

CONSENT

Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 80
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	September 9, 2014	Discuss
SUBJECT:	Monthly Budgets - Board Report	Action
		Consent X

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

SUPPORTING DATA:

The monthly Expenditure Budget Balance Report is as follows:

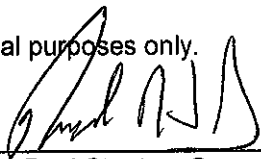
As of 8/27/14	Budget	YTD Exp	Encumb	Remaining Budget Bal	% Remain
Maintenance/Op:	\$30,009,146	\$1,953,770	\$27,025,100	\$1,030,276	3.4%
Capital Fund (DAA)	\$10,435,036	\$269,389	\$ 408,016	\$9,757,631	93.5%

The Maintenance & Operation balance currently reflects \$2,696,852 which will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 12.4 %.

SUMMARY & RECOMMENDATION:

No action necessary. Report 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

CONSENT

Item 8E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8E
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	September 9, 2014	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent X

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

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

From Date: 7/1/2013 To Date: 8/31/2014

Fiscal Year: 2013-2014 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$11,574.95	\$0.00	\$0.00	\$11,574.95	\$0.00	\$11,574.95	100.00%
850.100.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$60.64	\$60.64	(\$60.64)	\$0.00	(\$60.64)	0.00%
850.100.1000.6610.110.1319	OTHER COMM SVCS	\$0.00	\$16.56	\$16.56	(\$16.56)	\$0.00	(\$16.56)	0.00%
850.610.1000.6632.110.1319	GENERAL SUPPLIES	\$0.00	\$3,741.27	\$3,741.27	(\$3,741.27)	\$0.00	(\$3,741.27)	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	\$11,574.95	\$4,183.34	\$4,183.34	\$7,391.61	\$0.00	\$7,391.61	63.86%
UNIT: LVES - 110								
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$4,139.30	\$0.00	\$0.00	\$4,139.30	\$0.00	\$4,139.30	100.00%
850.400.2710.6510.120.1319	STUDENT TRANS SVS	\$0.00	\$262.84	\$262.84	(\$262.84)	\$0.00	(\$262.84)	0.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$1,561.58	\$1,561.58	(\$1,561.58)	\$0.00	(\$1,561.58)	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	\$750.00	\$750.00	(\$750.00)	\$0.00	(\$750.00)	0.00%
850.610.2190.6340.120.1319	TECHNICAL SERVICES	\$0.00	\$200.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)	0.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$4,920.59	\$0.00	\$0.00	\$4,920.59	\$0.00	\$4,920.59	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$2,633.79	\$2,633.79	(\$2,633.79)	\$0.00	(\$2,633.79)	0.00%
850.610.1000.6810.120.1362	DUES AND FEES	\$0.00	\$115.00	\$115.00	(\$115.00)	\$0.00	(\$115.00)	0.00%
850.610.1000.6890.120.1362	MISC EXPENDITURES	\$0.00	\$500.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)	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	\$12,845.26	\$0.00	\$0.00	\$12,845.26	\$0.00	\$12,845.26	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	\$2,769.88	\$2,769.88	(\$2,769.88)	\$0.00	(\$2,769.88)	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	\$5,377.23	\$5,377.23	(\$5,377.23)	\$0.00	(\$5,377.23)	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%
850.610.1000.6810.125.1362	DUES AND FEES	\$0.00	\$85.00	\$85.00	(\$85.00)	\$0.00	(\$85.00)	0.00%
COURSE: NATIONAL HONOR SOCIETY - 1362								
UNIT: GHMS - 125								
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$2,183.93	\$0.00	\$0.00	\$2,183.93	\$0.00	\$2,183.93	100.00%
850.100.1000.6610.131.1319	GENERAL SUPPLIES	\$0.00	\$172.08	\$172.08	(\$172.08)	\$0.00	(\$172.08)	0.00%
850.610.1000.6890.131.1319	MISC EXPENDITURES	\$0.00	\$970.00	\$970.00	(\$970.00)	\$0.00	(\$970.00)	0.00%
850.610.2130.6610.131.1319	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	\$66.19	\$66.19	(\$66.19)	\$0.00	(\$66.19)	0.00%

