

# **ACTION**

## **Item 10B.**

### **Contract Language**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10B  
FROM: Dan Streeter, Director of Human Resources Reading  
DATE: April 8, 2014 Discuss X  
SUBJECT: Approval of 2014-2015 Classified, Certified, and Administrator Contract Language Action X

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OBJECTIVE: Goal #4 To Attract and Retain Highly Effective Employees

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### SUPPORTING DATA:

Attached, you will find proposed 2014-2015 classified work notice language (*4+ hours and less than 4 hours*), proposed 2014-2015 classified term contract language (*12 month and less than 12 month*), proposed 2014-2015 certified contract language, proposed 2014-2015 psychologist contract language and proposed 2014-2015 administrative contract language. In addition to obvious changes in date ranges, proposed changes are based on advice of legal counsel and District needs. All proposed changes are in red, underlined type.

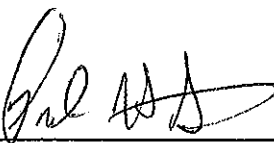
### SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the contract language as presented.

### Sample Motion:

- *I move to approve the attached 2014-2015 contract language for certified employees, psychologists and for certified administrators.*
- *I move to approve the attached 2014-2015 contract language for 12 month classified term employees and for classified term employees working less than 12 month contracts.*
- *I move to approve the attached 2014-2015 classified at-will work notice language for employees working four or more hours per day and for classified employees working less than four hours per day.*

Approved for transmittal to the Governing Board: \_\_\_\_\_



Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Dan Streeter @ 759-4006

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22

**CLASSIFIED STAFF  
AT-WILL NOTICE**

BEFORE DETAIL:

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

AFTER DETAIL:

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. You will receive fringe benefits, if any, as approved annually by the Board pursuant to District policy. A work schedule for the position is enclosed, which includes information on holidays and non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

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

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

\_\_\_\_\_  
Superintendent

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING BELOW AND RETURNING ONE COPY, UNALTERED, TO THE HUMAN RESOURCES DEPARTMENT WITHIN FIFTEEN (15) DAYS OR THIS OFFER WILL BE NULL AND VOID.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

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

**BEFORE DETAIL:**

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

**AFTER DETAIL:**

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. A work schedule for the position is enclosed, which includes information non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

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

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

\_\_\_\_\_  
Superintendent

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING BELOW AND RETURNING ONE COPY, UNALTERED, TO THE HUMAN RESOURCES DEPARTMENT WITHIN FIFTEEN (15) DAYS OR THIS OFFER WILL BE NULL AND VOID.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

# TERM CONTRACT FOR CLASSIFIED EMPLOYEE: 12 MONTH

## BEFORE DETAIL

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

## AFTER DETAIL

1. **General.** Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.
2. **Compensation.** In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board.
3. **Funding and Possible Reductions.** This contract and the salary above is offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2014-2015. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2014-2015 school year. If so, one or more of the following may occur:
  - A. A reduction in the number of staff.
  - B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).
  - C. A reduction in assigned work hours of not to exceed 10%.
  - D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

4. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. Employees who leave without approval by the Board are considered absent without leave and will not be entitled to further salary. Resignation from this term contract without Board approval in advance will be considered unprofessional conduct and noted in the Employee's personnel records unless Employee submits evidence that resignation is for circumstance beyond the Employee's control.
5. **Governing Law**. This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
6. **Benefits**. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.
7. **Documentation**. This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy. Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, or other certification for the position described. Employee agrees that District may place the employee on an unpaid leave of absence during any time that the employee does not hold and maintain required documentation or a fingerprint clearance card as required for the position.
8. **Background/Fingerprint Check/Arrest**. This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

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

EMPLOYEE:

GOVERNING BOARD PRESIDENT:

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

# TERM CONTRACT FOR CLASSIFIED EMPLOYEE: LESS THAN 12 MONTH

## BEFORE DETAIL

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

## AFTER DETAIL

1. **General.** Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.
2. **Compensation.** In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board.
3. **Funding and Possible Reductions.** This contract and the salary above are offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2014-2015. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2014-2015 school year. If so, one or more of the following may occur:
  - A. A reduction in the number of staff.
  - B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).
  - C. A reduction in assigned work hours of not to exceed 10%.
  - D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.
4. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. Employees who leave without approval by the Board are considered absent without leave and will not be

entitled to further salary. Resignation from this term contract without Board approval in advance will be considered unprofessional conduct and noted in the Employee's personnel records unless Employee submits evidence that resignation is for circumstance beyond the Employee's control.

