

# **CONSENT**

## **Item 8D.**

### **Budget Report**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8D
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	May 13, 2014	Discuss
SUBJECT:	Monthly Budgets - Board Report	Action
		Consent X

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

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### SUPPORTING DATA:

Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

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

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

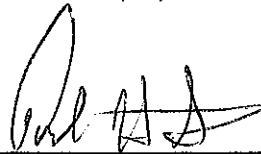
In addition, there are funds that rely on deposit collections, e.g. tuition accounts. These expenses will be charged against the appropriate account when funds are available.

*The Maintenance & Operation balance currently reflects \$319,814 that will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 6 %.*

### SUMMARY & RECOMMENDATION:

No action necessary. Reports are presented for informational purposes only.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

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

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2013-2014

Account Number / Description



Summary Only

From Date: 7/1/2013

To Date:

8/30/2014

Budget Balance  
% Remaining Bud

Fund:	001	MAINT & OPER FUNDS	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 001 Total:	\$29,389,416.92	\$23,098,930.75	\$23,098,930.75	\$6,290,486.17	\$5,158,042.88	\$1,132,443.29 3.85%
Fund:	011	CLASSROOM-BASE SAL	\$876,574.50	\$134,003.70	\$134,003.70	\$742,570.80	\$0.00	\$742,570.80 84.71%
		Fund 011 Total:						
Fund:	012	CLASSROOM-PERF PAY	\$940,303.91	\$0.00	\$0.00	\$940,303.91	\$0.00	\$940,303.91 100.00%
		Fund 012 Total:						
Fund:	013	CLASSROOM-OTHER	\$916,621.44	\$371,738.34	\$371,738.34	\$544,883.10	\$0.00	\$544,883.10 59.44%
		Fund 013 Total:						
Fund:	021	INDIAN GAMING-INSTRUCTION IMPROV	\$34,119.25	\$0.00	\$0.00	\$34,119.25	\$0.00	\$34,119.25 100.00%
		Fund 021 Total:						
Fund:	024	INDIAN GAMING - INSTRUCTIONAL IMPROV	\$263,561.64	\$21,176.06	\$21,176.06	\$242,385.58	\$24,889.00	\$217,496.58 82.52%
		Fund 024 Total:						
Fund:	050	County Pass Thru	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00 100.00%
		Fund 050 Total:						
Fund:	053	YCESA - COMMON CORE	\$0.00	\$55.20	\$55.20	(\$55.20)	\$0.00	(\$55.20) 0.00%
		Fund 053 Total:						
Fund:	071	SEI - STRUCTURED ENGLISH IMMERSION	\$138,752.41	\$112,459.22	\$112,459.22	\$26,293.19	\$28,694.54	(\$2,401.35) -1.73%
		Fund 071 Total:						
Fund:	110	TITLE I LEA	\$1,818,912.42	\$852,463.90	\$852,463.90	\$966,448.52	\$823,137.42	\$143,311.10 7.88%
		Fund 110 Total:						
Fund:	112	TITLE 1-D NEGLECTED/DELINQUENT-LEA	\$155,980.36	\$90,719.99	\$90,719.99	\$65,260.37	\$48,719.06	\$16,541.31 10.60%
		Fund 112 Total:						
Fund:	140	TITLE II - IMPROVING TEACHER QUALITY						

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2013-2014

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only		From Date: 7/1/2013	To Date: 8/30/2014		
		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund: 190	Fund 140 Total:	\$220,426.59	\$89,279.04	\$89,279.04	\$131,147.55	\$27,347.64	\$103,799.91 47.09%
	TITLE III LEP PROGRAM						
Fund: 200	Fund 190 Total:	\$75,844.44	\$24,650.88	\$24,650.88	\$51,193.56	\$7,495.52	\$43,698.04 57.62%
	ESEA - TITLE IX - INDIAN EDUCATION						
Fund: 200	Fund 200 Total:	\$16,911.00	\$5,712.78	\$5,712.78	\$11,198.22	\$2,733.40	\$8,464.82 50.06%
	IDEA - BASIC - ENT						
Fund: 220	Fund 220 Total:	\$980,506.27	\$792,700.44	\$792,700.44	\$187,805.83	\$156,372.09	\$31,433.74 3.21%
	IDEA - PRESCHOOL GRANT						
Fund: 221	Fund 221 Total:	\$31,914.32	\$24,507.16	\$24,507.16	\$7,407.16	\$5,486.98	\$1,920.18 6.02%
	CTE BASIC GRANT/FEDERAL						
Fund: 260	Fund 260 Total:	\$112,812.54	\$82,285.08	\$82,285.08	\$30,527.46	\$10,343.94	\$20,183.52 17.89%
	CTE BASIC GRANT (07-01-12 thru 09-30-13)						
Fund: 261	Fund 261 Total:	\$21,904.14	\$11,226.67	\$11,226.67	\$10,677.47	\$0.00	\$10,677.47 48.75%
	MEDICAID OUTREACH						
Fund: 290	Fund 290 Total:	\$126,080.64	\$2,222.24	\$2,222.24	\$123,858.40	\$1,777.76	\$122,080.64 96.83%
	MEDICAID DIRECT						
Fund: 291	Fund 291 Total:	\$1,059,192.24	\$80,131.40	\$80,131.40	\$979,060.84	\$11,683.57	\$967,377.27 91.33%
	RACE TO THE TOP - FY 12-13						
Fund: 301	Fund 301 Total:	\$34,108.50	\$34,104.00	\$34,104.00	\$4.50	\$0.00	\$4.50 0.01%
	GEAR UP 08/28/13						
Fund: 302	Fund 302 Total:	\$266,100.00	\$201,601.12	\$201,601.12	\$64,498.88	\$44,714.18	\$19,784.70 7.44%
	NAT'L FOREST FEES - FY 12-13						
Fund: 349	Fund 349 Total:	\$784,767.52	\$297,949.68	\$297,949.68	\$486,817.84	\$7,543.26	\$479,274.58

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2013-2014

Account Number / Description

Fund:	Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	8/30/2014	
							Budget Balance	% Remaining Bud

Fund: 374	E-RATE - FY 12-13	\$122,804.86	\$0.00	\$0.00	\$122,804.86	\$0.00	\$122,804.86	100.00%
	<b>Fund 374 Total:</b>							
Fund: 400	CTE PRIORITY PROGRAM	\$54,099.16	\$31,479.92	\$31,479.92	\$22,619.24	\$6,792.00	\$15,827.24	29.26%
	<b>Fund 400 Total:</b>							
Fund: 483	SAFE SCHOOLS	\$50,853.79	\$254.80	\$254.80	\$50,598.99	\$0.00	\$50,598.99	99.50%
	<b>Fund 483 Total:</b>							
Fund: 485	WRP	\$187,388.90	\$116,129.15	\$116,129.15	\$71,259.75	\$21,236.02	\$50,023.73	26.70%
	<b>Fund 485 Total:</b>							
Fund: 495	K-12 Center Grant	\$100,000.00	\$51,874.81	\$51,874.81	\$48,125.19	\$16,094.11	\$32,031.08	32.03%
	<b>Fund 495 Total:</b>							
Fund: 510	FOOD SERVICE	\$3,101,749.15	\$1,853,323.79	\$1,853,323.79	\$1,248,425.36	\$686,528.35	\$561,897.01	18.12%
	<b>Fund 510 Total:</b>							
Fund: 515	CIVIC CENTER	\$406,950.10	\$108,166.32	\$108,166.32	\$298,783.78	\$64,762.80	\$234,020.98	57.51%
	<b>Fund 515 Total:</b>							
Fund: 517	BUS RENTAL	\$128,486.14	\$109,804.66	\$109,804.66	\$18,681.48	\$0.00	\$18,681.48	14.54%
	<b>Fund 517 Total:</b>							
Fund: 520	COMMUNITY SCHOOL	\$3,003.66	\$0.00	\$0.00	\$3,003.66	\$0.00	\$3,003.66	100.00%
	<b>Fund 520 Total:</b>							
Fund: 521	EXTENDED KINDERGARTEN	\$282,111.19	\$118,439.78	\$118,439.78	\$163,671.41	\$37,824.06	\$125,847.35	44.61%
	<b>Fund 521 Total:</b>							
Fund: 522	BEFORE/AFTER SCHOOL PROGRAM	\$51,718.79	\$33,705.66	\$33,705.66	\$18,013.13	\$5,739.97	\$12,273.16	23.73%
	<b>Fund 522 Total:</b>							

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2013-2014

Account Number / Description

From Date: 7/1/2013

To Date:

8/30/2014

☒ Summary Only

Fund:	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
523	BRIGHT FUTURES PRESCHOOL					
	Fund 523 Total:	\$31,174.46	\$31,174.46	\$46,778.79	\$7,691.32	\$39,087.47 50.14%
525	AUX OPERATIONS					
	Fund 525 Total:	\$303,171.00	\$303,171.00	\$262,102.92	\$82,957.75	\$179,145.17 31.69%
526	ACT FEES TAX CRED					
	Fund 526 Total:	\$190,293.12	\$190,293.12	\$370,158.78	\$33,964.21	\$336,194.57 59.99%
530	GIFTS & DONATIONS					
	Fund 530 Total:	\$31,643.49	\$31,643.49	\$61,296.16	\$20,457.69	\$40,838.47 43.94%
534	SCHOLARSHIPS					
	Fund 534 Total:	\$2,291.98	\$250.00	\$2,041.98	\$0.00	\$2,041.98 89.09%
540	FINGERPRINT					
	Fund 540 Total:	\$15,347.18	\$5,400.00	\$9,947.18	\$7,100.00	\$2,847.18 18.55%
550	INSURANCE PROCEEDS					
	Fund 550 Total:	\$186,119.93	\$14,340.97	\$171,778.96	\$0.00	\$171,778.96 92.29%
551	INSURANCE - AEI					
	Fund 551 Total:	\$30,276.30	\$610.00	\$29,666.30	\$190.00	\$29,476.30 97.36%
555	TEXTBOOKS					
	Fund 555 Total:	\$15,661.53	\$195.00	\$15,466.53	\$0.00	\$15,466.53 98.75%
565	LITIGATION RECOVERY					
	Fund 565 Total:	\$2,104.06	\$0.00	\$2,104.06	\$0.00	\$2,104.06 100.00%
570	INDIRECT COSTS					
	Fund 570 Total:	\$1,037,239.60	\$231,756.34	\$805,483.26	\$84,176.43	\$721,306.83 69.54%
575	UNEMPLOYMENT INSURANCE					

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# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2013-2014

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2013	To Date: 8/30/2014	Budget Balance	
					Encumbrance	% Remaining Bud
		Budget	Range To Date	YTD	Balance	
Fund 575 Total:		\$170,943.91	\$19,787.27	\$19,787.27	\$151,156.64	\$0.00 \$151,156.64 88.42%
Fund:	590 GRANT/GIFT TEACHER					
	Fund 590 Total:	\$24,067.06	\$0.00	\$0.00	\$24,067.06	\$139.78 \$23,927.28 99.42%
Fund:	595 SCHOOL BUS ADVERTISEMENT					
	Fund 595 Total:	\$10,004.40	\$0.00	\$0.00	\$10,004.40	\$0.00 \$10,004.40 100.00%
Fund:	596 JTED - MTN. INSTITUTE					
	Fund 596 Total:	\$187,003.23	\$134,353.22	\$134,353.22	\$52,650.01	\$18,743.48 \$33,906.53 18.13%
Fund:	610 CAPITAL OUTLAY					
	Fund 610 Total:	\$7,753,322.00	\$1,345,285.58	\$1,345,285.58	\$6,408,036.42	\$331,951.70 \$6,076,084.72 78.37%
Fund:	625 SOFT CAPITAL ALLOC					
	Fund 625 Total:	\$328,595.30	\$328,595.30	\$328,595.30	\$0.00	\$0.00 \$0.00 0.00%
Fund:	630 BOND BUILDING					
	Fund 630 Total:	\$2,356,794.29	\$361,905.11	\$361,905.11	\$1,994,889.18	\$0.00 \$1,994,889.18 84.64%
Fund:	650 GIFTS & DONATIONS					
	Fund 650 Total:	\$81,827.91	\$0.00	\$0.00	\$81,827.91	\$0.00 \$81,827.91 100.00%
Fund:	665 ENERGY REBATES					
	Fund 665 Total:	\$43,947.49	\$10,000.00	\$10,000.00	\$33,947.49	\$3,500.00 \$30,447.49 69.28%
Fund:	695 NEW SCH FACILITIES					
	Fund 695 Total:	\$75,455.87	\$74,901.31	\$74,901.31	\$554.56	\$0.00 \$554.56 0.73%
Fund:	700 DEBT SERVICE FUNDS					
	Fund 700 Total:	\$3,552,420.00	\$0.00	\$0.00	\$3,552,420.00	\$0.00 \$3,552,420.00 100.00%
Fund:	850 STUDENT ACTIVITIES					
	Fund 850 Total:	\$113,404.07	\$58,339.05	\$58,339.05	\$55,065.02	\$16,095.70 \$38,969.32

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2013-2014

Account Number / Description

Expenditure Budget Balance Report						
Fiscal Year: 2013-2014		Summary Only		From Date: 7/1/2013	To Date: 8/30/2014	
Account Number / Description		<input checked="" type="checkbox"/>	Budget	Range To Date	YTD	Balance
						Encumbrance
						% Remaining Bud
Fund: 855	EMPLOYEE INSURANCE					
	Fund 855 Total:		\$4,124,400.15	\$3,668,898.38	\$3,668,898.38	\$455,501.77
						\$46,596.51
						\$408,905.26
						9.91%
	Grand Total:		\$64,165,821.77	\$35,561,996.14	\$35,561,996.14	\$28,603,825.63
						\$7,851,523.12
						\$20,752,302.51
						32.34%
						34.36%

End of Report

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# **CONSENT**

## **Item 8E.**

# **Student Activities**

## **Report**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>8E</b>
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	May 13, 2014	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent <b>X</b>
<hr/> <b>OBJECTIVE:</b> Goal # 2 To Focus on Planning for Future Student Needs <hr/>		

### SUPPORTING DATA:

Attached is the monthly Student Activities Report.

This report summarizes student activities (club) expenditures and current encumbrances per fund.

### SUMMARY & RECOMMENDATION:

No action necessary. Reports are presented for informational purposes only.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

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

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2013-2014  
 From Date: 7/1/2013  
 To Date: 6/30/2014

Account Number Description GL Budget Range To Date YTD Balance Encumbrance Budget Balance % Bud

850.100.1000.6000.110.1319	GENERIC EXPENSE	\$11,355.95	\$0.00	\$0.00	\$11,355.95	\$0.00	\$11,355.95	100.00%
850.100.1000.6000.110.1319	GENERAL SUPPLIES	\$0.00	\$60.64	\$60.64	(\$60.64)	\$38.06	(\$98.70)	0.00%
850.100.1000.6000.110.1319	OTHER COMM SVCS	\$0.00	\$16.56	\$16.56	(\$16.56)	\$0.00	(\$16.56)	0.00%
850.610.1000.6532.110.1319	GENERAL SUPPLIES	\$0.00	\$2,672.70	\$2,672.70	(\$2,672.70)	\$672.98	(\$3,345.68)	0.00%
850.610.1000.6610.110.1319	FF&E < \$1,000	\$0.00	\$195.28	\$195.28	(\$195.28)	\$0.00	(\$195.28)	0.00%
850.610.1000.6730.110.1319	TECHNICAL SERVICES	\$0.00	\$169.59	\$169.59	(\$169.59)	\$0.00	(\$169.59)	0.00%
850.610.3100.6340.110.1319	COURSE: STUDENT COUNCIL - 1319	\$11,355.95	\$3,114.77	\$3,114.77	\$8,241.18	\$711.04	\$7,530.14	66.31%
UNIT: LVES - 110								
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$3,837.30	\$0.00	\$0.00	\$3,837.30	\$0.00	\$3,837.30	100.00%
850.400.2710.6510.120.1319	STUDENT TRANS SVS	\$0.00	\$152.37	\$152.37	(\$152.37)	\$110.47	(\$262.84)	0.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$1,333.77	\$1,333.77	(\$1,333.77)	\$314.45	(\$1,648.22)	0.00%
850.610.1000.6810.120.1319	DUES AND FEES	\$0.00	\$100.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00%
850.610.1000.6890.120.1319	MISC EXPENDITURES	\$0.00	\$150.00	\$150.00	(\$150.00)	\$840.00	(\$990.00)	0.00%
850.610.2190.6340.120.1319	COURSE: STUDENT COUNCIL - 1319	\$3,837.30	\$1,936.14	\$1,936.14	\$2,000.00	\$0.00	(\$200.00)	0.00%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$3,793.59	\$0.00	\$0.00	\$3,793.59	\$0.00	\$3,793.59	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$2,633.79	\$2,633.79	(\$2,633.79)	\$566.21	(\$3,200.00)	0.00%
COURSE: NATIONAL HONOR SOCIETY - 1362								
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$246.54	\$0.00	\$0.00	\$246.54	\$0.00	\$246.54	100.00%
COURSE: SCIENCE - 1385								
UNIT: BMMS - 120								
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$12,488.26	\$0.00	\$0.00	\$12,488.26	\$0.00	\$12,488.26	100.00%
850.400.2710.6510.125.1319	STUDENT TRANS SVS	\$0.00	\$316.22	\$316.22	(\$316.22)	\$0.00	(\$316.22)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$2,035.88	\$2,035.88	(\$2,035.88)	\$1,834.61	(\$3,870.49)	0.00%
850.610.1000.6810.125.1319	DUES AND FEES	\$0.00	\$100.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00%
850.610.1000.6890.125.1319	MISC EXPENDITURES	\$0.00	\$5,143.23	\$5,143.23	(\$5,143.23)	\$0.00	(\$5,143.23)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$400.04	\$0.00	\$0.00	\$400.04	\$0.00	\$400.04	100.00%
850.610.1000.6610.125.1362	GENERAL SUPPLIES	\$0.00	\$202.53	\$202.53	(\$202.53)	\$0.00	(\$202.53)	0.00%
COURSE: NATIONAL HONOR SOCIETY - 1362								
UNIT: GHMS - 125								
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$2,172.93	\$0.00	\$0.00	\$2,172.93	\$0.00	\$2,172.93	100.00%
850.100.1000.6610.131.1319	GENERAL SUPPLIES	\$0.00	\$172.08	\$172.08	(\$172.08)	\$0.00	(\$172.08)	0.00%
850.610.1000.6810.131.1319	MISC EXPENDITURES	\$0.00	\$970.00	\$970.00	(\$970.00)	\$0.00	(\$970.00)	0.00%
850.610.1000.6890.131.1319	GENERAL SUPPLIES	\$0.00	\$179.21	\$179.21	(\$179.21)	\$0.00	(\$179.21)	0.00%
COURSE: STUDENT COUNCIL - 1319								
UNIT: HES - 131								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
UNIT: MVES - 132								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.00%
850.610.2190.6340.132.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$65.91	(\$65.91)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,907.71	\$0.00	\$0.00	\$2,907.71	\$0.00	\$2,907.71	100.0

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2013

To Date: 6/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$567.44	\$0.00	\$0.00	\$567.44	\$0.00	\$567.44	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$567.44	\$0.00	\$0.00	\$567.44	\$0.00	\$567.44	100.00%
850.100.1000.6000.134.1319	UNIT: CSES - 133	\$567.44	\$0.00	\$0.00	\$567.44	\$0.00	\$567.44	100.00%
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$2,945.34	\$0.00	\$0.00	\$2,945.34	\$0.00	\$2,945.34	100.00%
	MISC EXPENDITURES	\$0.00	\$500.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)	0.00%
850.100.1000.6890.134.1319	COURSE: STUDENT COUNCIL - 1319	\$2,945.34	\$500.00	\$500.00	\$2,445.34	\$0.00	\$2,445.34	83.02%
850.100.1000.6000.135.1319	UNIT: LTS - 134	\$2,945.34	\$500.00	\$500.00	\$2,445.34	\$0.00	\$2,445.34	83.02%
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$286.08	\$0.00	\$0.00	\$286.08	\$0.00	\$286.08	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$286.08	\$0.00	\$0.00	\$286.08	\$0.00	\$286.08	100.00%
850.100.1000.6000.135.1319	UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$286.08	\$0.00	\$0.00	\$286.08	\$0.00	\$286.08	100.00%
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$24,414.43	\$0.00	\$0.00	\$24,414.43	\$0.00	\$24,414.43	100.00%
850.100.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$960.58	\$960.58	(\$960.58)	\$0.00	(\$960.58)	0.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$3,969.53	\$3,969.53	(\$3,969.53)	\$0.00	(\$3,969.53)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$4,956.00	\$4,956.00	(\$4,956.00)	\$10,144.00	(\$15,100.00)	0.00%
	COURSE: HOSA - 1316	\$24,414.43	\$9,886.11	\$9,886.11	\$14,528.32	\$10,144.00	\$4,384.32	17.96%
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$24,038.00	\$0.00	\$0.00	\$24,038.00	\$0.00	\$24,038.00	100.00%
850.400.2710.6510.230.1319	STUDENT TRANS SVS	\$0.00	\$529.26	\$529.26	(\$529.26)	\$63.33	(\$592.59)	0.00%
850.610.1000.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$7,245.42	\$7,245.42	(\$7,245.42)	\$746.95	(\$7,992.37)	0.00%
850.610.1000.6731.230.1319	Furn & Equip > \$1000	\$0.00	\$1,485.30	\$1,485.30	(\$1,485.30)	\$0.00	(\$1,485.30)	0.00%
850.610.1000.6810.230.1319	DUES AND FEES	\$0.00	\$108.60	\$108.60	(\$108.60)	\$0.00	(\$108.60)	0.00%
850.610.1000.6811.230.1319	REFUND FEES	\$0.00	\$630.00	\$630.00	(\$630.00)	\$0.00	(\$630.00)	0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$4,090.40	\$4,090.40	(\$4,090.40)	\$0.00	(\$4,090.40)	0.00%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$1,500.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
850.610.2660.6160.230.1319	SPORTS-Co Curr - CLASSIFIED	\$0.00	\$106.02	\$106.02	(\$106.02)	\$0.00	(\$106.02)	0.00%
850.610.2660.6221.230.1319	SOC SEC - OASDI	\$0.00	\$6.57	\$6.57	(\$6.57)	\$0.00	(\$6.57)	0.00%
850.610.2660.6222.230.1319	MEDICARE-HOSP INS	\$0.00	\$1.54	\$1.54	(\$1.54)	\$0.00	(\$1.54)	0.00%
850.610.2660.6231.230.1319	STATE RETIREMENT	\$0.00	\$11.96	\$11.96	(\$11.96)	\$0.00	(\$11.96)	0.00%
850.610.2660.6232.230.1319	LNG-TRM DISABILITY	\$0.00	\$0.26	\$0.26	(\$0.26)	\$0.00	(\$0.26)	0.00%
850.610.2660.6260.230.1319	WORKERS' COMP	\$0.00	\$3.34	\$3.34	(\$3.34)	\$0.00	(\$3.34)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$360.00	\$360.00	(\$360.00)	\$0.00	(\$360.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$24,038.00	\$16,078.69	\$16,078.69	\$7,959.31	\$810.28	\$7,149.03	29.74%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$225.29	\$0.00	\$0.00	\$225.29	\$0.00	\$225.29	100.00%
850.610.1000.6890.230.1320	MISC EXPENDITURES	\$0.00	\$84.00	\$84.00	(\$84.00)	\$0.00	(\$84.00)	0.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$225.29	\$84.00	\$84.00	\$141.29	\$0.00	\$141.29	62.71%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$2,455.95	\$0.00	\$0.00	\$2,455.95	\$0.00	\$2,455.95	100.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	\$0.00	\$1,069.94	\$1,069.94	(\$1,069.94)	\$24.31	(\$1,094.25)	0.00%
	COURSE: MU ALPHA THETA - 1361	\$2,455.95	\$1,069.94	\$1,069.94	\$1,386.01	\$24.31	\$1,361.70	55.44%
850.100.1000.6000.230.1362	GENERIC EXPENSE	\$3,926.23	\$0.00	\$0.00	\$3,926.23	\$0.00	\$3,926.23	100.00%
850.610.1000.6610.230.1362	GENERAL SUPPLIES	\$0.00	\$1,800.21	\$1,800.21	(\$1,800.21)	\$100.00	(\$1,900.21)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$3,926.23	\$1,800.21	\$1,800.21	\$2,126.02	\$100.00	\$2,026.02	51.60%
850.100.1000.6000.230.1363	GENERIC EXPENSE	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2013