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

To Date: 8/31/2014

From Date: 7/1/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
COURSE: STUDENT COUNCIL - 1319								
		\$2,907.71	\$66.19	\$66.19	\$2,841.52	\$0.00	\$2,841.52	97.72%
UNIT: MVES - 132								
		\$2,907.71	\$66.19	\$66.19	\$2,841.52	\$0.00	\$2,841.52	97.72%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$567.44	\$0.00	\$0.00	\$567.44	\$0.00	\$567.44	100.00%
		\$567.44	\$0.00	\$0.00	\$567.44	\$0.00	\$567.44	100.00%
UNIT: CSES - 133								
		\$567.44	\$0.00	\$0.00	\$567.44	\$0.00	\$567.44	100.00%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$3,635.40	\$0.00	\$0.00	\$3,635.40	\$0.00	\$3,635.40	100.00%
		\$0.00	\$500.00	\$500.00	(\$500.00)	\$0.00	(\$500.00)	0.00%
850.100.1000.6890.134.1319	MISC EXPENDITURES	\$0.00	\$977.57	\$977.57	(\$977.57)	\$0.00	(\$977.57)	0.00%
850.610.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$1,477.57	\$1,477.57	\$2,157.83	\$0.00	\$2,157.83	59.36%
COURSE: STUDENT COUNCIL - 1319								
		\$3,635.40			\$2,157.83	\$0.00	\$2,157.83	59.36%
UNIT: LTS - 134								
		\$3,635.40	\$1,477.57	\$1,477.57	\$2,157.83	\$0.00	\$2,157.83	59.36%
COURSE: STUDENT COUNCIL - 1319								
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$286.08	\$0.00	\$0.00	\$286.08	\$0.00	\$286.08	100.00%
		\$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%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135								
		\$286.08	\$0.00	\$0.00	\$286.08	\$0.00	\$286.08	100.00%
COURSE: HOSA - 1316								
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$29,290.50	\$0.00	\$0.00	\$29,290.50	\$0.00	\$29,290.50	100.00%
		\$0.00	\$960.58	\$960.58	(\$960.58)	\$0.00	(\$960.58)	0.00%
850.100.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$514.00	\$514.00	(\$514.00)	\$0.00	(\$514.00)	0.00%
850.470.2790.6519.230.1316	TRANSP - PRIVATE	\$0.00	\$4,189.53	\$4,189.53	(\$4,189.53)	\$0.00	(\$4,189.53)	0.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$10,978.18	\$10,978.18	(\$10,978.18)	\$0.00	(\$10,978.18)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$29,290.50	\$16,642.29	\$16,642.29	\$12,648.21	\$0.00	\$12,648.21	43.18%
COURSE: HOSA - 1316								
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$25,989.00	\$0.00	\$0.00	\$25,989.00	\$0.00	\$25,989.00	100.00%
		\$0.00	\$529.26	\$529.26	(\$529.26)	\$0.00	(\$529.26)	0.00%
850.400.2710.6510.230.1319	STUDENT TRANS SVS	\$0.00	\$8,269.92	\$8,269.92	(\$8,269.92)	\$0.00	(\$8,269.92)	0.00%
850.610.1000.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$1,485.30	\$1,485.30	(\$1,485.30)	\$0.00	(\$1,485.30)	0.00%
850.610.1000.6731.230.1319	Furn & Equip > \$1000	\$0.00	\$108.60	\$108.60	(\$108.60)	\$0.00	(\$108.60)	0.00%
850.610.1000.6810.230.1319	DUES AND FEES	\$0.00	\$630.00	\$630.00	(\$630.00)	\$0.00	(\$630.00)	0.00%
850.610.1000.6811.230.1319	REFUND FEES	\$0.00	\$4,250.40	\$4,250.40	(\$4,250.40)	\$0.00	(\$4,250.40)	0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$1,500.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$106.02	\$106.02	(\$106.02)	\$0.00	(\$106.02)	0.00%
850.610.2660.6160.230.1319	SPORTS-Co Cur - CLASSIFIED	\$0.00	\$6.57	\$6.57	(\$6.57)	\$0.00	(\$6.57)	0.00%
850.610.2660.6221.230.1319	SOC SEC - OASDI	\$0.00	\$1.54	\$1.54	(\$1.54)	\$0.00	(\$1.54)	0.00%
850.610.2660.6222.230.1319	MEDICARE-HOSP INS	\$0.00	\$11.98	\$11.98	(\$11.98)	\$0.00	(\$11.98)	0.00%
850.610.2660.6231.230.1319	STATE RETIREMENT	\$0.00	\$0.26	\$0.26	(\$0.26)	\$0.00	(\$0.26)	0.00%
850.610.2660.6232.230.1319	LNG-TRM DISABILITY	\$0.00	\$3.34	\$3.34	(\$3.34)	\$0.00	(\$3.34)	0.00%
850.610.2660.6260.230.1319	WORKERS' COMP	\$0.00	\$360.00	\$360.00	(\$360.00)	\$0.00	(\$360.00)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$17,263.19	\$17,263.19	\$8,725.81	\$0.00	\$8,725.81	33.58%
COURSE: STUDENT COUNCIL - 1319								
		\$25,989.00	\$0.00	\$0.00	\$25,989.00	\$0.00	\$25,989.00	100.00%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$225.29	\$0.00	\$0.00	\$225.29	\$0.00	\$225.29	100.00%
		\$0.00	\$84.00	\$84.00	(\$84.00)	\$0.00	(\$84.00)	0.00%
850.610.1000.6890.230.1320	MISC EXPENDITURES	\$225.29	\$84.00	\$84.00	\$141.29	\$0.00	\$141.29	62.71%
COURSE: UPWARD BOUND WARRIORS - 1320								
		\$225.29	\$0.00	\$0.00	\$225.29	\$0.00	\$225.29	100.00%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$2,696.95	\$0.00	\$0.00	\$2,696.95	\$0.00	\$2,696.95	100.00%
		\$0.00	\$1,069.94	\$1,069.94	(\$1,069.94)	\$0.00	(\$1,069.94)	0.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	\$0.00	\$1,069.94	\$1,069.94	\$1,627.01	\$0.00	\$1,627.01	60.33%
COURSE: MU ALPHA THETA - 1361								
		\$2,696.95	\$0.00	\$0.00	\$2,696.95	\$0.00	\$2,696.95	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: 8/31/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
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	\$1,844.11	\$1,844.11	(\$1,844.11)	\$0.00	(\$1,844.11)	0.00%
850.610.1000.6610.230.1362	DUES AND FEES	\$0.00	\$85.00	\$85.00	(\$85.00)	\$0.00	(\$85.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$3,926.23	\$1,929.11	\$1,929.11	\$1,997.12	\$0.00	\$1,997.12	50.87%
850.100.1000.6000.230.1363	GENERIC EXPENSE	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
	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	\$3,088.74	\$0.00	\$0.00	\$3,088.74	\$0.00	\$3,088.74	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$2,898.39	\$2,898.39	(\$2,898.39)	\$0.00	(\$2,898.39)	0.00%
850.610.1000.6610.230.1364	REFUND FEES	\$0.00	\$34.40	\$34.40	(\$34.40)	\$0.00	(\$34.40)	0.00%
	COURSE: AVID - 1364	\$3,088.74	\$2,932.79	\$2,932.79	\$155.95	\$0.00	\$155.95	5.05%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$5,214.96	\$0.00	\$0.00	\$5,214.96	\$0.00	\$5,214.96	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	\$5,214.96	\$3,027.00	\$3,027.00	\$2,187.96	\$0.00	\$2,187.96	41.96%
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%
850.610.1000.6610.230.1375	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	\$366.21	\$0.00	\$0.00	\$366.21	\$0.00	\$366.21	100.00%
850.610.1000.6610.230.1377	GENERAL SUPPLIES	\$0.00	\$42.40	\$42.40	(\$42.40)	\$0.00	(\$42.40)	0.00%
	COURSE: S CLUB (SOROPTIMIST) - 1377	\$366.21	\$42.40	\$42.40	\$323.81	\$0.00	\$323.81	88.42%
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	\$3,151.68	\$0.00	\$0.00	\$3,151.68	\$0.00	\$3,151.68	100.00%
850.610.1000.6610.230.1398	GENERAL SUPPLIES	\$0.00	\$1,422.14	\$1,422.14	(\$1,422.14)	\$0.00	(\$1,422.14)	0.00%
850.610.1000.6610.230.1398	DUES AND FEES	\$0.00	\$291.41	\$291.41	(\$291.41)	\$0.00	(\$291.41)	0.00%
850.610.1000.6610.230.1398	MISC EXPENDITURES	\$0.00	\$1,240.00	\$1,240.00	(\$1,240.00)	\$0.00	(\$1,240.00)	0.00%
	COURSE: SKILLS CLUB - 1398	\$3,151.68	\$2,953.55	\$2,953.55	\$198.13	\$0.00	\$198.13	6.29%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$3,611.38	\$0.00	\$0.00	\$3,611.38	\$0.00	\$3,611.38	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$1,816.14	\$1,816.14	(\$1,816.14)	\$0.00	(\$1,816.14)	0.00%
	COURSE: P.A.L.S. - 1403	\$3,611.38	\$1,816.14	\$1,816.14	\$1,795.24	\$0.00	\$1,795.24	49.71%
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%

