



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, April 22, 2014

Transportation Training Facility
6411 N. Robert Road, Building 500
Prescott Valley, AZ

Special Session @ 6:30

Dr. Paul H. Stanton, Superintendent

Richard Adler, President
Brian Letendre, Vice President
Gary Hicks, Member
Suzie Roth, Member
Carm Staker, Member

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes

**NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF THE
GOVERNING BOARD OF EDUCATION**

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **April 22, 2014** at the **HUSD Transportation Facility**, located at **6411 N. Robert Road (building 500), Prescott Valley, Arizona.**

- If authorized by a majority vote of the members of the Governing Board, any matter on the Open Meeting Agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The Board may also vote to convene in executive session to review and discuss issues marked with an asterisk (*). These sessions are not open to the public; however, Board decisions will be made in open public assembly.
- Members of the HUSD Governing Board who are not able to attend in person may participate via an electronic medium.
- The Agenda may be revised up to twenty-four (24) hours prior to the meeting. Revisions will be posted at the HUSD District Office located at 6411 N. Robert Road, Prescott Valley, Arizona.
- Arrangements to accommodate disabilities may be made by contacting Mary Diaz at (928)759-4000 or mary.diaz@humboldtunified.com prior to the meeting.
- Members of the public wishing to address the Board are requested to complete a Public Participation Form provided at the entrance of the meeting area.
- Discussion by the Board is limited to items posted on the agenda.

AGENDA

6:30 PM REGULAR SESSION

1. **WELCOME AND CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
3. **ROLL CALL**
4. **AGENDA REVIEW/ACCEPT**
5. **CELEBRATING SUCCESSES**
 - (Page 2) A. Gift Recognition – ACE Hardware – Dr. Terri Matteson, GHMS Principal
 - (Pages 3-5) B. Grant Award - \$55,000 from Arizona Community Foundation to Mountain View Elementary School for a new adaptive playground – Principal JoAnne Bindell
 - (Pages 6-15) C. Student Recognition – National School Breakfast Week "What will school breakfast look like in the year 3014" Art Contest – Pamela Liuzzo, Nutritionist
 - (Page 16) D. Golden Plate Awards – Pamela Liuzzo, Nutritionist
6. **PUBLIC PARTICIPATION**

Participation is reserved for members of the public who have submitted a completed Public Participation Form. Total length of time shall not exceed 30 minutes. Individual times shall not exceed 5 minutes (Policy BEDH). When addressing the Board, speakers are to state their name and subject into the microphone so that their statements may be properly recorded.

Members of the Board may not discuss items that are not specifically on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later time.

7. CONSENT ITEMS

This section includes approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Upon the request of a Board member, a topic on the Consent Agenda may be removed from this segment of the meeting and discussed as a Regular Agenda item.

(Pages 17-19) A. Personnel Recommendations

(Pages 20-36) B. Request for approval for Bradshaw Mountain High School HOSA students and their advisor to travel to Orlando, Florida, June 23 - 29, 2014 for the HOSA National Leadership Conference

(Pages 37-38) C. Gifts and Donations

8. DISCUSSION ITEMS (*no action will be taken*)

(Pages 39-66) A. First Reading of Policy Advisories 499 - 503 as presented by Arizona School Boards Association

- 499 BCB Board Member Conflict of Interest
- 500 BE School Board Meetings
- 501 JICI Weapons in School
- 502 JL Student Wellness
- 503 JLF-EB Reporting Child Abuse/Child Protection (Request for Interview)
- JLF-EC Reporting Child Abuse/Child Protection (Request for Records)
- JLF-ED Reporting Child Abuse/Child Protection (Request for Records)

(Pages 67-69) B. First Reading of proposed changes to Policy IIE – Student Schedules and Course Loads as recommended by HUSD administration

9. ACTION

(Pages 70-78) A. Request for approval of salary schedules for certified staff, psychologists, speech therapists, nurses, occupational therapists/certified assistants/physical therapists, and classified staff, and the 2014-15 classification list

(Pages 79-80) B. Request for approval of one step movement for all employees on the appropriate pay scale or pay schedule for fiscal year 2014-15

10. PERSONNEL

(Pages 81-84) A. Request for approval to reassign reading coaches to instructional specialist positions beginning fiscal year 2014-15

(Pages 85-90) B. Request for approval of certified teacher contracts for fiscal year 2014-15

11. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

May 13, 2014	6:30 p.m.	Regular Meeting	@ Transportation Facility
June 10, 2014	6:30 p.m.	Regular Meeting	@ Transportation Facility
July 8, 2014	6:30 p.m.	Regular Meeting	@ Transportation Facility

Note: There will most likely be a second (special meeting) in May to be held Tuesday, May 27, 2014.

12. ADJOURNMENT

Copies of agendas and supporting documentation relative to public meetings are available on the District website www.humboldtunified.com and at the District Administration Office during normal work hours, 24 hours prior to a meeting and immediately preceding the meeting.

CELEBRATING SUCCESSES

Item 5

- A. Gift Recognition – ACE Hardware
- B. MVES Grant Award – JoAnn Hayden, Teacher
- C. Student Recognition – National School
Breakfast Week Art Contest Winners
- D. Golden Plate Awards

HUMBOLDT UNIFIED SCHOOL DISTRICT


TO:	Humboldt Unified School District Governing Board	Item # 5A
FROM:	Dr. Terri Matteson, GHMS Principal	Reading
DATE:	April 22, 2014	Discuss
SUBJECT:	Gift Recognition	Action
		Consent
<hr/>		
OBJECTIVE:	Goal #3 To Increase Parental and Community Involvement	
<hr/>		

SUPPORTING DATA:

Dr. Matteson will recognize Marsha Sprunger of Prescott Valley ACE Hardware for the store's donation of two gas barbeque grills and a five-drawer tool chest to be given as prizes in the Glassford Hill Middle School/GEAR UP Perfect Attendance incentive program.

The value of the donation is \$1,500.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Dr. Matteson, 759-4600

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 58
FROM:	JoAnne Bindell, MVES Principal	Reading
DATE:	April 22, 2014	Discuss X
SUBJECT:	Sharing Successes/AZ Community Foundation Grant	Action
		Consent

OBJECTIVE: Board Goals:
Goal 2: Focus on Planning for Future Student Needs
Goal 3: Increase Parental/Community Involvement

SUPPORTING DATA JoAnne Bindell will present information regarding the AZ Community Foundation Grant for Adaptive Playground.

- Presentation by JoAnne Bindell & JoAnn Hayden
- Kim Roberts will discuss how the Adaptive Playground will enhance the Buddy Program
- Thank you to all involved in securing the Grant

SUMMARY & RECOMMENDATION

Sample Motion

n/a

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: JoAnne Bindell 759-4700

Our mission is to lead, serve and collaborate
to mobilize enduring philanthropy
for a better Arizona.



March 31, 2014

Ms. JoAnn Hayden
Mountain View Elementary
8601 E. Loos Dr.
Prescott Valley, AZ 86314

Re: Grant #20143175

Dear Ms. Hayden:

I am pleased to enclose a grant check for \$55,000.00 payable to Mountain View Elementary from the Arizona Community Foundation.

As stated in the letter of agreement, these funds are expressly earmarked for the proposal for an inclusive playground.

If you have any questions, please contact Kristen Nelson, Philanthropic Advisor – Grants Management at knelson@azfoundation.org or 602-682-2062.

Thank you for the important service you provide to our community. You have our best wishes for a successful program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Velaski'.

Paul Velaski
Chief Financial Officer

PV:ma

Enclosure

By accepting this check your organization certifies to the Arizona Community Foundation that (a) no tangible benefit, goods or services were received by any individual or entities connected with the above-mentioned Arizona Community Foundation account, and (b) this donation will not be used by you to satisfy the payment of any pledge or other personal financial obligation on behalf of the donor(s).

ARIZONA COMMUNITY FOUNDATION

63004

71547 Mountain View Elementary

03/28/2014 063004






20143175 03/21/2014 Proposal for Inclusive Playground
MARCO George & Virginia Marco Fund
SPRCHI Max A. Springer & Clara E. Springer Fund for

55,000.00

24,000.00

31,000.00

CHECK TOTAL: \$*****55,000.00

 ARIZONA COMMUNITY FOUNDATION COMBINED FUNDS ACCOUNT PHONE 602-381-1400 2201 E. CAMELBACK ROAD, SUITE 405B PHOENIX, AZ 85016		THE NORTHERN TRUST COMPANY  Northern Trust 91-521-1221  CHECK MARK PROMOTES FOR BUSINESS	
* Fifty-Five Thousand and no/100 *		PAY TO THE ORDER OF Mountain View Elementary 8601 E. Loos Dr. Prescott Valley, AZ 86314	
DATE 03/28/2014		AMOUNT \$**55,000.00	
AUTHORIZED SIGNATURE  		63004	

⑈063004⑈⑈122105210⑈ 1111061361⑈

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 5C
FROM:	Tami Hitt-Wyant, Food & Nutrition Director, Pamela Liuzzo, Nutritionist	Reading
DATE:	April 22, 2014	Discuss X
SUBJECT:	National School Breakfast Week "What will school breakfast look like in the year 3014" Art Contest	Action
		Consent
OBJECTIVE:	Celebrating Success	

SUPPORTING DATA:

March 7th-11th was **National School Breakfast Week**. This year students had the opportunity to use their imagination and creativity to draw their vision of school breakfast 1,000 years from now – the year 3014. Maybe breakfast will be served by robots, or the bus will fly to school, or students will use jetpacks to get to class.

Winners will have the chance to become one of three national winners! National winners will receive special prize packs from the School Nutrition Association. The prize pack includes an actual time capsule, so they can leave a memory of the year 2014 for future generations.

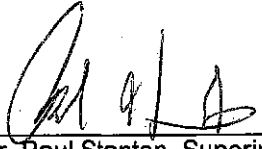
The winners are:

Jameson Garfield, Humboldt Elementary School, Kindergarten
Nathan Campbell, Liberty Traditional School, 1st Grade
Megan Sullivan, Granville Elementary School, 2nd Grade
Kelsey Grzybowski, Coyote Springs Elementary School, 3rd Grade
Hannah Lennon, Humboldt Elementary School, 4th Grade
Mackenzie Killinger, Granville Elementary School, 6th Grade
Bethleah Schaffer, Liberty Traditional School, 7th Grade
Viola Avery Wells, Bradshaw Mountain High School, 11th Grade
Rachel Medevielle, Bradshaw Mountain High School, 12th Grade

SUMMARY & RECOMMENDATION:

Ms. Liuzzo will present a certificate of achievement to each of the above mentioned students.

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

Questions should be directed to: Pamela Liuzzo 759-5014

"School Breakfast in 3014"

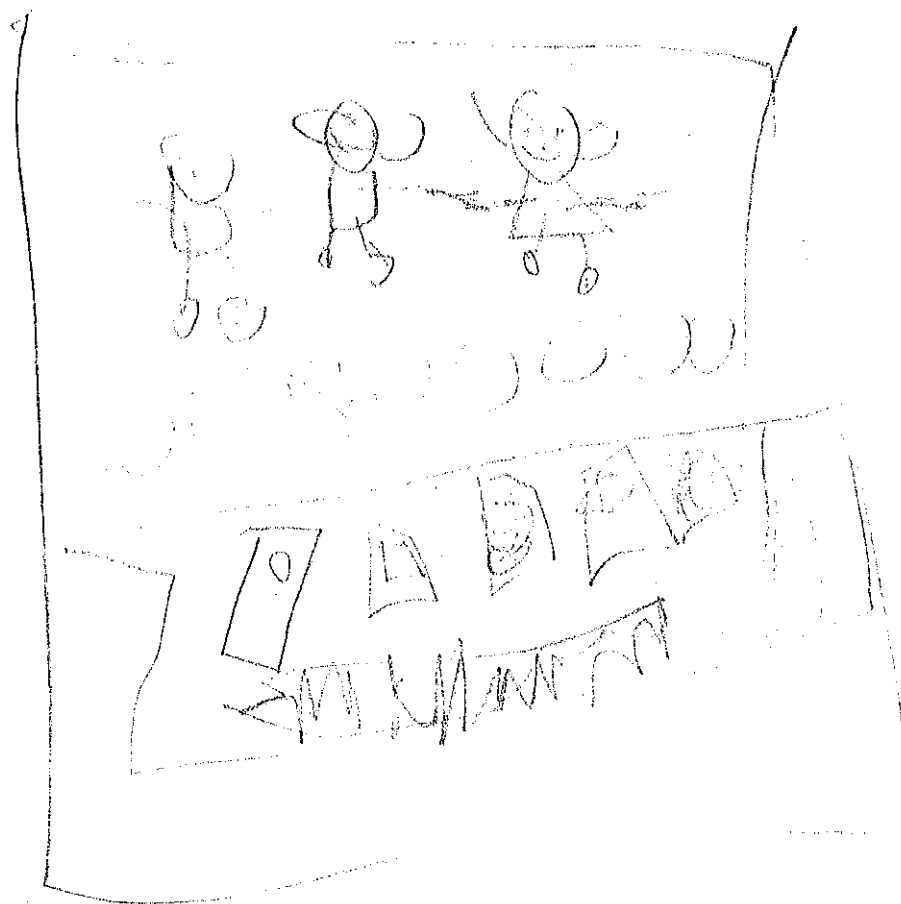
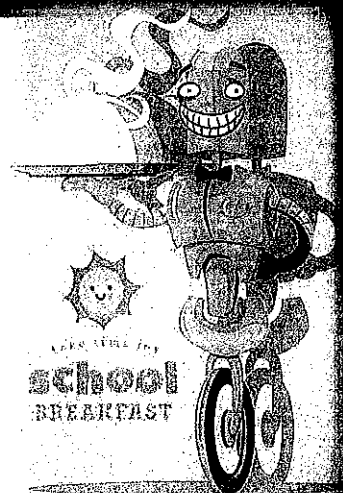
Art Contest

Student Entry Form

Name JAMESON BEARFIELD Grade K

School/District HES State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria staff, school bus, etc.



Caption here—what is going on in your picture?

Cafeteria school workers

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsaw for complete rules and regulations.

"School Breakfast in 3014"

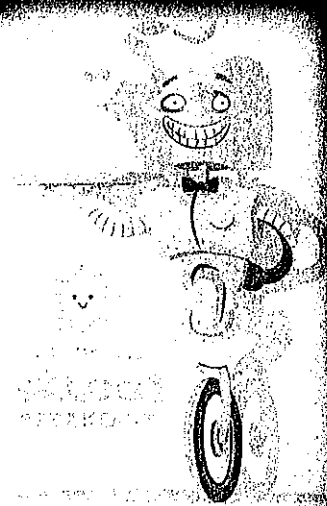
Art Contest

Student Entry Form

Name Nathan Campbell Grade 1

School/District LHS / Humboldt Unified State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria staff, school bus, etc.



Caption here—what is going on in your picture?

I ride my jetpack to school!

