CONSENT
Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # E.D
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	March 17, 2015	Discuss
SUBJECT:	Monthly Budgets - Board Report	Action
		Consent X

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

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 $-859,270.49 ($611,574 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 8.7 %.

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

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2014 To Date: 2/23/2015

Fiscal Year: 2014-2015

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	001	MAINT & OPER FUNDS						
		Fund 001 Total:	$30,009,863.89	$19,420,346.12	$19,420,346.12	$10,589,517.77	$11,448,788.26	($859,270.49) -2.86%
Fund:	011	CLASSROOM-BASE SAL						
		Fund 011 Total:	$673,670.21	$291,359.15	$291,359.15	$382,311.06	$0.00	$382,311.06 56.75%
Fund:	012	CLASSROOM-PERF PAY						
		Fund 012 Total:	$1,038,544.20	$0.00	$0.00	$1,038,544.20	$0.00	$1,038,544.20 100.00%
Fund:	013	CLASSROOM-OTHER						
		Fund 013 Total:	$1,014,768.00	$388,480.37	$388,480.37	$626,287.63	$0.00	$626,287.63 61.72%
Fund:	021	INDIAN GAMING-INSTRUCTION IMPROV						
		Fund 021 Total:	$39,256.61	$0.00	$0.00	$39,256.61	$0.00	$39,256.61 100.00%
Fund:	024	INDIAN GAMING - INSTRUCTIONAL IMPROV						
		Fund 024 Total:	$407,298.57	$152,718.11	$152,718.11	$254,580.46	$75,381.92	$179,198.54 44.00%
Fund:	071	SEI - STRUCTURED ENGLISH IMMERSION						
		Fund 071 Total:	$290,193.68	$159,990.43	$159,990.43	$130,203.25	$118,299.06	$11,904.19 4.10%
Fund:	110	TITLE I LEA						
		Fund 110 Total:	$1,354,046.28	$603,809.42	$603,809.42	$750,236.86	$475,959.15	$274,277.71 20.26%
Fund:	112	TITLE 1-D NEGLECTED/DELINQUENT-LEA						
		Fund 112 Total:	$134,467.80	$56,820.67	$56,820.67	$77,647.13	$60,352.39	$17,294.74 12.86%
Fund:	140	TITLE II - IMPROVING TEACHER QUALITY						
		Fund 140 Total:	$177,811.07	$131,239.81	$131,239.81	$46,571.26	$66,243.20	($19,671.94) -11.06%
Fund:	190	TITLE III LEP PROGRAM						
		Fund 190 Total:	$80,257.57	$15,479.20	$15,479.20	$64,778.37	$8,035.89	$56,742.48 70.70%
Fund:	220	IDEA - BASIC - ENT						

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2014 To Date: 2/23/2015

Fiscal Year: 2014-2015

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
		Fund 220 Total:	$1,037,231.44	$568,104.88	$568,104.88	$469,126.56	$340,726.65	$128,399.91 12.38%
Fund:	221	IDEA - PRESCHOOL GRANT						
		Fund 221 Total:	$27,656.70	$16,919.10	$16,919.10	$10,737.60	$10,346.69	$390.91 1.41%
Fund:	260	CTE BASIC GRANT/FEDERAL						
		Fund 260 Total:	$17,372.91	$14,609.22	$14,609.22	$2,763.69	$0.00	$2,763.69 15.91%
Fund:	261	CTE BASIC GRANT FY 15						
		Fund 261 Total:	$117,836.30	$36,553.40	$36,553.40	$81,282.90	$17,378.38	$63,904.52 54.23%
Fund:	290	MEDICAID OUTREACH						
		Fund 290 Total:	$137,344.92	$20,615.75	$20,615.75	$116,729.17	$18,496.58	$98,232.59 71.52%
Fund:	291	MEDICAID DIRECT						
		Fund 291 Total:	$1,018,394.66	$83,477.84	$83,477.84	$934,916.82	$66,234.95	$868,681.87 85.30%
Fund:	301	RACE TO THE TOP - FY 12-13						
		Fund 301 Total:	$17,243.81	$17,243.81	$17,243.81	$0.00	$0.00	$0.00 0.00%
Fund:	302	GEAR UP 08/28/13						
		Fund 302 Total:	$266,100.00	$177,402.16	$177,402.16	$88,697.84	$62,483.85	$26,213.99 9.85%
Fund:	303	GEAR UP MIDDLE GRADE INITIATIVE (09/04/14						
		Fund 303 Total:	$25,000.00	$7,948.54	$7,948.54	$17,051.46	$12,883.68	$4,167.78 16.67%
Fund:	349	NAT'L FOREST FEES - FY 12-13						
		Fund 349 Total:	$470,991.22	$261,728.12	$261,728.12	$209,263.10	$15,138.52	$194,124.58 41.22%
Fund:	374	E-RATE - FY 12-13						
		Fund 374 Total:	$101,047.20	$0.00	$0.00	$101,047.20	$0.00	$101,047.20 100.00%
Fund:	400	CTE PRIORITY PROGRAM						
		Fund 400 Total:	$53,754.80	$12,038.05	$12,038.05	$41,716.75	$12,046.90	$29,669.85