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
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	\$80,841.98	\$49,556.11	\$49,556.11	\$31,285.87	\$0.00	\$31,285.87	38.70%
		\$124,549.22	\$71,578.57	\$71,578.57	\$52,970.65	\$0.00	\$52,970.65	42.53%

Grand Total:

End of Report

CONSENT

Item 8F.

Student Activity Treasurers

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8F
FROM: Cynthia Windham, Finance Director Reading
DATE: September 9, 2014 Discuss
SUBJECT: Student Activities Treasurer(s) Action
Consent X

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

SUPPORTING DATA:

The Uniform System for Financial Records (USFR) requires that Student Activity Accounts have Board appointed treasurers. To insure compliance, the Board is asked to approve the following individuals as Student Activities Treasurers.

Ms. Mary Kaye Schrenk	Internal Auditor	Co-Treasurer
Ms. Sharon Mason	Auxiliary Operations	Co-Treasurer


SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board authorize the appointment of Ms. Schrenk and Ms. Mason to serve as Co-Student Activities Treasurers.

Sample Motion:

I move to approve the appointment of Mary Kaye Schrenk and Sharon Mason as co-treasurers for Student Activity Accounts.

Approved for transmittal to the Governing Board: _____



Dr. Paul Stanton

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

CONSENT

Item 8G.

Authorized Bank Signers

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 86
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	September 9, 2014	Discuss
SUBJECT:	Bank Accounts – Authorized Signers	Action
		Consent X

OBJECTIVE: Annual Requirement

SUPPORTING DATA:

The Finance office is requesting the following individuals be added (or retained) on the district bank accounts:

JPMorgan Chase Bank, NA
#0003854546 HUSD Payroll

National Bank of Arizona
#0450001924 Clearing Account
#0061000725 Insurance Account
#0061000774 Revolving Account
#0450009176 BMHS Athletic Account
#0450002724 GHMS Athletic Account
#0450002716 BMMS Athletic Account
#0450012316 LTS Athletic Account
#0061000717 Food Service Account

Dr. Paul Stanton – Superintendent
Cynthia Windham – Finance Director
Mary Kaye Schrenk – Internal Auditor
Mary Diaz – Secretary to the Superintendent

In addition to the above, the Finance office is requesting the following individuals be added (or retained) on the:

#0450009176 Bradshaw Mtn. High School Athletic Account
Kort Miner – Principal
Mark Ernster – Athletic Director
Claudia Stewart – Athletic Secretary
Jeremy Hendrix – Asst. Principal

#0450002724 Glassford Hill Middle School Athletic Account
Dr. Terri Matteson – Principal
Leta Barnes – Instructional Specialist

#0450002716 Bradshaw Mtn. Middle School Athletic Account
Jessica Bennett – Principal
Darla Lindberg – Secretary

#0450012316 – Liberty Traditional School Athletic Account
Dannette Derickson – Principal
Teresa Herman – Secretary

#0061000717 Food Service Account
Tami Hitt-Wyant – Food Service Director
Pamela Liuzzo – Nutritionist

All District bank accounts require two signatures.

In addition, the athletic accounts are limited in their use to referee payments and game security, as needed.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the signers for district bank accounts be approved as presented.

Sample Motion:

I move to approve the authorized signers for the above referenced accounts as presented.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to:

Cynthia Windham, Finance Director (759-4000)

CONSENT

Item 8H.

Glassford Hill Middle School
Students to Catalina

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 84
FROM:	Dr. Theresa Matteson, GHMS Principal Sandra Clark, GHMS	Reading
DATE:	September 9, 2014	Discuss
SUBJECT:	Request for approval of Catalina Island field trip	Consent X

OBJECTIVE: Goal #1- Raise the Level of Student Achievement
Specifically...

Strand 4: Life Science

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

SUPPORTING DATA:

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

SUMMARY & RECOMMENDATION:

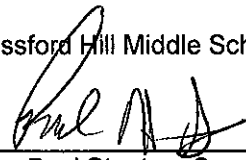
Through a combination of labs, aquariums and touch tanks on land and snorkeling, kayaking, and collecting data in the field, students and teachers learn about the many eco-systems of the island and ocean and get to see and touch a whole range of fish.

It is recommended that the board approve this trip to Catalina Island for GHMS students, May 4-8, 2015.

Sample Motion:

I move to approve the Catalina Island field trip for Glassford Hill Middle School as presented.

Approved for transmittal to the Governing Board:


Dr. Paul Stanton, Superintendent

Questions should be directed to:

Sandra Clark, Glassford Hill Middle School, 759-4600

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

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

Organization taking Field Trip Glassford Hill Middle School

Date of Field Trip 5 day trip @ Catalina May 4th-8th

Place of Field Trip Catalina Island

Approximately how many students/chaperones: 45

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?

5- Day trip to White's Landing which is a beautiful private cove on Catalina Island with cabins or villas for student groups. With its pristine natural surroundings, it's the perfect place to explore the ocean and learn marine science. It's also isolated and rustic, which adds to the adventure. Catalina Experience has been running school programs on Catalina Island for 30 years and over that time; they've developed schedules and plans to make your entire Catalina experience run as smoothly as possible.

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

How is the trip being funded?

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

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

\$20,440

What is the cost for each student?

\$470 (5-day total costs includes transportation/lodging/food)

Chaperones (student/adult ratio):

Five chaperones @ a per chaperone cost of \$328 (5-day). Chaperones are not free with the program and will be expected to pay at a discounted rate.

What determines the student's eligibility for attending?

GHMS eighth grade students enrolled in Honor's will be given priority spacing. Students with behavior issues may be excluded upon administration and/or coordinator discretion. Students who enroll after September may be excluded pending coordinator discretion since deposit money is due in August.