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

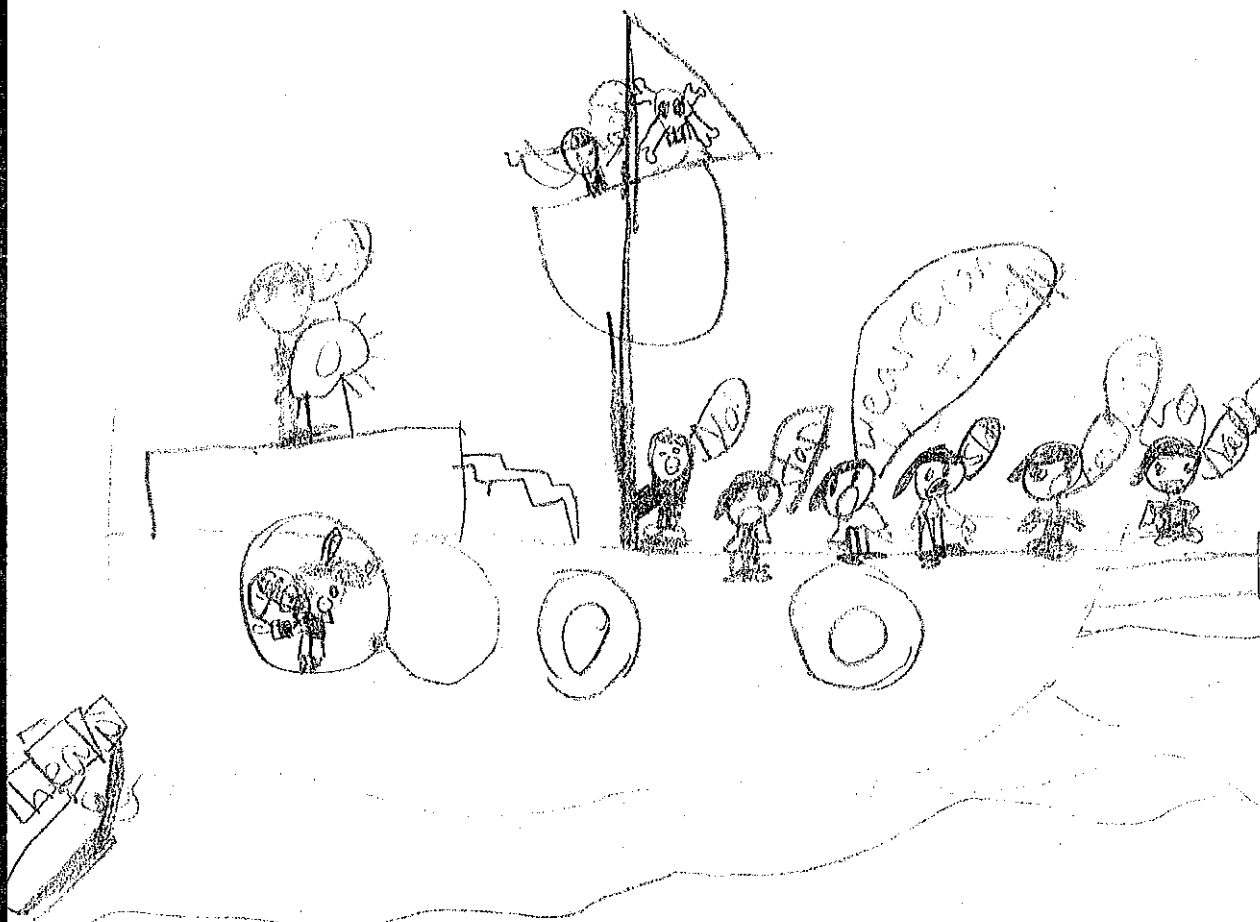
"School Breakfast in 3014"

Art Contest

Student Entry Form

Name Megan Sullivan Grade 2nd
 School/District Granville Elementary State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria staff, school bus, etc.



Caption here—what is going on in your picture?

A boy and a girl get chapered
by bad pirates.

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

Student Entry Form

School/District Cotoy Springs State A



Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

"School Breakfast in 3014"

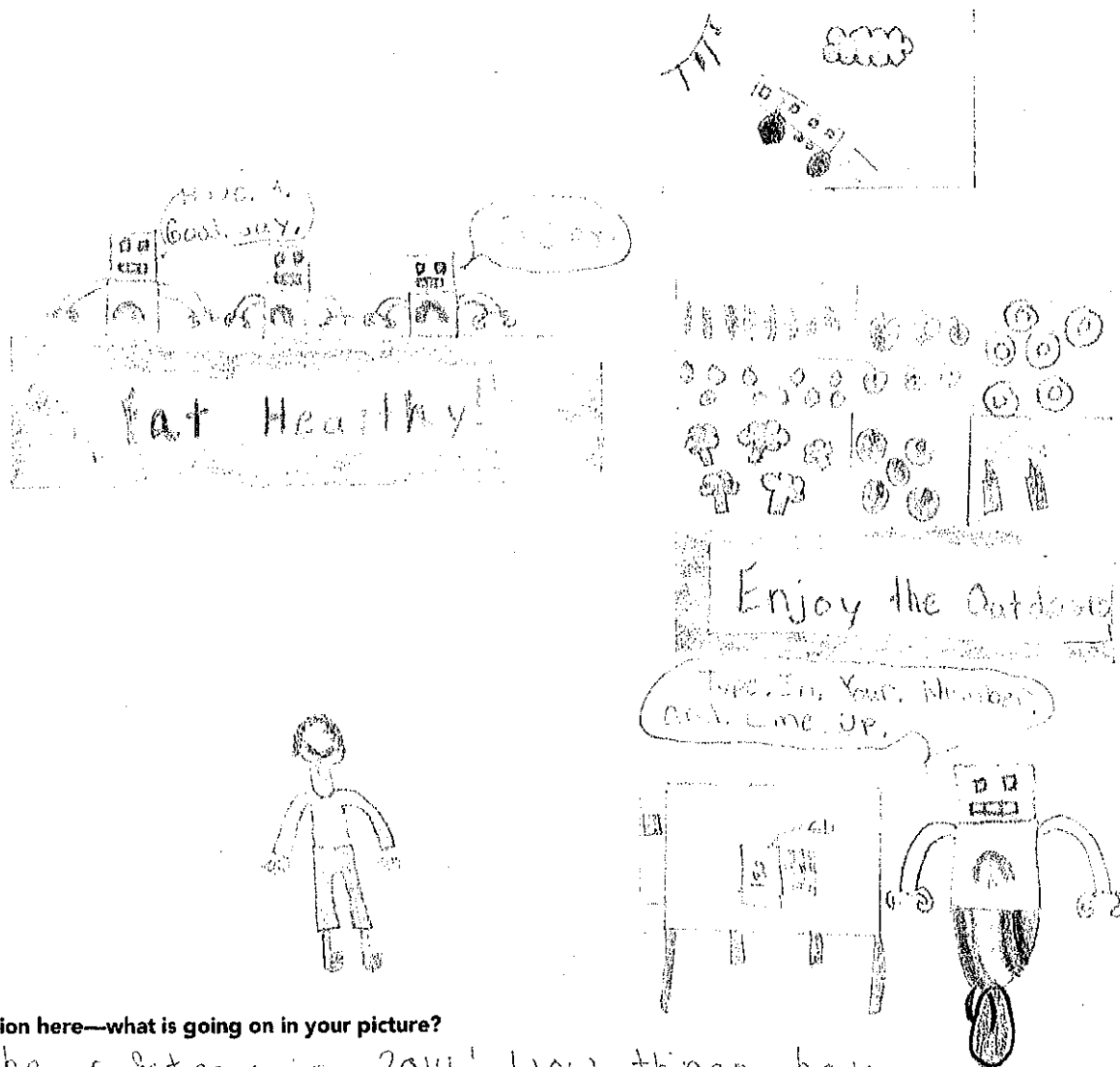
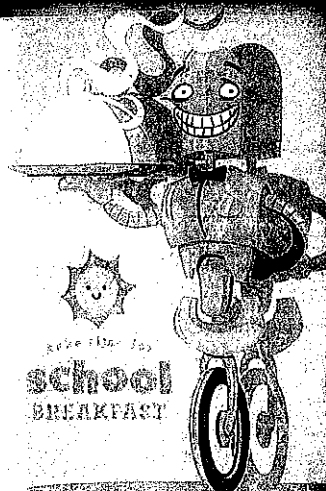
Art Contest

Student Entry Form

Name Hannah Lennon Grade 4th

School/District Humboldt Elementary State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria staff, school bus, etc.



Caption here—what is going on in your picture?

The cafeteria in 3014! Wow, things have changed.

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

"School Breakfast in 3014"

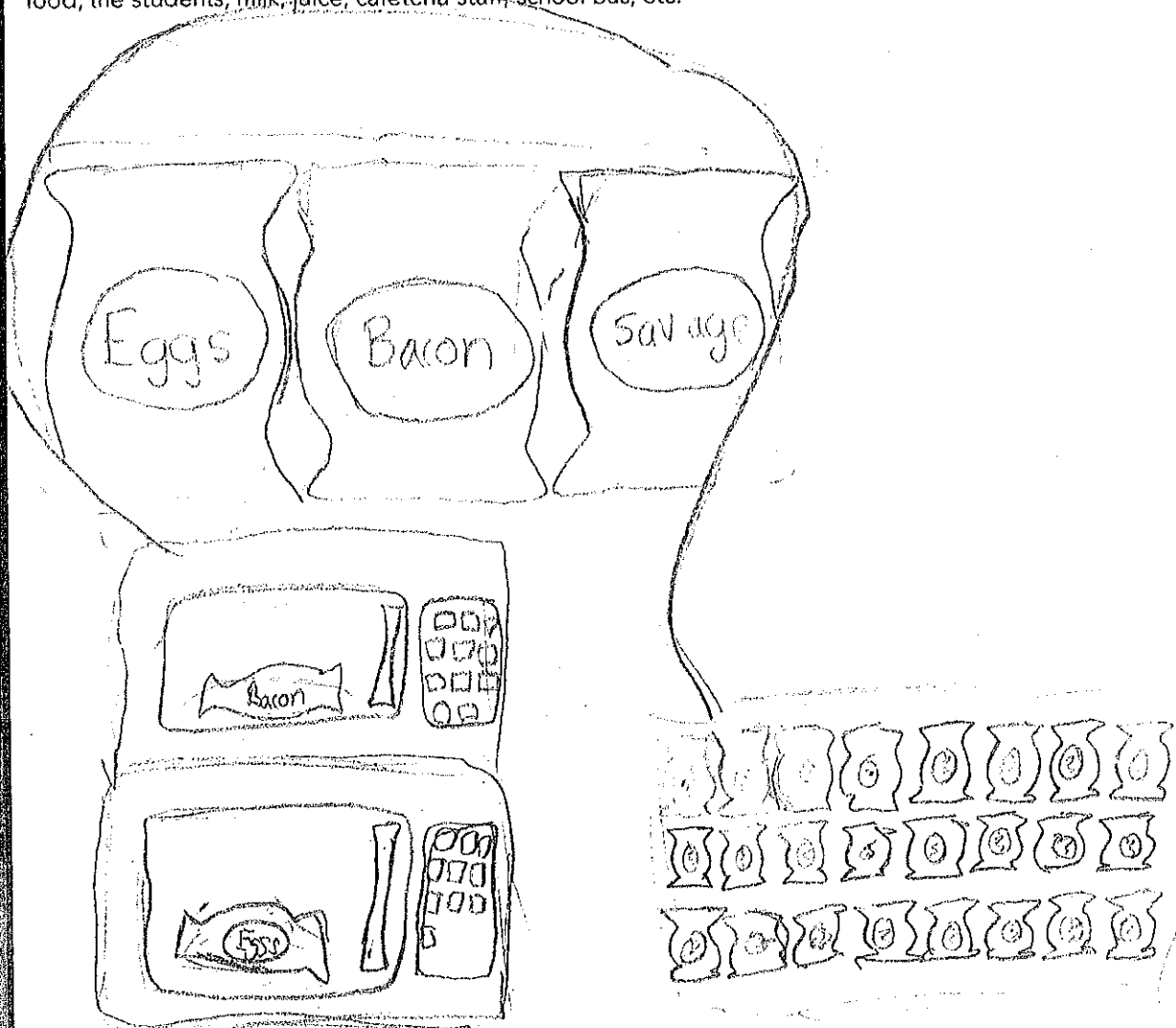
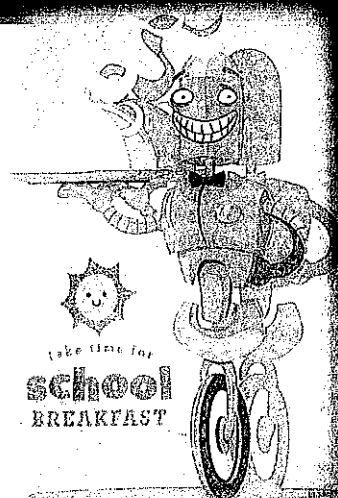
Art Contest

Student Entry Form

Name Mackenzie Killinger Grade 6th

School/District Granville Elementary School State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria-staff, school bus, etc.



Caption here—what is going on in your picture?

The kids will pick what kind of insta-Breakfast (A.K.A astronaut food) and pop it in the microwave for a couple of seconds and Breakfast!

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

"School Breakfast in 3014"

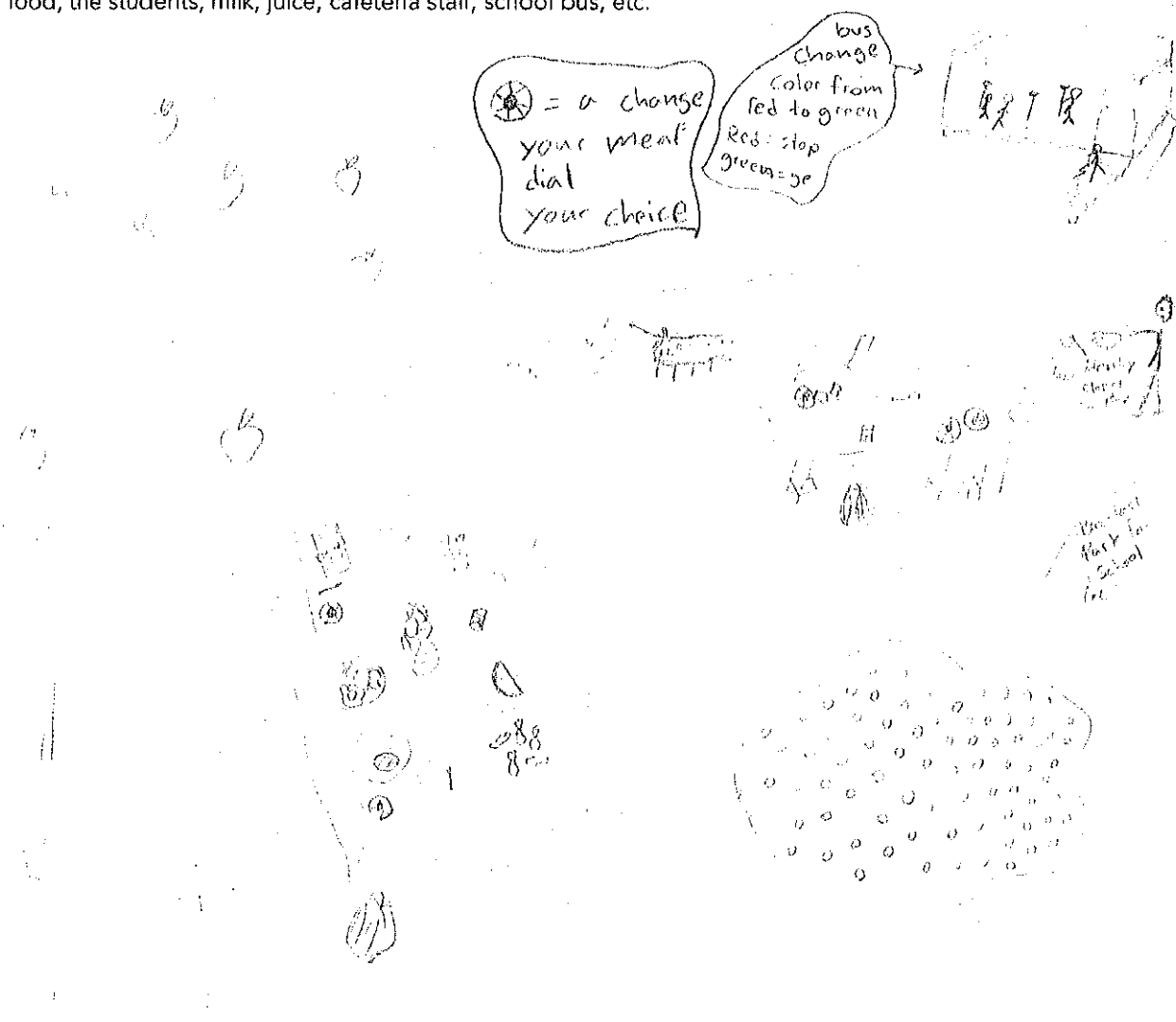
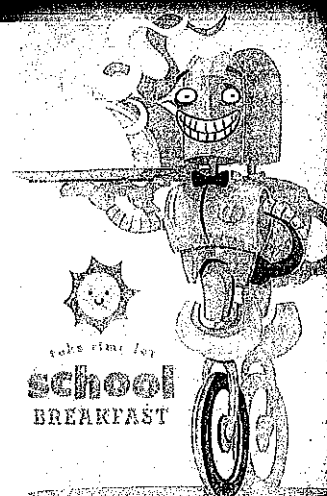
Art Contest

Student Entry Form

Name William Schaffer Grade 7th

School/District Liberty Traditional School State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria staff, school bus, etc.