To Date: 6/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
COURSE: ART - 1363		\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
850.100.1000.6000.230.1364	GENERIC EXPENSE	\$3,032.74	\$0.00	\$0.00	\$3,032.74	\$0.00	\$3,032.74	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$2,820.92	\$2,820.92	(\$2,820.92)	\$77.71	(\$2,898.63)	0.00%
850.610.1000.6811.230.1364	REFUND FEES	\$0.00	\$34.40	\$34.40	(\$34.40)	\$0.00	(\$34.40)	0.00%
COURSE: AVID - 1364		\$3,032.74	\$2,855.32	\$2,855.32	\$177.42	\$77.71	\$99.71	3.29%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$4,954.96	\$0.00	\$0.00	\$4,954.96	\$0.00	\$4,954.96	100.00%
850.100.1000.6890.230.1368	MISC EXPENDITURES	\$0.00	\$2,550.00	\$2,550.00	(\$2,550.00)	\$0.00	(\$2,550.00)	0.00%
850.610.1000.6890.230.1368	MISC EXPENDITURES	\$0.00	\$477.00	\$477.00	(\$477.00)	\$0.00	(\$477.00)	0.00%
COURSE: DECA - 1368		\$4,954.96	\$3,027.00	\$3,027.00	\$1,927.96	\$0.00	\$1,927.96	38.91%
850.100.1000.6000.230.1373	GENERIC EXPENSE	\$349.38	\$0.00	\$0.00	\$349.38	\$0.00	\$349.38	100.00%
850.610.1000.6610.230.1373	GENERAL SUPPLIES	\$0.00	\$377.29	\$377.29	(\$377.29)	\$0.00	(\$377.29)	0.00%
COURSE: DRAMA/THEATER - 1373		\$349.38	\$377.29	\$377.29	(\$27.91)	\$0.00	(\$27.91)	-7.99%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$2,157.85	\$0.00	\$0.00	\$2,157.85	\$0.00	\$2,157.85	100.00%
850.100.1000.6890.230.1375	MISC EXPENDITURES	\$0.00	\$340.00	\$340.00	(\$340.00)	\$0.00	(\$340.00)	0.00%
850.400.2710.6510.230.1375	STUDENT TRANS SVS	\$0.00	\$86.72	\$86.72	(\$86.72)	\$0.00	(\$86.72)	0.00%
850.610.1000.6810.230.1375	GENERAL SUPPLIES	\$0.00	\$969.69	\$969.69	(\$969.69)	\$0.00	(\$969.69)	0.00%
COURSE: INTERACT - 1375		\$2,157.85	\$1,396.41	\$1,396.41	\$761.44	\$0.00	\$761.44	35.29%
850.100.1000.6000.230.1377	GENERIC EXPENSE	\$281.96	\$0.00	\$0.00	\$281.96	\$0.00	\$281.96	100.00%
850.610.1000.6610.230.1377	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$46.71	(\$46.71)	0.00%
COURSE: S CLUB (SOROPTIMIST) - 1377		\$281.96	\$0.00	\$0.00	\$281.96	\$46.71	\$235.25	83.43%
850.100.1000.6000.230.1378	GENERIC EXPENSE	\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
COURSE: FRENCH CLUB - 1378		\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$2,974.72	\$0.00	\$0.00	\$2,974.72	\$0.00	\$2,974.72	100.00%
850.610.1000.6610.230.1398	GENERAL SUPPLIES	\$0.00	\$1,238.20	\$1,238.20	(\$1,238.20)	\$100.00	(\$1,338.20)	0.00%
850.610.1000.6810.230.1398	DUES AND FEES	\$0.00	\$291.41	\$291.41	(\$291.41)	\$0.00	(\$291.41)	0.00%
850.610.1000.6890.230.1398	MISC EXPENDITURES	\$0.00	\$1,240.00	\$1,240.00	(\$1,240.00)	\$0.00	(\$1,240.00)	0.00%
COURSE: SKILLS CLUB - 1398		\$2,974.72	\$2,769.61	\$2,769.61	\$205.11	\$100.00	\$105.11	3.53%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$2,626.63	\$0.00	\$0.00	\$2,626.63	\$0.00	\$2,626.63	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$1,668.62	\$1,668.62	(\$1,668.62)	\$200.00	(\$1,868.62)	0.00%
850.610.1000.6730.230.1403	FF&E < \$1,000	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	(\$150.00)	0.00%
COURSE: P.A.L.S. - 1403		\$2,626.63	\$1,668.62	\$1,668.62	\$958.01	\$350.00	\$608.01	23.15%
850.100.1000.6000.230.1405	GENERIC EXPENSE	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
COURSE: BASEBALL - 1405		\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
COURSE: GIRLS BASKETBALL - 1432		\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE	\$152.69	\$0.00	\$0.00	\$152.69	\$0.00	\$152.69	100.00%
850.610.1000.6890.230.1469	MISC EXPENDITURES	\$0.00	\$22.00	\$22.00	(\$22.00)	\$0.00	(\$22.00)	0.00%
COURSE: G.O.A.L.S. CLUB - 1469		\$152.69	\$22.00	\$22.00	\$130.69	\$0.00	\$130.69	85.59%
UNIT: BMHS - 230		\$72,211.95	\$41,035.20	\$41,035.20	\$31,176.75	\$11,653.01	\$19,523.74	27.04%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2013-2014

Account Number

☐ Subtotal by Collapse Mask

Description ?

☐ Include pre encumbrance

GL Budget

Range To Date

YTD

Balance

☒ Filter Encumbrance Detail by Date Range

Encumbrance

Budget Balance % Bud

From Date: 7/1/2013

To Date: 6/30/2014

Grand Total:

\$113,213.13

\$58,339.05

\$58,339.05

\$54,874.08

\$16,095.70

\$38,778.38

34.25%

End of Report

# **CONSENT**

## **Item 8F.**

**BMHS Easement**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO:	Humboldt Unified School District Governing Board	Item #	8F
FROM:	Ken Johnson, Facilities Coordinator	Reading	
DATE:	May 13, 2014	Discuss	
SUBJECT:	Request from Town of Prescott Valley for Utility Easements	Action	
	Bradshaw Mountain High School - West	Consent	X

---

**SUPPORTING DATA:**

The Town of Prescott Valley has proposed a retrofit enhancement project to improve service at Bradshaw Mountain High School West replacing the present 6" campus sewer line with a larger, more efficient 8" installation.

The Town of Prescott Valley is requesting approval of a new easement for this installation.

Additionally, Town of Prescott Valley is also requesting an easement for a water utility line that was installed after construction of initial campus buildings. This line, on the south side of the campus, provides irrigation water to the athletic fields and no easement documents are on record. This water line is maintained by Town of Prescott Valley.

The Town of Prescott Valley is fully funding this retrofit project and has developed an installation schedule that would result in completion during the upcoming summer break.

Access to the campus, during this retrofit, would be maintained.

Legal counsel has reviewed all documents, made certain revisions, and approved the easements as to legal form.

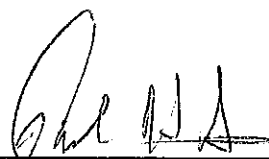
**SUMMARY & RECOMMENDATION:**

It is recommended that the requested utility easements to Town of Prescott Valley be approved.

**Sample Motion:**

I move to approve the utility easements at Bradshaw Mountain High School West to the Town of Prescott Valley.

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
Dr. Paul Stanton, Superintendent

Questions should be directed to: Ken Johnson, 759-5011 or 830-1950





HUFFORD, HORSTMAN, MONGINI, PARNELL & TUCKER PC  
attorneys at law

120 N Beaver Street  
PO Box B  
Flagstaff, AZ 86002

t 928.226.0000  
f 928.779.3621

3320 N Campbell #150  
Tucson, AZ 85719

info@h2m2law.com  
www.h2m2law.com

C. Benson Hufford  
Patrice M. Horstman  
Eric A. Parnell  
R. Gehl Tucker  
Samantha B. Kelly

\*Michael E. J. Mongini  
\*Sara J. Powell  
\*of Counsel

May 5, 2014

Via Email and U.S. Mail (KENNETH.JOHNSON@humboldtunified.com)

Ken Johnson  
Humboldt Unified School District  
6411 North Robert Rd.  
Prescott Valley, AZ 86314

**RE: Water and Sewer Easements**

Dear Mr. Johnson:

I approve these easements as to legal form. Please call me with questions.

Sincerely,

  
R. Gehl Tucker

Enclosures

RGT/kp

cc: Dr. Paul Stanton, Superintendent

When Recorded Mail to:  
Town of Prescott Valley  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

**TOWN OF PRESCOTT VALLEY  
WATER AND SEWER EASEMENTS**

KNOW ALL MEN BY THESE PRESENTS:

That, in consideration of Ten Dollar (\$10.00) and other good and valuable consideration paid to:

**Humboldt Unified School District  
6411 N. Robert Road  
Prescott Valley, AZ 86314**

Hereinafter referred to as GRANTOR, by the Town of Prescott Valley, a municipal corporation of Arizona, its successors and assigns, hereinafter referred to as GRANTEE, the receipt of which consideration is hereby acknowledged, the GRANTOR does hereby grant, bargain, sell, transfer, and convey unto the GRANTEE, its successors and assigns, perpetual easements with the right (a) to survey, erect, construct, install, and lay, and thereafter use, operate, inspect, repair, maintain, replace, remove or abandon in place Town of Prescott Valley water facilities, including water pipelines as set forth on Exhibits A1 and A2 attached hereto, and (b) to survey, erect, construct, install, and lay, and thereafter use, operate, inspect, repair, maintain, replace, remove or abandon in place Town of Prescott Valley sewer facilities, including sewer pipelines as set forth on Exhibit B attached hereto, together with the attendant customary uses, and all other necessary and appurtenant structures and facilities together with the right of full and free ingress and egress for the purposes herein specified upon, along, over, under, across and through the land of the GRANTOR located in Yavapai County, Arizona, said land being more particularly described in Exhibit A1, A2 and B as follows:

The consideration herein above recited shall constitute payment in full for any reasonable damages to the land of the GRANTOR, its heirs, successors, and assigns, by reason of the installation, operation, and maintenance of the structures or improvements referred to herein. The GRANTEE covenants to maintain the easement in good repair so that no unreasonable damage will result from its use to the adjacent land of the GRANTOR, its heirs, successors and assigns.

**Exempt from Affidavit of Value pursuant to ARS §11-1134(A)(2) and (3)**

GRANTOR shall not erect, construct or permit to be erected or constructed, any building or other structure; shall not plant any trees; shall not drill any well; shall not install any fences; and shall not alter ground level by cuts or fills within the limits of said easement without the express written permission of the GRANTEE.

Except as expressly set forth herein, GRANTOR reserves the right to use the easement premises in any manner that will not prevent or interfere with the exercise by the GRANTEE of the rights granted hereunder.

GRANTEE shall have the right to erect, maintain and use gates in all fences which now cross said easement and trim, cut, and clear away trees or brush whenever in its judgment the same shall be necessary for the convenience and safe exercise of the rights hereby granted.

The grant and other provisions of this easement shall constitute a covenant running with the land for the benefit of the GRANTEE, its successors and assigns.

IN WITNESS WHEREOF, the GRANTOR has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

GRANTOR:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) §

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
*Print - (Name of Owner/Officer/Agent)*

\_\_\_\_\_ of \_\_\_\_\_  
*(Title) (Name of Corporation/Company/LLC)*

a(n) \_\_\_\_\_ corporation on behalf of the corporation.  
*(State or place of Incorporation/Company/LLC/etc.)*

\_\_\_\_\_  
*(Signature of Owner/Officer/Agent)*

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

DAVA AND ASSOCIATES, INC.

310 EAST UNION STREET, PRESCOTT, AZ. 86303

PLANNING ENGINEERING SURVEYING

(928) 778-7587

HUMBOLDT UNIFIED SCHOOL DISTRICT 22  
WATER LINE EASEMENT

A strip of land 25.00 feet in width, 12.50 feet each side of the following described centerline, located in Section 15, Township 14, North, Range 1 West, of the Gila and Salt River Meridian, also being a portion of that parcel described in the Corporation Warranty Deed filed and recorded in Book 3701 of Official Records, Pages 998.

COMMENCING at the southeast corner of said parcel, a calculated point, from which the southwest corner of said parcel, a calculated point bears, North 89°17'08" West, 974.51 feet, recorded as (an overall bearing of North 89°17'12" West, 974.51 feet, and from which the northeast corner of said parcel, a calculated point, bears North 01°37'48" East, 558.82 feet, (recorded as North 01°37'44" East, 558.82 feet);

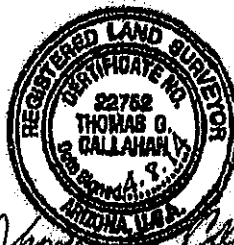
thence along the west boundary of said parcel North 01°37'48" East, 321.61 feet, to the POINT OF BEGINNING.

Thence, North 89°16'54" West, 195.92 feet; to the POINT OF TERMINATION, from which the COMMENCING POINT bears, South 31°35'00" East, 380.44 feet.

The side lines of said strip of land are to be lengthened or shortened to terminate at their intersection with the boundary of said parcel.

This legal description yields 0.12 acres.

I certify that, I, Thomas G. Callahan, am a Registered Land Surveyor in the State of Arizona, that this description was prepared under my direction and contains adequate information to allow retracement thereof.



*Thomas G. Callahan*  
EXPIRES 6/30/2014

K:\374pv\374slwr\WP\hurd\_water\_line\_ease-west.doc

April 7, 2014

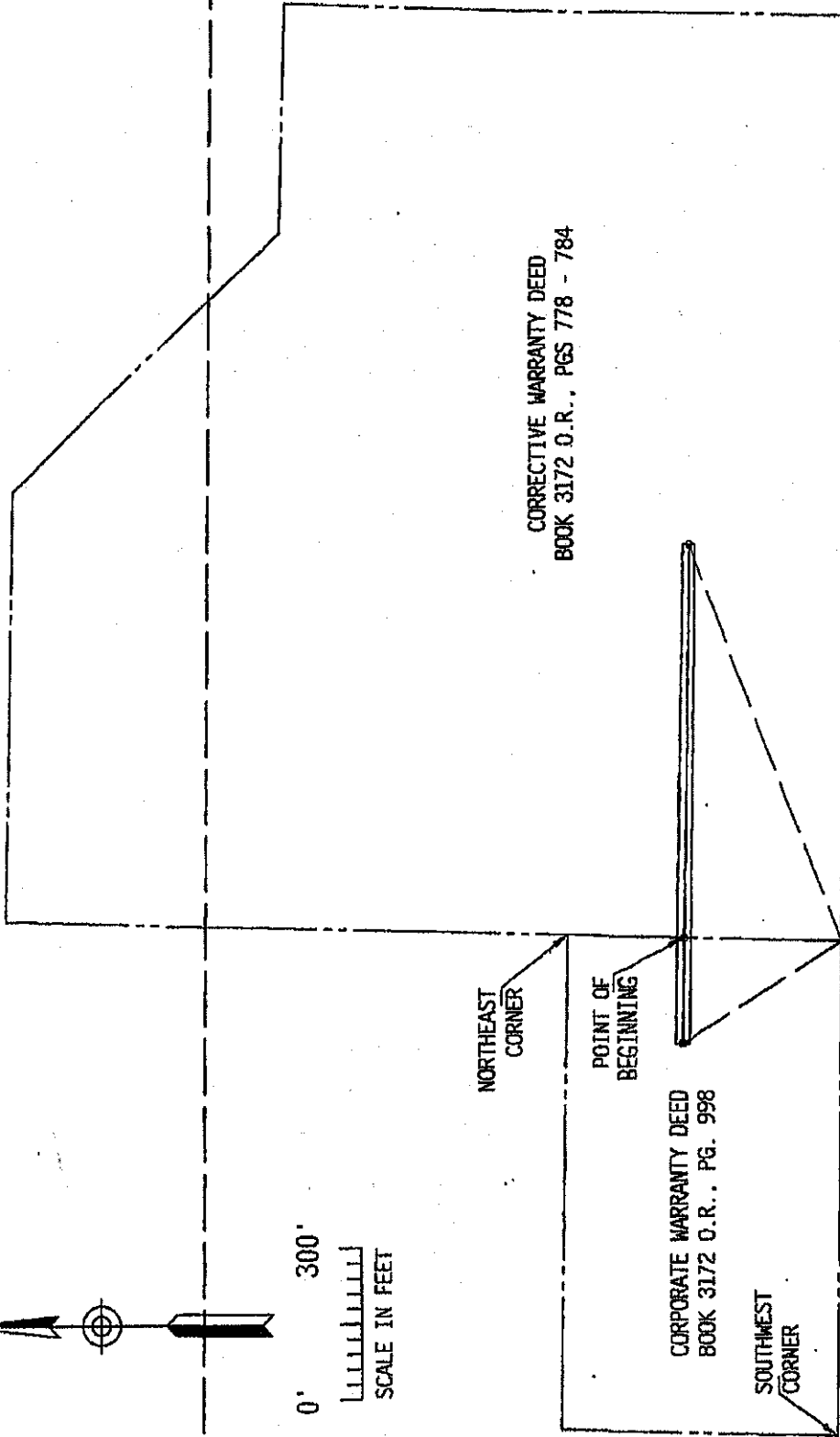
1 of 1

EXHIBIT A1

DAVA & ASSOCIATES, INC.  
 310 EAST UNION STREET  
 PRESCOTT, AZ 86303  
 (928) 778-7587



0' 300'  
 SCALE IN FEET



CORRECTIVE WARRANTY DEED  
 BOOK 3172 O.R.. PGS 778 - 784

CORPORATE WARRANTY DEED  
 BOOK 3172 O.R.. PG. 998

NORTHEAST  
 CORNER

POINT OF  
 BEGINNING

SOUTHWEST  
 CORNER

COMMENCING POINT

k:\374pv\374slsw\c3d\survey\ex-2014-04-07- wtr\_ease-west.dwg t.g.c.  
 k:\374pv\374slsw\wp\husd\_water\_line\_ease-west.doc april 7, 2014

EXHIBIT A-1

DAVA AND ASSOCIATES, INC. PLANNING ENGINEERING SURVEYING  
310 EAST UNION STREET, PRESCOTT, AZ. 86303 (928) 778-7587

HUMBOLDT UNIFIED SCHOOL DISTRICT 22  
WATER LINE EASEMENT

A strip of land 25.00 feet in width, 12.50 feet each side of the following described centerline, located in Section 15, Township 14, North, Range 1 West, of the Gila and Salt River Meridian, also being a portion of that parcel described in the Corrective Warranty Deed filed and recorded in Book 3172 of Official Records, Pages 778 - 784.

COMMENCING at the southwest corner of said parcel, a calculated point, from which the southeast corner of said parcel, marked with a 5/8" rebar with a plastic cap stamped "ONON CRA" (NUMBER IS NOT READABLE), bears, South 89°17'36" East, 1,815.64 feet; (recorded as North 89°05'17" East, 1,815.64 feet) and from which the northwest corner of said parcel, marked with a 1/2" rebar with a plastic cap stamped "LS 17564", bears North 01°37'48" East, 1,699.00 feet, (recorded as North 00°01'11" East, 1,698.71 feet);

thence along the west boundary of said parcel North 01°37'48" East, 321.61 feet, to the POINT OF BEGINNING.

Thence, South 89°16'54" East, 772.86 feet; to the POINT OF TERMINATION, from which the COMMENCING POINT bears, South 68°15'41" West, 841.82 feet.

The side lines of said strip of land are to be lengthened or shortened to terminate at their intersection with the boundary of said parcel.

This legal description yields 0.44 acres.

I certify that, I, Thomas G. Callahan, am a Registered Land Surveyor in the State of Arizona, that this description was prepared under my direction and contains adequate information to allow retracement thereof.



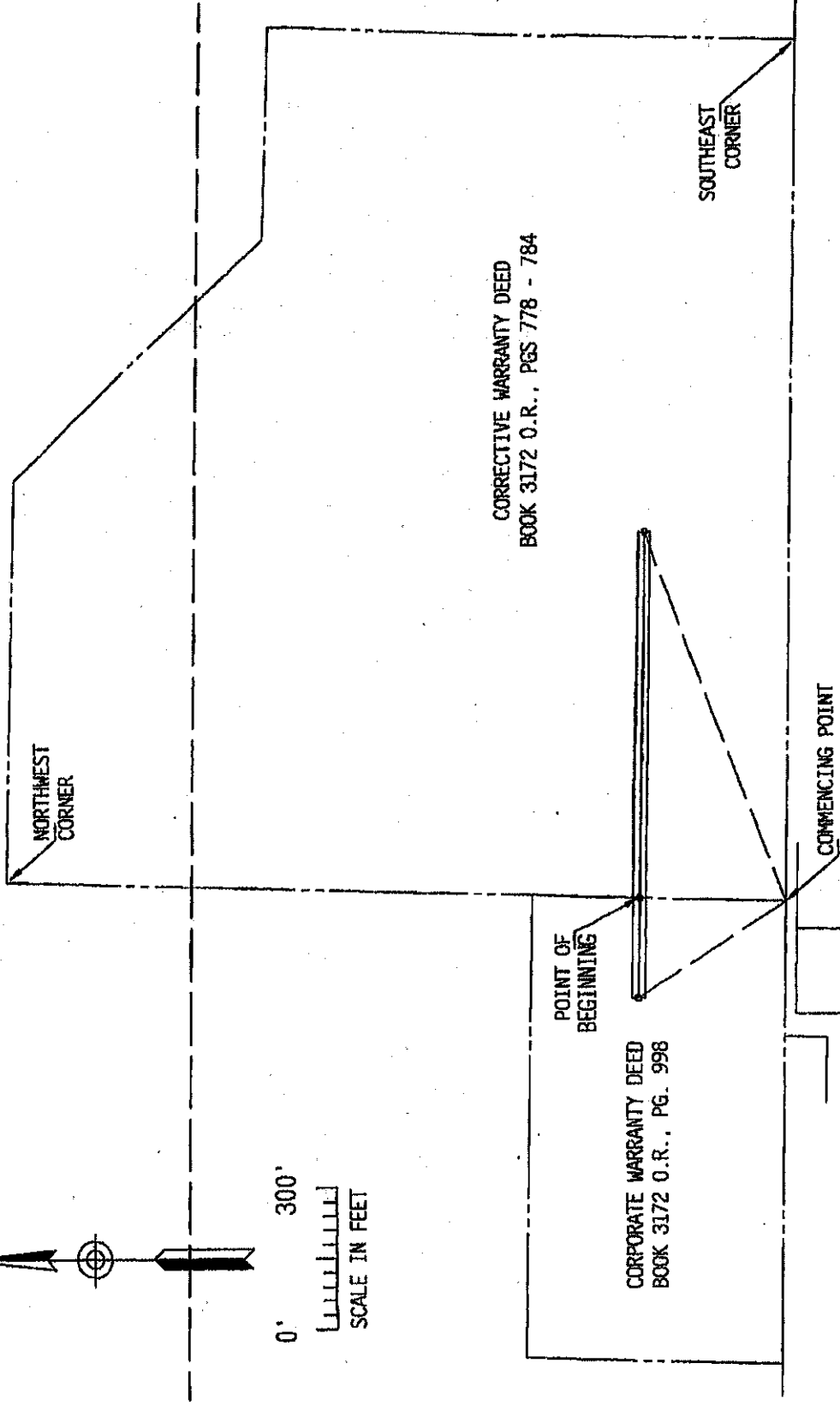
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April 7, 2014  
1 of 1

EXHIBIT A2

DAVA & ASSOCIATES, INC.  
310 EAST UNION STREET  
PRESCOTT, AZ 86303  
(928) 778-7587



0' 300'  
SCALE IN FEET



k:\374pv\374slsw\c3d\survey\ek-2014-04-07\_wtr\_ease-east.dwg t.g.c.  
k:\374pv\374slsw\wp\husd\_water\_line\_ease-east.doc april 7, 2014

## EXHIBIT A2



DAVA AND ASSOCIATES, INC.

310 EAST UNION STREET, PRESCOTT, AZ. 86303

PLANNING ENGINEERING SURVEYING

(928) 778-7587

HUMBOLDT UNIFIED SCHOOL DISTRICT 22  
SANITARY SEWER EASEMENT

A strip of land 25.00 feet in width, 12.50 feet each side of the following described centerline, located in Section 15, Township 14, North, Range 1 West, of the Gila and Salt River Meridian, also being a portion of that parcel described in the Corrective Warranty Deed filed and recorded in Book 3172 of Official Records, Pages 778 - 784.

COMMENCING at the southwest corner of said parcel, a calculated point, from which the southeast corner of said parcel, marked with a 5/8" rebar with a plastic cap stamped "ONON CRA" (NUMBER IS NOT READABLE), bears, South 89°17'36" East, 1,815.64 feet, (recorded as North 89°05'17" East, 1,815.64 feet) and from which the northwest corner of said parcel, marked with a 1/2" rebar with a plastic cap stamped "LS 17564", bears North 01°37'48" East, 1,699.00 feet, (recorded as North 00°01'11" East, 1,698.71 feet);

thence along the west boundary of said parcel North 01°37'48" East, 27.62 feet, to the POINT OF BEGINNING.