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

The program focuses on hands-on, experiential science education. Utilizing state-of-the-art labs and equipment, expert instructors and the beautiful natural land and sea environments of Catalina Island, the program strives to increase science literacy, stimulate minds and, most importantly, to create excitement about science. During their 5-day stay, students and teachers have the opportunity to experience, first hand, the diverse flora and fauna found in Southern California's Oceans. *Through a combination of labs, aquariums and touch tanks on land and snorkeling, kayaking and collecting data in the field, students and teachers learn about the many ecosystems of the island and ocean and get to see and touch a whole range of fish, algae, sharks and rays, marine mammals, plankton and invertebrates!*

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

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

Strand 4: Life Science

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

Concept 4: Diversity, Adaptation, and Behavior

Identify structural and behavioral adaptations.

PO 1. Explain how an organism's behavior allows it to survive in an environment.

PO 2. Describe how an organism can maintain a stable internal environment while living in a constantly changing external environment.

PO 3. Determine characteristics of organisms that could change over several generations.

PO 4. Compare the symbiotic and competitive relationships in organisms within an ecosystem (e.g., lichen, mistletoe/tree, clownfish/sea anemone, native/non-native species).

PO 5. Analyze the following behavioral cycles of organisms:

- migration
- dormancy (plants)

PO 6. Describe the following factors that allow for the survival of living organisms:

- protective coloration
- beak design
- seed dispersal
- pollination

Concept 3: Populations of Organisms in an Ecosystem

Analyze the relationships among various organisms and their environment.

Curriculum Objectives:

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

Student Outcomes:

Upon completion of this program, students will be able to compare the symbiotic and competitive relationships of organisms within an oceanic ecosystem. Additionally,

students will analyze the relationships among various organisms and their environment while learning basic snorkeling skills and techniques to help them study and learn about the ocean environment. Finally, students are also introduced to the classification, anatomy, behavior and other adaptive features of fish and various marine mammals.

Type and cost of Transportation:

Master's Touch Charter Transportation Services passenger bus \$6250.00

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

STUDENT OVERNIGHT TRIP

FINANCIAL INFORMATION

School: Glassford Organization/Group: 8th grade GHMS
 Sponsor's Name: Dr. Matheson Phone: 928 759-4605
 Trip Date: 5-4-05-8 Trip Location: Whites Landing - Catalina Island
 Trip Title: Catalina Island 8th grade trip
 Total Number of Attendees: 45 # Female Students 25 # Male Students 15 # Adults 5

Cost of Trip (Total Costs, NOT Per Participant Costs)	
Event Registration	\$ <u>141.90</u>
Transportation	\$ <u>62.50</u>
Lodging	\$
Meals	\$
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify)	\$ <u>NO</u>
Other (specify)	\$
Other (specify)	\$
Total Cost	\$ <u>20,440.⁰⁰</u>
Funding for Trip	
Auxiliary	\$
Student Club	\$
Tax Credit	\$ <u>20,440</u>
Booster Club	\$
Grant	\$
Other (specify)	\$
Other (specify)	\$
Total Funding	\$ <u>20,440</u>

Name of *Chaperone(s): Mr. & Mrs. Alldredings, Mrs. Clark
Dr. & Mr. Matheson

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

This document must accompany the Request for Trip Approval Packet

Catalina Island

Camp Quotes

- | | |
|----------------------------|------------------------------|
| 1. The Catalina Experience | \$14190 |
| 2. Jeaque Cousteau | \$22337.50 |
| 3. The Naturalist at Large | \$31035 * ferry not included |

*Quotes Include all meals and lodging



The Catalina Experience
6289 E. Pacific Coast Hwy.
Long Beach, CA. 90803

Estimate

Name/Address
Glassford Hill
6901 Panther Path
Prescott Valley, AZ. 86314

Date	Estimate No.
05/14/14	392

Camp Start Date	P.O. No.
05/04/15	

Description	Quantity	Cost	Total
4 Night 5 Day At Whites Landing W/TCX Led Program 5/4-8/2015	40	280.00	11,200.00
4 Night 5 Day At Whites Landing W/TCX Led Program Chaperone	3	280.00	840.00
Round Trip Transportation To Whites	43	50.00	2,150.00
4 Night 5 Day At Whites Landing W/TCX Led Program Free Chaperones	2	0.00	0.00
It's been a pleasure working with you!			Total \$14,190.00

Jeaque Cousteau Camp Quote 2014-15

Hello Sandra,

I apologize for the communication delay. We have some space April and May of 2015, depending on the size of the group. Prices are broken up into transportation and tuition. Transportation rates vary based on the total number of passengers traveling to the island. This could include students from different schools.

Transportation

Rates range from \$55 to \$95 per person round trip based on the dates of travel. Students and chaperones pay the same transportation rate.

Tuition

Rates are broken up into Peak and Off-Peak.

Off-Peak: starts March 1 and ends April 17

Peak: starts April 20 and ends May 29

3-day program: Off-Peak is \$225/student, \$112.50/chaperone. Peak is \$240/student, \$120/chaperone

5-day program: Off-Peak is \$405/student, \$202.50/chaperone, Peak is \$425/student, \$212.50/chaperone

I'd be happy to look into available dates for you. I just need a ballpark number of participants.

40 students x 425 each = 17,000 plus 5 x 212.50 = 1062.50 = \$18062.50

Ferry costs 45 x 95 = \$4275

Total Quote Costs = \$22,337.50

2014-2015

Site/Program Proposal

Sandra Clark
Glassford Middle School
sandra.clark@humboldt.unified.com

Proposal:

- A five-day program from May 4th through 8th of 2014
- 40 8th graders and 5 faculty = 45 total

School Goals: Focus on Marine biology, science and natural history, and group building.

General NAL programs include:

- A detailed program tailored to meet the schools goals
- A NAL Field Coordinator to assist you in trip preparation
- One Naturalist for each trail group of 12-14 students
- Comprehensive instruction in all activities and topics
- Site related bookings and interactions handled by NAL
- An onsite Program Coordinator to oversee the program
- Comfortable accommodations with central meeting areas
- Quality meals with numerous choices
- A site specific faculty website planning page with downloadable resources

School provides:

- School handles transportation to and from the site and as needed during the program
- Students provide their own personal gear

Site options (follow the link to our web pages):

Catalina - White's Landing— A lodge-based NAL program

- 5 day program \$610.00 per student, \$472.00 per faculty
- *Boat and bus transportation fees not included.*

$610 \times 40 = \$24,400.00$

$472 \times 5 = \$2360$

$45 \times 95 = \$4275$

Total Costs = \$31, 035

Catalina programming also includes:

- Kayaking
- Snorkeling
- Hiking

- Tide-pooling
- Touch Tank and Plankton lab studies

We look forward to helping you provide your students with the best outdoor education experience possible. Check out our website www.naturalistsatlarge.com or give us a call with further questions at 805.642.2692.