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2014 To Date: 2/23/2015

Fiscal Year: 2014-2015

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
								55.19%
Fund:	485	WRP						
		Fund 485 Total:	$139,069.45	$2,002.08	$2,002.08	$137,067.37	$9,986.03	$127,081.34
								91.38%
Fund:	495	K-12 Center Grant						
		Fund 495 Total:	$100,000.00	$41,204.36	$41,204.36	$58,795.64	$56,605.37	$2,190.27
								2.19%
Fund:	500	SCH PLANT- > 1 YR						
		Fund 500 Total:	$118,223.03	$16,372.82	$16,372.82	$101,850.21	$27,098.21	$74,752.00
								63.23%
Fund:	510	FOOD SERVICE						
		Fund 510 Total:	$3,085,327.83	$1,420,161.34	$1,420,161.34	$1,665,166.49	$1,070,859.24	$594,307.25
								19.26%
Fund:	515	CIVIC CENTER						
		Fund 515 Total:	$255,433.33	$78,411.00	$78,411.00	$177,022.33	$27,691.04	$149,331.29
								58.46%
Fund:	517	BUS RENTAL						
		Fund 517 Total:	$42,828.60	$0.00	$0.00	$42,828.60	$0.00	$42,828.60
								100.00%
Fund:	520	COMMUNITY SCHOOL						
		Fund 520 Total:	$3,010.01	$0.00	$0.00	$3,010.01	$0.00	$3,010.01
								100.00%
Fund:	521	EXTENDED KINDERGARTEN						
		Fund 521 Total:	$247,157.94	$12,959.49	$12,959.49	$234,198.45	$10,100.99	$224,097.46
								90.67%
Fund:	522	BEFORE/AFTER SCHOOL PROGRAM						
		Fund 522 Total:	$45,407.54	($2,637.34)	($2,637.34)	$48,044.88	$0.00	$48,044.88
								105.81%
Fund:	523	BRIGHT FUTURES PRESCHOOL						
		Fund 523 Total:	$68,720.13	$4,927.35	$4,927.35	$63,792.78	$0.00	$63,792.78
								92.83%
Fund:	525	AUX OPERATIONS						
		Fund 525 Total:	$528,361.47	$240,092.71	$240,092.71	$288,268.76	$88,402.49	$199,866.27
								37.83%

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2014 To Date: 2/23/2015

Fiscal Year: 2014-2015

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	526	ACT FEES TAX CRED						
		Fund 526 Total:	$577,045.52	$103,683.09	$103,683.09	$473,362.43	$46,349.12	$427,013.31 74.00%
Fund:	530	GIFTS & DONATIONS						
		Fund 530 Total:	$76,886.05	$7,170.01	$7,170.01	$69,716.04	$11,672.94	$58,043.10 75.49%
Fund:	534	SCHOLARSHIPS						
		Fund 534 Total:	$2,239.43	$0.00	$0.00	$2,239.43	$0.00	$2,239.43 100.00%
Fund:	540	FINGERPRINT						
		Fund 540 Total:	$11,675.00	$4,327.50	$4,327.50	$7,347.50	$8,172.50	($825.00) -7.07%
Fund:	550	INSURANCE PROCEEDS						
		Fund 550 Total:	$250,477.09	$23,872.42	$23,872.42	$226,604.67	$0.00	$226,604.67 90.47%
Fund:	551	INSURANCE - AEI						
		Fund 551 Total:	$35,513.98	$570.00	$570.00	$34,943.98	$255.00	$34,688.98 97.68%
Fund:	555	TEXTBOOKS						
		Fund 555 Total:	$19,365.13	$0.00	$0.00	$19,365.13	$0.00	$19,365.13 100.00%
Fund:	565	LITIGATION RECOVERY						
		Fund 565 Total:	$2,138.37	$0.00	$0.00	$2,138.37	$0.00	$2,138.37 100.00%
Fund:	570	INDIRECT COSTS						
		Fund 570 Total:	$1,055,041.14	$97,058.50	$97,058.50	$957,982.64	$108,204.12	$849,778.52 80.54%
Fund:	575	UNEMPLOYMENT INSURANCE						
		Fund 575 Total:	$151,476.62	$12,014.88	$12,014.88	$139,461.74	$0.00	$139,461.74 92.07%
Fund:	590	GRANT/GIFT TEACHER						
		Fund 590 Total:	$28,443.82	$5,497.58	$5,497.58	$22,946.24	$990.00	$21,956.24 77.19%
Fund:	595	SCHOOL BUS ADVERTISEMENT						

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2014 To Date: 2/23/2015

Fiscal Year: 2014-2015

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
		Fund 595 Total:	$16,025.40	$0.00	$0.00	$16,025.40	$0.00	$16,025.40 100.00%
Fund:	596	JTED - MTN. INSTITUTE						
		Fund 596 Total:	$63,204.10	$20,310.84	$20,310.84	$42,893.26	$16,076.74	$26,816.52 42.43%
Fund:	610	CAPITAL OUTLAY						
		Fund 610 Total:	$9,034,649.00	$974,698.09	$974,698.09	$8,059,950.91	$503,792.39	$7,556,158.52 83.64%
Fund:	630	BOND BUILDING						
		Fund 630 Total:	$1,994,889.18	$86,681.49	$86,681.49	$1,908,207.69	$31,257.32	$1,876,950.37 94.09%
Fund:	650	GIFTS & DONATIONS						
		Fund 650 Total:	$82,209.74	$51,385.89	$51,385.89	$30,823.85	$0.00	$30,823.85 37.49%
Fund:	665	ENERGY REBATES						
		Fund 665 Total:	$37,872.73	$5,175.64	$5,175.64	$32,697.09	$2,500.00	$30,197.09 79.73%
Fund:	691	BUILDING RENEWAL GRANT - SFB						
		Fund 691 Total:	$55,000.00	$0.00	$0.00	$55,000.00	$55,000.00	$0.00 0.00%
Fund:	850	STUDENT ACTIVITIES						
		Fund 850 Total:	$92,244.30	$33,569.93	$33,569.93	$58,674.37	$12,585.54	$46,088.83 49.96%
Fund:	855	EMPLOYEE INSURANCE						
		Fund 855 Total:	$3,611,979.78	$2,466,048.78	$2,466,048.78	$1,145,931.00	$67,514.06	$1,078,416.94 29.86%
		Grand Total:	$60,342,067.55	$28,142,442.60	$28,142,442.60	$32,199,624.95	$14,963,909.17	$17,235,715.78 28.56%

