

# CONSENT

## Item 9D.

### Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 90  
FROM: Cynthia Windham, Finance Director Reading  
DATE: January 13, 2015 Discuss  
SUBJECT: Monthly Budgets - Board Report Action  
Consent X

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

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**SUPPORTING DATA:**

Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

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

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


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

*The Maintenance & Operation balance currently reflects \$3,484,622 (\$607,111 grants and/or tuition and \$2,877,511 transfer in) that will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 9.5 %.*

**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

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2014-2015

Account Number / Description



Summary Only

From Date: 7/1/2014

To Date: 12/30/2014

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund: 001 MAINT &amp; OPER FUNDS</b>						
<b>Fund 001 Total:</b>	\$30,009,860.89	\$14,949,363.12	\$14,949,363.12	\$15,060,497.77	\$15,677,088.80	(\$616,591.03) -2.05%
<b>Fund: 011 CLASSROOM-BASE SAL</b>						
<b>Fund 011 Total:</b>	\$673,670.21	\$291,359.15	\$291,359.15	\$382,311.06	\$0.00	\$382,311.06 56.75%
<b>Fund: 012 CLASSROOM-PERF PAY</b>						
<b>Fund 012 Total:</b>	\$1,038,544.20	\$0.00	\$0.00	\$1,038,544.20	\$0.00	\$1,038,544.20 100.00%
<b>Fund: 013 CLASSROOM-OTHER</b>						
<b>Fund 013 Total:</b>	\$1,014,768.00	\$388,480.37	\$388,480.37	\$626,287.63	\$0.00	\$626,287.63 61.72%
<b>Fund: 021 INDIAN GAMING-INSTRUCTION IMPROV</b>						
<b>Fund 021 Total:</b>	\$39,256.61	\$0.00	\$0.00	\$39,256.61	\$0.00	\$39,256.61 100.00%
<b>Fund: 024 INDIAN GAMING - INSTRUCTIONAL IMPROV</b>						
<b>Fund 024 Total:</b>	\$407,288.57	\$113,547.98	\$113,547.98	\$293,750.59	\$110,557.73	\$183,192.86 44.98%
<b>Fund: 071 SEI - STRUCTURED ENGLISH IMMERSION</b>						
<b>Fund 071 Total:</b>	\$290,010.47	\$113,415.58	\$113,415.58	\$176,594.89	\$164,707.38	\$11,887.51 4.10%
<b>Fund: 110 TITLE I LEA</b>						
<b>Fund 110 Total:</b>	\$1,354,046.28	\$433,595.00	\$433,595.00	\$920,451.28	\$639,280.16	\$281,171.12 20.77%
<b>Fund: 112 TITLE 1-D NEGLECTED/DELINQUENT-LEA</b>						
<b>Fund 112 Total:</b>	\$134,467.80	\$37,113.86	\$37,113.86	\$97,353.94	\$80,059.20	\$17,294.74 12.86%
<b>Fund: 140 TITLE II - IMPROVING TEACHER QUALITY</b>						
<b>Fund 140 Total:</b>	\$177,811.07	\$106,401.06	\$106,401.06	\$71,410.01	\$73,690.14	(\$2,280.13) -1.28%
<b>Fund: 190 TITLE III LEP PROGRAM</b>						
<b>Fund 190 Total:</b>	\$80,257.57	\$14,060.17	\$14,060.17	\$66,197.40	\$10,178.88	\$56,018.52 69.80%
<b>Fund: 220 IDEA - BASIC - ENT</b>						

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2014-2015

Account Number / Description

Summary Only

From Date: 7/1/2014

To Date: 12/30/2014

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund 220 Total:</b>	\$1,002,690.49	\$390,411.01	\$390,411.01	\$612,279.48	\$478,457.79	\$133,821.69 13.35%
<b>Fund 221 Total:</b>	\$27,656.70	\$11,838.77	\$11,838.77	\$15,817.93	\$13,793.71	\$2,024.22 7.32%
<b>Fund 260 Total:</b>	\$17,372.91	\$14,609.22	\$14,609.22	\$2,763.69	\$0.00	\$2,763.69 15.91%
<b>Fund 261 Total:</b>	\$117,836.30	\$28,449.02	\$28,449.02	\$89,387.28	\$15,155.51	\$74,231.77 63.00%
<b>Fund 290 Total:</b>	\$131,445.69	\$14,779.00	\$14,779.00	\$116,666.69	\$22,241.54	\$94,425.15 71.84%
<b>Fund 291 Total:</b>	\$986,457.29	\$63,476.39	\$63,476.39	\$922,980.90	\$85,745.17	\$837,235.73 84.87%
<b>Fund 301 Total:</b>	\$17,243.81	\$17,243.81	\$17,243.81	\$0.00	\$0.00	\$0.00 0.00%
<b>Fund 302 Total:</b>	\$266,100.00	\$148,554.18	\$148,554.18	\$117,545.82	\$90,117.03	\$27,428.79 10.31%
<b>Fund 303 Total:</b>	\$25,000.00	\$2,875.57	\$2,875.57	\$22,124.43	\$14,437.78	\$7,686.65 30.75%
<b>Fund 349 Total:</b>	\$470,991.22	\$255,497.44	\$255,497.44	\$215,493.78	\$21,369.20	\$194,124.58 41.22%
<b>Fund 374 Total:</b>	\$101,047.20	\$0.00	\$0.00	\$101,047.20	\$0.00	\$101,047.20 100.00%
<b>Fund 400 Total:</b>	\$53,754.80	\$7,662.93	\$7,662.93	\$46,091.87	\$9,389.63	\$36,702.24

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2014-2015

Account Number / Description

From Date: 7/1/2014

To Date: 12/30/2014

Summary Only



Range To Date

YTD

Balance

Encumbrance

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund: 485</b>						68.28%
WRP						
<b>Fund 485 Total:</b>	\$139,069.45	\$1,115.52	\$1,115.52	\$137,953.93	\$0.00	\$137,953.93 99.20%
<b>Fund: 495</b>						
K-12 Center Grant						
<b>Fund 495 Total:</b>	\$100,000.00	\$30,083.80	\$30,083.80	\$69,916.20	\$66,828.86	\$3,087.34 3.09%
<b>Fund: 500</b>						
SCH PLANT- > 1 YR						
<b>Fund 500 Total:</b>	\$116,107.03	\$5,256.46	\$5,256.46	\$110,850.57	\$38,214.57	\$72,636.00 62.56%
<b>Fund: 510</b>						
FOOD SERVICE						
<b>Fund 510 Total:</b>	\$3,081,327.83	\$1,074,162.63	\$1,074,162.63	\$2,007,165.20	\$1,386,525.35	\$620,639.85 20.14%
<b>Fund: 515</b>						
CIVIC CENTER						
<b>Fund 515 Total:</b>	\$242,644.68	\$72,678.16	\$72,678.16	\$169,966.52	\$11,533.20	\$158,433.32 65.29%
<b>Fund: 517</b>						
BUS RENTAL						
<b>Fund 517 Total:</b>	\$37,675.50	\$0.00	\$0.00	\$37,675.50	\$0.00	\$37,675.50 100.00%
<b>Fund: 520</b>						
COMMUNITY SCHOOL						
<b>Fund 520 Total:</b>	\$3,010.01	\$0.00	\$0.00	\$3,010.01	\$0.00	\$3,010.01 100.00%
<b>Fund: 521</b>						
EXTENDED KINDERGARTEN						
<b>Fund 521 Total:</b>	\$172,730.94	\$9,049.57	\$9,049.57	\$163,681.37	\$14,010.91	\$149,670.46 86.65%
<b>Fund: 522</b>						
BEFORE/AFTER SCHOOL PROGRAM						
<b>Fund 522 Total:</b>	\$32,510.54	(\$2,657.17)	(\$2,657.17)	\$35,167.71	\$0.00	\$35,167.71 108.17%
<b>Fund: 523</b>						
BRIGHT FUTURES PRESCHOOL						
<b>Fund 523 Total:</b>	\$58,695.13	\$4,487.53	\$4,487.53	\$54,207.60	\$0.00	\$54,207.60 92.35%
<b>Fund: 525</b>						
AUX OPERATIONS						
<b>Fund 525 Total:</b>	\$492,370.56	\$196,252.31	\$196,252.31	\$296,118.25	\$80,258.32	\$215,859.93 43.84%

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2014-2015

Account Number / Description

Summary Only      From Date: 7/1/2014      To Date: 12/30/2014

Budget Balance

% Remaining Bud

Fund:	Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
526	ACT FEES TAX CRED							
	<b>Fund 526 Total:</b>	\$436,505.86	\$84,015.60	\$84,015.60	\$352,490.26	\$36,900.91	\$315,589.35	72.30%
530	GIFTS & DONATIONS							
	<b>Fund 530 Total:</b>	\$55,736.44	\$3,257.70	\$3,257.70	\$52,478.74	\$1,504.24	\$50,974.50	91.46%
534	SCHOLARSHIPS							
	<b>Fund 534 Total:</b>	\$2,239.43	\$0.00	\$0.00	\$2,239.43	\$0.00	\$2,239.43	100.00%
540	FINGERPRINT							
	<b>Fund 540 Total:</b>	\$11,675.00	\$3,761.50	\$3,761.50	\$7,913.50	\$8,738.50	(\$825.00)	-7.07%
550	INSURANCE PROCEEDS							
	<b>Fund 550 Total:</b>	\$250,477.09	\$23,872.42	\$23,872.42	\$226,604.67	\$0.00	\$226,604.67	90.47%
551	INSURANCE - AEI							
	<b>Fund 551 Total:</b>	\$35,513.98	\$460.00	\$460.00	\$35,053.98	\$365.00	\$34,688.98	97.68%
555	TEXTBOOKS							
	<b>Fund 555 Total:</b>	\$16,154.63	\$0.00	\$0.00	\$16,154.63	\$0.00	\$16,154.63	100.00%
565	LITIGATION RECOVERY							
	<b>Fund 565 Total:</b>	\$2,138.37	\$0.00	\$0.00	\$2,138.37	\$0.00	\$2,138.37	100.00%
570	INDIRECT COSTS							
	<b>Fund 570 Total:</b>	\$1,055,041.14	\$71,597.04	\$71,597.04	\$983,444.10	\$133,352.08	\$850,092.02	80.57%
575	UNEMPLOYMENT INSURANCE							
	<b>Fund 575 Total:</b>	\$151,476.62	\$8,250.14	\$8,250.14	\$143,226.48	\$0.00	\$143,226.48	94.55%
590	GRANT/GIFT TEACHER							
	<b>Fund 590 Total:</b>	\$25,943.82	\$2,814.49	\$2,814.49	\$23,129.33	\$209.91	\$22,919.42	88.34%
595	SCHOOL BUS ADVERTISEMENT							

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2014-2015

Summary Only      From Date: 7/1/2014      To Date: 12/30/2014

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
<b>Fund 595 Total:</b>	\$13,025.40	\$0.00	\$0.00	\$13,025.40	\$0.00	\$13,025.40 100.00%
596      JTED - MTN. INSTITUTE	\$44,940.94	\$17,909.23	\$17,909.23	\$27,031.71	\$7,716.68	\$19,315.03 42.98%
<b>Fund 610 Total:</b>	\$9,034,649.00	\$907,862.39	\$907,862.39	\$8,126,786.61	\$405,111.04	\$7,721,675.57 85.47%
610      CAPITAL OUTLAY						
630      BOND BUILDING	\$1,994,889.18	\$76,757.43	\$76,757.43	\$1,918,131.75	\$11,966.77	\$1,906,164.98 95.55%
650      GIFTS & DONATIONS	\$82,209.74	\$51,385.89	\$51,385.89	\$30,823.85	\$0.00	\$30,823.85 37.49%
665      ENERGY REBATES	\$37,872.73	\$1,675.64	\$1,675.64	\$36,197.09	\$3,500.00	\$32,697.09 86.33%
691      BUILDING RENEWAL GRANT - SFB	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00 100.00%
850      STUDENT ACTIVITIES	\$86,384.13	\$27,311.41	\$27,311.41	\$59,072.72	\$7,669.34	\$51,403.38 59.51%
855      EMPLOYEE INSURANCE	\$2,476,776.35	\$1,764,533.10	\$1,764,533.10	\$712,243.25	\$85,644.84	\$626,598.41 25.30%
<b>Grand Total:</b>	\$58,777,379.59	\$21,838,626.42	\$21,838,626.42	\$36,938,753.17	\$19,806,320.17	\$17,132,433.00 29.15%