5. **Governing Law.** This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
6. **Benefits.** Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.
7. **Documentation.** This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy. Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, or other certification for the position described. Employee agrees that District may place the employee on an unpaid leave of absence during any time that the employee does not hold and maintain required documentation or a fingerprint clearance card as required for the position.
8. **Background/Fingerprint Check/Arrest.** This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

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

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

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

EMPLOYEE:

GOVERNING BOARD PRESIDENT:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



# 2014-2015 EMPLOYMENT CONTRACT **FOR CERTIFIED EMPLOYEE**

## **BEFORE DETAIL**

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

## **AFTER DETAIL**

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. Term – Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.
3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved certified salary schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.
4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.
5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2014-2015. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2014-2015 school year. If so, one or more of the following may occur:
  - A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.
  - B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of

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

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

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

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

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

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

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

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

10. **Emergency Certification** – If Employee is not subject to the “Highly Qualified” requirements and is employed pursuant to an emergency certificate, teacher acknowledges that this agreement

is for one year only and this provision constitutes notice that this teaching contract will not be renewed for the 2012-2013 school year.

11. Retired Teachers – If Employee is a teacher who has returned to work after retirement and is currently receiving benefits from the Arizona State Retirement System, teacher acknowledges that employment is not subject to renewal, teacher is not entitled to a hearing or other protections under A.R.S. § 15-538 through 15-543 and specifically agrees to the terms of A.R.S. § 38-766.01, incorporated herein by reference.
12. Employee Resignation – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars (\$1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, may waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.
13. Governing Law – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.
14. Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.
15. Arizona Standards – Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research based strategies in instruction.
16. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.
17. Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email, or 3) two (2) days after mailed by U.S. mail to the home address of record.

This contract delivered by (check one):

\_\_\_\_ Personal delivery on \_\_\_\_\_, 2014

\_\_\_\_ Certified employee mailbox/email on \_\_\_\_\_, 2014

\_\_\_\_ U.S. mail sent on \_\_\_\_\_, 2014

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

☐ Bi-weekly installments (payment during school year/contract period only).

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

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

EMPLOYEE:

GOVERNING BOARD

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
DATE:

# 2014-2015 EMPLOYMENT CONTRACT FOR PSYCHOLOGIST

## BEFORE DETAIL

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

## AFTER DETAIL

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. Term – Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.
3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved certified salary schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.
4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.
5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2014-2015. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2014-2015 school year. If so, one or more of the following may occur:
  - A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.
  - B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of

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

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

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

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

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

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

8. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars (\$1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, may waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

9. **Governing Law** – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

10. **Severability** – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

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

This contract delivered by (check one):

☐ Personal delivery on \_\_\_\_\_, 2014

☐ Certified employee mailbox/email on \_\_\_\_\_, 2014

☐ U.S. mail sent on \_\_\_\_\_, 2014

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

☐ Bi-weekly installments (payment during school year/contract period only).

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

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

EMPLOYEE:

GOVERNING BOARD

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

# **2014-2015 EMPLOYMENT CONTRACT** **FOR** **CERTIFIED ADMINISTRATOR**

## **BEFORE DETAIL**

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

## **AFTER DETAIL**

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified, which may include classroom teacher, as the best interest of the District may require.
2. Term – This contract shall be for a term of July 1, 2014 through June 30, 2015, unless shortened by a revised start or end date, above.
3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved Administrative Salary Schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.
4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.
5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2014-2015. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2014-2015 school year. If so, one or more of the following may occur:
  - A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration



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

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

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

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

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

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

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

8. Employee Resignation – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars (\$1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, may waive this fee if resignation is

based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

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

This contract delivered by (check one):

☐ Personal delivery on \_\_\_\_\_, 2014

☐ Administrator mailbox/email on \_\_\_\_\_, 2014

☐ U.S. mail sent on \_\_\_\_\_, 2014

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

EMPLOYEE:

GOVERNING BOARD

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
DATE:

# **ACTION**

## **Item 10C.**

**Stipend Request  
Summer School**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10C  
FROM: Danny Brown, Director of Federal Program/School Improvement Reading  
DATE: April 8, 2014 Discuss  
SUBJECT: Title I Summer School Stipend Requests Action X  
Consent

---

**OBJECTIVE:** Goal #1: To Raise the Level of Student Achievement

---

### **SUPPORTING DATA:**

The District administration would like to offer a district-wide Title I summer school to help with reading deficiencies. As per federal regulations, we can offer a summer school that mirrors our current K-3 targeted assistance reading intervention program offered at the elementary schools. Summer school will be offered to students currently in grades K-3. Identification of student eligibility will be based on DIBELS benchmark assessment data. Class sizes will be a maximum of 22 students. Summer school dates will run from Monday, June 2 through Thursday, June 26 (four weeks, four days per week) from 8:30 am-12:15 pm. Teachers will report daily from 8:00 am-12:30 pm while paraprofessional hours will be from 8:15 am-12:15 pm. An extra day of preparation is included in the stipend requests.

We are asking for Governing Board approval for the following positions:

- 12 teachers @ \$1,700.00 per teacher (\$100 per day X 17 days)
- 1 lead teacher @ \$2,754.00 (\$162 per day X 17 days)
- 12 paraprofessionals @ \$680.00 per person (\$10 per hour X 4 hours per day X 17 days)
- 1 secretarial position @ \$835.04 (\$12.28 X 4 hours per day X 17 days)
- 1 Title I assessment coordinator @ \$400 (\$100 per day X 4 days)
- 5 bus drivers @ \$816.00 (\$12 per hour X 4 hours per day X 17 days)

All summer school expenditures will be funded through our Title I grant.

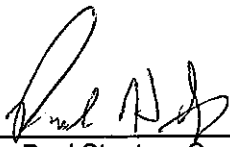
### **SUMMARY & RECOMMENDATION:**

We are requesting that the Governing Board approve the stipended positions for the District Title I Summer School.

### **Sample Motion:**

*I move to approve Title I summer school stipends as presented above for the 2014 summer school session.*

Approved for transmittal to the Governing Board:

  
Dr. Paul Stanton, Superintendent

Questions should be directed to: Danny Brown @ 759-4010

# **ACTION**

## **Item 10D.**

**New Teaching Position**  
**Spec. Ed. - CSES**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	100
FROM:	Stephanie Rowe, Special Services Director	Reading	
DATE:	April 8, 2014	Discuss	✓
SUBJECT:	Request approval to create a new 1.0 FTE Special Education Teacher Position at CSES	Action	✓
OBJECTIVE:	Goal 1: To Raise the Level of Student Achievement Goal 2: To Focus on Planning for Future Student Needs		

---

### SUPPORTING DATA:

As the district moves toward a co-teaching model of instruction for Special Education students, it is necessary to add a 1.0 FTE Special Education teacher to Coyote Springs Elementary to facilitate the co-teaching model. This new position will be funded by eliminating two resource aide positions at CSES, which are currently paid out of the IDEA (Individuals with Disabilities Education Act) grant. These IDEA grant funds will then be used to pay for the new 1.0 FTE Special Education Resource teacher at CSES.

We will endeavor to find suitable positions for the two resource aides whose positions will be eliminated.

### SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the position as presented.

### Sample Motion:

*I move to approve the creation of a new 1.0 FTE certified Special Education Resource teacher position at Coyote Springs Elementary with all costs paid using IDEA grant funds, and the elimination of two resource aide positions at CSES.*

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Stephanie Rowe @ 759-4040

# **ACTION**

## **Item 10E.**

**Increase Hours  
IEP Facilitator**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10E
FROM:	Stephanie Rowe, Special Services Director	Reading	
DATE:	April 8, 2014	Discuss	✓
SUBJECT:	Request to add ten hours/week to the IEP (Individualized Education Program) Facilitator position to be paid with IDEA (Individuals with Disabilities Education Act) grant funds	Action	✓
OBJECTIVE:	Goal 1: To Raise the Level of Student Achievement Goal 2: To Focus on Planning for Future Student Needs		

---

### SUPPORTING DATA:

For many years we had a .75 FTE IEP Facilitator paid from IDEA grant funds. Due to our increasing population in Special Education, our need to provide support to our new special education staff, keep HUSD in compliance with the ever-increasing State and Federal mandates, and provide instructional support for our co-taught classrooms, we need to increase the IEP Facilitator position ten hours a week to make this position a 1.0 FTE position.