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:	March 17, 2015	Discuss
SUBJECT:	Student Activities – Board Report	Action
		Consent X

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

SUPPORTING DATA

Attached is the monthly Student Activities Report.

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

SUMMARY & RECOMMENDATION

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

Approved for transmittal to the Governing Board: _____

Dr. Paul Stanton, Superintendent

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

850 STUDENT ACTIVITIES BOARD REPORT

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

Fiscal Year: 2014-2015 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	$7,996.04	$0.00	$0.00	$7,996.04	$0.00	$7,996.04	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	$0.00	$1,899.78	$1,899.78	($1,899.78)	$263.05	($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	$362.38	$362.38	($362.38)	$0.00	($362.38)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$7,996.04	$2,810.16	$2,810.16	$5,185.88	$263.05	$4,922.83	61.57%
	UNIT: LVES - 110	$7,996.04	$2,810.16	$2,810.16	$5,185.88	$263.05	$4,922.83	61.57%
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	$305.33	$305.33	($305.33)	$394.67	($700.00)	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	$405.33	$405.33	$1,814.23	$394.67	$1,419.56	63.96%
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%
	UNIT: BMMS - 120	$5,060.15	$595.55	$595.55	$4,464.60	$704.45	$3,760.15	74.31%
850.100.1000.6000.125.1319	GENERIC EXPENSE	$5,864.88	$0.00	$0.00	$5,864.88	$0.00	$5,864.88	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	$1,203.72	$1,203.72	($1,203.72)	$59.02	($1,262.74)	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)	$2,450.00	($2,600.00)	0.00%
850.610.2190.6340.125.1319	TECHNICAL SERVICES	$0.00	$75.00	$75.00	($75.00)	$0.00	($75.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$5,864.88	$1,629.02	$1,629.02	$4,235.86	$2,595.81	$1,640.05	27.96%
850.100.1000.6000.125.1362	GENERIC EXPENSE	$316.51	$0.00	$0.00	$316.51	$0.00	$316.51	100.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	$316.51	$0.00	$0.00	$316.51	$0.00	$316.51	100.00%
	UNIT: GHMS - 125	$6,181.39	$1,629.02	$1,629.02	$4,552.37	$2,595.81	$1,956.56	31.65%
850.100.1000.6000.131.1319	GENERIC EXPENSE	$2,051.97	$0.00	$0.00	$2,051.97	$0.00	$2,051.97	100.00%
	COURSE: STUDENT COUNCIL - 1319	$2,051.97	$0.00	$0.00	$2,051.97	$0.00	$2,051.97	100.00%
	UNIT: HES - 131	$2,051.97	$0.00	$0.00	$2,051.97	$0.00	$2,051.97	100.00%
850.100.1000.6000.132.1319	GENERIC EXPENSE	$2,998.00	$0.00	$0.00	$2,998.00	$0.00	$2,998.00	100.00%
850.610.1000.6610.132.1319	GENERAL SUPPLIES	$0.00	$262.09	$262.09	($262.09)	$37.91	($300.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$2,998.00	$262.09	$262.09	$2,735.91	$37.91	$2,698.00	89.99%
	UNIT: MVES - 132	$2,998.00	$262.09	$262.09	$2,735.91	$37.91	$2,698.00	89.99%
850.100.1000.6000.133.1319	GENERIC EXPENSE	$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%
	UNIT: CSES - 133	$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 STUDENT ACTIVITIES BOARD REPORT

