

# CONSENT

## Item 8D.

### Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8D
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	February 10, 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 \$-711,878 (\$677,174 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 8.3 %.*

**SUMMARY & RECOMMENDATION:**

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

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

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

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2014-2015

Account Number / Description

From Date: 7/1/2014

To Date:

8/30/2015

Summary Only

Fund:	Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
001	MAINT & OPER FUNDS						
	<b>Fund 001 Total:</b>	\$30,014,810.89	\$17,096,760.12	\$17,096,760.12	\$12,918,050.77	\$13,629,928.78	(\$711,878.01) -2.37%
011	CLASSROOM-BASE SAL						
	<b>Fund 011 Total:</b>	\$673,670.21	\$291,359.15	\$291,359.15	\$382,311.06	\$0.00	\$382,311.06 56.75%
012	CLASSROOM-PERF PAY						
	<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%
013	CLASSROOM-OTHER						
	<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%
021	INDIAN GAMING-INSTRUCTION IMPROV						
	<b>Fund 021 Total:</b>	\$39,256.61	\$0.00	\$0.00	\$39,256.61	\$0.00	\$39,256.61 100.00%
024	INDIAN GAMING - INSTRUCTIONAL IMPROV						
	<b>Fund 024 Total:</b>	\$407,298.57	\$132,915.99	\$132,915.99	\$274,382.58	\$93,226.48	\$181,156.10 44.48%
071	SEI - STRUCTURED ENGLISH IMMERSION						
	<b>Fund 071 Total:</b>	\$290,193.68	\$136,379.82	\$136,379.82	\$153,813.86	\$138,759.87	\$15,053.99 5.19%
110	TITLE I LEA						
	<b>Fund 110 Total:</b>	\$1,354,046.28	\$508,492.80	\$508,492.80	\$845,553.48	\$525,824.11	\$319,729.37 23.61%
112	TITLE 1-D NEGLECTED/DELINQUENT-LEA						
	<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%
140	TITLE II - IMPROVING TEACHER QUALITY						
	<b>Fund 140 Total:</b>	\$177,811.07	\$111,251.01	\$111,251.01	\$66,560.06	\$72,046.18	(\$5,486.12) -3.09%
190	TITLE III LEP PROGRAM						
	<b>Fund 190 Total:</b>	\$80,257.57	\$15,458.61	\$15,458.61	\$64,798.96	\$8,768.93	\$56,030.03 69.81%
220	IDEA - BASIC - ENT						

# 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: 8/30/2015

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
<b>Fund 220 Total:</b>	\$1,002,690.49	\$453,578.73	\$453,578.73	\$549,111.76	\$429,569.79	\$119,541.97 11.92%
<b>Fund 221</b> IDEA - PRESCHOOL GRANT						
<b>Fund 221 Total:</b>	\$27,656.70	\$13,810.72	\$13,810.72	\$13,845.98	\$11,867.01	\$1,978.97 7.16%
<b>Fund 260</b> CTE BASIC GRANT/FEDERAL						
<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</b> CTE BASIC GRANT FY 15						
<b>Fund 261 Total:</b>	\$117,836.30	\$31,444.14	\$31,444.14	\$86,392.16	\$16,633.41	\$69,758.75 59.20%
<b>Fund 290</b> MEDICAID OUTREACH						
<b>Fund 290 Total:</b>	\$131,445.69	\$17,454.62	\$17,454.62	\$113,991.07	\$20,042.13	\$93,948.94 71.47%
<b>Fund 291</b> MEDICAID DIRECT						
<b>Fund 291 Total:</b>	\$986,457.29	\$74,870.02	\$74,870.02	\$911,587.27	\$74,629.53	\$836,957.74 84.84%
<b>Fund 301</b> RACE TO THE TOP - FY 12-13						
<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</b> GEAR UP 08/28/13						
<b>Fund 302 Total:</b>	\$266,100.00	\$161,952.84	\$161,952.84	\$104,147.16	\$76,830.48	\$27,316.68 10.27%
<b>Fund 303</b> GEAR UP MIDDLE GRADE INITIATIVE (09/04/14						
<b>Fund 303 Total:</b>	\$25,000.00	\$4,084.01	\$4,084.01	\$20,915.99	\$16,060.84	\$4,855.15 19.42%
<b>Fund 349</b> NAT'L FOREST FEES - FY 12-13						
<b>Fund 349 Total:</b>	\$470,991.22	\$258,612.78	\$258,612.78	\$212,378.44	\$18,253.86	\$194,124.58 41.22%
<b>Fund 374</b> E-RATE - FY 12-13						
<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</b> CTE PRIORITY PROGRAM						
<b>Fund 400 Total:</b>	\$53,754.80	\$8,836.16	\$8,836.16	\$44,918.64	\$8,216.40	\$36,702.24

# 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: 8/30/2015

Budget Balance  
Budget Balance  
% Remaining Bud

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund: 485</b>						
WRP	\$139,069.45	\$1,115.52	\$1,115.52	\$137,953.93	\$10,106.88	\$127,847.05 91.93%
<b>Fund 485 Total:</b>						
<b>Fund: 495</b>						
K-12 Center Grant	\$100,000.00	\$35,369.08	\$35,369.08	\$64,630.92	\$62,440.65	\$2,190.27 2.19%
<b>Fund 495 Total:</b>						
<b>Fund: 500</b>						
SCH PLANT- > 1 YR	\$117,165.03	\$5,256.46	\$5,256.46	\$111,908.57	\$38,214.57	\$73,694.00 62.90%
<b>Fund 500 Total:</b>						
<b>Fund: 510</b>						
FOOD SERVICE	\$3,081,327.83	\$1,161,308.13	\$1,161,308.13	\$1,920,019.70	\$1,296,866.60	\$623,153.10 20.22%
<b>Fund 510 Total:</b>						
<b>Fund: 515</b>						
CIVIC CENTER	\$245,827.33	\$76,371.42	\$76,371.42	\$169,455.91	\$10,578.82	\$158,877.09 64.63%
<b>Fund 515 Total:</b>						
<b>Fund: 517</b>						
BUS RENTAL	\$40,016.92	\$0.00	\$0.00	\$40,016.92	\$0.00	\$40,016.92 100.00%
<b>Fund 517 Total:</b>						
<b>Fund: 520</b>						
COMMUNITY SCHOOL	\$3,010.01	\$0.00	\$0.00	\$3,010.01	\$0.00	\$3,010.01 100.00%
<b>Fund 520 Total:</b>						
<b>Fund: 521</b>						
EXTENDED KINDERGARTEN	\$185,102.94	\$11,004.53	\$11,004.53	\$174,098.41	\$12,055.95	\$162,042.46 87.54%
<b>Fund 521 Total:</b>						
<b>Fund: 522</b>						
BEFORE/AFTER SCHOOL PROGRAM	\$35,034.54	(\$2,657.17)	(\$2,657.17)	\$37,691.71	\$0.00	\$37,691.71 107.58%
<b>Fund 522 Total:</b>						
<b>Fund: 523</b>						
BRIGHT FUTURES PRESCHOOL	\$59,500.13	\$4,757.53	\$4,757.53	\$54,742.60	\$0.00	\$54,742.60 92.00%
<b>Fund 523 Total:</b>						
<b>Fund: 525</b>						
AUX OPERATIONS	\$502,174.25	\$220,581.15	\$220,581.15	\$281,593.10	\$84,670.93	\$196,922.17 39.21%
<b>Fund 525 Total:</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: 8/30/2015

Fund:	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
526						
	ACT FEES TAX CRED					
<b>Fund 526 Total:</b>	\$488,251.44	\$90,442.60	\$90,442.60	\$397,808.84	\$37,360.26	\$360,448.58
						73.82%
530						
	GIFTS & DONATIONS					
<b>Fund 530 Total:</b>	\$59,911.44	\$3,672.42	\$3,672.42	\$56,239.02	\$2,596.57	\$53,642.45
						89.54%
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	\$3,974.50	\$3,974.50	\$7,700.50	\$8,525.50	(\$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>	\$19,365.13	\$0.00	\$0.00	\$19,365.13	\$0.00	\$19,365.13
						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	\$84,216.39	\$84,216.39	\$970,824.75	\$106,918.97	\$863,905.78
						81.88%
575						
	UNEMPLOYMENT INSURANCE					
<b>Fund 575 Total:</b>	\$151,476.62	\$8,450.14	\$8,450.14	\$143,026.48	\$0.00	\$143,026.48
						94.42%
590						
	GRANT/GIFT TEACHER					
<b>Fund 590 Total:</b>	\$28,443.82	\$3,024.40	\$3,024.40	\$25,419.42	\$2,480.74	\$22,938.68
						80.65%
595						
	SCHOOL BUS ADVERTISEMENT					

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2014-2015

Account Number / Description

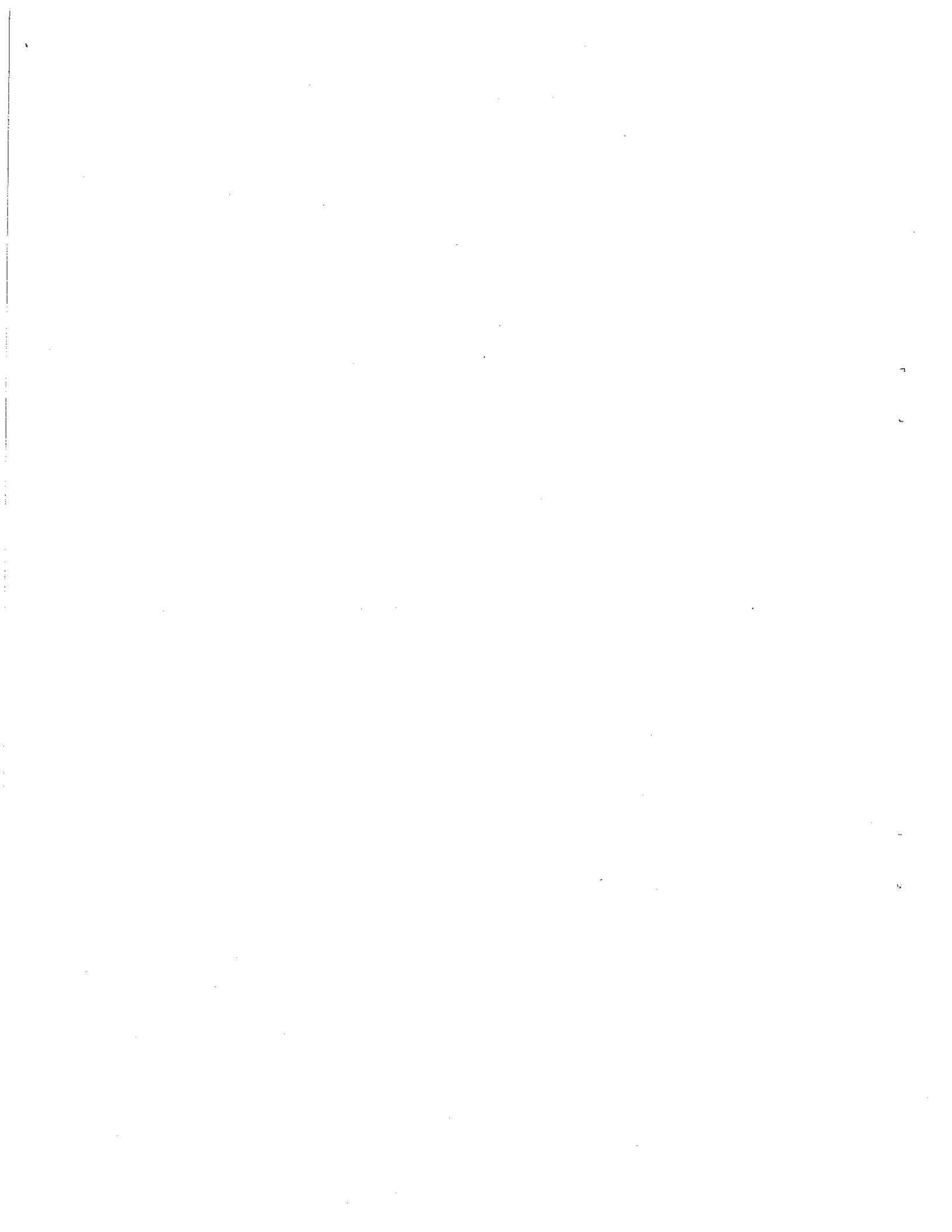
Summary Only

From Date: 7/1/2014

To Date: 8/30/2015

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund 595 Total:</b>	\$13,025.40	\$0.00	\$0.00	\$13,025.40	\$0.00	100.00%
596 JTED - MTN. INSTITUTE	\$44,940.94	\$18,513.25	\$18,513.25	\$26,427.69	\$16,800.28	\$9,627.41 21.42%
<b>Fund 596 Total:</b>						
610 CAPITAL OUTLAY	\$9,034,649.00	\$927,395.61	\$927,395.61	\$8,107,253.39	\$395,281.93	\$7,711,971.46 85.36%
<b>Fund 610 Total:</b>						
630 BOND BUILDING	\$1,994,889.18	\$76,757.43	\$76,757.43	\$1,918,131.75	\$9,924.06	\$1,908,207.69 95.65%
<b>Fund 630 Total:</b>						
650 GIFTS & DONATIONS	\$82,209.74	\$51,385.89	\$51,385.89	\$30,823.85	\$0.00	\$30,823.85 37.49%
<b>Fund 650 Total:</b>						
665 ENERGY REBATES	\$37,872.73	\$5,175.64	\$5,175.64	\$32,697.09	\$2,500.00	\$30,197.09 79.73%
<b>Fund 665 Total:</b>						
691 BUILDING RENEWAL GRANT - SFB	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00 100.00%
<b>Fund 691 Total:</b>						
850 STUDENT ACTIVITIES	\$89,180.40	\$28,843.34	\$28,843.34	\$60,337.06	\$8,920.61	\$51,416.45 57.65%
<b>Fund 850 Total:</b>						
855 EMPLOYEE INSURANCE	\$2,691,453.50	\$1,802,209.24	\$1,802,209.24	\$889,244.26	\$13,488.84	\$875,755.42 32.54%
<b>Fund 855 Total:</b>						
<b>Grand Total:</b>	\$59,093,704.07	\$24,416,208.70	\$24,416,208.70	\$34,677,495.37	\$17,340,814.16	\$17,336,681.21 29.34%

End of Report



# CONSENT

## Item 8E.

### Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8E
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	February 10, 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**

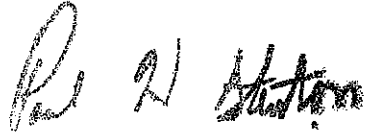
Attached is the monthly Student Activities Report.