Thence, parallel with and 27.62 feet northerly of the southerly boundary of said parcel, South 89°17'36" East, 143.60 feet;

thence, North 00°20'08" East, 343.01 feet;

thence, North 07°27'12" East, 269.04 feet;

thence, North 26°39'09" East, 186.59 feet;

thence, South 87°02'44" East, 151.05 feet;

thence, North 86°10'28" East, 418.15 feet;

thence, North 80°57'42" East, 143.70 feet;

thence, North 45°42'40" East, 379.64 feet;

thence, South 89°02'36" East, 144.00 feet;

thence, North 02°54'43" East, 46.11 feet, to a point on northerly boundary of said parcel and the POINT OF TERMINATION, from which the COMMENCING POINT bears, South 50°21'59" West, 1,808.84 feet.

K:\374pv\374slsw\WP\hurd\_sanitary\_sewer\_ease.doc

April 4, 2014

Revised April 7, 2014

1 of 2

**EXHIBIT B**

The side lines of said strip of land are to be lengthened or shortened to terminate at their intersection with the boundary of said parcel.

This legal description yields 1.28 acres.

I certify that, I, Thomas G. Callahan, am a Registered Land Surveyor in the State of Arizona, that this description was prepared under my direction and contains adequate information to allow retracement thereof.



K:\974pv\374slswr\WP\husd\_sanitary\_sewer\_ease.doc  
April 4, 2014  
Revised April 7, 2014  
2 of 2

**EXHIBIT B**

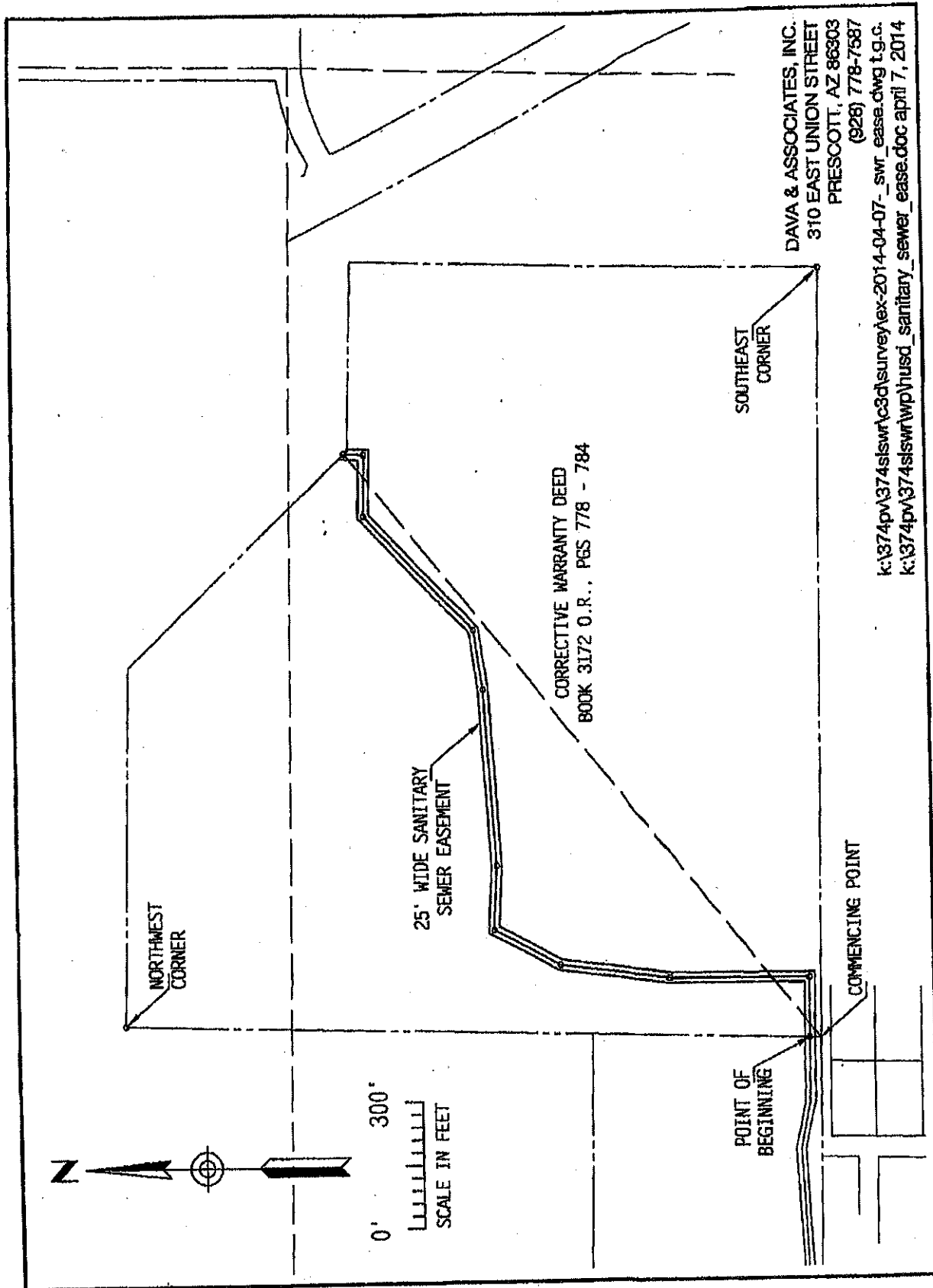


EXHIBIT B



# **CONSENT**

## **Item 8G.**

### **MVES Sidewalk Improvements**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	86
FROM:	Ken Johnson, Facilities Coordinator	Reading	
DATE:	May 13, 2014	Discuss	
SUBJECT:	Mountain View Elementary – Loos Drive Improvements	Action	
	Request from Town of Prescott Valley	Consent	X

### SUPPORTING DATA:

Town of Prescott Valley has undertaken various improvements along Loos Drive roadway and frontage at Mountain View Elementary School. The road is now wider, turn lane added, new curbing and sidewalks installed.

As additional enhancements, Town of Prescott Valley has proposed installation of new sidewalk along the east boundary of the site, connecting the lower park area. A portion of this sidewalk would be installed on site property. In order to maintain this walkway, Town of Prescott Valley is requesting a Quit Claim Deed for this land area. The Town of Prescott Valley would install replacement 6'0" fencing along this walkway. Legal Counsel determined, pursuant to A.R.S. 15-342(16)(b), Public Right-Of-Way Dedication Quitclaim be granted, subject to Governing Board approval.

Town of Prescott Valley is also requesting Right of Way along the entire Loos Drive frontage, at Mountain View Elementary site. Granting this Right of Way would allow for the addition of sidewalk, curbing and drainage gutter south side of Loos Drive immediately in front of Mountain View Elementary School. Granting this Right of Way will provide for Town of Prescott Valley maintenance of these improvements and all liability for the Loos Drive roadway. Legal Counsel determined, pursuant to A.R.S. 15-342(16)(b), Public Right-Of-Way Dedication Quitclaim be granted, subject to Governing Board approval.

Finally, during the review of drawings for the enhancement project, it was determined that two parcels of land on the west side of the Mountain View property, one at the northwest entrance and the other at the southwest corner, should be exchanged. These parcels are nearly equal in size, 4,754 square feet and 5,036 square feet. The northwest parking lot entrance was determined to be on town property, and the southwest parcel, land belonging to Mountain View Elementary Site. District Legal Counsel determined, pursuant to A.R.S. 15-342(23)(b) Quitclaim Deed be granted, subject to Governing Board approval. Further, Town of Prescott Valley is granting a Quitclaim Deed to the district (4,754 square feet, designation "DESC-DW-01.DSC") for the parcel at the northwest entrance to Mountain View Elementary.

District Legal Counsel has approved the attached documents, as of May 5, 2014 as to legal form.


### SUMMARY & RECOMMENDATION:

It is recommended that the requests made by the Town of Prescott Valley be approved.

#### Sample Motion:

I move to approve the requests of the Town of Prescott Valley, at the Mountain View Elementary site.

Approved for transmittal to the Governing Board:

  
Dr. Paul Stanton, Superintendent

Questions should be directed to: Ken Johnson, 759-5011 or 830-1950



HUFFORD, HORSTMAN, MONGINI, PARNELL & TUCKER PC

attorneys at law

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Flagstaff, AZ 86002

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Eve A. Parnell  
R. Gehl Tucker  
Samantha B. Kelly

\*Michael E. J. Mongini  
\*Sara J. Powell  
\*of Counsel

Via Email and First-Class Mail

May 5, 2014

Kenneth Johnson  
Humboldt Unified School District  
6411 No. Robert Road  
Prescott Valley, AZ 86314

RE: Dedication Quitclaim Deeds and Land Exchange

Dear Mr. Johnson:

Please find attached the Quitclaim Deeds for the dedication of the roadway and sidewalks and the Quitclaim Deed for the land exchange. Please note they cite different provisions of the law, 15-342(16)(b) and 15-342(23)(b). I approve the attached documents as to legal form.

Please call me with any questions.

Sincerely,

R. Gehl Tucker

RGT/tl  
enclosures

cc: Dr. Paul Stanton, Superintendent

**MVES – East Walkway**

WHEN RECORDED, RETURN TO:

Town of Prescott Valley  
Town Clerk Diane Russell  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

Exempt from Affidavit of Value  
Under A.R.S. § 11-1134(A)(3)

**TOWN OF PRESCOTT VALLEY  
PUBLIC RIGHT-OF-WAY DEDICATION QUITCLAIM DEED**

FOR TEN DOLLARS (\$10.00) and other good and valuable consideration received, Humboldt Unified School District No. 22 of Yavapai County ("Grantor"), pursuant to A.R.S. 15-342(16)(b), does hereby convey to the Town of Prescott Valley, an Arizona municipal corporation ("Grantee"), by quitclaim, the parcel of land (the "Property") described on the legal description and the sketch attached hereto as Exhibit "A." See Exhibit "A" ("DESC-DRAIN-01.DSC"), attached hereto and made a part hereof. (A Portion of APN 103-02-758)

Without limitation, Grantee shall have the right to grade, level, fill, drain, pave, construct, operate, maintain, repair, and rebuild a road or highway and utility lines, pipes and related facilities, together with such bridges, culvers, drainage ways, ramps, sidewalks, curbs, gutters, cuts and other improvements as may be convenient for any of the foregoing, and to cut back and trim such portions of branches and tops of trees now growing or which may hereafter grow or extend over said right-of-way, so as to prevent the same from interfering with the efficient maintenance and operation of improvements to the Property.

**Subject to:** Current taxes and other assessments, reservations in patents and all easements, rights-of-way, encumbrances, liens, covenants, conditions, restrictions, obligations, and liabilities as may appear of record.

And the Grantor binds itself and its successors to warrant and defend the title, against all acts of the Grantor herein, and no other, subject to the matters set forth.

The person executing this document on behalf of the Humboldt Unified School District No. 22 warrants his or her authority to do so and that all persons necessary to bind Grantor have jointed in this document. This document runs with the land in favor of Grantee's successors and assigns.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2014.

Grantor: Humboldt Unified School District No. 22  
of Yavapai County

By: \_\_\_\_\_



State of Arizona       )  
                                  ) ss.  
County of Yavapai     )

          This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014,  
by \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

\_\_\_\_\_

**DAVA & ASSOCIATES, INC.**

**PLANNING • ENGINEERING • SURVEYING**

310 E. Union Street, Prescott, AZ 86303

(928) 778-7587

A portion of Section 12, Township 14 North, Range 1 West of the Gila and Salt River Meridian, Yavapai County, Arizona, described as follows:

The easterly 20.00 feet of the parcel described in the patent recorded in Book 2247 of Official Records, Pages 868-869 in the Yavapai County Recorder's Office.

**EXCEPTING THEREFROM** any portion lying within the northerly 30.00 feet of the parcel described in said patent.

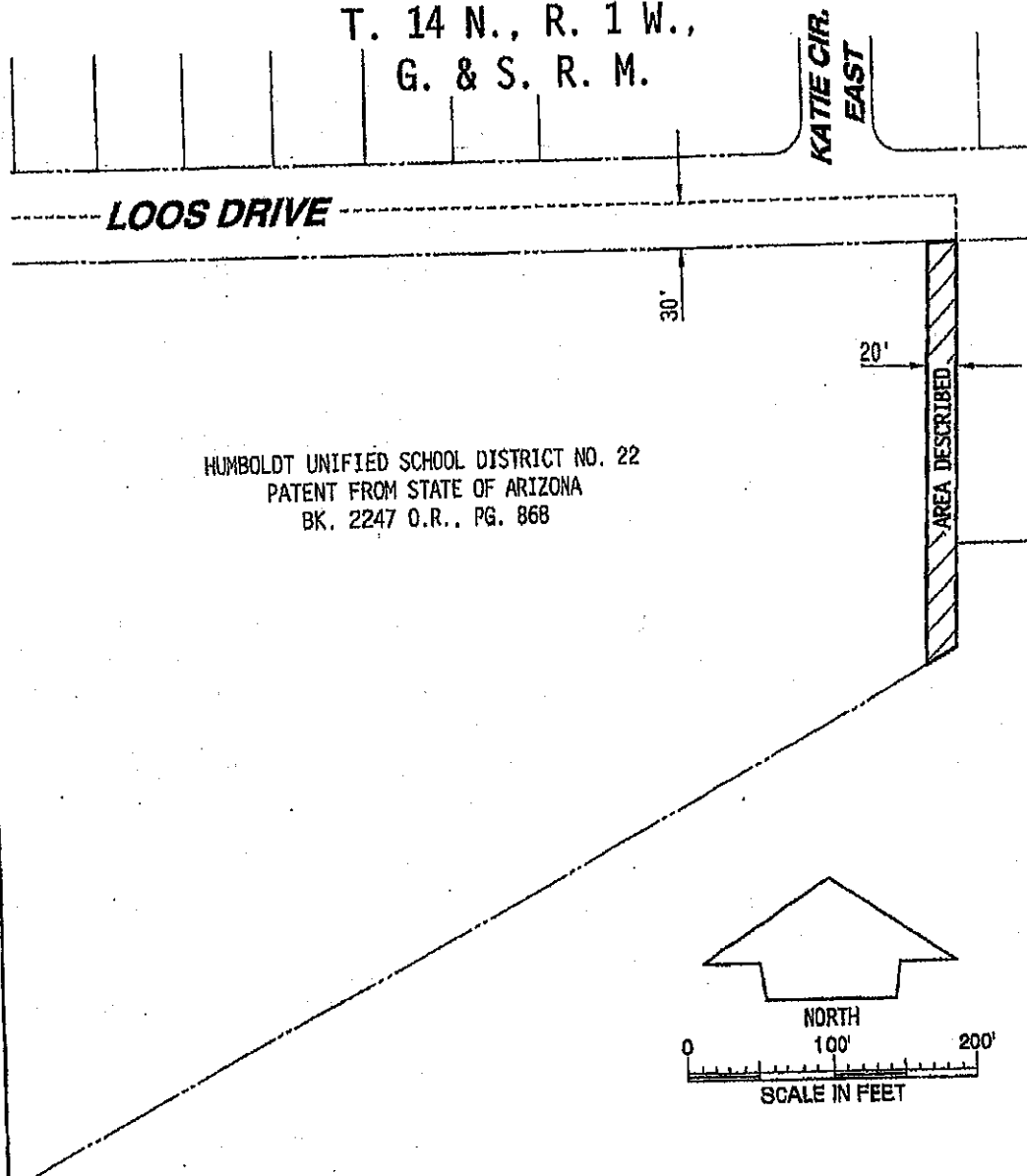
This description yields 5,463 square feet.

I certify that, I, Thomas G. Callahan, am a Registered Land Surveyor in the State of Arizona, that this description was prepared under my direction and contains adequate information to allow retracement thereof.



# EXHIBIT

A PORTION OF SEC. 12,  
T. 14 N., R. 1 W.,  
G. & S. R. M.



**DAVN & ASSOCIATES, INC.**  
310 EAST UNION STREET  
PRESCOTT, ARIZONA 86303  
928-778-7587

374LOOS\C30\SURVEY\DESC-DRAIN-01.DWG B.K. 02/17/2014  
SEE 374LOOS\WORD\DESC-DRAIN-01.DSC

**MVES – Frontage Walkway**

WHEN RECORDED, RETURN TO:

Town of Prescott Valley  
Town Clerk Diane Russell  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

Exempt from Affidavit of Value  
Under A.R.S. § 11-1134(A)(3)

**TOWN OF PRESCOTT VALLEY  
PUBLIC RIGHT-OF-WAY DEDICATION QUITCLAIM DEED**

FOR TEN DOLLARS (\$10.00) and other good and valuable consideration received, Humboldt Unified School District No. 22 of Yavapai County ("Grantor"), pursuant to A.R.S. 15-342(16)(b), does hereby convey to the Town of Prescott Valley, an Arizona municipal corporation ("Grantee"), by quitclaim, the parcel of land (the "Property") described on the legal description and the sketch attached hereto as Exhibit "A." See Exhibit "A" ("DESC-ROW-01.DSC"), attached hereto and made a part hereof. (portion of Loos Drive)

Without limitation, Grantee shall have the right to grade, level, fill, drain, pave, construct, operate, maintain, repair, and rebuild a road or highway and utility lines, pipes and related facilities, together with such bridges, culvers, drainage ways, ramps, sidewalks, curbs, gutters, cuts and other improvements as may be convenient for any of the foregoing, and to cut back and trim such portions of branches and tops of trees now growing or which may hereafter grow or extend over said right-of-way, so as to prevent the same from interfering with the efficient maintenance and operation of improvements to the Property.

**Subject to:** Current taxes and other assessments, reservations in patents and all easements, rights-of-way, encumbrances, liens, covenants, conditions, restrictions, obligations, and liabilities as may appear of record.

And the Grantor binds itself and its successors to warrant and defend the title, against all acts of the Grantor herein, and no other, subject to the matters set forth.

The person executing this document on behalf of the Humboldt Unified School District No. 22 warrants his or her authority to do so and that all persons necessary to bind Grantor have jointed in this document. This document runs with the land in favor of Grantee's successors and assigns.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2014.

Grantor: Humboldt Unified School District No. 22  
of Yavapai County

By: \_\_\_\_\_

State of Arizona     )  
                              ) ss.  
County of Yavapai    )

          This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014,  
by \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

\_\_\_\_\_

**DAVA & ASSOCIATES, INC.**

**PLANNING • ENGINEERING • SURVEYING**

**310 E. Union Street, Prescott, AZ 86303**

**(928) 778-7587**

A portion of Section 12, Township 14 North, Range 1 West of the Gila and Salt River Meridian, Yavapai County, Arizona, described as follows:

The northerly 30.00 feet of the parcel described in the patent recorded in Book 2247 of Official Records, Page 868 in the Yavapai County Recorder's Office.

I certify that, I, Thomas G. Callahan, am a Registered Land Surveyor in the State of Arizona, that this description was prepared under my direction and contains adequate information to allow retracement thereof.



374LOOSWORDIDESC-ROW-01.DSC

18 February 2014

Pg. 1 of 1

# EXHIBIT

A PORTION OF SEC. 12,  
T. 14 N., R. 1 W., G. & S. R. M.

KATIE CIR.  
EAST

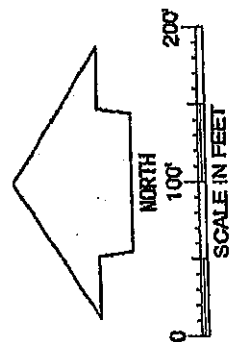
HOFFMAN  
ROAD

LOOS DRIVE

AREA DESCRIBED

.06

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22  
PATENT FROM STATE OF ARIZONA  
BK. 2247 O.R., PG. 868



**DRYA & ASSOCIATES, INC.**  
310 EAST UNION STREET  
PRESCOTT, ARIZONA 86303  
928-778-7587

374L005\CS01\SURVEY\DESC-ROM-01.DWG B.K. 02/17/2014  
SEE 374L005\WORD\DESC-ROM-01.DSC

When Recorded Mail to:

Town of Prescott Valley  
Town clerk Diane Russell  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

---

## QUITCLAIM DEED

Exempt per ARS 11-1134-A3

For the consideration of TEN DOLLARS, and other valuable considerations, I or we,

**Humboldt Unified School District No. 22 of Yavapai County, AZ**, the GRANTOR, pursuant to A.R.S. 15-342(23(b),

do/does hereby convey to

**Town of Prescott Valley, a Municipal Corporation of Arizona**, the GRANTEE,

the following described property situated in Yavapai County, Arizona:

**See Exhibit "A" ("DESC-PATH-01.DSC"), attached hereto and made a part hereof.**  
(A Portion of APN 103-02-758)

**Subject to:** Current taxes and other assessments, reservations in patents and all easements, rights-of-way, encumbrances, liens, covenants, conditions, restrictions, obligations, and liabilities as may appear of record.

And the GRANTOR binds itself and its successors to warrant and defend the title, against all acts of the GRANTOR herein, and no other, subject to the matters set forth.

The person executing this document on behalf of the Humboldt Unified School District No. 22 warrants his or her authority to do so and that all persons necessary to bind GRANTOR have jointed in this document. This document runs with the land in favor of GRANTEE'S successors and assigns.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2014.

Grantor: Humboldt Unified School  
District No. 22 of Yavapai County

By: \_\_\_\_\_



State of Arizona       )  
                                  ) ss.  
County of Yavapai     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, the undersigned, a Notary Public, in and for the State of Arizona, personally appeared \_\_\_\_\_, who acknowledged that he/she is the president of the Governing Board of the Humboldt Unified School District No. 22 of Yavapai County, Arizona, and that he/she executed the foregoing instrument for the purpose herein contained on behalf of said school district.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

\_\_\_\_\_

**DAVA & ASSOCIATES, INC.**

**PLANNING • ENGINEERING • SURVEYING**

**310 E. Union Street, Prescott, AZ 86303**

**(928) 778-7587**

A portion of Section 12, Township 14 North, Range 1 West of the Gila and Salt River Meridian, Yavapai County, Arizona. Also being a portion of the parcel described in the patent recorded in Book 2247 of Official Records, Pages 868-869 in the Yavapai County Recorder's Office, and described as follows:

**COMMENCING** at the intersection of the westerly line of the parcel described in the patent recorded in Book 2247 of Official Records, Page 868 with the southerly line of the northerly 30.00 feet of the parcel described in said patent, as identified by a ½" rebar with no cap or tag;

thence, along the west line of the parcel described in said patent, South 01°53'42" West, 715.57 feet to the **POINT OF BEGINNING**.

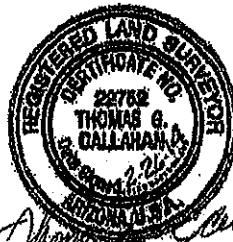
Thence, departing the west line of the parcel described in said patent, North 74°12'55" East, 213.04 feet to the southeasterly line of the parcel described in said patent, from which point a 5/8" rebar with a cap stamped "LS 35138 CRA ONON" identifying the southeasterly corner of the parcel described in said patent is North 62°30'20" East, 843.56 feet;

thence, along the southeasterly line of the parcel described in said patent, South 62°30'20" West, 232.96 feet to the southwesterly corner of the parcel described in said patent;

thence, along the west line of the parcel described in said patent, North 01°53'42" East, 49.62 feet to the **POINT OF BEGINNING**.

This description yields 5,036 square feet.

I certify that, I, Thomas G. Callahan, am a Registered Land Surveyor in the State of Arizona, that this description was prepared under my direction and contains adequate information to allow retracement thereof.



Expires 6/30/2014

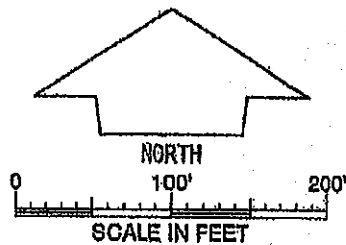
# EXHIBIT

A PORTION OF SEC. 12,  
T. 14 N., R. 1 W.,  
G. & S. R. M.

LOOS DRIVE

COMMENCING  
POINT

30'



HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22  
PATENT FROM STATE OF ARIZONA  
BK. 2247 O.R., PG. 868

P.O.B.

AREA DESCRIBED

**DIVA & ASSOCIATES, INC.**  
310 EAST UNION STREET  
PRESCOTT, ARIZONA 86303  
928-778-7587

374LOOSVC3D\SURVEY\DESC-PATH-01.DWG B.K. 02/17/2014  
SEE 374LOOS\WORD\DESC-PATH-01.DSC

**MVES – District Ownership –  
Northwest Entrance**

When Recorded Mail to:

Town of Prescott Valley  
Town Clerk Diane Russell  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

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**QUITCLAIM DEED**

Exempt per ARS 11-1134-A3

For the consideration of TEN DOLLARS, and other valuable considerations, I or we,

Town of Prescott Valley, a Municipal Corporation of Arizona, the GRANTOR

do/does hereby convey to

Humboldt Unified School District No. 22 of Yavapai County, AZ, the GRANTEE,

the following described property situated in Yavapai County, Arizona:

See EXHIBIT "A" ("DESC-DW-01.DSC"), attached hereto and made a part hereof.  
(A Portion of APN 103-02-712b)

Subject to: Current taxes and other assessments, reservations in patents and all easements, rights-of-way, encumbrances, liens, covenants, conditions, restrictions, obligations, and liabilities as may appear of record.