We have the capacity to fund the extra ten hours a week from the IDEA grant with no impact to the M&O budget.

### SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the request for additional hours for the IEP facilitator position.

#### Sample Motion:

*I move to approve increasing the IEP Facilitator position by ten hours a week (from .75 FTE to 1.0 FTE) with the additional funding paid from the IDEA grant.*

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Stephanie Rowe @ 759-4040



# **ACTION**

## **Item 10F.**

### **Price Increase School Lunches**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10F  
FROM: Tami Hitt-Wyant, Food and Nutrition Director Reading  
DATE: April 8, 2014 Discuss  
SUBJECT: Request for approval to increase lunch prices for the 2014-15 school year. Action X  
Consent

---

**OBJECTIVE:** Goal #2 Planning for Future Student Needs

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### SUPPORTING DATA:

The United States Department of Agriculture effective July 1, 2011, section 205 of the Healthy, Hunger- Free Kids Act of 2010 requires school food authorities participating in the National School Lunch Program to provide the same level of support for lunches served to students who are not eligible for free or reduced price lunches (i.e. paid lunches) as they are for lunches served to students eligible for free lunches.

### SUMMARY & RECOMMENDATION:

The paid lunch equity calculations determined our price increase would be \$0.15 with an optional \$0.10 cap. Using a weight average price increase, I would recommend we increase paid meals at the K-6 by \$0.15, 7-8 no change, and 9-12 by \$.10. Due to the new regulation changes and the existence of one K-8 school, it seems prudent to allow for the same pricing at elementary and middle school levels. Breakfast prices would remain constant and are the same as ten years ago.

#### K-8<sup>th</sup>

Paid Student Breakfast- \$1.25  
Paid Student Lunch - \$2.05

#### 9<sup>th</sup> – 12<sup>th</sup>


Paid Student Breakfast - \$1.25  
Paid Student Lunch - \$2.50

It is recommended that the Governing Board approve the above weighted increase in lunch prices for lunches for the 2014-15 school year.

### Sample Motion:

*I move to approve to increase in lunch prices as presented for the 2014-15 school year.*

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Tami Hitt-Wyant (928)759-5012

## SY 2014-15 Price Adjustment Calculator

[Go to Instructions](#)

SY 2014-15 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.23	\$ 2.20
Note: Above prices are based on adjusting SY 2013-2014 price requirement by the 2% rate increase plus the Consumer Price Index (2.27%)	

### SY 2013-14 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2013.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2013-14 Weighted Average Price
1.	7,847	\$ 1.90	\$ 14,909.30	
2.	1,826	\$ 2.05	\$ 3,743.30	
3.	3,229	\$ 2.40	\$ 7,749.60	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>12,902</b>		<b>\$ 26,402.20</b>	<b>\$ 2.05</b>
Note: SY 2013-14 Weighted Average Price equal to or above \$2.65 are compliant for SY 2014-15. \$2.65 is the difference between the Free and Paid reimbursement rates for SY 2013-14.				

Total Price Increase for SY 2014-15
\$ 0.15

Required price for SY 2014-15 (with 10 cent cap)
\$ 2.15

Remaining increase carried forward to SY 2015-16
\$ 0.05

Remaining credit carried forward to SY 2015-16
\$ -

[Go to SY2014-2015 Report](#)

## Step 3 (Optional)

### Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1	7,847	\$ 2.05	\$ 16,086.35	
2	1,826	\$ 2.05	\$ 3,743.30	
3	3,229	\$ 2.50	\$ 8,072.50	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>TOTAL</b>	<b>12,902</b>		<b>\$ 27,902.15</b>	<b>\$ 2.16</b>

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

**DATE:** November 6, 2013

**MEMO CODE:** SP 1-2014

**SUBJECT:** Paid Lunch Equity: School Year 2014-2015 Calculations

**TO:** Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

School Program regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for "paid" meals or through other non-Federal sources provided to the nonprofit school food service account.

