☐ Why are beaches important?
- ☐ How will sediment size affect the beach?
- ☐ How to draw and glean information from a graph
- ☐ Use a balance and sieve to make measurements
- ☐ Students will make a profile of the beach at White's Landing. This will be part of an ongoing research project to plot the beach activity over the year. Schools will be given complete data sets from all research done.
- ☐ CA Standards:
 - 5th Grade:
 - Investigation and Experimentation: 6, 6a, 6f, 6g, 6h, 6i (assessment)
 - Math: 1.0, 1.1, 1.2
 - Statistics/ Data Analysis and Probability: 1.0, 1.1, 1.2, 1.3, 1.4
 - 6th Grade:
 - Shaping the Earth's Surface: 2c
 - Math: 2.0, 2.1, 2.2, 2.3
 - 7th Grade:
 - Investigation and Experimentation: 7, 7a, 7d
 - 8th Grade:
 - Investigation and Experimentation: 9, 9a, 9b, 9c, 9d, 9e, 9f, 9g,
 - 9th-12th Grade:
 - Waves: 4, 4a, 4b, 4c, 4d

10. Water Chemistry

- ☐ What is seawater made of?
- ☐ How does it support life?
- ☐ What effect do certain parameters have on it... salinity, temperature, density, dissolved oxygen?
- ☐ Use of a secchi disc
- ☐ Use of a niskin bottle
- ☐ Use of a sediment sampler
- ☐ Students will sample from a boat at 2-3 different sites in the cove. At each site they will record data noting time, location, depth, and weather.
- ☐ CA Standards:
 - 6th Grade:
 - Investigation and Experimentation: 7, 7a, 7b, 7c, 7d, 7e, 7f, 7g, 7h
 - 7th Grade:
 - Focus on Physical Sciences: 8, 8a, 8b, 8c, 8d
 - Investigation and Experimentation: 9, 9a, 9b, 9c, 9d, 9e, 9f, 9g
 - 9th-12th Grade:
 - Chemistry: 5, 5a, 5b, 5c, 5d, 5e, 5f, 6d

EVENING PROGRAMS

11. Composting

- ☐ What is composting?
- ☐ Why is it important?
- ☐ How does it work?

- ❑ Hands on activity where students take part in our composting program at White's Landing.
- 12. Campfire
 - ❑ Our instructors light the fire but group leaders are responsible for program. This is a time for teachers to be with their students.
- 13. Presentation/ Skit night
 - ❑ Based on a theme of the week, students will be split into groups and are responsible for creating a skit or presentation that they will perform.
 - ❑ CA Standards
 - 5th Grade:
 - Listening and Speaking: 1.0, 1.4, 1.6, 2.0, 2.1, 2.2, 2.2c
 - 6th Grade:
 - Listening and Speaking: 1.0, 1.4, 1.7, 2.0, 2.1, 2.1a, 2.1b, 2.1c
 - 7th Grade:
 - Listening and Speaking: 1.0, 1.4, 1.5, 1.6, 2.0, 2.1, 2.3
 - 8th Grade:
 - Listening and Speaking: 1.0, 1.3, 1.4, 1.5, 2.0
 - 9th-10th Grade:
 - Listening and Speaking: 1.0, 1.7, 2.0
 - 11th- 12th Grade:
 - Listening and Speaking: 1.0, 1.7, 1.8, 1.8a, 1.8b, 1.8c, 2.0
- 14. Astronomy
 - ❑ Facts about our the universe and our solar system
 - ❑ View slides in outdoor setting
 - ❑ Learn to tell direction by the stars
 - ❑ Astronomy vocabulary
 - ❑ How to use a star chart
 - ❑ How to use a telescope
 - ❑ CA Standards:
 - 5th Grade:
 - Earth Sciences: 5, 5a, 5b, 5c
 - Investigation and Experimentation: 6, 6a, 6f, 6g, 6i (assessment)
 - 8th Grade:
 - Earth Sciences: 4, 4a, 4b, 4c, 4d, 4e
 - 9th- 12th Grade:
 - Earth Sciences: 1, 1a, 1b, 1c, 1d, 1e, 1f, 1g, 2, 2a, 2b
- 15. Native Peoples of Catalina
 - ❑ Who were they?
 - ❑ What happened to them?
 - ❑ What did they live in?
 - ❑ What did they eat?
 - ❑ What did they do for fun?
 - ❑ What kinds of utensils/ tools did they use?
 - ❑ What were some of their cultural activities (dances, music?)
 - ❑ Students will participate in a few of the native cultural activities such as basket weaving, dancing, singing, tool making.

- CA Standards:
 - 5th Grade:
 - Historic and Cultural Context: 3.0, 3.2, 3.3
 - 6th Grade:
 - Diversity of Dance: 3.3
 - Chronological and Spatial Thinking: 1, 2, 3
 - Historical Interpretation: 1, 2, 3, 4, 5, 6
 - World History and Geography- Ancient Civilizations: 6.1, 6.1-1
 - 7th Grade:
 - Historical and Cultural Context- Dance: 3.0, 3.1, 3.2, 3.3
 - 8th Grade:
 - Historical and Cultural Context- Dance: 3.0, 3.1, 3.2, 3.3
 - Historical and Cultural Context- Music: 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6
 - Listening and Speaking: 2.1, 2.1a, 2.1b, 2.1c, 2.1d (assessment: 2.3a, 2.3b, 2.3c, 2.3d)
 - 9th-12th Grade:
 - Writing Applications (9th and 10th): 2.1, 2.1a, 2.1b, 2.1c, 2.1d, 2.1e
 - Writing Applications (11th and 12th): 2.4, 2.4a, 2.4b, 2.4c
 - Listening and Speaking (11th and 12th): 2.2, 2.2a, 2.2b, 2.2c, 2.2d
 - Chronological and Spatial Thinking: 1, 2, 3, 4
 - Historical Research, Evidence and point of view: 1, 2, 3, 4
 - Historical Interpretation: 1, 2, 3, 4, 5, 6

16. Fox eye Hike

- Night hike/ team building scavenger hunt

17. Movie on the Beach

- A relaxing evening where students can enjoy watching an age appropriate movie (chosen by teachers) in surround sound right on the beach.

The Catalina Experience

Educational Program Workshops and Activities

Day Activities

For three-day programs, three workshops are included. TCX recommends Island “-Ologies”, Marine Fish and Inverts, and Coastal Life/Structures for a solid marine science educational program, however you are welcome to customize your itinerary!

For five-day programs, seven workshops are included. Trip leaders can either choose which workshops they would like to include, or TCX program staff will be happy to create the program for you to get the most out of your educational experience.

Island “-Ologies”

Main activities: Geology trek and Ecology hike

- Students create an outline of the island to learn about its major geographical and geological structures, as well as how the island was formed. They learn about the major rock types and the rock cycle. Using samples from our cove, they identify the types of rock present and hypothesize what the rocks might tell us about the island’s natural history. Connections between geology and ecology are introduced.
- Students learn about Catalina’s ecosystem and the adaptations of the island’s flora and fauna. They learn the difference between endemic, native, non-native, and invasive species, and see examples of each. They continue to make connections between geology and ecology. Students use all senses on this hike as they see, feel, smell, and even taste many of the plants along the trail.

Goals

To have students...

- Learn how Catalina Island was formed and its major geographical/geological features
- Understand how geology affects ecology, coming to some of those conclusions on their own
- Understand the basics of rock types and the rock cycle, and use this information to try to identify rocks around White’s Landing
- Get some physical exercise
- Learn the difference between native, endemic, non-native, and invasive species
- Observe adaptations of native plants to Catalina’s environment
- Learn about invasive species, and come to their own conclusions about why the Catalina Island Conservancy would want to eradicate them

Marine Fish and Invertebrates

Main activities: Touch tank lab and Snorkeling

- Students learn what an invertebrate is and explore the major invertebrate phyla and their characteristics. They use the touch tank to observe animals in captivity and discover the wide variety of body plans and adaptations found in the animal kingdom.
- Snorkeling, students learn how to use snorkel equipment and how to snorkel safely (if it is their first snorkeling lesson) or continue to advance their snorkeling skill set (if it is their second snorkeling lesson). They learn the defining characteristics of fish and are introduced to common species around White’s Cove. They use snorkeling as a tool to observe these species in their natural environment.

Goals:

To have students...

- Learn what an invertebrate is and some common species around White’s Cove
- Observe animal behavior in captivity (in the touch tank) and in natural habitat (while snorkeling)
- Participate in the animal collection process
- Make hypotheses on the purposes of an animal’s form
- Learn the difference between bony fish and cartilaginous fish
- Understand why snorkeling is a good marine research tool and learn how to snorkel, or continue to build their snorkeling skill set
- Participate in snorkeling to the full extent that they are able and use the skill to observe fish behavior

Life in the Sand

Main activities: Sand structure building, Sand crab catching and Snorkeling

- Students construct sand structures to understand the difficulty of the sand as a habitat. They invent and create their own sand-dwelling creature as well as its home. As the students showcase their creations, the group discusses the feasibility of the creatures and the difficulties of the sandy bottom as a place to live.
- Students observe a representative sand-dwelling creature, the sand crab, up close. They observe and learn the adaptations that make this animal well suited for its sandy habitat.
- Students learn how to use snorkel equipment and how to snorkel safely (if it is their first snorkeling lesson), or they continue to advance their snorkeling abilities and learn new snorkeling skills (if it is their second snorkeling lesson). They learn what animals are found along the sandy bottom and discover what adaptations these animals have that help them to live in such a difficult environment. They snorkel over the sandy bottom, attempting to startle up any of these sand-dwelling creatures for observation.

Goals:

To have students...

- Continue to learn about and explore different marine habitats
- Understand the difficulty of the sandy bottom as a place to live, and observe the adaptations of the animals living there
- Learn how to snorkel or continue to build their snorkeling skill set
- Participate in snorkeling to the full extent that they are able
- Participate in an animal collection process and observe animal behavior
- Learn about crustaceans and their anatomy
- Use some creativity and critical thinking skills to invent and build their own sand creature

Coastal Structures

Main activities: Beach systems lab and Kayaking

- Students learn how beaches are constructed and how they change and rebuild themselves over time. They perform an experiment to better understand the structure of the beach. The experiment, a field survey that classifies the sand found on our beach, provides a review of the scientific method and helps demonstrate the different forces that act on a beach.
- Students learn how to use kayak equipment and how to kayak safely (if it is their first kayaking lesson) or continue to advance their kayaking skill set by learning new skills (if it is their second kayaking lesson). They use their kayaks as tools to explore and observe nearby coastal structures, including sandy and rocky beaches, small caves, fallen archways, and cliff sides.