And the GRANTOR binds itself and its successors to warrant and defend the title, against all acts of the GRANTOR herein, and no other, subject to the matters set forth.

DATED: \_\_\_\_\_

GRANTOR:  
Town of Prescott Valley, Arizona

By: \_\_\_\_\_  
Harvey C. Skoog, Mayor

STATE OF ARIZONA

County of Yavapai

)  
) ss.  
)

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, the undersigned, a Notary Public, in and for the State of Arizona, personally appeared Harvey C. Skoog, who acknowledged that he/she is the Mayor of the Town of Prescott Valley, a municipal corporation of Arizona, and that he/she executed the foregoing instrument for the purpose herein contained on behalf of said municipal corporation.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_

**DAVA & ASSOCIATES, INC.**

**PLANNING • ENGINEERING • SURVEYING**

**310 E. Union Street, Prescott, AZ 86303**

**(928) 778-7587**

A portion of Section 12, Township 14 North, Range 1 West of the Gila and Salt River Meridian, Yavapai County, Arizona, described as follows:

**BEGINNING** at the intersection of the westerly line of the parcel described in the patent recorded in Book 2247 of Official Records, Page 868 in the Yavapai County Recorder's Office with the southerly line of the northerly 30.00 feet of the parcel described in said patent, as identified by a 1/2" rebar with no cap or tag;

thence, along the westerly line of the parcel described in said patent, South  
01°53'42" West, 53.49 feet;

thence, departing the westerly line of the parcel described in said patent, North  
88°45'39" West, 5.27 feet;

thence, along a curve to the right, having a chord bearing North 78°39'30" West, a  
chord length of 65.29 feet, a radius of 186.09 feet, a central angle of  
20°12'18", and an arc length of 65.63 feet;

thence, along a curve to the right, having a chord bearing North 58°37'45" West, a  
chord length of 51.49 feet, a radius of 124.58 feet, a central angle of  
23°51'11", and an arc length of 51.88 feet;

thence, North 44°42'10" West, 17.08 feet to a point on a line 30.00 feet southerly  
of and parallel with the centerline of Loos Drive as shown on the plat of  
Prescott Valley Unit Five as recorded in Book 13 of Maps and Plats, Page  
11;

374LOOS\WORD\DESC-DW-01.DSC

18 February 2014

Pg. 1 of 2

thence, along said parallel line, North 89°58'48" East, 126.06 feet to the **POINT  
OF BEGINNING.**

This description yields 4,754 square feet.

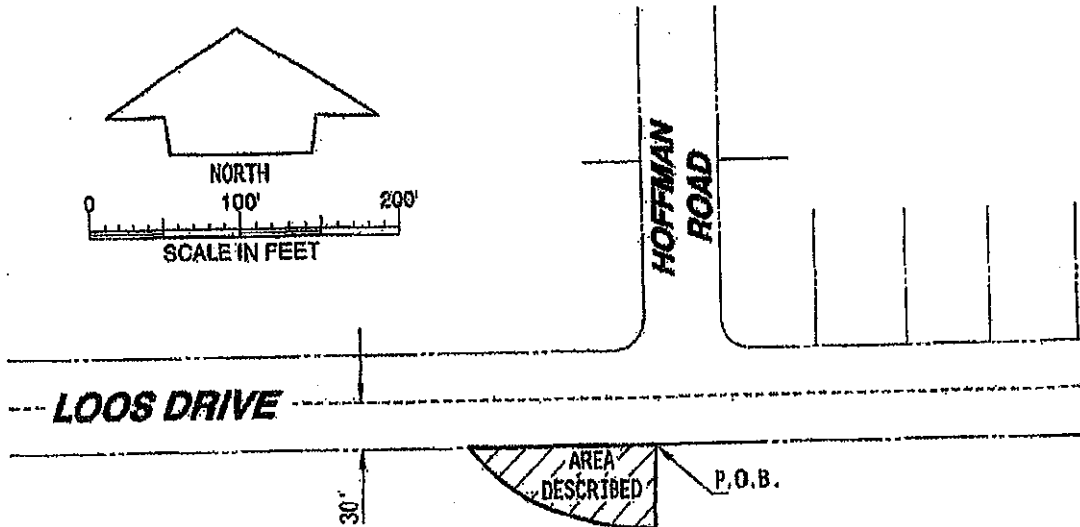
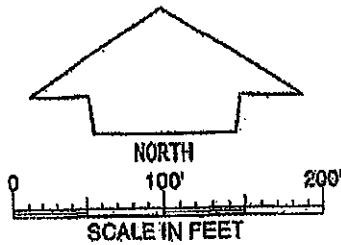
I certify that, I, Thomas G. Callahan, am a Registered Land Surveyor in the State of Arizona, that this description was prepared under my direction and contains adequate information to allow retracement thereof.





# EXHIBIT

A PORTION OF SEC. 12,  
T. 14 N., R. 1 W., G. & S. R. M.



HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22  
PATENT FROM STATE OF ARIZONA  
BK. 2247 O.R., PG. 868

**DAY & ASSOCIATES, INC.**  
310 EAST UNION STREET  
PRESCOTT, ARIZONA 86303  
928-778-7587

374L00S\C3D\SURVEY\DESC-DW-01.DWG 8.K. 02/18/2014  
SEE 374L00S\WORD\DESC-DW-01.DSC



**CONSENT**  
**Item 8H.**

**Contract Award**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **8H**  
FROM: Cynthia Windham, Finance Director Reading  
DATE: May 13, 2014 Discuss  
SUBJECT: Award of contract for services related to: Action  
Fleet Fuel Card System  
Consent X

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**OBJECTIVE:** Bid Award

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### **SUPPORTING DATA:**

On April 22, 2014 the Governing Board approved issuing a RFP for a Fleet Fuel Card System.

The District sent proposal packets to existing firms on its vendor list and to vendors from the previous RFP in 2009.

Packets were sent to the following:

Bennett Oil	Express Stop	Sandies Market
Caricoa Company	Chevron	Texaco
Pacific Pride Services, LLC	SC Fuels	

Two of the eight bidders responded and both vendors were considered responsible and responsive with respect to submitting the requirements of the proposal packet. The District received a "No Response" from Sandies Market, Caricoa Company, Express Stop, Chevron, Texaco, and Pacific Pride Services, LLC. The committee reviewed the RFP submissions and after careful evaluation, determined that SC Fuels could best meet the needs of the District (see the evaluation matrix attached).

It is the intent of the District to award a multi-term contract, beginning upon award and continuing until June 30, 2015. If all conditions are met during this period of time, this contract can be extended, if funding is available for up to an additional four one-year contracts. However, no contract will exist unless renewed by the Board annually.

The committee for the Fleet Fuel Card System consisted of: Kim Porter, Ellen Leyboldt, Roger Rubien and Sharon Mason

### **ADDITIONAL INFORMATION:**

SC Fuels has over 40,000 card accepting fueling locations Nationwide with over 800 locations in Arizona and six locations (3 non UFE owned locations for emergency back-up situations) in the Tri-City area. SC Fuels has the ability to control purchases and offers detailed billing information for each vehicle.

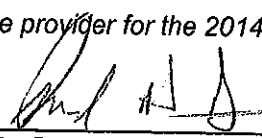
### **SUMMARY & RECOMMENDATION:**

It is recommended that the Governing Board approve SC Fuels for Fleet Fuel Card services for the 2014/15 fiscal year.

### **SAMPLE MOTION**

*I move to approve SC Fuels as the Fleet Fuel Card service provider for the 2014/15 fiscal year.*

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

  
Dr. Paul Stanton, Superintendent

Questions should be directed to:

Kim Porter, Transportation Director and/or Cynthia Windham, Finance Director (759-4000)

# HUMBOLDT UNIFIED SCHOOL DISTRICT

## Evaluation Rating Form

RFP 12-003-14-5

DATE: 4-23-14

EVALUATOR: KIM PORTER

0-100 points	BENNETT OIL	SC FUELS
1. COST	24	23
2. CLOSE PROXIMITY TO HUSD TRANSPORTATION FACILITY FUEL LOCATIONS.	20	25
3. OFFER AND ACCEPTANCE, TERMS AND CONDITIONS, SCOPE OF WORK AND SPECIFICATION DOCUMENTS	25	25
4. REQUIRED INFORMATION: COMPLETE RESPONSE TO THE METHOD OF APPROACH AND QUALIFICATIONS AND EXPERIENCED PAGES, CERTIFICATE OF INSURANCE, COMPANY FINANCIALS.	25	25
7. TOTAL SCORE	94	98

### EVALUATOR'S SUMMARY: (STRENGTHS/WEAKNESSES)

Bennett's cost of fuel was better but would only save about \$900.  
SC fuel locations are within a mile at Roberts Mkt. They also specifically put in a site for our dept. at the Fair Rd location

EVALUATOR'S SIGNATURE:

*Kim Porter*

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

**Evaluation Rating Form**

**RFP 13-005-14-S**

**DATE:** 4-23-14

**EVALUATOR:** Ellen Keyboldt

0-100 points	BENNETT OIL	SC FUELS
1. COST	25	20
2. CLOSE PROXIMITY TO HUSD TRANSPORTATION FACILITY FUEL LOCATIONS.	15	25
3. OFFER AND ACCEPTANCE, TERMS AND CONDITIONS, SCOPE OF WORK AND SPECIFICATION DOCUMENTS	25	25
4. REQUIRED INFORMATION: COMPLETE RESPONSE TO THE METHOD OF APPROACH AND QUALIFICATIONS AND EXPERIENCES PAGES, CERTIFICATE OF INSURANCE, COMPANY FINANCIALS.	25	25
7. TOTAL SCORE	90	95

**EVALUATOR'S SUMMARY: (STRENGTHS/WEAKNESSES)**

SC Fuels Locations are very easily accessed

Bennett-fuel Prices are a plus - location is out of the way -

**EVALUATOR'S SIGNATURE:** Ellen Keyboldt

# HUMBOLDT UNIFIED SCHOOL DISTRICT

## Evaluation Rating Form

RFP 13-008-14-5

DATE: 04/23/2014

EVALUATOR: ROGER A. RUBEN

0-100 points	BENNETT OIL	SC FUELS
1. COST	25	21
2. CLOSE PROXIMITY TO HUDS TRANSPORTATION FACILITY FUEL LOCATIONS.	18	25
3. OFFER AND ACCEPTANCE, TERMS AND CONDITIONS, SCOPE OF WORK AND SPECIFICATION DOCUMENTS	25	25
4. REQUIRED INFORMATION: COMPLETE RESPONSE TO THE METHOD OF APPROACH AND QUALIFICATIONS AND EXPERIENCES PAGES, CERTIFICATE OF INSURANCE, COMPANY FINANCIALS.	25	25
7. TOTAL SCORE	75	96

### EVALUATOR'S SUMMARY: (STRENGTHS/WEAKNESSES)

SC FUELS 2 CONVENIENT LOCATIONS ARE A "BIG" PLUS

BENNETT FUELS HAS BETTER PRICE - SLIGHT ADVANTAGE

EVALUATOR'S SIGNATURE: 

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

**Evaluation Rating Form**

**RFP 13-005-14-5**

DATE: 4/23/14

EVALUATOR: Sharon Mason

0-100 points	BENNETT OIL	SC FUELS
1. COST	25	24
2. CLOSE PROXIMITY TO HUSD TRANSPORTATION FACILITY	20	25
3. OFFER AND ACCEPTANCE, TERMS AND CONDITIONS, SCOPE OF WORK AND SPECIFICATION DOCUMENTS	25	25
4. REQUIRED INFORMATION: COMPLETE RESPONSE TO THE METHOD OF APPROACH AND QUALIFICATIONS AND EXPERIENCE 3 PAGES, CERTIFICATE INSURANCE, COMPANY FINANCIALS	25	25
7. TOTAL SCORE	95	99

**EVALUATOR'S SUMMARY: (STRENGTHS/WEAKNESSES)**

Bennett oil has slightly better pricing  
Sc. Fuels location is closer

EVALUATOR'S SIGNATURE: Sharon Mason



# CONSENT

## Item 8l.

### Student Travel

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 81
FROM:	Kort Miner, BMHS Principal Doug Beilfuss, Boys Basketball Coach	Reading
DATE:	May 13, 2014	Discuss
SUBJECT:	Request for out-of-state travel	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #1 – To Raise the Level of Student Achievement	

---

### SUPPORTING DATA

The BMHS Boys Basketball Team has the opportunity to participate in two basketball camps this summer. The first camp is at the Colorado Mesa University where they will play in twelve games and attend various skills clinics. The second camp is at Steamboat Springs High School. There they will not only participate in games, but they will be involved in individual skill and strength clinics daily. Both camps offer team building activities that will help strengthen our connection as a team.

### Sample Motion

I move to approve the travel request for BMHS Boys Basketball Team members to travel to Colorado June 23 – July 3, 2014.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Doug Beilfuss (759-4100)

## **REQUEST TO BOARD FOR STUDENT OUT-OF-STATE TRAVEL**

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

**Organization taking field trip:** BMHS Boys Basketball

**Date of field trip:** June 23<sup>rd</sup> - July 3, 2014

**Place of field trip:** Grand Junction/Steamboat Springs, CO

**Approximately how many students:** 12

**Where are you staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised? TBD- The Boosters will be funding our lodging which will be approximately \$900.00.**

**How is the trip being funded? Through Boys Basketball**

**What is the cost for the trip (lodging/registration/transportation, etc.)? \$6,630.24**

**What is the cost for each student? \$552.52**

**Chaperones (student/adult ratio) – 1 adult for every 10 students is recommended  
Doug Beilfuss**

**What determines the student's eligibility for attending? The determination of eligibility is a player who will have an important part in our program next year.**

**How does the trip benefit the students and the teacher? What state standard is met with this activity? The benefit of this trip will be the connection we gain as a team. We will not only participate in team building activities, but they will get varsity game experience as well.**

**Curriculum objectives:**

**Student outcomes:**

**Type and cost of transportation: HUSD Transportation- White Bus \$810.24**

**HUMBOLDT UNIFIED SCHOOL DISTRICT #22**  
**STUDENT OVERNIGHT TRIP**  
**FINANCIAL INFORMATION**

School: BMHS Organization/Group: Boys Basketball  
 Sponsor's Name: Doug Beilfuss Phone: 759-2052  
 Trip Date: June 23 - July 3 Trip Location: Grand Junction, CO  
                   2014 Trip Title: Basketball Camps  
 Total Number of Attendees: 13 # Female Students        # Male Students 12 # Adults 1

Cost of Trip: (Total Costs, NOT Per Participant Costs)	
Event Registration <u>Mesa, \$215 each = \$2580</u> <u>WSC, \$195 each = \$2340</u>	\$ <u>4920.<sup>00</sup></u>
Transportation	\$ <u>810.<sup>24</sup></u>
Lodging	\$ <u>900.<sup>00</sup></u>
Meals <u>Participant Responsibility</u>	\$ <u>      </u>
Per Diem	\$ <u>      </u>
Other (specify)	\$ <u>      </u>
Other (specify)	\$ <u>      </u>
<b>Total Cost</b>	\$ <u>6630.<sup>24</sup></u>
Funding for Trip:	
Auxiliary	\$ <u>4920.<sup>00</sup></u>
Student Club	\$ <u>      </u>
Tax Credit	\$ <u>810.<sup>24</sup></u>
Booster Club	\$ <u>900.<sup>00</sup></u>
Grant	\$ <u>      </u>
Other (specify)	\$ <u>      </u>
Other (specify)	\$ <u>      </u>
<b>Total Funding</b>	\$ <u>6630.<sup>24</sup></u>

Name of \*Chaperone(s): Doug Beilfuss

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

*This document must accompany the Request for Trip Approval Packet*

PROGRESSIVE

**Hoop Heaven Boys High School Team Camp**

High School Boys: Grades 9-12

Location: Steamboat Springs High School-Steamboat Springs, CO

Thursday, June 26, 2014 to Saturday, June 28, 2014

\$195 per  
player**Camp Description**

Progressive Basketball Academy's Hoop Heaven Boys Team Camp in Steamboat Springs, Colorado will provide a highly organized and competitive team camp.

As a bonus PBA will be conducting individual skill and strength clinics daily along with a NCAA Rules and Regulations seminar to be taking advantage by everyone participating. Along with its great facilities the city of Steamboat Springs offers numerous team building activities to create memories and a foundation to carry your team through March!

Each team will be guaranteed at least eight games in pool and tournament style play. Each varsity game will be officiated by certified officials and will consist of two 20 minute running halves. This competitive weekend will conclude with a double elimination tournament, beginning Saturday morning.

**General Information**

- Each team will play 8 competitive games, pool play and tournament style.
- Certified officials will be officiating all varsity games
- Situational games
- 2 nights lodging
- 7 meals
- T-Shirt
- Scheduled practice time with a collegiate coaches
- NCAA compliance Q & A.
- Coaches room and board is free of cost per 8 players
- Coaches clinic with PBA staff
- Coaches social and basketball round table discussions
- Each team will be provided the opportunity to tube the Yampa River- Free of cost.

**First Day Schedule: June 22nd**

CHECK IN.....09:00am-11:00am  
 FIRST GAMES BEGIN.....11:00am  
 PLAYER CLINICS.....01:00pm-4:00pm  
 FIRST MEAL.....05:00pm  
 COACHES CLINIC.....09:00pm  
 COACHES SOCIAL.....10:00pm

Camp ends approx 3:00pm on June 26th, 2014.

**TEAM BUILDING ACTIVITIES**

- Tube the Yampa River
- Play at the downtown hot springs
- Soak in the natural hot springs
- Enjoy the variety of hiking trails
- Take a ride on the Steamboat Gondola

Please check your email regularly as this is our primary way to communicate. Any additional information that we need to convey as the camp draws closer will be passed on to you via the e-mail address that you supplied when you registered for camp. Please make it a habit to check your e-mail daily, this will eliminate any confusion and or miscommunication.

**Camp Waiver Information**

Accident and Release of Liability Form is available on-line and will be attached to your e-mailed receipt. Please print fill out and bring to camp.

**Directions**

Steamboat Springs High School  
 45 Maple St.  
 Steamboat Springs, CO. 80477

**Miscellaneous Information****Refund Policy :**

You may cancel your camp registration for any reason within 2 weeks of your session beginning and receive a full refund. Cancellations less than 2 weeks before the camp session begins are non-refundable. To cancel your registration, please email us at [pbacademy@outlook.com](mailto:pbacademy@outlook.com)

# COLORADO MESA

## BASKETBALL

### 2014 Camp

Skills Camps (Grades 6 to 12)  
Team Camp (Grades 9 to 12)  
Day Camp (Grades 2 to 8)

**SECOND LARGEST BASKETBALL CAMP IN THE NATION! OVER 3,000 CAMPERS LAST SUMMER.**



#### TEAM CAMPS INFORMATION

4-DAY CAMP		June 9-12, 2014 (All Girls Camp)
Resident Budget Option <b>\$215</b>	Commuter Budget Option <b>\$115</b>	June 16-19, 2014 (Co-ed)
Compensation Plan <b>\$240</b>	Compensation Plan <b>\$140</b>	June 23-26, 2014 (Co-ed)
		June 30 - July 3, 2014 (Co-ed)

- Freshman through varsity boys and girls from schools of all classification levels
- \$100 team deposit required by May 1 to assure your spot
- Teams accepted after May 1 if openings exist (usually until mid June)
- \$45 individual deposits consolidated into one check should be sent in and added to the deposit by June 1
- Teams staying on campus will be housed in a residence hall on the main campus, and fed in the University Center Dining Hall
- Coaches can receive graduate credit for participation in camp (1 semester hour)
- Video room with more than 60 titles by today's most successful coaches
- Early check-in available - you may bring your team to camp a day early for \$40 per player (fee covers gym use, extra night of lodging and an evening and mid-morning meal)

**Team Requirements**

1 team = 7 players	4 teams = 25 players
2 teams = 13 players	5 teams = 33 players
3 teams = 20 players	

- \$60 surcharge added to camp bill for each player short of team requirement
- Complimentary room and board to coach of each full team
- \$110 fee for extra coaches, bus driver, manager etc. (\$120 Early Check-in)

**10 officiated games in four days. All camps end at noon on the last day.**

#### SKILLS CAMPS INFORMATION

4-DAY CAMP		Instruction and competition, emphasis on all skills
Resident <b>\$295</b>	Commuter <b>\$195</b>	June 2-5, 2014 (All Girls Camp)

3-DAY POSITION CAMP		Specialized instruction in guard and post
Resident <b>\$205</b>	Commuter <b>\$145</b>	June 13-15, 2014 (Co-ed)

- Grades 6-12, boys and girls separated by grade, gender and ability
- Games each evening
- Closed campus, no visitors without approval and no camper may leave without approval from camp administrator
- \$45 deposit, non-refundable after June 1 must accompany all applications
- Full payment may be sent in lieu of deposit
- \$5 late fee for applications after June 1; \$10 late fee after July 1
- Pizza party last night of camp
- Registration is 8:00-9:15 a.m. on the first day of camp; camp begins at 10:00 a.m.; camp ends at noon on the last day
- Early check-in available - \$40 per player if you want to arrive the day before (fee covers gym use, extra night of lodging and an evening and mid-morning meal)
- Resident campers are housed in a residence hall on the CMU main campus, and will eat in the University Center Dining Hall

**Camp Sessions**

9:00 a.m. - 12:00 p.m.	1:30 - 4:30 p.m.	6:30 - 9:30 p.m.
------------------------	------------------	------------------

**Bonus: For each four members of your team who pay full price, register the 5th player at half price!**

**Register online at [CMUavericks.com/camps](http://CMUavericks.com/camps)**

**For more information please contact:**

**Andy Shantz**  
Head Men's Basketball Coach

**Taylor Wagner**  
Head Women's Basketball Coach

**Colorado Mesa University**  
Basketball Camp

# MAVERICKS

## DAY CAMPS INFORMATION

5-DAY CAMP	Instruction and competition, emphasis on
Commuter \$80	June 2-6, 2014 (Co-ed)
<ul style="list-style-type: none"> <li>Grades 2-8, boys and girls separated by grade and ability</li> <li>9:00 a.m. - 12:00 p.m. daily (two hours of instruction, one hour of games daily)</li> <li>Eight foot baskets for young players</li> <li>\$20 non-refundable deposit must accompany application (or full payment)</li> <li>\$5 late fee for application received after June 1.</li> </ul>	

Register online at [CMUmavericks.com/camps](http://CMUmavericks.com/camps)



CHIEF, OUT OUR NEWLY REMODEL  
FACILITY, POOL, AND RECREAT  
CENTER IN THE MAVERICK CENTI

## SKILLS CAMPS REGISTRATION INDIVIDUAL APPLICATION

Name \_\_\_\_\_ Age \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School \_\_\_\_\_ Grade (next year) \_\_\_\_\_

I have not ☐ have won ☐ an athletic letter since entering 9th grade.

To: Colorado Mesa University Athletics Camp/Clinics We, (or I), hereby request that you accept the application of \_\_\_\_\_ in the Colorado Mesa University Athletics Camp/Clinics during the dates set forth in this application, and in consideration of your acceptance of the application, we will (or I) (whether one or more) hereby release the board of Trustees of Colorado Mesa University, for the use and benefit of Colorado Mesa University, and all its employees from all claims on account of any injuries which may be sustained by our (or my) minor child as a result of any such injuries. If medical attention is required for injury or illness while in camp/clinic, I give my permission for such medical care. We also grant permission for the Colorado Mesa University Athletics Camp/Clinics to use photographs of our child for publicity, advertising or other commercial purposes. This school admits all qualified applicants without regard to race, creed, color, religion, sex, disability, national origin or sexual orientation.