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

Fiscal Year: 2014-2015 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.610.2220.6641.134.1319	LIBRARY BOOKS	$0.00	$289.30	$289.30	($289.30)	$0.00	($289.30)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$2,180.26	$289.30	$289.30	$1,890.96	$0.00	$1,890.96	86.73%
	UNIT: LTS - 134	$2,180.26	$289.30	$289.30	$1,890.96	$0.00	$1,890.96	86.73%
850.100.1000.6000.135.1319	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%
850.100.1000.6000.230.1316	GENERIC EXPENSE	$20,579.21	$0.00	$0.00	$20,579.21	$0.00	$20,579.21	100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	$0.00	$4,182.93	$4,182.93	($4,182.93)	$1,700.47	($5,883.40)	0.00%
850.610.1000.6810.230.1316	DUES AND FEES	$0.00	$1,760.00	$1,760.00	($1,760.00)	$1,500.00	($3,260.00)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	$0.00	$2,948.85	$2,948.85	($2,948.85)	$2,851.15	($5,800.00)	0.00%
	COURSE: HOSA - 1316	$20,579.21	$8,891.78	$8,891.78	$11,687.43	$6,051.62	$5,635.81	27.39%
850.100.1000.6000.230.1319	GENERIC EXPENSE	$23,278.40	$0.00	$0.00	$23,278.40	$0.00	$23,278.40	100.00%
850.400.2710.6510.230.1319	STUDENT TRANS SVS	$0.00	$464.75	$464.75	($464.75)	$0.00	($464.75)	0.00%
850.610.1000.6610.230.1319	GENERAL SUPPLIES	$0.00	$3,419.28	$3,419.28	($3,419.28)	$0.00	($3,419.28)	0.00%
850.610.1000.6730.230.1319	FF&E < $1,000	$0.00	$817.50	$817.50	($817.50)	$0.00	($817.50)	0.00%
850.610.1000.6810.230.1319	DUES AND FEES	$0.00	$314.55	$314.55	($314.55)	$0.00	($314.55)	0.00%
850.610.1000.6811.230.1319	REFUND FEES	$0.00	$25.00	$25.00	($25.00)	$0.00	($25.00)	0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	$0.00	$3,068.92	$3,068.92	($3,068.92)	$0.00	($3,068.92)	0.00%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	$0.00	$1,600.00	$1,600.00	($1,600.00)	$0.00	($1,600.00)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	$0.00	$286.00	$286.00	($286.00)	$0.00	($286.00)	0.00%
850.620.1000.6890.230.1319	MISC EXPENDITURES	$0.00	$580.00	$580.00	($580.00)	$0.00	($580.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$23,278.40	$10,576.00	$10,576.00	$12,702.40	$0.00	$12,702.40	54.57%
850.100.1000.6000.230.1320	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%
850.100.1000.6000.230.1361	GENERIC EXPENSE	$3,486.01	$0.00	$0.00	$3,486.01	$0.00	$3,486.01	100.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	$0.00	$507.27	$507.27	($507.27)	$1,100.00	($1,607.27)	0.00%
850.610.1000.6810.230.1361	DUES AND FEES	$0.00	$94.00	$94.00	($94.00)	$0.00	($94.00)	0.00%
	COURSE: MU ALPHA THETA - 1361	$3,486.01	$601.27	$601.27	$2,884.74	$1,100.00	$1,784.74	51.20%
850.100.1000.6000.230.1362	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%
850.100.1000.6000.230.1363	GENERIC EXPENSE	$351.86	$0.00	$0.00	$351.86	$0.00	$351.86	100.00%
	COURSE: ART - 1363	$351.86	$0.00	$0.00	$351.86	$0.00	$351.86	100.00%
850.100.1000.6000.230.1364	GENERIC EXPENSE	$3,882.25	$0.00	$0.00	$3,882.25	$0.00	$3,882.25	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	$0.00	$3,098.66	$3,098.66	($3,098.66)	$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%
850.100.1000.6000.230.1368	GENERIC EXPENSE	$3,961.92	$0.00	$0.00	$3,961.92	$0.00	$3,961.92	100.00%
850.610.1000.6610.230.1368	GENERAL SUPPLIES	$0.00	$651.00	$651.00	($651.00)	$0.00	($651.00)	0.00%
850.610.1000.6810.230.1368	DUES AND FEES	$0.00	$255.00	$255.00	($255.00)	$0.00	($255.00)	0.00%
850.610.1000.6890.230.1368	MISC EXPENDITURES	$0.00	$2,090.00	$2,090.00	($2,090.00)	$0.00	($2,090.00)	0.00%
	COURSE: DECA - 1368	$3,961.92	$2,996.00	$2,996.00	$965.92	$0.00	$965.92	24.38%
850.100.1000.6000.230.1373	GENERIC EXPENSE	($27.91)	$0.00	$0.00	($27.91)	$0.00	($27.91)	100.00%

850 STUDENT ACTIVITIES BOARD REPORT

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

Fiscal Year: 2014-2015 ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	COURSE: DRAMA/THEATER - 1373	($27.91)	$0.00	$0.00	($27.91)	$0.00	($27.91)	100.00%
850.100.1000.6000.230.1375	GENERIC EXPENSE	$761.44	$0.00	$0.00	$761.44	$0.00	$761.44	100.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES	$0.00	$110.97	$110.97	($110.97)	$89.03	($200.00)	0.00%
	COURSE: INTERACT - 1375	$761.44	$110.97	$110.97	$650.47	$89.03	$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	$3,428.36	$0.00	$0.00	$3,428.36	$0.00	$3,428.36	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	$0.00	$875.79	$875.79	($875.79)	$324.21	($1,200.00)	0.00%
850.610.1000.6890.230.1403	MISC EXPENDITURES	$0.00	$0.00	$0.00	$0.00	$72.00	($72.00)	0.00%
850.610.2190.6340.230.1403	TECHNICAL SERVICES	$0.00	$164.16	$164.16	($164.16)	$0.00	($164.16)	0.00%
	COURSE: P.A.L.S. - 1403	$3,428.36	$1,039.95	$1,039.95	$2,388.41	$396.21	$1,992.20	58.11%
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	$63,196.84	$27,620.18	$27,620.18	$35,576.66	$8,386.43	$27,190.23	43.02%
	Grand Total:	$92,203.05	$34,167.82	$34,167.82	$58,035.23	$11,987.65	$46,047.58	49.94%

End of Report

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CONSENT
Item 8F.