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

Fiscal Year: 2014-2015

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

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	\$1,741.37	\$1,741.37	(\$1,741.37)	\$421.46	(\$2,162.83)	0.00%
850.610.1000.6890.110.1319	MISC EXPENDITURES	\$0.00	\$548.00	\$548.00	(\$548.00)	\$0.00	(\$548.00)	0.00%
850.610.3100.6340.110.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$433.20	(\$433.20)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$7,996.04	\$2,289.37	\$2,289.37	\$5,706.67	\$954.66	\$4,852.01	60.68%
	UNIT: LVES - 110	\$7,996.04	\$2,289.37	\$2,289.37	\$5,706.67	\$854.66	\$4,852.01	60.68%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$2,219.56	\$0.00	\$0.00	\$2,219.56	\$0.00	\$2,219.56	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	\$2,219.56	\$332.90	\$332.90	\$1,886.66	\$167.10	\$1,719.56	77.47%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$2,464.30	\$0.00	\$0.00	\$2,464.30	\$0.00	\$2,464.30	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$190.22	\$190.22	(\$190.22)	\$309.78	(\$500.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,464.30	\$190.22	\$190.22	\$2,274.08	\$309.78	\$1,964.30	79.71%
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%
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)	\$275.34	(\$1,250.31)	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	\$150.00	\$150.00	(\$150.00)	\$450.00	(\$600.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$5,524.88	\$1,325.27	\$1,325.27	\$4,199.61	\$812.13	\$3,387.48	61.31%
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%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$5,841.39	\$1,325.27	\$1,325.27	\$4,516.12	\$812.13	\$3,703.99	63.41%
	COURSE: STUDENT COUNCIL - 1319	\$2,051.97	\$0.00	\$0.00	\$2,051.97	\$0.00	\$2,051.97	100.00%
	UNIT: GHMS - 125	\$5,841.39	\$1,325.27	\$1,325.27	\$4,516.12	\$812.13	\$3,703.99	63.41%
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%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$2,129.89	\$0.00	\$0.00	\$2,129.89	\$0.00	\$2,129.89	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	\$2,129.89	\$961.52	\$961.52	\$1,168.37	\$0.00	\$1,168.37	54.86%
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%

# 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
COURSE: STUDENT COUNCIL - 1319		\$2,180.26	\$289.30	\$289.30	\$1,890.96	\$0.00	\$1,890.96	86.73%
UNIT: L T S - 134		\$2,180.26	\$289.30	\$289.30	\$1,890.96	\$0.00	\$1,890.96	86.73%
GENERIC EXPENSE		\$408.51	\$0.00	\$0.00	\$408.51	\$0.00	\$408.51	100.00%
COURSE: STUDENT COUNCIL - 1319		\$408.51	\$0.00	\$0.00	\$408.51	\$0.00	\$408.51	100.00%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135		\$408.51	\$0.00	\$0.00	\$408.51	\$0.00	\$408.51	100.00%
GENERIC EXPENSE		\$20,539.21	\$0.00	\$0.00	\$20,539.21	\$0.00	\$20,539.21	100.00%
GENERAL SUPPLIES		\$0.00	\$4,182.93	\$4,182.93	(\$4,182.93)	\$600.47	(\$4,783.40)	0.00%
DUES AND FEES		\$0.00	\$1,760.00	\$1,760.00	(\$1,760.00)	\$1,500.00	(\$3,260.00)	0.00%
MISC EXPENDITURES		\$0.00	\$2,847.85	\$2,847.85	(\$2,847.85)	\$2,952.35	(\$5,800.00)	0.00%
COURSE: HOSA - 1316		\$20,539.21	\$8,790.58	\$8,790.58	\$11,748.63	\$5,052.82	\$6,695.81	32.60%
GENERIC EXPENSE		\$22,513.40	\$0.00	\$0.00	\$22,513.40	\$0.00	\$22,513.40	100.00%
STUDENT TRANS SVS		\$0.00	\$378.74	\$378.74	(\$378.74)	\$0.00	(\$378.74)	0.00%
GENERAL SUPPLIES		\$0.00	\$2,715.55	\$2,715.55	(\$2,715.55)	\$701.57	(\$3,417.12)	0.00%
PF&E < \$1,000		\$0.00	\$817.50	\$817.50	(\$817.50)	\$0.00	(\$817.50)	0.00%
DUES AND FEES		\$0.00	\$314.55	\$314.55	(\$314.55)	\$0.00	(\$314.55)	0.00%
REFUND FEES		\$0.00	\$25.00	\$25.00	(\$25.00)	\$0.00	(\$25.00)	0.00%
MISC EXPENDITURES		\$0.00	\$852.92	\$852.92	(\$852.92)	\$0.00	(\$852.92)	0.00%
TECHNICAL SERVICES		\$0.00	\$1,600.00	\$1,600.00	(\$1,600.00)	\$0.00	(\$1,600.00)	0.00%
GENERAL SERVICES		\$0.00	\$286.00	\$286.00	(\$286.00)	\$0.00	(\$286.00)	0.00%
MISC EXPENDITURES		\$0.00	\$580.00	\$580.00	(\$580.00)	\$0.00	(\$580.00)	0.00%
COURSE: STUDENT COUNCIL - 1319		\$22,513.40	\$7,570.26	\$7,570.26	\$14,943.14	\$701.57	\$14,241.57	63.26%
GENERIC EXPENSE		\$141.29	\$0.00	\$0.00	\$141.29	\$0.00	\$141.29	100.00%
COURSE: UPWARD BOUND WARRIORS - 1320		\$141.29	\$0.00	\$0.00	\$141.29	\$0.00	\$141.29	100.00%
GENERIC EXPENSE		\$3,212.01	\$0.00	\$0.00	\$3,212.01	\$0.00	\$3,212.01	100.00%
GENERAL SUPPLIES		\$0.00	\$507.27	\$507.27	(\$507.27)	\$600.00	(\$1,017.27)	0.00%
DUES AND FEES		\$0.00	\$0.00	\$0.00	\$0.00	\$94.00	(\$94.00)	0.00%
COURSE: MU ALPHA THETA - 1361		\$3,212.01	\$507.27	\$507.27	\$2,704.74	\$694.00	\$2,010.74	62.60%
GENERIC EXPENSE		\$1,997.12	\$0.00	\$0.00	\$1,997.12	\$0.00	\$1,997.12	100.00%
COURSE: NATIONAL HONOR SOCIETY - 1362		\$1,997.12	\$0.00	\$0.00	\$1,997.12	\$0.00	\$1,997.12	100.00%
GENERIC EXPENSE		\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
COURSE: ART - 1363		\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
GENERIC EXPENSE		\$3,882.25	\$0.00	\$0.00	\$3,882.25	\$0.00	\$3,882.25	100.00%
GENERAL SUPPLIES		\$0.00	\$3,098.66	\$3,098.66	(\$3,098.66)	\$749.57	(\$3,848.23)	0.00%
DUES AND FEES		\$0.00	\$3,098.66	\$3,098.66	(\$3,098.66)	\$749.57	(\$3,848.23)	0.00%
COURSE: AVID - 1364		\$3,882.25	\$3,098.66	\$3,098.66	\$783.59	\$749.57	\$34.02	0.88%
GENERIC EXPENSE		\$3,961.92	\$0.00	\$0.00	\$3,961.92	\$0.00	\$3,961.92	100.00%
GENERAL SUPPLIES		\$0.00	\$651.00	\$651.00	(\$651.00)	\$0.00	(\$651.00)	0.00%
DUES AND FEES		\$0.00	\$255.00	\$255.00	(\$255.00)	\$0.00	(\$255.00)	0.00%
MISC EXPENDITURES		\$0.00	\$1,390.00	\$1,390.00	(\$1,390.00)	\$0.00	(\$1,390.00)	0.00%
COURSE: DECA - 1368		\$3,961.92	\$2,296.00	\$2,296.00	\$1,665.92	\$0.00	\$1,665.92	42.05%
GENERIC EXPENSE		(\$27.91)	\$0.00	\$0.00	(\$27.91)	\$0.00	(\$27.91)	100.00%
COURSE: DRAMA/THEATER - 1373		(\$27.91)	\$0.00	\$0.00	(\$27.91)	\$0.00	(\$27.91)	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