GRADES 6 TO 12	Boys and Girls separated by grades, gender & ability	Housing Options	Early Check-in	Deposit	TOTAL
<input type="checkbox"/> June 2-5, 2014 (4-Day All Girls Camp)	<input type="checkbox"/> Resident \$195 <input type="checkbox"/> Commuter \$195	<input type="checkbox"/> \$40 extra <input type="checkbox"/> \$45 (non-refundable after June 1st)			
<input type="checkbox"/> June 13-15, 2014 (3-Day Position Camp)	<input type="checkbox"/> Resident \$205 <input type="checkbox"/> Commuter \$145	<input type="checkbox"/> \$40 extra <input type="checkbox"/> \$45 (non-refundable after June 1st)			

GRADES 2 TO 8	Boys and Girls separated by grades, gender & ability	Housing Options	Early Check-in	Deposit	TOTAL
<input type="checkbox"/> June 2-6, 2014 (5-Day Day Camp)	No Resident Option <input type="checkbox"/> Commuter \$80	N/A	<input type="checkbox"/> \$20 (non-refundable)		

## TEAM CAMPS REGISTRATION APPLICATION

Doug Beilfuss  
Coach's Name

6410 E. Kelmore RD  
Coach's Home Address

PRESCOTT VALLEY AZ 86314  
City State Zip

928-759-2052  
Home Phone

404-408-4834  
Cell Phone

BRANSHAW MOUNTAIN H.S.  
School

1580  
School Enrollment

928-759-4100  
School Phone

How many teams will you bring?  
 \_\_\_\_\_ Girl's Varsity  
 \_\_\_\_\_ Girl's Junior Varsity  
 \_\_\_\_\_ Girl's Freshmen  
 \_\_\_\_\_ Boy's Varsity  
 \_\_\_\_\_ Boy's Junior Varsity  
 \_\_\_\_\_ Boy's Freshmen

GRADES 9 TO 12	Freshmen through varsity boys and girls for high school	Housing Options (per player)	Early Check-in	Deposit	TOTAL
<input type="checkbox"/> June 9-12, 2014 (4-Day All Girls Camp)	<input type="checkbox"/> Resident (\$215, \$240) <input type="checkbox"/> Commuter (\$115, \$140)	<input type="checkbox"/> \$40 x _____ <input type="checkbox"/> \$100 team, plus \$45 per player			
<input type="checkbox"/> June 16-19, 2014 (4-Day Camp)	<input type="checkbox"/> Resident (\$215, \$240) <input type="checkbox"/> Commuter (\$115, \$140)	<input type="checkbox"/> \$40 x _____ <input type="checkbox"/> \$100 team, plus \$45 per player			
<input type="checkbox"/> June 23-26, 2013 (4-Day Camp)	<input type="checkbox"/> Resident (\$215, \$240) <input type="checkbox"/> Commuter (\$115, \$140)	<input type="checkbox"/> \$40 x _____ <input type="checkbox"/> \$100 team, plus \$45 per player			
<input checked="" type="checkbox"/> June 30 - July 3, 2013 (4-Day Camp)	<input checked="" type="checkbox"/> Resident (\$215, \$240) <input type="checkbox"/> Commuter (\$115, \$140)	<input type="checkbox"/> \$40 x _____ <input type="checkbox"/> \$100 team, plus \$45 per player			

Minimum requirements are 7 players for one team, 13 for 2 teams, 20 for three teams, 26 for four teams, 33 for five teams. Surcharge of \$60 for each player below the limit.

Comments: \_\_\_\_\_





# **CONSENT**

## **Item 8J.**

### **Gifts & Donations**

## **GIFTS & DONATIONS**

Trumin Solis  
P.O. Box 381, Dewey, AZ  
Donated \$50

To be used at Mountain View Elementary School

Margaret Morley  
5724 Foxglove, Prescott, AZ  
Donated five bags of books with the donor's value of \$300  
To be used at Granville Elementary School

# **DISCUSSION**

## **Item 9A.**

**Ed. Svc. Update**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Danny Brown, Director of Federal Programs/School Improvement	Reading
DATE:	May 13, 2014	Discuss X
SUBJECT:	Education Services Update	Action
		Consent

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

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### SUPPORTING DATA:

Mr. Brown will introduce Scott Terry, our new Data Coordinator, to the Board. He will give an update on what he has been doing in his first few months on the job. He will also give us an update on the PARCC Field Test.

Approved for transmittal to the Governing Board:

  
Dr. Paul Stanton, Superintendent

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

# **DISCUSSION**

## **Item 9B.**

### **ASBA**

## **Legislative Issues**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9B
FROM:	Arizona School Boards Association and Board President Richard Adler	Reading	
DATE:	May 13, 2014	Discuss	X
SUBJECT:	Determination of the Board's issues of importance for consideration by the Arizona School Boards Association as their focus of legislative effort	Action	
<hr/>			
OBJECTIVE:	Board Governance		

### **SUPPORTING DATA:**


Each year the Arizona School Boards Association (ASBA) compiles a list of concerns from school districts. The Association is asking for issue submissions that fall into three categories; long-term, short-term, and 2015 Session-specific legislation. The proposals will be compiled by ASBA staff and provided to the ASBA Legislative Committee for consideration. The Committee will create a draft document that will be circulated to all governing boards and superintendents. This will be the basis for discussion at the official Delegate Assembly on Saturday, September 6. An official HUSD delegate will be selected at a later date.

### **SUMMARY & RECOMMENDATION:**

The Board is requested to discuss issues for consideration by ASBA. A list will be compiled and submitted to ASBA on or before the deadline of May 28th.

**Sample Motion:** n/a

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Richard Adler at [richard.adler@humboldtunified.com](mailto:richard.adler@humboldtunified.com)



MEMORANDUM

MEMO TO: GOVERNING BOARD MEMBERS AND SUPERINTENDENTS

FROM: ANNE GREENBERG, Legislative Committee Chair

DATE: April 21, 2014

SUBJECT: FY2015 DELEGATE ASSEMBLY / POLITICAL AGENDA SUBMISSION OF PROPOSED ISSUES FOR FY 2015

It has been a pleasure to serve as your Legislative Chair last year as we streamlined the Delegate Assembly process and created a more focused Political Agenda. I'm honored to be asked to serve again in the role of Legislative Committee Chair this year.

Your input to the Legislative Committee is critical. Once again, we are asking for issues that fall into three categories – long term, short term, and 2015 Session-specific legislation. Once submitted, these proposals will be compiled by staff and provided to the ASBA Legislative Committee for consideration. The Committee will then create a draft document that will then be circulated to all governing boards and superintendents. This will be the basis for discussion at the official Delegate Assembly on Saturday, September 6<sup>th</sup>. The timeline is as follows:

- Wednesday, May 28<sup>th</sup> – Proposed Items Due
- Friday June 6<sup>th</sup> – Legislative Committee meets
- Week of June 16<sup>th</sup> – Legislative Committee Recommendations sent to all governing board members and superintendents
- Saturday, September 6<sup>th</sup> – Delegate Assembly (will be in the morning and follow the Law Conference)
- Friday, November 14<sup>th</sup> – ASBA/AASBO/ASA Legislative Workshop

Please find attached a sample form that will allow you to submit issues of importance in three categories – long-term, short-term, and 2015 Session-specific. You do not need to have issues for all three if it isn't applicable for your district.

As a reminder, you should schedule this item on an upcoming Board agenda for discussion, as any items submitted must reflect the collective will of the Board. **These proposals are due by the close of business on May 28, 2014.**

As you are aware, the 2014 Delegate Assembly will determine the positions of the Arizona School Boards Association for any future Special Sessions of the current legislature and for the First Regular

Session of the Fifty-Second Legislature. Your board not only has the opportunity to help craft ASBA's advocacy stances with the submission of your proposals, but by registering your district's delegate. Your delegate will represent your district at the Delegate Assembly, a critical policy-determining meeting where the views of your district can be represented and discussed. The Delegate Assembly will be held on Saturday, September 6<sup>th</sup> at The Camelback Inn.

Please continue to monitor the Daily In-Session Updates to receive the most current information, which are also available at [www.azsba.org](http://www.azsba.org).

Thank you for your active participation in ASBA. If you have any questions, please call Janice Palmer, Director of Governmental Relations and Public Affairs at 602-254-1100 or email [jpalmer@azsba.org](mailto:jpalmer@azsba.org), she will be happy to help you. **Once again, all proposals are due by May 28, 2014.**



### Long Term

These overarching issues must be addressed for public schools to excel and provide an opportunity for every child to succeed. The items below reflect those key issues on which we will concentrate over the next 5-10 years.

1. Revise the school finance formula to adequately fund schools.
  - a. Structurally change the tax structure to assure a more stable and reliable source.
  - b. Maximize local school district flexibility in managing these funds.
  - c. Require the same accountability measures of all schools and individuals that receive public funds.
  - d. Repeal any program that gives public monies to private schools.
  - e. Include dedicated funding to education.
2. Uphold preservation of local control to reinforce the connection between the community and its elected governing board members.
3. Meet the unique educational needs of every student so that every student has the opportunity to reach his/her full potential.

Focus over  
the next  
**5-10**  
years

### Short Term

Building toward our long-term areas of success, the following items represent critical needs to put us on that path, and will engage our energies over the next 3-5 years.

1. Fund voluntary, full-day kindergarten and include kindergarten students in the override calculation.
2. Restore capital funding to funding formula allocations.
3. Fund inflation fully in the baseline to uphold the voters' mandate.
4. Allow public school tax credits to be used as determined by local districts.
5. Create greater flexibility with mandated graduation requirements.

Focus over  
the next  
**3-5**  
years

### 2014 Session-Specific

Building toward our long-term areas of success, the following items reflect issues that will not only move us forward, but we believe can be accomplished next year given the legislative atmosphere and current public trends.

1. Advocate for an Administrative Reduction Omnibus to lessen unfunded mandates and administrative burdens.
2. Restore Building Renewal funding to ensure school facilities are adequately maintained.
3. Change "override" language to "local support" to better reflect what voters are being asked to support.
4. Advocate for school safety funds to create a safe learning environment.
5. Allow school districts greater flexibility in the divestiture of property to address population and course needs.
6. Maximize trust land income for teachers' salaries and student classroom opportunities.
7. Allow districts the option to operate individual schools for 200-day school years and increase funding from 5% to 8% to improve student achievement.
8. Restore 9th grade funding for CTE/JTEDs so that students have the opportunity to be exposed to career fields and/or certification completion.
9. Protect the right of districts to charter schools for innovation.
10. Fund the implementation costs of Arizona's new standards, assessments, and technology.

Focus in  
**2014**



# **ACTION**

## **Item 10A.**

**2013-14**  
**Revised Budget**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10A
FROM:	Cynthia Windham, Finance Director	Reading	
DATE:	May 13, 2014	Discuss	X
SUBJECT:	FY 13/14 Revised Budget #1	Action	X

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**OBJECTIVE:** Goal # 1,2,3

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### **SUPPORTING DATA:**

The District is requesting a final budget revision for FY 13/14.

#### **Maintenance/Operation Budget:**

- 1) Budget Balance Carry Forward (BBCF) adjusted to actual to \$964,749 which represents 3% of the Revenue Control Limit (RCL).

Maintenance/Operation Decrease: (\$169,887)

- 2) Redirect District Sponsored Charter School current year funding for new students to Capital.

Maintenance Operation Decrease: (\$509,673)

**Total Net Maintenance Operation Adjustment Decrease: (679,560)**

**Total Revised Maintenance Operation Budget = \$28,389,417**

#### **Unrestricted Capital Budget:**

- 1) Adjustment for final adjusted figures for DSCS ADM current year students

Net Unrestricted Capital Increase: \$1,993,630

- 2) Adjustments to the Unrestricted Capital Budget Limit (UCBL) for tuition (Arizona School for the Deaf and Blind) to \$58,512 from \$60,000

Unrestricted Capital Decrease of (\$1,488)

- 3) Adjustment to projected final expenses resulting in an increase in carry forward.

Unrestricted Capital Increase of \$42,626

- 4) Additional Reduction of CORL for State Budget Adjustments.

Unrestricted Capital Decrease of (\$34,396)

- 5) Adjustment for miscellaneous interest income and beginning FY 2012 Unrestricted Capital Budget Limit (UCBL)

Unrestricted Capital Increase \$248

- 6) Previous years ADM capacity adjustments

Unrestricted Capital Increase of \$52,657

7) Soft Capital Transfer Adjustment

Unrestricted Capital Increase of \$6,805

**Total Net Unrestricted Capital Adjustments Increase of: \$2,060,082**

**Total Revised Unrestricted Capital Budget = \$7,753,322**

**SUMMARY & RECOMMENDATION:**

I move to approve the revised budget for FY 13/14 including, ADE budget adjustments, and the realignment of subsections as presented, per ARS statute 15-905 and 15-915.

Approved for transmittal to the Governing Board:

  
Dr. Paul Stanton, Superintendent

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



EXPENDITURES MAINTENANCE AND OPERATION (M&O)

	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease
	Current FY	Budget FY						Current FY 2013	Budget FY 2014	
1. 100 Regular Education	263.82	232.26	8,511,935	3,172,271	206,038	323,938	619	12,795,850	12,214,801	-4.5%
2. 1000 Classroom Instruction										
3. 2000 Support Services	24.00	25.00	762,622	289,228	7,875	3,735	0	1,000,070	1,053,461	6.3%
4. 2100 Students	14.48	19.38	725,508	236,265	82,459	6,582	2,000	692,773	1,052,814	54.2%
5. 2200 Instructional Staff	2.00	2.00	178,332	44,999	62,790	4,450	19,819	288,009	310,350	7.8%
6. 2300 General Administration	25.88	25.00	1,072,328	350,284	30,521	10,250	939	1,465,955	1,464,321	-0.1%
7. 2400 School Administration	15.38	16.25	516,249	201,351	378,844	59,871	6,625	957,145	1,162,741	21.5%
8. 2500 Central Services	46.38	44.88	1,123,102	497,189	989,851	1,208,665	0	3,984,825	3,818,807	-3.7%
9. 2600 Operation & Maintenance of Plant	0.00	0.00	0	0	0	0	0	0	0	0.0%
10. 2900 Other	0.85	0.85	42,500	14,358	0	0	0	56,908	56,858	-0.1%
11. 3000 Operation of Noninstructional Services	0.00	0.00	42,678	8,464	0	0	0	37,532	51,142	35.9%
12. 610 School-Sponsored Cocurricular Activities	0.00	1.00	140,220	26,826	0	0	10,000	187,162	177,046	-5.4%
13. 620 School-Sponsored Athletics	0.00	0.00	0	0	0	0	0	0	0	0.0%
14. 630, 700, 800, 900 Other Programs	392.77	366.62	13,115,473	4,841,236	1,758,179	1,617,491	40,002	21,436,329	21,372,381	-0.3%
15. Regular Education Subsection Subtotal (Lines 1-12)	86.69	84.80	2,314,054	965,345	212,120	8,900	720	3,624,810	3,501,140	-3.4%
16. 200 Special Education										
17. 1000 Classroom Instruction	17.26	16.56	908,029	279,490	323,140	799	350	1,471,588	1,511,807	2.7%
18. 2000 Support Services	1.50	1.50	95,240	27,229	5,500	13,000	0	136,611	140,969	1.7%
19. 2100 Students	0.00	0.00	0	0	0	0	0	0	0	0.0%
20. 2200 Instructional Staff	0.00	0.00	0	0	0	0	0	0	0	0.0%
21. 2300 General Administration	0.00	0.00	0	0	2,867	0	150	3,017	3,017	0.0%
22. 2400 School Administration	0.00	0.00	0	0	75	0	0	75	75	0.0%
23. 2500 Central Services	0.00	0.00	0	0	0	0	0	0	0	0.0%
24. 2600 Operation & Maintenance of Plant	0.00	0.00	0	0	0	0	0	0	0	0.0%
25. 2900 Other	0.00	0.00	0	0	0	0	0	0	0	0.0%
26. 3000 Operation of Noninstructional Services	0.00	0.00	0	0	0	0	0	0	0	0.0%
27. Subtotal (Lines 14-22)	105.46	102.87	3,317,323	1,272,064	543,702	22,699	1,220	5,238,100	5,157,008	-1.5%
28. 400 Pupil Transportation	50.44	50.44	1,235,460	541,929	121,694	695,275	80	2,580,022	2,594,438	0.6%
29. 510 Desegregation (From Districtwide Desegregation Budget, page 2, line 44)	0.00	0.00	0	0	0	0	0	0	0	0.0%
30. 520 Special K-3 Program Override (From Supplement, page 1, line 10)	0.00	0.00	0	0	0	0	0	0	0	0.0%
31. 530 Dropout Prevention Programs	0.00	0.00	0	0	0	0	0	0	0	0.0%
32. 540 Joint Career and Technical Education & Vocational Education Center (From Supplement, page 1, line 20)	0.00	0.00	0	0	0	0	0	0	0	0.0%
33. 550 K-3 Reading Program	6.50	3.00	145,710	45,222	0	74,657	0	222,115	265,590	19.6%
34. Total Expenditures (Lines 13, and 23-29) (Cannot exceed page 7, line 10)	555.17	522.92	17,813,966	6,700,452	2,423,574	2,410,122	41,302	29,476,565	29,389,417	-0.3%

## SPECIAL EDUCATION PROGRAMS BY TYPE (M&amp;O Fund Program 200)

(A.R.S. §§15-761 and 15-903)

	Total Current FY	Total Budget FY
1. Autism	379,123	451,594
2. Emotional Disability	372,587	81,538
3. Hearing Impairment	6,537	25,089
4. Other Health Impairments	568,685	646,030
5. Specific Learning Disability	2,091,717	1,956,922
6. Mild, Moderate or Severe Intellectual Disability	320,294	319,879
7. Multiple Disabilities	39,220	112,899
8. Multiple Disabilities with Severe Sensory Impairment	32,683	56,449
9. Orthopedic Impairment	39,220	12,544
10. Developmental Delay	163,415	156,804
11. Preschool Severe Delay	0	344,968
12. Speech / Language Impairment	792,990	678,143
13. Traumatic Brain Injury	13,073	25,089
14. Visual Impairment	13,073	12,544
15. SUBTOTAL (Lines 1 through 14)	4,832,617	4,880,492
16. Gifted Education	155,587	0
17. Remedial Education	0	0
18. ALL Incremental Costs	0	0
19. ALL Compensatory Instruction	0	0
20. Vocational and Technological Education	249,896	276,516
21. Career Education	0	0
22. TOTAL (Lines 15 through 21 Must equal total of line 23, page 1)	5,238,100	5,157,008

Proposed Ratios for Special Education (ARS §§15-903.E.1 and 15-764.A.5)	Teacher - Pupil	1 to	22.00
	Staff - Pupil	1 to	12.00

Estimated FTE Certified Employees (A.R.S. §§15-903.E.2)	Current FY	Budget FY
	350.00	336.00

Special Education budgeted in SCA Fund  
Amount budgeted in SCA Fund for Special Education

NOTE: Do not include SCA Fund amounts in the Current FY or Budget FY columns in the table to the left

Expenditures Budgeted for Audit Services	
M&O Fund - Nonfederal	6350 52,750.00
All Funds - Federal	6330 0.00

FY 2014 Performance Pay (A.R.S. §§15-920)  
Amount Budgeted in M&O Fund for a Performance Pay Component \$0  
Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Average Daily Membership	
A. FY 2013 Average Daily Membership: Resident	5,535,730 Attending 5,536,780
B. FY 2012 Average Daily Membership: Resident	5,621,668 Attending 5,625,388

Expenditures Budgeted in the M&O Fund for Food Service  
Amount budgeted in M&O for Food Service (Fund 001, Function 3100) (This amount  
will be used to determine district compliance with state matching requirements  
pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a))

Estimated Transportation Revenues for FY 2014	
Estimated transportation revenues (object code 1400) to be received	\$0



Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 (1)	Supplies 6600	Interest on Short- Term Debt 6850	Totals		% Increase/ Decrease
						Current FY 2013	Budget FY 2014	
<b>Classroom Site Fund 011 - Base Salary</b>								
100 Regular Education						524,240	818,184	56.1%
1000 Classroom Instruction	687,862	130,322				5,700	3,009	-47.2%
2100 Support Services - Students	2,351	658				10,000	3,554	-64.5%
2200 Support Services - Instructional Staff	2,962	592				539,940	824,747	52.8%
Program 100 Subtotal (lines 1-3)	693,175	131,572				95,653	48,271	-49.5%
200 Special Education						1,800	0	-100.0%
1000 Classroom Instruction	40,226	8,045				850	0	-100.0%
2100 Support Services - Students	0	0				98,303	48,271	-50.9%
2200 Support Services - Instructional Staff	0	0				0	0	0.0%
Program 200 Subtotal (lines 5-7)	40,226	8,045				0	0	0.0%
Other Programs (Specify)						0	0	0.0%
1000 Classroom Instruction	0	0				0	0	0.0%
2100 Support Services - Students	2,962	595				0	3,557	0.0%
2200 Support Services - Instructional Staff	2,962	595				0	3,557	0.0%
Other Programs Subtotal (lines 9-11)	736,363	140,212				638,243	876,575	37.3%
Total Expenditures (Lines 4, 8, and 12)						0		
<b>Classroom Site Fund 012 - Performance Pay</b>								
100 Regular Education						677,675	786,704	16.1%
1000 Classroom Instruction	669,065	117,639				6,000	37,200	520.0%
2100 Support Services - Students	31,000	6,200				18,000	2,400	-86.7%
2200 Support Services - Instructional Staff	2,000	400				701,675	826,304	17.8%
Program 100 Subtotal (lines 14-16)	702,065	124,239				123,581	114,000	-7.8%
200 Special Education						0	0	0.0%
1000 Classroom Instruction	95,000	19,000				0	0	0.0%
2100 Support Services - Students	0	0				0	0	0.0%
2200 Support Services - Instructional Staff	0	0				123,581	114,000	-7.8%
Program 200 Subtotal (lines 18-20)	95,000	19,000				0	0	0.0%
Other Programs (Specify)						0	0	0.0%
1000 Classroom Instruction	0	0				0	0	0.0%
2100 Support Services - Students	0	0				0	0	0.0%
2200 Support Services - Instructional Staff	0	0				825,256	940,304	13.9%
Other Programs Subtotal (lines 22-24)	797,065	143,239				0	0	0.0%
Total Expenditures (Lines 17, 21, and 25)								
<b>Classroom Site Fund 013 - Other</b>								
100 Regular Education						676,552	755,453	11.7%
1000 Classroom Instruction	636,033	119,420	0	0		18,000	33,500	86.1%
2100 Support Services - Students	30,000	3,500	0	0		70,000	9,500	-86.4%
2200 Support Services - Instructional Staff	8,000	1,500	0	0		764,552	798,453	4.4%
Program 100 Subtotal (Lines 27-29)	674,033	124,420	0	0				

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 (1)	Supplies 6600	Interest on Short- Term Debt 6850	Totals		% Increase/ Decrease
						Current FY 2013	Budget FY 2014	
200 Special Education								
1000 Classroom Instruction	92,000	18,500	0	0		125,494	110,500	-12.0%
2100 Support Services - Students	0	0	0	0		3,000	0	-100.0%
2200 Support Services - Instructional Staff	0	0	0	0		2,000	0	-100.0%
Program 200 Subtotal (Lines 31-33)	92,000	18,500	0	0		130,494	110,500	-15.3%
530 Dropout Prevention								
1000 Classroom Instruction	0	0	0	0		0	0	0.0%
Other Programs (Specify)								
1000 Classroom Instruction	0	0	0	0		0	0	0.0%
2100, 2200 Support Serv. Students & Instructional Staff	6,390	1,278	0	0		0	7,668	0.0%
Other Programs Subtotal (Lines 36-37)	6,390	1,278	0	0		0	7,668	0.0%
Total Expenditures (Lines 30, 34, 35, and 38)	772,423	144,198	0	0	0	895,046	916,621	2.4%
Total Classroom Site Funds (lines 13, 26, and 39)	2,305,851	427,649	0	0	0	2,358,545	2,733,500	15.9%
40.								

(1) For FY 2014, the district has budgeted \$ 0 in Fund 010, object code 6590 for Classroom Site Fund pass-through payments to district-sponsored charter schools. This amount is not included in the amounts reported for fund 013.

FUNDS 610 AND 625

UNRESTRICTED CAPITAL OUTLAY (UCO) AND SOFT CAPITAL ALLOCATION (SCA) FUNDS

Expenditures

	Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832	Interest (4) 6841, 6842, 6850	All Other Object Codes (UCO type excluding 6900)	All Other Object Codes (M&O Type excluding 6900)	Current FY 2013	Budget FY (6) 2014	% Increase/ Decrease
1. Unrestricted Capital Outlay Override (1)	0	0	0	0	0	0	0	0	0	0.0%
2. Unrestricted Capital Outlay Fund 610 (6)	0	233,255	1,060					103,588	234,315	126.2%
1000 Instruction										
2000 Support Services	0	5,967	7,854			5,544		35,089	19,366	-44.8%
2100, 2200 Students and Instructional Staff	0					20,500		303,268	607,455	100.3%
2300, 2400, 2500, 2900 Administration	0		586,955			8,350		5,656	46,123	715.5%
2600 Operation & Maintenance of Plant	0		37,773					487,400	461,615	-5.3%
2700 Student Transportation	0		461,615			0		0	0	0.0%
3000 Operation of Noninstructional Services (5)	0		0			6,384,449		3,542,311	6,384,449	80.2%
4000 Facilities Acquisition and Construction	0		0			0		4,477,312	7,753,322	73.2%
5000 Debt Service	0	239,222	1,085,257	0	0	6,418,842		186,577	0	0.0%
Total Unrestricted Capital Outlay Fund (Lines 2-9)	0	239,222	1,085,257	0	0	6,418,842		186,577	0	0.0%
Soft Capital Allocation Fund 625										
1000 Instruction	0	0	0			0		30,000	0	0.0%
2000 Support Services	0	0	0			0		15,900	0	0.0%
2100, 2200 Students and Instructional Staff	0					0		0	0	0.0%
2300, 2400, 2500, 2900 Administration	0					0		0	0	0.0%
2600 Operation & Maintenance of Plant	0					0		0	0	0.0%
2700 Student Transportation	0					0		0	0	0.0%
3000 Operation of Noninstructional Services (5)	0					0		0	0	0.0%
4000 Facilities Acquisition and Construction	0					0		0	0	0.0%
5000 Debt Service	0					0		0	0	0.0%
Total Soft Capital Allocation Fund (Lines 11-19)	0	0	0	0	0	0		232,477	0	0.0%

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(2) Detail by object code.	Unrestricted Capital Outlay	Soft Capital Allocation
6641 Library Books	0	0
6642 Textbooks	28,974	0
6643 Instructional Aids	210,248	0
6731 Furniture and Equipment	33,253	0
6734 Vehicles	450,000	0
6737 Tech Hardware and Software	603,129	0

(3) Includes principal on Capital Equity Fund Loans of 0 and principal on capital leases of 0

(4) Includes interest on Capital Equity Fund Loans of 0 and interest on capital leases of 0

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) and Soft Capital Allocation (SCA) Funds for Food Service

Enter the amount budgeted in UCO and SCA for Food Service

[Amounts will be used to determine district compliance with state matching requirements pursuant to CFR Title 7 §210.17(a)]

Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211.