Goals:

To have students...

- Learn about the uniqueness of beaches as environments and geologic structures
- Participate in an experiment in which they help collect data themselves
- Review the scientific method
- Understand why a kayak is a good marine research tool and learn how to use it properly, or learn new kayaking skills
- Use the kayaks to observe geological structures up close

Coastal Life

Main activities: Tide pooling and Kayaking

- Students learn about the uniqueness of the intertidal environment. First, they learn what causes tides. Then, they hypothesize on the inherent difficulties of living in the intertidal habitat, and observe intertidal animals to see the adaptations that allow them to survive.
- Students learn how to use kayaking equipment and how to kayak safely (if it is their first kayaking lesson) or continue to advance their kayaking skill set by learning new skills (if it is their second kayaking lesson). They use their kayaks as tools to look for and observe animals that live along the coast of the island, including marine birds and marine mammals.

Goals:

To have students...

- Determine the hardships involved in living in the intertidal zone
- Discover organisms' adaptations for surviving these hardships

- Understand why a kayak is a good marine research tool and learn how to use it properly, or learn new kayaking skills
- Use the kayaks to find coastal animals to observe
- Learn some common marine bird species and their adaptations to being marine
- Learn the characteristics of marine mammals and the difference between seals and sea lions

GPS Treasure Hunt

- As part of the GPS treasure hunt, students learn about latitude and longitude and how GPS devices work. They gain experience with GPS devices by using them to complete a treasure hunt. The students must work as teams to find different stations, where they have to use intellectual or physical means to obtain a clue, and then use the clues to find a hidden treasure chest.

Goals:

To have students...

- Learn what a GPS device is and how it works
- Learn about latitude and longitude and the basics of navigation
- Gain experience using a GPS device
- Work as a team to complete a task
- Apply their own personal strengths to help their team

Mapping

Main activities: Steep hike with map making and Map-based scavenger hunt

- Students hike up a steep hill in order to have an aerial view of the campground. Using compasses, graph paper, and colored pencils, students create their own maps of the campground. As they do so, they learn about basic map concepts, including direction and relative direction, scale, legends, latitude and longitude, and topography.
- After the hike, students use the maps they have created to make their own map-based scavenger hunt. In pairs, students hide rocks designated with a team symbol around the campground, then use both visual and verbal clues to convey where the rocks are hidden to other pairs.

Goals:

To have students...

- Learn about different types of maps and basic mapping concepts
- Use visual skills to translate what they see into a map that others can read and use
- Interpret maps made by others to find items in real space
- Interpret verbal clues based on direction and relative direction
- Work with a partner to complete a task
- Get some physical exercise

Team Building Skills

Main activities: Low ropes course and Survival skills

- Students must work together to navigate through a series of personal and team challenge elements. The ropes course is designed to foster trust, perseverance, cooperation, and encouragement.
- Students work together in teams to design and construct survival elements. After a lesson in basic survival skills, students have a chance to build their own debris shelters and working fires.

Goals:

To have students...

- Practice communication, cooperation, and decision-making skills
- Create an environment of trust and positive encouragement
- Overcome personal physical challenges on the ropes course
- Learn and practice basic survival skills
- Gain experience working with others in order to complete a task

Trekking

Main activities: Challenge hike and GPS navigation lessons

- Students hike to Mt. Whitley. The hike is about 2 miles in length and involves an elevation gain of about 1300 feet. Prior to the hike, students learn how to prepare for long treks and how to trek safely.
- While on the hike, students complete a navigation project using GPS devices.
- Students use the devices along the way to take measurements such as distance traveled, time traveled, maximum speed, average speed, maximum elevation, and compass bearing. Students plot different elements of their course on a graph when they return from their hike.

Goals:

To have students...

- Get some physical exercise
- Experience the enjoyment of being outdoors and personal satisfaction in completing a difficult hike
- Learn about trekking preparation and safety
- Learn how to use a GPS device
- Participate in GPS data collection and use the information to learn about their hike

Island Invaders

Main activities: Nature hike and Invasive plant removal

- The focus of this simple hike is on Catalina natives versus invasives, and why we should care about removing invasive species. Students learn the difference between endemic, native, non-native, and invasive species, and what each of them mean for the island's ecosystem. Along the hike they are introduced to examples of each.
- Invasive plant removal occurs as a part of the Catalina Island Conservancy's "Stop the Spread Program". Students meet with a staff member of the Conservancy and learn about the Conservancy's history and work. After a more detailed introduction to Catalina's invasives, the students get to take part themselves in invasive plant removal, clearing a small area of one or more invasive plants using the Conservancy's tools. Students leave the workshop and the island knowing that they personally improved Catalina's ecosystem by making a small dent in invasive plant removal.

Goals:

To have students...

- Learn the difference between endemic, native, non-native, and invasive species
- Understand why the Conservancy wants to remove invasives, coming to some of these conclusions on their own
- Get some physical exercise
- Learn about the Conservancy, its history, and its work
- Take part in invasive plant removal themselves, improving the island's ecosystem

Night Activities

For three-day programs, two night activities are included. Depending on the size of your group, the students will either rotate through two activities, or be given several options each night.

For five-day programs, four night activities are included. Depending on the size of your group, the students will either rotate through four activities, or be given several options each night.

Night Hike

The night hike teaches students about nocturnal animal adaptations through a short walk up the canyon (without flashlights!) and various demonstrations. Students practice their own night vision, and learn about the way nocturnal animals' senses of sight, hearing, smell, and touch are adapted to fit the nocturnal niche.

Star Gazing

Students learn how to use a planisphere and practice using them to find constellations in the night sky. They learn star gazing essentials, like how to locate the North Star and how to best spot planets in the sky, and hear the stories and legends that different cultures have created about the stars.

Cove at Night

Students will learn about the essential base of the marine food chain: plankton. They learn about the different types of plankton and their important role in the food chain. Underwater lights are set out at the end of the pier to attract plankton and, ultimately, other animals from higher up the food chain. Students sit on the float and observe the animals we can attract, gaining an understanding of this marine food chain as they watch.

Squid Dissection

Students dissect a squid in order to investigate the unique adaptations of this mollusk. They observe the external and internal anatomy of the squid, and use their observations to hypothesize on the lifestyle of the animal. Following the dissection is a cooking demonstration, in which the students slice up and eat the squids they just dissected!

Native Peoples

While sitting around a campfire, students learn about the history and culture of Catalina's native people, the Tongva. They see real evidence of a Tongvan village at White's Landing, and examine replicas of Tongvan artifacts. Then, they participate in Tongvan activities, including games and a craft project. Native Peoples is best suited for elementary to middle school students.

Fox Eye Scavenger Hunt

In teams, students use their flashlights to locate reflective "fox eyes" around camp. The "fox eyes" are actually blocks of wood that contain riddles as to where to find the next pair of eyes. The teams must find and solve ten riddles to complete the hunt. The Fox Eye Scavenger Hunt is best suited for elementary to middle school students.

Night Snorkel

The ocean can look so different at night! Armed with waterproof flashlights, leaders and students locate the nocturnal animals of the ocean, including lobsters and small species of sharks. Students participating in night snorkeling must be in eighth grade or older. **Due to the nature of this activity, this program is scheduled on a conditional basis. TCX reserves the right to withdraw this option based on weather conditions, perceived student discipline or skill, or other factors.

Outdoor Movie

If you'd like an activity that an entire large group can do together, we recommend an outdoor movie. You provide the film and we'll set you up in the amphitheater to enjoy a movie under the stars!

Campfire

Campfires at our beachfront fire pits are a memorable experience for any group. If you would like for your students to have campfire time, we can schedule a campfire as the entire night activity, or for after a different night activity, depending on the length of your trip and the size of your group. Either prepare your own campfire activities for your group or let our program staff lead them in games, stories, or skits. Please bring s'mores supplies if you would like your students to have a campfire snack!

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CONSENT

Item 8G.

403 (b) Plan

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **86**
FROM: Cynthia Windham, Finance Director Reading
DATE: November 13, 2012 Discuss
SUBJECT: 403(b) Plan Document Action
Consent X

OBJECTIVE: Goal #

SUPPORTING DATA:

Effective January 1, 2009, all providers of 403(b) plans were required to adopt a written plan document to allow their participants to continue their contributions into a 403(b) Tax Sheltered Annuity plan.

The original plan document was drafted by the TSA Consulting Group and adopted by the Board in December of 2008.

Recent changes to our 403(b) documents were made to contain all of the plan provisions and new additions as required by the Internal Revenue Service. The documents specifically address the new requirements of the **HEART Act** (Heroes Returning Assistance and Tax Relief Act of 2008/H.R. 6081). This bill preserves and re-instates certain benefit rights for employees returning from qualified military service, and must be included in 403(b) Plan Documents by the end of the year. Attached is a copy of our previous document with the changes tracked. The following summarizes the significant changes below:

1. Section 1.15 is amended by adding the following:

Beginning in 2009 and thereafter, such term also includes any "differential pay" that may be received while performing qualified military service under Section 414(u) of the Code.

2. Section 4.4 is replaced with the following:

4.4 Loan Repayments For Employees in Military Service. Notwithstanding any other provision of the Plan or any Annuity Contract or Custodial Account, loan repayments by eligible uniformed services personnel maybe suspended as permitted under section 414(u)(4) of the Code and the terms of any loan shall be modified to conform therewith.

3. A new Section 9.13 is added as follows:

9.13 Qualified Military Service Benefits. Notwithstanding any other provision of this Plan, any Participant whose employment is interrupted by qualified uniformed service in the military under section 414(u) of the Code shall be entitled to all rights, benefits and protections afforded to such individuals there under, and such provisions are incorporated into this Plan. Uniformed services by any individual shall be determined as described in section 3401(h)(2)(A) of the Code.