Amended
Stipend Schedule
2014-15

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8F
FROM:	Dan Streeter, Assistant Superintendent of Operations	Reading
DATE:	March 17, 2015	Discuss
SUBJECT:	Approval of Amended Stipend Schedule for the 2014-15 School Year	Action
		Consent X
OBJECTIVE:	Goal #4 To Attract and Retain Highly Effective Employees	

SUPPORTING DATA:

At the March 24, 2014 Combined Professional and Support Staff Meet & Confer Committee Meeting, the Committee voted to recommend the attached 2014-2015 Stipend Schedule. The attached Stipend Schedule includes the addition of an assistant elementary track coach to be paid through tax credits when the Board approved triggers are met for participation.

SUMMARY & RECOMMENDATION:

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

Sample Motion:

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

Approved for transmittal to the Governing Board:

Dr. Paul H. Stanton, Superintendent

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

2014-2015 STIPEND SCHEDULE

Board Approval (9-9-14)

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

POSITION TYPE		Number of Positions	*Funding Source	CATEGORY	STIPEND CATEGORIES AND RATES YEARS 0-2	YEARS 3-5 x1.3	YEARS 6+ x1.6
FOOTBALL (Fall Season)							
	Head Football Coach	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	High School Assistant Football Coach	5	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Additional Assistant High School Football Coach	2	Tax Credit	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
August-October →	**Elementary Flag Football Coach**	1 per building	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
	High School Weight Room Coach	1 per season	Tax Credit		$1,225.00		
	Head Boys Basketball Coach	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	Head Girls Basketball Coach	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	JV Boys Basketball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	JV Girls Basketball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Freshman Boys Basketball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Freshman Girls Basketball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	8th Boys Basketball Coach	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	8th Girls Basketball Coach	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Assistant MS/HS Basketball Coach	Per Trigger #	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
October-December →	**Elementary Boys Basketball Coach**	1 per building	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
October-December →	**Elementary Girls (Co-ed if needed) Basketball Coach**	1 per building	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
WRESTLING (Winter Season)							
	Head Wrestling Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	JV Wrestling Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Assistant High School Wrestling Coach	Per Trigger #	Tax Credit	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Middle School Combined Wrestling Coach	1	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Assistant Middle School Wrestling Coach	Per Trigger #	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
	Elementary Combined Wrestling Coach	1	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
VOLLEYBALL (Fall Season)							
	Head Volleyball Coach	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	JV Volleyball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Freshman Volleyball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Middle School Volleyball Coach	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Assistant MS Volleyball Coach	Per Trigger #	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
January-February →	**Elementary Volleyball Coach**	1 per building	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
BASEBALL (Spring Season)							
	Head Baseball Coach	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	JV Baseball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Freshman Baseball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
SOFTBALL (Spring Season)							
	Head Softball Coach	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	JV Softball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Freshman Softball Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
TRACK (Spring Season)							
	Head Track Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	Assistant Track Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	High School Assistant Track Coach	Per Trigger #	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	High School Assistant Track Coach	Per Trigger #	Tax Credit	3	$ -	$ -	$ -
	Middle School Boys Track Coach	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Middle School Girls Track Coach	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Middle School Assistant Track Coach	Per Trigger #	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
March-May →	**Elementary Track Coach**	1 per building	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
	Assistant Elementary Track Coach	Per Trigger #	Tax Credit	5	$ 612.50	$ 796.25	$ 980.00
SOCCER (Winter Season)							
	Head Boys Soccer Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00

	Head Girls Soccer Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	High School Assistant Coach	**Per Trigger #**	**Tax Credit (Sport)**	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	JV Boys Soccer Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	JV Girls Soccer Coach	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Middle School Combined Boys Soccer Coach	1	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Middle School Combined Girls Soccer Coach	1	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Assistant Middle School Soccer Coach	**Per Trigger #**	**Tax Credit**	5	$ 612.50	$ 796.25	$ 980.00
CROSS COUNTRY (Fall Season)							
	Head Cross Country Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	HS Assistant Cross Country Coach	**Per Trigger #**	**Tax Credit**	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
TENNIS (Spring Season)							
	Head Boys Tennis Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	Head Girls Tennis Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	Assistant High School Tennis Coach	**Per Trigger #**	**Tax Credit (Sport)**	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
SWIMMING (Fall Season)							
	Head Swim Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	Assistant High School Swim Coach	**Per Trigger #**	**Tax Credit**	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
GOLF (Fall Season)							
	Head Golf Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	Assistant High School Golf Coach	**Per Trigger #**	**Tax Credit**	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
CHEER (Fall Season/*Winter Season*)							
	HS Cheer Coach	1	M/O	2	$ 2,450.00	$ 3,185.00	$ 3,920.00
	Assistant HS Cheer Coach	**Per Trigger #**	**Tax Credit**	4	*$ 1,225.00*	*$ 1,592.50*	*$ 1,960.00*
MUSIC (School Year)							
	High School Band/Marching Band Director	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	High School Marching Band Assistant (45+ students)	**Per Trigger #**	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	High School Marching Band Assistant (90+ students)	**Per Trigger #**	**Tax Credit**	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	High School Choir Director	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	Middle School Band Director	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	*MS Band stipend requires minimum of six (6) after school and/or evening events per year.						
	Middle School Choir Director	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	*MS Choir stipend requires minimum of six (6) after school and/or evening events per year.						
	Elementary Music Director	1 per building	M/O	5	$ 612.50	$ 796.25	$ 980.00
	*Elementary Choir stipend requires minimum of three (3) after school and/or evening events per year.						
STUDENT COUNCIL (School Year)							
	High School Student Council Advisor	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Middle School Student Council Advisor	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Elementary Student Council	1 per building	M/O	5	$ 612.50	$ 796.25	$ 980.00
YEARBOOK (School Year)							
	High School Yearbook Advisor	1	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	Middle School Yearbook Advisor	1 per building	M/O	5	$ 612.50	$ 796.25	$ 980.00
DRAMA (School Year)							
	High School Drama Advisor	1	M/O	1	$ 2,940.00	$ 3,822.00	$ 4,704.00
	*HS Drama stipend requires minimum of ten (10) after school and/or evening events per year.						
	High School Drama Technical Advisor	1	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	*HS Drama Tech stipend requires minimum of eight (8) after school and/or evening events per year.						
	Middle School Drama Advisor	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	*MS Drama stipend requires minimum of six (6) after school and/or evening events per year.						
HIGH SCHOOL (School Year)							
	High School Prom Sponsor	1	M/O	5	$ 612.50	$ 796.25	$ 980.00
	High School Graduation Sponsor	1	M/O	5	$ 612.50	$ 796.25	$ 980.00
	High School Speech/Forensics/Mock Trial Advisor	1	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	High School Department Chair (LA, Math, Science)	1 per AIMS area	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	High School Department Chair (except LA, Math, Science)	1 per department	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	High School AdvancEd Co-Chair	2	M/O	3	$ 1,837.50	$ 2,388.75	$ 2,940.00
	"Clubs" stipend to be paid a fixed $612.50 from Tax Credit as available and with Principal approval.						
MIDDLE SCHOOL (School Yr.)							
	Middle School Athletic Director	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Middle School Team Leader	1 per AIMS area	M/O	5	$ 612.50	$ 796.25	$ 980.00