OTHER FUNDS - REQUIRED CAPITAL EXPENDITURE DETAIL (A.R.S. §15-904.(B))

Expenditures	UNRESTRICTED CAPITAL OUTLAY		BOND BUILDING Fund 630		BUILDING RENEWAL Fund 690		NEW SCHOOL FACILITIES Fund 695	
	Current FY	Budget FY	Current FY	Budget FY	Current FY	Budget FY	Current FY	Budget FY
1. Total Fund Expenditures	4,477,312	7,753,322	557,652	481,429	0	0	75,260	75,456
2. Select Object Codes Detail (1)								
3. 6150 Classified Salaries		0		0		0		0
4. 6200 Employee Benefits		0		0		0		0
5. 6450 Construction Services		149,697		481,429		0		75,456
6. 6710 Land and Improvements		0		0		0		0
7. 6720 Buildings and Improvements		0		0		0		0
8. 6731 Furniture and Equipment		27,356		0		0		0
9. 6734 Vehicles		450,000		0		0		0
10. 6737 Technology Hardware .Software		508,847		0		0		0
11. 6830 Redemption of Principal		0		0		0		0
12. 6842, 6850 Interest		0		0		0		0
Total amounts reported on lines 2-11 above for:								
13. Renovation		0		0		0		0
14. New Construction		0		0		0		0
15. Other		0		0		0		0
Total (Lines 12-14)		0		0		0		0

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

SPECIAL PROJECTS

EDERAL PROJECTS	Current Year	Budget Year
1. 100-130 ESEA Title I - Helping Disadvantaged Children	48.85	30.40
2. 140-150 ESEA Title II - Prof. Dev. and Technology	1.60	1.60
3. 160 ESEA Title IV - 21st Century Schools	0.00	0.00
4. 170-180 ESEA Title V - Promise Informed Parent Choice	0.00	0.00
5. 190 ESEA Title III - Limited Eng. & Immigrant Students	0.50	0.00
6. 200 ESEA Title VII - Indian Education	0.00	0.00
7. 210 ESEA Title VI - Flexibility and Accountability	26.60	33.84
8. 220 IDEA, Part B	0.00	0.00
9. 230 Johnson - O'Malley	0.00	0.00
10. 240 Workforce Investment Act	0.00	0.00
11. 250 AEA - Adult Education	0.81	0.81
12. 260-270 Vocational Education - Basic Grants	0.00	0.00
13. 280 ESEA Title X - Homeless Education	0.00	0.00
14. 290 Medicaid Reimbursement	0.00	0.00
15. 374 E-Rate	0.00	0.00
16. 378 Impact Aid	0.00	1.00
17. 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	78.36	68.46
18. Total Federal Project Funds (Lines 1-17)		

STATE PROJECTS	Current Year	Budget Year
19. 400 Vocational Education	0.00	0.00
20. 410 Early Childhood Block Grant	0.00	0.00
21. 420 Ext. School Yr. - Pupils with Disabilities	0.00	0.00
22. 425 Adult Basic Education	0.00	0.00
23. 430 Chemical Abuse Prevention Program	0.00	0.00
24. 435 Academic Contests	0.00	0.00
25. 450 Gifted Education	0.00	0.00
26. 455 Family Literacy Program	0.00	0.00
27. 460 Environmental Special Plate	0.00	0.00
28. 465-499 Other State Projects	3.00	6.88
29. Total State Project Funds (Lines 19-28)	3.00	6.88
30. Total Special Projects (Lines 18 and 29)	81.36	75.34

Instructional Improvement Fund (020)	Current Year	Budget Year
1. Teacher Compensation Increases	\$61,951.00	\$0.00
2. Class Size Reduction	\$0.00	\$0.00
3. Dropout Prevention Programs (M&O purposes)	\$0.00	\$0.00
4. Instructional Improvement Programs (M&O purposes)	\$204,795.53	\$263,561.64
5. Total Instructional Improvement Fund (lines 1-4)	\$266,746.53	\$263,561.64

OTHER FUNDS (DO NOT Add to Aggregate)

OTHER FUNDS (DO NOT Add to Aggregate)	Current Year	Budget Year
1. 050 County, City, and Town Grants	10,000	4,000
2. 071 Structured English Immersion (1)	0	138,752
3. 072 Compensatory Instruction (1)	0	0
4. 500 School Plant (Lease over 1 yr) (2)	0	0
5. 505 School Plant (Lease 1 yr or less)	0	0
6. 506 School Plant (Sale)	9,080	3,101,749
7. 510 Food Service	3,209,595	407,907
8. 515 Civic Center	374,260	530,275
9. 520 Community School	561,522	414,787
10. 525 Auxiliary Operations	503,378	565,274
11. 526 Extracurricular Activities Fees Tax Credit	54,225	560,452
12. 530 Gifts and Donations	0	95,232
13. 535 Career & Tech. Ed. & Voc. Ed. Projects	20,011	15,347
14. 540 Fingerprint	0	0
15. 545 Insurance Proceeds	186,131	216,386
16. 550 Textbooks	15,302	15,662
17. 555 Litigation Recovery	5,974	2,104
18. 565 Indirect Costs	678,153	1,037,240
19. 570 Unemployment Insurance	200,784	170,944
20. 575 Teacherage	0	0
21. 580 Insurance Refund	0	0
22. 585 Grants and Gifts to Teachers	20,984	24,067
23. 590 Advertisement	5,481	10,004
24. 595 Joint Technological Education	229,880	187,003
25. 596 Impact Aid Revenue Bond Building	0	0
26. 620 School Plant-Special Construction	0	0
27. 639 Gifts and Donations-Capital	26,722	81,828
28. 640 Condemnation	0	0
29. 650 Energy and Water Savings	165,809	43,947
30. 660 Emergency Deficiencies Correction	0	0
31. 686 Building Renewal Grant	116,863	0
32. 691 Debt Service	3,863,929	3,552,420
33. 700 Impact Aid Revenue Bond Debt Service	0	0
34. 720 Permanent	0	0
35. 750 Other	3,643,189	4,124,400
37. Other	855	0

Internal Service Funds 950-989

Internal Service Funds 950-989	Current Year	Budget Year
1. 9 Self-Insurance	0	0
2. 955 Intergovernmental Agreements	0	0
3. 9 OPEB	0	0
4. 9	0	0

(1) From Supplement, Page 3, line 10 and line 20, respectively.  
(2) Indicate amount budgeted in Fund 500 for M&O purposes: \$0.00

**CALCULATION OF FY 2014 GENERAL BUDGET LIMIT  
(ARS §15-947.C)**

		<b>A</b> Maintenance and Operation	<b>B</b> Unrestricted Capital Outlay
1. (a) FY 2014 Revenue Control Limit (RCL) (from Work Sheet E, line VIII or Work Sheet F, line III)	\$ 30,418,298		
* (b) Plus Adjustment for Growth (1)			
* (c) Increase or (Decrease) in 03 District High School Tuition Payments (ARS §15-905.J) (1)			
(d) Adjusted RCL	\$ 30,418,298	\$ 28,424,668	\$ 1,993,630
2. (a) FY 2014 District Additional Assistance (DAA) (from Work Sheet H, lines VII.E.1 and VII.F.1)	3,325,420		
(b) DAA Reduction for State Budget Adjustments (from Work Sheet H, lines VII.E.2 and VII.F.2)	1,593,144		
(c) Adjusted DAA	\$ 1,732,276	\$ 0	\$ 1,732,276
3. FY 2014 Override Authorization (ARS §§ 15-481 and 15-482)			
* (a) Maintenance and Operation			
* (b) Unrestricted Capital Outlay			
* (c) Special Program			
* 4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949), (If phase-down applies, see Work Sheets K and K2)			
* 5. Tuition Revenue (A.R.S. §§15-823 and 15-824)			
Local			
(a) Individuals and Other Private Sources			
(b) Other Arizona Districts			58,512
(c) Out-of-State Districts and Other Governments			
State			
(d) Certificates of Educational Convenience (ARS §§15-825, ARS §§15-825.01, and ARS 15-825.02)			
* 6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)			
* 7. Increase Authorized by County School Superintendent for Accommodation Schools (not to exceed Work Sheet S, line II.B.5) (A.R.S. §15-974.B)			
8. Budget Increase for:			
(a) Desegregation Expenditures (ARS §15-910.G-K)			
* (b) Tuition Out Debt Service (from Work Sheet O, line 7) (ARS §15-910.L)			
* (c) Budget Balance Carryforward (from Work Sheet M, line 12) (ARS §15-943.01)		964,749	
(d) Dropout Prevention Program (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398 §2)			
* (e) Assistance for Education (ARS §15-973.01) (1)			
(f) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2012 (ARS §15-910.M)			
* (g) Joint Career and Technical Education and Vocational Education Center (ARS §15-910.01)			
* (h) FY 2013 Career Ladder Unexpended Budget Carryforward (from Work Sheet M, line 6.f) (ARS §15-918.04.C)			
* (i) FY 2013 Optional Performance Incentive Program Unexpended Budget Carryforward (from Work Sheet M, line 6.g) (ARS §15-919.04)			
* (j) FY 2013 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.h) (ARS §15-920)			
* (k) Excessive Property Tax Valuation Judgments (A.R.S. §§42-16213 and 42-16214)			
(l) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. § 15-923 and 15-947)			
* 9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) (Do not use this line as a subtotal) (2)			
10. FY 2014 General Budget Limit (column A, lines 1 through 9)(A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)		<b>\$29,389,417</b>	
11. Total amount to be used for Capital Expenditures (column B, lines 1 through 8) (A.R.S. §15-905.F)(to page 8, line A.11)			<b>\$3,784,418</b>

\*Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

(1) For budget adoption, this line should be left blank.

(2) This line can be used to adjust the FY 2014 GBL for any of the following: (1) reductions for (a) exceeding the prior year(s) GBL or (b) exceeding the prior year(s) M&O section of the Budget, or (2) reductions or increases due to (a) transfers to/from the EWS Fund, (b) SCA Transfer or (d) other adjustments as notified by ADE.

**UNRESTRICTED CAPITAL BUDGET LIMIT, SOFT CAPITAL ALLOCATION LIMIT, AND CLASSROOM SITE FUND BUDGET LIMIT**  
**(A.R.S. §§15-947.D and .E and ARS §15-978)**

**CALCULATION OF UNRESTRICTED CAPITAL BUDGET LIMIT**

A. 1. FY 2013 Unrestricted Capital Budget Limit (UCBL) (from FY 2013 latest revised Budget, page 8, line A.12)	\$ 4,535,325
2. Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$ -5,356
3. Adjusted Amount Available for FY 2013 Capital Expenditures (line A.1 + A.2)	\$ 4,529,969
4. Amount Budgeted in Fund 610 in FY 2013 ( from FY 2013 latest revised Budget, page 4, line 10)	\$ 4,529,969
5. Lesser of line A.3 or the sum of line A.4 and any positive adjustment on line A.2	\$ 4,529,969
6. FY 2013 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ 575,459
7. Unexpended Budget Balance in Fund 610 (Line A.5 minus A.6) (If negative, use zero in calculation, but show negative amount here in parentheses. 0 )	\$ 3,954,510
8. Interest Earned in Fund 610 in FY 2013	\$ 7,016
9. Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F).	\$ 0
10. Adjustment to UCBL for FY 2014 (ARS §15-905.M) (1)	\$ 7,378
11. Amount to be Used for Capital Expenditures (from page 7, line 11)	\$ 3,784,418
12. FY 2014 Unrestricted Capital Budget Limit (lines A.7 through A.11)(2)	\$ 7,753,322

**CALCULATION OF SOFT CAPITAL ALLOCATION LIMIT**

B. 1. FY 2013 Soft Capital Allocation Limit (SCAL) (from FY 2013 latest revised Budget, page 8, line B.12)	\$ 232,043
2. Total SCAL Adjustment for prior years as notified by ADE on BUDG 75 report. (For budget adoption, use zero.)	\$ 0
3. Adjusted FY 2013 SCAL (line B.1 + B.2)	\$ 232,043
4. Amount Budgeted in Fund 625 in FY 2013 (from FY 2013 latest revised Budget, page 4, line 19)	\$ 232,043
5. Lesser of line B.3 or the sum of line B.4 and any positive adjustment on line B.2	\$ 232,043
6. FY 2013 Fund 625 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year end.)	\$ 225,221
7. Unexpended Budget Balance in Fund 625 (Line B.5 minus B.6) (If negative, use zero in calculation, but show negative amount here in parentheses. 0 )	\$ 6,822
8. Interest Earned in Fund 625 in FY 2013	\$ 556
9. Line not used	\$ 0
10. Line not used	\$ 0
11. Adjustment to SCAL for FY 2014 (A.R.S. §15-905.M) (3)	\$ -7,378
12. FY 2014 Soft Capital Allocation Limit (Add lines B.7 through B.11) (4)	\$ 0

**CALCULATION OF CLASSROOM SITE FUND BUDGET LIMIT**

C. 1. FY 2013 Classroom Site Fund Budget Limit (from FY 2013 latest revised Budget, page 8, line C.7)	\$ 2,358,545
2. FY 2013 Classroom Site Fund Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through the end of the fiscal year-end.)	\$ 1,869,839
3. Unexpended Budget Balance in Classroom Site Fund (Line C.1 minus Line C.2)	\$ 488,706
4. Interest Earned in the Classroom Site Fund in FY 2013	\$ 1,364
5. FY 2014 Classroom Site Fund Allocation (provided by ADE, based on \$310) (5)	\$ 2,243,430
6. Adjustments to FY 2014 Classroom Site Fund Budget Limit	\$ 0
7. FY 2014 Classroom Site Fund Budget Limit (Sum of lines C.3 through C.6) (6)	\$ 2,733,500

- (1) This line can be used to adjust the FY 2014 UCBL for any of the following: (1) reductions for (a) exceeding the prior year(s) UCBL or (b) exceeding the prior year(s) UCO section of the Budget, or (2) increases due to greater than anticipated growth from FY 2013, or (3) reductions or increases due to other adjustments as notified by ADE.
- (2) The amount budgeted on page 4, line 10 cannot exceed this amount.
- (3) This line can be used to adjust the FY 2014 SCAL for any of the following: (1) reductions for (a) exceeding the prior year(s) SCAL or (b) state budget adjustments, or (2) reductions or increases due to other adjustments as notified by ADE.
- (4) The amount budgeted on page 4, line 19 cannot exceed this amount.
- (5) In accordance with A.R.S. §15-977(G)(1), the per pupil amount is calculated based on estimated available resources in the Classroom Site Fund for the budget year and adjusted for prior year revenue carryforwards or shortfalls. However, actual payments to districts may differ from the estimated per pupil Classroom Site Fund allocation.
- (6) The sum of the amounts budgeted on page 3, line 40 and footnote (1) on that page, cannot exceed this amount.

Use the table below to calculate the amounts for Budget Page 8, section C. These calculations need not be printed as an official part of the budget forms.

1. FY 2013 Classroom Site Fund Budget Limit (from FY 2013 latest revised Budget, page 8, line 7 of the table)
2. FY 2013 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)
3. Unexpended Budget Balance (line 1 minus 2)
4. Interest Earned in FY 2013
5. FY 2014 Classroom Site Fund Allocation (provided by ADE, based on \$310) Enter the total allocation in the Total Fund 010 column. Funds 011, 012, and 013 will automatically calculate.
6. Adjustments to FY 2014 Classroom Site Fund Budget Limit \*

7. FY 2014 Classroom Site Fund Budget Limit (Sum of lines 3 through 6) \*\*

\* This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.

\*\* The amounts budgeted on page 3, lines 13, 26, 39, and footnote (1) should not exceed the amounts on this line.

Fund 011	Fund 012	Fund 013	Payments to Charter Schools	Total Fund 010
638,243.00	825,256.00	895,046.00	0.00	2,358,545.00
210,724.92	782,877.35	876,237.06	0.00	1,869,839.33
427,518.08	42,378.65	18,808.94	0.00	488,705.67
370.37	553.15	440.39	0.00	1,363.91
448,686.05	897,372.11	897,372.11	0.00	2,243,430.27
0.00	0.00	0.00	0.00	0.00
876,574.50	940,303.91	916,621.44	0.00	2,733,499.85



**B. WORK SHEET FOR FY 2014 SUPPORT LEVEL WEIGHTS AND PSD-12 WEIGHTED STUDENT COUNTS  
(A.R.S. §15-943)**

		K-8	9-12
1. FY 2014 Non-AOI Student Count		3,861.945	1,646.287
2. FY 2014 AOI Full-Time Student Count	+	0.000	0.000
3. FY 2014 AOI Part-Time Student Count	+	0.000	0.000
4. Subtotal (lines A.1 through A.3)	=	3,861.945	1,646.287
5. District Sponsored Charter School Estimated ADM	+	401.949	0.000
6. Total Student Count	=	4,263.894	1,646.287

B. Use student count from line A.4 to determine weight.	SUPPORT LEVEL WEIGHTS FOR DISTRICTS			
	DESIGNATED AS ISOLATED		NOT DESIGNATED AS ISOLATED	
	K-8	9-12	K-8	9-12
Student Count 0.001 - 99.999				
Support Level Weight	1.559	1.669	1.399	1.559
Student Count 100.000 - 499.999				
Student Count Constant:	500.000	500.000	500.000	500.000
FY 2014 Student Count	- .000	- .000	- .000	- .000
Difference	= .000	= .000	= .000	= .000
Weight Adjustment Factor	x 0.0005	x 0.0005	x 0.0003	x 0.0004
Support Level Weight Increase	= .000	= .000	= .000	= .000
Support Level Weight	+ 1.358	+ 1.468	+ 1.278	+ 1.398
FY 2014 Adjusted Support Level Weight	= .000	= .000	= .000	= .000
Student Count 500.000 - 599.999				
Student Count Constant:	600.000	600.000	600.000	600.000
FY 2014 Student Count	- .000	- .000	- .000	- .000
Difference	= .000	= .000	= .000	= .000
Weight Adjustment Factor	x 0.0020	x 0.0020	x 0.0012	x 0.0013
Support Level Weight Increase	= .000	= .000	= .000	= .000
Support Level Weight	+ 1.158	+ 1.268	+ 1.158	+ 1.268
FY 2014 Adjusted Support Level Weight	= .000	= .000	= .000	= .000
Student Count 600.00 or More Support Level Weight			1.158	1.268
Joint Technical Education District Support Level Weight (A.R.S. §15-943.02)				1.339

**C. PSD-12 WEIGHTED STUDENT COUNT**

1. PSD
2. District (from line A.1, A.2, or A.3)
  - a. K-8
  - b. 9-12
3. Charter School (from line A.5)
  - a. K-8
  - b. 9-12
4. Total
  - a. K-8 (C.2.a + C.3.a)
  - b. 9-12 (C.2.b + C.3.b)
5. Total Student Count (C.1 + C.4.a + C.4.b)

Non-AOI Student Count	AOI Full-Time Student Count	AOI Part-Time Student Count	Support Level Weight	Non-AOI Weighted Student Count	AOI Full-Time Weighted Student Count	AOI Part-Time Weighted Student Count
42,576			x 1.450	= 61,734		
3861.945	.000	.000	x 1.158	= 4472.132	.000	.000
1646.287	.000	.000	x 1.268	= 2087.492	.000	.000
401.949			x 1.158	= 465.457		
.000			x 1.268	= .000		
4263.894	.000	.000		4937.589	.000	.000
1646.287	.000	.000		2087.492	.000	.000
5952.756	.000	.000		7086.815	.000	.000

# C. WORK SHEET FOR FY 2014 BASE SUPPORT LEVEL (BSL) AND BASE REVENUE CONTROL LIMIT (BRCL)

(A.R.S. §§15-808, 15-943, as amended by Laws 2012, Ch. 300, §6, and 15-944.E)

## WEIGHTED STUDENT COUNT

	Non-AOI Student Count	x	Support Level Weight	=	Non-AOI Weighted Student Count
I. A. FY 2014 Non-AOI Student Count (from Work Sheet B, line C.5)	<u>5952.766</u>				<u>7086.815</u>
B. Student Count Add-Ons					
1. Hearing Impairment	<u>1.210</u>	x	4.771	=	<u>5.773</u>
2. K-3	<u>1893.402</u>	x	0.060	=	<u>113.604</u>
3. K-3 Reading (1)	<u>1893.402</u>	x	0.040	=	<u>75.736</u>
4. English Learners (ELL)	<u>145.801</u>	x	0.115	=	<u>16.767</u>
5. MD-R, A-R and SID-R	<u>39.255</u>	x	6.024	=	<u>236.472</u>
6. MD-SC, A-SC and SID-SC	<u>42.172</u>	x	5.833	=	<u>245.989</u>
7. Multiple Disabilities Severe Sensory Impairment	<u>5.500</u>	x	7.947	=	<u>43.709</u>
8. Orthopedic Impairment (Resource)	<u>2.640</u>	x	3.158	=	<u>8.337</u>
9. Orthopedic Impairment (Self Contained)	<u>11.170</u>	x	6.773	=	<u>75.654</u>
10. Preschool-Severe Delayed	<u>6.185</u>	x	3.595	=	<u>22.235</u>
11. DD, ED, MILD, SLD, SLI AND OHI	<u>676.475</u>	x	0.003	=	<u>2.029</u>
12. Emotionally Disabled (Private)	<u>25.726</u>	x	4.822	=	<u>124.051</u>
13. Moderate Intellectual Disability	<u>17.060</u>	x	4.421	=	<u>75.422</u>
14. Visual Impairment	<u>2.800</u>	x	4.806	=	<u>13.457</u>
15. Total Add-On Count (I.B.1 through I.B.14)	<u>4762.798</u>				<u>1059.235</u>
II. FY 2014 Non-AOI Weighted Student Count					<u>8146.050</u> (I.A. + I.B.15, this column)

	AOI Weighted Student Count	x	Funding Ratio	=	Adjusted AOI Weighted Student Count
III. FY 2014 AOI FT Weighted Student Count (from Work Sheet C2, line II)	<u>.000</u>	x	95%	=	<u>.000</u>
IV. FY 2014 AOI PT Weighted Student Count (from Work Sheet C2, line IV)	<u>.000</u>	x	85%	=	<u>.000</u>

## CALCULATION OF FY 2014 BSL AND BRCL

V. Total Weighted Student Count (line II + III + IV)					<u>8146.050</u>
VI. A. Base Level Amount(5) <u>\$3,328.54</u> - To include Teacher Compensation, use Base Level of <u>\$3,368.12</u>				\$	<u>3,368.12</u>
For Career Ladder and Optional Performance Incentive Program districts, add Increase of <u>0.00%</u> approved by the district governing board (ARS §§15-918, 15-918.04, 15-919 and 15-919.04) (2)					
B. Increase for 200 Days of Instruction (line VI.A x 5%) (A.R.S. §15-902.04)				\$	<u>.00</u>
C. Adjusted FY2014 Base Level Amount (line VI.A + VI.B) (to Work Sheet K, line I.G and II.G)				\$	<u>3,368.12</u>
VII. Result (V x VI.C)				\$	<u>27,436,873.93</u>
VIII. Teacher Experience Index (TEI) (If actual TEI is less than 1.0000, use 1.0000)					<u>1.0062</u>
IX. Result (line VII x VIII)				\$	<u>27,579,545.67</u>
X. Increase for Tuition Loss Adjustment (from all copies of Work Sheet A, line I.I)				\$	<u>0.00</u>
XI. Increase for Student Revenue Loss Phase-Down (from Work Sheet A, line II)				\$	<u>0.00</u>
XII. Increase for Career Ladder (ARS §15-918.04) (2)				\$	<u>.00</u>
XIII. FY 2012 Nonfederal Audit Service Actual Expenditures (3) <u>\$ 50035</u> x 1.00 =				\$	<u>50,035.00</u>
XIV. Decreases for Charter School Federal and State Monies Received				\$	<u>.00</u>
XV. Decrease for Charter School Nonparticipation Adjustment				\$	<u>.00</u>
XVI. Other Reductions:				\$	<u>.00</u>
(For FY 2013 this amount is zero, unless otherwise notified by ADE)					
XVII. FY 2014 BSL and BRCL (sum lines IX through XIII minus lines XIV through XVI) (to Work Sheet E, line I)				\$	<u>27,629,580.67</u>
Portion of line IX amount from total K-3 and total K-3 Reading weighted student counts: (1)					
			K-3	\$	<u>384,608.05</u>
			K-3 Reading	\$	<u>256,427.94</u>

## Total Weighted Student Count

	K-3	K-3 R
Non AOI	113.60	76.74
AOI FT*	.00	.00
AOI PT*	.00	.00
Total	113.60	76.74

\*AOI counts shown reflect applicable full-time or part-time funding ratio.