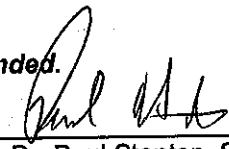
SUMMARY & RECOMMENDATION:

It is recommended the Governing Board approve the 403(b) Plan Document as amended.

Sample Motion:

I move to approve the 403(b) Plan Document as amended.

Approved for transmittal to the Governing Board: _____


Dr. Paul Stanton, Superintendent

Questions should be directed to: Cynthia Windham, Finance Director

403(b) Adoption Agreement

Humboldt Unified School District #22, AZ

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ADOPTION AGREEMENT

Humboldt Unified School District #22 hereby adopts the 403(b) Plan Document (the "Plan") for Public Education Organizations as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document.

EMPLOYER INFORMATION

Name of Employer: Humboldt Unified School District #22

Federal Tax ID: 86-6003010

Employer's Address: 6411 N Robert Road Bldg 100
Prescott Valley, AZ 86314

Telephone Number: (928) 759-4027

Extension: _____

Contact Person: Cynthia Windham

Fax: _____

E-mail: cynthia.windham@humboldtunified.com

Type of Organization:

☒ K-12 Public School ☐ Community College ☐ Public College/University

Note: If Employer is not a public education organization, this document may not be used.

PLAN INFORMATION

1. **Name of Plan:** Humboldt Unified School District #22 403(b) Plan

2. **Effective Date:** This Adoption Agreement:

☐ Establishes a Plan effective as of _____ (the "Effective Date") and is the first 403(b) plan document established by the Employer.

☒ Amends and restates a previously established 403(b) Plan document of the Employer. The effective date of this amended Plan is January 1, 2012 (the "Effective Date").

Default Construction Rule: If no box is checked, that feature is NOT included in the Plan.

3. **Eligibility:** Under the Plan document, ALL common law employees except student teachers are immediately eligible to make contributions under the Plan, unless an exception is indicated below. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject, or as determined by the Employer from year to year.

Employers that participate in External Plans may have additional eligibility requirements established by the plan(s). See Appendix 3 and/or 3A to for additional conditions, if any, applicable to ORP contributions and Appendix 4 for additional conditions, if any, applicable to FICA Alternative Plan contributions.

The following employees are excluded from participating in the Plan:

☐ Employees who normally work fewer than _____ (must be 20 hours or less and generally equivalent to 1,000 hours or less in a working year except as otherwise provided under applicable 403(b) regulations).

☐ Employees who are participants in another plan sponsored by the Employer that permits salary reduction contributions described under Section 403(b)(12)(A) of the Code.

Note: Excluding any employees will greatly increase the risk of violating the "universal availability" requirements of Section 403(b)(A)(ii) of the Code which may result in complete Plan failure.

4. Contributions:

Employee Contributions (in addition to pre-tax Elective Deferrals):

- ☐ Roth 403(b) Contributions are NOT permitted under the Plan.
- ☒ Roth 403(b) contributions to the Plan are permitted on or after a specific date determined solely by the Plan Sponsor and upon written communication to the plan administrator and each provider of Roth investment products. If Roth 403(b) Contributions are permitted to the Plan, direct rollovers from other Roth 403(b) or Roth 401(k) plans are ☐ are not ☒ accepted into the Plan.

Employer Contributions, if any:

- ☐ No Employer Contributions will be made.
- ☒ Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, or as may be determined from year to year by the Employer.
- ☐ Other (Describe) _____
- ☐ External Plan Contributions will be made as indicated below (See Section 2.2(d)):
- ☐ ORP (Optional Retirement Plan) contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 11 of the Plan apply. Appendix 3 must be completed.
 - ☐ Supplemental 403(b) Program contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 12 of the Plan apply. The Supplemental 403(b) Program is described in the document entitled _____ Plan
 - ☐ FICA Alternative Plan contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 13 of the Plan apply. Appendix 4 must be completed.

5. 15 Years of Service Catch Up Contributions: The Plan will ☐ or will not ☒ permit employees with 15 years of service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service (Section 3.2 of the Plan) to increase their Elective Deferrals limitation.

6. Investment Options: Any Annuity Contracts and/or Custodial Accounts that meet the requirements of Section 403(b) of the Code offered by the organizations listed on Appendix 1 are authorized as Vendors under the Plan.

7. Exchanges Within the Plan: The Plan will ☒ or will not ☐ permit Participants to make Exchanges. If permitted, Exchanges may occur between:

- ☐ Those Vendors listed on Appendix 1 only (Vendors authorized to maintain current payroll slots).
- ☒ Those Vendors listed on Appendix 1 and from Vendors not listed on Appendix 1 to Vendors listed on Appendix 1. Exchanges to Vendors not listed on Appendix 1 are not permitted.
- ☐ Those Vendors listed on Appendix 1 and any other Vendor offering annuity contracts and/or custodial accounts that satisfy the requirements of Section 403(b) of the Code and execute the information sharing agreement provided by Employer for purposes of satisfying applicable compliance requirements. Administrator will maintain a list of Vendors that have executed information sharing agreements and will make this list available to Vendors (Appendix 2).

8. Transfers Into the Plan: The Plan will ☒ or will not ☐ accept Transfers from another employer's 403(b) plan.

9. Transfers From the Plan: The Plan will ☒ or will not ☐ permit Transfers from the Plan to another employer's 403(b) plan, if requested by a former Participant.

10. Financial Hardship Distributions: Hardship Distributions are ☒ or are not ☐ available under the Plan.

11. Loans: Loans are ☒ or are not ☐ available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

Note: The Plan prohibits loans to any Participant who has previously defaulted on a loan from any retirement or deferred compensation plan sponsored by the Employer.

APPENDIX 1

Authorized Vendors under the Plan Are:

American Century Services, LLC

Ameriprise Financial

Capital Bank & Trust Co

Fidelity Investments

Great American Financial Resources

Horace Mann Insurance Company

ING Life Insurance and Annuity Company

Life Insurance of the Southwest

MetLife of Connecticut (CitiStreet LLC)

MetLife Resources

Midland National Life

Oppenheimer Funds

PACIFIC LIFE

PlanMember Services

Reliastar Life Insurance Co

The Variable Annuity Life Insurance Company

* Authorized Vendor also offers Roth 403(b) accounts.

** Contributions only - no longer accepting new participants.

Important Note:

As provided under the Plan, any authorized Vendor named above agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.

This Appendix is dated: January 1, 2012

CONSENT

Item 8H.

GASB Statement

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 84
FROM: Cynthia Windham, Finance Director Reading
DATE: November 13, 2012 Discuss
SUBJECT: GASB 54 Compliance Action
Consent X

OBJECTIVE: Goal #

SUPPORTING DATA:

Governmental Accounting Standards Board (GASB) Statement No. 54 established guidelines for the reporting of fund balances, which became effective for the period beginning after June 15, 2010. In addition to complying with GASB Statement No. 54, the District's fund balance reporting will comply with any guidance established by the Arizona Auditor General.

It is only at the highest level of decision making authority that fund balances may be committed.

The Superintendent, or designee, is delegated the authority to assign fund balances for specific purposes.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

BACKGROUND INFORMATION:

The purpose of the fund balance policy is to ensure the District is in compliance with GASB Statement No. 54, to make the board aware of their authority to commit fund balances and to formally delegate the authority to assign fund balances to the Superintendent and/or designee.

These assignments can be changed from year-to-year.

SUMMARY & RECOMMENDATION:

To appoint the Superintendent, or designee, to delegate authority to assign fund balances for specific purposes.

Sample Motion: I move to appoint the Superintendent, or designee, to delegate authority to assign fund balances for specific purposes in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

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

CONSENT

Item 8I.

IGA Renewal

Town of P.V.

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **8 I**
FROM: Cynthia Windham, Finance Director Reading
DATE: Nov. 13, 2012 Discuss
SUBJECT: Town of Prescott Valley – IGA Renewal Action
Consent **X**

OBJECTIVE:

SUPPORTING DATA:

Attached is the Intergovernmental Agreement Providing Community Access to Resources between the Town of Prescott Valley and the Humboldt Unified School District.

This IGA is a renewal of the partnership that currently exists between the two governmental agencies with the following changes noted:

Section II A Term of the agreement:

Shall remain in force from year-to-year unless sooner terminated as set forth in Section VIII hereafter.

Section III C 1 Added the Town Library (including amphitheater and Crystal Room)

Section III C 2 Added Granville Elementary School

The IGA, in its revised form, has been reviewed by our attorneys and deemed to be legal within the scope and authority given to public school districts under Arizona law.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the Governing Board approve this agreement.

Sample Motion:

I move to approve the IGA to provide access to resources between the Town of Prescott Valley and the Humboldt Unified School District, as presented.

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

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

Upon recording, return to:
Town of Prescott Valley
7501 East Civic Circle
Prescott Valley, AZ 86314

**INTERGOVERNMENTAL AGREEMENT
PROVIDING COMMUNITY ACCESS TO RESOURCES**

**TOWN OF PRESCOTT VALLEY
AND
HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22**

THIS AGREEMENT, entered into this 8th day of November, 2012, by and between the TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona (hereinafter the "Town"), and the HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22 OF YAVAPAI COUNTY, ARIZONA, a unified school district and political subdivision of the State of Arizona (hereinafter "HUSD" or "District");

WITNESSETH:

WHEREAS, ARS §15-341(A)(4) authorizes school district governing boards to manage and control school property within their districts; and

WHEREAS, ARS §15-341(A)(7) authorizes school district governing boards to furnish, repair and insure school property within their districts; and

WHEREAS, cities and towns are authorized to establish and maintain public parks, and implied therein is authority to establish and operate recreation programs for their citizens in those parks and in other public grounds and facilities [ARS §§9-494(A) and 11-932(A)]; and

WHEREAS, ARS §11-952 authorizes two or more public agencies (including school districts and towns) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in §11-952; and

WHEREAS, ARS §15-342(13) specifically authorizes school district governing boards to enter into intergovernmental agreements and contracts with other governing bodies as provided in ARS §11-952; and

WHEREAS, HUSD and the Town have determined it is in the best interest of the Town and District that their respective public facilities and grounds be made available to children, adults, and families in the Prescott Valley and Dewey-Humboldt area on a shared basis for the general benefit of both communities and for the particular purpose of helping young people learn and develop recreation skills and helping people of all ages participate in recreation activities;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto enter into this Agreement as follows:

I. PURPOSE.

In establishing this Agreement, the Town and the District seek to:

- A. Effectively and efficiently manage use of District and Town facilities and grounds for the benefit of students and other citizens of the communities served by the District and Town;
- B. Encourage joint use of their respective facilities and grounds as provided in this Agreement and give priority usage, after the owner's programming and/or on-going community obligations are met, to the requests submitted by the other party;
- C. Provide specific facilities and grounds usable for District and Town programs; and
- D. Establish procedures to encourage cooperative working relationships between District and Town personnel, and quickly resolve issues which may arise.