We strive to design an outdoor education experience that is appropriate to your goals, and within your means. Please let us know if this proposal does not adequately address your needs.

Mike Nesbitt
Program Director

Mike Nesbitt
Program Director
Web: naturalistsatlarge.com
Email: mike@natsatlarge.com
Phone: 805.642.2692 ext. 19

Catalina Island

Transportation Quotes

1. Master's Touch \$6250 gratuity included; driver's lodging included in quote
2. US Coachways \$5650.44 gratuity included; driver lodging not included \$800 additional charge
3. HUSD \$2411.44 hotel included; no gratuity

*student and parent surveys state would prefer to pay more for a charter bus for passenger comfort and toilet facilities. Charter services cover any tolls.

Charter Contract

☒ Tentative
☐ Confirmed

Master's Touch

Christian Charter Service and Tours

6550 E 2nd St, Ste A ☎ Prescott Valley, AZ ☎ 86314

Charters: (928) 772-5442 ☎ FAX: (928) 759-0238

PICK-UP INFORMATION

CCO #: 50503-1

Group Name: Glassford Hill Middle School

Contact: Sandra Clark Phone: 759-4606 Cell: (928) 600-8634

Departure Date: May 3, 2015

Load Time: 10:30 pm

Departure: 11:00 pm

Arrival: by 8:30 am

Return Date: May 8, 2015

Load Time: 2:30 pm

Departure: 3:00 pm

Arrival: approx. 11:59 pm

Pick-up Location: Glassford Hill Middle School

Address: 601 E. Panther Path City: Prescott Valley, AZ 86314

Destination: Catalina Island – Catalina Express

Address: 320 Golden Shore City: Long Beach, CA

BILLING INFORMATION

PO#

Group Name: Humboldt Unified School District #22 – Glassford Hill Middle School

Billing Address: 6411 N. Robert Rd.

City: Prescott Valley State: AZ Zip: 86314

Phone: (928) 759-4000 FAX: (928) 759-4020

CHARTER FEES

1 45 Passenger Coach = \$6,425.00

Deposit due: N/A

Driver Gratuity (transport only) 15% = \$750.00

Discount = -\$925.00

Balance due: \$6,250.00

Total including all charges: \$6,250.00

To be supplied to Master's Touch by: April 20, 2015 Cancellation Deadline: April 3, 2015

☒ Itinerary ☒ On-Board Group Leader(s) ☒ Passenger Manifest ☐ Map/Directions

☒ Bus Parking, Pass, or Fees ☐ Entry/Attraction Fees or Waiver ☐ Hotel Information

Special Information: Thank you for choosing Master's Touch Christian Charter Services, LLC.

Please review this contract to make sure it is as requested. We will need the name and cell phone number of the on-board sponsor(s). **Please go over the coach rules with your on-board sponsors prior to the trip. These rules also apply to the sponsors.**

"The Finest of Service, The Fairest of Price"

- A signed contract and Purchase Order Number are required no later than July 25, 2014, in order to confirm your reservation. The full balance is due no later than May 22, 2015. **Cancellation must be received no later than April 3, 2015.** Cancellation received after April 3, 2015, but before April 20, 2015, will be charged 25% of the total. Cancellation received on or after April 20, 2015, but up to 72 hours prior to your trip will be charged 50% of the total. Cancellation received less than 72 hours prior to your trip will be charged the full amount.
- Any changes to your itinerary must be approved by our office prior to your trip, and may result in additional charges or require an additional driver to be assigned to your trip at an additional charge.
- Your group is responsible for any parking fees, tolls, entrance fees, and any other charges not directly related to the transportation of passengers. Driver lodging has been included in this contract.
- We require the name and cell phone number of at least one adult sponsor per coach who will be on the trip.
- Adult sponsors (21 years or older) are responsible to go over the rules of the coach and for the conduct of the youth under their supervision. Adult sponsors must be at the pick-up point prior to the Load Time. No youth will be allowed on the coach without an adult sponsor.
- **A pre- and post-trip inspection form is required to be completed with the driver.** The lead adult sponsor for each coach will perform a pre-trip inspection prior to loading any passengers to preview the condition of the coach. At the end of the trip, the same adult sponsor will perform a post-trip inspection to insure that the coach is in the same condition in which it was received.
- Drivers must abide by legal time restrictions. Legal restrictions are nine (9) hours between drop-off and pick-up of your group, and 15 hours of on-duty time. On-duty time is any time your group has access to the coach.
- All passengers are required to remain seated once the coach approaches any city or while in mountainous terrain.
- No wet bodies will be allowed on the coach. If your itinerary includes a trip to the beach, pool, or skiing, each passenger will be required to bring a dry change of clothes, towel, and a beach bag or black trash bag to contain wet clothing under the coach.
- We request that you not use hair spray, perfumes, or any aerosol sprays on the coach, in consideration of those who may have allergies or asthma, and to prevent damage to the windows and upholstery.
- We have DVD players on all our coaches, and you are allowed and welcome to bring G, PG or PG-13 videos to show. However, "R" rated, "NR" (Not Rated), Un-Rated movies or movies with inappropriate/excessive language will not be tolerated. Neither will any movie in violation of A.R.S. 13-3507 be allowed. Please ensure that your movies are age appropriate for your group.
- **Items PROHIBITED on board our coaches (either by law or by company policy): No glass containers, alcoholic beverages, or drugs deemed illegal by any agency, smoking, or chewing tobacco** are allowed inside the coach. Smoking within 20 feet of the coach is strictly prohibited. You may bring bottled water or soft drinks in resealable plastic bottles. Snacks are permitted, however, **chewing gum, sunflower seeds or any variety of nuts in the shell are prohibited.** Individual coolers or bags are permitted on the coach *under your seat*. Larger items will go underneath the coach in the luggage compartment.
- **Master's Touch Tours is a drug and alcohol free workplace, and as such, we reserve the right to cancel service at any time, and at any safe location during your trip, if it is found that any alcohol is/was brought on board our coaches, is/was consumed on board our coaches, regardless of the container. We also will cancel service if any drug that is deemed to be illegal by any agency is brought on board our coaches, on or near our coaches, and/or stored in any area of the coach (including, but not limited to the passenger area and/or luggage compartments,) and we will contact local law enforcement authorities.**

Your signature confirms that you have read and approve the conditions of Charter set by Master's Touch Christian Charter Service and Tours.