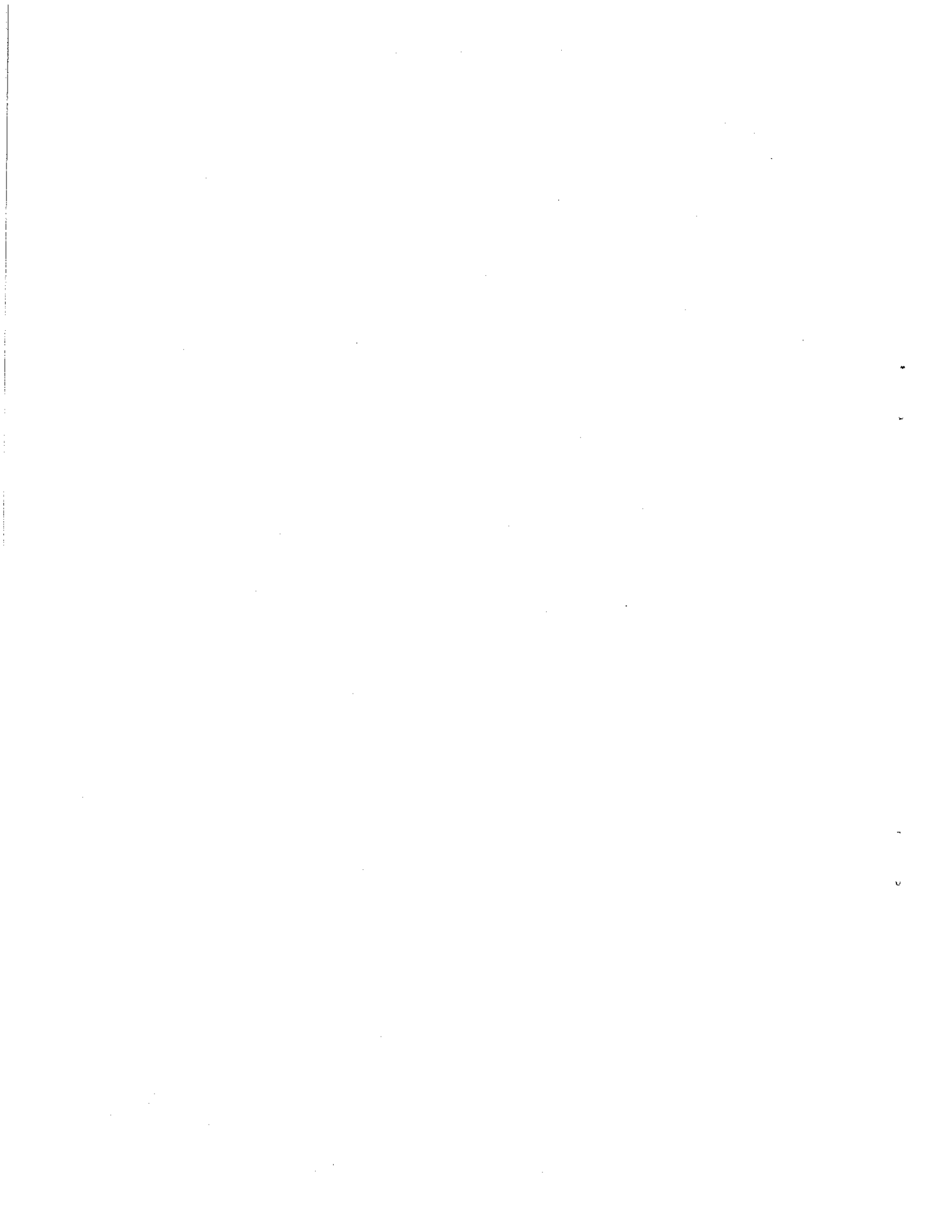
Filter Encumbrance Detail by Date Range

From Date: 7/1/2014

To Date: 9/30/2015

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$761.44	\$0.00	\$0.00	\$761.44	\$0.00	\$761.44	100.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00%
	COURSE: INTERACT - 1375	\$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	\$0.00	\$305.55	\$305.55	(\$305.55)	\$0.00	(\$305.55)	0.00%
	COURSE: S CLUB (SOROPTIMIST) - 1377	\$323.81	\$305.55	\$305.55	\$18.26	\$0.00	\$18.26	5.64%
850.100.1000.6000.230.1378	GENERIC EXPENSE	\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
	COURSE: FRENCH CLUB - 1378	\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$633.13	\$0.00	\$0.00	\$633.13	\$0.00	\$633.13	100.00%
	COURSE: SKILLS CLUB - 1398	\$633.13	\$0.00	\$0.00	\$633.13	\$0.00	\$633.13	100.00%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$3,124.61	\$0.00	\$0.00	\$3,124.61	\$0.00	\$3,124.61	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$643.42	\$643.42	(\$643.42)	\$56.58	(\$700.00)	0.00%
850.610.2190.6340.230.1403	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00%
	COURSE: P.A.L.S. - 1403	\$3,124.61	\$643.42	\$643.42	\$2,481.19	\$256.58	\$2,224.61	71.20%
850.100.1000.6000.230.1405	GENERIC EXPENSE	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
	COURSE: BASEBALL - 1405	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
	COURSE: GIRLS BASKETBALL - 1432	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE	\$130.69	\$0.00	\$0.00	\$130.69	\$0.00	\$130.69	100.00%
	COURSE: G.O.A.L.S. CLUB - 1469	\$130.69	\$0.00	\$0.00	\$130.69	\$0.00	\$130.69	100.00%
	UNIT: BMHS - 230	\$61,814.09	\$23,211.74	\$23,211.74	\$38,602.35	\$7,654.54	\$30,947.81	50.07%
<b>Grand Total:</b>		\$90,480.30	\$28,862.41	\$28,862.41	\$61,617.89	\$9,836.12	\$51,781.77	57.23%

End of Report



# CONSENT

## Item 8F.

### Gifts & Donations

## GIFTS & DONATIONS

Linda Van Note  
6764 E. Mayflower Lane, Prescott Valley  
Donated binders, books, and a measuring system  
With the donor's value of \$230  
To be used at Granville Elementary School

Walmart – Kevin Ray  
3450 N. Glassford Hill Road, Prescott Valley  
Donated a \$30 gift card  
To be used by Glassford Hill Middle School

Tom Cox (in memory of Cynthia Hancock)  
Box 1811, Dewey  
Donated art books  
With the donor's value of \$50  
To be used at Humboldt Elementary School

Sandra Geiger  
P.O. Box 755, Humboldt  
Donated snacks, items for the music room and school garden, and ink cartridges  
With the donor's value of \$887.60  
To be used at Humboldt Elementary School

Costco – Donna Stehower  
3911 E. State Route 69, Prescott  
Donated a \$25 gift card  
To be used by Glassford Hill Middle School

Albertson's – Tom Chase  
7450 E. Highway 69, Prescott Valley  
Donated a \$30 gift card  
To be used by Glassford Hill Middle School

Safeway – Willie Roberts  
7720 E. Highway 69, Prescott Valley  
Donated a \$25 gift card  
To be used by Glassford Hill Middle School

Sam's Club – David Loshonkohl  
5757 Highway 69, Prescott Valley  
Donated a \$25 gift card  
To be used by Glassford Hill Middle School

Cable One – Trudy Szabo  
3201 Tower Road, Prescott  
Donated 37 Dell monitors  
With the donor's value of \$2,000  
To be used district-wide

ACE Hardware – Rob Gustaffer  
9801 E. Valley Road, Prescott Valley  
Donated decorations for the winter dance  
With the donor's value of \$66.79  
To be used at Glassford Hill Middle School

Tom & Pam Liuzzo  
4132 N. Verde Lane, Prescott Valley  
Donated microphones, tripod microphone stands, and cables  
With the donor's value of \$288  
To be used at Bradshaw Mountain High School and the  
HUSD Food & Nutrition Department

**DISCUSSION**  
**Item 9A.**

**School Update**  
**LTS**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Danette Derickson, LTS Principal	Reading
DATE:	February 10, 2015	Discuss X
SUBJECT:	School Update	Action
		Consent

---


**OBJECTIVE:**

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**SUPPORTING DATA:**

Mrs. Derickson will share a slide show including happenings and current events at the school.

Approved for transmittal to the Governing Board:

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

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

# DISCUSSION

## Item 9B.

Asst. Supt. Update

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board      Item # 96  
FROM: Dan Streeter, Assistant Superintendent      Reading  
DATE: February 10, 2015      Discuss X  
SUBJECT: Assistant Superintendent Update      Action

---

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

---

**SUPPORTING DATA:**

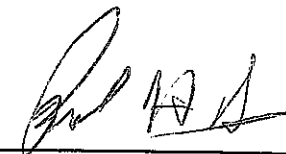
The assistant superintendent report will include an update on the following summer planning projects:

- Enrollment
- Staffing Update
- Meet and Confer Update
- Administrator Trainings
- Safety Plans

**SUMMARY & RECOMMENDATION:**

N/A

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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

# DISCUSSION

## Item 9C.

### Fed. Programs Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board      Item # 9C  
FROM: Danny Brown, Director of Federal Programs/School Improvement      Reading  
DATE: February 10, 2015      Discuss X  
SUBJECT: Federal Programs Update      Action  
Consent

---

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

---

**SUPPORTING DATA:**

Mr. Brown will briefly update the Governing Board on the following items:

- United Way After-school Program award
- YCEF mini-grant awardees
- AZ K-12 Center Grant Project
- Gear Up and Middle Grades Initiative Programs

**SUMMARY & RECOMMENDATION:**

**Sample Motion:**

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

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

# DISCUSSION

## Item 9D.

Ed. Svcs. Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board      Item # 90  
FROM: Cole Young, Director of Educational Services      Reading  
DATE: February 10, 2015      Discuss X  
SUBJECT: Educational Services Report      Action  
Consent

---

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

---

**SUPPORTING DATA:**

As a District, we have completed our third assessment of the year using Galileo. Mr. Young will give an update to the Board concerning overall trends of how students preformed.

Educational Services has an update for the Board concerning the progress being made by our Math Teacher Leadership Cadre. Andrea Misemer, the K-6 Math Curriculum Coordinator, will be presenting what has been done up to this point and the current vision of work to be done for the remainder of the year and summer.

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

*Questions should be directed to: Cole Young, Director of Educational Services 759-4000*

**ACTION**  
**Item 10A.**

**Humboldt Education Foundation**  
**Board of Directors**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10A
FROM:	Danny Brown, Director of Federal Programs/School Improvement	Reading	
DATE:	February 10, 2015	Discuss	
SUBJECT:	Humboldt Education Foundation – Approval of Board of Directors	Action	X
		Consent	

---

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

---

**SUPPORTING DATA:**

The Humboldt Education Foundation, Inc. was recently approved by the Arizona Corporation Commission to operate as a 501 (c) 3 non-profit entity. According to the corporate by-laws submitted to the AZ Corporation Commission, Article B, Section 3, Paragraph C states:

“...the governing board of the Humboldt Unified School District shall appoint the initial Board of Directors of the corporation. After the initial appointment, it shall be the duty and responsibility of the Board of Directors to appoint individuals to the Board of Directors and to set the number of directors that shall serve.”

The original Board of Directors are:

- Marnie Uhl
- Steve Rutherford
- Carm Staker
- Kirk Anderson
- John Agan

**SUMMARY & RECOMMENDATION:**

We are requesting that the HUSD Governing Board approve those people listed above to act as the original members of the Board of Directors of the Humboldt Education Foundation so they can begin to meet and conduct business as a foundation.

***Sample Motion:***

*I move to approve the Humboldt Education Foundation Board of Directors as presented.*

Approved for transmittal to the Governing Board:

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

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

# **ACTION Item 10B.**

## **GES Signature Program**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 108
FROM:	Bucky Bates	Reading
DATE:	January 26, 2015	Discuss
SUBJECT:	GES AVID Elementary	Action X
		Consent

---

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

---

**SUPPORTING DATA:**

AVID, Advancement Via Individual Determination, is an instructional system for students which focuses on leadership, systems, instruction, and culture, and is designed to increase the number of students who succeed in higher education and life. AVID Elementary begins in the primary grades with learning to read, learning to write, and learning to learn and shifts to reading to learn, writing to learn, and learning to reflect on their own learning in upper grades. WICOR strategies are Writing to Learn, Inquiry, Collaboration, Organization, and Reading to Learn.

AVID instructional strategies and study skills will be emphasized systematically across all grade levels to ensure maximum achievement and facilitate more effective grade level transitions for students. Primary grades will plan and implement practices to support upper grade instructional and organizational elements. Writing expectations and organizers will be vertically aligned. AVID training and resources will increase our staff's ability to develop our students into college and career bound critical thinkers.

**SUMMARY & RECOMMENDATION:**

It is recommended that the Governing Board approve the implementation of AVID Elementary at Granville Elementary starting with the 2015-16 school year.

***Sample Motion:***

*I move to approve the Granville Elementary Signature Program of AVID Elementary to begin with the 2015-16 school year.*

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Bucky Bates (759-4800)

**Humboldt Unified School District #22  
SIGNATURE PROGRAM REQUEST FORM**

**School:** Granville Elementary    **Name of Signature Program** AVID Elementary    **Grade Level(s)** K-6

**Does the program align with the district goals?**                      **Yes**

**Program Description:** AVID, Advancement Via Individual Determination, is an instructional system for students which focuses on leadership, systems, instruction, and culture, and is designed to increase the number of students who enroll and succeed in higher education and life. Elementary Beginnings addresses learning to read, learning to write, and learning to learn while Elementary Foundations shifts to reading to learn, writing to learn, and learning to reflect on their own learning. In Elementary school, L-WICOR (learning to WICOR) lays the foundation of instruction. WICOR strategies are Writing to learn, Inquiry, Collaboration, Organization, and Reading to Learn.

**Describe what will actually occur at each level or department:** Study skills will be emphasized across all grade levels. Common and consistent organizational strategies will be used across grade levels with 3<sup>th</sup>-6<sup>th</sup> grade using notebooks and note taking strategies. Primary grades will plan and implement note taking and organizational practices to support the use of notebooks in upper grades. Writing expectations will be vertically aligned.

**What measures will you use to know the program has been successful?** Teacher, parent and student surveys

**Rationale: E.g. What research led you to choose the above program?** Marzano's research (Classrooms that Work, 2001) indicates that there are Nine High-Yield instructional strategies that impact student achievement. The four highlighted strategies are integral parts of AVID: note taking, collaboration/cooperative learning, inquiry/generating and testing hypotheses, and organization.

<b>Category</b>	<b>Average Effect Size</b>	<b>Percentile Gain</b>
Identifying similarities and differences	1.61	45
Summarizing and note taking	1.00	34
Reinforcing effort and providing recognition	.80	29
Homework and practice	.77	28
Nonlinguistic representation	.75	27
Cooperative Learning	.73	27
Setting Objectives and providing feedback	.61	23
Generating and testing hypotheses	.61	23
Questions, cues, and advance organizers	.59	22

**Describe the community input received in support of this program:** The program was presented to our Site Council and our teaching staff in the 2013-14 school year. The Site Council approved moving forward with AVID Elementary as our Signature Program. The 5<sup>th</sup> and 6<sup>th</sup> grade teaching staff took the initiative in choosing and implementing the essential element of Organization which utilizes a comprehensive notebook.

**Does the program require additional software, textbooks, or professional development?** Professional development is required.

**NEW TEXTBOOKS/eBOOKS REQUIRED** No

**ADDITIONAL TEXTBOOKS REQUIRED** No



NEW STAFF: No

SALARY FTE: \_\_\_\_\_ \$ \_\_\_\_\_

ERE BENEFITS (@20%) \$ \_\_\_\_\_

HEALTH INSURANCE \$ \_\_\_\_\_

FUNDING SOURCE

PROFESSIONAL DEVELOPMENT/TRAINING Yes

ESTIMATED COST: \$33,368 (2 years)

Signature Funds

FUNDING SOURCE

Describe what training and materials will be required: First Year – Annual Membership (\$2,610), Summer Institute for a team of at least 8 (\$5,592), AVID Libraries Package (\$725), Lodging (\$2,762), Gas and Food (\$2,000), District Director Training (\$6,300), Travel (\$1,000) First Year Total (\$20,989) Second Year – Annual Membership Fee (\$2,635), Summer Institute for a team of 8 (\$5,752), Lodging (\$2,762), Gas and Food (\$2,000), District Director Training (\$4,200), Travel (\$1,000) Second Year Total, (\$18,349)

Are there any fees associated with this program? Yes \$ 2,610

If yes, are they one-time or on-going? Ongoing

There will be an annual cost of staying with

**TOTAL ESTIMATED COST: \$39,338**

There will be an ongoing annual fee of roughly \$2,765. There would be roughly \$10,662 to carry on the membership for an additional 3 years and any other related costs. This membership gives Granville staff access to training and resources to carry out implementation with fidelity in future years.