II. GENERAL PROVISIONS OF THE AGREEMENT

- A. The term of this Agreement shall commence on November 8, 2012 and shall remain in force from year to year unless sooner terminated as set forth in Section VIII hereinafter.
- B. The execution of this Agreement or extension of this Agreement must be authorized by both the District Governing Board and the Town Council.
- C. The District and Town acknowledge that:
 - 1. This Agreement is intended to enhance and not interfere with the primary mission of Town or District governance and operations;
 - 2. The ultimate responsibility for the use of facility space will remain with the owner of the facility;
 - 3. Town and District budget and administrative processes must be recognized in implementing the programs and services set forth herein; and

4. Town use typically includes use by third-party non-profit organizations under contract with the Town. In such cases, requests for use of District property under this Agreement shall be made through the Town's Parks and Recreation Department.

III. GENERAL GUIDELINES FOR JOINT USE

- A. Each party will make its buildings and grounds listed in Subsection C herein available for use by the other party on a first-priority basis after the scheduling requirements for its own programs have been met. Generally the District shall have priority use of the buildings and grounds, including parking areas, identified in Subsection C during the school year and during regular school hours and after school hours as required by the District athletic schedules and other school activities. The Town will generally have priority use of the school buildings and grounds, including parking areas, identified in Subsection C during the summer months and on weekends and holidays and weeknights and during the school year after the District's needs have been met.
- B. All joint-use programming and activities scheduled under this Agreement will comply with the owner's policies prohibiting discrimination and any applicable law.
- C. The parties agree that the following properties shall be made available for the use of the other party as indicated, pursuant to the schedule developed according to Section IV:
 1. Town Facilities to be Made Available for District Use:
 - * The general recreation areas (including restrooms and ramadas), all athletic fields, and all Town facilities with no limitations on year-round use, *subject to* (a) availability, (b) Town rules and regulations as amended from time to time, (c) HUSD general clean-up of the area after use; and
 - * Mountain Valley Splash for Bradshaw Mountain High School (BMHS) swim team use and HUSD end-of-school year parties, *subject to* a charge for actual Town costs for lifeguard staffing at end-of-school year parties as determined by the Designated Representatives; and
 - * The Civic Center (including amphitheater and outdoor plazas), *subject to* a written license agreement approved by the Town Manager; and
 - * The Joint Facility with Yavapai College (namely the auditorium and Crystal Room).
 2. District Facilities to be Made Available for Town Use:
 - * The Bradshaw Mountain High School West (BMHSW) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability,

(b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and

- * The Bradshaw Mountain High School East (BMHSE) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and
- * The Bradshaw Mountain Middle School (BMMS) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and
- * The Glassford Hill Middle School (GHMS) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and
- * The Mountain View Elementary School (MVES) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and
- * The Coyote Springs Elementary School (CSES) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and
- * The Lake Valley Elementary School (LVES) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and
- * The Liberty Elementary School (LES) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and

* The Humboldt Elementary School (HES) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use; and

* The Granville Elementary School (GES) campus including, all athletic fields, athletic facilities, classrooms, and other agreed upon locations with no limitations on year-round use, *subject to* (a) availability, (b) HUSD rules and regulations as amended from time to time, (c) Town general clean-up of the area after use.

- D. Special requests such as kitchen facilities, audio-visual equipment, and non-operational hours use will be dealt with on a case by case basis *subject to* (a) availability, (b) general clean-up, (c) payment of costs to replace routine equipment as determined by the Designated Representatives, and (d) payment of other costs as determined by the Designated Representatives.
- E. Facilities will be made available to the other party at no charge.
- F. Each party will maintain its own property and equipment and shall each provide ordinary maintenance and services for its own property, buildings and facilities, including (but expressly not limited to) watering, fertilizing, mowing, weed control, maintenance and repair of irrigation systems, field repair and reseedling, maintenance and repair of fences, and maintenance and repair of bleachers. Where a party is required hereunder to repair or maintain any property, buildings or facilities of the other, the non-owning party shall supply the needed materials out of its own inventories to the extent they are available.
- G. Each Party shall furnish and supply all materials for carrying on its activities or programs at the property, buildings or facilities of the other, unless shared use of the equipment has previously been specifically agreed to. Any personal property placed in, on or about the real property, buildings, or facilities of one party by the other shall remain the property of the party placing said items thereon. However, all such property shall be removed by the party owning it within sixty (60) days after any termination of this Agreement.
- H. Each party will cooperate in expediting repair of damage which may occur as a result of scheduled programs. The owner shall repair or replace any and all damage to its facilities as soon as is practicable, regardless of fault or of whose activities caused such damage. In the event that the non-owner under this Agreement or any user of the facility during the non-owner's use causes damage to the facility, the non-owning party shall immediately notify the owner of that fact and shall be responsible for the cost or repair or replacement.

If the owner discovers the damage, or upon notice of damage by the non-owning party, the owner shall, as soon as is practicable but in no event later than fifteen (15) calendar

days, notify the non-owner in writing of the nature and extent of such damage, the date of discovery by owner (if applicable), and the estimated cost of repair or replacement (as necessary). The non-owner shall reimburse the owner for the cost of repair, within thirty (30) calendar days of delivery of an invoice unless the non-owner has sent a written notice of disagreement clearly identifying reasons for refusing responsibility for damages within five (5) working days of receipt of the written estimate from the owner. The parties shall use best efforts to investigate and resolve the disagreement in accordance with the Dispute Resolution section in this Agreement. The owner may proceed to make repairs or replacement without voiding the right to disagree. The term "damage" does not include ordinary wear and tear. Each owner will be responsible for routine maintenance and cleaning of its own property unless otherwise specifically agreed.

- I. Each party agrees that use of the other party's facilities shall not interfere with the other party's usual conduct of its business, nor be inconsistent with the intended and normal use of the facilities used. Both the Town and District shall provide or arrange for adequate personnel to supervise its activities or programs held at the property, buildings or facilities of the other.

Each party agrees to be responsible for the expenses of supervision, security, and supplies unless otherwise noted in this Agreement, and to make reasonable efforts to inspect facilities for safety conditions and for damage at the beginning and end of each period of use.

- J. Workers hired by either party to provide services, whether providing those services on premises owned by the Town or the District, shall be the worker of the hiring party only. The Town agrees that any workers of the Town providing services at District facilities on a regular basis shall comply with fingerprinting and background check requirements pursuant to A.R.S. §15-512(H). The Town also agrees that all employees shall be in compliance with federal and state immigration law, including E-Verify requirements pursuant to A.R.S. §23-214.
- K. Each party shall observe and enforce all established rules and regulations of the other in connection with its use of the other's property, buildings or facilities.
- L. Neither party shall cancel reservations later than five (5) business days prior to the scheduled event, except in the case of actual emergency.
- M. Each party shall perform its duties and obligations hereunder in a timely fashion.
- N. Each party shall reasonably provide timely access to its property, buildings or facilities either by making its staff available to the other party or providing keys to the other party, at the discretion of the first party.
- O. Nothing in this Agreement shall preclude the Town from charging HUSD for domestic water, reclaimed water, and/or wastewater service in accordance with applicable Town regulations as amended from time to time.

- P. Nothing herein shall preclude the designated representatives from mutually agreeing, in a separate writing, to add additional HUSD or Town property, buildings, and other facilities to those listed in this Agreement.

IV. ANNUAL JOINT USE SCHEDULING CONFIRMATION PROCESS

- A. Each owner will be responsible for maintaining the schedule for its own facilities.
- B. Representatives of the parties will meet quarterly to discuss scheduling at least two (2) months in advance of when it will begin. Within 2 weeks of the meeting, each owner's representative shall prepare a joint use confirmation form for the quarter discussed and shall send the schedule to the other party. The receiving party will either approve the proposed schedule by returning it with a signature of approval or may within (1) week(s) contact the other representative to discuss changes or amendments which need to be addressed. A final, signed schedule should be in place at least 1 month(s) before the scheduled use begins.

While uses mentioned in Subsection III. C. will have priority for the named facilities, priority for other events at the facilities will be given first to the owner and second to the other party. The Town and the District will cooperate in dealing with unforeseen events and shall seek a mutually acceptable alternative in the event of the need for scheduling changes. The mutual goal in scheduling will be to maintain program continuity, give adequate notification of scheduling changes, and (where necessary) relocate programming. In the event of no mutually acceptable alternative, use by the owner shall take priority unless the change is necessary for a use already scheduled under Subsection III. C. and the date change is necessary due to uncontrollable events (such as a snow day, a change in the AIA sports scheduling, or similar occurrence).

If, at any time, the Town or the District determines that a facility does not meet applicable health and safety standards or that for any other reason the facility is unsafe for use, the Town or District will have the authority to cancel the scheduled event and to close the facility for the duration of the scheduled event. If this occurs, the party will take immediate steps to notify the owner of the cancellation/closure.

- C. During scheduling meetings, the parties shall discuss any issues that may have arisen that the parties will work to resolve. The parties will, in good faith, discuss how to maximize the mutual benefit of the shared use of Town and District facilities.
- D. The Designated Representatives of the respective parties shall initially be the Facilities Coordinator for HUSD and the Parks and Recreation Director for the Town. However, either party may designate a new Designated Representative at any time in accordance with the Notice procedures set forth hereinafter.

V. INDEMNIFICATION AND INSURANCE

- A. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') for, from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.
- B. The Town and the District shall, each year during the term of this Agreement (and any extension or renewal thereof), procure and maintain a certificate of commercial general liability insurance with a combined single limit of liability coverage not less than One Million Dollars (\$1,000,000) per occurrence. Each party's certificate of insurance shall be endorsed to show the other party as an additional insured with respect to any and all claims arising from or as a result of its use of facilities. Written notice shall be provided to the other party at least thirty (30) days prior to cancellation of the insurance, and failure to renew coverage shall constitute grounds for termination of the Agreement.