I have read and agree to the above conditions.

X

Group Representative Signature

Please Print Name

Date

X

Master's Touch Representative Signature

Please Print Name

Date

Ⓢ Driver Gratuity Not Included Ⓢ

"The Finest of Service, The Fairest of Price"

Master's Touch

Christian Charter Service and Tours
6550 E 2nd St, Ste A ☎ Prescott Valley, AZ ☎ 86314
Charters: (928) 772-5442 ☎ FAX: (928) 759-0238

CLEANING / DAMAGE CREDIT CARD AUTHORIZATION FORM

A cleaning/damage credit card authorization of \$500.00 per coach is required.

In the event of excessive debris and/or damage to the coach, you will be contacted prior to any charges being applied to the credit card. Any group chartering a Master's Touch coach assumes full responsibility for damage incurred on the coach by their passengers. This is not applicable to damage as a result of equipment or accessory failure or day-to-day wear and tear.

I do hereby authorize Master's Touch Christian Charter Services, LLC, to charge the below mentioned charges to my credit card. I agree to full payment of all charges. *(This form will only be used in the event of excessive debris and/or damage to the coach. You will be contacted before the charge is made.)*

Name of group: Humboldt Unified School District #22

Tour Date(s): 2104-2105 School Year Amount per coach per trip: \$ 500.00

VISA / MASTERCARD / AMEX Account # _____

Expiration Date: _____ 3-Digit CCV Number: _____

Name on card: _____
Please Print

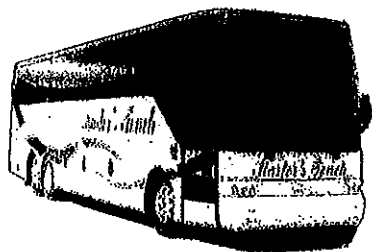
Card Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

A clear and legible copy of the front and back of credit card is required with this agreement. If no legible signature is on the credit card, please provide a copy of identification containing signature of authorizing party.

"The Finest of Service, The Fairest of Price"



Master's Touch

Christian Charter Services and Tours
6550 E 2nd Street, Ste. A
Prescott Valley, AZ 86314
928-772-5442 ☎ 928-759-0238

CHARTER INVOICE

CCO# 50503-1

Group Name: Humboldt Unified School District #22 – Glassford Hill Middle School

Billing Address 6411 N. Robert Rd.

City: Prescott Valley State: AZ Zip: 86314

Business Phone: (928) 759-4000 Ext. Fax: (928) 759-4020

Contact: Kay Schrenk Cell:

Destination: Catalina Island – Catalina Express (Long Beach, CA)

Trip Date: May 3 – 8, 2015

Charter Cost: \$ 6,250.00 for 1-45 passenger coach

Deposit Due: \$ N/A Deposit Due Date: N/A

Balance Due: \$ 6,250.00 Balance Due Date: May 22, 2015

Payment \$ Ck # Received on / / Bal. \$

Payment \$ Ck # Received on / / Bal. \$

Payment \$ Ck # Received on / / Bal. \$

Payment \$ Ck # Received on / / Bal. \$

Payment \$ Ck # Received on / / Bal. \$

Payment \$ Ck # Received on / / Bal. \$

Paid in Full \$ Ck # Received on

Please retain this Charter Invoice for your records
Thank you for the opportunity to serve you!

"The Finest of Service, The Fairest of Price"

Master's Touch

Christian Charter Service and Tours

6550 E 2nd St, Ste A ☎ Prescott Valley, AZ ☎ 86314

Charters: (928) 772-5442 ☎ FAX: (928) 759-0238

Passenger Manifest Instructions

The following page is the Passenger Manifest that is required by policy to be completed by all groups traveling on a Master's Touch Tours coach. In our continuing efforts to provide *The Finest of Service at The Fairest of Price*, we have chosen to increase our customer service standard in the area of passenger safety and security by requiring the use of a Passenger Manifest on all trips. While this is not yet a legal requirement, please understand that in the unlikely event of an incident or accident, this manifest will assist first responders to quickly inform the emergency contacts of your group.

Please read the following instructions carefully and complete your manifest as directed.

1. The Passenger Manifest must be completed before you board the coach and given to the driver upon boarding. If you are using more than one coach, a separate Passenger Manifest must be completed for each coach. Only the passengers on a particular coach are to be listed on the Passenger Manifest accompanying that coach. The emergency contact must be someone who is NOT on the trip.
2. The Passenger Manifest must have the full name and the emergency contact information of every passenger. This includes sponsors, students, tour guides, and children no matter what age, and anyone else who will be riding on the coach.
3. The Passenger Manifest is a safety and security document. It is not to be used as your attendance record or pick-up list. If you want to use the information for this, please make a copy for your use and give the driver a clean and legible copy. When filling out the manifest, please PRINT legibly.
4. All information on the Passenger Manifest is kept in a special secure area that is known to law enforcement officials so that they can access the information in the event of an incident or accident. It is not used for any other reason and will be destroyed upon completion of the trip.
5. If you are using more than one coach, switching between coaches during a trip cannot be allowed. All passengers must stay with the coach on which they are registered.

Thank you for your cooperation.

Sincerely,

John Richert
Charter Operations Manager

"The Finest of Service, The Fairest of Price"

US Coachways

I have available a passenger coach bus for the following trip details:

Charter numbers 280218 - 280219

Trip Type: Drop Off & Pick Up
Event: Shuttle Service
Party Size: 45

Pick Up Date: Sunday, 05/03/2015 10:30 PM

Pick Up Location: Prescott Valley, AZ 86314

Departure Date: Friday, 05/08/2015 11:45 PM

Departing From: Long Beach, CA 90802

Type of Vehicle: Coach Bus 49 - Price Quoted: \$5,650.44

Secondary Vehicle: Coach Bus 55 - Price Quoted: \$5,697.52

The Humboldt Schools.