# **ACTION**

## **Item 10C.**

**GHMS - Electives**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO:	Humboldt Unified School District Governing Board	Item # 100
FROM:	Cole Young, Director of Educational Services	Reading
DATE:	February 10, 2015	Discuss
SUBJECT:	Request for additional elective classes for the 2015-16 academic year	Action X Consent

---

OBJECTIVE: Goal 1 To Raise the Level of Student Achievement  
Goal 2 To Focus on Planning for Future Student Needs

---

To the HUSD Governing Board and Dr. Paul Stanton, Superintendent:

This is a request to add the following electives for the 2015-2016 academic year at Glassford Hill Middle School.

**Art II** – an advance study in visual Art production to include a unit on ceramics.

**Spanish I** – a course in conversational Spanish.

Possible fees are under review and will be presented to the Board in March.


**Summary & Recommendation:**

It is the recommendation of administration that the courses be approved.

**Sample Motion:**

*I move to approve two additional courses to be offered at Glassford Hill Middle School for school year 2015-16 as presented.*

Approved for transmittal to the Governing Board:

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

Questions should be directed to: Cole Young (759-4000)

# **ACTION**

## **Item 10D.**

**GHMS - Enrichment**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	100
FROM:	Dr. Terri Matteson, Principal Glassford Hill MS	Reading	
DATE:	February 10, 2015	Discuss	
SUBJECT:	Request for additional <i>iChoose</i> Enrichment Topics for the 2015-16 academic year	Action	X
		Consent	

---

OBJECTIVE:    Goal 1 To Raise the Level of Student Achievement  
                    Goal 2 To Focus on Planning for Future Student Needs

---

To the HUSD Governing Board and Dr. Paul Stanton, Superintendent:

This is a request to add the following *iChoose* Enrichment seminar topics for the 2015-2016 academic year at Glassford Hill Middle School.

**Creative Writing** – students will have the opportunity to write short stories, plays, infomercials and other genres outside of the required ELA essays.

**Forensic Science** – students will have the opportunity to explore the skills needed to solve crime scenarios set up by the teacher. Students will use fingerprinting analysis, chemistry of fibers and more inquiry skills.

**Music Theater** – students will explore a variety of musical productions and produce one each semester for the school.

There are no student fees associated with these new seminar topics.

The following topics are topics previously approved by the Governing Board that will also be offered for the 2015-2016 academic year:

- |  |  |
|--|--|
| Art Enrichment                         | American Sign Language                       |
| Panthers in Action                     | Inventors Workshop                           |
| APPs Minded                            | Journalism – school paper <i>The Prowler</i> |
| Pasta Around the World                 | Science Fiction to Science Fact              |
| Amusement Park Design                  | American Cinema Studies                      |
| Physical Fitness, Recreational Games & | History of American Sports                   |
| Weight Training                        | Student Government                           |
| How to be a DJ                         | Science Olympiad                             |

**Summary & Recommendation:**

It is the recommendation of administration that the seminar topics be approved.

**Sample Motion:**

*I move to approve three additional iChoose Enrichment seminar topics to be offered at Glassford Hill Middle School for school year 2015-16 as presented.*



Approved for transmittal to the Governing Board:

Dr. Paul Stanton, Superintendent

Questions should be directed to: Dr. Terri Matteson (759-4600)

# **ACTION**

## **Item 10E.**

### **Textbook Adoption**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 E
FROM:	Cole Young, Director of Educational Services	Reading
DATE:	February 10, 2015	Discuss
SUBJECT:	Textbook Adoption – AP Government Textbook	Action X
		Consent
<hr/>		
OBJECTIVE:	Goal #1 To Raise the Level of Student Achievement	

### **SUPPORTING DATA:**

The BMHS Advanced Placement (AP) Academy is a signature program that supports all students who are looking to prepare themselves for the next step of their educational journey in attending a college, trade school, or four-year university. At BMHS, we are building a signature program that will offer our students the largest menu of AP courses to choose from in Yavapai County. Our program's goal is to not only ensure we prepare our students with the rigor necessary to be successful in secondary education, but also provide students with a head start by offering courses whereby college credit can be earned in high school, even before their first semester of college coursework. As we continue to expand our offerings at BMHS, we have a need in our AP Government course for updated curricular materials to assist in the instruction of its academic content. In searching to provide for this need, we have located a book, Government In America, that is supported and recommended by the College Board. The instructor has reviewed its contents, ensuring its alignment with the instructional goals of the course, and the book has been on display in the District office since last August. We have 25 textbooks donated to the school for use, if approved.

### **SUMMARY & RECOMMENDATION:**

It is the recommendation of administration that the textbook be adopted.

#### Sample Motion:

*I move to adopt the AP Government textbook, Government in America.*

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Kort Miner, Bradshaw Mountain High School Principal (759-4100)  
Cole Young, Director of Educational Services (759-4000)

# K-12 Primary Instructional Materials Adoption Request Form

(Please Type)

Title of Primary Material: Government In America

Type of Primary Material: Book Copyright Date: 2014 Edition: 2012  
Election Edition \_\_\_\_\_

Author(s): Edwards, Wattenberg, Lineberry Publisher: \_\_\_\_\_  
Pearson

Grade Level(s) and Course: 12<sup>th</sup> AP Government

1. What primary instructional material is currently in use? Non-AP Books

2. What year were the current materials adopted? \_\_\_\_\_

3. What is the rationale for adopting new materials? \_\_\_\_\_  
First year doing AP Government

4. Explain how the contents of the suggested primary materials align with the district outcomes for this course: \_\_\_\_\_

Increase the rigor of the courses that we are offering  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Cost of Items:

Student Text	\$0 Donation of 25 texts	ISBN #	0-205-86575-5
Teacher Ed	\$0 Donation of 25 Texts	ISBN #	978-0-205-86575-8

6. Supplemental items to be included: none

7. Recommended distribution of materials: Class sets  One per student X

8. How many choices did the committee review? Because of the donation, this was the one text reviewed.

9. **Attach** a typed one-paragraph description of the primary material including the title, author and publisher. Also, list all committee members who participated in the selection process.

At BMHS, we have a need in our AP Government course for curricular materials to assist in the instruction of its academic content. In searching to provide for this need, we have located a book, Government In America, written by Edwards, Wattenberg, Lineberry published by Pearson that is also supported and recommended by the College Board. The instructor of our AP Government course has reviewed this book's contents, ensuring its alignment with the instructional goals of the course, and the book has been on display in the District Office since last August. We have had 25 textbooks donated to the school for use, if approved.

# **ACTION**

## **Item 10F.**

### **BHMS Overseas Travel** **(German Exchange Program)**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO:	Humboldt Unified School District Governing Board	Item # <i>10F</i>
FROM:	Kort Miner	Reading
DATE:	February 10, 2015	Discuss
SUBJECT:	German Exchange Program	Action X
		Consent

---

OBJECTIVE:    Goal #1 To Raise the Level of Student Achievement  
                  Goal #3 To Increase Parental and Community Involvement

---

**SUPPORTING DATA:**

BMHS partnered with the Prescott-Zeitz Sister City group after the mayor of Zeitz read an article in the Prescott Courier about our German Honor Society Program at BMHS. We are the only school in Yavapai County that offers German to its student body. After many meetings with the President and members of the Prescott-Zeitz Sister City group, BMHS advertised via the announcements for host families in the quad-city area. The Prescott-Zeitz Sister City organization ran background checks on all host families and chaperones. We sponsored 10 students with nine different families, and the Principal, Kort Miner, hosted the two chaperones. The German students spent 20 days in Arizona, attending the high school, going to museums, attending the Arizona State Fair, guided tours of the Grand Canyon and the State Capitol, as well as a ton of activities with their host families. The German students gave a presentation on their town and their high school to the BMHS German class.

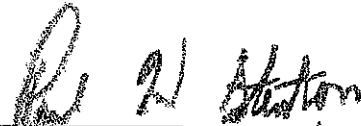
The idea of the Sister Cities organization is for each country to reciprocate what the visiting country has done for its students. Two students from Bradshaw and two chaperones went to Zeitz from June 5 to June 25, 2014. They lived with German families, went to school, and toured the region with the Zeitz-Prescott Sister Cities group. Our students presented to the Prescott-Zeitz Sister Cities group, to the HUSD School Board and to the German classes at BMHS. In March, 12 students from Zeitz will be at BMHS. In June, as many as 12 Bradshaw students would like to go to Zeitz, along with two chaperones.

**SUMMARY & RECOMMENDATION:**

It is recommended that the Board approve the Prescott-Zeitz Sister Cities group German Exchange Program for BMHS.

**Sample Motion:**

*I move to approve Bradshaw Mountain High School students eligible to participate in the German Exchange Program to travel to Germany during the summer of 2015 with expenses being paid by the participants.*

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

Questions should be directed to: Kort Miner, BMHS Principal, 759-4100

# REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: 2/10/2015

Person / Organization Submitting Request: German Exchange Program – Georgianne Farness

Date Submitted: 1/6/2015

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

**Student / Staff Recognition:** German Exchange Presentation

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

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

**Discussion Items:** \_\_\_\_\_

**Action Items:** Zeitiz-Prescott Sister Cities German Exchange Program

*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
- Approval by legal council if applicable

Administrative Approval: [Signature] Date: 1/6/2015

Education Services Administrative Approval: [Signature] Date: 1/4/15

Finance Administrative Approval: [Signature] Date: \_\_\_\_\_  
(participant funded)

Accepted for placement on agenda for: rec'd Feb 10, 2015 11:15am

Denied \_\_\_\_\_

Superintendent's Office: [Signature]

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

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

**Organization taking field trip** German Exchange Program/Prescott-Zeitz Sister Cities

**Date of field trip** June 1 – June 17

**Place of field trip** Zeitz, Germany

**Approximately how many students** as many as 12 students and 2 adults

**Where are you staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised?**  
Host family. No cost for lodging. Supervised by chaperones and host family.

**How is the trip being funded?**

Corporate sponsorship, tax credit and student/parent payment.

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

Transportation - \$1,750 each for plane ticket.

**What is the cost for each student?**

\$1,750 plus \$200 - \$300 in spending money = \$1,950 - \$2,050.

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

Two adults per 12 students.

**What determines the student's eligibility for attending?**

Interest, passport, insurance, payment.

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

Arizona state standards for foreign and native languages.

**Curriculum objectives:**

4FL – P1, P3, P4, D1 and standard 7 Communities.

**Student outcomes:**

Students will present their experience, compare/contrast cultures to the faculty and to the Board.

**Type and cost of transportation:**

The plane ticket is the only cost the students have to pay. Ground transportation, housing, food and cultural visits are all being paid for by the Prescott-Zeitz Sister Cities group.

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

School: Bradshaw Mountain HS Organization/Group: German Exchange Program

Sponsor's Name: Georgianne Farness/Barbarita Lohman Phone: 759-4100

Trip Date: June 1 – June 17, 2015 Trip Location: Zeitz, Germany

Trip Title: \_\_\_\_\_

Total Number of Attendees: 12 # Female Students 5 # Male Students 5 # Adults 2

Event Registration \$35 app. fee/ \$15 membership fee	\$ 600.00
Transportation \$1,750 approx. airfare per person	\$ 21,000.00
Lodging Host Housing	\$ 0
Meals Host Housing	\$ 0
Per Diem	\$
Other (specify) \$200 field trips/excursions	\$ 2,400.00
Other (specify)	\$
<b>Total Cost</b>	<b>\$ 24,000.00</b>
Auxiliary	\$
Student Club	\$
Tax Credit	\$ TBD
Booster Club	\$
Grant	\$
Other (specify) Prescott-Zeitz Sister Cities	\$ 500 TBD
Other (specify) \$23,500.00 participant funded	\$ 23,500.00 or TBD
<b>Total Funding</b>	<b>\$ 24,000.00</b>

Name of \*Chaperone(s): Gena Hatfield (BMHS teacher) and Helen Dickerson (BMHS teacher)

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

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

*last page of  
 - some less on change  
 for the book*

**Itinerary**  
**Student Exchange Prescott (P. Valley) - Zeitz 2014**  
**June 06 - 24, 2014**

*SAMPLE*

date	time	activity	organisation	
Thursday June 05	9.20 am	arrive Frankfurt Airport transfer to Zeitz	pick up by van	
	3 pm	welcome by Mayor and members of Partnership Committee		
Friday - Sunday June 06- 08		Host families		
Saturday June 07		meet students who were in Prescott Valley in fall 2013	potluck	
Monday June 09 (public holiday, no school)	9 - 12 am	tourist visit Zeitz: subterranean passageway system, tour of Town Hall Tower, historic city center  host families	guided tour	
Tuesday June 10	morning	attend classes Sekundarschule III, Zeitz US students presentations		
Wednesday June 11	morning	visit city of Leipzig sightseeing US Consulate	guided tour	
	afternoon	boat tour Lake Cospuden		
Thursday June 12	morning	attend classes Sekundarschule am Schwanenteich, Zeitz US students presentations		
Friday June 13	9-12 am	visit Moritzburg Castle Zeitz Cathedral	guided tour	
	12 - 2.30pm	spend afternoon in Castle park / Japanese Garden		