End of Report



# CONSENT

## Item 9E.

### Student Activities Report

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board      Item # 9E  
FROM: Cynthia Windham, Finance Director      Reading  
DATE: January 13, 2015      Discuss  
SUBJECT: Student Activities – Board Report      Action  
Consent X

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

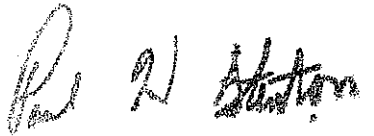
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**SUPPORTING DATA**

Attached is the monthly 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: 7/1/2014 To Date: 9/30/2015

Fiscal Year: 2014-2015  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	\$7,996.04	\$0.00	\$0.00	\$7,996.04	\$0.00	\$7,996.04	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$1,099.68	\$1,099.68	(\$1,099.68)	\$863.15	(\$1,962.83)	0.00%
850.610.1000.6890.110.1319	MISC EXPENDITURES	\$0.00	\$548.00	\$548.00	(\$548.00)	\$0.00	(\$548.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$7,996.04	\$1,647.68	\$1,647.68	\$6,348.36	\$863.15	\$5,485.21	68.60%
	UNIT: LVES - 110	\$7,996.04	\$1,647.68	\$1,647.68	\$6,348.36	\$863.15	\$5,485.21	68.60%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$2,059.56	\$0.00	\$0.00	\$2,059.56	\$0.00	\$2,059.56	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$232.90	\$232.90	(\$232.90)	\$167.10	(\$400.00)	0.00%
850.610.2190.6340.120.1319	TECHNICAL SERVICES	\$0.00	\$100.00	\$100.00	(\$100.00)	\$0.00	(\$100.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$2,059.56	\$332.90	\$332.90	\$1,726.66	\$167.10	\$1,559.56	75.72%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$1,840.80	\$0.00	\$0.00	\$1,840.80	\$0.00	\$1,840.80	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$180.70	\$180.70	(\$180.70)	\$319.30	(\$500.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$1,840.80	\$180.70	\$180.70	\$1,660.10	\$319.30	\$1,340.80	72.84%
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	COURSE: SCIENCE - 1385	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	UNIT: BMMS - 120	\$4,276.65	\$513.60	\$513.60	\$3,763.05	\$486.40	\$3,276.65	76.62%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$5,524.88	\$0.00	\$0.00	\$5,524.88	\$0.00	\$5,524.88	100.00%
850.400.2710.6510.125.1319	STUDENT TRANS SVS	\$0.00	\$100.30	\$100.30	(\$100.30)	\$86.79	(\$187.09)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$974.97	\$974.97	(\$974.97)	\$193.88	(\$1,168.85)	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	\$0.00	\$0.00	\$0.00	\$150.00	(\$150.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$5,524.88	\$1,175.27	\$1,175.27	\$4,349.61	\$430.67	\$3,918.94	70.93%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$316.51	\$0.00	\$0.00	\$316.51	\$0.00	\$316.51	100.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$316.51	\$0.00	\$0.00	\$316.51	\$0.00	\$316.51	100.00%
	UNIT: GHMS - 125	\$5,841.39	\$1,175.27	\$1,175.27	\$4,666.12	\$430.67	\$4,235.45	72.51%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$885.07	\$0.00	\$0.00	\$885.07	\$0.00	\$885.07	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$885.07	\$0.00	\$0.00	\$885.07	\$0.00	\$885.07	100.00%
	UNIT: HES - 131	\$885.07	\$0.00	\$0.00	\$885.07	\$0.00	\$885.07	100.00%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,998.00	\$0.00	\$0.00	\$2,998.00	\$0.00	\$2,998.00	100.00%
850.610.1000.6610.132.1319	GENERAL SUPPLIES	\$0.00	\$262.09	\$262.09	(\$262.09)	\$37.91	(\$300.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$2,998.00	\$262.09	\$262.09	\$2,735.91	\$37.91	\$2,698.00	89.99%
	UNIT: MVES - 132	\$2,998.00	\$262.09	\$262.09	\$2,735.91	\$37.91	\$2,698.00	89.99%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$589.87	\$0.00	\$0.00	\$589.87	\$0.00	\$589.87	100.00%
850.610.1000.6610.133.1319	GENERAL SUPPLIES	\$0.00	\$961.52	\$961.52	(\$961.52)	\$0.00	(\$961.52)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$589.87	\$961.52	\$961.52	(\$371.65)	\$0.00	(\$371.65)	-63.01%
	UNIT: CSES - 133	\$589.87	\$961.52	\$961.52	(\$371.65)	\$0.00	(\$371.65)	-63.01%
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$2,180.26	\$0.00	\$0.00	\$2,180.26	\$0.00	\$2,180.26	100.00%
850.610.2220.6641.134.1319	LIBRARY BOOKS	\$0.00	\$289.30	\$289.30	(\$289.30)	\$0.00	(\$289.30)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$2,180.26	\$289.30	\$289.30	\$1,890.96	\$0.00	\$1,890.96	86.73%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2014-2015

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 7/1/2014

To Date: 9/30/2015

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.135.1319	UNIT: LTS - 134	\$2,180.26	\$289.30	\$289.30	\$1,890.96	\$0.00	\$1,890.96	86.73%
850.100.1000.6000.230.1316	GENERIC EXPENSE							
850.610.1000.6610.230.1316	COURSE: STUDENT COUNCIL - 1319	\$408.51	\$0.00	\$0.00	\$408.51	\$0.00	\$408.51	100.00%
850.610.1000.6810.230.1316	UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$408.51	\$0.00	\$0.00	\$408.51	\$0.00	\$408.51	100.00%
850.610.1000.6890.230.1316	COURSE: HOSA - 1316	\$20,304.21	\$0.00	\$0.00	\$20,304.21	\$0.00	\$20,304.21	100.00%
850.400.2710.6510.230.1319	GENERIC EXPENSE	\$0.00	\$3,523.21	\$3,523.21	(\$3,523.21)	\$1,260.19	(\$4,783.40)	0.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$1,760.00	\$1,760.00	(\$1,760.00)	\$0.00	(\$1,760.00)	0.00%
850.610.1000.6810.230.1316	DUES AND FEES	\$0.00	\$2,847.65	\$2,847.65	(\$2,847.65)	\$2,952.35	(\$5,800.00)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$8,130.86	\$8,130.86	\$12,173.95	\$4,212.54	\$7,960.81	39.21%
850.100.1000.6000.230.1319	UNIT: LTS - 134	\$22,513.40	\$0.00	\$0.00	\$22,513.40	\$0.00	\$22,513.40	100.00%
850.400.2710.6510.230.1319	GENERIC EXPENSE	\$0.00	\$378.74	\$378.74	(\$378.74)	\$0.00	(\$378.74)	0.00%
850.610.1000.6610.230.1319	STUDENT TRANS SVS	\$0.00	\$2,715.55	\$2,715.55	(\$2,715.55)	\$701.57	(\$3,417.12)	0.00%
850.610.1000.6730.230.1319	GENERAL SUPPLIES	\$0.00	\$757.44	\$757.44	(\$757.44)	\$60.06	(\$817.50)	0.00%
850.610.1000.6810.230.1319	FF&E < \$1,000	\$0.00	\$305.00	\$305.00	(\$305.00)	\$0.00	(\$305.00)	0.00%
850.610.1000.6810.230.1319	DUES AND FEES	\$0.00	\$25.00	\$25.00	(\$25.00)	\$0.00	(\$25.00)	0.00%
850.610.1000.6890.230.1319	REFUND FEES	\$0.00	\$852.92	\$852.92	(\$852.92)	\$0.00	(\$852.92)	0.00%
850.610.2190.6340.230.1319	MISC EXPENDITURES	\$0.00	\$1,600.00	\$1,600.00	(\$1,600.00)	\$0.00	(\$1,600.00)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$286.00	\$286.00	(\$286.00)	\$0.00	(\$286.00)	0.00%
850.620.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$580.00	\$580.00	(\$580.00)	\$0.00	(\$580.00)	0.00%
850.100.1000.6000.230.1320	COURSE: STUDENT COUNCIL - 1319	\$22,513.40	\$7,500.65	\$7,500.65	\$15,012.75	\$761.63	\$14,251.12	63.30%
850.100.1000.6000.230.1320	UNIT: UPWARD BOUND WARRIORS - 1320	\$141.29	\$0.00	\$0.00	\$141.29	\$0.00	\$141.29	100.00%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$3,032.01	\$0.00	\$0.00	\$3,032.01	\$0.00	\$3,032.01	100.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	\$0.00	\$507.27	\$507.27	(\$507.27)	\$600.00	(\$1,107.27)	0.00%
850.100.1000.6000.230.1362	COURSE: MIU ALPHA THETA - 1361	\$3,032.01	\$507.27	\$507.27	\$2,524.74	\$600.00	\$1,924.74	63.48%
850.100.1000.6000.230.1362	UNIT: NATIONAL HONOR SOCIETY - 1362	\$1,997.12	\$0.00	\$0.00	\$1,997.12	\$0.00	\$1,997.12	100.00%
850.100.1000.6000.230.1363	GENERIC EXPENSE	\$1,997.12	\$0.00	\$0.00	\$1,997.12	\$0.00	\$1,997.12	100.00%
850.610.1000.6610.230.1363	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	\$3,882.25	\$0.00	\$0.00	\$3,882.25	\$0.00	\$3,882.25	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$3,098.66	\$3,098.66	(\$3,098.66)	\$0.00	(\$3,098.66)	0.00%
850.100.1000.6000.230.1368	COURSE: AVID - 1364	\$3,882.25	\$3,098.66	\$3,098.66	\$783.59	\$0.00	\$783.59	20.18%
850.610.1000.6610.230.1368	GENERIC EXPENSE	\$0.00	\$0.00	\$0.00	\$3,961.92	\$0.00	\$3,961.92	100.00%
850.610.1000.6810.230.1368	GENERAL SUPPLIES	\$0.00	\$651.00	\$651.00	(\$651.00)	\$0.00	(\$651.00)	0.00%
850.610.1000.6810.230.1368	DUES AND FEES	\$0.00	\$255.00	\$255.00	(\$255.00)	\$0.00	(\$255.00)	0.00%
850.610.1000.6890.230.1368	MISC EXPENDITURES	\$0.00	\$1,390.00	\$1,390.00	(\$1,390.00)	\$0.00	(\$1,390.00)	0.00%
850.100.1000.6000.230.1373	COURSE: DECA - 1368	\$3,961.92	\$2,296.00	\$2,296.00	\$1,665.92	\$0.00	\$1,665.92	42.05%
850.100.1000.6000.230.1373	UNIT: DRAMATHEATER - 1373	\$27.91	\$0.00	\$0.00	\$27.91	\$0.00	\$27.91	100.00%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$761.44	\$0.00	\$0.00	\$761.44	\$0.00	\$761.44	100.00%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2014-2015