Caption here—what is going on in your picture?

Students are arriving at breakfast and are allowed to eat and do whatever they want for only \$1 if they scan their hand and get to be there for 4 hours.

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

Due by March 7th

"School Breakfast in 3014"

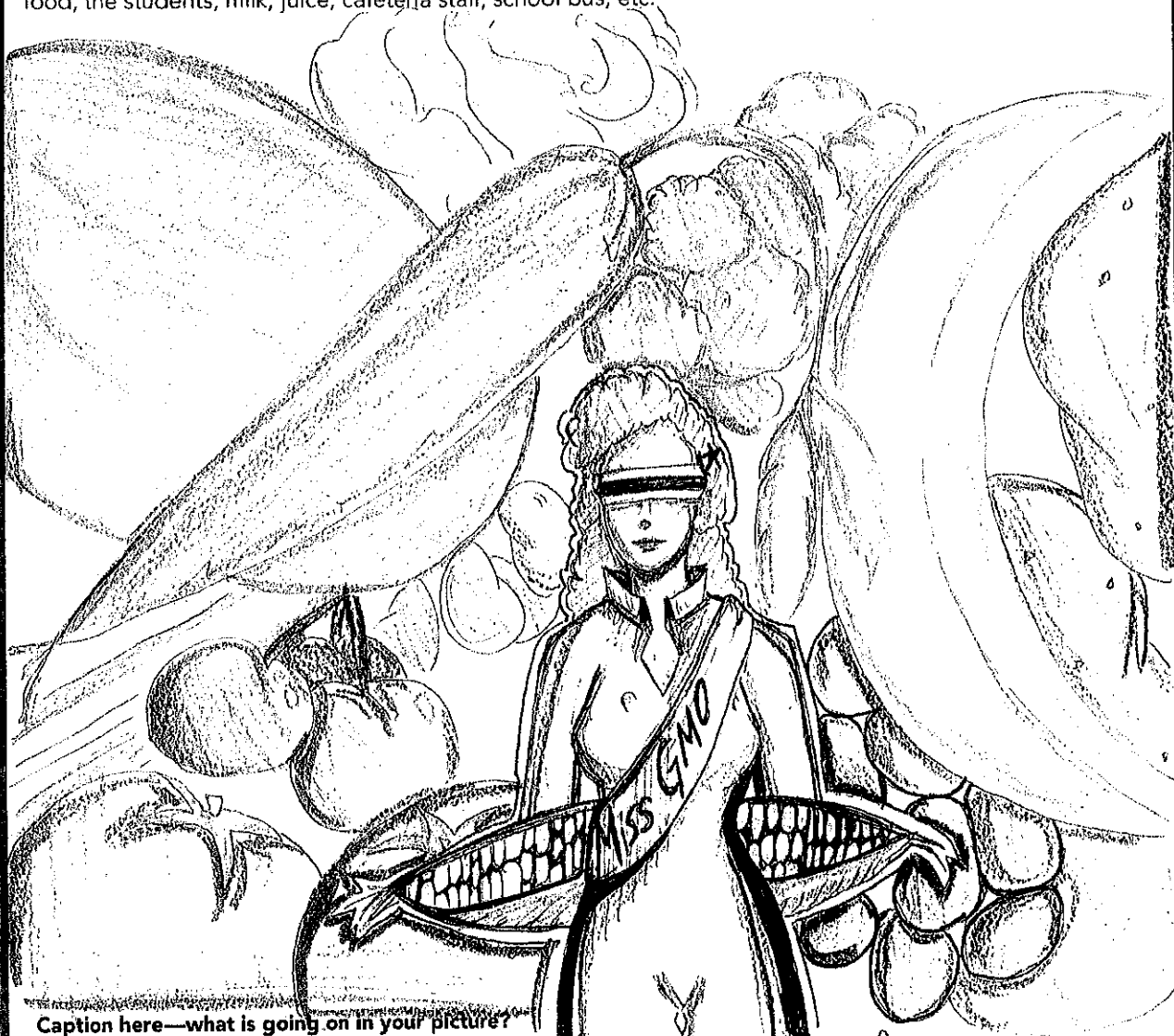
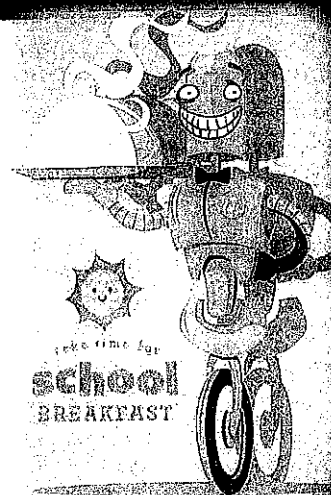
Art Contest

Student Entry Form

Name Viola Avery Wells (Ms. Greenpeace) Grade 11th

School/District Humboldt Unified School District State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria staff, school bus, etc.



Caption here—what is going on in your picture?

GMO's will be the only type of food available. Resulting in latex-wearing babes.

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

"School Breakfast in 3014"

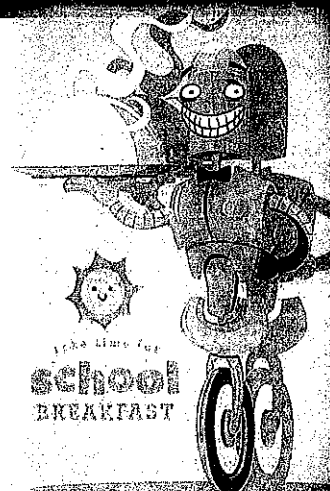
Art Contest

Student Entry Form

Name Rachel Medenotte Grade 12

School/District Bradshaw Mountain High School State AZ

Instructions: In the space below, draw a picture of how you imagine school breakfast will look in the future—year 3014! You can draw the cafeteria, healthy food, the students, milk, juice, cafeteria staff, school bus, etc.



Caption here—what is going on in your picture?

Space Food - Cyber manipulation of particles allows for
the formation of food - Teleportation of food

Entries for the national contest can only be accepted by a School Nutrition Association (SNA) member or other participating school official. SNA cannot accept entries directly from students or parents. All winners will be notified through their school official. Visit www.schoolnutrition.org/nsbw for complete rules and regulations.

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 50
FROM:	Tami Hitt-Wyant, Food & Nutrition Director Pamela Liuzzo, Nutritionist	Reading
DATE:	April 22, 2014	Discuss X
SUBJECT:	2013 Golden Plate Winners	Action
		Consent

OBJECTIVE: Goal # Celebrating Success

SUPPORTING DATA:

We are proud to announce that four of our schools received the 2013 Golden Plate Award!

Bradshaw Mountain Middle School: Paula DeHeer (7th year in a row)
Bradshaw Mountain High School: Julee Baeighkley (6 years in a row)
Glassford Hill Middle School: Kay Timm (2 years in a row)
Granville Elementary School: Stacy Costanzi (2 years in a row)

Only 168 Yavapai County food establishments have earned this award. To be eligible, an owner or operator needs to meet three criteria:

- 1) Operate through-out the entire calendar year without a cited critical food handling violation.
- 2) Have an approved and implemented food safety plan.
- 3) Have a person-in-charge with an accepted and current manager-level food safety certificate through-out the year.

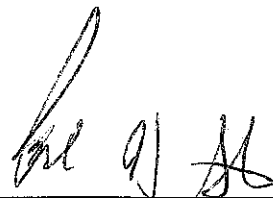
Congratulations!

SUMMARY & RECOMMENDATION:

A certificate of achievement will be presented to each of the above mentioned Kitchen Managers.

Sample Motion:
N/A

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Pamela Liuzzo 759-5014

CONSENT

Item 7A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on April 22, 2014

A. RESIGNATIONS/MATERNITY LEAVES/LEAVES OF ABSENCE/OTHER

Certified Staff

1. Marilyn Carney – 3rd Grade Teacher @ CSES (resign 4/10/14)
2. JasonHoward – English Teacher @ BMHS (resign effective 5/24/14)
3. David Kreutter – Science Teacher @ GHMS (resign effective 5/24/14)
4. Kristine Kreutter – 6th Grade Teacher @ GES (resign effective 5/24/14)
5. Lynnette Ness – 3rd Grade Teacher @ CSES (retire effective 5/24/14)
6. Chelsea Potts – 5th Grade Teacher @ CSES (resign effective 5/24/14)
7. Stephanie Roberts – Social Studies Teacher @ BMHS (resign effective 5/24/14)
8. Alethea Ullerich – Language Arts Teacher @ BMMS (resign effective 5/24/14)

Classified Staff

1. Juanita Apolinar – Lead Maintenance/Custodian @ GHMS (retire effective 6/30/14)
2. Angie Castaneda – 7 Hr/Day Resource Aide @ BMMS (resign effective 5/24/14)
3. Pandora Gustafson – Benefits Coordinator @ DO (retire effective 6/9/14)
4. Charles Mackley – Lead Night Custodian @ GES (resign effective 4/11/14)
5. Denise Oskerson – 7 Hr/Day Mod/Sev/Prof Aide @ GHMS (retire effective 5/24/14)
6. Lori Rentschler – 6 Hr/Day F & N Clerk @ MVES (resign effective 4/4/14)
7. Victoria Smith – Administrative Secretary @ BMHS (resign effective 5/22/14)

Substitute+ Staff

1. None

B. EMPLOYMENT OFFERS *(Employment offer is subject to acceptable background/fingerprint checks.)*

Certified Staff

1. Courtney Robin – Resource Teacher for SY 1415 @ MVES (replaces Linda Wilson)
2. James Thompson – Self-Contained Teacher @ HES (replaces Sheri Brown)

Classified Staff

1. None

Substitute+ Staff

1. None

C. SUPPLEMENTAL CONTRACTS

Overloads

1. None

Stipends Specifically Listed on Board-approved 2013-2014 Stipend Schedule

(\$0.00 M&O...\$612.50 Tax Credit...\$0.00 General Tax Credit...\$0.00 SPED)

1. Michael Lewis – Elementary Track Coach stipend @ MVES (Paid w/ Tax Credit)

Other Stipends

(\$0.00 M&O...\$0.00 Tax Credit...\$0.00 F&N...\$0.00 Special Education...\$612.50 Other)

1. Jamy Myrmel – Elementary Dance Sponsor stipend @ HES (Paid w/ Civic Funds)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on April 22, 2014

D. IN-DISTRICT TRANSFERS

Certified

1. None

Classified

1. None

E. INCREASE/ DECREASE IN HOURS (+OR -) OR FUNDING

Certified

1. None

Classified

1. None

CONSENT

Item 7B.

Student Travel

BMHS - HOSA

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **7B**
 FROM: Sheryl McCully Reading
 DATE: **4/22/14** Discuss
 SUBJECT: HOSA (Future Health Professionals) Field Trip to Orlando, Florida for HOSA National Leadership Conference (Overnight **and** Out of State travel) Action
 X

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

SUPPORTING DATA: Bradshaw Mountain High School is requesting out of state and overnight travel to Orlando, FL in a field trip for HOSA students. These students will have the opportunity to participate in leadership activities and competitions in which to further their educational experience. This trip takes place June 23rd – June 29th, 2014.


SUMMARY & RECOMMENDATION: The break down of costs for this trip are:

Item	Qty	Total
Hotel (+bed, state & local tax)	6 nights x 8 (5 for students, 3 for chaperones) \$190.00 per night estimate	\$9,120.00
Airline Tickets	(estimate, \$600 per round trip ticket) X 23	\$13,800.00
*Registration Fee P.O. 141842	\$110 per student (20)	\$2,200.00
Registration Fee	\$110 per Chaperone/Advisor (3)	\$330.00
Reimbursement for Chaperone Travel (meals)	\$50 day (approx.) X 3 chaperones x 7 days	\$1,467.00
TOTAL		\$26,917.00

Trip will be paid for through CTE grant and/or Mountain Institute (JTED)

*Student Registration Fees and meals will be paid for by students.

It is recommended that the Governing Board approve out of state/overnight travel for Sheryl McCully, CNA Instructor at Bradshaw Mountain High School (local HOSA chapter advisor), 2 additional chaperones (Dave Capka & Dottie Stewart), and approximately 20 students on June 23rd – June 29th, 2014 in Orlando, FL. If Grant monies/HOSA student account monies are not sufficient to cover all the travel costs, the difference would be personally paid by the students.

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

Questions should be directed to: Sheryl McCully, BMHS (928) 759-4172

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

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

Organization taking Field Trip: HOSA: Future Health Professionals

Date of field Trip: Mon. June 23 – Sun. June 29, 2014

High School: Bradshaw Mountain

Place of field Trip: Orlando, Florida

Approximately how many students: 20

Where you are 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?

All participating students are required to stay at Disney's Coronado Spring Resort, 1000 West Buena Vista Drive, Lake Buena Vista, FL. Phone is (407) 939-1000. There is 24 hour security at the hotel. The conference rate is \$190.00 per night (including all taxes & fees). We will need 8 rooms (5 for students, 4 to a room, and 3 for advisor/chaperones).

How is the trip being funded? The trip will be paid by through CTE grants, NAHEC grant, and JTED (Mountain Institute) funding. All expenses will be covered with grant monies, except student registration fees and student meals, which are the students' responsibility. If grant monies/HOSA student account monies are not sufficient to cover all the travel costs, the difference would be personally paid by the students.

What is the cost for the trip (lodging/registration/transportation, etc). The estimated total cost of this trip (hotel, transportation, conference registration) is \$26,917.00.