(1) Districts assigned a letter grade of C, D, or F, in accordance with A.R.S. §15-241, or that have more than 10% of their pupils in grade three reading far below the third grade level according to the reading portion of the AIMS test, will receive monies for this weight only after the district's K-3 Reading Program Plan is approved by the State Board of Education. A.R.S. §15-211, as added by Laws 2012, Ch. 300, §2

(2) In accordance with Laws 2011, Ch. 29, §32, the maximum base level increase for a career ladder and optional performance incentive programs is 2% for FY 2014 and 1% for FY 2015.

(3) A.R.S. §15-914.F allows districts to increase the BSL if financial and compliance audit costs will be incurred for the budget year. Districts may also include additional federal audit expenditures incurred as a result of ARRA-SFSF monies received. Enter the FY 2012 nonfederal and ARRA-related audit expenditures on line XIII.

Enter the FY 2012 federal (non-ARRA-SFSF) audit expenditures from all funds to the right (should agree to FY 2012 AFR). \$ 0

Enter the Total FY 2012 audit expenditures from all funds to the right. \$ 0

Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's CAFR to ASBO and GFOA for certification) in the amounts reported on Line XIII or in this footnote.

**D. WORK SHEET FOR FY 2014 TRANSPORTATION SUPPORT LEVEL (TSL) (A.R.S. §§15-945, as amended by Laws 2013, 1st S.S., HB 2003, §23, and 15-816.01) AND TRANSPORTATION REVENUE CONTROL LIMIT (TRCL) (A.R.S. §15-946)**

**TABLE I**

Approved Daily Route Miles per Eligible Student Transported	FY 2014 State Support Level per Route Mile
I. 0.5 or Less	\$2.46
II. More than .5, through 1.0	\$2.01
III. More than 1.0	\$2.46

**TABLE II FACTORS**

Approved Daily Route Miles per Eligible Students Transported	Unified or an Accommodation School that offers instruction in grades 9-12 or a Common School District Not in a High School District (Type 01, 02, or 03)	Common School District within a High School District or an Accommodation School that does not offer instruction in grades 9-12 (Type 01 or 04)	High School Districts (Type 05)
I. 1.0 or Less	.15	.10	.25
II. More than 1.0	.18	.12	.30

**TSL CALCULATION**

I. Approved Daily Route Miles per Eligible Student Transported	
A. FY 2013 Approved Daily Route Miles	<u>4,526.000</u>
B. Number of Eligible Students Transported in FY 2013	<u>2,804.000</u>
C. Approved Daily Route Miles per Eligible Students Transported (I.A + I.B)	\$ <u>1,614</u>
II. To and From School Support Level	
A. Annual Route Miles (line I.A x 180) Approved for 200 school days?: Yes : <input type="radio"/> No : <input checked="" type="radio"/>	<u>814,680.000</u>
B. State Support Level per Route Mile (Use Table I based on I.C)	<u>2.46</u>
C. 1. FY 2013 Annual Expenditure for Bus Tokens	<u>0.00</u>
2. FY 2013 Annual Expenditure for Bus Passes	<u>0.00</u>
D. To and From School Support Level [(II.A x II.B) + II.C.1 + II.C.2]	\$ <u>2,004,112.80</u>
III. Academic Education, Career and Technical Education, Vocational Ed., and Athletic Trips Support Level	
A. Factor from Table II (based on I.C and district type)	<u>.18</u>
B. Academic Education, Career and Technical Education, Vocational Ed., and Athletic Trips Support Level (II.A x II.B x III.A)	\$ <u>360,740.30</u>
IV. Extended School Year Support Level for Pupils with Disabilities	
A. Actual Route Miles traveled in July and August 2012 to Transport Pupils w/Disabilities for Extended School Year	<u>1,094.000</u>
B. Estimated Route Miles Traveled in June 2013 to Transport Pupils w/Disabilities for Extended School Year	<u>3,959.000</u>
C. Total Extended School Year Route Miles (IV.A + IV.B)	<u>5,053.000</u>
D. State Support Level per Route Mile (use Table I based on I.C)	\$ <u>2.46</u>
E. Extended School Year Support Level for Pupils with Disabilities (IV.C. x IV.D.)	\$ <u>12,430.38</u>
V. FY 2014 TSL (lines II.D + III.B + IV.E) (to Work Sheet E, line III)	\$ <u>2,377,283.48</u>
VI. Support Level Change	
A. FY 2013 Transportation Support Level	\$ <u>2,377,283.48</u>
B. Transportation Support Level Change (If result is negative, enter zero) (V. - VI.A)	\$ <u>.00</u>

**TRCL CALCULATION**

VII. FY 2013 Transportation Revenue Control Limit	\$ <u>2,788,717.62</u>
VIII. FY 2014 Transportation Revenue Control Limit	
A. Preliminary FY 2014 Transportation Revenue Control Limit (VI.B + VII)	\$ <u>2,788,717.62</u>
B. 120% of FY 2014 Transportation Support Level (V x 1.20)	\$ <u>2,852,740.18</u>
C. Adjusted FY 2014 Transportation Revenue Control Limit (If line VIII.A is greater than line VIII.B use line VII, otherwise use line VIII.A.)	\$ <u>2,788,717.62</u>
D. FY 2014 Transportation Revenue Control Limit (the greater of line V or VIII.C) (to Work Sheet E, line VII)	\$ <u>2,788,717.62</u>

**E. WORK SHEET FOR FY 2014 DISTRICT SUPPORT LEVEL (DSL)  
AND REVENUE CONTROL LIMIT (RCL) (A.R.S. §§15-947 and 15-951)**

**CALCULATION OF THE DSL**

I. FY 2014 Base Support Level / Base Revenue Control Limit (from Work Sheet C, line XVII)	\$ <u>27,629,580.67</u>
II. Tuition Out for High School Students (from Worksheet O, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ <u>.00</u>
III. FY 2014 Transportation Support Level (from Work Sheet D, line V)	\$ <u>2,377,283.48</u>
IV. FY 2014 District Support Level (sum of lines I through III)	\$ <u>30,006,864.15</u>

**CALCULATION OF THE RCL**

V. FY 2014 Base Support Level / Base Revenue Control Limit (from line I above)	\$ <u>27,629,580.67</u>
VI. Tuition Out for High School Students (from Worksheet O, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ <u>.00</u>
VII. FY 2014 Transportation Revenue Control Limit (from Work Sheet D, line VIII.D)	\$ <u>2,788,717.62</u>
VIII. FY 2014 Revenue Control Limit (sum of lines V through VII) [to Budget, Page 7, line 1(a)]	\$ <u>30,418,298.29</u>

**F. WORK SHEET FOR FY 2014 CONSOLIDATION/UNIFICATION ASSISTANCE  
(ARS §§15-912 and 15-912.01)**

I. Consolidation/Unification Increase for Transitional Costs Incurred in first year	\$ <u>.00</u>
II. FY 2014 District Support Level (line I + Work Sheet E, line IV)	\$ <u>30,006,864.15</u>
III. FY 2014 Revenue Control Limit (line I + Work Sheet E, line VIII) [to Budget, Page 7, line 1(a)]	\$ <u>30,418,298.29</u>

**G. WORK SHEET FOR FY 2014 DISTRICT ADDITIONAL ASSISTANCE HIGH SCHOOL STUDENT COUNT FOR  
COMMON SCHOOL DISTRICTS NOT WITHIN A HIGH SCHOOL DISTRICT (TYPE 03)  
(A.R.S. §15-951.C as amended by Laws 2013, 1st S.S., HB 2003, §28)**

I. High School Student Count Tuitioned Out (From Worksheet O, Line 6)	<u>.000</u>
II. High School Student Count Transported by District of Residence to District of Attendance	<u>.000</u>
III. 50% of High School Student Count Transported by District of Residence to District of Attendance (Line II x .5) (to Work Sheet H, line V.A column 9-12)	<u>.000</u>

## H. WORK SHEET FOR FY 2014 DISTRICT ADDITIONAL ASSISTANCE (DAA)

(A.R.S. §§15-185, 15-951.C, 15-961, 15-962.01, and 15-963.B, as amended by Laws 2013, 1st, S.S., HB 2003, §§3, 26, 27, 29, 30, and 52-54)

TABLE TO CALCULATE DAA PER STUDENT COUNT

		K-8	9-12
I. FY 2014 Actual Student Count			
0.001 - 99,999			
DAA per Student Count		<u>\$544.58</u>	<u>\$601.24</u>
II. FY 2014 Actual Student Count			
100,000 - 499,999			
A. Student Count Constant		500,000	500,000
B. Actual Student Count (from Work Sheet B, line A.4 and Work Sheet G, line II for type 03 districts)		-	-
C. Difference		<u>.000</u>	<u>.000</u>
D. Weight Adjustment Factor		x 0.0003	x 0.0004
E. Support Level Weight Increase		<u>.000</u>	<u>.000</u>
F. Support Level Weight		+ 1.278	+ 1.398
G. Adjusted Support Level Weight		<u>.000</u>	<u>.000</u>
H. Support Level Amount		x \$389.25	x \$405.69
I. DAA per Student Count		<u>\$ .00</u>	<u>\$ .00</u>
III. FY 2014 Actual Student Count			
500,000 - 599,999			
A. Student Count Constant		600,000	600,000
B. Actual Student Count (from Work Sheet B, line A.4 and Work Sheet G, line II for type 03 districts)		-	-
C. Difference		<u>.000</u>	<u>.000</u>
D. Weight Adjustment Factor		x 0.0012	x 0.0013
E. Support Level Weight Increase		<u>.000</u>	<u>.000</u>
F. Support Level Weight		+ 1.158	+ 1.268
G. Adjusted Support Level Weight		<u>.000</u>	<u>.000</u>
H. Support Level Amount		x \$389.25	x \$405.69
I. DAA per Student Count		<u>\$ .00</u>	<u>\$ .00</u>
IV. FY 2014 Actual Student Count			
600,000 or More & JTED			
DAA per Student Count		<u>\$450.76</u>	<u>\$492.94</u>

## CALCULATIONS FOR DAA

		PSD	K-8	9-12
V. District Additional Assistance Base				
A. FY 2014 Student Count (from Work Sheet B, line C.1 and A.4 and Work Sheet G, line III for type 03 districts)		<u>42,575</u>	<u>3861,945</u>	<u>1646,287</u>
B. DAA per Student Count (from Table above)		x \$ <u>450.76</u>	x \$ <u>450.76</u>	x \$ <u>492.94</u>
C. DAA Base (line V.A x line V.B)		<u>\$ 19,191.11</u>	<u>\$ 1,740,810.33</u>	<u>\$ 811,520.71</u>
VI. District Additional Assistance Growth Factor				
A. FY 2014 Student Count (from Work Sheet B, line C.1 and A.4 and Work Sheet G, line II for type 03 districts)			<u>5550.807</u>	
B. FY 2013 Student Count			<u>5633.823</u>	
C. FY 2014 DAA Growth Factor (VI.A ÷ VI.B)			<u>.9853</u>	
Adjusted District Additional Assistance				
A. DAA Base (from line V.C)		<u>\$ 19,191.11</u>	<u>\$ 1,740,810.33</u>	<u>\$ 811,520.71</u>
B. Adjusted Growth Factor (if line VI.C is < or = 1.05, use 1.0; if > 1.05, use 1 plus 50% of the increase)		x <u>1.0000</u>	x <u>1.0000</u>	x <u>1.0000</u>
C. FY 2014 DAA (VII.A x VII.B)		<u>\$ 19,191.11</u>	<u>\$ 1,740,810.33</u>	<u>\$ 811,520.71</u>
D. DAA for High School Textbooks				
1. FY 2014 Actual 9-12 Student Count (from Work Sheet B, Line A.4)				<u>1646,287</u>
2. Support Level Amount for Textbooks				x <u>69.68</u>
3. DAA for Textbooks (VII.D.1 x VII.D.2)				<u>\$ 114,713.28</u>
E. 9-12 DAA (Including charter additional assistance and capital transportation adjustment from lines G and H below)				
1. FY 2014 9-12 DAA [9-12(VII.C)+VII.D.3+9-12(VII.G.5)+9-12(VII.H)] (to Budget, page 7, line 2.a)				<u>\$ 926,233.99</u>
2. 9-12 DAA Reduction for State Budget Adjustments (to Budget, page 7, line 2.b)				<u>474,251.00</u>
3. Adjusted FY 2014 9-12 DAA (VII.E.1-VII.E.2) (to Work Sheet J, line III.A.1 or III.B.5)				<u>451,982.99</u>
F. PSD and K-8 DAA (including charter additional assistance)				
1. FY 2014 PSD and K-8 DAA [PSD(VII.C)+K-8(VII.C)+K-8(VII.G.5)+K-8(VII.H)] (to Budget, page 7, line 2.a)				<u>\$ 2,399,185.56</u>
2. PSD and K-8 DAA Reduction for State Budget Adjustments (to Budget, page 7, line 2.b)				<u>1,118,893.00</u>
3. Adjusted FY 2014 PSD and K-8 DAA (VII.F.1-VII.F.2) (to Work Sheet J, line III.A.1 or III.B.5)				<u>1,280,292.56</u>
G. Charter Additional Assistance (CAA)				
1. FY 2014 Charter School Student Count (from Work Sheet B, line A.5)			<u>\$ 401,949</u>	<u>\$ .000</u>
2. CAA per Student		x \$ <u>1,684.19</u>	x \$ <u>1,982.90</u>	
3. FY 2014 CAA (line VII.G.1 x line VII.G.2)		<u>\$ 676,958.49</u>	<u>\$ .00</u>	
4. Adjustment to CAA, if applicable		- \$ <u>37,774.37</u>	- \$ <u>.00</u>	
5. Adjusted FY 2014 CAA (line VII.G.3 - VII.G.4)		<u>\$ 639,184.12</u>	<u>\$ .00</u>	
H. Capital Transportation Adjustment (A.R.S. §15-963.B)		<u>\$ .00</u>	<u>\$ .00</u>	

**J. WORK SHEET FOR EQUALIZATION BASE AND ASSISTANCE (A.R.S. §15-971.A and .B, as amended by Laws 2013, 1st S.S., HB 2003, §32)**

**NOTE:** Common School Districts NOT within a High School District (Type 03) should only complete Sections I and III.B.

	PSD-8	9-12
I. A. Total FY 2014 PSD and K-8 Weighted State Aid Student Count		
1. PSD (from Work Sheet B, line C.1)	<u>61,734</u>	
2. K-8 (from Work Sheet B, line C.4.a, Total Non-AOI and AOI Weighted Counts)	<u>4937,589</u>	
B. Total FY 2014 PSD-8 and 9-12 Weighted State Aid Student Count (Total Non-AOI and AOI Weighted Counts)	<u>4999,323</u> (I.A.1 + I.A.2)	<u>2087,492</u> (from Work Sheet B, line C.4.b)
C. Total FY 2014 Weighted State Aid Student Count (line I.B PSD-8 column + 9-12 column)	<u>7086,815</u>	
D. PSD-8 and 9-12 Factors (line I.B + line I.C)	<u>.7054</u>	<u>.2946</u>
II. A. Lesser of District Support Level (DSL) or Revenue Control Limit (RCL) (from Work Sheet E, line IV or VIII, or Work Sheet F, line II or III) (to Work Sheet S, line I.A)	<u>\$30,006,864.15</u>	
B. DSL/RCL PSD-8 and 9-12 Allocation (line I.D. x line II.A.)	<u>\$21,166,841.97</u>	<u>\$8,840,022.18</u>
III. A. For ALL Districts Except Common School Districts NOT Within a High School District, (Type 03)		
1. Adjusted FY 2014 District Additional Assistance (from Work Sheet H)	<u>\$1,280,292.56</u> (from Work Sheet H, line VII.F.3)	<u>\$451,982.99</u> (from Work Sheet H, line VII.E.3)
2. Line not used	<u>\$0.00</u> (from Work Sheet I, line V.E.3)	<u>\$0.00</u> (from Work Sheet I, line V.F.3)
3. Total FY 2014 Equalization Base (II.B + III.A.1 + III.A.2)	<u>\$22,447,134.53</u>	<u>\$9,292,005.17</u>
4. 2013 Primary Assessed Valuation + 100	<u>\$3,183,254.49</u>	<u>\$3,183,254.49</u>
5. 2013 Salt River Project (SRP) Valuation + 100	<u>\$1,001.39</u>	<u>\$1,001.39</u>
6. 2013 Government Property Lease Excise Tax Assessed Valuation + 100	<u>\$0.00</u>	<u>\$0.00</u>
7. TOTAL Valuation (III.A.4 + III.A.5 + III.A.6)	<u>\$3,184,255.88</u>	<u>\$3,184,255.88</u>
8. Qualifying Tax Rate	x <u>2.1265</u>	x <u>2.1265</u>
9. Qualifying Levy (III.A.7 x III.A.8)	<u>\$6,771,320.13</u>	<u>\$6,771,320.13</u>
10. FY 2014 Equalization Assistance Before Adjustments (III.A.3 - III.A.9)	<u>\$15,675,814.40</u>	<u>\$2,520,685.04</u>
11. FY 2014 State Aid Decrease for Districts participating in Career Ladder Program (.000375 x BSL from Work Sheet C, line XVI) (Laws 1992, Ch. 158, §2) Unified districts use PSD-8 column only. (For FY 2014 this amount is zero, unless otherwise notified by ADE.)	<u>\$0.00</u>	<u>\$0.00</u>
12. Total FY 2014 Equalization Assistance (III.A.10-III.A.11)	<u>\$15,675,814.40</u>	<u>\$2,520,685.04</u>
B. For Common School Districts NOT Within a High School District, (Type 03)		
1. Lesser of District Support Level (DSL) or Revenue Control Limit (RCL) (from Work Sheet E, line IV or VIII or Work Sheet F, line II or III)	<u>\$0.00</u>	<u>\$0.00</u>
2. Tuition Out for High School Students (from Work Sheet E, line II or VI)	<u>\$0.00</u>	<u>\$0.00</u>
3. Adjusted DSL/RCL (III.B.1 - III.B.2)	<u>\$0.00</u>	<u>\$0.00</u>
4. DSL/RCL PSD-8 and 9-12 Allocation	<u>\$0.00</u> (line III.B.3 x I.D.)	<u>\$0.00</u> (line III.B.3 x I.D.) + III.B.2)
5. Adjusted FY 2014 District Additional Assistance (from Work Sheet H)	<u>\$0.00</u> (from Work Sheet H, line VII.F.3)	<u>\$0.00</u> (from Work Sheet H, line VII.E.3)
6. Line not used	<u>\$0.00</u> (from Work Sheet I, line V.E.3)	<u>\$0.00</u> (from Work Sheet I, line V.F.3)
7. FY 2014 Equalization Base (III.B.4 + III.B.5 + III.B.6)	<u>\$0.00</u>	<u>\$0.00</u>
8. 2013 Primary Assessed Valuation + 100	<u>\$0.00</u>	<u>\$0.00</u>
9. 2013 Salt River Project (SRP) Valuation + 100	<u>\$0.00</u>	<u>\$0.00</u>
10. 2013 Government Property Lease Excise Tax Assessed Valuation + 100	<u>\$0.00</u>	<u>\$0.00</u>
11. TOTAL Valuation (III.B.8 + III.B.9 + III.B.10)	<u>\$0.00</u>	<u>\$0.00</u>
12. Qualifying Tax Rate	x <u>2.1265</u>	x <u>2.1265</u>
13. Qualifying Levy (III.B.11 x III.B.12)	<u>\$0.00</u>	<u>\$0.00</u>
14. FY 2014 Equalization Assistance Before Adjustments (III.B.7 - III.B.13)	<u>\$0.00</u>	<u>\$0.00</u>
15. FY 2014 State Aid Decrease for Districts participating in Career Ladder Program (.000375 x BSL from Work Sheet C, line XVI) (Laws 1992, Ch. 158, §2) (For FY 2014 this amount is zero, unless otherwise notified by ADE.)	<u>\$0.00</u>	<u>\$0.00</u>
16. Total FY 2014 Equal. Assistance (III.B.14-III.B.15)	<u>\$0.00</u>	<u>\$0.00</u>

Laws 2013, 1st S.S., HB 2003, §46, requires a joint technical education district (JTED) with a student count of more than 2,000 students to be funded at 91% of the state aid that would otherwise be provided by law and to reduce its budget limits accordingly. Therefore, the JTED's actual total equalization assistance may be less than the amount calculated on this Work Sheet. Estimated reduction to state aid  
This estimated reduction amount must be used to reduce the GBL on page 7, line 9 and/or the UCBL on page 8, line A.10.

\$0.00

**M. WORK SHEET FOR CALCULATION OF THE FY 2014 MAINTENANCE AND OPERATION (M&O) FUND  
BUDGET BALANCE CARRYFORWARD (ARS §15-943.01)**

1. a. General Budget Limit (GBL) (from FY 2013 latest revised Budget, page 7, line 10)	\$ 29,476,567.00
b. Adjustments to the GBL from FY 2013 BUDG75 (1)	- \$ -47,959.00
c. Adjusted GBL	\$ 29,524,526.00
2. a. Budgeted M&O expenditures (from FY 2013 latest revised Budget, page 1, line 30, Total Budget Year Column)	\$ 29,476,567.00
b. Adjustments to the GBL (from line 1.b)	- \$ -47,959.00
c. Adjusted Budgeted Expenditures	\$ 29,524,526.00
3. Lesser of the Adjusted GBL (line 1.c) or the Adjusted Budgeted Expenditures (line 2.c)	\$ 29,524,526.00
4. M&O actual expenditures	\$ 28,559,777.00
5. Budget Balance (line 3 minus line 4) (If negative, enter zero. The district does not have any budget balance to carry forward. Do not complete the remainder of this work sheet.)	\$ 964,749.00

NOTE: For lines 6.a through 6.h deduct the FY 2013 actual expenditures from the budget amount. If the result is negative, enter zero.

	FY 2013 Budget	Actual	= Unexpended Budget
6. a. Special Program Override	\$ 0.00	\$ 0.00	\$ 0.00
b. Desegregation	\$ 0.00	\$ 0.00	\$ 0.00
c. Tuition Out Debt Service	\$ 0.00	\$ 0.00	\$ 0.00
d. Dropout Prevention Programs	\$ 0.00	\$ 0.00	\$ 0.00
e. Joint Career and Technical Ed. and Voc. Ed. Center	\$ 0.00	\$ 0.00	\$ 0.00
f. Career Ladder	\$ 0.00	\$ 0.00	\$ 0.00
g. Optional Performance Incentive Program	\$ 0.00	\$ 0.00	\$ 0.00
h. Performance Pay	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Budget Balance Deductions [Add lines 6.a through 6.h]			\$ 0.00
7. Budget Balance after Deductions (If negative, enter zero. The district does not have any budget balance to carry forward.) (line 5 minus line 6.i)			\$ 964,749.00
8. a. FY 2013 Adjusted District Limit (RCL) from page 4 of the most recent ADE report 'Basic Calculations for Equalization Assistance-APOR 55-1', available on ADE's web site.			\$ 28,645,613.05
b. Growth Adjustment (FY 2013 BUDG75) (1)			0.00
c. Factor of 4%			X 0.04
9. Maximum Allowable Budget Balance Carryforward [(line 8.a + line 8.b) x line 8.c]			\$ 1,145,824.52
10. Actual Allowable Budget Balance Carryforward (Enter the lesser of line 7 or 9)			\$ 964,749.00
11. Enter the amount of Allowable Budget Balance Carryforward transferred to the School Opening Fund (not to exceed the lesser of line 10 or the FY 2013 M&O Fund ending cash balance).			\$ 0.00
12. Remaining Actual Allowable Budget Balance Carryforward to be used in M&O Fund (line 10 - line 11) (to Budget, page 7, line 8(c))			\$ 964,749.00

(1) For budget adoption this line should be left blank.