Subtotal by Collapse Mask

Include pre encumbrance

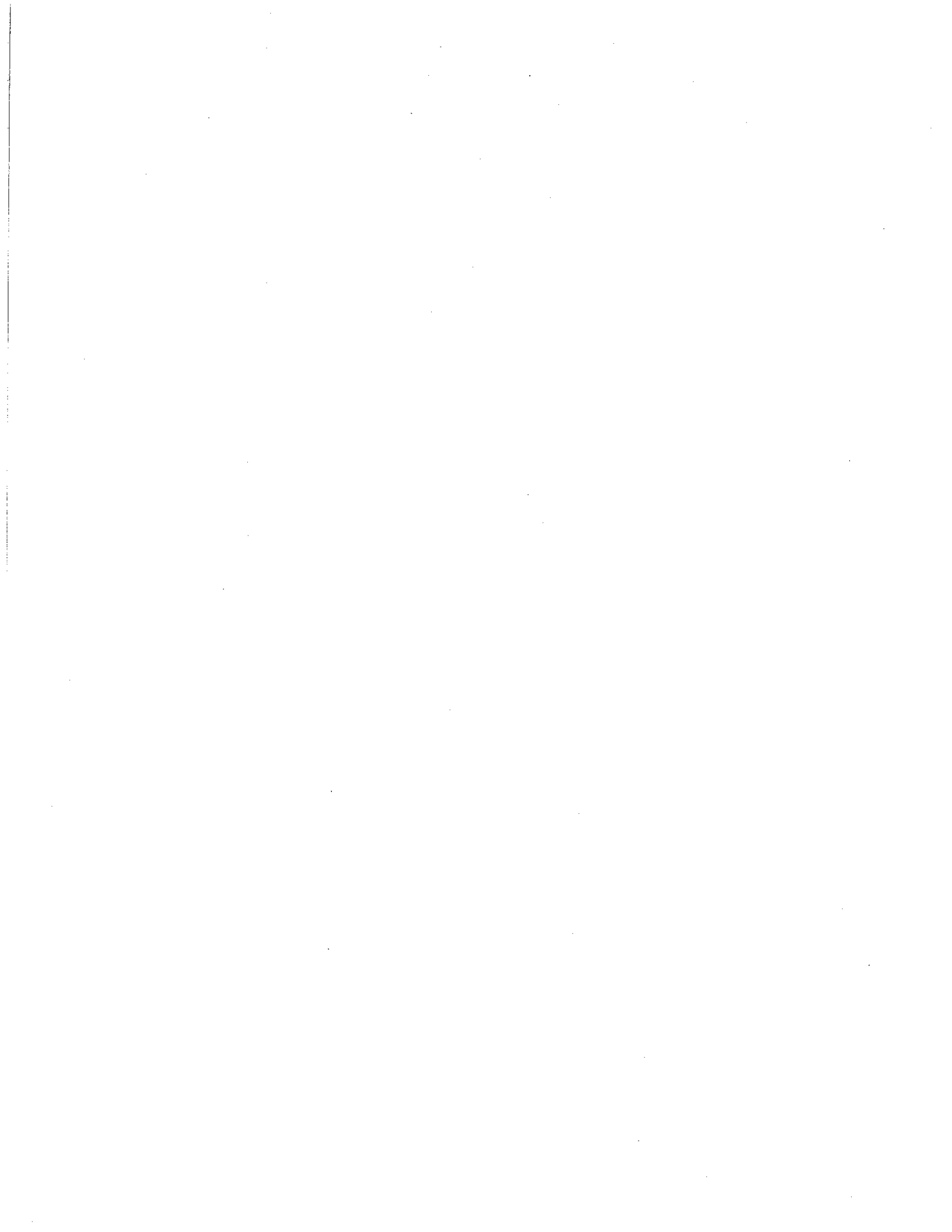
Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 7/1/2014 To Date: 9/30/2015

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.610.1000.6610.230.1375	GENERAL SUPPLIES COURSE: INTERACT - 1375	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00%
		\$761.44	\$0.00	\$0.00	\$761.44	\$200.00	\$561.44	73.73%
850.100.1000.6000.230.1377	GENERIC EXPENSE	\$323.81	\$0.00	\$0.00	\$323.81	\$0.00	\$323.81	100.00%
850.610.1000.6610.230.1377	GENERAL SUPPLIES COURSE: S CLUB (SOROPTIMIST) - 1377	\$0.00	\$285.09	\$285.09	(\$285.09)	\$20.46	(\$305.55)	0.00%
		\$323.81	\$285.09	\$285.09	\$38.72	\$20.46	\$18.26	5.64%
850.100.1000.6000.230.1378	GENERIC EXPENSE COURSE: FRENCH CLUB - 1378	\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
		\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
850.100.1000.6000.230.1398	GENERIC EXPENSE COURSE: SKILLS CLUB - 1398	\$633.13	\$0.00	\$0.00	\$633.13	\$0.00	\$633.13	100.00%
		\$633.13	\$0.00	\$0.00	\$633.13	\$0.00	\$633.13	100.00%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$2,892.61	\$0.00	\$0.00	\$2,892.61	\$0.00	\$2,892.61	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES COURSE: P.A.L.S. - 1403	\$0.00	\$643.42	\$643.42	(\$643.42)	\$56.58	(\$700.00)	0.00%
		\$2,892.61	\$643.42	\$643.42	\$2,249.19	\$56.58	\$2,192.61	75.80%
850.100.1000.6000.230.1405	GENERIC EXPENSE COURSE: BASEBALL - 1405	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
		\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
850.100.1000.6000.230.1432	GENERIC EXPENSE COURSE: GIRLS BASKETBALL - 1432	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
		\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE COURSE: G.O.A.L.S. CLUB - 1469	\$130.69	\$0.00	\$0.00	\$130.69	\$0.00	\$130.69	100.00%
		\$130.69	\$0.00	\$0.00	\$130.69	\$0.00	\$130.69	100.00%
	UNIT: BMHS - 230	\$61,167.09	\$22,461.95	\$22,461.95	\$38,705.14	\$5,851.21	\$32,853.93	53.71%
<b>Grand Total:</b>		\$86,342.88	\$27,311.41	\$27,311.41	\$59,031.47	\$7,668.34	\$51,362.13	58.49%

End of Report



# **CONSENT**

## **Item 9F.**

### **Amended Stipend & Supplemental Wage Schedules**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9F**  
FROM: Dan Streeter, Assistant Superintendent - Operations Reading  
DATE: January 13, 2015 Discuss  
SUBJECT: Approval of revised 2014-2015 Supplemental Wage Schedule and Stipend Schedule Action  
Consent X

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OBJECTIVE: Goal #1 To Raise the Level of Student Achievement,  
Goal #2 To Focus on Planning for Future Student Needs  
Goal #3 To Increase Parental and Community Involvement

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**SUPPORTING DATA:**

At the June 10, 2014 Governing Board meeting the 2014-2015 Supplemental Wage Schedule was approved. The attached HUSD Supplemental Wage Schedule includes minor changes including:

- Minor name changes (i.e. clock keeper to scoreboard)
- The addition of security positions for baseball, cross country, and golf
- Minor amount change for consistency

At the June 10, 2014 Governing Board meeting the 2014-2015 Stipend Schedule was approved. The attached HUSD Stipend Schedule includes a minor change to include an assistant track coach that was inadvertently left off of the schedule.


**SUMMARY & RECOMMENDATION:**

The attached revised *2014-2015 Supplemental Wage Schedule and 2014-2015 Stipend Schedule* provides a full list of current wages to support the various activities. It is the recommendation of administration that the schedules be approved.

**Sample Motion:**

I move to approve the revised *2014-2015 Supplemental Wage Schedule and 2014-2015 Stipend Schedule* for the 2014-15 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 HUSD SUPPLEMENTAL WAGE SCHEDULE**

Position	Rate	Per		Notes
Class Overload: High School	<u>1/5 of Salary</u>			assume teacher 5 class period day
Class Overload: Middle School	<u>1/5 of Salary</u>			assume teacher 5 class period day
Class Overload: Elementary School	<u>1/7 of Salary</u>			assume teacher 7 class period day
Class Overload:Other	<u>1/x of Salary</u>			assume teacher X class period day

Summer School Instructor	\$25.00	Hour	Certified	
Summer School Aide	\$12.50	Hour	Classified	
Professional Development	\$100.00	Day	Certified	
Curriculum Development/Special Projects	\$20.00	Hour	Certified	
Special Projects	Hourly Rate	Hour	Classified	
After School Detention	\$15.00	Hour	Certified	
Saturday School	\$15.00	Hour	Certified	
AVID Tutor	\$10.00	Hour	Class/Cert	Mostly current teachers + couple of classified subs
Class Coverage - High School	\$13.75	Period	Certified	Based on \$15.00 per hour
Class Coverage - Middle	\$12.50	Period	Certified	Based on \$15.00 per hour
Class Coverage - Elementary	\$10.00	Period	Certified	Based on \$15.00 per hour
Class Coverage - LTS (K-8)	\$17.50	Period	Certified	Based on \$15.00 per hour
Class Coverage - Other	\$15.00	Hour	Certified	Based on \$15.00 per hour
Custodian - Civic	\$25.00	Hour	Position	Based on \$15.00 per hour
Catering - Civic	Time and a Half (1.5) @ Hourly Rate	Hour	Classified	
CTE Grant Supplemental Activities	\$25.00		Class/Cert	Teacher/Nurse Paid w/CTE funds
Homebound Tutoring - Certified	\$25.00	Hour	Certified	
Homebound Tutoring - Classified	\$15.00	Hour	Classified	
ESY Aide	\$15.00	Hour	Classified	
Indian Ed Tutor - Certified	\$25.00	Hour	Certified	Paid w/Indian Ed. Funds
Indian Ed Tutor - Classified	\$15.00	Hour	Classified	Paid w/Indian Ed. Funds
Parental Involvement	\$25.00	Hour	Certified	Incl. Nurse Paid w/Title 1 Funds
Parental Involvement	\$15.00	Hour	Classified	Paid w/Title 1 Funds
Translation / Interpreting - Certified	\$15.00	Hour	Certified	
Translation / Interpreting - Classified	Hourly Rate	Hour	Classified	
Student Worker - Food	\$4.50	Hour		Paid w/ F&N Funds
Student Worker - SPED Transition	\$4.50	Hour		Paid w/ SPED Funds

**2014-2015 HUSD SUPPLEMENTAL WAGE SCHEDULE**

Position	Rate	Per		Notes
<b>Class Overload: High School</b>		<b>1/5 of Salary</b>		assume teacher 5 class period day
<b>Varsity Football*</b>				
Ticket Seller / Taker	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Announcer	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
<b>Scoreboard</b>	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Chain Crew	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Security	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Team Liaison	\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
<b>JV/Freshman Football*</b>				
Ticket Seller / Taker	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Announcer	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
<b>Scoreboard</b>	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Chain Crew	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Security	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
<b>Volleyball (Varsity, JV, and Freshman Games)*</b>				
Ticket Seller / Taker	\$40.00	Event	Certified	
<b>Announcer / Scoreboard</b>	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. (\$30 Flat Fee for Middle School) Paid w/General Athletics Auxiliary Funds
Libero Tracker	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
<b>Security</b>	\$50.00	Event	Certified	<b>Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds</b>
<b>Basketball (Varsity, JV, and Freshman Games)*</b>				
Ticket Seller / Taker	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Announcer	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
<b>Scoreboard</b>	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. (\$30 Flat Fee for Middle School) Paid w/General Athletics Auxiliary Funds
<b>Security</b>	\$50.00	Event	Certified	<b>Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds</b>
<b>Team Liaison</b>	\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
<b>Soccer (JV, Varsity games)</b>				
Ticket Seller / Taker	\$40.00	Event	Certified	<b>Or \$20/game.</b> Paid w/General Athletics Auxiliary Funds
Scoreboard	\$40.00	Event	Certified	Or \$20/game. Paid w/General Athletics Auxiliary Funds
Security	\$40.00	Event	Certified	Or \$20/game. Paid w/General Athletics Auxiliary Funds
<b>Wrestling (Varsity, JV, and Freshman Matches)</b>				
Ticket Seller / Taker	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Scoreboard	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds

# 2014-2015 STIPEND SCHEDULE

Board Approval (9-9-14)

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

## STIPEND CATEGORIES AND RATES

POSITION TYPE	Number of Positions	*Funding Source	CATEGORY	YEARS				
				0-2	3-5	6+	YEARS	YEARS
FOOTBALL (Fall Season)	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00	x1.3	x1.6
	2	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	5	Tax Credit	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 980.00		
	1 per season	Tax Credit		\$1,225.00				
	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00		
	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
August-October →	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
October-December →	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
October-December →	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1 per building	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
WRESTLING (Winter Season)	1	M/O	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
VOLLEYBALL (Fall Season)	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
BASEBALL (Spring Season)	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
SOFTBALL (Spring Season)	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
TRACK (Spring Season)	1	M/O	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00		
SOCCER (Winter Season)	1	M/O	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00		
	1	M/O	2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00		