What is the cost for each student? Students are responsible for the cost of meals (approx. \$75.00 per day, for 7 days) and the Conference Registration fee (\$110 per student PO 141842).

Chaperones (student/adult ratio): HOSA requires 1 adult chaperone per 10 students, *minimum*. We will have 2 adult chaperones plus the local HOSA advisor (Sheryl McCully) for this trip and approximately 20 students. Sheryl McCully is not counted as a chaperone because as the local HOSA advisor, she will have advisor responsibilities at Nationals and therefore, is not always available to help chaperone students. If the number of students attending changes, we will adjust chaperones as needed. Chaperones will be Dave Capka and Dottie Stewart (both HUSD employees).

What determines the student's eligibility for attending? Students who will be attending this conference are members in good standing in HOSA and have qualified through online state testing (locally Jan. 2014) as the top scorers in the state of Arizona. Those students went on to compete at the AZ State level (April 15-17, 2014) and finished in the top three (3) in their category in Arizona. In addition, students must also have passing grades in all classes in order to travel with HOSA.

How does the trip benefit the students and the teacher? What state standard is met with this activity? HOSA is a national student organization endorsed by the Arizona Department of Education as an integral part of the Health Science Education Curriculum and is supported by the ADE. HOSA activities reinforce classroom instruction and connect students with the health care community. HOSA also plays a unique role in preparing students for further education and promotes career opportunities in health care. This HOSA leadership conference in addition, provides opportunities for health career students to develop, practice, and refine their leadership and team work skills.

Curriculum Objective:

Students will examine the roles and responsibilities of individuals in organizations, identify the characteristics of effective teams and effective team players, practice techniques to involve each member of the team, demonstrate teamwork, participate in career development events, practice effective meeting management skills, and exercise leadership skills.

Student Outcomes: *After exposure to HOSA leadership events, students will develop a successful transition plan from high school to higher education and the professional world.*

Type and Cost of Transportation: Students and advisor/chaperones are responsible for their own transportation to Phoenix, Sky Harbor Airport. Students and advisor/chaperones will then be transported by commercial airline travel (tickets to be purchased at a later date). This cost will be covered by the CTE grant monies/JTED (Mountain Institute). Once in Florida, student and advisor/chaperones will be transported by Disney's Magical Express (complementary service provided by the host hotel).

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

STUDENT OVERNIGHT TRIP

FINANCIAL INFORMATION

School: BmHS-W Organization/Group: HOSA

Sponsor's Name: Sheryl McCully Phone: 759-4172

Trip Date: 6/23/14-6/29/14 Trip Location: Orlando, Florida

Trip Title: HOSA National Leadership Conference

Total Number of Attendees: 23 # Female Students 16 # Male Students 4 # Adults 3

Cost of Trip: (Total Costs, NOT Per Participant Costs)	
Event Registration	\$ 2530.00
Transportation	\$ 13,800.00
Lodging	\$ 9,120.00
Meals <u>Students are responsible for own meals</u>	\$
Per Diem <u>50. Per day x 3 Chaperones x 7</u>	\$ 1467.00
Other (specify)	\$
Other (specify)	\$
Total Cost	\$ 26,917.00
Funding for Trip:	
Auxiliary	\$
Student Club <u>PO #141842</u>	\$ 2,200.00
Tax Credit	\$
Booster Club	\$
Grant <u>260 CTE Basic</u>	\$ 4687.00
Other (specify) <u>400 CTE Priority</u>	\$ 6030.00
Other (specify) <u>596 JTED</u>	\$ 14,000.00
Total Funding	\$ 26,917.00

Name of *Chaperone(s): Sheryl McCully, Dave Capka, & Dottie Stewart.

*Recommended chaperone/student ratio 1:10 - (Chaperones must be fingerprinted)

This document must accompany the Request for Trip Approval Packet

260		
Adult Airline	\$ 1,800.00	
Travel Reim	\$ 1,467.00	
Adult Hotel	\$ 1,420.00	\$ 4,687.00
400		
Adult Registration	\$ 330.00	
Student Hotel	\$ 5,700.00	\$ 6,030.00
596		
Student Airline	\$ 12,000.00	
Adult Hotel	\$ 2,000.00	\$ 14,000.00
850		
Student Registration	\$ 2,200.00	Open PO #141842
	\$ 26,917.00	

2014 National Leadership Conference

Tentative Conference Schedule Orlando 2014

The schedule for the 2014 NLC 2014 has NOT been finalized, therefore, this agenda MUST be considered as tentative. As soon as the agenda and events are finalized, a detailed agenda will be published at www.hosa.org. Educational events and activities are shown and will be scheduled throughout the day on Thursday and Friday. State activities are shown in the following conference schedule and will be scheduled by the State Advisor.

Monday, June 23, 2014

- | | |
|-------------------|--|
| All Day | HOSA Headquarters |
| All Day | Competitive Events Headquarters |
| 8:00 am – 5:00 pm | Competitive Events Management Team Meeting |

Tuesday, June 24, 2014

- | | |
|---|--|
| All Day | HOSA Headquarters |
| All Day | Competitive Events Headquarters |
| 8:30 am – 12:00 pm | HOSA Leadership University
HOSA 301 – State Officers |
| 9:00 am – 10:00 am
OR
2:00 pm – 3:00 pm | State Advisors' Registration |
| 6:00 pm – 8:00 pm | State Advisors' Dinner Meeting |
| 6:00 pm – 8:00 pm | National Officer Candidate Orientation and Exam |
| 8:00 pm – 9:00 pm | CEU Registration
* For advisors planning to earn CEUs |
| 8:00 pm – 10:00 pm | Nominating Committee Meeting |
| 9:00 pm – 11:00 pm | State Presidents' Reception |
| 11:00 pm | Posting of National Officer Interview Schedule |
| 12:30 am | Curfew |

hosa
**Future
NOW**

Wednesday, June 25, 2014

All Day	HOSA Headquarters
All Day	Competitive Events Headquarters
8:00 am – 9:00 am	Newcomers – Coffee Talk * Informal discussion session for all new local advisors.
8:00 am – 1:00 pm	Conference Registration
8:00 am – 1:30 pm	National Officer Interviews
10:00 am – 1:00 pm	HOSA Exposition Registration
11:00 am – 12:00 pm	CE Quality Assurance Orientation
11:00 am – 12:30 pm	CE Event Manager Orientation
11:00 am – 1:00 pm	VIP Luncheon * By invitation only
1:00 pm – 5:00 pm	HOSA Exposition
1:00 pm – 1:30 pm	Event Personnel Meeting • Healthcare Issues Exam
1:30 pm – 2:30 pm	Local and State Advisor Orientation * All State and Local Advisors are encouraged to attend.
1:30 – 2:30 pm	Nominating Committee Luncheon
2:30 pm	National Officers Slate Announcement
2:00 pm – 3:30 pm	Healthcare Issues Exam • <i>Orientation and Written Test</i>
2:30 pm – 3:30 pm	Courtesy Corps Meeting
2:30 pm – 3:30 pm	Event Personnel Meetings * <i>Required meeting for Event Manager, Section Leaders, and Event Personnel Only</i> <ul style="list-style-type: none">• MRC Partnership• CERT Skills• Dental Science• Home Health Aide• Nursing Assisting• Clinical Nursing• Personal Care• Health Career Display• HOSA Bowl• Parliamentary Procedure• Prepared Speaking• Healthy Lifestyle• Speaking Skills• Interviewing Skills• Job Seeking Skills• CPR/First Aid• Epidemiology

(continued)

Wednesday, June 25, 2014

2:30 pm – 3:30 pm

Event Personnel Meetings *(continued)*

- KT: Nutrition
- KT: Pathophysiology
- Community Awareness
- Health Education
- Biomedical Debate
- Sports Medicine
- Veterinary Science
- Clinical Specialty
- Medical Math
- KT: Pharmacology
- KT: Medical Law & Ethics
- Public Service Announcement
- Creative Problem Solving
- Forensic Medicine
- Medical Photography
- Extemporaneous Health Poster
- Extemporaneous Writing
- Public Health
- Life Support Skills
- EMT
- Dental Terminology
- Medical Terminology
- Medical Spelling
- Researched Persuasive Speaking
- Biotechnology
- Medical Assisting
- Physical Therapy

3:00 pm – 4:00 pm

Voting Delegate Orientation

3:30 pm – 4:30 pm

CEU Registration

* *For advisors planning to earn CEUs*

3:30 pm – 5:00 pm

HOSA Ideas Meeting

4:00 pm – 5:00 pm

Event Personnel Meetings

* *Required meeting for Event Manager, Section Leaders, and Event Personnel Only*

- KT Human Growth & Development
- Medical Reading
- KT: Transcultural Health Care

4:00 pm – 5:30 pm

Competitive Event Orientations

* *Required meeting for Competitors*

- MRC Partnership
- Health Career Display
- Prepared Speaking
- Interview Skills
- Clinical Specialty
- Personal Care
- Life Support Skills
- Speaking Skills
- Community Awareness
- Health Education
- Public Health

(continued)



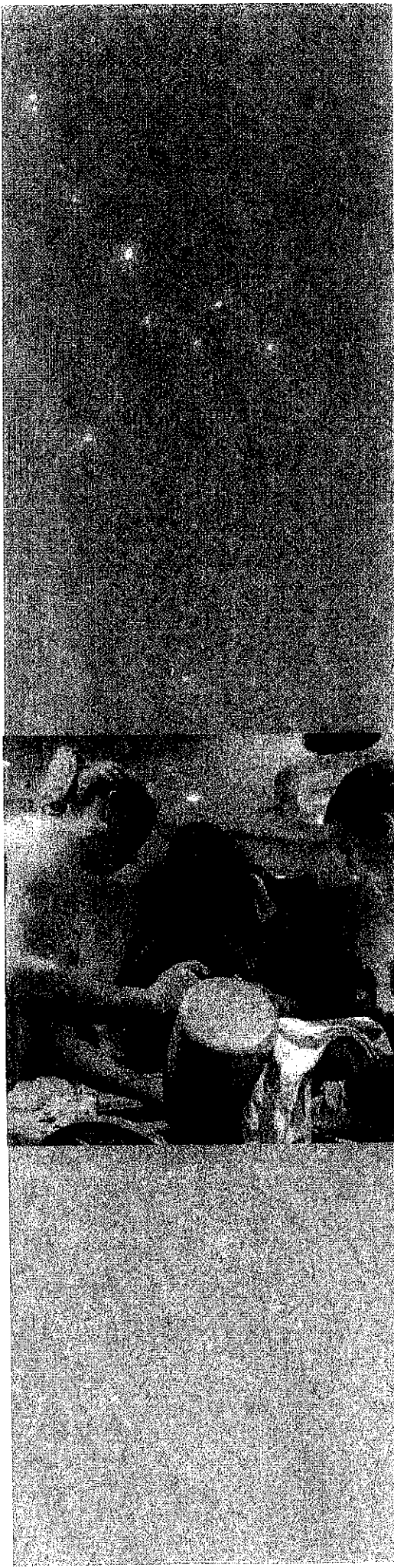
Wednesday, June 25, 2014

- 4:00 pm – 5:30 pm **Competitive Event Orientations** *(continued)*
- Medical Photography
 - Extemporaneous Health Poster
 - Researched Persuasive Speaking
 - Job Seeking Skills (Orientation & Application)
- 4:00 pm – 6:00 pm **Physical Therapy**
Dental Science
Nursing Assisting
- Orientation and Written Test
- 4:00 pm – 6:30 pm **Parliamentary Procedure**
- Orientation and Written Test
- 5:15 pm – 7:30 pm **Scholarship Recipients and HOSA Sponsors Dinner**
- * By invitation only
- 5:30 pm – 6:30 pm **Flag and Opening Session Practice**
- 4:30 pm – 6:00 pm **Competitive Event Orientation**
- Public Service Announcement
- 7:30 pm – 9:30 pm **Opening General Session**
- Florida Welcome
 - Membership Recognition
 - Scholarships and Special Awards
- 10:00 pm – 12 am **Committee Meetings** (if needed)
- Rules and Arbitration Committee
 - Credentials and Tellers Committee
- 11:00 pm **Round Two Competitors Posted**
- Physical Therapy
 - Dental Science
 - Parliamentary Procedure
 - Nursing Assisting
- 12:30 am **Curfew**

Thursday, June 26, 2014

- All Day **HOSA Headquarters**
- All Day **Competitive Events Headquarters**
- 7:00 am – 8:00 am **Healthy Start to the Day**
- Aerobic exercise and yoga for ALL delegates
- 7:00 am – 8:00 am **Outstanding HOSA Chapter**
- Event Personnel Meeting
- 7:00 am – 8:30 am **Meet the Candidates' Breakfast**
- 7:00 am
By Appointment Only Shuttle bus begins for Disney's Contemporary Resort and Disney's Yacht and Beach Club
- *See shuttle bus schedule for times and events*

Thursday, June 26, 2014

- 
- 7:30 am – 9:00 am **Judges' Breakfast and Orientation**
- 8:00 am – 9:00 am **Outstanding HOSA Chapter**
- *Competitor Orientation and Scrapbook Submission*
 - *Judge Breakfast and Orientation*
- 8:00 am – 10:00 am **Creative Problem Solving**
- *Orientation and Written Test*
- 8:00 am – 10:00 am **Clinical Nursing
Medical Assisting**
- *Orientation and Written Test*
- 8:00 am – 10:00 am **Healthy Lifestyle**
- *Orientation and Written Test*
- 8:00 am – 6:00 pm **EDUCATIONAL SYMPOSIUM CENTER**
- * *Open to all conference participants; a variety of workshops will be scheduled.*
- 8:30 am – 8:45 am **Health Career Display Set-up**
- 8:30 am – 11:30 am **HOSA Leadership University
HOSA 201 – Local Chapter Officers**
- 9:00 am – 6:00 pm **HOSA Exposition & Showcase**
- 9:00 am – 12 noon **COMPETITIVE EVENTS (By Appointment)**
- Personal Care**
 - Public Health – Round One**
 - Clinical Specialty**
 - Prepared Speaking**
 - Public Service Announcement**
 - Community Awareness**
 - Health Career Display**
- 10:00 am – 12:00 pm **Biomedical Debate**
- *Orientation and Written Test*
- 10:00 am – 12:00 pm **Sports Medicine
Home Health Aide**
- *Orientation and Written Test*
- 10:00 am – 12:00 pm **Medical Spelling**
- *Orientation and Written Test*
- 10:00 am – 4:00 pm **ASHA Hearing Screening**

Thursday, June 26, 2014

***** HOSA SHOWCASE AT DISNEY'S CORONADO SPRINGS *****

Open to all conference participants

10:30 am – 11:30 am	HOSA Happenings
11:30 am – 12:30 pm	MRC Partnership
12:00 pm – 1:00 pm	Outstanding HOSA Chapter
	• Competitors will take scrapbooks with them at 1:00 pm
12:00 pm – 1:00 pm	Health Career Display
	• Competitors will take displays with them at 1:00 pm
12:30 pm – 1:30 pm	Clinical Specialty
1:30 pm – 2:30 pm	Public Service Announcement
2:30 pm – 3:30 pm	Community Awareness
3:30 pm – 4:30 pm	Healthy Lifestyle
4:30 pm – 5:30 pm	Health Education
8:00 pm – 9:00 pm	Extemporaneous Health Poster
	• Competitors will take posters with them at 9:00 pm