Established by act of the Legislature in 1906

June 12, 2014

Quote for Sandra Clark

45Total - 40 students & 5 Adults from GHMS to Queen Mary, 1046 Queens Hwy.
CA.

5/3/14 & 5/7/14

5/3/15

20 hours with stops and drop off students – return to AZ.

1 driver – 2 trips – drop off students – return to AZ.

Depart GHMS - 9:00 PM

Arrive Queen Mary - 7:00 AM

- Due to length of trip per AZ. Minimum standards for CDL drivers a hotel room is required for driver to rest prior to return trip
- Sandra to make arrangements for hotel room close to Queen Mary
- Quote does not include cost of hotel room

Cost for drop off of students and return trip: \$1014.12

5/7/15

40 hours with stops and pick up students – return to AZ.

2 drivers – 2 trips – pick up students – return to AZ.

Depart AZ. – 5:30 PM

Arrive Queen Mary – 3:30 AM – load students

Arrive GHMS – 3:00 PM

- Due to length of trip per AZ. Minimum standards for drivers 2 drivers are required for return trip

Cost for pick up of students and return trip: \$1397.32

Total cost for trip (not including hotel room): \$2411.44

Hotel Costs 4 nights x \$200.00 = \$800.00

Total \$3211.44

Thanks for the opportunity to serve as your Transportation.

Heather Riggs

HUSD Transportation Dispatch 928 -759-5190

KIM PORTER, DIRECTOR, TRANSPORTATION

6411 N. ROBERT ROAD, BUILDING 500, PRESCOTT VALLEY, AZ 86314

OFFICE 928.759.5192 • FAX 928.775.2952

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

6411 N. ROBERT ROAD, PRESCOTT VALLEY, AZ 86314 • PHONE 928.759.4000 • FAX 928.759.4020

CONSENT

Item 8l.

IGA
Yavapai Community College

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 81
FROM:	Danny Brown, Director of Federal Programs/School Improvement	Reading
DATE:	September 9, 2014	Discuss
SUBJECT:	Request for approval of Intergovernmental Agreement (IGA) with Yavapai College	Action
		Consent X
OBJECTIVE:	Goal #1 To Raise the Level of Student Achievement Goal #2 To Focus on Planning for Future Student Needs	

SUPPORTING DATA:

Attached is the 2014-15 Intergovernmental Agreement (IGA) between Yavapai College and Humboldt Unified School District for dual credit courses offered at Bradshaw Mountain High School.

The only change from the prior year's IGA is on page 5, Section 5.1(E) which now allows freshman and sophomores the opportunity to enroll in a dual credit course.

The IGA has been reviewed and signed by our district's attorney.

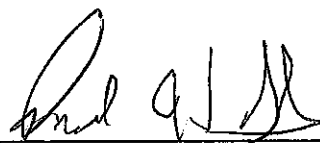
SUMMARY & RECOMMENDATION:

Administration recommends the approval of the 2014-15 IGA between Yavapai College and Humboldt Unified School District.

Sample Motion:

I move to approve the IGA with Yavapai College for the offering of dual credit courses at Bradshaw Mountain High School for school year 2014-15.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Danny Brown, Director of Federal Programs and School Improvement at 759-4010.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
Yavapai Community College District
AND
Humboldt Unified School District #22**

This Intergovernmental Agreement ("Agreement") is entered into this 1st day of August, 2014, between Yavapai College ("College"), and Humboldt Unified School District #22 ("School District") (collectively "Parties"). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a "Dual Enrollment Course" is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

- A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

- A. This Agreement shall be effective:
 - i. After the governing boards of School District and College have approved it; and
 - ii. On the date that authorized representatives of both Parties have signed it ("Effective Date").
- B. The term of this Agreement shall be from the Effective Date through June 30, 2015 ("Term").

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph F in this Section 4.1 who meet College's prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

D. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses to not less than six (6) credit hours per semester.

E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.

G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

I. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.

B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.

C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.

D. College will provide career counseling and advisement for School District students while they are enrolled in Dual Enrollment Courses.

4.4 Policy and Procedure

A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.

B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act ("IDEA"). College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.
- B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act ("ADA") and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

- A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.
- B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.
- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.
- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.
- E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.
- F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall

provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

5.2 Instructors and Instruction

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

A. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

B. School District will provide counseling and advisement for School District students while they are enrolled in Dual Enrollment Courses.

5.4 Policy and Procedure

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary registration forms;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
5. is aware of the requirements for determination of resident/nonresident tuition.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

5.6 Reporting

School District will provide to College any data or other information that is required for the submission of the report required by A.R.S. § 15-1821.01(2)(b).

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and

notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should an instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Student

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit A.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the residency status of the student. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who is not a legal resident of Arizona will be charged out of state tuition rates.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit A. The Billing Format shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. CONTINUATION OF AGREEMENT

The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

9. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

10. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student's education records.

11. TERMINATION/DISPOSITION OF PROPERTY

11.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 11, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

11.2 Risk to Health or Safety

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five working days of such meeting. If reconciliation is not achieved within the five day period, this Agreement will automatically terminate.

11.3 No Relief from Obligations

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

11.4 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

12. RESPONSIBILITY

12.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

12.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

13. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

14. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

15. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations, including Executive Order 99-4, which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the ADA.

16. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

17. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

18. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

19. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

20. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

Yavapai College
Attn: Purchasing and Contracting Department
1100 E. Sheldon Street
Prescott, AZ 86301

If to School District:

Dr. Paul Stanton, Superintendent
Humboldt Unified School District No. 22
6411 N. Robert Road
Prescott Valley, AZ 86314

COLLEGE

SCHOOL DISTRICT

By: _____
Title: _____

By: _____
Title: _____

Date

Date

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the College.

By: _____
Legal Counsel for College

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the School District.

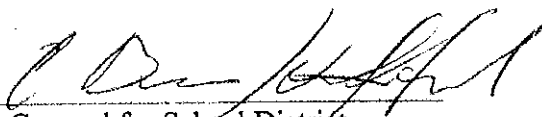
By:  _____
Legal Counsel for School District

EXHIBIT A

FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate NA in the blank. Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

☐ School District shall provide and pay all instructors.

☐ College shall provide and pay all instructors.