VI. BUDGETING AND FINANCING

The District and the Town shall each provide for its own costs under this Agreement, except as expressly provided herein for reimbursement of excessive maintenance or property damage. The District and the Town shall each include in its annual budget the necessary appropriations to meet the cost of its performances hereunder.

VII. DISPUTE RESOLUTION

In the event of any dispute between the parties arising out of any activity or program conducted pursuant to this Agreement, such dispute shall be directed to the Designated Representatives and resolved by them. If necessary, their resolution shall be presented for approval to the Town Manager and the HUSD Superintendent. If necessary, the resolution of the Town Manager and the HUSD Superintendent shall be presented for approval to the respective governing boards of the parties.

VIII. TERMINATION

This Agreement may be terminated by either party for any reason whatever, effective upon receipt of thirty (30) days' written notice.

IX. NO PARTNERSHIP; NOT EMPLOYEES

Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between either the personnel of HUSD and the Town or the personnel of the Town and HUSD. Solely for purposes of workers compensation, ARS §23-1022(D) and (E) shall apply and HUSD and the Town shall be solely liable for the payment of

workers' compensation benefits for their respective employees providing services in accordance with this Agreement.

X. NOTICES

All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3rd) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

HUSD: Humboldt Unified School District No. 22
6411 N Robert Rd
Prescott Valley, AZ 86314
Attn: Facilities Coordinator

Town: Town of Prescott Valley
7501 East Civic Circle
Prescott Valley, AZ 86314
Attn: Parks and Recreation Director

XI. LAWS AND REGULATIONS

In their respective performances under this Agreement, the parties shall comply with all applicable laws, statutes, rules, regulations, and ordinances including, without limitation, those governing wages, hours, employment discrimination, and safety.

XII. FURTHER INSTRUMENTS

Each party hereto shall, promptly upon the request of the other, have acknowledged and delivered to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

XIII. AMENDMENT AND CONSTRUCTION

This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by the authorized representatives of each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

XIV. NO WAIVER

No waiver by any party of a breach of any of the terms, covenants or conditions of this Agreement shall be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, covenant or condition herein-contained.

XV. ATTORNEYS' FEES

In the event any action shall be instituted between any of the parties in connection with this Agreement, the party prevailing in such action shall be entitled to recover from the other party all of its costs, including reasonable attorneys' fees.

XVI. SAVINGS CLAUSE

In the event any phrase, clause, sentence, paragraph, section, article or other portion of this Agreement shall become illegal, null or void or against public policy for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining portions of this Agreement shall not be affected thereby and shall remain in force and effect to the fullest extent permissible by law.

XVII. MERGER CLAUSE

This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof, and all prior and contemporaneous agreements, representations, negotiations and understandings of the parties hereto, oral or written, are hereby superseded and merged herein.

XVIII. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed under the laws of the State of Arizona, and shall be deemed made and entered into in Yavapai County.

XIX. CONFLICT-OF-INTEREST

This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict-of-interest as described therein.

IN WITNESS WHEREOF, the parties hereto have executed this Intergovernmental Agreement by and through their authorized representatives.

TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona, (Town)

Harvey Skoog, Mayor

ATTEST:

Diane Russell, Town Clerk

The foregoing Intergovernmental Agreement has been submitted to me as Prescott Valley Town Attorney for review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the Town under the laws of Arizona.

Ivan Legler, Town Attorney

**HUMBOLDT UNIFIED SCHOOL DISTRICT
NO. 22 OF YAVAPAI COUNTY, ARIZONA**, a
unified school district and political subdivision of the
State of Arizona, (District)

Howard Moody, President Governing Board

ATTEST:

Mary Diaz, Secretary Governing Board

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for the Humboldt Unified School District No. 22 of Yavapai County, Arizona, for review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the District under the laws of Arizona.

Patrice M. Horstman, District Attorney

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CONSENT

Item 8J.

Recognition of Parent Organizations

- 1. Granville Elementary School**
- 2. Humboldt Elementary School**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8 J 1

FROM: Bucky Bates, Principal Granville Elementary School Reading

DATE: November 13, 2012 Discuss

SUBJECT: Approval of Parent Support Organization for Granville Elementary School – Granville Elementary School Parent Teacher Organization Action
Consent X

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states “The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations...”

A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District's liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.

SUMMARY & RECOMMENDATION:

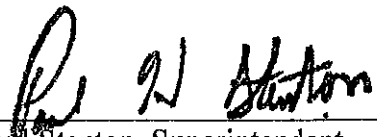
“Granville Elementary School Parent Teacher Organization” from Granville Elementary School has applied for Board recognition at this time.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance. There are no changes from last year other than new officers and new balances.

It is recommended that the Governing Board:

Move to recognize “Granville Elementary School PTO” for Granville Elementary School for the 2012-2013 school year.

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

Questions should be directed to: Bucky Bates

APPLICATION FOR GOVERNING BOARD APPROVAL
HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS

Name of Organization Granville Elementary School PTO School Granville Elementary School

Related Student Organization or Club _____ Taxpayer I.D. No. 80-0650077

OFFICERS:

Name: Kristi Letendre

Name: Lisa Leo

Office Held: President

Office Held: Treasurer

Address: 4768 N. Calle Santa Cruz

Address: 7234 Pioneer Lane

Prescott Valley, AZ 86314
Email: letendrefamily@q.com

Prescott Valley, AZ 86314
Email: GLENLISALEO@msn.com

Phone(s): 775-9155 & 533-6499

Phone(s) 928-277-7601

Date taking office: September 4, 2012

Date taking office: September 4, 2012

Name: Renee Hubbard

Name: Amy Kidd

Office Held: Vice President

Office Held: Secretary

Address: 7653 Broken Wagon Way

Address: 4751 N. Wycliffe Drive

Prescott Valley, AZ 86314

Prescott Valley, AZ 86314

Phone(s): 928-277-9353

Phone(s) 928-420-0839

Email: renee.misty@yahoo.com

Email: amy.kidd@humboldtunified.com

Date taking office: September 4, 2012

Date taking office: September 4, 2012

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

☐ Formal Non-Profit

Please Attach:

- 1) Articles of Incorporation
- 2) Current operating by-laws
- 3) Last fiscal year AZ Corporation Commission Annual Report
- 4) I.R.S. Determination Letter
- 5) Last Fiscal year I.R.S. Form 990 Annual Report
- 6) Most recent treasurer's financial report
- 7) Most recent bank statement

☒ Informal Non-Profit

Please Attach:

- 1) Current operating by-laws
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

Bank account established? ☒ Yes ☐ No

Two signatures required? ☒ Yes ☐ No

By-laws reviewed annually? ☒ Yes ☐ No

Budget plan in place? ☒ Yes ☐ No

Member meetings held how often? Third Thursday

Executive meetings held how often? Third Thursday

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Kristi Letendre 9-17-12
Signature Date

Lisa Leo 9/18/12
Signature Date

Renee Hubbard 9/17/12
Signature Date

Amy Kidd 9/17/12
Signature Date

Principal's Approval: Signature Dwight Gato Date: 9-17-12

GRANVILLE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

Article 1 – Name, Mission Statement

1.1 Name: The name of this organization shall be known as Granville Elementary School Parent Teacher Organization

1.2 Our Mission:

- To bring parents, teachers, administrators and other staff together to work as partners in the best interests of the children
- To encourage all parents and school staff to become members and to become actively involved in PTO sponsored activities which are intended to make the school year a rewarding experience
- To involve the surrounding community in the life of our school
- To raise money for the benefit of our school
- To encourage school spirit and pride
- To honor individuals for their dedication to our students' education and welfare

Article 2 – Membership and Fees

2.1 Membership is open to all parents and supporters of children enrolled at Granville Elementary School, as well as all Granville Elementary School staff who is willing to uphold its basic policies and subscribe to its by-laws

2.2 An annual membership enrollment will be conducted. Additional members shall be accepted at any time

2.3 Annual dues shall be minimal and set by the Executive Board

2.4 Any family unable to pay dues will not be denied membership because of hardship.

2.5 Membership duration shall be from the first day of school until August 31 of the following year.

2.6 Member in Good Standing shall be defined as a member who has paid membership dues and attended at least three meetings within the last twelve months.

2.7 for eligibility in the election process, this twelve month period shall be counted from the previous month of May through the current month of April.

Article 3 – Meetings

3.1 A minimum of four general Organization meetings shall be held in each school year. The first meeting shall be held no later than the last week in September. The second shall be held in November, the third in February and a final meeting in May.

Article 5 – Officers

5.1 The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Membership director and Publicity Coordinator. Any office may be co-chaired.

5.2 Officers shall be elected by ballot, annually in the month of May. If however, there is but one nominee for any office, with a motion from the floor, the election may be by voice vote. As per article 4.

5.3 Officers shall assume their official duties at the close of the last general meeting of the year and shall serve for the term of one year or until their successors are elected.

5.4 Any officer of the organization shall not be eligible to serve more than two consecutive terms in the same office.

5.5 Vacancies: A vacancy occurring in any office, except for the presidency, shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the Executive Board, due notice of such election having been given to the Board. In case a vacancy occurs in the office of president, the vice-president shall serve as president for the remainder of the term. If necessary the ice-president's position would be filled as stated above.

5.6 Removal from office: The PTO board by a 2/3 vote, may remove any elected officer or committee member from his/her position for failure to perform assigned duties, impropriety, failure to attend three consecutive meetings or for any other just cause. Any individual in question is given written notice of the meeting and the intended business. The affected individual shall be given the opportunity to address the Executive Board before any vote for removal is conducted.

Article 6 – Duties of the Officers

6.1 The President

- Shall preside at all meetings of the Organization and of the Executive Board.
- Shall perform such other duties as may be prescribed in these by-laws or assigned to him and or her by the Organization or by the Executive Board.
- Shall be a member ex officio of all committees except the nomination committee.
- Shall coordinate the work of the officers and committees in order that the objectives of the Organization may be promoted.