"Clubs" stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.						
ELEMENTARY SCHOOL (School Yr.)						
Elementary Athletic Director	1	M/O			\$4,000	
Elementary Child Study Coordinator	1 per building	M/O	4		\$ 1,225.00	\$ 1,592.50 \$ 1,960.00
Elementary Reading Counts	1 per building	M/O	5		\$ 612.50	\$ 796.25 \$ 980.00
"Clubs" stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.						
TRIGGERS						
A sports team with <10...stipend= 1/2 pay rate						
A sports team with 24+...assistant coach (Tax Credit)						
A sports team with 48+...second assistant coach (Tax Credit)						
A high school dept. head with <0 = 1/2 pay scale						
ACADEMIC ADVISORS						
High School Counselors	4	M/O			\$5,000	
*HS Counselors requires a minimum of ten (10) after school and/or evening events per year						
Instructional Specialists	9	K12 Center/Title II			\$5,000	
*Instructional Specialists requires the facilitation of a minimum of seven (7) pre-service days						
*Two additional days of in-service must be provided						
CURRICULUM COORDINATORS						
Elementary Curriculum Coordinator - 3rd Grade-5th Grade ELA	1	Title II			\$2,500	
Elementary Curriculum Coordinator - 3rd Grade-5th Grade Math	1	Title II			\$2,500	
Elementary Curriculum Coordinator - 3rd Grade-5th Grade Science/Social Studies	1	Title II			\$2,500	
Middle School Curriculum Coordinator - Math	1	Title II			\$2,500	
Middle School Curriculum Coordinator - Language Arts	1	Title II			\$2,500	
Middle School Curriculum Coordinator - Science	1	Title II			\$2,500	
Middle School Curriculum Coordinator - Social Studies	1	Title II			\$2,500	
District ELD Coordinator	1	Im/O/Title III			\$15,000	
District Network Administrator	1	M/O			\$15,000	
CTE Director Extended Contract	1	JTE/D/CTE			\$4,000	
Lead Nurse	1	SPED 220			\$1,000	
Lead Speech	1	SPED 220			\$1,000	
Lead Psych	1	SPED 220			\$2,500	
Psych Intern Supervisor	1	SPED 220			\$2,500	
Special Education Mentor	1	M/O			\$1,000	
GUIDELINES						
*Funding sources may vary						
Continuous years of in-house experience in a "position type" will count for horizontal movement.						
Head high school coaches new to the District may be granted up to five (5) years credit for coaching experience in the same sport at previous schools.						
High school assistant coaches, JV Coaches, and Freshman Coaches new to the District may be granted up to three (3) years credit for coaching experience in the same sport at previous schools.						
Assistant coaches not listed will be paid as follows: 1) High school assistants for Category 1 head coaches will be paid two (2) steps lower than the high school head coach. 2) High school assistants for Category 2 head coaches and middle level assistants will be paid one (1) step lower than the coach. 3) Elementary assistants will be paid at the same level as the elementary coach. Assistants based on triggers will be paid from Tax Credit Funds, except as listed above.						



**CONSENT**  
**Item 9G.**

**Student Travel**  
**BMHS Band**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

<b>TO:</b>	Humboldt Unified School District Governing Board	<b>Item#</b> 96
<b>FROM:</b>	Chris Tenney, Director of Bands, BMHS	<b>Reading</b>
<b>DATE:</b>	January 13, 2015	<b>Discuss</b>
<b>SUBJECT:</b>	Band Field Trip to Phoenix, Tucson and Los Angeles, California to observe professional performances and participate in clinics at several Universities (Overnight and Out of State Travel)	<b>Action</b> Consent X

---

**OBJECTIVE:** #1 Allow music students an opportunity to receive collegiate level instruction  
#2 Allow music students an opportunity to observe professional performances

---

**SUPPORTING DATA:**


Bradshaw Mountain High School is requesting out-of-state and overnight travel to Phoenix, Tucson and Los Angeles, CA as a field trip for Band students. These students will have the opportunity to observe and participate in clinics at several universities as well as observe several professional music performances as a means of furthering their music education experience. This trip is scheduled to take place March 20-23<sup>rd</sup>, 2015.

**SUMMARY AND RECOMMENDATION:**

See attached itinerary for detailed summary.

It is recommended that the Governing Board approve out of state/overnight travel for Chris Tenney, Band Director at Bradshaw Mountain High School, approximately 8 chaperones and approximately 80 students on March 20<sup>th</sup>-23<sup>rd</sup>, 2015.

Approved for transmittal to the Governing Board:

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

*Questions should be directed to: Chris Tenney, BMHS (928) 759-4051*

**REQUEST FOR BOARD AGENDA ITEM**

Requested Meeting Date: December, 2014

Person/Organization Submitting Request: Chris Tenney, Instrumental Music Department, BMHS

Date Submitted: November 7<sup>th</sup>, 2014

Please indicate under which Agenda Item you request will be listed. Items will be discussion before action whenever possible.

Student/ Staff Recognition: \_\_\_\_\_

Report: \_\_\_\_\_

Consent Items: \_\_\_\_\_

Discussion Items: X

Action Items: X

*Include all supporting materials when submitting to building administrator*

Materials include:

- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- N/A Approval by legal counsel if applicable

Administrative Approval: [Signature] Date: 12-11-14

Education Services Administrative Approval: [Signature] Date: 12/12/14

Finance Administrative Approval: [Signature] Date: 12-11-14  
(Participant Funded)

Accepted for placement on agenda for: 1/13/15

Denied \_\_\_\_\_

Superintendent's Office: Paul Stanton / md

[Signature]

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

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

**Organization taking Field Trip:** BMHS Marching Band

**Date of field Trip:** Friday, March 20<sup>th</sup>, 2015-Monday, March 23<sup>rd</sup>, 2015

**High School:** Bradshaw Mountain

**Place of field Trip:** Phoenix, Tucson, Los Angeles

**Approximately how many students:** 80

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

All participating students are required to stay at the Best Western Valencia (27413 Wayne Mills Pl, Valencia, CA 91355). There is 24 hour security at the hotel. The rate is between \$110 per night (SEE PURCHASE ORDER). We will need 27 rooms (20 for students, 5 for advisor/chaperones and 2 for drivers).

**How is the trip being funded?** The trip will be paid by through band auxiliary, booster and tax credit accounts. (pending approval of use) These monies will be raised through donations, fundraising, and direct student contribution. All expenses will be covered by these accounts, except student meals (exception: Saturday dinner at the historic Hard Rock Café).

**What is the cost for the trip (lodging/registration/transportation, etc.)** The estimated total cost of this trip (hotel, transportation, 'Cinderella' tickets, Hard Rock dinner, Six Flags tickets) is \$24,577.28.

**What is the cost for each student?** Not factoring the cost of meals, which will be paid for by the students on site (note the above exception, also breakfast is provided by the hotel) each student will be responsible to fundraise, donate/find donors for, or directly contribute \$280.00.

**Chaperones (student/adult ratio):** The ratio of students/adults is approximately 10:1, with 8 chaperones and approximately 80 students. Chris Tenney, Kim Beard, Nick Beard, Pat Willer, Michele Willer, Nga Krogedal, Chris Krogedal, and Gabriela Roby will be chaperoning. All of these individuals are fingerprinted and approved volunteers for the district.

**What determines the student's eligibility for attending?** Students who will be attending this trip are members in good standing in the BMHS Band Program. In addition, students must also have passing grades in all classes and be considered AIA eligible in order to travel with the band.

**How does the trip benefit the students and the teacher? What state standard is met with this activity?** Participating in University tours and clinics will not only increase the direct musical ability of the students as instrumentalists, but it will also give students invaluable information and encouragement as they make decisions about their post-graduation plans. Also, by observing professional musicians in performance, the students will gain a deeper understanding of how to participate in music at the highest levels. This information would help reach performance objectives and standards set by Arizona Department of Education with regards to band performance.

***Curriculum Objective #1:***

Students will improve tone, tuning and timing skills by means of clinics with University music program staff. [Fulfills Arizona Dept. of Education Music Standards Strand 1: Concepts 2,5]

***Curriculum Objective #2:***

Students will gain a deeper understanding of musical excellence by observing professional music performances [Fulfills Arizona Dept. of Education Music Standards Stand 3: Concepts 1-2]

***Student Outcomes:*** *Students will be exposed to musical excellence on the national and international scale, preparing themselves for further excellence on the local and collegiate level.*

**Type and Cost of Transportation:** Students and advisor/chaperones are being transported by 2 motor coaches booked through Master's Touch Tours (See Purchase Requisition). These services will be provided for a total cost of \$8750.00.

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

School: Bradshaw Mountain HS Organization/Group: Band/Orchestra

Sponsor's Name: Chris Tenney Phone: 759-4051

Trip Date: March 20<sup>th</sup>-23<sup>rd</sup>, 2015 Trip Location: Phoenix, Tucson, AZ; Los Angeles, CA

Trip Title: Semi-Annual Band Tour

Total Number of Attendees: 88 # Female Students 40 # Male Students 40 # Adults 8

Event Registration	\$ N/A
Transportation	\$ 8750.00
Lodging	\$ 8981.28
Meals (Breakfast at hotel provided. All other meals paid by individual participants. EXCEPTION: Hard Rock Dinner)	\$ 2024.00 (Hard Rock Dinner)
Per Diem	\$ N/A
WILL A SUBSTITUAT BE REQUIRED TO CLASS COVERAGE? (specify)	All students in the Instrumental Music Department are invited to participate, so no substitute should be needed. Should students elect not to travel, other arrangements will be made
Other (specify) Six Flags Magic Mountain Tickets	\$ 2622.00
Other (specify) Tickets to 'Cinderella'	\$ 2200.00
<b>Total Cost</b>	<b>\$ 24,577.28</b>
Auxiliary	\$ 0
Student Club	\$ N/A
Tax Credit	\$ 18,000
Booster Club	\$ 6577.28
Grant	\$ N/A
Other (specify)	\$ N/A
Other (specify)	\$ N/A
<b>Total Funding</b>	<b>\$ 24,577.28</b>

Name of \*Chaperone(s): Chris Tenney, Kim Beaird, Nick Beaird, Pat Willer, Michele Willer, Nga Krogedal, Chris Krogedal, and Gabriela Roby

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

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

**BRADSHAW MOUNTAIN HIGH SCHOOL  
SEMI-ANNUAL BAND TOUR  
ITINERARY**

<b>Itinerary Item</b>	<b>Educational Activity</b>	<b>State Standard Met</b>
<b>Friday March 20<sup>th</sup>:</b>	<b>Friday March 20<sup>th</sup>:</b>	<b>Friday March 20<sup>th</sup>:</b>
7:00AM: Pickup at Bradshaw Mountain High School	N/A; Travel	N/A; Travel
9:00AM: Arrive at Arizona State University	Clinics with University Staff	Strand 1, Concepts 2,5
12:00PM: Depart for California	N/A; Travel	N/A; Travel
6:00PM: Arrive at the Ahmanson Theatre	Observing Professional Musicians	Stand 3: Concepts 1-2
10:00PM: Depart for Hotel	N/A; Travel	N/A; Travel
11:00PM: Arrive at the Best Western Valencia	N/A; Lodging	N/A; Lodging
<b>Saturday March 21<sup>st</sup></b>	<b>Saturday March 21<sup>st</sup></b>	<b>Saturday March 21<sup>st</sup></b>
8:00AM: Depart for Santa Monica Pier	N/A; Travel	N/A; Travel
9:00AM: Arrive at Santa Monica	Observing Street Musicians	Stand 3: Concepts 1-2
2:00PM: Depart for Musicians Institute Hollywood	N/A; Travel	N/A; Travel
3:00PM: Arrive at Musicians Institute Hollywood	Clinics with University Staff	Strand 1, Concepts 2,5
5:00PM: Depart for Universal Citywalk	N/A; Travel	N/A; Travel
6:00PM: Arrive at Universal Citywalk	Observing 1. Hard Rock Museum Memorabilia; 2. Street Musicians	Stand 3: Concepts 1-2
9:00PM: Depart for Hotel	N/A; Travel	N/A; Travel
10:00PM: Arrive at Best Western Valencia	N/A; Lodging	N/A; Lodging