11:30 am – 1:00 pm **Judges' Luncheon and Orientation**

12:00 pm **Round Two Competitors Posted**

- Medical Assisting
- Creative Problem Solving
- Clinical Nursing
- Healthy Lifestyle

12:00 pm – 2:00 pm **Forensic Medicine**
• Orientation and Written Test

12:00 pm – 2:00 pm **CERT Skills**
• Orientation and Written Test

12:00 pm – 2:00 pm **Medical Reading**
• Orientation and Written Test

12:20 pm
By Appointment Only **Bus Departure**
• Clinical Nursing
• Nursing Assisting
• Dental Science

1:00 pm – 2:00 pm **Networking Meeting – State Advisors Only**

1:00 pm – 4:30 pm **COMPETITIVE EVENTS (By Appointment)**
Parliamentary Procedure
Medical Photography
MRC Partnership
Healthy Lifestyle
Creative Problem Solving
Health Education

1:30 pm
By Appointment Only **Bus Departure**
• Medical Assisting
• Physical Therapy

1:00 pm – 4:00 pm **HOSA Leadership University**
HOSA 101 – Members

Thursday, June 26, 2014

2:00 pm – 4:00 pm

HOSA Bowl

- *Orientation and Written Test*

CPR/First Aid

- *Orientation and Written Test*

Veterinary Science

- *Orientation and Written Test*

2:00 pm – 5:30 pm

Extemporaneous Health Poster

3:00 pm – 5:00 pm

Business Session

- *Voting Delegates must be in official HOSA uniform.*

4:00 pm – 5:30 pm

Judges' Dinner and Orientation

4:00 pm – 6:00 pm

Emergency Medical Technician

- *Orientation and Written Test*

Medical Math

Medical Terminology

- *Orientation and Written Test*

Extemporaneous Writing

- *Orientation and Essay*

4:30 pm

Round Two Competitors Posted

- Sports Medicine
- Home Health Aide
- Medical Spelling
- Biomedical Debate
- Public Health

5:00 pm

Round Two Competitors Posted

- CERT Skills

5:30 pm

Bus Departure

By Appointment Only

- Sports Medicine

5:30 pm – 8:00 pm

Extemporaneous Health Poster

- * Judges Only

5:30 pm – 9:00 pm

COMPETITIVE EVENTS (By Appointment)

Public Health – Round Two Presentation

Interviewing Skills

Biomedical Debate

Life Support Skills

5:35 pm

Bus Departure

By Appointment Only

- Home Health Aide

6:00 pm – 8:00 pm

Biotechnology

- *Orientation and Written Test*

5:30 pm – 7:00 pm

Medical Spelling – Spelldown PSC

6:00 pm – 9:00 pm

Medical Spelling – Secondary Report and Holding

Thursday, June 26, 2014

- 6:30 pm *By Appointment Only* Bus Departure
• CERT Skills
- 6:30 pm – 8:00 pm **HOSA Inc. Annual Meeting**
Election of HOSA, Inc. Board Members
- 6:30 pm – 9:00 pm **Knowledge Test: Nutrition**
• *Orientation and Written Test*
- Knowledge Test: Pathophysiology**
• *Orientation and Written Test*
- 9:30 pm – 11:00 pm **Past HOSA Inc. Chairman Reception**
* By invitation only
Host: Denise Abbott, Immediate Past Chairman
- 11:00 pm **Round Two Competitors Posted**
• Forensic Medicine
• CPR/First Aid
• HOSA Bowl
• Veterinary Science
• EMT
• Biotechnology
- 12:30 am **Curfew**



Friday, June 27, 2014

- All Day **HOSA Headquarters**
- All Day **Competitive Events Headquarters**
- 7:00 am – 8:00 am **Healthy Start to the Day**
• *Aerobic exercise and yoga for ALL delegates*
- 7:25 am *By Appointment Only* Bus Departure
• CPR/First Aid
- 7:30 am – 9:00 am **Judges' Breakfast and Orientation**
- 7:30 am – 9:00 am **Forensic Medicine**
- 8:00 am – 10:30 am **Dental Terminology**
Knowledge Test: Pharmacology
Knowledge Test: Transcultural Health Care
• *Orientation and Written Test*
- 8:00 am – 6:00 pm **EDUCATIONAL SYMPOSIUM CENTER**
* *Open to all conference participants, a variety of workshops will be scheduled.*

Friday, June 27, 2014

8:25 am
By Appointment Only

Bus Departure
• Biotechnology
• EMT

8:30 am – 11:30 pm

HOSA Leadership University
HOSA 401 – New Advisors

8:30 am – 11:30 am

HOSA Leadership University
HOSA 101 – Members

*** HOSA SHOWCASE ***

• *Open to all conference participants*

9:00 am – 3:00 pm

Medical Photography

9:00 am – 12 noon

COMPETITIVE EVENTS (By Appointment)

Extemporaneous Writing

• Judging (Judges only)

Forensic Medicine

• Judging (Judges Only)

HOSA Bowl

Researched Persuasive Speaking

Job Seeking Skills

9:00 am – 1:00 pm

HOSA Exposition and Showcase

10:00 am – 11:00 am

CEU Credit:
Meeting with HOSA Management
HOSA Inc. Board Members and Staff

10:30 am – 1:00 pm

Knowledge Test: Medical Law & Ethics
Knowledge Test: Human Growth & Development
Epidemiology
• *Orientation and Written Test*

12:00 pm – 2 pm
Time Approximate

HOSA Bowl Finals
* *Open to all conference participants*

1:00 pm – 2:00 pm

Networking Meeting – State Advisors Only

1:00 pm
By Appointment Only

Bus Departure
• Veterinary Science

1:00 pm – 4:00 pm

Speaking Skills (By Appointment)

1:00 pm – 4:00 pm

HOSA Leadership University
HOSA 501 – Advanced Chapter Advisors

1:00 pm – 4:00 pm

HOSA Leadership University
HOSA 201 – Local Chapter Officers

2:00 pm – 3:00 pm

New Board Member Orientation

Friday, June 27, 2014

7:30 pm – 10:00 pm

National Recognition Session

- Advisor Tribute and Recognition
- Outstanding Service Award for HOSA Secondary Chapter Advisors
- National Service Project
- Healthcare Issues Exam
- Barbara James Service Award
- HOSA Happenings
- Outstanding HOSA Chapter
- Outstanding State Leader
- MRC Volunteer Recognition
- 2013-14 National Officer Recognition
- Presentation of 2014-15 National Executive Council

10:00 pm – 10:30 pm

CEU Credit Distribution

10:00 pm – 12 am

Committee Meetings (if needed)

- Rules and Arbitration Committee
- Credentials and Tellers Committee

12:30 am

Curfew

Saturday, June 28, 2014

All Day

HOSA Headquarters

All Day

Competitive Events Headquarters

All Day

HOSA Day at Walt Disney World

8:00 am – 9:00 am

CEU Credit Distribution

** Must bring completed forms*

8:00 am – 9:00 am

Transition Breakfast

** Newly elected national officers*

4:00 pm – 6:00 pm

Postsecondary/Collegiate Grand Awards Session

8:00 pm – 10:00 pm

Secondary Grand Awards Session

10:00 pm – 12:00 am

Grand Awards Dance

1:00 am

Curfew

Sunday, June 29 through Wednesday, July 2, 2014

All Day

National Executive Council Training

HOSA
**Future
NOW**



future
health
professionals

[TRANSLATE](#) | [DONATE](#) | [LOGIN](#) | [SHOP HOSA](#)

[TeamHOSA - Leadership e-Guide](#)

[HOME](#) [ABOUT HOSA](#) [MEMBERSHIP](#) [ADVISORS](#) [EVENTS](#) [ENGAGEMENT](#) [ALUMNI](#) [PRESS ROOM](#) [RESOURCES](#)

National Leadership Conference

The highlight of every year for HOSA members is the HOSA National Leadership Conference. The conference is held in June in different cities across the United States.

The HOSA National Leadership Conference includes:

- Exciting general sessions
- Educational and social learning activities
- Leadership academies
- Tours to healthcare facilities
- Exhibits presented by professional healthcare associations
- The National Competitive Events program
- The annual business of the national student organization of HOSA by the national voting delegates
- The Educational Symposium - workshops presented by professional partners that provide information about current health care issues
- An opportunity to meet people from across the United States and Puerto Rico with similar career goals
- Fun, excitement, recognition, and opportunity for HOSA members!



*Reasonable Accommodation Policy

HOSA members with disabilities or who do not speak English will be reasonably accommodated in national competitive events through event modification as a means of providing an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that HOSA may not be able to provide. For Spanish speaking competitors, HOSA will make every effort to find interpreters as needed. Requests for reasonable accommodation must be indicated on the HOSA National Leadership Conference registration form and submitted to National HOSA by the May 15 deadline.

HOSA National Leadership Conferences:

- 2014 - June 25-28 - Disney's Coronado Springs Resort, Orlando Florida
- 2015 - June 24-27 - Hilton Anaheim - Anaheim, California
- 2016 - June 22-25 - Gaylord Opryland Hotel - Nashville, Tennessee
- 2017 - June 21-24 - Disney's Coronado Springs Resort, Orlando Florida

CONTACT HOSA

HOSA-Future Health Professionals



CONSENT

Item 7C.

Gifts & Donations

GIFTS & DONATIONS

Prescott Valley Walmart – Andrea Weedon
3450 N. Glassford Hill Road, Prescott Valley
Donated materials for the Engineering Expo and S.T.E.A.M. Program
With the donor's value of \$50
To be used at Glassford Hill Middle School

Mr. & Mrs. Clark
9425 E. Mystic River Way, Prescott Valley
Donated sports equipment
With the donor's value of \$150
To be used as prizes for the Glassford Hill Middle School/GEAR UP Perfect Attendance Incentive Program

Prescott Valley ACE Hardware – Marsha Sprunger (HR Dept)
7211 E. 1st Street, Prescott Valley
Donated two gas barbeque grills and a five-drawer tool chest
With the donor's value of \$1,500
To be used as prizes for the Glassford Hill Middle School/GEAR UP Perfect Attendance Incentive Program

DISCUSSION

Item 8A.

Policy Advisories

499 – 503

First Reading

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8A
FROM:	Danny Brown, Director of Federal Program/School Improvement	Reading X
DATE:	April 22, 2014	Discuss X
SUBJECT:	Policy Review - Policy Advisories #499-503 First Reading	Action Consent
<hr/>		
OBJECTIVE:	Board Governance	

SUPPORTING DATA:

To insure compliance with State Statutes, Policy Advisories 499 – 503 have been submitted by the Arizona School Boards Association (ASBA) relating to Section B (Board Governance & Operations) and Section J (Students).

-E = Exhibit

Governing Board adoption is not required for exhibits but they are provided in the packet for information purposes.

PA #499	BCB – Board Member Conflict of Interest
PA #500	BE – School Board Meetings
PA #501	JICI – Weapons in Schools
PA #502	JL – Student Wellness
PA #503	JLF-EB; JLF-EC; JLF-ED – Reporting Child Abuse/Child Protection

SUMMARY & RECOMMENDATION:

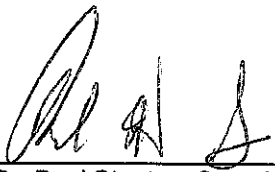
This is the First Reading of suggested changes to policies and exhibits.

Information from ASBA has been provided to assist the Board in understanding legislation and is included along with the proposed draft policies. HUSD administrative summaries and recommendations are included and located at the front of each individual advisory.

The Second Reading will be included on a future meeting agenda. Upon approval these policies and exhibits will become effective immediately and will be added to the current Policy Manual.

Sample Motion: n/a

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Paul Stanton 759-5007 (Section B)
Danny Brown 759-4010 (Section J)

POLICY SERVICES ADVISORY

Volume 26, Number 2

March 2014

Policy Advisory No. 499	BCB — Board Member Conflict of Interest
Policy Advisory No. 500	BE — School Board Meetings
Policy Advisory No. 501	JICI — Weapons In School
Policy Advisory No. 502	JL — Student Wellness
Policy Advisory No. 503	JLF-EB through JLF-ED — Reporting Child Abuse/ Child Protection

Policy Advisory Discussion

The new format in the presentation of Policy Advisories is to place each relevant discussion immediately above the document which is to be considered by the Governing Board for adoption as a policy and the Superintendent for implementation as a regulation or exhibit.

If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, Director of Legal/Policy Services; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or Nick Buzan, Policy Consultant. Our E-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [nbuzan@azsba.org]. You may also fax information to (602) 254-1177.

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

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

Policy Advisory No. 499 Policy BCB — Board Member Conflict of Interest

Board Members are forbidden from supplying school districts with equipment, material, supplies or services unless pursuant to an award or contract let after public competitive bidding. An exception exists for equipment, material, and supplies under certain dollar amounts. Policy BCB is revised to clarify that the exception for Board Member purchases applies only to equipment, materials, and supplies, and NOT services.

For a more extensive discussion on this rule see A.G.O. 187-035 discussing Arizona Revised Statutes 38-503(C) and 15-323.

HUSD Summary (Paul Stanton)

This policy has been revised to clarify that the exception for Board Member purchases applies only to equipment, materials, and supplies, and NOT services. Purchases for supplies may only be made after public competitive bidding.

It is the recommendation of administration that the policy be adopted as presented by ASBA.

Policy Advisory No. 499 Policy BCB — Board Member Conflict of Interest.

Board Members are forbidden from supplying school districts with equipment, material, supplies or services unless pursuant to an award or contract let after public competitive bidding. An exception exists for equipment, material, and supplies under certain dollar amounts. Policy BCB is revised to clarify that the exception for Board Member purchases applies only to equipment, materials, and supplies, and NOT services.

For a more extensive discussion on this rule see A.G.O. I87-035 discussing Arizona Revised Statutes 38-503(C) and 15-323.

B-0800

© 2014 Arizona School Boards Association

BCB

**BOARD MEMBER CONFLICT
OF INTEREST**

Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. 43-1001. [LEGAL REF.: A.R.S. 15-323]

Employment Limitation

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

Conflict of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S. 38-503]

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

Page 2 of 20

**Purchases from Governing Board
Members for Districts with
3,000 or More Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for supplies may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- Purchases for supplies, materials, and equipment ~~goods or services~~ are limited to three hundred dollars (\$300) per transaction;
- Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);
- The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

**Purchases from Governing Board
Members for Districts with
Fewer than 3,000 Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for supplies may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations;
- Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding;
- Each purchase is approved by the Governing Board;
- The amount of the purchase is included in the Board's meeting minutes.

[LEGAL REF.: A.R.S. 15-323; A.G.O. I06-002]

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

Page 3 of 20

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. 38-509]

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-213
 15-323
 15-421
 15-502
 38-481
 38-503
 38-509
 43-1001
 A.G.O. 184-012
 187-035
 188-013
 106-002

CROSS REF.: BBBA - Board Member Qualifications
 DJE - Bidding/Purchasing Procedures

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

Page 4 of 20

Policy Advisory No. 500 Policy BE — School Board Meetings

Arizona Revised Statute 15-321(D) states, "The board shall prescribe rules for its own government. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual board members." ASBA Policy Services has determined that an adjustment to meet the minimum standard stated in A.R.S. 15-321(D) is appropriate for the document model. Governing Boards "may hold other meetings as often as called." Thus, should a local Governing Board schedule regular meetings on a more frequent basis than the minimum of once each month, the Policy Manual may reflect this schedule.

Choose one (1) of the two (2) options for placement in Policy BE.