	Middle School Reading Counts	1 per building	M/O	5	$ 612.50	$ 796.25	$ 980.00
	"Clubs" stipend to be paid a fixed $612.50 from Tax Credit as available and with Principal approval.						
ELEMENTARY SCHOOL (School Yr.)							
	Elementary Athletic Director	1	M/O		$4,000		
	Elementary Child Study Coordinator	1 per building	M/O	4	$ 1,225.00	$ 1,592.50	$ 1,960.00
	Elementary Reading Counts	1 per building	M/O	5	$ 612.50	$ 796.25	$ 980.00
	"Clubs" stipend to be paid a fixed $612.50 from Tax Credit as available and with Principal approval.						
TRIGGERS	A sports team with <10...stipend= 1/2 pay rate						
	A sports team with 24+...assistant coach (Tax Credit)						
	A sports team with 48+...second assistant coach (Tax Credit)						
	A high school dept. head with <6 = 1/2 pay scale						
ACADEMIC ADVISORS							
	High School Counselors	4	M/O		$5,000		
	*HS Counselors requires a minimum of ten (10) after school and/or evening events per year						
	Instructional Specialists	9	K12 Center/Title II		$5,000		
	*Instructional Specialists requires the facilitation of a minimum of seven (7) pre-service days						
	*Two additional days of in-service must be provided						
CURRICULUM COORDINATORS							
	Elementary Curriculum Coordinator - 3rd Grade-5th Grade ELA	1	Title II		$2,500		
	Elementary Curriculum Coordinator - 3rd Grade-5th Grade Math	1	Title II		$2,500		
	Elementary Curriculum Coordinator - 3rd Grade-5th Grade Science/Social Studies	1	Title II		$2,500		
	Middle School Curriculum Coordinator - Math	1	Title II		$2,500		
	Middle School Curriculum Coordinator - Language Arts	1	Title II		$2,500		
	Middle School Curriculum Coordinator - Science	1	Title II		$2,500		
	Middle School Curriculum Coordinator - Social Studies	1	Title II		$2,500		
	District ELD Coordinator	1	M/O/Title III		$15,000		
	District Network Administrator	1	M/O		$15,000		
	CTE Director Extended Contract	1	JTED/CTE		$4,000		
	Lead Nurse	1	SPED 220		$1,000		
	Lead Speech	1	SPED 220		$1,000		
	Lead Psych	1	SPED 220		$2,500		
	Psych Intern Supervisor	1	SPED 220		$2,500		
	Special Education Mentor	1	M/O		$1,000		
GUIDELINES							
	*Funding sources may vary						
	Continuous years of in-house experience in a "position type" will count for horizontal movement.						
	Head high school coaches new to the District may be granted up to five (5) years credit for coaching experience in the same sport at previous schools.						
	High school assistant coaches, JV Coaches, and Freshman Coaches new to the District may be granted up to three (3) years credit for coaching experience in the same sport at previous schools.						

Assistant coaches not listed will be paid as follows: 1) High school assistants for Category 1 head coaches will be paid two (2) steps lower than the high school head coach. 2) High school assistants for Category 2 head coaches and middle level assistants will be paid one (1) step lower than the coach. 3) Elementary asssistants will be paid at the same level as the elementary coach. **Assistants based on triggers will be paid from Tax Credit Funds, except as listed above.**

CONSENT
Item 8G.

Lunch Price Increase
2015-16

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8G
FROM:	Tami Hitt-Wyant, Food and Nutrition Department	Reading
DATE:	March 17, 2015	Discuss
SUBJECT:	Approval to increase lunch prices for the 2015-16 school year.	Action
		Consent X
OBJECTIVE:	Goal #2 To Focus on Planning for Future Student Needs	

SUPPORTING DATA:
The United States Department of Agriculture effective July 1, 2011, section 205 of the Healthy, Hunger- Free Kids Act of 2010 requires school food authorities participating in the National School Lunch Program to provide the same level of support for lunches served to students who are not eligible for free or reduced price lunches (i.e. paid lunches) as they are for lunches served to students eligible for free lunches.