6.2 The Vice-President

- Shall act as an aide to the President and shall perform the duties of the President in his and/or her absence.
- Shall oversee the promotion of public relations by submitting articles regarding organizational activity to all proper media sources within the community.
- Shall have a responsibility to oversee intra-school promotion and communications, specifically PTO newsletters, communications to parents, and teachers and administrators.

6.3 The Secretary shall record, transcribe, copy and distribute the minutes of all meetings of the Organization and of the Executive Board.

8.3 The Executive Board shall have monthly meetings during the regular school year. A meeting calendar shall be established each year for the regular meetings and shall be made available to the membership no later than the first general Organization meeting. Seven days notice must be given of a change in meeting dates or times.

8.4 Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board, three days notice having been given

8.5 A majority of the Executive Board members present shall constitute a quorum.

Article 9 -- Standing Committees

9.1 The Executive Board as deemed necessary to promote the objectives of the Organization and to carry on its work shall create such standing committees

9.2 Only members in Good Standing shall be eligible to serve as voting members of a committee.

9.3 The Officers of the Organization shall select Chairperson(s) of standing committees.

9.4 The chairpersons of each standing committee shall present a plan for the Executive Board to approve. No committee work shall be undertaken without the consent of the Board.

9.5 The President shall be a member ex officio of all committees except the nomination committee.

9.6 The power to form a special committee and appoint its members rest with the majority vote of the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically ceases to exist when its work is done and the Executive Board receives its final report.

Article 10 -- Funds

10.1 Deposits: All organization funds shall be deposited intact in a federally insured financial institution with 24 hours of their receipt in an account in the name of Granville Elementary School Parent Teacher Organization. Incoming monies shall be counted by two PTO members or one PTO member and the Treasurer and signed in by the same, before being released to the Treasurer for deposit.

10.2 Expenditures: All expenditures are to be supported by receipts, invoices, and/or other supporting documentation and approved by the Executive Board. All funds not spent by the end of the school year will be maintained in the GES PTO bank account for use during the next school year.

10.3 Audit: The financial records of the Organization shall be audited annually by a person who is not a member of the PTO and whom the Executive Board has appointed. The audit shall take place directly before a new treasurer takes custody of the PTO funds for a new school year.

10.4 Annual report: The annual year end financial statement shall be published and made available to all organizational members.

Granville Elementary School

FISCAL YEAR TO DATE

July 1, 2011 - June 30, 2012

As of 6/30/12

<u>Projects</u>	<u>Income</u>	<u>Expenses</u>	<u>Net</u>	<u>Beg. Bal.</u>
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Funds Available at 7/1/11

10,714.93

Memberships	70.00			70.00
Frys Cool Cash	575.00			575.00
Cookie Dough	18,454.00	10,773.05		7,680.95
Cookie Dough to Aux		2,226.00		-2,226.00
Box Tops	2,026.25	1,850.00		176.25
Year Book	4,538.00	3,877.50		660.50
Reward Dollars	235.00			235.00
Petty Cash	1,000.00	1,000.00		0.00
Harvest Festival	651.00	249.64		401.36
Holiday Store	5,078.75	4,063.05		1,015.70
T-Shirts	440.50	2,017.50		-1,577.00
Domino's	339.31			339.31
Summer Movies	1,043.00	903.00		140.00
Miscellaneous	295.13			295.13
Elmo's		6,059.53		-6,059.53
Hospitality (Apprec)		1,493.82		-1,493.82
Teacher Requests	749.46	1,996.80		-1,247.34
Supplies		672.25		-672.25
Science Boards	755.00	262.20		492.80
Referee		200.00		-200.00
Field Trip		500.00		-500.00
Habitat		157.55		-157.55
Spelling Bee		145.05		-145.05
Dog Tags		1,729.12		-1,729.12
Science Ribbons		189.00		-189.00
Movie License		400.00		-400.00
6th Grade T-shirts		277.81		-277.81
				0.00
				0.00
NSF Checks & Fees		90.00		-90.00
Bank Charge	50.00	167.80		-117.80

Totals	36,300.40	41,300.67	-5,000.27	-5,000.27
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Total in Bank				5,714.66
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JPMorgan Chase Bank; N.A.
P O Box 659754
San Antonio, TX 78265-9754

June 01, 2012 through June 29, 2012
Account Number: **000000740263579**

00034662 1 AV 0.35



00034682 DRE 601 142 18212 NNNNNNNNNN T 1 000000000 60 0000 T544345 P11887

GRANVILLE PTO
OPERATING ACCOUNT
5250 N STOVER DR
PRESCOTT VALLEY AZ 86314-3842

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
Service Center: **1-800-242-7338**
Deaf and Hard of Hearing: **1-800-242-7383**
Para Espanol: **1-888-622-4273**
International Calls: **1-713-262-1679**



We are eliminating the following fees for Business Banking customers

You already enjoy many complimentary banking services because you are a Chase Business Banking customer. And you'll be getting more services for free just for having a Chase Business Banking checking or savings account, starting August 1, 2012:

There will be NO FEE for:

- Cash Strap Orders
- Coin Roll Orders
- Cash Bag Deposits
- Multiple Mailed Statements

This is another way to reward our Business Banking customers for choosing Chase. All other terms of your account remain the same. If you have any questions, please call us at 1-800-CHASE38 (1-800-242-7338) or contact your banker.

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		\$5,804.73
Deposits and Additions	1	1,034.00
Checks Paid	1	- 404.82
ATM & Debit Card Withdrawals	1	- 677.25
Fees and Other Withdrawals	3	- 42.00
Ending Balance	6	\$5,714.66

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
06/11	Deposit 1046798467	\$1,034.00
Total Deposits and Additions		\$1,034.00



June 01, 2012 through June 29, 2012
Account Number: 000000740263579

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1147 ^		06/01	\$404.82
Total Checks Paid			\$404.82

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

^ An image of this check may be available for you to view on Chase.com.

ATM & DEBIT CARD WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
06/19	Card Purchase 06/18 Lifetouch Nss Corpor Eden Prairi MN Card 1547	\$677.25
Total ATM & Debit Card Withdrawals		\$677.25

ATM & DEBIT CARD SUMMARY

Kathryn J Zorn Card 1547

Total ATM Withdrawals & Debits	\$0.00
Total Card Purchases	\$677.25
Total Card Credits	\$0.00

ATM & Debit Card Totals

Total ATM Withdrawals & Debits	\$0.00
Total Card Purchases	\$677.25
Total Card Credits	\$0.00

FEES AND OTHER WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
06/14	Deposited Item Returned NSF 1St 099018565 # of Items00001Ck#:0000000581 Dep Amt000000000103400Dep Date061112Ck Amt00000001500 Svc Fee001200	\$15.00
06/14	Deposit Item Returned Fee: 01 NSF 1St 099018565 # of Items00001Ck#:0000000581 Dep Amt000000000103400Dep Date061112Ck Amt00000001500 Svc Fee001200	12.00
06/29	Service Fee	15.00
Total Fees & Other Withdrawals		\$42.00

REWARDS SUMMARY

Chase Business Debit Card

DATE	DESCRIPTION
06/29	Earn up to 10 Ultimate Rewards bonus points for every dollar you spend shopping online at the Ultimate Rewards Mall.

UR ultimate rewards.



June 01, 2012 through June 29, 2012
Account Number: 000000740263579

REWARDS SUMMARY *(continued)*

UR ultimate
rewards.

Visit www.chase.com/ultimaterewards today to learn more about your featured offers and deals of the week. Also, on chase.com, you can redeem your Ultimate Rewards points for cash, gift cards, travel and merchandise.

Debit Card ending 1547 - Total points balance as of 08/02/11

375

DAILY ENDING BALANCE

DATE	AMOUNT
06/01	\$5,399.91
06/11	6,433.91
06/14	6,406.91
06/19	5,729.66
06/29	5,714.66

SERVICE CHARGE SUMMARY

You were charged a monthly service fee this month. Your Chase BusinessSelect Checking monthly Service Fee can be waived in five different ways during any statement period:

- Maintain an average daily balance of \$7,500.00. Your average daily balance was \$5,805.00. OR
- Maintain a relationship balance of \$25,000.00 or more during the statement period. Your relationship balance was \$5,807.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. You have no qualifying personal account linked. OR
- Spend at least \$1,000.00 on a linked Chase Business Credit Card. You spent \$0.00. OR
- Pay at least \$50.00 in qualifying checking-related services or fees. You paid \$12.00.

See your Account Rules and Regulations or stop in to see a banker today to find out more.

TRANSACTIONS FOR SERVICE FEE CALCULATION

	NUMBER OF TRANSACTIONS
Checks Paid / Debits	2
Deposits / Credits	1
Deposited Items	28
Transaction Total	31

SERVICE FEE CALCULATION

	AMOUNT
Service Fee	\$15.00
Service Fee Credit	\$0.00
Net Service Fee	\$15.00
Excessive Transaction Fees (Above 200)	\$0.00
Total Service Fees	\$15.00

CASH PROCESSING

	AMOUNT
Cash Deposits Immediate Verification	\$341.00
Cash Deposits Post Verification/Night Drop	\$0.00
Cash Deposits Total	\$341.00
Cash Deposits Allowed	\$7,500.00
Excess Cash Deposits	\$0.00



HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 852
FROM: Cole Young, Principal Humboldt Elementary School Reading
DATE: November 13, 2012 Discuss
SUBJECT: Approval of Parent Support Organization for Humboldt Elementary School –Humboldt Elementary School Parent Teacher Organization Action
Consent X

OBJECTIVE: Goal # 3 – Increase Parent/Community Involvement

SUPPORTING DATA:

Governing Board Policy KJA states "The Superintendent shall develop procedures as necessary for the annual approval of parent support and booster organizations..."

A procedure is in place by which Parent/Teacher and Parent/Teacher/Staff Organizations (PTO/PTSOs) are to be recognized by the Board. This recognition allows the District's liability insurance carrier, The Arizona Risk Retention Trust, to cover the organizations school related activities.

SUMMARY & RECOMMENDATION:

"Humboldt Elementary School Parent Teacher Organization" from Humboldt Elementary School has applied for Board recognition at this time.

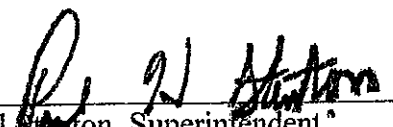
This is a reorganized group with new by-laws, a new bank account, new officers, and different balances from previous year ending.