<b>Saturday/Sunday June 14/15</b>		<b>host families</b>	
<b>Monday June 16</b>	<b>morning</b>	<b>attend classes Geschwister- Scholl- Gymnasium Zeitz US students presentations</b>	
<b>Tuesday/Wednesday June 17/18</b>		<b>two-day trip to German capital Berlin German parliament, Checkpoint Charlie Museum etc.</b>	<b>guided tour / overnight stay</b>
<b>Thursday June 19</b>		<b>attend classes Christophorusschule Droyßig US students presentations</b>	
<b>Friday June 20</b>	<b>morning</b>	<b>visit Planetarium Jena</b>	<b>guided tours</b>
	<b>afternoon</b>	<b>visit historic city of Weimar</b>	
<b>Saturday/ Sunday June 21/22</b>		<b>host families farewell party</b>	
<b>Monday June 23</b>	<b>morning</b>	<b>attend classes</b>	
<b>Tuesday June 24</b>		<b>transfer to Frankfurt Airport depart Zeitz: midnight - 1 a.m. return flight: 8 a.m.</b>	<b>van</b>

**HUMBOLDT UNIFIED SCHOOL DISTRICT #22**

**REQUISITION**

*Copy*

(This is **NOT** a Purchase Order - this is a Request for a Purchase Order)  
 (A Purchase Order **MUST** be in Place **BEFORE** Purchasing/Placing an Order)

Date: 1/6/15

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input checked="" type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 850)
	<input type="checkbox"/> M&O

VENDOR INFORMATION	SHIPPING INFORMATION
Name: Terra Travel	Name: RuthAnn Atherton
Address: 13466 N. 7th Street	Address: 6000 E. Long Look Drive
Phoenix, AZ 85022	Prescott Valley, AZ 86314
Attn: Jill McCarthy	
	Phone: 928-759-4195
Phone: (602)375-1707	Fax: 928-759-4120
Fax	Attn: Ruth Ann Atherton

Requisitioned By: Kort Miner	Admin. Approval: <i>Kort Miner</i>
Department: Germany Field Trip	District Approval:

Budget Code(s): 526 1080

Qty	Unit	Product Code	Unit Price	Ext. Price
12		Airline Tickets to Frankfurt, Germany	\$21,000.00	\$21,000.00
		*approx \$1,750 per ticket		
		Zietz, Germany trip June 1-June 17, 2015		

Misc. Information:	Sub-total	\$21,000.00
	Tax **	
	<b>TOTAL</b>	<b>\$21,000.00</b>

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).

If a check is being requested, a Check Request Form is included.

If quotes are required, the Quote Documents are included.

Information provided is accurate, complete and legible.

Tax and Shipping charges are included.

White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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DISTRICT USE ONLY					
Faxed:	Mailed:	E-Mailed:	Phone:	By:	
Fixed Assets?	o	Yes	Other Info:		
BID:	RFP:	Requisition Rec'd Date:			

**Contract Summary for SAVE**  
**Yuma Union High School District:RFP-70-10-16-5**  
**Travel Services**

Contract Term: 1/13/2011 - 1/13/2015  
 Contract Officer: Mercedes Villafana  
 Telephone: (928) 502-4757 Fax: (928) 502-4440  
 Email: mvillafana@yumaed.org

**NOTICE:** Replaces YUHSD RFP-70-08-16-5.

Contractor	Terms
<p><b>SAVE RFP 70-10-16-5</b>  <b>American Transporter Services LLC</b>                      City/State: Mesa, AZ                      Telephone: (480) 924-5272                      Fax Number: (480) 807-0356</p> <p>Contact: M. Dana Porter                      Telephone: (480) 924-5272                      Email: <a href="mailto:dana@amtransporter.com">dana@amtransporter.com</a></p>	<p><input type="checkbox"/> View Associated File:  <a href="#">American Transporter 70-10-16-5 DD.doc</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">American Transporter Services EPL513.pdf</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">American Transporter Services EPL52014.pdf</a></p> <p>Payment:                      Delivery:                      Amendments Issued: 0                      Contract End Date: 1/13/2015</p> <p><b>NOTICE:</b> Charter Buses</p>
<p><b>SAVE RFP 70-10-16-5</b>  <b>Divine Transportation</b>                      City/State: Glendale, AZ                      Telephone: (602) 340-0018                      Fax Number: (602) 340-0055</p> <p>Contact: Wayne Casselman                      Telephone: (602) 340-0018                      Email: <a href="mailto:wayne@divinecharters.com">wayne@divinecharters.com</a></p>	<p><input type="checkbox"/> View Associated File:  <a href="#">Divine Transportation 70-10-16-5 DD.doc</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">Divine Transportation EPL5131.pdf</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">Divine Transportation EPL520143.pdf</a></p> <p>Payment:                      Delivery:                      Amendments Issued: 0                      Contract End Date: 1/13/2015</p> <p><b>NOTICE:</b> Charter Buses</p>
<p><b>SAVE RFP 70-10-16-5</b>  <b>Terra Travel</b>                      City/State: Phoenix, AZ                      Telephone: (602) 375-1707                      Fax Number: (602) 375-2715</p> <p>Contact: Catherine Musa                      Email: <a href="mailto:Catherine.Musa@teratravelaz.com">Catherine.Musa@teratravelaz.com</a></p>	<p><input type="checkbox"/> View Associated File:  <a href="#">Terra Travel 70-10-16-5 DD.doc</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">Terra Travel EPL5131.pdf</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">Terra Travel EPL520141.pdf</a></p> <p>Payment:                      Delivery:                      Amendments Issued: 0                      Contract End Date: 1/13/2015</p> <p><b>NOTICE:</b> Travel Agent</p>
<p><b>SAVE RFP 70-10-16-5</b>  <b>Tour West America Inc</b>                      City/State: Phoenix, AZ                      Telephone: (800) 531-8687                      Fax Number: (928) 343-9295</p> <p>Contact: Peter Shalbo</p>	<p><input type="checkbox"/> View Associated File:  <a href="#">Tour West Travel 70-10-16-5 DD.doc</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">Tour West America EPL5131.pdf</a></p> <p><input type="checkbox"/> View Associated File:  <a href="#">Tour West America EPL520141.pdf</a></p> <p>Payment:                      Delivery:                      Amendments Issued: 0                      Contract End Date: 1/13/2015</p> <p><b>NOTICE:</b> Travel Agent</p>

## **RUTHANN ATHERTON**

---

**From:** Jill McCarthy <jill@terratravelaz.com>  
**Sent:** Tuesday, January 06, 2015 8:39 AM  
**To:** RUTHANN ATHERTON  
**Subject:** FW:

I hope my fingers worked this time!!!!  
Please call and let me know you received this

---

Jill McCarthy  
602-375-1707 800-835-8646  
[jill@terratravelaz.com](mailto:jill@terratravelaz.com)

---

**From:** Jill McCarthy [mailto:jill@terratravelaz.com]  
**Sent:** Tuesday, January 06, 2015 8:32 AM  
**To:** 'ruthann'atherton@humboldtunified.com'  
**Subject:** FW:

---

Jill McCarthy  
602-375-1707 800-835-8646  
[jill@terratravelaz.com](mailto:jill@terratravelaz.com)

---

**From:** Jill McCarthy [mailto:jill@terratravelaz.com]  
**Sent:** Monday, January 05, 2015 9:03 AM  
**To:** 'ruthann.atherton@humboldtunified.com'  
**Subject:** FW:

Sorry, I guess I have a problem with vowels!...Jill

---

Jill McCarthy  
602-375-1707 800-835-8646  
[jill@terratravelaz.com](mailto:jill@terratravelaz.com)

---

**From:** Jill McCarthy [mailto:jill@terratravelaz.com]  
**Sent:** Monday, January 05, 2015 8:35 AM  
**To:** 'ruthann.atherton@humboldtunified.com'  
**Subject:**

Hi Ruthann, Just a quote below with schedule...Please let me know if you want something else. I am also going to speak w/ one of my consolidators to see if I can do something better for you...BUT until I know the real numbers, that probably will not work.

Please check this over and let me know. This is a non refundable ticket and would have to be ticketed by tomorrow...No fare is ever gtd until ticketed...I would also suggest adding \$300.00 per ticket as fares continually change. when the time comes, I will need a PO to ticket. I have just priced out one ticket..The price is dependent on how many tickets are needed

I will also need everyone's name as it appears on their passport, genders, and dates of birth.....I cannot ticket anything without this info...Please call me with any questions.

I hope you had a wonderful Holiday ,and hope to hear from you soon....Jill

Ticket price 1400.00  
fee 50.00  
total 1450.00

SALES PERSON: 66 ITINERARY DATE: 05 JAN 15  
CUSTOMER NBR: 0000000 CJCCFL PAGE: 01

TO: BRADSHAW MOUNTAIN TERRA TRAVEL  
HIGH SCHOOL 13466 N 7TH STREET  
6000 E LONG LOOK DRIVE PHOENIX,AZ 85022  
PRESCOTT VALLEY AZ 86314 602-375-1707  
1800-835-8646

FOR: ATHERTON/RUTHANN

01 JUN 15 - MONDAY

AIR UNITED AIRLINES FLT:1552 UNITED ECONOMY FOOD FOR PURCHASE  
LV PHOENIX 1025A EQP: BOEING 737-700  
DEPART: TERMINAL 2 04HR 40MIN  
AR NEWARK 605P NON-STOP  
ARRIVE: TERMINAL C REF: B0FBB2  
AIR UNITED AIRLINES FLT:50 UNITED ECONOMY DINNER  
LV NEWARK 720P EQP: BOEING 777  
DEPART: TERMINAL C 08HR 00MIN

02 JUN 15 - TUESDAY

AR FRANKFURT 920A NON-STOP  
ARRIVE: TERMINAL 1 REF: B0FBB2

17 JUN 15 - WEDNESDAY

AIR UNITED AIRLINES FLT:51 UNITED ECONOMY LUNCH  
LV FRANKFURT 1120A EQP: BOEING 767-400  
DEPART: TERMINAL 1 08HR 55MIN  
AR NEWARK 215P NON-STOP  
ARRIVE: TERMINAL B REF: B0FBB2  
AIR UNITED AIRLINES FLT:1635 UNITED ECONOMY FOOD FOR PURCHASE  
LV NEWARK 355P EQP: BOEING 737-800  
DEPART: TERMINAL C 05HR 15MIN  
AR PHOENIX 610P NON-STOP  
ARRIVE: TERMINAL 2 REF: B0FBB2

01 JAN 16 - FRIDAY  
OTHER PHOENIX

THANK YOU FOR USING TERRA TRAVEL. RECONFIRM YOUR  
FLIGHTS WITH THE AIRLINE PRIOR TO DEPARTURE. 24 HOURS  
DOMESTIC 72 HOURS INTL PICTURE ID IS REQUIRED  
THANK YOU FOR YOUR CONTINUED BUSINESS,JILL

AN AIRLINE PENALTY MAY APPLY WHEN CHANGING, CANCELLING  
OR REFUNDING NON REFUNDABLE OR SPECIAL PRICE TICKETS  
TICKET IS NONREF/0VALUAFDPT/CHGFEE



Jill McCarthy  
Member of the President's Club  
Terra Travel  
13466 N. 7<sup>th</sup> St.  
Phoenix, AZ 85022  
602-375-1707 800-835-8646  
[jill@terratravelaz.com](mailto:jill@terratravelaz.com)

***"Please remember the highest compliment I can receive is the referral of your friends, family, and business associates. If you know anyone who would benefit from the level of service I provide, please forward their name and number to me and it would be my pleasure to follow up with them. Thank you for your trust!"***





# About Prescott-Zeitz

A new partnership in formation

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## The Origins of the Zeitz Committee

Prescott city councilman Chris Kuknyo originally proposed a relationship with Zeitz, Saxony-Anhalt, in 2010. Veteran German civic leader and Mayor of Zeitz Volkmar Kunze and Zeitz Town Manager Andreas Huke visited Prescott in November 2010. Mayor Kunze was received at City and Hall and given a tour of Prescott by Councilman Kuknyo and Prescott Sister City members. A pen pal program with Prescott Unified School district was established.

Two years later, in summer of 2012, the Prescott Sister Cities President and Prescott Valley resident Bob Greninger approached Georgianne Farness, German/Spanish teacher at Bradshaw Mountain High School, about a student exchange program and a pen pal program. Bradshaw Mountain High School, which had the only German language program of all secondary and college-level in Yavapai County. The formerly proposed email pen pals program started with the Bradshaw Mountain High School German language students.

Later in the November of 2012, a delegation of Prescott Sister Cities members, including Councilman Kuknyo, Bob Greninger, Margo Christensen, and Al Hoeger, traveled to Zeitz and Radebeul, as well as touring larger cities Dresden, Berlin, Munich. On March 31, 2013, the establishment of the Sister City relationship was official.

## Host Families 2014

The exchange is looking for host families. If you are interested please download, print, and fill out an [Host Family Application](#). Contact [J. Marie Cooper](#), Academic Advisor, Bradshaw Mountain High School.



## Student Exchange

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Prescott Sister Cities has already established partnerships with the Latin American cities of Caborca, Sonora, Mexico, and Suchitoto, El Salvador. However, with Zeitz, the organization is taking its boldest steps yet in establishing a student exchange program that is the hallmark and flagship service of Sister Cities International.

We're looking to provide our future citizens and leaders a start with international bicultural and bilingual experience and learning that is indispensable to their success in today's increasingly interconnected and globalized economy and also essential for peace and mutual understanding among cultures in our future.