Itinerary Item	Educational Activity	State Standard Met
<p><b>Sunday March 22<sup>nd</sup></b></p> <p>10:15AM: Depart for Six Flags Magic Mountain</p> <p>10:30AM: Arrive at Six Flags Magic Mountain</p> <p>8:30PM: Depart for Hotel</p> <p>8:45PM: Arrive at Hotel</p>	<p><b>Sunday March 22<sup>nd</sup></b></p> <p>N/A; Travel</p> <p>Observing Professional Musicians</p> <p>N/A; Travel</p> <p>N/A; Lodging</p>	<p><b>Sunday March 22<sup>nd</sup></b></p> <p>N/A; Travel</p> <p>Stand 3: Concepts 1-2</p> <p>N/A; Travel</p> <p>N/A; Lodging</p>
<p><b>Monday, March 23<sup>rd</sup></b></p> <p>7:00AM: Depart for Arizona</p> <p>3:00PM: Arrive at the University of Arizona</p> <p>8:00PM: Depart for Prescott Valley</p> <p>11:00PM: Arrive at Bradshaw Mountain High School</p>	<p><b>Monday, March 23<sup>rd</sup></b></p> <p>N/A; Travel</p> <p>Clinics with University Staff</p> <p>N/A; Travel</p>	<p><b>Monday, March 23<sup>rd</sup></b></p> <p>N/A; Travel</p> <p>Strand 1, Concepts 2,5</p> <p>N/A; Travel</p>

## 2015 Band Tour

### Tax Credit Evidence

Saturday, March 21<sup>st</sup>: At both Universal Citywalk and at the Santa Monica Pier there are a number of street musicians who are positioned around the area to perform for passers-by. These are usually professional recording artists who are using free time to sell CDs and enjoy their craft. Some examples of these performances include: Native American pan flute, marimba, guitar and voice, solo violin, steel drum and many more. Students will observe these musicians during the time that they are at the location in question (at a rate of about 1 performance per hour) and take notes on the performance. The students will then do an after-tour write up of these performances based on their notes.

Sunday, March 22<sup>nd</sup>: Six Flags Magic Mountain hires bands, singers, dancers and other musicians to entertain guests and provide atmosphere at the park. Students will observe these performances (between 5-8 total during the day at the park) and take notes on their performance. The students will then do an after-tour write up of these performances based on their notes. A full schedule of performances is typically available 2-3 weeks prior to a given day, and students will plan their day at the park to include these performances. For further questions, contact Debbie Dugger, Six Flags Magic Mountain Talent/ Events Representative at [ddugger@sftp.com](mailto:ddugger@sftp.com).

### Educational Goals/Standards Met:

These performances expose students to several ways in which they can continue their musical ambitions beyond the classroom, both in full or part time positions. This meets the classroom goal set for the tour of creating life-long musicians, both in college or beyond. Evaluating performances also meets several of the Arizona Department of Education Standards that are often neglected by music classrooms, specifically those that have to deal with describing performances of various genres and cultures. See pgs. 45-52 of the Arizona Music Standards, revised in 2006, which deal with Strands 2 and 3 <http://www.azed.gov/standards-practices/files/2011/09/music.pdf>. Writing about their experiences also meets standards across the curriculum, specifically as it relates to their English classes.

### Hard Rock Café and Museum, Los Angeles:

The Hard Rock Café and museum in Los Angeles is part of the Hard Rock Café's international syndicate of restaurants which feature memorabilia and artifacts from professional musicians from across the ages. With more than 1,600 artifacts in the total collection, each restaurant has a rotating collection of actual instruments, costumes, recording equipment and other artifacts that help students to understand their part in the rich music history that they contribute to. This helps fulfill AZ State standards relating to music history, specifically Strand 2: Relate, Concept 2: Understanding Music in Relation to History and Culture, Performance Objective 201: "Recognizing the origins and development of instrumental/vocal music." For specific information on the Los Angeles collection, visit, <http://www.hardrock.com/cafes/hollywood-on-hollywood-blvd/memorabilia/>, or for information on all of the artifacts in the Hard Rock Café collection, take their interactive tour at <http://memorabilia.hardrock.com/>.



# CONSENT

## Item 8H.

### Gifts & Donations

## GIFTS & DONATIONS

Irene Pomeroy  
1130 E. Timber Ridge, Prescott  
Donated 336 books  
With the donor's value of \$336  
To be used at Granville Elementary School

Arbor Arts Landscaping  
P.O. Box 1165, Chino Valley  
Donated landscaping services (three times)  
With the donor's value of \$2,205  
To Mountain View Elementary School

Walmart  
702 SW 8<sup>th</sup> Street, Bentonville, Arkansas  
Donated \$250  
To Mountain View Elementary School

Texas Roadhouse  
3310 Gateway Blvd, Prescott  
Provided lunch with the donor's value of \$300  
To the Coyote Springs Elementary School staff

Pierce Property Management  
7120 Pav Way #103, Prescott Valley  
Donated a Ricol duplicator machine  
With the donor's value of \$6,200  
And school supplies valued at \$300  
To be used at Coyote Springs Elementary School

Martha Adams  
582 N. Road 1, Chino Valley  
Donated \$200  
To Coyote Springs Elementary School

Mingus Maintenance, Inc.  
10195 N. Poquito Valley Road, Prescott Valley  
Donated \$100  
To Coyote Springs Elementary School

# **DISCUSSION**

## **Item 10A.**

### **GES School Update**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10A
FROM:	Bucky Bates, GES Principal	Reading
DATE:	January 13, 2015	Discuss X
SUBJECT:	School Update	Action
		Consent

OBJECTIVE: Report

**SUPPORTING DATA:**

Granville Elementary has had a very successful year thus far. We started the year on a high note having retained our A rating from the Arizona Department of Education. We attribute this success to a solid RTI program along with excellent instruction at the Tier 1 classroom level. Teachers have built in intervention time within their schedules and there are a variety of Tier 2 and 3 interventions that students are able to participate in to grow skills.

As we move forward with the development of our signature program AVID Elementary we have chosen organization as our first module to undertake. The fifth and sixth grade students have developed AVID notebooks which are very comprehensive in nature. These notebooks travel with them everywhere and they know that there is an accountability factor in place. This one notebook houses everything that they need. Each subject has a section along with sections for work to be completed and completed work.

We continue to have amazing extra-curricular activities available for students. We have our choir that meets twice a week with great dedication as you have heard this evening. We also have a Lego Robotics Team which recently competed at Carl Hayden High School with 28 other schools where we finished eighth. We count this a great success in our first year of the program. Our drama troupe the Granville Gecko Players is a dedicated theatrical group which meets all year and has just performed two shows of *A Pirates Christmas*. There was singing, choreography and lines which were all delivered without a slip. Other opportunities that are available include Art, Science Explorers, and Spanish.

The Granville PBIS (Positive Behavior Intervention Supports) Team is underway and has been very instrumental in the remediation of chronic behaviors. This team meets periodically on students that are struggling to keep appropriate behavior a priority at school. The team helps a teacher develop a plan that will track the student's day helping the student to review their behavior throughout the day. These plans are shared with the parents to enlist their support at home to reinforce good behavior and to consequence improper behavior. A solid home to school connection is critical to the success of each plan. Another component that is equally as important is a Check In Check Out system wherein a staff member checks in at the beginning of the day and checks out at the end to hold the student accountable and to reinforce the good behavior that is tracked on the behavior plan form. This program is run by our Character Development Coordinator Cheryl Peterman who we celebrated tonight as our Certified Staff member of the Month.

Granville has a well-developed culture where many different components come together to drive not only academic success but a positive reflection and development of our society as a whole. Developing the whole child tailoring to their individual needs as best we can is our goal at Granville.

Approved for transmittal to the Governing Board:

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

Questions should be directed to: Bucky Bates, 759-4800

# **ACTION**

## **Item 11A.**

### **Policy Revision**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO:	Humboldt Unified School District Governing Board	Item #	11A
FROM:	Dr. Paul Stanton, Superintendent	Reading	X
DATE:	January 13, 2015	Discuss	
SUBJECT:	Policy Revision Policy A – District Mission and Belief System	Action	X
		Consent	
<hr/>			
OBJECTIVE:	Board Governance		

**SUPPORTING DATA:**

During the Annual Governing Board Retreat held October 31, 2014, it was recommended that Board Goal #3 be revised as follows:

Board Goal No. 3: To Increase Parental and Community ~~Involvement~~ Engagement

The First Reading was held at the December 9, 2014 Governing Board Meeting.


**SUMMARY & RECOMMENDATION:**

District administration recommends this policy revision.

***Sample Motion:***

I move to adopt the revision to Policy A – District Mission and Belief System as presented.

Approved for transmittal to the Governing Board:

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

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

# **ACTION**

## **Item 11B.**

### **Additional Paraprofessional Positions @ MVES**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board      Item # 11B  
FROM: Danny Brown, Director of Federal Programs/School Improvement      Reading  
DATE: January 13, 2015      Discuss  
SUBJECT: Add two additional Title I paraprofessionals to MVES      Action X  
Consent

---

**OBJECTIVE:** To attract and retain highly effective employees

---

**SUPPORTING DATA:**

Mountain View Elementary School would like to add two additional Title I paraprofessionals to their Title I staff. These paraprofessionals would be under the supervision of a highly qualified Title I reading specialist and work with students (K-3) on specific reading interventions and also assist with DIBELS assessments. The recommendation is to offer individuals a work agreement for 5.75 hours (28.75 hours per week); they would not be eligible for health insurance benefits at this time. Title I paraprofessionals must become highly qualified before being recommended to the governing board for approval.

Cost for these employees would be approximately \$10,400.00.

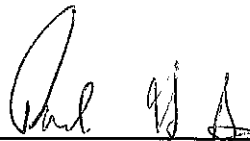
**SUMMARY & RECOMMENDATION:**

It is the recommendation of administration to add two Title I paraprofessionals MVES to be paid out of Title I funds.

***Sample Motion:***

I move to approve the addition of two Title I paraprofessionals at MVES to be funded by Title I funds.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

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

# **ACTION Item 11C.**

## **Search Firm**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # *110*  
FROM: Dr. Paul Stanton, Superintendent Reading  
DATE: January 13, 2015 Discuss  
SUBJECT: Superintendent Search Firm Action X  
Consent

---

OBJECTIVE: Board Governance

---

**SUPPORTING DATA:**

At a special meeting of the governing board held January 6, 2015, three organizations were invited to present their proposal for superintendent search services:

- Arizona School Boards Association
- Aylstock Consulting, LLC
- The Network for Educational Access, LLC

The board will further discuss the search process and proposals with possible action to select one of the firms to conduct the superintendent search.

***Sample Motion:***

I move to approve the selection of \_\_\_\_\_ and to enter into an agreement as provided to conduct superintendent search services.

Approved for transmittal to the Governing Board:

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

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

**ASBA**



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

## **Superintendent Search Informal Proposal**

### **Meeting Day #1**

ASBA consultant meets with Board or Search Committee

- ❖ Discusses needs of the district (position requirements/preferences)
- ❖ Shares AZ superintendent salary/benefit data
- ❖ Creates timeline for the search process
- ❖ Identifies materials to send ASBA for the online brochure

ASBA creates draft brochure & board/committee finalizes content

ASBA posts opening & brochure on our website.