HUSD Summary (Paul Stanton)

This policy has been revised to clarify that the Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. Two options are provided by ASBA. At the Board's organizational meeting in January the Board approved meeting the second Tuesday of each month (option 2).

It is the recommendation of administration that the policy be adopted as presented by ASBA.

Policy Advisory No. 500 Policy BE — School Board Meetings. Arizona Revised Statute 15-321(D) states, "The board shall prescribe rules for its own government. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual board members." ASBA Policy Services has determined that an adjustment to meet the minimum standard stated in A.R.S. 15-321(D) is appropriate for the document model. Governing Boards "may hold other meetings as often as called." Thus, should a local Governing Board schedule regular meetings on a more frequent basis than the minimum of once each month, the Policy Manual may reflect this schedule.

Choose one (1) of the two (2) options for placement in Policy BE.

B-1400

© 2014 Arizona School Boards Association

BE

SCHOOL BOARD MEETINGS

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

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

Page 5 of 20

Choose this:

The _____ and _____ of each calendar month during the regular school year are designated as the regular Board meeting dates. The Board may hold other meetings as often as called.

★ **Or choose this:**

The second Tuesday of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.

A regular meeting may be rescheduled or canceled:

- By majority vote of the Board when noticed as a meeting agenda item.
- By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 - Significantly inclement weather conditions, or
 - A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Adopted: date of Manual adoption

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

Page 6 of 20

LEGAL REF.: A.R.S. 15-321
15-843
38-431 *et seq.*
A.G.O. 179-45

CROSS REF.: BEC - Executive Sessions/Open Meetings
BEDA - Notification of Board Meetings
BEDB - Agenda
BEDC - Quorum

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

Policy Advisory No. 501 JICI — Weapons In School (Danny Brown)

The description of a knife in the bulleted item under "Weapon means any of the following" is deleted. The length of a knife is inconsequential when issues of school safety are involved.

It is the recommendation of administration that the policy be adopted as presented by ASBA.

Policy Advisory No. 501 JICI — Weapons In School. The description of a knife in the bulleted item under “Weapon means any of the following” is deleted. The length of a knife is inconsequential when issues of school safety are involved.

J-3100

© 2014 Arizona School Boards Association

JICI

WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulations for student possession of bows or firearms on District property for the purpose of the student's participation in a course of training in bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statutes (A.R.S.) 15-713, 15-714, and 15-714.01. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

- *Weapon* means any of the following:
 - A firearm.

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

Page 8 of 20

- A knife, ~~other than a folding pocket knife with a blade length of not more than two and one half (2 1/2) inches that cannot be locked in an open position.~~
 - A destructive device.
 - A dangerous instrument.
- *Simulated weapon* means an instrument displayed or represented as a weapon.
 - *Firearm* means any of the following:
 - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such firearm.
 - Any firearm muffler or silencer.
 - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
 - Any combination of parts that could be readily assembled to form a firearm.
 - *Destructive device* means:
 - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
 - Any collection of parts that could be readily assembled to form a destructive device.
 - *Dangerous instrument* means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.
 - *School premises* means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, et cetera) are held away from District property.
 - *Deadly weapon* means any weapon designed for lethal use, including a firearm.

Adopted: date of Manual adoption

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

LEGAL REF.: A.R.S. 13-2911 15-342 15-714.01
 13-3102 15-515 15-841
 13-3111 15-713 15-843
 15-341 15-714

20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990

CROSS REF.: JI - Student Rights and Responsibilities
 JIC - Student Conduct
 JIH - Interrogations, Searches, and Arrests
 JK - Student Discipline
 JKD - Student Suspension
 JKE - Expulsion of Students

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

Policy Advisory No. 502 JL — Student Wellness.

Policy language has been modified to align with the requirements of the Healthy, Hunger-free Kids Act of 2010.

HUSD Summary (Danny Brown)

Specific language is added under within the policy that includes a measurable evaluation specific to the implementation of the policy.

It is the recommendation of administration that the policy be adopted as presented by ASBA.

Policy Advisory No. 502 JL — Student Wellness. Policy language has been modified to align with the requirements of the Healthy, Hunger-free Kids Act of 2010.

J-4950

© 2014 Arizona School Boards Association

JL

STUDENT WELLNESS

The School District strives to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

- *Nutrition Guidelines:* All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- *Nutrition Education:* The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.
- *Physical Activity:* The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.
- *Other School-Based Activities:* The goal is to create a total school environment that is conducive to healthy eating and physical activity.

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

Page 11 of 20

- *Evaluation/Implementation:* A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. Such evaluation will be measureable. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have an opportunity to participate in the evaluation and implementation of this policy.
- *Parent, Community and Staff Involvement:* A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-242
42 U. S. C. 1751 et seq. (National School Lunch Act)
42 U. S. C. 1771 et seq. (Child Nutrition Act)

CROSS REF.: ABA - Community Involvement in Education
ABAA - Parental Involvement
BBA - Board Powers and Responsibilities
EF - Food Services
EFE - Competitive Food Sales/Vending Machines
IA - Instructional Goals and Objectives

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

Page 12 of 20

Policy Advisory No. 503 Exhibits JLF-EB; JLF-EC; JLF-ED — Reporting Child Abuse/Child Protection

This advisory provides districts and charter schools with new exhibits JLF-EB, JLF-EC, and JLF-ED as additional documents related to interviews and access to records of students by CPS. The exhibits are reproductions of forms provided by CPS — CPS-1047A, CPS-1048A, and CPS-1061A. The code for JLF-E, which is an unchanged exhibit, now becomes JLF-EA.

JLF-EB is a copy of a letter to be provided by a Child Protective Services Specialist to interview a child at school (Request for Interview at School, CPS-1047A.) Several provisions related to the specialist's authorization are included for school staff to review, including statutory and rule provisions related to an interview without notice to or consent of the parent, guardian or custodian; limitations on those who may attend the interview and confidentiality; and potential temporary custody determination to protect the child(ren) from abuse or neglect. If it is determined that temporary custody is necessary, the specialist will provide a Notice of Removal (PS-058) and a Temporary Custody Notice (CPS-1000A) in accordance with A.R.S. Section 8-823.

Confidentiality is referenced in CPS-1047A (JLF-EB) in this statement: "under state and federal law, any information you have or may obtain during this investigation is confidential, including this form and the fact that the above-named child(ren) have been contacted regarding allegations of abuse or neglect. Do not disseminate this information to any person unless specifically authorized by applicable law or court order."

JLF-EC and JLF-ED are forms generated by the Department of Economic Security (DES), Division of Children, Youth, and Families, Child Protective Services (CPS), for CPS Specialists employed by DES as case workers/investigators for Child Protective Services to obtain access to education records. CPS is mandated by law to investigate allegations of child abuse and neglect.

JLF-EC is a Request for Release of Education Records (Use only for CPS Investigations, CPS-1048A), A.R.S. Sections 8-800 and 8-802. This form references Title 34 of the Code of Federal Regulations (C.F.R.) Section 99.31(a)(10) which provides that a school may disclose personally identifiable information from an education record of a student without the consent of the parent, guardian or custodian if "(t)he disclosure is in connection with a health or safety emergency, under the conditions described in Section 99.36." Further, "34 C.F.R. Section 99.36(a) provides that an educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals."

Confidentiality is emphasized in CPS-1048A (JLF-EC): "under state and federal law, any information you have or may obtain during this investigation of allegations of abuse and neglect, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order."

JLF-ED is a Request for Release of Education Records (Child/Youth is a ward of the Court in the legal care, custody and control of the Arizona Department of Economic Security, CPS-1061A). This form is a more comprehensive request from a Child Protective Services (CPS) Specialist or a Unit Supervisor employed by DES and an assigned CPS representative for the named child(ren) whom DES is legally responsible to care for and protect under Title 8 of A.R.S., including Sections 8-806 and 8-825. The use of this form was authorized by the Uninterrupted Scholars Act, an amendment to the Family Educational Rights and Privacy Act (FERPA). It is codified at 20 USC Section 12332g(b)(1)(L).

The confidentiality emphasis in CPS-1061A (JLF-ED) is as follows: "under state and federal law, any information you have or may obtain from CPS, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone without a need to know of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order."

Confidentiality is emphasized in CPS-1048A (JLF-EC): "under state and federal law, any information you have or may obtain during this investigation of allegations of abuse and neglect, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order."

JLF-ED is a Request for Release of Education Records (Child/Youth is a ward of the Court in the legal care, custody and control of the Arizona Department of Economic Security, CPS-1061A). This form is a more comprehensive request from a Child Protective Services (CPS) Specialist or a Unit Supervisor employed by DES and an assigned CPS representative for the named child(ren) whom DES is legally responsible to care for and protect under Title 8 of A.R.S, including Sections 8-806 and 8-825. The use of this form was authorized by the Uninterrupted Scholars Act, an amendment to the Family Educational Rights and Privacy Act (FERPA). It is codified at 20 USC Section 12332g(b)(1)(L).

The confidentiality emphasis in CPS-1061A (JLF-ED) is as follows: "under state and federal law, any information you have or may obtain from CPS, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone without a need to know of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order."

HUSD Summary (Danny Brown)

JLF-EB is an updated "Request for Interview at School" form. Outlined in the form are specific notations as to who may be present during an interview and confidentiality. Also noted in the form is for the CPS investigator to provide a "Notice of Removal" form if he/she takes temporary custody of a child.

JLF-EC is a "Request for Release of Education Records" form. The form also highlights confidentiality in that no person shall inform the parent/guardian or anyone else related to the investigation.

JLF-ED is the same form related to records release except that it deals with children who are wards of the Court or in the legal custody and control of the AZ Department of Economic Security.

It is the recommendation of administration that the exhibits be accepted as presented by ASBA.

Policy Advisory No. 503 Exhibits JLF-EB; JLF-EC; JLF-ED — Reporting Child Abuse/Child Protection. This advisory provides districts and charter schools with new exhibits JLF-EB, JLF-EC, and JLF-ED as additional documents related to interviews and access to records of students by CPS. The exhibits are reproductions of forms provided by CPS – CPS-1047A, CPS-1048A, and CPS-1061A. The code for JLF-E, which is an unchanged exhibit, now becomes JLF-EA.

JLF-EB is a copy of a letter to be provided by a Child Protective Services Specialist to interview a child at school (Request for Interview at School, CPS-1047A.) Several provisions related to the specialist's authorization are included for school staff to review, including statutory and rule provisions related to an interview without notice to or consent of the parent, guardian or custodian; limitations on those who may attend the interview and confidentiality; and potential temporary custody determination to protect the child(ren) from abuse or neglect. If it is determined that temporary custody is necessary, the specialist will provide a Notice of Removal (PS-058) and a Temporary Custody Notice (CPS-1000A) in accordance with A.R.S. Section 8-823.

Confidentiality is referenced in CPS-1047A (JLF-EB) in this statement: "under state and federal law, any information you have or may obtain during this investigation is confidential, including this form and the fact that the above-named child(ren) have been contacted regarding allegations of abuse or neglect. Do not disseminate this information to any person unless specifically authorized by applicable law or court order."

JLF-EC and JLF-ED are forms generated by the Department of Economic Security (DES), Division of Children, Youth, and Families, Child Protective Services (CPS), for CPS Specialists employed by DES as case workers/investigators for Child Protective Services to obtain access to education records. CPS is mandated by law to investigate allegations of child abuse and neglect.

JLF-EC is a Request for Release of Education Records (Use only for CPS Investigations, CPS-1048A), A.R.S. Sections 8-800 and 8-802. This form references Title 34 of the Code of Federal Regulations (C.F.R.) Section 99.31(a)(10) which provides that a school may disclose personally identifiable information from an education record of a student without the consent of the parent, guardian or custodian if "(t)he disclosure is in connection with a health or safety emergency, under the conditions described in Section 99.36." Further, "34 C.F.R. Section 99.36(a) provides that an educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals."

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

Page 13 of 20

Confidentiality is emphasized in CPS-1048A (JLF-EC): "under state and federal law, any information you have or may obtain during this investigation of allegations of abuse and neglect, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order."

JLF-ED is a Request for Release of Education Records (Child/Youth is a ward of the Court in the legal care, custody and control of the Arizona Department of Economic Security, CPS-1061A). This form is a more comprehensive request from a Child Protective Services (CPS) Specialist or a Unit Supervisor employed by DES and an assigned CPS representative for the named child(ren) whom DES is legally responsible to care for and protect under Title 8 of A.R.S, including Sections 8-806 and 8-825. The use of this form was authorized by the Uninterrupted Scholars Act, an amendment to the Family Educational Rights and Privacy Act (FERPA). It is codified at 20 USC Section 12332g(b)(1)(L).

The confidentiality emphasis in CPS-1061A (JLF-ED) is as follows: "under state and federal law, any information you have or may obtain from CPS, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone without a need to know of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order."

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

EXHIBIT

EXHIBIT

**REPORTING CHILD ABUSE /
CHILD PROTECTION****REQUEST FOR INTERVIEW AT SCHOOL
(CPS-1047A)**

Date

Name of School

*Address (No., Street, Ste. No., City, State, ZIP)*RE:

(Child(ren) 's Name(s))

I am a Child Protective Services Specialist employed by the Arizona Department of Economic Security. Child Protective Services (CPS) is mandated by law to investigate allegations of child abuse and neglect. Arizona Revised Statutes (A.R.S.) § 8-800 and § 8-802. As part of my investigation, I need to speak with one or more children at this school. Please provide me with immediate access to the above-named child(ren).

I am authorized by A.R.S. § 8-802(C)(4) and A.A.C. R6-5-5508(C) to interview a child without notice to or consent of the parent, guardian or custodian. See Arizona Attorney General Opinions (AG Opinions) 175-219, 175-234, 188-062, 104-003. Do not contact, directly or indirectly, the parents, guardians or custodians of the above-named child(ren) unless specifically requested or authorized by me, the assigned CPS Specialist.

Because of the sensitive and confidential nature of a CPS investigation, school personnel and others are not permitted to be present during the interview(s) of the child(ren) nor can they be informed of what was discussed. See A.R.S. § 8-807, AG Opinion 198-008.

If at any time I determine, pursuant to A.R.S. § 8-821, that temporary custody is clearly necessary to protect the child(ren) from abuse or neglect, I will provide you with a Notice of Removal (PS-058) and provide the parents, guardians, or custodians a Temporary Custody Notice (CPS-1000A) in accordance with A.R.S. § 8-823.

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

Page 15 of 20

Under state and federal law, any information you have or may obtain during this investigation is confidential, including this form and the fact that the above-named child(ren) have been contacted regarding allegations of abuse or neglect. DO NOT disseminate this information to any person unless specifically authorized by applicable law or court order.

Thank you for your cooperation.

CPS Specialist's Name		Address (No., Street, Ste. No., City, State, ZIP)	
Phone No.	Fax No.	E-mail Address	
CPS Specialist's Name			

EOE/ADA/LEP/GINA Disclosures

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

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

EXHIBIT

EXHIBIT

**REPORTING CHILD ABUSE /
CHILD PROTECTION****REQUEST FOR RELEASE OF EDUCATION RECORDS
(Use only for CPS Investigations - CPS-1048A)**_____
Date

To: _____

Fax No.: _____

Address: _____
(No., Street, City, State, ZIP)RE: _____
(Child[ren]'s Names and DOB[s])

I am a Child Protective Services (CPS) Specialist employed by the Arizona Department of Economic Security (DES) as a case worker/investigator for Child Protective Services (CPS). CPS is mandated by law to investigate allegations of child abuse and neglect. See Arizona Revised Statutes (A.R.S.) § 8-800 and § 8-802. As part of my investigation, I need to review and/or have copies of the education records of the above-named child(ren). Please provide me with immediate access to the records requested below. If a portion of the records are not immediately available, please provide me with all available records and provide the remaining records to me as soon as possible.