☒ Each party shall provide and pay for instructors as follows: ☐ Yavapai College will provide and pay for instructors for CNT classes and Humboldt Unified School District will provide and pay for all other instructors. ☐

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District zero Dollars (\$0) per credit hour for each properly enrolled student, capped at zero Dollars (\$0) per credit hour for each course. *(Indicate NA if there is no cap.)* Invoices from the District to the College shall be based on College course rosters and include the information listed in Exhibit B of this Agreement.

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

College tuition for in-state students varies based on discipline. The tuition rates range from seventy-two to ninety-two Dollars (\$72 to \$92) per credit hour for each in-state student (see <http://www.yc.edu/v5content/academics/tuition-fees.htm> for specific information about tuition rates). College tuition also varies for out-of-state students based on discipline and the number of credit hours in which the student is enrolled. The tuition rates range from one hundred fourteen to three hundred sixty Dollars (\$114 to \$360) per credit hour for each for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. (see <http://www.yc.edu/v5content/academics/tuition-fees.htm> for specific information about tuition rates).

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .</i>
1. There are no course fees.	District <input type="checkbox"/> Student <input type="checkbox"/>

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

☒ School District is responsible for payment of tuition to the College (\$92 per credit hour of tuition is only charged for CNT classes – no tuition is charged for all other classes).

☐ Each student is responsible for payment of tuition to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

- A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and
- B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

If tuition and/or additional fees and costs are the responsibility of individual students, a student may be eligible for tuition and fee and cost scholarships in compliance with College policies and procedures.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The School District and College shall send invoices to the other to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:
(specify administrator and address)

Susan Godby – Bursar
Yavapai College
1100 E. Sheldon St. Box #6002
Prescott, AZ 86301

Invoices to be sent to the School District:
(specify administrator and address)

Dr. Paul Stanton, Superintendent
Humboldt Unified School District No. 22
6411 N. Robert Road
Prescott Valley, AZ 86314

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$ 6,961.50

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

\$0

Amount School District returned to College:

(Specify percentage or dollar amount)

\$0

EXHIBIT B

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

Semester 1 is Fall, Semester 2 is Spring and Semester 3 is a Year-long course.

The following courses are also offered to freshmen and sophomore students: MAT 187

The number of students admitted for any Dual Enrollment Course shall not exceed a maximum of TBD (listed below if applicable) students per section.

COLLEGE TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX	H.S. TITLE
Nursing Assistant	AHS 114	5	3	McCulley	20	C.N.A. (Nursing Assistant)
Principles of Marketing	BSA 230	3	3	Faccio		Marketing II
Intro to Computer Networking Technology	CNT 100	3	1	Cutter	24	CNT I
A+ Computer Technician Certification	CNT 110	4	1	Cutter	24	CNT II
Network+: Networking Technologies Certification	CNT 115	4	2	Cutter	24	CNT I
Introduction to Windows Server	CNT 120	3	2	Cutter	24	CNT II
College Composition I	ENG 101	3	1	Goligoski	22	English 101
College Composition I	ENG 101	3	1	Minarik	22	English 101
College Composition II	ENG 102	3	2	Goligoski	22	English 102
College Composition II	ENG 102	3	2	Minarik	22	English 102
College Algebra	MAT 152	3	2	Schmidt		Adv. Math/ College Alg.
College Algebra	MAT 152	3	2	Larson		Adv. Math/ College Alg.
Precalculus	MAT 187	5	3	Young		Pre-Calculus

CONSENT

Item 8J.

Revised Stipend Schedule

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8J
FROM:	Dr. Paul H. Stanton, Superintendent Dan Streeter, Assistant Superintendent of Operations	Reading
DATE:	September 9, 2014	Discuss
SUBJECT:	Approval of Amended Stipend Schedule for the 2014-15 School Year	Action
		Consent X

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

SUPPORTING DATA:

At the March 24, 2014 Combined Professional and Support Staff Meet & Confer Committee Meeting, the Committee voted to recommend the attached 2014-2015 Stipend Schedule. The attached Stipend Schedule includes a Weight Room Coach with duties to include improved supervision over the use of the high school weight room. This stipend would be covered through Tax Credit athletic fees.


SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the stipend schedule be approved as presented.

Sample Motion:

I move to approve the attached amended 2014-2015 Stipend Schedule for the 2014-2015 school year as presented.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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

2014-2015 STIPEND SCHEDULE

Board Approval (DATE)

STIPEND CATEGORIES AND RATES
YEARS 0-2 3-5 6+

Category 1 = 12% Category 2 = 10% Category 3 = 7.5% Category 4 = 5%
Category 5 = 2.5%

POSITION TYPE	Number of Positions	Funding Source	CATEGORY	YEARS 0-2	YEARS 3-5	YEARS 6+
FOOTBALL (Fall Season)						
Head Football Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
High School Assistant Football Coach	5	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Additional Assistant High School Football Coach	2	Tax Credit	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
August-October → Elementary Flag Football Coach	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
	1	Tax Credit		\$1,225.00		
High School Weight Room Coach						
Head Boys Basketball Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
Head Girls Basketball Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
JV Boys Basketball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
JV Girls Basketball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Freshman Boys Basketball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Freshman Girls Basketball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
8th Boys Basketball Coach	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
8th Girls Basketball Coach	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Assistant MS/HS Basketball Coach	Per Trigger #	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
October-December → Elementary Boys Basketball Coach	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
October-December → Elementary Girls (Co-ed if needed) Basketball Coach	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
WRESTLING (Winter Season)						
Head Wrestling Coach	1	M/O	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
Assistant High School Wrestling Coach	Per Trigger #	Tax Credit	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Middle School Combined Wrestling Coach	1	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Assistant Middle School Wrestling Coach	Per Trigger #	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
Elementary Combined Wrestling Coach	1	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
VOLLEYBALL (Fall Season)						
Head Volleyball Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
JV Volleyball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Freshman Volleyball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Middle School Volleyball Coach	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Assistant MS Volleyball Coach	Per Trigger #	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
January-February → Elementary Volleyball Coach	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
BASEBALL (Spring Season)						
Head Baseball Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
JV Baseball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Freshman Baseball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
SOFTBALL (Spring Season)						
Head Softball Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
JV Softball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Freshman Softball Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
TRACK (Spring Season)						
Head Track Coach	1	M/O	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
Assistant Track Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
High School Assistant Track Coach	Per Trigger #	Tax Credit	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Middle School Boys Track Coach	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Middle School Girls Track Coach	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Middle School Assistant Track Coach	Per Trigger #	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
March-May → Elementary Track Coach	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00
SOCCER (Winter Season)						