ASBA provides district the job posting link & PDF brochure for their internal use

ASBA shares opening with other state-educational associations, nationally via National Affiliation of Superintendent Searchers (NASS), our ASBA LinkedIn profile, and our ASBA monthly Report Card email list

ASBA can also post opening on District Administrator magazine website, Education Week and/or local publications (optional: chargeback)

ASBA communicates with all applicants and collects/reviews all applications

### **Meeting Day #2**

- ASBA consultant presents qualified participants packets to board/committee for their review
- Board/Committee decides which applicants to interview
- ASBA consultant facilitates conversation so that Board/Committee determines appropriate interview questions

ASBA contacts and schedules all finalist interviews

ASBA initiates on-line background search\*\* process for all finalists & hands off information to district

ASBA contacts remaining non-selected applicants

[www.azsba.org](http://www.azsba.org)

*Quality leadership and advocacy for children in public schools*

### Meeting Day #3

- In one day, ASBA Consultant and Board interview finalists
- Board decides with whom they would like to enter into negotiations
- District HR/Legal Counsel negotiate contract
- ASBA notifies remaining unsuccessful finalists

### Meeting Day #4

- ASBA facilitates 2-3 hour training session with new Supt & Governing Board

#### Pricing also includes:

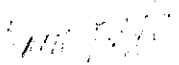
- An online survey, created by ASBA with the link handed off to the district for dispersal to staff/community members/ parents etc. ASBA will consolidate the information and return it to the Board (committee) for their consideration/use.

#### \*\* Our background search process includes (\$125/finalist):

- ✓ Motor Vehicle Report
- ✓ Education Verification
- ✓ Employment Verification
- ✓ SS# / Alias Trace
- ✓ Federal & County Crime History (7 years)
- ✓ USA CriminalSearch Plus

While this isn't a final quote, based on your district size of 5869 students and what I know, ASBA would charge \$8,369 plus expenses.

Plus \$500/day for additional onsite meetings.

  
Karen Loftus, MBA, SPHR, GCPF  
Director of Leadership Development  
Arizona School Boards Association  
[kloftus@azsba.org](mailto:kloftus@azsba.org) | 800-238-4701

[www.azsba.org](http://www.azsba.org)

Quality leadership and advocacy for children in public schools

## EXECUTIVE SEARCH SERVICES AGREEMENT

THIS EXECUTIVE SEARCH SERVICES AGREEMENT (the "Agreement") is made and entered into by and between the Arizona School Boards Association, Inc. ("ASBA"), a tax-exempt Arizona nonprofit corporation, acting by and through its duly authorized representative, and \_\_\_\_\_ of \_\_\_\_\_ County, a political subdivision of the State of Arizona (the "District"). The District and ASBA may be referred to individually as "Party" or collectively as "Parties" throughout this Agreement.

NOW, THEREFORE, the Parties hereto mutually agree for the consideration recited herein, the sufficiency and receipt of which is hereby acknowledged, and upon the stated terms and conditions, as follows:

1. **APPOINTMENT.** District hereby agrees to retain and specifically commissions ASBA, and ASBA hereby agrees to be retained and specially commissioned to perform the Scope of Work set forth in Exhibit A attached hereto and incorporated herein.
2. **TERM and TERMINATION.** This Agreement shall commence on \_\_\_\_\_, and shall not terminate until the Scope of Work described in Exhibit A is completed, which will be no later than \_\_\_\_\_.
3. The District and ASBA may terminate this Agreement upon five days prior written notice to the other Party with or without cause. In the event of such notice, neither the District or ASBA will incur further costs, expenses, or fees after receipt of the termination notice. ASBA and District shall meet in good faith to mutually agree upon a prorated payment of compensation for ASBA's services rendered to the date of termination.  
  
ASBA or District may terminate this Agreement immediately upon material breach by the other Party of any obligation, representation, or warranty made hereunder upon five days written notice to the other party. Notice shall be given as outlined in this Agreement.
4. **PAYMENT OF COMPENSATION.** ASBA shall be paid in accordance with the Compensation Schedule set forth in Exhibit B attached hereto and incorporated herein.
5. **CONTRACTOR EXPERIENCE.** ASBA represents and warrants to District that ASBA has made a significant investment in training, skills, experience, and other tools and abilities required for performance under this Agreement.

6. **CONTRACTOR STANDARDS.** ASBA represents and warrants that the Scope of Work shall meet or exceed industry standards and that all work shall be done in the manner of a professional advisor who provides such services.
9. **LIMITS OF AUTHORITY.** ASBA has only the authority expressly granted herein and may not act in the name of District in any other matter.
10. **CHANGES.** ASBA and District may amend this Agreement, including the Scope of Work and Schedule of Compensation only by written agreement signed by both parties.
11. **REPRESENTATIONS.** District does not guarantee any assured profits to ASBA in performance of this Agreement. ASBA shall not make representations otherwise to any third party.
12. **INSURANCE.** ASBA shall maintain complete and adequate workers' compensation, public liability, and property damage insurance as required by law.
13. **DISCLOSURE STATEMENT.** ASBA is not entitled to workmen's compensation benefits from District.

ASBA shall perform all services hereunder as an independent contractor, and nothing contained herein shall be deemed to create any association, partnership, joint venture or relationship of principal and agent or employer and employee between parties hereto or any affiliates or subsidiaries thereof, except as explicitly stated herein. ASBA shall not commit, execute, bind, or contractually obligate anything to any person on behalf of District without the prior written consent of District.

14. **FISCAL AGENT.** ASBA shall act as the fiscal agent and process all District billing through the ASBA office.
15. **OUTSIDE SERVICES.** All outside services such as printing and advertising shall be processed through ASBA and ASBA shall bill the District if appropriate.
16. **MAIL PROCESSING AND SUPPLIES.** ASBA shall provide all mail processing, postage, envelopes, letterhead and other supplies.
17. **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. Notwithstanding any other provision of this Agreement to the contrary, any agreement by the District to defend, hold harmless or indemnify the other Party shall be limited to, and payable only from, the District's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program.
18. **NOTICE.** Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid, to:

**ASBA**

Steve Highlen  
Search Consultant  
Arizona School Boards Association

**District**

Governing Board President

2100 N. Central Ave., Suite 200

Phoenix, AZ 85004-1441

Phone: 602-254-1100

Fax: 602-254-1177

Phone:

Fax:

19. MISCELLANEOUS.

- a. SEVERABILITY. If any portion of this Agreement shall be declared or held unenforceable for any reason, the remaining portions hereof shall continue in full force and effect.
- b. COMPLETE AGREEMENT. This Agreement is the complete agreement between District and ASBA, and no other promise or representation, whether written or oral, shall be binding except as contained herein. This Agreement may be modified or amended by the written mutual consent of the Parties hereto.
- c. LAW and VENUE. This Agreement shall be construed and interpreted in accordance with the laws of the State of Arizona, and venue for any legal action brought concerning this Agreement shall lie in Maricopa County, Arizona.
- d. NO ASSIGNMENT. ASBA may not assign or transfer, either in whole or in part, any right, duty, benefit, or obligation under this agreement without the prior written consent of District. Nothing herein prevents ASBA from assignment of its employees to duties required by the Scope of Work.
- e. MEDIATION. District may not bring a lawsuit or other formal legal proceeding for any dispute arising under this Agreement without first having made a good faith effort to resolve the dispute by mediation before a third-party neutral trained or certified as a mediator. The mediator shall be selected by mutual agreement of both Parties. Each Party's representative in such mediation shall have full authority to compromise and settle any dispute which is the cause of the proceeding. The mediation shall be held in Maricopa County, Arizona, or at such other location as may be mutually agreeable to both Parties. Each Party shall bear its own expenses for participation in the mediation, including one-half of the mediator's fees. The mediator shall, at the conclusion of the

mediation, issue a written statement that either memorializes the agreement of the Parties to resolve the dispute or declares the dispute unresolved, in whole or in part.

- f. TIME. Time is of the essence to all Parties in performance under this Agreement and of all conditions and requirements specified in this Agreement.
- g. CONFIDENTIALITY. In the course of performance under this Agreement ASBA and District may learn of business practices, trade secrets, compilations of information, or other information proprietary to each Party, and each Party does hereby agree to use its best efforts to maintain confidentiality of such information.
- h. CONFLICT OF INTEREST. Pursuant to A.R.S. §38-511, the District may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other Party to the Agreement in any capacity or a consultant to any other Party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when the other Party receives written notice from the District of the cancellation unless the notice specifies a later time.
- i. E-VERIFY. As required by A.R.S. §41-4401 (Government procurement; E-verify requirement; definitions), each Party warrants that it complies with all Federal immigration laws and regulations, that it shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the other Party. Each Party acknowledges that a breach of this warranty by the Party or by any subcontractor or sub-subcontractor under this Agreement shall be deemed a material breach of this Agreement, and is grounds for penalties, including termination of this Agreement, by the non-breaching Party. Each Party retains the legal right to inspect the papers of any Party, subcontractor and sub-subcontractor employee who performs work under this Agreement, and to conduct random verification of the employment records of the Party and each subcontractor and sub-subcontractor who works on this Agreement, to ensure that the Party and each subcontractor and sub-subcontractor is complying with the warranties set forth above. Each Party shall defend, indemnify and hold harmless the other Party, its Governing Board members, officers, employees and agents from and against any and all claims and demands of any nature, including fines, penalties and expenses of litigation, for which the Party is found, or is alleged to be, liable arising out of the breach of any warranties of

the breaching Party or any subcontractor or sub-contractor as specified in this paragraph.

- j. **NON-DISCRIMINATION.** The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.
- k. **IN WITNESS WHEREOF,** the Parties hereto have caused this Agreement to be duly executed in duplicate originals as of the date set forth herein.
- l. Both parties represent that the signatory below is fully authorized by its governing body to execute this Agreement.

District  
BY: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**Scope of Work**

**Duties of ASBA.** ASBA hereby agrees to provide the administrative services necessary to support the \_\_\_\_\_ School District Governing Board's search for a new superintendent including:

1. Consulting with the Board throughout the superintendent search process
2. Conduct an online survey to solicit input from the public and staff (optional)
3. Creating a mutually agreed upon timeline (Exhibit C)
4. Completing a profile and brochure for screening and interviewing
5. Advertising the vacancy
6. Compiling online applications
7. Answer inquiries and correspond with applicants
8. Arrange and conduct applicant screening
9. Schedule and arrange interviews
10. Conduct staff, student, and administration meetings (optional)
11. Complete background checks on final candidates selected to interview
12. Assist Board with interview process
13. Provide application documents to District
14. Respond to all media inquiry
15. Protecting confidentiality

**Duties and Responsibilities of the Altar Valley Elementary School District and its Governing Board:**

1. Provide ASBA consultant with required information and approvals as needed by the scheduled date: (approval of agreement including exhibits; establish purchase order; establish District descriptors, position profile, and District financial profile; establish timeline (Exhibit))
2. Provide ASBA with up to two questions for application (optional)

3. Be present for all required meetings, and protect confidentiality of information
4. Refer all communications with applicants to the ASBA consultant through the time applicant files are turned over to the District.
5. Post all search related board meetings as prescribed by Arizona law
6. Adhere to all conditions of procurement related to the search as prescribed by Arizona law
7. Determine extent of community involvement
8. Determine final candidate and enter into contract negotiations
9. Conduct background check on final candidate
10. Secure all necessary and required documents for employment in the District including the verification for eligibility of employment, Form I-9

**Exhibit B**  
**Schedule of Compensation**

Pay ASBA \_\_\_\_\_ plus expenses for all of the services noted in Exhibit A including  
three \_\_\_\_\_ site \_\_\_\_\_ meetings.

Additional meetings requested by the Board will cost an additional \$500 per meeting plus expenses. The District shall pay any costs incurred by ASBA for outside services as outlined in Section 15. ASBA shall invoice the District for all compensation due pursuant to this Agreement and its attached Exhibits and District shall pay said invoices within thirty (30) days of receipt. The District will be invoiced within thirty (30) days of the last candidate interview.