SUMMARY & RECOMMENDATION:
The paid lunch equity calculations determined our price increase would be $0.09. Using a weight average price increase, I recommend we increase paid meals at the K-8 by $0.05 and 9-12 by $.25. Breakfast prices would remain constant and are the same as 12 years ago.

K-8th
Paid Student Breakfast- $1.25
Paid Student Lunch - $2.10

9th – 12th
Paid Student Breakfast - $1.25
Paid Student Lunch - $2.75

It is recommended that the Governing Board approve the above weighted increase in lunch prices for school lunches for the 2015-16 school year.

Sample Motion:
I move to approve student school lunch price increases for grades K-8 to $2.10, and to $2.75 for the high school for the 2015-16 school year.

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

Questions should be directed to: Tami Hitt-Wyant (928)759-5012

United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive
Alexandria, VA
22302-1500

DATE: October 8, 2014

MEMO CODE: SP 03-2015

SUBJECT: Paid Lunch Equity: School Year 2015-2016 Calculations and Tool

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

School Program regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for "paid" meals or through other non-Federal sources provided to the nonprofit school food service account.

This memorandum provides guidance on the calculations SFAs must make in order to ensure they are in compliance with these requirements for School Year (SY) 2015-16. In addition, the SY 2015-16 Paid Lunch Equity (PLE) tool to assist SFAs as they make these required calculations is attached to this memorandum.

SY 2015-2016 Paid Lunch Equity Calculations

For SY 2015-2016, SFAs which, on a weighted average, charged less than **$2.70** for paid lunches in SY 2014-2015 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.19 percent, or **4.19** percent.

SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2014-2015 when calculating the weighted average paid lunch price increase for SY 2015-2016. For example, if the unrounded SY 2014-2015 requirement was $2.08 but the SFA opted to round down to $2.05, the calculation of the SY 2015-2016 requirement is based on the $2.08 unrounded SY 2014-2015 requirement.

If an SFA raised its weighted average paid lunch price above the required amount in SY 2014-2015, that excess paid lunch price increase may be subtracted from the total SY 2015-2016 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the average price calculations.

AN EQUAL OPPORTUNITY EMPLOYER

Additionally, if an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2014-2015, the shortfall must be added to the total SY 2015-2016 paid lunch price adjustment requirement.

Use of Non-Federal Sources Calculation

SFAs that choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies by the difference between the SY 2014-2015 weighted average paid lunch price requirement and the SY 2014-2015 weighted average paid lunch price.

Sources of Non-Federal Funds

For SY 2013-14 and SY 2014-15, FNS expanded the definition of a non-Federal source to include all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by States and locals to improve access to and participation in the breakfast program. FNS has received positive response to this flexibility.

Therefore, for SY 2015-16, SFAs may continue to count as a non-Federal source:

1. **Per-meal non-Federal reimbursement for *any paid* meal (breakfast, lunch, etc)**
2. **Any funds provided by organizations for *any paid* meal**
3. **Any proportion attributable to *paid meals* from direct payments made from school district funds to support lunch service**

Credit for Excess Non-Federal Funds

If an SFA's SY 2014-2015 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2015-2016 contribution requirement. Further, if the SY 2014-2015 estimate was less than required, additional funds from non-Federal sources must be added. The PLE tool for determining the amount of non-Federal source contributions will allow for making these calculations using the same rationale as used for paid lunch prices—credit forward any extra funds contributed and account for any shortfalls when determining the amount of non-Federal funds requirement for the next school year.

SY 2015-16 PLE Tool

The first tab of the SY 2015-16 PLE tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions before attempting to complete the calculations.

To assist SFAs making these required PLE calculations, the attached SY 2015-16 PLE tool makes the following calculations:

- Weighted average paid lunch price for SY 2014-15
- Required paid lunch price increase for SY 2015-16
- Required non-Federal source contribution required for SY 2015-16

The PLE tool also takes into account adjustments to paid lunch prices made by the SFA in SY 2014-15 to calculate any credit or shortfall the SFA may have accrued for SY 2015-16. For SFAs that opted to contribute non-Federal funds, the PLE tool also calculates credits and shortfalls for the SY 2015-16 required non-Federal source contribution.

The SY 2015-16 PLE tool also includes a feature that makes calculations for SFAs that wish to split the SY 2015-16 requirement by both raise prices and contributing a non-Federal source. This option may be attractive to SFAs that do not want to raise paid lunch prices the entire amount that they are required. To use the attached SY 2015-16 PLE tool, SFAs need the following information:

ALL SFAs need the following data to calculate the Weighted Average Price for SY 2015-16:

- SY 2014-15 Unrounded Price Requirement OR SY 2010-11 Weighted Average Price
- All paid lunch prices for October 2014
- Number of paid lunches served associated with each paid lunch price in October 2014

SFAs that have opted to contribute non-Federal sources also need:

- Total number of paid lunches served in SY 2013-14
- The total dollar amount of SY 2011-12 , SY 2012-13, SY 2013-14 and SY 2014-15 non-Federal contribution

SFAs that wish to split the SY 2015-16 requirement by both raising paid lunch prices and contributing non-Federal sources will need all of the above information. Additionally, the PLE tool includes a report that SFAs can use to track the information they will need to make their SY 2016-17 calculations. SFAs can print the report and keep it in their records.

State agencies are reminded to distribute this memo to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate FNS Office.