Presented in the packet are their official by-laws and information relating to their legal and financial compliance.

It is recommended that the Governing Board:

Move to recognize "Humboldt Elementary School PTO" for Humboldt Elementary School for the 2012-2013 school year.

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

Questions should be directed to: Cole Young

APPLICATION FOR GOVERNING BOARD APPROVAL
HUMBOLDT UNIFIED SCHOOL DISTRICT'S PARENT SUPPORT ORGANIZATIONS

Name of Organization Humboldt Panda Booster Team School NES
Related Student Organization or Club _____ Taxpayer I.D. No. 90-0625266
(if applicable)

OFFICERS:
Name: Kelli Neal
Office Held: President
Address: P.O. Box 1602
Dewey, AZ 86327
Phone(s): 928-853-7810
Email: Kcj2202@msn.com
Date taking office: 8/24/12

Name: Karen Stephens
Office Held: Treasure
Address: P.O. Box 501
Dewey, AZ 86327
Phone(s): 928-499-8727
Email: Kreliann@aol.com
Date taking office: 8/24/12

Name: Jimmy Stephens
Office Held: Vice President
Address: P.O. Box 501
Dewey, AZ 86327
Phone(s): 619-322-3433
Email: Scporet@gmail.com
Date taking office: 8/24/12

Name: Trish Budd
Office Held: Secretary
Address: 3472 Catherine Dr.
Prescott Valley, AZ 86314
Phone(s): 928-759-4446
Email: trish.budd@humboldtunified.com
Date taking office: 8/24/12

FOR ADDITIONAL OFFICERS, PLEASE ADD A SEPARATE, ATTACHED SHEET.

☐ **Formal Non-Profit** Please Attach:

- 1) Articles of Incorporation
- 2) Current operating by-laws
- 3) Last fiscal year AZ CC Annual Report
- 4) I.R.S. Determination Letter

- 5) Last Fiscal year I.R.S. Form 990 Annual Report
- 6) Most recent treasurer's financial report
- 7) Most recent bank statement

☒ **Informal Non-Profit** Please Attach:

- 1) Current operating by-laws
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

Bank account established? ☒ Yes ☐ No Two signatures are required

By-laws reviewed annually? ☒ Yes ☐ No Budget plan must be in place

Member meetings held how often? 1 per month Executive meetings held how often? Every 6 months

As officers, we hereby agree to abide by the By-laws of our organization and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Kelli Neal 8/24/12
Signature Date

Karen Stephens 8/24/12
Signature Date

Principal's Approval: Signature

Jimmy Stephens 8/24/12
Signature Date

Trish Budd 8/24/12
Signature Date

Date: 8/24/12

Humboldt Elementary School

Parent Teacher Organization By-Laws

Developing and Maintaining a Partnership between Community, Family and School

Article 1: Mission Statement

The mission of this organization shall be to promote the general welfare of all the school children, to assist the staff in providing for the educational needs of the children and to foster cooperation and understanding between school and community.

Article 2: Policies

1. Support the administrative functions of the school.
2. Through actions and communication, seek to improve understanding and cooperation between home and school.
3. Requests for purchases must be pre-approved.
4. Executive Officers emergency fund will be available with limits set at \$100 per event but not to exceed a maximum of \$200 between two consecutive meetings.
5. Fiscal year shall be July 1 through June 30.
6. PTO funds will directly benefit the Humboldt Elementary School community.
7. Standing Committees will be formed to ensure yearly goals are reached and activities are adequately planned:
 - a) Such standing committees shall be created by the Executive Officers as deemed necessary to promote the mission of the PTO and to carry on its work.
 - b) Chairperson(s) of standing committees shall be selected by the Executive Officers. The term of the chairperson(s) shall be 1 year.
 - c) The chairperson(s) of each standing committee shall present a plan for the Executive Officers to approve. No committee work shall be undertaken without the consent of the membership.
 - d) The power to form a special committee and appoint its members rests with the Executive Officers and requires a majority vote of the PTO members in
 - e) Standing committees shall present a report at the regular monthly PTO meeting.

Article 3: Membership

Any Humboldt Elementary School community member, parent, guardian, teacher, staff member or administrator interested in the objectives of this organization and who are willing to uphold its basics policies and subscribe to its By-laws may become a member.

Article 4: Executive Officers and their Duties

1. Executive officers shall be President, Vice President, Secretary, Treasurer and Member at Large. No two executive officers shall reside in the same household or be immediate family members.
2. President: The President shall preside at meetings, serve as chief executive of the organization, appoint committee chairpersons, and work with the school principal and board members in providing the services and achieving the purposes of the organization. The President shall be a voting member of the Executive Board.
3. Vice President: The Vice President shall act as an aide to the President and assume the duties of the President when required. The Vice President shall be a voting member of the Executive board.
4. Secretary: The Secretary shall keep an accurate record of each meeting, to be read at the following meeting. The draft minutes are to be routed to the Executive Officers for editing before general distribution. The minutes shall be sent home within one week of each meeting and posted in the office at least 24 hours prior to next meeting. Necessary correspondence shall be the duty of the Secretary. The Secretary shall be a voting member of the Executive board.
5. Treasurer: The Treasurer shall be responsible for the timely receipt and deposit of all funds for the organization and disbursement of funds as directed. Reports shall be presented on a monthly basis. The Treasurer shall present an end of the year report at the July meeting. The Treasurer shall be a voting member of the Executive Board.
6. Member at Large: The Member at large shall be a voting member of the Executive Board.
7. Executive Officers shall develop their yearly goals and objectives to be presented at the August / September meeting.

Article 5: Executive Terms of Office

1. President: One year term.
2. Vice President: One year term.
3. Secretary: One year term.
4. Treasurer: One year term.
5. Member at Large: One year term

6. Executive Officers are expected to attend all meetings.

7. In the event an office becomes vacant, the Executive Committee will appoint a member to complete the term, with unanimous approval by all Executive Committee members and the school principal.

Article 6: Voting

1. All members of the PTO in attendance may vote.

2. Quorum consists of six members.

Article 7: Nominations and Elections

1. Nominations will be accepted from the floor at the April general meeting.

2. Elections will take place at the general meeting held in May.

3. Nominations from the floor require presence of the nominee at the meeting or written acceptance of a nomination.

4. All members of the Organization are eligible for elective office.

5. Elections shall be by a majority of those present at the elections meeting.

6. Newly elected officers shall assume their duties at the beginning of the fiscal year.

Article 8: Amendments

1. After approval by the membership, the By-laws will remain in force unless changed or amended by votes of the membership.

2. The procedure for amending the By-laws shall be as follows:

a) Suggested amendments will be presented to the members for discussion and consideration.

b) Amending the By-laws requires a majority vote of members present at a meeting called for that purpose.

Article 9: Allocation of Funds

1. All proposals for funds must be presented at the regular monthly PTO meeting.

2. All proposals must state how the funds will be used and amount requested.

3. Proposals shall be discussed and voted on or tabled for further discussions at a specified later date.

Article 10: The authority shall be Robert's Rules of Order, except as otherwise indicated in the By-laws.

Strict formality in the conduct of meetings is not required.

Account Transactions
Panda Booster Team

Num	Date	Payee	Category	Amount
Opening Balance				
Month Ending 9/30/2012				
	9/19/2012	Deposit Bash Account (Donation)	Donation	3,204.10
	9/20/2012	Deposit (Donation)	Donation	79.00
	9/20/2012	Deposit Donation	Donation	1,000.00
	9/20/2012	Deposit (Donation)	Donation	25.00
	9/20/2012	Deposit Arizona Fundraisers	Fundraisers	6,542.04
	9/24/2012	Compass Bank Returned Check	Returned Check	(35.50)
	9/25/2012	New Account Checks	Checks	(25.53)
Total Month Ending 9/30/2012				10,789.11
Month Ending 10/31/2012				
	10/4/2012	Deposit (Donation)	Donation	291.00
	10/4/2012	Sonic Deposit	Donation	53.00
1001	10/4/2012	Arizona Fundraisers	Fundraisers	(4,028.50)
VOID	10/4/2012	Void		0.00
	10/20/2012	Deposit Fall Festival	Fundraisers	2,976.00
1003	10/20/2012	Trish Budd	Fall Festival Supplies : Oriental Trading	(249.65)
1004	10/20/2012	Cole Young	Fall Festival Supplies : Sam's	(79.54)
1005	10/20/2012	F&N	Fall Festival Kitchen : Kitchen	(50.00)
1006	10/20/2012	Gwen Walton	Fall Festival Supplies	(91.57)
1007	10/20/2012	Cole Young	School Supplies	(509.79)
1008	10/20/2012	Micheal Ingerson	Class Room Supplies : Phonics Song Cards	(48.71)
1009	10/20/2012	Mo Holt	Reading Counts	(800.00)
1010	10/24/2012	Gwen Walton	Pizza Teacher Lunch	(59.23)
	10/27/2012	Sonic Deposit	Donation	89.00
	10/27/2012	Deposit Arizona Fundraisers	Fundraisers	89.50
	10/27/2012	Deposit Returned Check Payment	Arizona Fundraisers	55.50
Total Month Ending 10/31/2012				(2,362.99)
Grand Total				8,426.12

AT1 000002114 0.374 11

41 HUMBOLDT ELEMENTARY SCHOOL PTO
PO BOX 8
HUMBOLDT AZ 86329

Contacting Us

Available by phone 24/7

Phone 1-800-266-7277

Online bbvacompass.com

Write BBVA Compass
Customer Service
P.O. Box 10566
Birmingham, AL 35296

Summary of Accounts

Deposit Accounts/ Other Products

Account	Account number	Ending balance last statement	Ending balance this statement
BUSINESS BUILD-TO-ORDER CHECKING	6700978336	\$0.00	\$10,789.11
Total Deposit Accounts		\$0.00	\$10,789.11

Statement language options: You may choose to receive your monthly statements in either English or Spanish. If you would like to change the language preference of the monthly statements you are currently receiving, please visit the nearest BBVA Compass banking center in your area or call 1-800-COMPASS.