**Exhibit C  
Timelines**

SEARCH ITEM	DATES
Board approves ASBA/District Agreement	
ASBA opens On-Line Community/Staff Survey	
ASBA closes On-Line Community/Staff Survey and send results to District	
ASBA meeting with Board to develop search timeline, brochure information (including financial information, community profile, District profile, salary range, position benefits, and position qualifications)	
ASBA meeting with administration ASBA meeting with staff and students	
Superintendent to provide ASBA with the following brochure information: <ul style="list-style-type: none"> <li>- District financial information</li> <li>- pictures of District</li> <li>- Board members term date</li> <li>-information as determined appropriate</li> </ul>	
ASBA provides draft brochure to District	
Board approves Brochure and advises ASBA Board to review and approve up to two questions for application (optional)	
Search OPENS	

Search CLOSES	
Application screening by Board	
Candidate interviews with Board	
Board meets to consider final candidate(s)	
Contract negotiations	TBD by Governing Board
Board names new superintendent	TBD by Governing Board
New superintendent begins duties	As established in contract between the District and Superintendent

## **Exhibit D**

### **Online Application Process**

All applications must be completed online through the ASBA process. Applicants build a profile, answer the narrative questions and provide a resume and letter of application. Letters of application and transcripts are sent via the mail. The search consultant will be monitoring the applications, answering questions of applicants, and preparing applications for screening through the posting. Periodic updates can be provided upon request.

# Aylstock Consulting, LLC

# Humboldt Unified School District #22

## 2015 Superintendent Search

### Governing Board Presentation

W. Michael Aylstock  
Aylstock Consulting, LLC

1. Introduction and History
2. Phase 1 – Preliminary Work
  - Developing Superintendent Search Timeline
  - Application Process
  - Determination of Level of Stakeholder Involvement
  - Superintendent Expectation Forums
3. Phase 2 – Pre-Posting Work
  - Professional Qualifications
  - Superintendent Position Description
  - Informational Brochure
  - Application
  - Posting Locations
4. Phase 3 – Interview Process
  - Application Screening Rubric
  - Finalists Interview Schedule
  - Governing Board Interview Questions
  - Staff/Community Committee Interview Questions
  - Comments Cards for Forums
  - Board Agenda Language for Interviews and Selection Process
  - Press Release Naming New Superintendent
5. Support Materials
  - Resume for Mike Aylstock
  - Letters of Recommendation for Superintendent Searches
  - Services Provided by Aylstock Consulting, LLC
  - Contract Proposal

**Aylstock Consulting, LLC**  
**W. Michael Aylstock, MAEd**

970 S. Sandstone Ct.  
Cornville, Az 86325

(928) 202-2124  
mike.aylstock@gmail.com

**C O N T R A C T**

**2015 Superintendent Search**

**Humboldt Unified School District #22**

IT IS UNDERSTOOD AND AGREED by the parties undersigned that W. Michael Aylstock, doing business as Aylstock Consulting, LLC, has been retained by the Governing Board of the Humboldt Unified School District to conduct a Superintendent Search for the school district.

The services to be provided by each party are as follows:

1. **Development of Job Profile and Search Process:**

The Governing Board and Aylstock Consulting, LLC will mutually develop a statement of position qualifications, search criteria, and salary range for the search.

The Governing Board and Aylstock Consulting, LLC will mutually agree upon a specific calendar for the search and time certain for the designation and appointment of the new Superintendent.

A district employee will be designated to act as the liaison between the district and Aylstock Consulting, LLC during the search.

The Governing Board will determine the amount of involvement of staff and community members in the selection process.

2. **Recruitment of Potential Candidates:**

Aylstock Consulting, LLC will assist with the preparation of a brochure, summarizing the profile and demographics of the Humboldt Unified School District community and the expectations established for the position by the Governing Board. The vacancy will be posted and advertised in a manner agreed upon by the Governing Board and Aylstock Consulting, LLC. Hard copies of all application materials will be provided by Aylstock Consulting, LLC to interested individuals and will be made available on the school district website. If the Governing Board requests the position be advertised nationally in publications such as the American Association of School Administrators, Education Week, or other nationwide listings, those fees will be incurred by the Humboldt Unified School District.

3. **Application Process:**

All contact and dialogue with possible candidates will be done directly to Aylstock Consulting, LLC and not the school district. Applications will be received and paper-screened as per guidelines provided by the Governing Board, and outstanding candidates will be identified. A finalist candidate pool will be established by Aylstock Consulting, LLC and presented to the Governing Board for consideration. Credentials and recommendations of those in the finalist candidate pool

will be checked and confirmed by Aylstock Consulting, LLC. The Governing Board shall have access to all applications submitted.

4. **Interview and Selection Process:**

The Governing Board, in consultation with Aylstock Consulting, LLC, will establish the interview process, develop a list of interview questions, and determine the number of candidates from the pool to be involved in that process. If the Governing Board wishes to visit the present job location of any applicant, Aylstock Consulting, LLC can assist with that visit.

5. **Candidate Announcement:**

The Humboldt Unified School District will make the official announcement of the successful candidate in the form of a press release prepared by Aylstock Consulting, LLC.

6. **Consultant Fee and Expenses:**

A professional fee of Three Thousand Five Hundred (\$3,500) dollars will be paid by the District to Aylstock Consulting, LLC, to be invoiced and payable at the conclusion of this contract. In addition itemized expenses incurred by Aylstock Consulting, LLC for the search will be billed to the district not to exceed the amount of One Thousand Two Hundred Fifty (\$1,250) dollars.

7. **Waiver of Liability:**

The Governing Board shall make the final decision in the selection process and is not required to hire a candidate recommended by Aylstock Consulting, LLC. Aylstock Consulting, LLC does not warranty or guarantee that the person selected will perform in any particular manner or will be successful in the performance of the duties of the position. The District waives any personal liability of the consultant which might otherwise arise out of the conduct, performance or acts of the person selected by the District Governing Board to fill the position.

This Contract is subject to cancellation pursuant to A.R.S 38-511, the pertinent provisions of which are adopted herein by reference.

Governing Board  
Humboldt Unified School District

Aylstock Consulting, LLC

\_\_\_\_\_  
Governing Board President

\_\_\_\_\_  
W. Michael Aylstock, Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Network for Educational Access



**PROPOSAL TO CONDUCT A SUPERINTENDENT SEARCH  
FOR  
Humboldt Unified School District**

**The Network for Educational Access LLC.  
8622 South Willow Drive  
Tempe, AZ 85284**

**December 11, 2014**

**Lead Search Consultant**

**Jose Leyba, Ed.D.**

**The Network for Educational Access LLC. (NEA)**

**8622 South Willow Drive**

**Tempe, AZ 85284**

**M/B: (480) 620-2480**

**leyba.jose@gmail.com**

**Isaac Elementary School District, Assistant Superintendent for Human Resources  
and Superintendent (Retired)**

**Maricopa Community Colleges District, Vice President, Provost and Acting Vice  
Chancellor for Human Resources, (Retired)**

**Associate Search Consultant**

**Mike Martinez, M.Ed.**

**(480)239-4951**

**mvmartinez1@cox.net**

**Roosevelt School District, former Assistant Superintendent for Human Resources  
Globe Unified & Cartwright Elementary School District Superintendent, (Retired)**



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## **INTRODUCTION**

**Governing Board  
Humboldt Unified School District**

**Dear Governing Board:**

***In accordance with your District's theme "Declaration of Purpose" and the wide commitment by all groups of shareholders to this "Shared Purpose", I am honored and pleased to submit a proposal to conduct a search for the new Superintendent of the Humboldt Unified School District. Since 1906, your District has had a proud tradition of serving the 5,800 students enrolled in your schools. I am confident that our "Team" can provide an individualized search process that meets the unique needs of your Governing Board, students, staff, and community. I represent the Executive Search and Human Resources services provided by the Network for Educational Access, LLC, (NEA), and also serve as the Lead Search Consultant. The NEA has additional Associates that also serve the general education, curriculum, technology, business, and professional development, (including Strategic Planning, Board/Superintendent Retreats, Executive coaching of New Superintendents), needs of school districts.***

**Dr. Jose Leyba, Lead Search Consultant, NEA**

### **1. BACKGROUND INFORMATION**

- The NEA is small education firm with a main office in San Diego, CA and an affiliate in Tempe AZ. In 2009, we began adding to the services we provide to school districts in Arizona and California by developing an innovative, individualized search service that utilizes local retired Superintendents as both Associates and Advisors.***
- Although Dr. Leyba will lead the search from start to finish, our Arizona team will be responsible for conducting a comprehensive or modified search based on your needs and directives. NEA support for our Arizona team comes from our Webmaster and two Advisors who will serve to refer candidates to our website and provide greater recruitment efforts nationally.***
- The innovation of using Associates and Advisors in the search process adds the benefits of a "holistic team approach" to providing immediate 24-7 contact and response to our clients.***



- **Furthermore, it helps us to understand the regional, unique, culture, demographics, and individualized internal/external stakeholder needs of your community. Our Arizona search team is responsible for all facets of the search and this allows for flexibility. More important, because of the minimum overhead/staff we are able to lower costs for our clients.**
- **After the search is completed we offer discounted Professional Development services such as Facilitation of Board/New Superintendent Goal Setting and Communication Protocols, Strategic Planning Retreats for District Leadership Teams, Data and Achievement Gap Analysis training sessions, and Executive Coaching for the new Superintendent.**
- **Our goal is to assist the new District Leadership to experience success. This innovative process is currently being piloted with our most recent client, the Pendergast School District. Thus, I am confident that our team is appropriately staffed and that our recent successful search experiences demonstrate our competency to conduct your search.**

## **2. KEY ASSOCIATES ASSIGNED TO DISTRICT/REGIONAL CREDIBILITY**

- **Jose Leyba, Ed.D. lives in Tempe and will personally serve as the lead search consultant for the Humboldt Unified School District. He has served at all levels of K-12 positions from teacher through Assistant Superintendent for Human Resources, including Superintendent of the Phoenix, Isaac School District. In an effort to provide your District with the most comprehensive search service possible the NEA has retained an additional Search Associate.**
- **Mr. Mike Martinez, M.Ed. lives in Phoenix and recently served as an NEA Associate for the Pendergast Elementary District Search and is now assisting in providing follow up Professional Development Sessions for the new Pendergast Superintendent and Governing Board. He formerly served as Superintendent of the Globe Unified School District (in Globe, AZ) and the Cartwright Elementary School District (in Phoenix).**

## **3. OVERVIEW OF THE SEARCH PROCESS**

**The following is a brief description of each of the key steps of the search process. We provide this outline to give you an overview, but also for your reference so you know what we are doing on your behalf throughout the search**



***and particularly in the periods of time between our meetings with you. Our meetings with you are italicized and marked with an asterisk\*.***

### ***\*Initial Meeting with the Board***

***This is our first meeting with you once we have been selected to represent your district. At this meeting we will discuss the following with you: the Superintendent's Profile which includes characteristics you are looking for in your next superintendent; district strengths and challenges for the future, the process for engaging groups and individuals in the district and community in the search process; the final timeline and your commitment to meeting dates; Board protocols during the search; possible contract parameters for the new superintendent; potential internal candidates; the Board's liaison with NEA Associates and spokesperson for the Board; and, other matters the Board may wish to discuss. We will also Maintain phone contact with Board President or designee at every stage of the process.***

### ***Community and Staff Input***

***We meet with the individuals and groups per your request to solicit input for the development of the Superintendent's Profile. We share the search process, timeline, answer questions and then solicit input regarding the desired qualities, characteristics, background and experiences of the new superintendent, as well as the key characteristics of the district's culture, district strengths, and future challenges and issues. We spend the time necessary to ensure full input. Opportunities are provided for people to contact us via email, fax or telephone if they were unable to attend the meetings, would like to provide additional information, or prefer to submit their ideas in this manner. (Optional: conducting an Online Superintendent's Profile Survey.)***

***We prepare a thorough report containing the comments from each group, and send it to Board members approximately one week after the input. We follow up with you after you receive the report to review any questions.***

### ***Position Profile Description***

***The position Profile description is prepared reflecting the input we receive on qualities and characteristics desired, a description of the district and community, and key search dates. The Board reviews the draft and makes changes before the Profile is finalized. The Profile is utilized to develop the Recruitment E-Brochure,***



**posted on our website, the District's website and ASBA's website, and distributed widely.**

### **Advertising, Recruitment, Reference Checking**

**After our meetings with the Board, staff and community, we advertise, actively recruit and conduct reference and data base checks on all potential candidates. These are very critical activities when we work very hard to find the candidates that best match the district's desires and needs. We verify degrees, credentials and professional experiences. We keep the Board posted on a regular basis about the progress of the search.**