Title 34 of the Code of Federal Regulations (C.F.R.) § 99.31(a)(10) provides that a school may disclose personally identifiable information from an education record of a student without the consent of the parent, guardian or custodian if "[t]he disclosure is in connection with a health or safety emergency, under the conditions described in § 99.36." 34 C.F.R. § 99.36(a) provides that an educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Pursuant to 34 C.F.R. § 99.31 and § 99.36, please provide me the education records of the above-named child(ren).

This request is being made to protect this child/others from possible imminent danger.

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

Page 17 of 20

Under state and federal law, any information you have or may obtain during this investigation of allegations of abuse and neglect, including the fact that the above-named child(ren) may have been contacted or that this Request for Education Records is being made is **CONFIDENTIAL**. **DO NOT** inform anyone of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order.

Please provide the records to me as soon as possible by:

- ☐ Mailing them to me at: _____
- ☐ Calling me at: _____ to pick them up when they are ready. Please specify the hours you are open when you leave a message.
- ☐ Other: _____

Thank you for your cooperation.

CPS Specialist's Name (*Print or Type*)

CPS Specialist's Signature

EOE/ADA/LEP/GINA Disclosures

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

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

Page 18 of 20

EXHIBIT

EXHIBIT

REPORTING CHILD ABUSE / CHILD PROTECTION

REQUEST FOR RELEASE OF EDUCATION RECORDS
(Child/Youth is a ward of the Court in the legal care, custody
and control of the Arizona Department of
Economic Security - CPS-1061A)

Date

To: _____
(School or the Arizona Early Intervention Program Provider [DES /AZEIP, DES /DDD, or ASDB,
and their contractors])

Fax No.: _____

Address: _____
(No., Street, City, State, ZIP)

RE: _____
(Child[ren]'s Names and DOB[s])

I am a Child Protective Services (CPS) Specialist or a Unit Supervisor employed by the Arizona Department of Economic Security (DES) and am an assigned CPS representative for the above named child(ren) whom DES is legally responsible to care for and protect under Title 8 of A.R.S., including § 8-806 and § 8-825.

Pursuant to amendments made to the Family Educational Rights and Privacy Act (FERPA) in 2013 (20 U.S.C. § 1232g (b)(1)(L)), I am entitled to receive copies of education records in your possession or control for the above named child(ren). Records sought include: special education (includes early intervention evaluations, IFSPs, service logs, and comparable IDEA Part B records), discipline, attendance, assessments, medical, speech-language, academic, state or district mandated testing, immunization, birth certificate, Section 504 plans, social, psychological, and achievement records. Records you provide will not be disclosed by DES except to an authorized individual or entity engaged in addressing the child(ren)'s educational needs, or as directed by a court.

Under state and federal law, any information you have or may obtain from CPS, including the fact that the above-named child(ren) may have been contacted or that this Request for Education Records is being made is CONFIDENTIAL. DO NOT inform anyone without a need to know of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order.

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

Page 19 of 20

Please provide the records to me as soon as possible by:

- ☐ Mailing them to me at: _____
- ☐ Calling me at: _____ to pick
them up when they are ready. Please specify the hours you are open when you
leave a message.
- ☐ Other: _____

Thank you for your cooperation.

CPS Specialist's Name (*Print or Type*)

CPS Specialist's Signature

EOE/ADA/LEP/GINA Disclosures

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

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

Page 20 of 20

DISCUSSION

Item 8B.

Policy Revision

IIE – Student Schedules & Course Loads

First Reading

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 88
FROM:	Danny Brown, Director of Federal Program/School Improvement	Reading X
DATE:	April 22, 2014	Discuss
SUBJECT:	Revision to Policy IIE -- Student Schedules and Course Loads	Action X
	First Reading	Consent
OBJECTIVE:	Board Governance	

SUPPORTING DATA:

Board Policy IIE describes student schedules and course loads. Within the current policy graduating seniors are required to enroll in a minimum of four classes. With the advent of early release Wednesdays graduating seniors could not attend the high school for the required State minimum of four hours. Graduating seniors are now required to attend five classes to meet this minimum requirement.

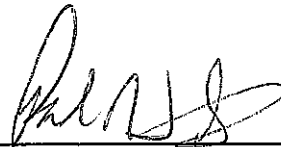
SUMMARY & RECOMMENDATION:

We are asking that the governing board revise Policy IIE (revisions attached) to reflect the change that graduating seniors will be required to enroll in a minimum of five classes.

A second reading with possible adoption will be added to a future governing board meeting agenda.

Sample Motion: n/a

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Danny Brown 759-4010

STUDENT SCHEDULES AND COURSE LOADS

It shall be the responsibility of the principal, with the cooperation of assigned counselors, to assist students in the scheduling of classes. All students in the high school except graduating seniors are required to enroll in six (6) classes. Graduating seniors will be required to enroll in a minimum of ~~four (4)~~ five (5) classes.

Adopted: date of Manual adoption

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

ACTION

Item 9A.

2014 – 15

Salary Schedules &

Classification List

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9A**
FROM: Dr. Paul H. Stanton, Superintendent Reading
Dan Streeter, Director of Human Resources
Professional Staff Meet & Confer Committee
Support Staff Meet & Confer Committee
DATE: April 22, 2014 Discuss X
SUBJECT: Approval of 2014-15 Certified and Classified Salary Schedules and Action X
Classification List

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

SUPPORTING DATA:

At the March 24, 2014 Combined Professional and Support Staff Meet & Confer Committee Meeting, the Committee voted to recommend that the Certified Salary, Psychologist Salary, Professional Speech Language Salary, Nurse Salary, OT/COTA/PT Salary, and Classified Pay Schedules for the 2014-2015 school year be approved with no changes from the previous year. The committee also recommended that the Classification List be approved with no changes from the previous year.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the salary schedules, pay schedules, and classification list as presented.

Sample Motion

I move to approve the attached 2014-2015 Certified Salary Schedule, 2014-2015 Psychologist Salary Schedule, 2014-2015 Professional Speech Language Salary Schedule, 2014-2015 Nurse Salary Schedule, 2014-2015 OT/COTA/PT Salary Schedule, 2014-2015 Classified Pay Schedule, 2014-2015 Classification List as presented.

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

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

CERTIFIED SALARY SCHEDULE 2014-2015

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
2013-14 NEW HIRE PLACEMENT YEARS EXPERIENCE	Bachelor's →	BA or 1st Certificate	BA +12	BA +24	BA +40	BA +52	BA +64	BA +76	---	---	---
	Master's →	---	---	---	MA	MA +12	MA +24	MA +36	MA +48	MA +60	Ed. D. Ph.D.
0-3	Step 2	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610
4	Step 3	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
5+	Step 4	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
Note: For 2014-15, a new employee to the District with 0-3 years of prior experience will be placed on Step 2, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 3. A new employee with 5+ years will be placed on Step 4.	Step 5	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
	Step 6	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	Step 7	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	Step 8	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	Step 9		38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610
	Step 10		39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610
	Step 11		40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610
	Step 12			42,610	43,610	44,610	45,610	46,610	47,610	48,610	49,610
	Step 13			43,610	44,610	45,610	46,610	47,610	48,610	49,610	50,610
	Step 14				45,610	46,610	47,610	48,610	49,610	50,610	51,610
	Step 15				46,610	47,610	48,610	49,610	50,610	51,610	52,610
	Step 16				47,610	48,610	49,610	50,610	51,610	52,610	53,610
	Step 17				48,610	49,610	50,610	51,610	52,610	53,610	54,610
	Step 18				49,610	50,610	51,610	52,610	53,610	54,610	55,610
	Step 19				50,610	51,610	52,610	53,610	54,610	55,610	56,610
	Step 20					52,610	53,610	54,610	55,610	56,610	57,610
	Step 21						54,610	55,610	56,610	57,610	58,610
	Step 22						55,610	56,610	57,610	58,610	59,610
	Step 23							57,610	58,610	59,610	60,610
	Step 24								59,610	60,610	61,610
	Step 25									61,610	62,610

In addition to the salary from the above schedule, which is paid bi-weekly, teachers are eligible to receive additional 2014-15 income from Prop 301 funds. Humboldt Unified School District pays more Prop 301 dollars to teachers than most other districts in Arizona. The amount for the 2014-15 school year will be determined when established by the State.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

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

PROFESSIONAL SALARY SCHEDULE

PSYCHOLOGIST (195 DAYS)

2014-2015

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
Step	BA	BA+30	MA	MA+12	MA+24	MA+36	MA +48	MA +60	Ed. D. Ph.D.
1	44,610	46,610	48,610	49,610	50,610	51,610	52,610	53,610	54,610
2	45,610	47,610	49,610	50,610	51,610	52,610	53,610	54,610	55,610
3	46,610	48,610	50,610	51,610	52,610	53,610	54,610	55,610	56,610
4	47,610	49,610	51,610	52,610	53,610	54,610	55,610	56,610	57,610
5	48,610	50,610	52,610	53,610	54,610	55,610	56,610	57,610	58,610
6	49,610	51,610	53,610	54,610	55,610	56,610	57,610	58,610	59,610
7	50,610	52,610	54,610	55,610	56,610	57,610	58,610	59,610	60,610
8		53,610	55,610	56,610	57,610	58,610	59,610	60,610	61,610
9		54,610	56,610	57,610	58,610	59,610	60,610	61,610	62,610
10			57,610	58,610	59,610	60,610	61,610	62,610	63,610
11			58,610	59,610	60,610	61,610	62,610	63,610	64,610
12				60,610	61,610	62,610	63,610	64,610	65,610
13				61,610	62,610	63,610	64,610	65,610	66,610
14					63,610	64,610	65,610	66,610	67,610
15					64,610	65,610	66,610	67,610	68,610

Note: For 2014-15, a new employee to the District with 0-3 years of prior experience will be placed on Step 1, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 2. A new employee with 5+ years will be placed on Step 3.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

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

PROFESSIONAL SALARY SCHEDULE

SPEECH LANGUAGE (185 DAYS)

2014-2015

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
Step	BA	BA+30	MA	MA+12	MA+24	MA+36	MA +48	MA +60	Ed. D. Ph.D.
1	44,610	46,610	48,610	49,610	50,610	51,610	52,610	53,610	54,610
2	45,610	47,610	49,610	50,610	51,610	52,610	53,610	54,610	55,610
3	46,610	48,610	50,610	51,610	52,610	53,610	54,610	55,610	56,610
4	47,610	49,610	51,610	52,610	53,610	54,610	55,610	56,610	57,610
5	48,610	50,610	52,610	53,610	54,610	55,610	56,610	57,610	58,610
6	49,610	51,610	53,610	54,610	55,610	56,610	57,610	58,610	59,610
7	50,610	52,610	54,610	55,610	56,610	57,610	58,610	59,610	60,610
8		53,610	55,610	56,610	57,610	58,610	59,610	60,610	61,610
9		54,610	56,610	57,610	58,610	59,610	60,610	61,610	62,610
10			57,610	58,610	59,610	60,610	61,610	62,610	63,610
11			58,610	59,610	60,610	61,610	62,610	63,610	64,610
12				60,610	61,610	62,610	63,610	64,610	65,610
13				61,610	62,610	63,610	64,610	65,610	66,610
14					63,610	64,610	65,610	66,610	67,610
15					64,610	65,610	66,610	67,610	68,610

Note: For 2014-15, a new employee to the District with 0-3 years of prior experience will be placed on Step 1, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 2. A new

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

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

NURSE SALARY SCHEDULE

2014-15

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
2013-14 NEW HIRE PLACEMENT YRS. EXP.	Step	No Degree	BA	BA +12	BA +24	BA +40 MA	BA +52 MA +12	BA +64 MA +24	BA +76 MA +36	MA +48	MA +60	Ed.D Ph.D
0-3	2	29,610	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610
4	3	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
5+	4	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
Note: For 2014-15, a new employee to the District with 0-3 years of prior experience will be placed on Step 2, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 3. A new employee with 5+ years will be placed on Step 4.	5	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
	6	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	7	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	8	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	9		37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610
	10			39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610
	11			40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610
	12				42,610	43,610	44,610	45,610	46,610	47,610	48,610	49,610
	13				43,610	44,610	45,610	46,610	47,610	48,610	49,610	50,610
	14					45,610	46,610	47,610	48,610	49,610	50,610	51,610
	15					46,610	47,610	48,610	49,610	50,610	51,610	52,610
	16					47,610	48,610	49,610	50,610	51,610	52,610	53,610
	17					48,610	49,610	50,610	51,610	52,610	53,610	54,610
	18					49,610	50,610	51,610	52,610	53,610	54,610	55,610
	19					50,610	51,610	52,610	53,610	54,610	55,610	56,610
	20						52,610	53,610	54,610	55,610	56,610	57,610
	21							54,610	55,610	56,610	57,610	58,610
	22							55,610	56,610	57,610	58,610	59,610
	23								57,610	58,610	59,610	60,610
	24									59,610	60,610	61,610
	25										61,610	62,610

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

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

OT/COTA/PT SALARY SCHEDULE 2014-15

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

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

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

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

CLASSIFIED PAY SCHEDULE

2014-2015

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

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dr. Paul H. Stanton, Superintendent

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

2014-2015

Classification 1 \$7.78

Classification 2 \$8.28

Homework/Activity Club Assistant
Lunchroom Aide
Playground Aide
Bus Aide
F&N Worker

Classification 3 \$8.78

ELL Aide
Resource Aide
Teacher's Aide
Title 1 Aide

Classification 4 \$9.28

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

Classification 5 \$9.78

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

Classification 6 \$10.28

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

Classification 7 \$10.78

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

Classification 8 \$11.28

DO Accounting Clerk
DO Accounts Payable/Fixed Asset
DO Administrative Secretary
DO Auxiliary Operations/Cash Mgt.
DO Benefits Coordinator
DO Budget Technician
F&N Manager 2
Lead Maintenance Custodian 2
DO Payroll Coordinator
DO Payroll Specialist
DO Personnel Coordinator

Classification 9 \$11.78

Classification 10 \$12.28

IS Help Desk Technician

Classification 11 \$13.28

Family Resource Specialist

Classification 12 \$14.28

Classification 13 \$15.28

District Maintenance Technician
Mechanic

Classification 14 \$16.28

IS Technician

Classification 15 \$17.28

Admin Sec/Supt/Gov Bd
Lead Mechanic
Purchasing Agent

Classification 16 \$18.28

IS Specialist

Classification E (Separate Schedules)

Director of Finance
Internal Audit Manager
Director of F&N
Director of Maintenance
Director of Information Technology
Director of Transportation
Occupational Therapist
Occupational Therapist Assistant
Physical Therapist

ACTION

Item 9B.