#### Annual Review of Paid Lunch Revenue

SFAs must annually review their paid lunch revenue to assure compliance with the paid lunch equity requirement. When the SFA's average paid lunch price is less than the difference between the current free and paid Federal reimbursement rates, the SFA would be noncompliant and therefore must determine how they will meet the requirement. This may be done by increasing their average paid lunch price or providing funds from non-Federal sources.

Those SFAs that choose to increase the average paid lunch price must increase the average paid lunch price by two percent plus the annual inflation rate. The inflation rate is based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI). The reimbursement rates for School Year (SY) 2013-2014 were adjusted using the CPI for the 12-month period of May 2012 to May 2013. Due to the timing of calculating and issuing the reimbursement rates, the paid lunch equity calculations are based on the inflation rate used for the previous school year's reimbursement rates. The inflation rates used by SFAs to calculate their paid lunch equity requirements will change from year to year.

AN EQUAL OPPORTUNITY EMPLOYER

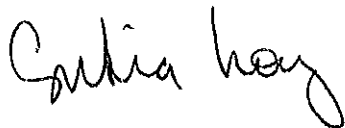
For SY 2014-2015

For SY 2014-2015, SFAs must use SY 2013-2014 Federal reimbursement rates and the related inflation rates when calculating paid lunch equity requirements. The Federal reimbursement and inflation rate were issued in a July 26, 2013, Federal Register Notice (78 FR 144). The Notice announced an increase in the reimbursement rate for SY 2013-2014 and provided the inflation rate of 2.27 percent for the increase in rates between SY 2012-2013 and SY 2013-2014.

Therefore, for SY 2014-2015, SFAs which, on average, charged less than **\$2.65** for paid lunches in SY 2013-2014 are required to increase their average price or provide additional non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.27 percent, totaling **4.27** percent.

The Food and Nutrition Service (FNS) will issue an updated version of the PLE tool soon which will include the new reimbursement and inflation rates and account for, if applicable, crediting any amount SFAs increased paid lunch prices above the required level. The PLE tool will also address any shortfall in meeting the PLE requirement and make the appropriate adjustments based on the information that SFAs input from their records. SFAs should also refer to memo SP 39-2011 Revised (<http://www.fns.usda.gov/sites/default/files/SP39-2011r.pdf>) for more guidance on making PLE calculations.

State agencies are reminded to distribute this memo to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate FNS Office.



Cynthia Long  
Director  
Child Nutrition Division



# **Personnel Item 11A.**

**Principal  
Liberty Traditional School**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11A  
FROM: Dr. Paul H. Stanton, Superintendent Reading  
DATE: April 8, 2014 Discuss X  
SUBJECT: Approval of the Hiring of the Principal at Liberty Traditional School Action X  
for the 2014-2015

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OBJECTIVE: Goal # 4 To Attract and Retain Highly Effective Employees

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### SUPPORTING DATA:

I am pleased to recommend our new Principal at Liberty Traditional School for the 2014-2015 School Year as recommended by the selection committee. I was privileged to serve on the selection committee along with the following highly qualified individuals:

Principal: Jessica Bennett, Bradshaw Mountain Middle School  
DO Administrator: Dan Streeter, Director of Human Resources  
DO Administrator: Danny Brown, Director of Federal Programs and School Improvement  
LTS Classified Staff: Teresa Herman, Administrative Secretary  
LTS Teacher: Rosamaria Corradi  
LTS Teacher: Cristina Poeppel  
LTS Teacher: Darrell Rowader  
LTS Parent: Keith Fischer  
LTS Parent: Allison Flemming  
HUSD Board Member: Brian Letendre

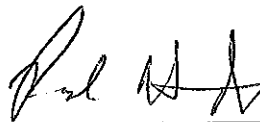
### SUMMARY & RECOMMENDATION:

It is recommended that the Board approve the hiring of the principal for Liberty Traditional School as recommended by the selection committee.