**BUDGET WORK SHEETS**  
**For Fiscal Year 2014**

**WORK SHEET TITLE**

	PAGE
<del>A.</del> Adjustment for Tuition Loss and Student Revenue Loss Phase-Down (Optional).....	<del>1</del>
✓ B. Support Level Weights and PSD-12 Weighted Student Counts.....	2
✓ C. Base Support Level and Base Revenue Control Limit.....	3
<del>D2.</del> Weighted Student Count: AOI Students.....	<del>4</del>
✓ D. Transportation Support Level and Transportation Revenue Control Limit.....	5
✓ E. District Support Level and Revenue Control Limit.....	6
✓ F. Consolidation/Unification Assistance.....	6
✓ G. District Additional Assistance High School Student Count (Type 03).....	6
✓ H. District Additional Assistance.....	7
✓ J. Equalization Base and Assistance.....	8
K. Small School Adjustment Phase Down Limit.....	9
K2. Maximum Small School Adjustment Override.....	10
L. Impact Aid Fund (ESEA, Title VIII).....	11
✓ M. Maintenance and Operation Fund Budget Balance Carryforward.....	12
O. Tuition Out for High School Students.....	13
S. Equalization Assistance for an Accommodation School.....	14



# **ACTION**

## **Item 10B.**

**District Office  
Receptionist**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 108
FROM:	Dan Streeter, Director of Human Resources	Reading
DATE:	May 13, 2014	Discuss X
SUBJECT:	District Office Receptionist Position	Action X

---

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

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### SUPPORTING DATA:

In 2011, the district administration made the decision to cut the District Office Receptionist position in an effort to reduce positions in response to severe budget cuts. The duties associated with this position were originally handled by a substitute clerical worker during the school year. This resulted in a significant savings to the district's budget due to the absence of health insurance costs and reduced hours during the summer months. Over the past few years, the demands of the district office have continued to increase. This has included the district office taking a more active role in summer registrations, and this particular position taking on the duties of the vacated Volunteer Coordinator position. These demands have been met through the use of a substitute clerical aide.

The current substitute receptionist has been serving the needs of the district in a full time role at a classification six (6) pay rate. The attached documentation outlines the costs associated with making this adjustment.

### SUMMARY AND RECOMMENDATION:

Due to the continued need for this position, the administration recommends re-instating the District Office Receptionist position at a classification six pay rate on a 260 day calendar.

### Sample Motion:

*I move to approve the addition of a District Office receptionist position.*

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

*Questions should be directed to: Dan Streeter, Director of Human Resources (759-4006)*

## POSITION CONTROL ANALYSIS

### Current Position Structure

Position	Budget Allocation
Substitute Receptionist	\$19,244.16
• \$10.28/Hour	
• 8 Hours/Day	
• 195 Day Calendar	
• 20% Taxes	
• No Insurance	
Volunteer Coordinator	\$6,700
• Americorp Partnership	
• No Benefits	
***Affordable Care Act Impact (2014-15)	\$5,360
Total Budget Allocation	\$31,304.16

### Proposed Position Structure

Position	Budget Allocation
DO Receptionist	\$31,018.88
• Classification 6 (\$10.28/Hour)	
• 260 Day Calendar	
• 20% Taxes	
• Insurance	
Total Proposed Budget Allocation	\$31,018.88

Proposed Savings	\$285.28
------------------	----------



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO RECEPTIONIST</b>
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

---

**SUMMARY:** Performs administrative and clerical duties including various typing, filing, mail distribution and related duties; greets and directs visitors, parents, students and staff. Answers, screens and directs incoming phone calls. Uses various computer programs to create documents and reports.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Answers phones, providing superior customer service, and forwards calls or takes messages, if necessary; makes call-backs whenever needed
- Greets and assists or directs visitors
- Checks main phone system for messages and distributes to appropriate parties
- Maintains general knowledge of district activities
- Holds mail/materials for pick up by members of the public or district employees
- Answers questions about job openings and copies information for prospective employees
- Sorts and meters all incoming and outgoing mail, both postal and interoffice
- Pulls monthly reports from postal machine and maintains files relating to postage usage
- Maintains the postage machine including adding funds as needed
- Processes and delivers bulk mailings to the U.S. Post Office
- Assists with UPS/Fed-X shipping and pickups
- Performs fingerprinting for the District Office and Volunteers
- Makes Reference and Background calls/checks for the Substitute Coordinator in regards to substitutes being hired for the District
- Coordinates volunteers for the district, including identifying, processing, and placement
- Maintains the Car Log reserving District vehicles for Teachers and Staff
- Maintains the schedule log to reserve the District Conference Room
- Creates, maintains, and updates copies of district forms for both employee and public use
- Maintains a district scrapbook of newspaper articles
- Orders supplies for the District Office staff and receives incoming deliveries
- Assists with collection and documentation of tax credit donations

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of phone systems and general office administrative operations
- Ability to communicate effectively verbally and in writing
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



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**JOB DESCRIPTION**

---

- 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

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous clerical or receptionist experience preferred
- Experience with modern phone systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrates general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**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 and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment; this position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the 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.*



# **ACTION**

## **Item 10C.**

### **Transportation Positions**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10C
FROM:	Dan Streeter, Director of Human Resources	Reading	
DATE:	May 13, 2014	Discuss	X
SUBJECT:	Transportation Positions	Action	X

---

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

---

### SUPPORTING DATA:

As the district reviews the needs for the upcoming school year, there are several positions in the Transportation Department that need to be amended. The attached supporting documentation outlines several specific scenarios:

- Bus Drivers with current work agreements who are routinely working additional hours.
- Substitute Bus Drivers who have been performing work duties on a regular basis.
- Substitute Bus Aides who have been performing work duties on a regular basis.

The administration seeks to amend and/or offer work agreements based on actual hours being performed.

### SUMMARY AND RECOMMENDATION:

Due to the continued need for these different positions and associated hours, the administration recommends amending the current positions and adding the necessary positions listed on the supporting documentation.

### Sample Motion:

- I move to approve the amended hours to the attached, current Bus driver positions.
- I move to approve the addition of seven (7) Bus Driver Positions as presented.
- I move to approve the addition of six (6) Bus Aide positions as presented.

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
Dr. Paul Stanton, Superintendent

Questions should be directed to: Dan Streeter, Director of Human Resources, 759-4006



## POSITION CONTROL ANALYSIS

Position	Current Wk. Agree.	Actual Hours	Budget Impact
PCC 1137 Bus Driver	5	7	\$5,360 (Insurance)
PCC 2997 Bus Driver	5.75	6.5	\$5,360 (Insurance)
PCC 1977 Bus Driver	6	8	
PCC 2998 Bus Driver	5	7	\$5,360 (Insurance)
PCC 1563 Bus Driver	5.5	6	\$5,360 (Insurance)
Substitute Bus Driver		6	\$5,360 (Insurance)
Substitute Bus Driver		4.5	
Substitute Bus Driver		3	
Substitute Bus Driver		5.5	
Substitute Bus Driver		4.25	
Substitute Bus Driver		4.5	
Substitute Bus Driver		4	
Substitute Bus Aide		6.5	\$5,360 (Insurance)
Substitute Bus Aide		6.5	\$5,360 (Insurance)
Substitute Bus Aide		7	\$5,360 (Insurance)
Substitute Bus Aide		6	\$5,360 (Insurance)
Substitute Bus Aide		8	\$5,360 (Insurance)
Substitute Bus Aide		3.75	
<b>***Affordable Care Act Impact (2014-15)</b>		<b>\$5,360</b>	
<b>Proposed Impact</b>		<b>\$0.00</b>	

## THEORY OF THE EARTH

The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its features. The theory of the earth is based on the study of the earth's structure and the forces which have acted upon it. It is a science which is constantly developing as new discoveries are made and new theories are proposed. The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its features. The theory of the earth is based on the study of the earth's structure and the forces which have acted upon it. It is a science which is constantly developing as new discoveries are made and new theories are proposed.

# **ACTION**

## **Item 10D.**

### **Policy Advisories**

#### **499 – 503**

**(2<sup>nd</sup> Reading)**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10D
FROM:	Paul Stanton, Superintendent	Reading	X
DATE:	May 13, 2014	Discuss	X
SUBJECT:	Policy Review - Policy Advisories #499-503 Second Reading	Action	X
		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:

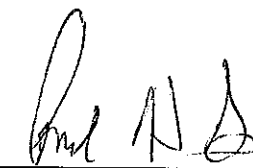
Information from ASBA has been provided to assist the Board in understanding legislation and is included along with the proposed draft policies. HUSD administrative summaries and recommendations are included and located at the front of each individual advisory.

The first reading was held April 22, 2014. Upon approval these policies and exhibits will become effective immediately and will be added to the current Policy Manual.

#### ***Sample Motion:***

I move to adopt Policy BCB – Board Member Conflict of Interest, BE – School Board Meetings, JICI – Weapons in Schools, and JL – Student Wellness, and to accept Exhibits JLF-EB, JLF-EC, and JLF-ED – Reporting Child Abuse/Child Protection as presented by ASBA.

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.

**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. 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. 187-035 discussing Arizona Revised Statutes 38-503(C) and 15-323.

**B-0800**

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**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. 184-012; 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.



## **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. I84-012

I87-035

I88-013

I06-002

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

*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. 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**

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**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>
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LEGAL REF.: A.R.S. 15-321  
15-843  
38-431 *et seq.*  
A.G.O. I79-45

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**

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**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**

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**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.

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- *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

<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>
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**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."

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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."

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**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.

**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.



**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.

**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**

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## 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.

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**

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# **ACTION**

## **Item 10E.**

### **Policy Revision**

#### **IIE – Student Schedules & Course Loads**

**(2<sup>nd</sup> Reading)**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 E
FROM:	Danny Brown, Director of Federal Program/School Improvement	Reading X
DATE:	May 13, 2014	Discuss X
SUBJECT:	Revision to Policy IIE -- Student Schedules and Course Loads	Action X
	Second Reading	Consent
<hr/>		
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:**

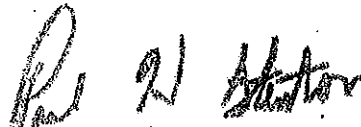
We are asking that the governing board revise Policy IIE (revisions attached) to reflect the change that graduating seniors will be required to enroll in a minimum of five classes.

The First Reading was held at the April 22, 2014 Governing Board meeting.

### ***Sample Motion:***

I move to adopt revisions to Policy IIE -- Student Schedules and Course Loads as recommended by the administration.

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



# **Personnel Item 11A.**

## **Classified Work Agreements**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	11A
FROM:	Dan Streeter, Director of Human Resources	Reading	
DATE:	May 13, 2014	Discuss	X
SUBJECT:	Approval to Issue 2014-15 Work Notices to Current 2013-14 Classified Employees	Action	X

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

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### SUPPORTING DATA:

In preparation for the 2014-15 school year, all current classified staff positions were reviewed to determine whether they were needed to support District programs and practices and whether there were funds to support the positions next year. Based on current information, it is recommended that 2014-2015 work agreements be issued to those 2013-14 classified employees listed on the attached *Recommend to Rehire Classified Employees for 2014-2015* document.

Should future financial issues require changes to the above staffing, most all of the employees listed are on *classified at-will indefinite term work agreements* that may be terminated by providing notice to the employee. Further, a few other recommendations will follow once staffing, evaluation, and enrollment issues are clarified.


### SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve issuance of classified work agreements.

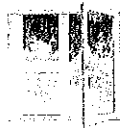
#### Sample Motion:

*I move to approve the issuance of 2014-2015 work agreements to the classified employees listed on the attached Recommend to Rehire Classified Employees for 2014-2015 document.*

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
Dr. Paul H. Stanton, Superintendent

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



# The Humboldt Schools.

*Motivating achievement since 1906.*

**To:** Dr. Paul H. Stanton, Superintendent  
**From:** Dan Streeter, Director of Human Resources  
**Date:** May 13, 2014  
**Re:** Recommend to Rehire Classified Employees for 2014-2015

It is recommended that the following 2013-14 classified staff be issued 2014-15 work agreements:

## **BMHS-E**

FLOYD, CHRISTINE M	MUELLER, DEBRA S
HILL, MARY	RANDAL, HOPE R
HOSKINS, SUNNI D	RASMUSSEN, LORIE A
KOLBE, LORRIE A	REDONDO, RACHEL
MARR, TRISHA	VERMILLIAN, GREG
MITCHELL, KAREN S	

## **BMHS-W**

ANDRADA, TIFFANY	HARRINGTON, TERRI	SALAS, ROLANDO
ATHERTON, RUTHANN	HILL, JANET K	SCHAETZLE, LINDA
AIKEN, PATTY	JORDING, LORRAINE J	SCHUELER, HEIDI J
BAEIGHKLEY, JULIE M	KNISELY, LINNEA	SHAW, BOBBI J
BAKER, JANET A	KOLBE, DELBERT	SILL LAVALLEY, PATRICIA R
BERMAN, HARRY	LAYMAN, THOMAS R	SIMMONS, ROBERT C
CLIFFORD, MELINDA A	LEMOND, TRACY A	STEWART, CLAUDIA A
CONNOLLY, REGINA F	LLEWELLYN, TAMMY	STEWART, DOROTHY J
CONWAY, PATRICK	MCCAULEY, KIMBERLY	TILLMAN, MARVIN R
FLORES, MICHELLE	OXFORD, CYNTHIA L	VETTER, LINDA A
FOLEY, ALMA D	PEDRAZA, MAUREEN P.	WATKINS, WILLIAM
GRINTER, CHRISTINE	QUINN, LEIGH	WOODCOCK, BETTY A
GUZMAN, JENNIFER	REYES, ANDREA	YARMOLIK GIBBS, IRYNA S
HANSON, DONALD L	ROBERTSON, JESSICA	

## **BMMS**

ANDERSON, MIKE	FAIRCHILD, CHRISTOPHER	LONG, ELIZABETH A
ANDRIST, KIM K	FRANKO, PATSY	NORTHUP, ANNA
DECKER, TERESA A	HOOVER, KIMBERLY	REARDON, MICHAEL
DEHEER, PAULA J	LINDBERG, DARLA D	

## **CSES**

AXTT, ANNE  
BAILEY, LINDA  
BAILEY, TERESA K  
BALDWIN, ROBERTA  
BISSEGGGER, GLENNA L  
BROXMEYER, MICHELLE  
BURGES, PATRICIA M  
BUSK, LAURIE A

CASPERSON, BRONTE J  
COPELAND, LUANN  
COUTHMAN, SUSAN  
GOMEZ, ELBA Y  
HAREN, JUDITH  
KEEGAN, POPPY  
LEE, JENNIFER  
POSTULA, LAUREN

TANNER, JOYCE  
TRUJILLO, DAWN M  
VAUGHN, DENISE E  
WILLIAMS, JENNIFER J  
WILLIAMS, KERI L  
WILLIAMSON, EUAL D

## **DO**

BERARDI, ROBIN  
CHALCRAFT, STEVEN  
DIAZ, MARY M  
DONALDSON, RENITA  
DUNN, WILLIAM  
FAIRCHILD, KATHERINE T  
GARCIA, ANTHONETTE  
GARRIPEE, ROSELLA  
HERBERT, BROOKE

JOHNSON, KENNETH C  
LIADIS, SONYA D  
LIEBMAN, HOWARD M  
LIUZZO, PAMELA  
LODTER, GAIL  
MARCUS, STACY L  
MASON, SHARON  
MCGEARY, JANET  
NELLIS, SEAN

PIMENTEL, HUMBERTO  
ROUSE, KATHY  
TAGO, TOY  
WALTER, MEMARIE

## **GHMS**

BROWNBRIDGE, PEGGY  
CAREY, ANN M  
CLARK, SANDRA  
FRONDA, JODI L  
GRACE, LINDA L  
HARGROVE, ALLISON F  
JOLLY, RENEE D

KENNER, RICHARD  
LYON, LOIS M  
MARCH, VERONICA  
MINKLEY, CECELIA S  
MOORE, LESLIE A  
NELSON, REX  
OSKERSON, DENISE

PETRO, BRENDA J  
RENTERIA, ELISA C  
SMITH, TANYA A  
SORIANO, MARY  
TIMM, KATHERINE

## **GES**

BRIGHT, DIANE  
BELL, SVETLANA  
CINADR, CHRISTINE  
COLDIRON, NOREEN  
CONWAY, NANCY K  
COSTANZI, STACY  
FARLEE, VERONICA E  
FARNSWORTH, WENDY A  
FORCE, HEIDI K

IBARRA, TYRA  
IZYDORCZAK, KAREN A  
KNOX, CHRISTINE  
KRUCEK, TERESE  
LARCOMBE, KATIE  
MC DONNELL, SUSAN C  
NOBRE, JESSICA  
POTEAT, REAGAN  
PRECIADO, BEATRICE

ROBERTS, DIANE L  
SANDUM, VONDAL  
SAIZ, HELEN  
SMITH, PATRICIA  
SWAINE, JESSICA

## **HES**

BEE, KARYN

BUCIO, COLLEEN

CHATTERSON, CATHRYN

CHAVEY, DONNA J  
CHAVEZ, MELINDA R  
CHISHOLM, JULIE  
CLEAVES, FAITH B  
FREIDAY, KATHY  
HARNISH, AUDREY J  
JAQUES, LAURIE  
JOHNSON, ANNA  
JUAREZ, LENA

KROB, TIMOTHY A  
MILLER, PENNY L  
MORALES, CARLA  
MUNOZ, MARIA  
PARDO, MARY T  
PENDERGAST, SHANNON  
PIPER, GLENDA  
REMAKEL, HEIDI A  
RIVENES, KAREN C

ROUSE, HOWARD  
SEPPALA, HEATHER  
THOMPSON, TINA  
UNDERWOOD, DONALD  
WALLACE, PHILLINA L  
WALTON, SHAWN  
WHEELER, DEBORAH L  
WOOD, AUNDREA M

## **LVES**

BABCOCK, MELISSA  
BELFUS, BARBARA A  
BOUTIN, CYNTHIA D  
COOLEY, REBECCA L  
DAVIS, SHAREE  
DITTBRENNER, CAROL  
ECKLE, CHRISTINA L

FITE, DAWN  
FILES, ROBERT A  
HUNSINGER, MARY  
LINDSAY, PHYLLIS D  
LYON, LEANNA  
MORAN, OLGA M  
PETERS, PATRICIA L

RAMOS, MARIA  
RITTENBERRY, KATHERINE  
RODRIGUEZ, ROSIE  
TARR, ROBIN  
THOMAS, MARGARET  
WAGNER, BENN  
WOOD, ADIEREN

## **LTS**

BETLAN, KRISTY  
CAIN, ANGELA  
CHANEY, SHANNON  
DES JARLAIS, BOBBI JO  
FRANK, JEREMIAH J  
FUENTES, VIRGINIA  
GARCIA, ROGER L  
GERBER, MICHELE  
HARRIS, DIANE S

HARTSHORN, TAMI M  
HAYWOOD, LISA  
HERMAN, TERESA  
HERNANDEZ, JEANNE M  
MALDONADO, MARISELA  
NICHOLS, BRENDA  
PATIWAEI, JOHN  
POND, JAMES  
RHODEN, PAULA

ROBINSON, BONNIE  
RUSSO, JOHN F  
SCHMIDT, THERESE M  
SICKLER, CLAIRE R  
TORRES, SYLVIA  
VALTIERRA, GLORIA E  
WACHS, ELAINE M

## **MVES**

ASBURY, THERESA A  
BYRD, KELLY  
CASTRO, MARIA O  
DELAMATER, JENNIFER  
DOLHYJ, BIRGIT A  
DUNCANSON, DEBBI L  
DORSETT, KIM  
EDWARDS, JESSICA  
FRANK, GERALD L  
GRINTER, SHELBY C  
HARMON, CYNTHIA M

HERREDA, PERLA  
HUGHBANKS, JANIA D  
JOHNSON, STEPHANIE  
JENSON, CHERYL  
KENNISTON, APRIL K  
KINDE, JOYCE A  
KING, JAIMIE  
KLOTZBACH, NOVALENE  
KONRADY, SHANNON  
KRIETENSTEIN, LISA  
LATTA, CRYSTAL L

LERETTE, AIMEE  
LINDLEY, DEBORAH L  
MATHESON, JOAN  
MC FADDEN, DENISE L  
MEDRANO, TERESA L  
PALACIOS, SANDRA G  
PETERSON, LUPE E  
PONTE, SUSAN  
SULLIVAN, JENNIFER  
REYNOLDS, SUSAN M  
RIGGS, CYNTHIA

ROMNEY, CRYSTAL D  
RUGGIERO, KAREN L  
SEBRING, LAURIE J  
STOCKES, KATHY  
SULLIVAN, JENNIFER

TAYLOR, JOHN  
TOWNER, RUTH  
WARD, SUSAN M  
WHORTON, DONNA L  
WOHLWEND, JAMI S

ZIMMERMAN-GRANDE,  
MEGAN

## SSO

ARNTZEN, JEANNETTE  
DARLEY, APRIL  
DUCHARME, SYLVA  
HEITZMAN, DEANNE  
KING, CARRIE  
MARION, KATHRYN  
MYERS, DARCEY  
OTT, KRISTIN  
VAN DRIEL, PAM

## TRANSPORTATION

AINSWORTH, JAMES  
BERGMAN, LISA E  
BERRY, TIMOTHY (MAINT)  
BLEDSOE, WILLIAM T  
BROWN, DAWN M  
CARBAJAL, ABELINO  
(MAINT)  
DANCEY, CHERYL A  
DAVIS, LARRY  
DORGAN, THOMAS  
DUNN, CAROL A  
EHRlich, MARIA ELENA  
EIKENBERRY, KURT  
FOX, KENNETH C JR  
GUNN, SUSAN  
GARCIA, YADIRA  
GRACE, WILLIAM  
GREENBLATT, LAURENA A  
HELLBORN, TIMOTHY P  
HENZE, GARY  
HJELMSTROM, ROBERT W  
IBARRA, GILBERT  
JOHNSON, ERIC  
JONES, ROBIN L  
KENOYER, NANCY  
KISER, STELLA A

LAWRENCE, KRISTEN E  
LEACH, SANDRA S  
LEYBOLDT, ELLEN  
MATA, RACHELE  
MC KENNA, DANIEL  
MURPHY, KEN  
MUYLLE, KAREN R  
NURMI, DAVE  
ORR, EDWARD  
PAMER, FRED F  
PETERS, KEVIN D (MAINT)  
POLLEY, CRAIG  
RAMIREZ, ARTHUR R  
RAMIREZ, BRANDON  
RAMIREZ, CELINA M  
RAMIREZ, MANUEL (MAINT)  
RICKETTS, DOUGLAS P  
RICKMAN, CAROL A  
RICKMAN, GEORGE  
RIGGS, HEATHER A  
RUBIEN, DEBRA K  
RUBIEN, ROGER A  
SCHICK, TERESA A  
SCHMOLDT, LAWRENCE W  
STALLARD, WAYNE

THOMAS, TERRY  
TIRADO, MARION R  
TIRADO, PEGGY L  
TAYLOR, RHONDA  
VILLAIN, LAURIE A  
WAGNER, CHARLES  
WARD, ROBERT  
WILSON, WILLIAM P (MAINT)  
WHITE, SHELLEY  
WORONES, RICK  
WURTZ, JOHN



# **Personnel Item 11B.**

**HES Principal**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 118  
FROM: Dr. Paul H. Stanton, Superintendent Reading  
DATE: May 13, 2014 Discuss X  
SUBJECT: Approval of the Hiring of the Principal at Humboldt Elementary School for the 2014-2015 Action X

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

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### SUPPORTING DATA:

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

Principal: Joanne Bindell, Mountain View Elementary School  
DO Administrator: Dan Streeter, Director of Human Resources  
DO Administrator: Danny Brown, Director of Federal Programs and School Improvement  
HES Classified Staff: Penny Miller, Administrative Secretary  
HES Teacher: Gwen Walton  
HES Teacher: Maureen Holt  
HES Teacher: Jamy Myrmel  
HES Parent: Jeri Ann Kooiman  
HES Parent: Desiree Pitt  
HUSD Board Member: Gary Hicks

### SUMMARY & RECOMMENDATION:

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

### Sample Motion:

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

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

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

# Personnel Item 11C.

## LOA Request

(Jones)

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11C  
FROM: Dan Streeter, Director of Human Resources Reading  
DATE: May 13, 2014 Discuss X  
SUBJECT: Approval of Unpaid Leave of Absence for Employee Robin Jones Action X

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OBJECTIVE: Personnel Needs

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SUPPORTING DATA:

### SUMMARY & RECOMMENDATION:

#### Sample Motion:

*I move to approve an unpaid leave of absence for employee Robin Jones from May 5, 2014 through May 16, 2014.*

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

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

# Personnel Item 11D.

## LOA Request

(Davis)

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board      Item # 11D  
FROM: Dan Streeter, Director of Human Resources      Reading  
DATE: May 13, 2014      Discuss X  
SUBJECT: Approval of Unpaid Leave of Absence for Employee      Action X  
Sharee Davis

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OBJECTIVE: Personnel Needs

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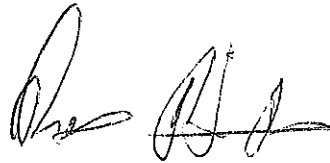
SUPPORTING DATA:

### SUMMARY & RECOMMENDATION:

#### Sample Motion:

*I move to approve an unpaid leave of absence for employee Sharee Davis from May 3, 2014 through June 14, 2014.*

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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