We have started a partnership with Bradshaw Mountain High School, which currently hosts the only active German language program of all secondary and college-level schools in Yavapai County. The current decline in teaching of continental European languages (other than Spanish) in our educational system runs counter to Sister Cities' mission of "promoting peace through mutual respect, understanding, and cooperation." It is a large-scale trend that we're looking to stem, however meagerly, at the local level here in Yavapai County by encouraging our local students and educators to continue their studies.

### An Educational Scaffold

For many students involved, this student exchange will be their first time crossing the Atlantic themselves. As famed travel teacher Rick Steves says, Western Europe is the "wading pool of world exploration" (Steves). This makes Zeitz an ideal point of departure for local Prescott high school students.

In addition to being a sound educational scaffold for our local high school students and their own international experience, Prescott Sister Cities looks to continue to grow from our new European connections and exchange program. Hopefully this can lay the groundwork for new programs or bolster the programs that we already have.

### Information about the Exchange

If you are interested in participating in the exchange as a student, or if you would like to host German students from Zeitz in your home, print and fill out a Student Application or Host Family Application. You can also check out the visit the Host Family and Chaperone page.

#### Students:

In order to be a student and participate in the exchange, you must meet the following requirements:

- be a high school student who resides in the Prescott Quad-Cities area and attends a Quad-Cities area high school.
- have completed a minimum of four semesters of high school German with a course average GPA of 3.0 or better\* by the end of the 2013-2014 school year.
- have an overall academic GPA of 3.0 or better.
- hold a valid US Passport.
- show proof of health insurance.
- demonstrate qualities of maturity, good character, and personal responsibility.
- join the Prescott-Zeitz Sister City Committee membership

#### How much does the exchange cost?

The cost of the trip is approximately \$1,750.00, plus individual spending money. It is the intent of the Prescott-Zeitz Sister City Committee to assist students, through various fundraisers, in securing a major portion of the approximate \$1,500.00 in transportation costs. Students may need an additional \$200 to cover costs of exchange-sponsored field trips and excursions. There is a \$25 application fee and potential costs associated with hosting a Zeitz student during a future reciprocal exchange visit. If selected, your family must join the Prescott-Zeitz Sister City Committee (\$25 membership fee) and support Prescott-Zeitz Sister City activities.

#### When Do I Need to Turn in the Application?

The application/selection process takes place in December 2013. Applications are due on Friday, December 6th, 2013.

If selected, your family will be expected--but not required--to host a student from Zeitz for three weeks in the fall of 2014.

#### Where do I turn in the application?

All high school German language students in the Prescott Quad-Cities area may apply to their German language teacher, who may add school-specific requirements to the application based on and in support of their school's programs and foreign language curriculum.

If you are interested, you can download the student application right here.

#### Educational Links

[\*Download  
Student Application\*](#)

If you are interested in learning German but it is not currently offered at your local West Yavapai County educational institution or if you just would like to supplement your classroom studies, check the free online German language curricula set up by Deutsche Welle television network and the Goethe Institut respectively. Educational industry publishers, such as Berlitz, Barron's, Rosetta Stone, the Oxford University Press, Dover, and others may have useful publications and instructional media--including software--at varied rates. While these are useful, they is not a substitute for standardized high school and college classroom language



# Student Exchange

## Chaperones & Host Families

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While many of us are involved with this project for the students, support from adults and community members is vital to getting our project off of the ground. These key individuals are the host families and the chaperones. This is a great volunteer opportunity for community and service-oriented individuals in the Prescott area.

The exchange program will ultimately need two chaperones. However, many more families are needed. Read the following descriptions of the two positions and, if interested, do not hesitate to let us know how you can help us.

### Chaperones

Chaperones have the opportunity to work with a small group some of the finest youth in the Prescott area. A delegation of no more than ten students and two chaperones will be selected. The group will travel to our Sister City of Zeitz, Saxony-Anhalt, Germany, for three weeks in June/July, 2014.

Before going to Zeitz on the exchange, chaperones are expected to plan and carry out orientation sessions and to participate in fundraisers. Parents of our Youth Ambassadors, with the help of Prescott-Zeitz Sister City Committee members, are involved in the planning of fundraisers. During the school year following the exchange, Student Ambassadors are expected to make presentations to classrooms and community organizations. Chaperones will work with the Youth Ambassadors to create and coordinate these presentations.

Although the Prescott-Zeitz Sister City Committee members will assist with the student exchange program, the position of Chaperone may be time consuming. It is also very rewarding. The home stay experience in our Sister Cities is a life-long memory.

### Chaperone Application

[Chaperone Application](#)

### Host Families

Host families are a critical part. Ideally, your hospitality is reciprocal. If your son or daughter is a high school student who is participating in the Prescott-Zeitz Sister City language and culture exchange, they will stay with a host family in Germany for three

weeks. You will then host that German family's son or daughter for three weeks in exchange for the hospitality they provided your son or daughter.

Given that not all families will be able to reciprocate, it is not completely necessary whether your son or daughter is participating in the exchange. Before you begin, it is necessary that (1) you or your spouse will be around your home, available to provide sufficient supervision for your guest and that (2) all adult members of your household (those who are 18 or older) must go through a criminal background check approved by the Prescott-Zeitz Sister City Committee prior to the finalization of the Germans' travel arrangements. If you have not lived in Arizona for the past five years or longer, you must also have an FBI national background check completed (see attached procedures for background checks). The cost of this background check is \$35.00. Submit this as a check with the application.

You also must live in the Prescott Quad-Cities area and be able to provide reliable transportation to Bradshaw Mountain High School, our primary hosting school site for the 2013 exchange. However, host families are not responsible for field trips entrance costs or other local activities. If you can meet these criteria and are interested in participating in the Prescott-Zeitz Sister City Student Exchange, please fill out and submit the following application. We look forward to hearing from you. If your son or daughter is of high school age and has or will have completed four semesters of high school German by the end of the 2013-2014 year or has equivalent proficiency in speaking, listening, reading, and writing German, please refer to our Student Application.

**Host Family Application**  
Host Family Application

Prescott-Zeitz Recommended Links

Prescott Area Links

# Chaperone Application

**T**hank you for your interest in the position of Chaperone for the Prescott-Zeitz Sister City Committee Student Exchange Program. This position is vitally important to the success of the student exchange.

Chaperones have the opportunity to work with a small group some of the finest youth in the Prescott area. A delegation of no more than ten students and two chaperones will be selected. The group will travel to our Sister City of Zeitz, Saxony-Anhalt, Germany, for three weeks in June/July, 2014.

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Although the Prescott-Zeitz Sister City Committee members will assist with the student exchange program, the position of Chaperone may be time consuming. It is also very rewarding. The home stay experience in our Sister Cities is a life-long memory.

## **Chaperone Guidelines and Responsibilities**

Chaperones travel to and from the Sister City with the group providing supervision, enforcing program rules, solving any problems that may arise and ensuring that the group maintains a high standard of behavior as representatives of the Prescott Quad-City area and the United States.

As it is for the students, this is meant to be a cultural and language exchange. Therefore, the chaperones stay in the homes offered by the Sister City and reciprocate by hosting the Sister City chaperones during their stay in the U.S.

Specific responsibilities of the high school exchange chaperone include, but are not limited to:

1. Attending, supervising the student participants, and participating in all program organized group activities abroad and in the U.S.
  - Pre-travel group activities may include: Fundraising, social activities such as picnics and bowling, and dinners with the other chaperones and Sister Cities staff.
  - Student and parent orientation: activities both abroad and in the U.S. may include daytime and evening activities, overnight travel and all day events (6:00 am-midnight).
  - Assist Prescott-Zeitz Sister City with tasks such as taking attendance and communicating information to students and parents.
  - Upon return, Youth Ambassadors will be expected to make presentations to classrooms and to community organizations. Chaperones will work with Youth Ambassadors to create and coordinate these presentations.
2. Assisting students with language problems; culture shock; homesickness; problems or concerns with their exchange students, host families or other problem participants; or any other issues that may arise. Working as appropriate with participating students, the other chaperone, the Sister City chaperons, and the International Exchange Program staff to resolve any problems or concerns.
3. Maintaining communications with the students while abroad by:
  - Emailing/calling each student the first night of arrival and at least once every three days while in the Sister City. All students need to know you are there for them. If the students

- are sleeping or out, make sure you call later and actually speaking to them.
  - Holding a group meeting with the students on the fourth or fifth day after arrival abroad, separately from their host students, to discuss how they are doing.
  - Inquiring as to how they are doing whenever encountering a student. Avoid asking questions that will give yes/no answers. If you are not convinced about their tone of voice, ask to speak to them alone and away from their host students.
  - Frequenting areas where the students are hanging out, so they see your presence.
4. Representing Prescott-Zeitz Sister City Program at all official functions in Zeitz, making official speeches as needed. As a participant in the Students Exchange Program, chaperones act as ambassadors for Prescott-Zeitz Sister City Program and the United States of America, and therefore are expected to maintain a high standard of behavior.
  5. Documenting the experience by taking photos and collecting brochures/information as appropriate for future orientations and information for possible promotional use.
  6. Alternate with other chaperone on a duty schedule. On duty chaperones stay in Zeitz are available to answer phone calls and/or make in-person visits to handle student crises and emergencies.
  7. Sister Cities International has forbidden all exchange participants, including chaperones, from consuming any alcoholic beverages, including beer and wine, at any time for the duration of the exchange program.
- Failure to abide by these rules and regulations may result in disciplinary action including removal of chaperone status and exclusion from all future Sister Cities Exchange Program activities.*

### **Expenses**

Chaperones are expected to pay their own airfare unless such costs are offset by the planned fundraisers for students and chaperones. While not guaranteed, successful fundraisers, historically, have provided these funds.

1. The chaperones' host family will provide most meals. US chaperones will reciprocate during the U.S. portion of the exchange.

2. Emergency expenses will be reimbursed to the chaperones upon return. The chaperones will provide an accounting of such expenses, with supporting receipts, to the Treasurer of the Prescott Sister City Committee within ten days of their return to the U.S. Emergency expenses considered for reimbursement are those expenses directly related to medical or like emergencies, expenses specifically related to dealing with issues/problems with the students, problem-related trips and telephone calls.

### **Medical Insurance**

I have adequate medical, accident, dismemberment, and repatriation insurance coverage for myself. I have verified this insurance coverage with my insurance agent(s) and have confirmed valid overseas coverage. I understand that the Prescott Sister City Committee provides no medical, accident, dismemberment, or repatriation insurance.

### **Vehicle Insurance**

I understand that the vehicles that I will drive during the exchange in the U.S. must be insured at least to Arizona's minimum liability levels.

### **Criminal Background Check**

I understand that in the course of determining the suitability of a chaperone for both accompanying students and hosting an international chaperone, the Prescott-Zeitz Sister City Committee will require a background check through the National Database (NBD). (\$35)

Please note the following requirements before proceeding to fill out and submit the application.

- o Applicant must be a current resident of and must work in the Prescott Quad-Cities area. The successful candidate must be willing and available to participate in scheduled orientation sessions, fundraisers, meetings, and other activities in the Prescott area and avidly promote the Student Exchange Program and the Sister City relationships with Zeitz, Germany.
- o Those chaperones selected will be expected to join the Prescott-Zeitz Sister City Committee (\$15 for individual, \$25 for a family) and begin working with the students immediately.
- o The Prescott-Zeitz Sister City Committee Board of Directors, in its sole discretion, reserves the right to revoke the selection of any chaperone for lack of participation, performance or any behavior deemed inappropriate prior to departure.

### Chaperone Agreement/Code of Conduct

I, the undersigned (*applicant name*) \_\_\_\_\_ agree to:

- o participate in all group activities for the Prescott-Zeitz Language and Culture Exchange.
- o do all in my power during my stay abroad to adapt to the customs in Germany, and to the schedules and lifestyle of the family will host me.
- o act as an ambassador of the Prescott-Zeitz Sister City Exchange Program.
- o notify the designated Sister City committee member in case of any problems.

Applicant Signature

Date

Personal Information			
LAST NAME:	FIRST NAME:	MI:	
HOME ADDRESS:	CITY	STATE	ZIP CODE
HOME TELEPHONE	EMAIL ADDRESS		
WORK OR CELL PHONE	PASSPORT	PASSPORT EXPIRATION DATE	
ARIZONA DPS FINGERPRINT CARD	EXPIRATION DATE		
<p>I, _____, hereby agree with the Prescott-Zeitz Sister City Committee to the following by affixing my signature below on this date, _____ 20__. In connection with my participation in the Prescott-Zeitz Sister City Committee Student Exchange Program (the "Program"), I understand and acknowledge the nature and extent of the activities that will be involved in the Program and assume the risks inherent in such activities on behalf of myself. I voluntarily waive any and all claims, costs, liabilities, expenses (including attorneys' fees), and judgments against the Prescott-Zeitz Sister City Committee, its directors, officers, employees, servants, subcontractors, and agents, and hereby release, excuse, and discharge the Association, its officers, employees, subcontractors, and agents from all claims, costs, liabilities, expenses (including attorneys' fees), and judgment which may arise out of my participation in the Program and all aspects attendant thereto. The undersigned further agree(s) to indemnify and hold the Committee, its directors, officers, employees, servants, subcontractors, and agents harmless from any and all claims, damages, actions, liabilities, expenses (including attorneys' fees), and judgments which may arise out of my participation in the Program.</p> <p>I hereby certify that I have reviewed the above Chaperone Program Agreement, and that I will comply with the above guidelines regulations if I am selected to serve as a chaperone for the Prescott-Zeitz Sister City Student Exchange Program.</p>			
Applicant's Name _____		Date _____	
Applicant's Signature _____			

# EMPLOYMENT HISTORY

List your employment history (including military experience) beginning with your current or last position up to the last five (5) years or the last 4 employers, whichever is greater.