### Sample Motion:

*I move to approve the hiring of the 2014-2015 Principal of Liberty Traditional School on a one year contract as recommended by the Liberty Traditional School Principal selection committee.*

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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



# **Personnel Item 11B.**

## **Contracts/Salary Schedules**

- **Administrators**
- **Directors**
- **Psychologists**

# HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board  
FROM: Dr. Paul H. Stanton, Superintendent  
DATE: April 8, 2014  
SUBJECT: Approve 2014-2015 Administrator, Director, Psychologist Contracts  
and 2014-2015 Administrative Salary Schedule

Item # 11B  
Reading  
Discuss X  
Action X

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**OBJECTIVE:** Goal #4 To Attract and Retain Highly Effective Employees

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**SUPPORTING DATA:**

During the 2013-2014 school year, all Administrators and Directors were evaluated by the Superintendent or, for the Directors of Food & Nutrition, Maintenance, and Transportation, by the Director of Human Resources. Psychologists are evaluated by the Director of Special Services. Based on both formal and informal evaluation components, the following Administrators, Directors and Psychologists have been performing their duties successfully.

**SUMMARY & RECOMMENDATION:**

Looking ahead, the following professionals are needed next year to effectively accomplish the District's goals on behalf of the community and students we serve. It is recommended, therefore, that 2014-2015 contracts be offered to the following individuals. Further, it is recommended that the Governing Board approve the attached 2014-2015 Administrative Salary Schedule (the psychologist schedule will be part of a separate recommendation).

\*Cynthia Windham, Director of Finance  
Kay Schrenk, Internal Audit Manager  
Danny Brown, Director of Federal Programs/Special Programs  
Cole Young, Director of Educational Services  
Stephanie Rowe, Director of Special Education Services  
Dan Streeter, Director of Human Resources  
Tami Hitt-Wyant, Director of Food and Nutrition  
Patrick Keeling, Director of Information Technology (interim)  
Ben Peters, Director of Maintenance  
Kim Porter, Director of Transportation  
Jessica Bennett, Bradshaw Mountain Middle School Principal  
Kort Miner, Bradshaw Mountain High School Principal  
Melissa Tannehill, Bradshaw Mountain High School Assistant Principal  
Jeremy Hendrix, Bradshaw Mountain High School Assistant Principal  
Mark Ernster, Bradshaw Mountain High School Assistant Principal/Athletic Director  
Dr. Theresa Matteson, Glassford Hill Middle School Principal  
TBD, Liberty Traditional School Principal  
Candice Blakely-Stump, Coyote Springs Elementary School Principal  
Bucky Bates, Granville Elementary School Principal  
TBD, Humboldt Elementary School Principal  
Tusanne Cordes, Lake Valley Elementary School Principal  
JoAnne Bindell, Mountain View Elementary School Principal  
Georgia Benyk, Psychologist  
Marshall Kane, Psychologist  
Jeffrey Wieneke, Psychologist  
Christine Burnett, Psychologist  
Kimberly Losey, Psychologist  
Christine Harris, Psychologist

\*ESI contracted employee

**Sample Motion:**

I move to approve the issuance of 2014-2015 administrative and psychologist contracts for the administrators, directors and psychologists listed above and approve the attached 2014-2015 Administrative Salary Schedule.

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

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

# Humboldt Unified School District #22

## 2014-15 ADMINISTRATIVE SALARY SCHEDULE

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

**Board Approved 4/8/2014**

### HIGH SCHOOL PRINCIPAL (12 MONTH)

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

### HIGH SCHOOL ASSISTANT PRINCIPAL (11 MONTH)

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

### MIDDLE SCHOOL PRINCIPAL (12 MONTH)

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

### MIDDLE SCHOOL ASSISTANT PRINCIPAL (11 MONTH)

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

### ELEMENTARY SCHOOL PRINCIPAL (12 MONTH)

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

### ELEMENTARY SCHOOL PRINCIPAL (12 MONTH: <400 Students)

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

### DIRECTOR OF EDUCATIONAL SERVICES (12 MONTH)

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

### DIRECTOR OF SPECIAL EDUCATION SERVICES (12 MONTH)

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

# DIRECTOR OF FINANCE & OPERATIONS (12 MONTH)

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

# DIRECTOR OF HUMAN RESOURCES (12 MONTH)

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

# DIRECTOR OF TRANSPORTATION (12 MONTH)

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

# DIRECTOR OF MAINTENANCE (12 MONTH)

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

# INTERNAL AUDIT MANAGER (12 MONTH)

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

# DIRECTOR OF FEDERAL PROGRAMS/SCHOOL IMPROVEMENT (12 MONTH)

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

# DIRECTOR OF FOOD & NUTRITION (12 MONTH)

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

# DIRECTOR OF INFORMATION TECHNOLOGY (12 MONTH)

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