Acknowledgement

Check Card Authorization: On behalf of the Account Holder, I/We request that you issue a BBVA Compass Visa Business Check Card(s): Classic or Platinum, to the Account Holder to be used by the Card User(s) named below. The Account Holder agrees to be bound by the Bank's Non Consumer Deposit Account Agreement and the Bank's Account Holder Visa Check Card Master Agreement with respect to each Card issued on the Account (as designated below) from time to time. I/We agree that I/We will notify the Bank, as described in the Account Holder Visa Check Card Master Agreement, of loss or theft of any Card, disclosure of any PIN Number, or any unauthorized use of Card, PIN, or Account. The Account Holder acknowledges that it is solely responsible for safe-guarding the use of the Card(s). Daily Purchase Limit: \$6,000.00*. Daily Cash Withdrawal Limit: \$500.00. Call any BBVA Compass office to request higher limit(s). ***This limit may be lower in the event of equipment failure or other circumstances which may cause the system to be off-line.**

KELLI LYNN NEAL

Name

Kelli Lynn Neal

Signature

☐ BBVA Compass Visa Business Check Card Requested

ATM Access: Deposit Only ☐ Cash Withdrawal ☒

JAMES M STEPHENS

Name

James M Stephens

Signature

☐ BBVA Compass Visa Business Check Card Requested

ATM Access: Deposit Only ☐ Cash Withdrawal ☒

TRISHA LEIGH BUDD

Name

Trisha Leigh Budd

Signature

☐ BBVA Compass Visa Business Check Card Requested

ATM Access: Deposit Only ☐ Cash Withdrawal ☒

☐ Online Banking Requested

Title

Authorized Representative's Signature

Account Agreement: I/We agree that this account is and shall be governed by the terms and conditions set forth, as amended from time to time, in this Signature Card and in the Non consumer Deposit Account Agreement and the Commercial Interest and Service Charge Schedule. Furthermore, I/We acknowledge the receipt of these documents. I/We authorize the Bank to obtain and exchange information regarding the Business and each Owner/Signer, including credit reports and information from federal and state agencies (such as the Internal Revenue Service), and to update that information from time to time. By signing below, I/We also acknowledge and agree that the signature(s) will serve as authorization for any transaction, by any signer, in connection with this account.

KELLI LYNN NEAL

Name

SIGNER

Title

Kelli Lynn Neal

JAMES M STEPHENS

Name

SIGNER

Title

James M Stephens

TRISHA LEIGH BUDD

Name

SIGNER

Title

Trisha Leigh Budd

CONSENT

Item 8K.

Gifts & Donations

Gifts & Donations

American Lutheran Church
1085 Scott Drive, Prescott, AZ

Donated 50 knitted hats and 8 pairs of knitted mittens

With the donor's value of \$580.00

To be distributed to students at Lake Valley Elementary School

Prescott Valley Nursery
6195 E. State Rte. 69, Prescott Valley, AZ

Donated one Arizona ash tree

with the donor's value of 40.00

for the habitat yard at Granville Elementary School

Sam's Club

5757 E. State Rte. 69, Prescott Valley, AZ

Donated a \$125.00 gift card

to be used by the Family Resource Center
for HUSD students

DISCUSSION

Item 9A.

Update of Events

MVES

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9A
FROM: JoAnne Bindell, MVES Principal Reading
DATE: November 13, 2012 Discuss X
SUBJECT: Mountain View Elementary School Board Update Action
Consent

OBJECTIVE: Goal # 1 and 3

SUPPORTING DATA:

Principal JoAnne Bindell will give an update of current events at Mountain View Elementary School including:

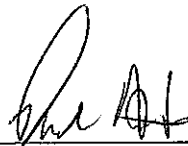
- Outdoor Habitat
- Robotics STEM Workshop
- APS Grant
- Title One Distinguished School Award
- 2012 NCEA Higher Performing Schools List for Arizona

SUMMARY & RECOMMENDATION:

Sample Motion:

n/a

Approved for transmittal to the Governing Board: _____



Dr. Paul Stanton

Questions should be directed to:

DISCUSSION ITEMS

Item 9B.

HR Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9B**
FROM: Dan Streeter, HR Director Reading
DATE: November 13, 2012 Discuss X
SUBJECT: HR Update to the Board Action
Consent

OBJECTIVE: Goal #

SUPPORTING DATA:

Human Resource Director Dan Streeter will update the Board regarding the new teacher evaluation system.

SUMMARY & RECOMMENDATION:

Sample Motion:

Approved for transmittal to the Governing Board:

Dr. Paul Stanton
Dr. Paul Stanton, Superintendent

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

DISCUSSION ITEMS

Item 9C.

Ed. Svcs. Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9C
FROM: Diana Green, Director of Educational Services Reading
DATE: November 14, 2012 Discuss X
SUBJECT: Education Services Update Action

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

SUPPORTING DATA:

Diana Green, Director of Education Services, will give an update on current activities and progress regarding:

- Common Core Standards
- Move On When Reading K-3 Literacy Plan
- Professional Development

SUMMARY & RECOMMENDATION:

Sample Motion:

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

Questions should be directed to:

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

ACTION ITEMS

Item 10A.

**New Position
GHMS**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10A
FROM:	Stephanie Rowe, Special Services Director	Reading
DATE:	November 13, 2013	Discuss
SUBJECT:	1:1 Aide at Glassford Middle School	Action ✓

SUPPORTING DATA:

A newly enrolled autistic student requires a 1:1 aide as written in his IEP for student safety, behavior management and sensory integration. The student came to the district from a specialized autism school in Phoenix (Accell). The student continues to require the support of a 1:1 aide in the self contained classroom.

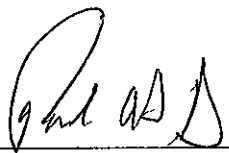
SUMMARY & RECOMMENDATION:

It is recommended that the Board approve the addition of one (1) 1:1 moderate/severe/profound aide position at Glassford Hill Middle School funded from M&O for student safety and compliance with an IEP.

Sample Motion:

I move to approve the addition of one (1) 1:1 moderate/severe/profound aide position at Glassford Hill Middle School to be paid from M&O.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

ACTION ITEMS

Item 10B.

New Positions
LVES/MVES/HES

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 108
FROM: Diana Green, Director of Educational Services Reading
DATE: November 13, 2012 Discuss X
SUBJECT: Approval of Part-Time Title I Aide Positions Action X

OBJECTIVE: Goal #1 – Raise the level of Student Achievement

SUPPORTING DATA:

This year, the Title I program has increased its offerings for K-3 students with the addition of two programs: 1) the Lexia Reading Program, and 2) Response to Intervention (RTI). Both programs focus on individualized instruction for students who are at the Strategic/Approaches level, and students at the Intensive/Falls Far Below level. In order to accommodate the increased time to implement these two interventions, we are asking for approval of three part-time aides, at each of the following schools, and the increase in hours for a current aide at Mountain View Elementary, all paid from each school's Title I allocation:

- Lake Valley Elementary – new aide - 3.5 hours/day
- Mountain View Elementary – new aide - 3.5 hours/day
existing aide - increase from 5.0 hours to 5.5 hours
- Humboldt Elementary – new aide - 5.75 hours/day

SUMMARY & RECOMMENDATION:

To support the implementation of the Lexia Reading Program and the Response to Intervention model, the district needs to hire three (3) part-time aides, one for each school, to support the need for additional individualized instruction at Lake Valley, Mountain View, and Humboldt Elementary Schools, and extend the hours for an existing part-time aide at Mountain View Elementary School.

Sample Motion:

I Move to approve the three part-time aide positions, one each for Lake Valley Elementary, a 3.5 hour/day position; Mountain View Elementary, a 3.5 hour/day position and the extension of an existing aide position from 5.0 to 5.5 hours; and Humboldt Elementary School, a 5.75 hour/day position, with all funds coming from each school's allocation of Title I Grant funds.

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

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

PERSONNEL ITEMS

Item 11A.

Superintendent Evaluation Summary

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11A
FROM: Howard Moody, Board President Reading
DATE: November 13, 2012 Discuss X
SUBJECT: Report of the evaluation of the Superintendent, Dr. Paul H. Stanton Action X

OBJECTIVE: Board Governance

SUPPORTING DATA:

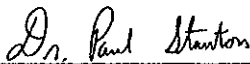
Board President Moody will give a brief report regarding the Superintendent's evaluation that took place on April 23, 2012. The Board may vote to accept the report.

SUMMARY & RECOMMENDATION:

Sample Motion:

I move to accept the 2012 evaluation report for Superintendent Stanton.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

Questions should be directed to:

Board President Howard Moody by email at howard.moody@humboldtunified.com

PERSONNEL ITEMS

Item 11B.

Superintendent Performance Pay Plan

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11 B

FROM: Howard Moody, Board President Reading

DATE: November 13, 2012 Discuss X

SUBJECT: Superintendent's Performance Pay Plan Action X

OBJECTIVE: Board Governance

SUPPORTING DATA:

Arizona law requires that the contract for the superintendent is structured in a manner in which up to twenty per cent of the total annual salary included for the superintendent in the contract is classified as performance pay. [A.R.S. § 15-341 (40)(a)]

The Governing Board and Superintendent have agreed on a Performance Pay Plan.

SUMMARY & RECOMMENDATION:

The Board may discuss and possibly approve the agreed upon Performance Pay Plan.

Sample Motion:

Approved for transmittal to the Governing Board:

Dr. Paul Stanton
Dr. Paul H. Stanton, Superintendent

Questions should be directed to:

Board President Howard Moody by email at howard.moody@humboldtunified.com

PERSONNEL ITEMS

Item 11C.

Superintendent Contract

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11C
FROM: Mary Diaz, Secretary to the Governing Board Reading
DATE: November 13, 2012 Discuss X
SUBJECT: Contract and salary, for HUSD Superintendent, Dr. Paul Stanton Action X

OBJECTIVE: Board Governance / Staffing

SUPPORTING DATA:

On April 23, 2012 the Governing Board of the Humboldt Unified School District met in executive session to conduct an evaluation of the Superintendent in accordance with Board Policy CBI. All particulars of that session are confidential.

The Governing Board may determine whether any changes in the contract, compensation and benefits, or contract term of the Superintendent are warranted.

SUMMARY & RECOMMENDATION:

The Board may at this time make any recommendations concerning the contract, salary and benefits for Superintendent, Dr. Paul H. Stanton.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Board President Howard Moody, by email at howard.moody@humboldtunified.com