### **\*Selection of Finalists**

**This meeting takes 3 - 4 hours. In addition to discussing the candidates we recommend you interview, we will review all applicants explaining our rationale for recommending some and not others. The Board, however, makes the final decision on those to be interviewed, determines the interview schedule and location. We offer sample interview questions and assist the Board in finalizing them. In addition to making the interview arrangements with the candidates, we provide all the materials the Board needs for the interview, and make logistical arrangements in coordination with the superintendent's assistant.**

### **\*Final Interviews**

**The board conducts the interviews with the consultants observing and handling all the logistics. We facilitate discussions assisting the Board as needed to assist you in making your selection of the final candidate. We also assist with various follow up steps that need to be completed and inform all candidates of the outcome.**

### **Optional Visit to the Finalist's District and Contract Offer**

**The purpose of the visit is to validate the Board's choice prior to the official contract offer. The board will determine who will go on the visit; the consultants will not participate in the visit. We work as directed with the Board and the finalist as needed to develop final parameters for an agreement on the superintendent's contract**



### **Public Approval of the New Superintendent**

**Following the (optional) validation visit, the Board takes public action to employ the new superintendent.**

**We provide advice to the Board regarding contractual issues and work with District Attorney's to facilitate the hiring process. We are available to provide additional follow up services as desired.**

**Throughout the process NEA Associates will be available to answer any questions you may have. We request that the Board designate the Board President or a designee to be the point of contact, in addition to assigning a District Liaison who is usually is the Board/Superintendent's Assistant.**

## **4. COST ANALYSIS**

### **A) TOTAL FEE FOR COMPREHENSIVE SEARCH \$15,500**

**This fee includes:**

**All meetings with the Board**

**Development of a "Position Profile Description" for website posting**

**Cost of advertising and development of a recruitment plan**

**Accept applications and respond to all inquiries regarding the position. We assume all clerical expenses**

**Recruit candidates and do extensive background checks**

**Gather community and staff input through focus groups, community forums (or optional Online Survey) and provide Board with a written report**

**Coordinate the logistics of the search:**

**- scheduling appointments**



- notification of unsuccessful candidates
- scheduling community visit (optional)

- Assist in the development of interview questions
- Act as an advisor to the Board of Trustees
- Provide an optional transitional workshop

**B) TOTAL FEE FOR NEGOTIATED MODIFIED SEARCH \$10,500-\$15,500**  
**NEA will negotiate with the Board to have the Humboldt Human Resources Department or another Administrative Assistant assume administrative search functions under the guidance of NEA Associates.**

**Travel expenses from Phoenix to Humboldt are negotiable.**

## **5. ASSOCIATES SHORT BIOGRAPHIES**

- **Mike Martinez, M.ED. Mr. Martinez has served in a variety of education roles including Special Education Teacher, Assistant Principal, Principal, Assistant Superintendent of Human Resources. He served as Superintendent of the Globe Unified School District for ten years and retired from the Cartwright Elementary District where he served over 19,000 students for 7 years as Superintendent. As a result of his efforts his former District had three schools reach the "A" School Label. In addition, Mr. Martinez is highly sought out as a search consultant. Prior to joining our team, he served as a search consultant for the largest search firm in the country and in 2013-2014 conducted the Gilbert Unified School District search in Arizona and provided support for a the Jefferson County School District search in Colorado.**
- **Jose Leyba, Ed.D. Dr. Leyba is an Arizona native and resides in Tempe, AZ. He has served as a teacher, Principal, Assistant Superintendent for Human Resources and Superintendent of the Isaac School District. He also served as Acting Vice Chancellor for Human Resources, Vice President and Provost for the Maricopa Community Colleges. At the College level he was responsible for conducting all Executive Searches. After retiring from**



**MCCD he joined the Network and conducts Superintendent Searches, serves as an Executive coach for Superintendents and as a Mentor for Principals.**

## **6. EXPERIENCE**

**Our team has experience with the following K-12 searches and similar type work (see References for all contact information):**

- a. Leyba-NEA: Glendale Elementary School District, AZ, 13,000 Students, Superintendent Search. Contacts: Martin Samaniego, Board President; Mary Ann Wilson, Board Member**
- b. Leyba/Martinez, NEA: Pendergast Elementary School District, AZ, 10,000 Students, Superintendent Search, Board Retreat and Strategic Planning Professional Development Sessions, (Leyba: Executive Coaching for the new Superintendent). Contacts: Martin Quesada, Board President; Susan Serin. Board Clerk**
- c. Martinez (Competitor Search Firm): Gilbert Unified School District, AZ, 30,000 Students, Superintendent Search, Jefferson County Schools COL, Superintendent search**
- d. Arizona NEA Associates additional District's served through Professional Development: Queen Creek Unified School District, Mammoth-San Manuel Unified School District, Chinle Unified School District Chinle, AZ, Baboquivari Unified School District, Sells, AZ, Holland Public Schools Unified School District MI, Tonto Basin School, Pendergast, Roosevelt, and Fowler Elementary School Districts, Santa Cruz County Provisional CCD Board, AZ, Los Angeles Community College District Board, CA**
- e. College Executive Searches for Chancellor, President, Vice Chancellor, Vice President: Glendale CC, South Mountain CC, Phoenix CC, Gateway CC, Chandler Gilbert CC, Paradise Valley CC, Maricopa Community Colleges District, Rio Hondo CC, CA, Ventura CC, CA,**



- f. **SEARCH EXAMPLE:** 25 local and national candidates for the Pendergast search were recruited. At least 50 % of the candidates were either current Superintendents or had previous Superintendent experience, 75% of the candidates had Arizona administrative experience. We utilized a screening matrix that was based on the Superintendents Profile (which we assisted the Board in developing) to identify a quality pool of applicants. Through the use of our matrix we gathered extensive screening data and presented a qualified slate of 13 very diverse candidates for the Governing Board to review and select for the first interview. We advised, guided, and facilitated the Board through the complete process including the development of multiple sets of questions. The Board selected 7 candidates for the first interview, and after this process they narrowed the pool to 2 finalists. After lengthy Community Forums the Board had multiple sets of data collected from the process which allowed them to select the new leader that best met the needs of their District and the Profile.

## **7. TESTIMONIAL FROM BOARD MEMBERS**

***"I highly recommend the Network for Educational Access LLC. Search Services. Under the leadership of Lead Search Consultant, Dr. Jose Leyba, our Board was able to conduct an intense but incredibly high quality nationwide search that resulted in the hiring of a Superintendent our Board is thrilled with. Their recruiting efforts were well researched and produced excellent candidates. Their guidance through our deliberations allowed our Board to determine exactly what our District wanted/needed, and also gave us excellent advice and insight when appropriate. I highly recommend them". Martin Quesada, Pendergast Elementary School District Board President***

***"The NEA Search Services conducted a superintendent search for the PESD. The candidate pool was impressive and geared towards the needs of our school district. Dr. Leyba, was the lead consultant, kept the school board focused on the problems the PESD faced and the candidates best suited to resolving those issues." Susan Serin, PESD Board Clerk***

***"I think you do a great job. This was my first experience with this type of committee and you presented the information in a way that was effective for both***



**people with and without experience.” Glendale Elementary School District Search Committee Member**

**“You were here to facilitate the process and not tell us what to do.” GESD Search Committee Member**

**“Dr. Leyba’s ability to facilitate the search process not only provided for maximum input, but by structuring the contract on an hourly basis the District was able to save a significant amount of funds over the traditional search contract.” Dr. Marcia Smith, GESD Assistant Superintendent for Human Resources**

**“Every meeting I attended I compliment Dr. Leyba on the Executive Search he conducted for our District. It’s the best I have ever seen, extensive and open for our community, teachers, and staff to participate in the process.” Martin Samaniego, GESD Board President**

## **8. REFERENCES**

**Martin Quesada, Board President, Pendergast Elementary School District, Mobile: (602) 653-0437, [mquesada@pesd92.org](mailto:mquesada@pesd92.org)**

**Susan Serin, Board Clerk, Pendergast Elementary School District, Office: (602) 333-5719, [susan.serin@farmersinsurance.com](mailto:susan.serin@farmersinsurance.com)**

**Dr. Lily De Blieux, Superintendent, Pendergast Elementary School District, Office: (623) 772-2206, [ldeblieux@pesd92.org](mailto:ldeblieux@pesd92.org)**

**Dr. Jacqueline Jackson, Superintendent, Roosevelt Elementary School District #66, Mobile: (623) 693-4168, [Jacqueline.Jackson@rsd.k12.az.us](mailto:Jacqueline.Jackson@rsd.k12.az.us)**

**Martin Samaniego, Board President, Glendale Elementary School District, Mobile: (602) 819-2252, [msamaniego1@yahoo.com](mailto:msamaniego1@yahoo.com)**

**Mary Ann Wilson, Board Member, Glendale Elementary School District, [masbb2003@yahoo.com](mailto:masbb2003@yahoo.com), Mobile : (623) 341-9046**



**Dr. Marcia Smith, Assistant Superintendent for Human Resources, (Retired)  
Glendale Elementary School District, Mobile: (480) 227-3340**

**Michael Arnoldus, Director of Employee Services/Personnel Commission,  
Ventura Community College District, (805) 652-521, [marnoldus@vcccd.edu](mailto:marnoldus@vcccd.edu)**

**Dr. Narcisa Polonio, Senior Vice President, Association of Community College  
Trustees, Washington D.C., Mobile: (202) 276-1983, [npolonio@acct.org](mailto:npolonio@acct.org)**

**Don Jensen Bobadilla, Glendale Community College Search Committee Co-Chair,  
(602) 223-4040, [Don.Jensen-bobadilla@pcmail.maricopa.edu](mailto:Don.Jensen-bobadilla@pcmail.maricopa.edu)**

**NOTES:**



**ACTION**  
**Item 11D.**

**Lobbyist**



# **ACTION**

## **Item 11E.**

### **Request for Proposal**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11E  
FROM: Patrick Keeling, Director of Technology Reading  
DATE: January 13, 2015 Discuss X  
SUBJECT: Request for Approval to Issue Request for Proposals for Action X  
Wide Area Network Services

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

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**SUPPORTING DATA:**

Competitive purchasing guidelines established in A.R.S. 15-213 are the minimum requirements that districts must follow for purchases expected to exceed the competitive sealed bid/request for proposals of \$100,000 or more in a fiscal year.

Administration is requesting approval to issue Request for Proposals for the following service:

**Wide Area Network Services**

The use of the competitive sealed **proposal** process is requested as the method to be most advantageous to the school district. The use of the competitive sealed **bids** process is not practical and or advantageous to the school district, as other criterion is utilized beyond price, to evaluate the services being offered.

In addition to sending the Request for Proposals (RFPs) to existing vendors; a legal notice will be published in the Prescott Courier, the county's official newspaper.

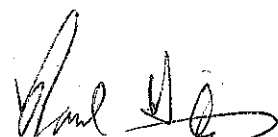
**SUMMARY & RECOMMENDATION:**

Administration is requesting the Board to approve the issuance of the request for proposals on January 14, 2015 with a deadline due date for proposal response scheduled for February 11, 2015.

**Sample Motion:**

I move to approve the solicitation for *Wide Area Network Services* through the Request for Proposal process.

Approved for transmittal to the Governing Board:

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

Questions should be directed to: Patrick Keeling, Director of Technology

928-759-5024

# Personnel Item 12A.

Additional Hours  
MVES Title I Aides



# Personnel Item 12B.

Supt. Eval. Report

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO:	Humboldt Unified School District Governing Board	Item #
FROM:	Richard Adler, Governing Board Member	Reading
DATE:	January 13, 2015	Discuss
SUBJECT:	Report of Superintendent Stanton's annual evaluation	Action X
		Consent

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**OBJECTIVE:** Board Governance

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**SUPPORTING DATA:**


Richard Adler will present a report of Superintendent Stanton's annual evaluation which was held in executive session on December 15, 2014.

**SUMMARY & RECOMMENDATION:**

***Sample Motion:***

I move to accept the report of Superintendent Stanton's annual evaluation for fiscal year 2014-15 as presented.

Approved for transmittal to the Governing Board:

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

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