Movement on Pay Scale

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 98
FROM:	Dr. Paul H. Stanton, Superintendent Dan Streeeter, Director of Human Resources Professional Staff Meet & Confer Committee Support Staff Meet & Confer Committee	Reading
DATE:	April 22, 2014	Discuss X
SUBJECT:	Request for one step movement for all district employees	Action X
		Consent
<hr/>		
OBJECTIVE:	Goal #4: To Attract and Retain Highly Effective Employees	

SUPPORTING DATA

Based on the budget presentation at the March 24, 2014 Combined Professional and Support Staff Meet & Confer Committee Meeting, and the recommendation from the district administration, the Committee voted to recommend that wage scales and salary schedules be unfrozen and that all employees receive one step movement on the appropriate board approved scale or schedule.

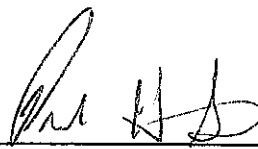
SUMMARY & RECOMMENDATION

It is the recommendation of administration that the request for one step movement be approved.

Sample Motion

I move to approve one step movement on the appropriate board approved scale or schedule for all employees for the 2014-15 fiscal year.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Dan Streeeter 759-4006

Personnel Item 10A.

Position Reassignment

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10A
FROM:	Danny Brown, Director of Federal Programs/School Improvement	Reading
DATE:	April 22, 2014	Discuss X
SUBJECT:	Reassignment of Elementary Reading Coaches to Instructional Specialists	Action X
		Consent
<hr/>		
OBJECTIVE:	Goal #4: To Attract and Retain Highly Effective Employees	

SUPPORTING DATA:

In order to provide consistency across the district and, more importantly, to increase the scope of mentoring and instructional support within our elementary schools, we would like to transfer our current reading coach positions into the role of instructional specialists. This would allow our current coaches at the elementary level to now be able to observe, coach and mentor teachers across all subjects including the area of reading.

As we move towards a model where we can develop and implement an induction/mentoring program, these new roles will become vital. We are hopeful that all instructional specialists across the district can help to in-service new teachers prior to the beginning of the school year on the district's core values and what is expected of them in the classroom. Throughout the school year, led by our Director of Educational Services, our instructional specialists will meet with new teachers and provide continued, consistent and sustainable support.

By being involved in professional development themselves, our instructional specialists will be trained alongside our principals on the elements of our new evaluation tool and other important professional development (i.e. inductive math). By doing this, our instructional specialists will be able to provide a consistent approach when observing teachers and providing the needed coaching not just in the area of reading, but in all subjects. Our evaluation tool components should be evident in all areas and we feel it is necessary for our elementary teacher leaders to be able to observe math, science and other areas.

A more collaborative approach can also take place as we will now be able to have those vertical conversations with the middle and high school instructional specialists. Common language, observation techniques and cognitive coaching strategies can be prioritized and formalized across the district. A copy of the recently governing board approved Instructional Specialist job description is attached to provide further clarification of this position.

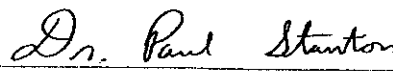
SUMMARY & RECOMMENDATION:

The District recommends that elementary reading coaches Pamela Clark, Rosamaria Corradi, Mary Davis, Diane Lerette, Mary Reeves, and Catherine Trotter be formally reassigned to the positions of Instructional Specialists. A copy of the recently board approved job description is attached for further clarification.

Sample Motion:

I move to approve the reassignment of elementary reading coaches Pamela Clark, Rosamaria Corradi, Mary Davis, Diane Lerette, Mary Reeves, and Catherine Trotter to the positions of Instructional Specialists for the 2014-15 fiscal year.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

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



The Humboldt Schools.
Motivating achievement since 1906.

JOB DESCRIPTION

JOB TITLE:	INSTRUCTIONAL SPECIALIST
DEPARTMENT:	Educational Services
REPORTS TO:	Director of Educational Services
FLSA STATUS/CLASSIFICATION:	Exempt; Cert
SUPERVISORY DUTIES:	None
APPROVED ON:	xx/xx/2014

SUMMARY: The instructional specialist is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership, mentoring and coaching. The instructional specialist has the role of decision-maker, consultant, and specialist in advising administrators, teachers, and other professional personnel. Responsibilities include instruction, coaching and staff development as it relates to instructional design and delivery. The instructional specialist serves as a member of a management team charged with the responsibility for planning, implementing, and evaluating an educational program relevant to the needs of the student population in a school and/or school system.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Directs the planning, development, field-testing, and evaluation of curriculum, instruction, assessment and intervention
- Demonstrates knowledge and understanding of research-based instructional strategies
- Understands and interprets assessment data both formal and informal to inform instructional decisions
- Meets and collaborates regularly with school level and district support personnel
- Directs the publication and provision of district-wide instructional-related staff development, including in-service training designed to support implementation of newly developed curricula through lesson design
- Supervises development of instructional guidelines, policies, regulations, and official notices
- Interprets statutes and regulations for staff and community
- Provides professional development for all staff members in instructional design and delivery during in-services, grade level and staff meetings
- Coaches certified and classified staff in matters related to curriculum, instruction, assessment, and intervention
- Mentors non-tenured teachers in best instructional practices and district norms
- Leads, designs and delivers the district Induction/Mentoring program in collaboration with district and school level administrators

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrates strong oral and written communication, facilitation and presentation skills
- Knowledge of accepted instructional techniques and methods working with children.
- Ability to maintain confidentiality.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction
- Demonstrates proficiency and leadership in the ongoing decision-making process for implementing research based instruction and classroom management strategies



The Humboldt Schools.
Motivating achievement since 1906.
JOB DESCRIPTION

- Proficient in clinical supervision and cognitive coaching models for improved professional practice

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Three years experience as a teacher
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, stoop, bend and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Personnel Item 10B.

**2014 – 15
Teacher Contracts**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 B
FROM: Dan Streeter, Director of Human Resources Reading
DATE: April 22, 2014 Discuss X
SUBJECT: Approval to Rehire Current 2013-14 Certified Employees for 2014-15 Action X

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

SUPPORTING DATA:

In preparation for the 2014-15 school year, all current certified staff positions were reviewed to determine whether they were needed to support District programs and student needs next year.

SUMMARY & RECOMMENDATION:

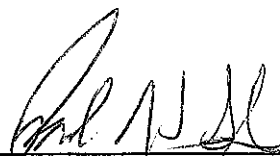
The 2013-14 certified employees on the attached list are recommended to be rehired for the 2014-15 school year. Please note that a small number of additional certified recommendations will be brought to the Board at a later meeting once various certification, evaluation, and/or highly qualified issues are addressed.

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

Sample Motion:

I move to approve the issuance of 2014-15 contracts to the certified employees listed on the attached *Recommend to Rehire Certified Employees for 2014-15* document.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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

BMHS-E

BENNETT, LINDA
HOOK, JENNIFER
LEONARD, DEBRA
MC FADDEN, CAROL V
MORRISON, RUSSELL
SHINDLEDECKER, KRISTA
TURNER, KAY
WOOD, LIBBEY L
JONES, WYLANTA

BMHS-W

BARROS, CYNTHIA L
BEILFUSS, DOUGLAS R
BOBINSKY, BRENDA
BOOHER, STACY M
BROWN, JEFFREY L
CAMPBELL, MARK
CAPKA, DAVID R
CHRISTERSON, KAREN L
CHURCH, TIFFANY L
CLIFFORD, RANDALL L
COOPER, JENNIFER M
DAMKO, KRISTOFFER J
DEHERRERA, KERI M
DICKERSON, HELEN
DIEHL JR., JAMES E
DUPUIS, AUGUSTINE P
ELLER, PATTI J
ELLIOTT, HEATHER L
ERNLUND, AMY J
FARNESSE, GEORGIANNE Y
FUSON, RONALD
GABALDON, EMILY
GILES, BRUCE
GOLIGOSKI, LAURA
GRIFFITH, GARY L
GRISKOWITZ, KATHY L
GROSS, FREDERIC J
GROVENSTEIN, GLENN L
HAESE, LAWRENCE N
HAESE, SHARON B
HATFIELD, GENA D
HESSELSCHWERDT, JANA Q
HILER, AMANDA R

HILLIG, BLAIR
HUFF, AARON R
KENDALL, VICTORIA L
LARSON, DANIELLE R
LEFFLER, KRISTIE K
LEVERON, DENISE L
LOESL, ALLISON M
LOHMAN, BARBARITA
MACGREGOR, TAD R
MADLER, TRACY
MALISE, NICHOLAS M
MC CULLY, SHERYL
MC DOWELL, MICHAEL A
MC KEOWN, KATHERINE M
MINARIK, SHERYL L
MOORE, KYMOTHY K
MULCAHY, BRIAN J
O CONNOR, ANNIE E
PONTE, GEORGE N
RIETHMILLER, ROBERT
RUSSELL, JANTINA R
SCHMIDT, DEBRA
SIMON, MICHAEL J
SIMON, RANDI K
SMITH, JARED
SOBO, CYNTHIA
STALEY, GREGORY J
TENNEY, CHRISTOPHER K
VAN WINKLE, AMY E
VICK, JONATHAN W
VILLA, MYRNA R
WILLIAMS, ROGER D
WISSELL, JANICE L
WOODRUFF, JARED K
YOUNG, VALERIE J

BMMS

ADAMS, FRANK J
HAMILTON, DIANE R
HERMANSON, ERIN R
HERSCHELMAN, SARAH Y
LOWMAN, CHERYL L
MILLER BALSIGER, SANDRA J

OVERHOLT, SUSAN K
PEREIRA, GAIL B
RIETZ, SEAN J
RUSSO, RICHARD T
SUPERGAN, MARY M
SUPERGAN, ROBERT E
TANNEHILL, MICHAEL R
TETREAULT, ASHLEY H
ULRICH, LINDA T

CSES

ANTHONY, HOLLY K
BAKER, MARVIN E
BERRY, YVONNE M
BESELER, DUSTIN M
BROWN, LYNN
CARINO, DARLENE M
CLARK, PAMELA
CONANT, ALISON C
GETTMAN, BLAKE
HAMMOND, LANI E
HEPWORTH, NICOLE D
HOUSTON, ADRIENNE R
INGERSON, KARI A
JACKSON, JENISE M
JOHNSON, DAVID E
MACY, HALEY R
MAGDALENO, XAVIER
MARKS, DEBBIE B
MC MANIGAL, JAYNE R
MILLER, JENNIFER M
NIECE, LUANNE M
OAKLIEF-SWITZER, KATRINA L
SHIDELER, DUSTIN L
SMITH, STACY M
STUKENBERG-MILLER, JULIE P
TURNER, TAMMY L
WELSH, BRENT

GHMS

BARNES, LETA A

BOLES, MARTY L
CAMPBELL, DIANA L
CARDELL, DIANE M
DALPIAZ, CHRIS A
DERICKSON, TIMOTHY J
GULLIKSON, MICHELLE D
KENNER, ADAM R
MRAZ, ANDREW J
MRAZ, MATTHEW S
ROBERTS, NATHAN D
ROBISON, REBECCA
SEGARRA, MARK
SPENCER COEN, MARGARET A
STEVENSON, SHARON D
STRAUS, SARAH B
TORP, JEFFREY N
VICK, STEVEN G

GES

BEILFUSS, JACLYN
BROOKS, REBECCA
DENMAN, BETH A
ERICKSON, VICKI L
FULFER, MELINDA
GORDON, ASHLEY
HENNING, ELIZABETH V
JACK, LEANN B
JONOVICH, COLLEEN A
KELLEY, SANDRA R
KIDD, AMY G
MACGREGOR, KATIE B
MC KEEN, JAMES M
MESAROSH, MICHELLE
MORRIS, SHAE L
PETERMAN, CHERYL A
POLAND, GUY P
SANDUM, ERICA N
SCHREINER, JOSHUA W
SWANSON, HEIDI A
TAYLOR, KATRINA
TROTTER, CATHERINE D
WILLIAMS, ELIZABETH E
WOLFINGER, LAUREL

HES

BAUMEISTER, ANNA E
BAYS, BRITTANY T
BROWN, SHERI R
BRUHN, MARY D
BRUSH, BARTLETT M
BUDD, TRISHA L
DAVIS, MARY
GALLIERS, DEBORAH J
GRAUBERGER, TAMMY R
GRAUBERGER, WILLIAM B
HART, MORIAH J
HOLT, MAUREEN L
HUBBARD, LIBERTY A
INGERSON, MICHAEL D
LEVOSKY, KAREN L
MASON, SALLY J
MYRMEL, JAMY L
PEMBERTON, TERRI J
SCHREFFLER, LAURIE L
SCHREINER, STEPHANIE H
WALKER, MELISSA A
WALTON, GWENDOLYNN

LVES

ARNTS, AMANDA T
BOWSER, AMY E
BUSK, ANDREW M
BUSK, LISA C
CHILICKY, GAYLEE
CROWSER, CASSANDRA J
HAMRICK, JACQUELYN J
HARGIS, CONNIE A
HELMICH, JEANNE D
HOPPER, SARA J
JACKMAN, CHRISTINA
JANOWSKI, MICAELA D
KING, PHILIP A
MEYER, BETH L
MRAZ, JENNIFER E

PETERSEN, MORGAN
REEVES, MARY Y
RENFREW, LINDSAY J
RIDDLE, VALTIE C
RITTER, SHELLIE
ROCK, DARELYN M
SAUNDERS, TERRY J
SIMYAK, MARISSA S
SLAY, MARIA A
THOMPSON, MARY JO
VAN DYKE, LEIGHANN
WAGNER, KAREN M
YOST, ABBY A

LTS

BLACK, MELODY L
BREEDLOVE, TRACY L
BREWER, LYNN A
CASSIDY, BARBARA J
CLOUD, MERCEDES O
CORRADI, ROSAMARIA C
DAVIS, KATHERINE D
DAWSON, SARA R
DESJADON, JESSICA D
GENTZEN, JANE M
GOEKE, KRISTI
GOODMAN, BOBBY G III
GRUVER, TRUDY S
HARCEY, MARK L
JENSEN, VIOLA D
KING, NORMA
KOLL, CYNTHIA D
MARTIN, SARAH B
NARDO, THOMAS A
PIRTLE, JOAN M
POEPPPEL, CRISTINA C
QUESENBERRY, HOLLY S
READ, JENNIFER C
ROBERTS, LINDA R
ROWADER, DARRELL
SCHARRER, CHERYL L
STOLZ, SALLY
TAGHON, RHEA N

VAN EMMERIK, KENNETH L II
VAN ORDEN, ANIKA
WILLIS, KAREN S

LOMBARDI, JUNE

MVES

ANDREASKY, PATRICIA B
BAKER, ANDREA C
BARNES, LANCE C
BASS, REBECCA J
BELL, KRISTA M
BOONE, DAVID H
BUEHLER, JESSENIA C
BUSKIRK, LYNETTE R
BYRAM, LEA M
CROW, KELSEY R
FEENEY, MARK
GRANT, KIMBERLY J
HAYDEN, JOANN
HEWSTON, TAMMY T
HUIBREGTSE, KORI M
KNOTEK, STACIA T
LERETTE, DIANE L
LEWIS, MICHAEL
LONON, KYLE S
LONON, LAURINDA M
MC ELWEE, ALLISON S
MRAZ, MICHELE L
RENFROE, JULIE M
RHONE, SUNSHINE
RIETHMILLER, ANNA
ROBERTS, KIMBERLY K
SCHUHMACHER, KATHLEEN L
SIMPSON, LORRETTA
STEVENS, JAMIE L
STRETTON, JAMIE J
WILSON, LINDA R
WOODRUFF, JENENE M

DO

MEDINA, JENNIFER N
TERRY, SCOTT T