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT From _____ To _____		
DESCRIPTION OF WORK		
REASON FOR LEAVING		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT From _____ To _____		
DESCRIPTION OF WORK		
REASON FOR LEAVING		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT From _____ To _____		
DESCRIPTION OF WORK		
REASON FOR LEAVING		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

EMPLOYER	ADDRESS	PHONE NUMBER
POSITION TITLE	SUPERVISOR	SUPERVISOR TITLE
DATES OF EMPLOYMENT From _____ To _____		
DESCRIPTION OF WORK		
REASON FOR LEAVING		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

### CHARACTER REFERENCE

Please give two character references that can describe your interactions with youth 14-18 years of age.

Name/Title	Organization	Telephone	Relationship

Have you ever been convicted of a crime, other than general traffic tickets? YES/NO

If yes, please explain \_\_\_\_\_

I understand that the Prescott-Zeitz Sister City Committee Selection Committee will check my references and employers, and may request other pertinent personal information. I certify that all information I have furnished on this application is true and complete to the best of my knowledge. I understand that, if accepted to serve in this position, falsified statements and/or pertinent omissions from this application, in interviews, or in other information that I have supplied, shall be grounds for voidance of the application and dismissal from the program. I understand I will be asked to provide my date of birth, driver's license number and Social Security Number at my interview in order for the Selection Committee to perform a background check. I understand that all information will be kept confidential.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your application. Please enclose a \$35 check made out to "The Prescott-Zeitz Sister City Committee" to cover costs involved with the criminal background check.

Applications should be sent to: J. Marie Cooper, Academic Advisor  
 Bradshaw Mountain High School  
 Prescott-Zeitz Sister City Committee  
 Summer Language and Culture Exchange Program  
 6000 E. Long Look Drive  
 Prescott Valley, AZ 86314

# Student Application

## Student Ambassadors

The Prescott-Zeitz Sister City Committee will send ten-to-twelve German language students from the Prescott Quad-City area during the 2014 summer vacation period. The summer exchange offers students a wonderful opportunity to not only practice their German language skills, but also to experience another

culture first-hand.

This program provides students with a unique opportunity to broaden their perception of the world, while offering them an enriching summer exchange experience they will never forget. The program will aid the student in his/her personal and academic studies by helping them in arranging for travel, hosting, and providing an environment of German

## Are you eligible?

To be able to participate in the language exchange, you must:

- be a high school student who resides in the Prescott Quad-Cities area and attends a Quad-Cities area high school.
- have completed a minimum of four semesters of high school German with a course average GPA of 3.0 or better\* by the end of the 2013-2014 school year.
- have an overall academic GPA of 3.0 or better.
- hold a valid US Passport.
- show proof of health insurance.
- demonstrate qualities of maturity, good character, and personal responsibility.
- join the Prescott-Zeitz Sister City Committee membership

## How much does the exchange cost?

The cost of the trip is approximately \$1,750.00, plus individual spending money. It is the intent of the Prescott-Zeitz Sister City Committee to assist students, through various fundraisers, in securing a major portion of the approximate \$1,500.00 in transportation costs. Students may need an additional \$200 to cover costs of exchange-sponsored field trips and excursions. There is a \$25 application fee and potential costs associated with hosting a Zeitz student during a future reciprocal exchange visit. If selected, your family must join the Prescott-Zeitz Sister City Committee (\$25 membership fee) and support Prescott-Zeitz Sister City activities.

## When do I need to turn in the application?

The application/selection process takes place in December 2013. Applications are due on Friday, December 6th, 2013.

If selected, your family will be expected to host a student from Zeitz for three weeks in the fall of 2014.

## Where do I turn in the application?

All high school German language students in the Prescott Quad-Cities area may apply to their German language teacher, who may add school-specific requirements to the application based on and in support of their school's programs and foreign language curriculum.

\*Or meet the equivalent German language proficiency as assessed by a state-certified German language teacher in the Prescott Quad-Cities area.

## More Questions?

Margo Christensen  
Acting Chair  
Prescott-Zeitz Sister Cities Committee  
(928) 925-6593  
margo@ponderosahotels.com

Bob Greninger  
President  
Prescott Sister Cities  
rgbar@commspeed.net

J. Marie Cooper  
Academic Adviser  
Bradshaw Mountain High School  
(928) 759-4100 (ext.  
jcooper@humboldtunified.com

Georgianne Farness  
German Language Teacher  
Bradshaw Mountain High School  
(928) 759-4100 (ext. 4160)  
gfarness@humboldtunified.com

### Application Checklist

- Completed application.
- Signed responsibility agreement.
- Applicant essay. *This should be no more than two pages. Describe yourself, your interests, family and an average day in your life. Explain why you should be chosen as a delegate to represent the Prescott Quad-Cities area and Yavapai County in our sister cities exchange.*
- Parent host family application. (Please include a current photograph of yourself).
- \$25 application fee (personal check made out to Prescott-Zeitz Sister City Committee).
- Proof of Health Insurance
- Photocopy of current U.S. Passport

LAST NAME:	FIRST NAME:	MIDDLE:	
ADDRESS:	CITY:	STATE:	ZIP CODE:
HOME TELEPHONE:	EMAIL ADDRESS:		
CELLULAR PHONE:	GENDER: F M		
WEIGHTED GPA:	GPA IN FOUR OR MORE SEMESTERS OF GERMAN		

### Parent Information

#### Father's Information

LAST NAME	FIRST NAME
OCCUPATION	CONTACT PHONE

#### Mother's Information

LAST NAME	FIRST NAME
OCCUPATION	CONTACT PHONE

<b>Applicant Lives With:</b> <input type="checkbox"/> Both parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Other	<b>Parents are:</b> <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> other
---	--

#### Other Family Members

	Name	Gender	Age	Relationship	Grade Level
1.	_____				
2.	_____				
3.	_____				
4.	_____				

Have any family members participated in an international exchange program? \_\_\_\_\_

### Interests and Hobbies

List all school, extracurricular activities and hobbies in which you do / have participated most recent first.

Activity	# Hours/Week	Mo./Yr. Started	Mo./Yr. Ended

List any awards and outstanding achievements in the activities listed above.

Name of Award / Achievement	Reason for Award	Year Received

## Interests and Hobbies

Name of Award / Achievement	Reason for Award	Year Received

Have you ever traveled abroad? \_\_\_\_ If so, where and when? \_\_\_\_\_

## Education and Career Plan

Do you intend to continue your education after high school? \_\_\_\_ YES \_\_\_\_ NO

If yes, where would you like to attend school? \_\_\_\_\_

What course of study would you like to pursue? \_\_\_\_\_

What are your future career plans? \_\_\_\_\_

### Personal Data

Do you work or have you ever held a job? \_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the types of jobs you've held, as well as when and where you worked.

If no, please describe routine household chores and responsibilities that you have or have had.

## Student Health

1. Does your child suffer from any medical conditions, allergies or physical, or behavioral disabilities that their host family should be aware of?

Yes/No

If yes, please supply and attach the necessary documentation from your family physician.

2. Do you expect your child to follow any dietary restrictions?

Yes/No

If yes, please describe: \_\_\_\_\_

3. Many host families have pets and you may be expected to adjust to living in a home with them (i.e., cats and dogs). Are there any medical concerns that Prescott-Zeitz Sister City program should be aware of regarding pets? If yes, please explain. \_\_\_\_\_

**PROOF OF INSURANCE AND MEDICAL RELEASE AUTHORIZATION:** I, the undersigned, certify that all important medical information has been included and that the above information is correct. I have adequate medical, accident, dismemberment, and repatriation insurance coverage for my child/children. I have verified this insurance coverage with my/our insurance agent(s) and have confirmed valid overseas coverage. I understand that the Prescott provides no medical, accident, dismemberment, or repatriation insurance. Upon my/our child's acceptance into the program, I will complete the medical history and emergency form. I also authorize the host parents and the chaperones, without liability or expense to themselves, to take whatever action they deem appropriate with regard to my son's or daughter's health and safety. They may place my son or daughter in a hospital for medical services and treatment or, if no hospital is readily available, may place them in the hands of a local medical doctor for treatment. I also authorize any physician to release any information acquired in the course of examination or treatment. I certify that the above information is correct to the best of my knowledge. This authorization shall be valid for the entire duration of the exchange program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_ Work Fax Number: \_\_\_\_\_

# Prescott-Zeitz Sister City Responsibility Agreement

1. If selected for the exchange program, I will do my best to represent Prescott Sister Cities well. I will promote the exchange program and volunteer my time to support Prescott Sister Cities. My parents will participate and become members of the Prescott-Zeitz Sister Cities Committee.
2. I understand that the purpose of the Prescott-Zeitz Sister Cities Student Exchange Program is to further international understanding and good will. I understand that while abroad I shall be acting as a representative of the United States, my community, and my school, and I shall do this to the best of my ability.
3. If selected, I may be called on to host a delegate from Zeitz, Germany, and treat them as a member of my family.
4. The drinking of alcohol and use of tobacco are not allowed during the exchange. Drugs, other than prescribed medication by a doctor, are forbidden.
5. In the event of illness, act as your host family advises. If emergency treatment is required or you become seriously ill, your host family will advise either the local coordinator and/or your parents.
6. While staying with your host family, you will be expected to participate in family life, which may include performing routine household tasks or chores. Be alert to the fact that your host family will have "family rules" by which you are expected to abide. Your host family may have a different approach to certain situations than your own family has.
7. During the exchange, you may travel with your host family or participate in other organized trips (by our host sister cities committee). You may not travel alone to distant points unless you have the prior written permission of your own parents and your host family. Also, the local sister cities coordinator must be aware of the travel. Trips should be planned well in advance with family and the local sister cities coordinator. Hitchhiking is not

I understand, that if chosen, I must abide by all rules of responsible conduct expected of me while living with a host family. I understand that my failure to do so will result in my being sent home at my parents' expense. I further understand that I am expected to live in the Prescott Quad-Cities area and to have completed four semesters of German language classes at a Prescott Quad-Cities area high school or to have met or exceeded such German language proficiency before the time of departure, in which case proficiency will be assessed by a participating high school German language teacher in the Prescott Quad-Cities area.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

My son/daughter has my permission to apply for and participate in the Prescott-Zeitz Sister City Student Exchange Program. I have read and understand the responsibilities listed above. As the applicant's parent and/or guardian, and in the event my son/daughter is selected for the student exchange program, I hereby agree to authorize the host family in the above-mentioned cities to act for me in an emergency, accident, or illness. I understand that my child's failure to abide by all rules of responsible conduct will result in him/her being sent home. I understand that in such an event we are responsible for any additional expense incurred. I further understand that if my child is selected, it is mandatory that my family joins the Prescott-Zeitz Sister Cities membership and participates in related events throughout the year.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

## Code of Conduct for High School Exchange Program

As participants in the Prescott-Zeitz Sister City Student Exchange Program, students act as ambassadors for the Prescott Quad-Cities area, Yavapai County, and the United States of America, and therefore are expected to maintain a high standard of behavior. Students who violate Program Rules in the Code of Conduct may be sent home if participating in the overseas portion of the exchange.

1. Students are subject to the authority of the chaperone(s) at all times and students will not question the chaperones' authority.
2. The nightly curfew will be established by the host family and chaperone(s), and relayed to the students. Students are to be in their host home at the indicated curfew time.
3. Students may not leave their host homes after curfew.
4. Students must respect host home property. The student responsible must pay for any damage or misappropriation of property.
5. Students must pay their hosts for phone calls and any other incidental expenses incurred the evening prior to departure for home.
6. Students must be considerate and respectful of the rights of other host family members and interact with their host family.
7. Students must be on time for all scheduled activities. Tardiness causes inconveniences to others, which may cause missing an activity, and sometimes, financial loss to the student.
8. Students must present themselves for each meal included in the program. (The chaperone(s) should already know of any dietary problem or limitation, and will try to make adjustments accordingly).
9. Students with medication must disclose that to the chaperone(s) and have a current prescription bottle with label.
10. 10. Students are expected to participate in all planned group activities. The only excuse for absence from an excursion or activity is illness.
11. At various events, meetings, or cultural locations "appropriate" clothing must be worn. Students will be required to dress as advised by the chaperone(s) for these events and advised what type of clothing to bring on the exchange tour.
12. Students may not go out at night unless they are accompanied by a chaperone, adult host family member, or other designated personnel.

### Agreed to and Accepted

Participating Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Thank you for applying. Please attach a personal check for \$25.00 made out to Prescott-Zeitz Sister City Committee to process the application. You can turn the application in to your high school German language teacher, or you can mail it to Prescott-Zeitz Sister City Committee, Prescott City Hall, P.O. Box 2059, Prescott, AZ 86301, ATTN: Patti Crouse

**Teacher Evaluation Form**

*(To be completed by high school German language teacher)*

The Prescott-Zeitz Sister City Committee was incorporated in 2013 and is selecting students aged 16, 17, and 18 to represent the Prescott Quad-Cities area in Zeitz. The students live with a host family for three weeks and then are expected to host a student in their home in the Prescott Quad-Cities area for three weeks, making it essential that the students selected be capable of adapting to many cultural differences. The students who apply are all qualified, making the final selection very difficult. We value your comments, and as you complete this form, be assured that the information given will be confidential and available only to the Selection Committee members.

**INSTRUCTIONS**

**Applicant:** Fill in your name and the name of the reference that you have chosen to provide the recommendation. The form is to be given to the reference with a stamped, addressed envelope with a reminder that the evaluation is due by 5:00 pm on December 6th, 2013.

**Reference:** Please allow four business days for mailing.

Applicant's Name \_\_\_\_\_

Reference Information						
NAME	EMAIL		TELEPHONE			
How long have you known this student and in what context?						
What are the first words that come to your mind that would describe this student? _____						
Please Check the Appropriate Box:						
RATING	No Basis	Below Average	Average	Very Good	Excellent	One of Best Ever
Maturity						
Motivation						
Communication Skills						
Flexible Attitude						
Sense of Humor						
Self Confidence						
Leadership Abilities						
Consideration of Others						
Independence						
Reliability						

**SPECIFIC QUESTIONS (answer only if you feel qualified to do so):**

1. How do you think this applicant would adjust to living with a foreign student for the summer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. From your observations, how do other people perceive this student socially? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Are there any specific reasons we should select this applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Are there any specific reasons we should not select this applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Other remarks. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applications should be sent to: J. Marie Cooper, Academic Advisor  
Bradshaw Mountain High School  
Prescott-Zeitz Sister City Committee  
Summer Language and Culture Exchange Program  
6000 E. Long Look Drive  
Prescott Valley, AZ 86314

# Host Family Application

Thank you for your interest in volunteering as a host family for our three-week language and culture student exchange program. Host families are a critical part. Ideally, your hospitality is reciprocal. If your son or daughter is a high school student who is participating in the Prescott-Zeitz Sister City language and culture exchange, they will stay with a host family in Germany for three weeks. You will then host that German family's son or daughter for three weeks in exchange for the hospitality they provided your son or daughter.

Given that not *all* families will be able to reciprocate, it is not completely necessary whether your son or daughter is participating in the exchange. Before you begin, it is necessary that (1) you or your spouse will be around your home, available to provide sufficient supervision for your guest and that (2) all adult members of your household (those who are 18 or older) must go through a criminal background check approved by the Prescott-Zeitz Sister City Committee prior to the finalization of the Germans' travel arrangements. If you have not lived in Arizona for the past five

years or longer, you must also have an FBI national background check completed (see attached procedures for background checks). The cost of this background check is \$35.00. Submit this as a check with the application.

You also must live in the Prescott Quad-Cities area and be able to provide reliable transportation to Bradshaw Mountain High School, our primary hosting school site for the 2013 exchange. However, host families are not responsible for field trips entrance costs or other local activities.

If you can meet these criteria and are interested in participating in the Prescott-Zeitz Sister City Student Exchange, please fill out and submit the following application. We look forward to hearing from you.

If your son or daughter is of high school age and has or will have completed four semesters of high school German by the end of the 2013-2014 year or has equivalent proficiency in speaking, listening, reading, and writing German, please refer to our Student Application.

Parent Information			
PARENT'S NAMES			
ADDRESS	CITY	STATE	ZIP CODE
HOME TELEPHONE	EMAIL ADDRESS(ES)		
WORK OR CELL PHONE	ADDITIONAL WORK OR CELL PHONE		
Family Member Information			
Children: _____	Age: _____	Gender: M / F	School: _____ Grade: _____
Children: _____	Age: _____	Gender: M / F	School: _____ Grade: _____
Children: _____	Age: _____	Gender: M / F	School: _____ Grade: _____
Parents both work? Yes / No		General Hours of Work _____	
FATHER'S OCCUPATION	EMPLOYER	WORK PHONE	
MOTHER'S OCCUPATION	EMPLOYER	WORK PHONE	

## Family Habits and Customs

Prescott Sister-Zeitz Sister City Program would like to match visiting students and host families to make the home stay program as enjoyable as possible. Your frank answers to the following questions will be most helpful.

A. Please check all the following which describe your family

- |  |  |
|--|--|
| <input type="checkbox"/> easy going            | <input type="checkbox"/> communicative |
| <input type="checkbox"/> serious, quiet        | <input type="checkbox"/> strict        |
| <input type="checkbox"/> individually-oriented | <input type="checkbox"/> liberal       |
| <input type="checkbox"/> family-oriented       | <input type="checkbox"/> close-knit    |

### Parents' Interests

Please list any special interests (clubs, organizations, sport groups) in which you are involved and indicate how much time away from home each activity may require while you are hosting a visiting student.

Mother	
Father	

If both parents work, what arrangements can be made to accommodate the visiting student between the end of the school day and the time the parents return home? \_\_\_\_\_

Please answer the following questions indicating Yes or No:

1. Do your children have a curfew?  YES  NO  
If yes, weeknight time? \_\_\_\_\_ Weekend time? \_\_\_\_\_
2. Do you allow your children to smoke?  YES  NO
3. Do you allow your children to drive?  YES  NO  
If yes, what are their driving privileges? \_\_\_\_\_
4. Are there smokers in your family?  YES  NO
5. Does your family follow a special diet (vegetarian, Kosher, etc.)?  YES  NO  
If yes, can you specify what kind of diet this is? \_\_\_\_\_
6. If you host a Zeitz student, would you be able to arrange your schedule to avoid out-of-town trips which would interfere with your supervisory role?  YES  NO

### International Experience

1. Has anyone in your family lived, traveled, or studied abroad? If so, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What language(s) is(are) spoken at home? \_\_\_\_\_
3. Do any family members speak or understand any foreign language? \_\_\_\_\_  
\_\_\_\_\_

1. Do you live in an apartment or private home? \_\_\_\_\_
2. How far is your home from the school (Bradshaw Mountain High School) your Prescott-Zeitz Sister City student would attend in September 2013? \_\_\_\_\_
3. How far is it from downtown Prescott? \_\_\_\_\_
4. What means of transportation would normally be used by the Prescott-Zeitz Sister City student for the following:  
 To attend school \_\_\_\_\_  
 To participate in other activities during the program \_\_\_\_\_
5. Would the visiting student have his/her own bedroom? Please note, a separate room is not required for the visiting student, but a separate bed is required. \_\_\_\_\_
6. Does your family have any pets? If yes, please specify \_\_\_\_\_
7. What arrangements would be made for the student's lunch? \_\_\_\_\_

**Host Student**

1. Would you prefer to host a (please check one):  

___ girl	___ boy	___ no preference
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2. Do you have an age preference?     YES    NO      If yes, what age? \_\_\_\_\_
3. With which child would the guest attend school and/or spend most of his or her time? \_\_\_\_\_
4. What are the hosting student's major interests at school? \_\_\_\_\_
5. Does the hosting student participate in any activities outside of school in which the visiting student would not be able to participate, for example a part time job? Please specify and indicate how much time is involved for each activity: \_\_\_\_\_
6. Does the hosting student plan to travel abroad as a participant in Prescott-Zeitz Sister City German Language and Culture Student Exchange program?       YES    NO
7. What does the hosting student do in his/her free time? Please describe: \_\_\_\_\_

**Hosting Agreement/Code of Conduct**

I/We \_\_\_\_\_, the parents/legal guardians of \_\_\_\_\_, agree to:  
 receive in my/our main place of residence during the U.S. portion of the program the Prescott-Zeitz Sister City Student Exchange student.

- be responsible for the lodging, maintenance (food, etc.) and family activities of said student.
- be responsible for and treat our guest as one of my/our own children, and pay particular attention that he/she not be left alone.
- speak in English with our guest as much as possible and ask our family to do the same.
- try to make said student's stay in the U.S.A. as beneficial, productive, and enjoyable as possible
- notify the designatated Prescott-Zeitz Sister City contact person in case of any problems or concerns.

I hereby certify that I am aware of and accept the Prescott-Zeitz Sister City Student Exchange program requirements for participation and that the information provided in this application is correct to the extent of my knowledge.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

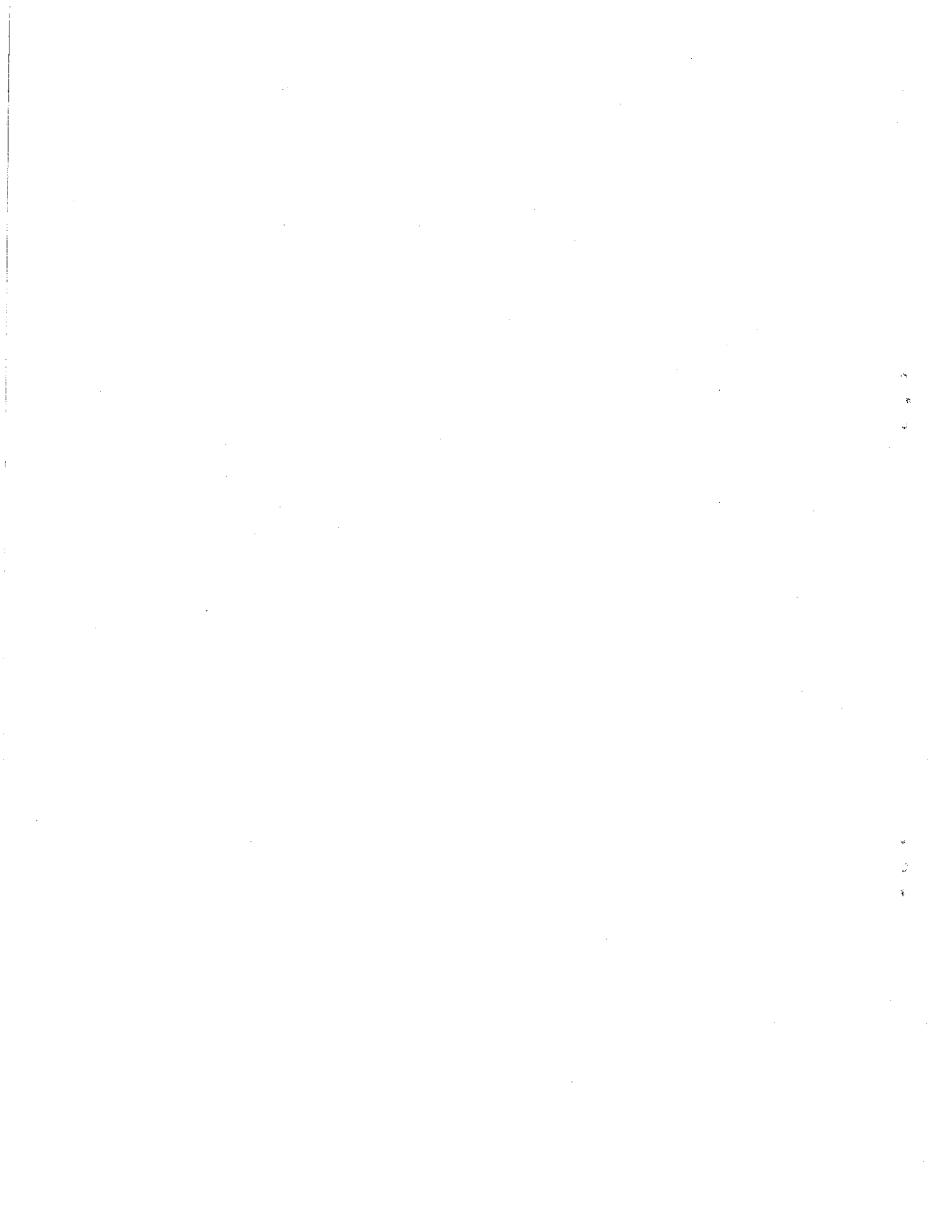
Printed Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Thank you for applying to volunteer for the Prescott-Zeitz Sister Cities Student Exchange. Please attach a \$35 personal check made out to "Prescott-Zeitz Sister City Committee" to conduct an background screening. Applications can be sent to:

Applications should be sent to: J. Marie Cooper, Academic Advisor  
Bradshaw Mountain High School  
Prescott-Zeitz Sister City Committee  
Summer Language and Culture Exchange Program  
6000 E. Long Look Drive  
Prescott Valley, AZ 86314



# PERSONNEL

## Item 11A.

### Termination

(W. Grace)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board      Item # 11A  
FROM: Dr. Paul H. Stanton, Superintendent, and Dan Streeter,      Reading  
Assistant Superintendent - Operations  
DATE: February 10, 2015      Discuss X  
SUBJECT: Approval to Terminate Classified At-Will Work Agreement      Action X  
for William Grace

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OBJECTIVE: Goal # Personnel

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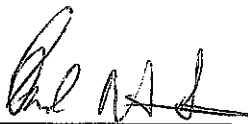
SUPPORTING DATA:

SUMMARY & RECOMMENDATION:

Sample Motion:

*I move to terminate the employment of classified at-will Bus Driver William Grace effective February 10, 2015.*

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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