Cynthia Long
Deputy Administrator
Child Nutrition Programs
Attachment

SY 2015-16 Price Adjustment Calculator

Go to Instructions

SY 2015-16 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
$ 2.26	$ 2.25

Note: Above prices are based on adjusting SY 2014-2015 price requirement by the 2% rate increase plus the Consumer Price Index (2.19%)

SY 2014-15 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2014.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2014-15 Weighted Average Price
1.	10,080	$ 2.05	$ 20,664.00	
2.	3,370	$ 2.50	$ 8,425.00	
3.			$ -	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	13,450		$ 29,089.00	$ 2.16

*Note: SY 2014-15 Weighted Average Price equal to or above **$2.70** are compliant for SY 2015-16. **$2.70** is the difference between the Free and Paid reimbursement rates for SY 2014-15.*

Total Price Increase for SY 2015-16
$ 0.09

Required price increase for SY 2015-16 (with 10 cent cap)
$ 2.25

Remaining increase carried forward to SY 2016-17
$ -

Remaining credit carried forward to SY 2016-17
$ -

Go to SY2015-2016 Report

Step 3 (Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1	10,080	$ 2.10	$ 21,168.00	
2	3,370	$ 2.75	$ 9,267.50	
3			$ -	
4			$ -	
5			$ -	
6			$ -	
7			$ -	
8			$ -	
9			$ -	
10			$ -	
TOTAL	13,450		$ 30,435.50	$ 2.26

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

CONSENT
Item 8H.

Extra-curricular Fees
2015-16

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8H
FROM:	Cole Young, Director of Educational Services	Reading
DATE:	March 17, 2015	Discuss
SUBJECT:	Approval of Fees – FY 15/16	Action
		Consent X

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

SUPPORTING DATA:

Per ASRS 15-342 (24):

> The District is required to approve the collection of fees charged to students. Annually, the Governing Boards are to approve such fees.
>
> For common and high school pupils, assess reasonable fees for optional extracurricular activities and programs conducted when the common or high school is not in session except that no fees shall be charged for pupils' access to or use of computers or related materials.
>
> The principal/designee has the authority to waive fees if they cause a financial hardship to the family.

Please see attached 'Fee Schedule' document.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the fee schedule be approved.

Sample Motion

I move to approve the extracurricular fees for the 2015-16 school year, as presented.

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

Questions should be directed to: Cole Young, Director of Educational Services (759-5016)

FY 14/15 PROPOSED FEES

DESCRIPTION	CODES	FY 15/16								
HIGH SCHOOL:										
AFTER SCHOOL TUTORING		$ 5.00	PER SEMESTER							
Advanced Ceramic and 3-D Sculpture	1363	$ 50.00	COURSE FEE							
Advanced Drawing & Painting	1363	$ 50.00	COURSE FEE							
AP Exam Fee	1304	$ 88.00	AP CALCULUS		PASS-THRU FEE					
"	1304	$ 88.00	AP STATISTICS		PASS-THRU FEE					
"	1304	$ 88.00	AP U.S. HISTORY		PASS-THRU FEE					
"	1304	$ 88.00	AP WORLD HISTORY		PASS-THRU FEE					
"	1304	$ 88.00	AP PSYCHOLOGY		PASS-THRU FEE					
"	1304	$ 88.00	AP ENGLISH LANGUAGE		PASS-THRU FEE					
"	1304	$ 88.00	AP ENGLISH LITERATURE		PASS-THRU FEE					
"	1304	$ 88.00	AP STUDIO ART		PASS-THRU FEE					
"	1304	$ 88.00	AP GOVERNMENT		PASS-THRU FEE					
"	1304	$ 88.00	AP ECONOMICS		PASS-THRU FEE					
"	1304	$ 88.00	AP Biology		PASS-THRU FEE					
"	1304	$ 88.00	AP Chemistry		PASS-THRU FEE					
"	1304	$ 88.00	AP Physics I		PASS-THRU FEE					
"	1304	$ 88.00	AP Physics II		PASS-THRU FEE					
AP Biology	1385	$ 20.00	COURSE FEE							
AP Chemistry	1385	$ 20.00	COURSE FEE							
AP Physics I	1385	$ 20.00	COURSE FEE							
AP Physics II	1385	$ 20.00	COURSE FEE							
Ap Sudio Art	1363	$ 20.00	COURSE FEE	$ 30.00	PORTFOLIO FEE					
Band - Color Guard	1353	$ 50.00	PARTICIPATION FEE							
Band - Concert	1353	$ 25.00	PARTICIPATION FEE	$ 25.00	UNIFORM FEE	$ 50.00	INSTRUMENT USAGE			
Band - Drum Line/Percussion	1353	$ 50.00	PARTICIPATION FEE							
Band - Marching	1353	$ 50.00	COURSE FEE	$ 50.00	UNIFORM FEE	$ 50.00	INSTRUMENT USAGE	$ 25.00	SHOE FEE	
Concert Choir		$ 30.00	Course Fee	$ 10.00	Uniform Fee	$ 20.00	Participation Fee			
Broadcast TV & Film I	1540	$ 15.00	COURSE FEE							
Broadcast TV & Film II	1540	$ 15.00	COURSE FEE							
Ceramics & 3-D Sculpture	1363	$ 50.00	COURSE FEE							
Chamber Singers	1355	$ 25.00	PARTICIPATION FEE	$ 15.00	UNIFORM FEE					
Chemistry	1385	$ 10.00	LAB FEE							
CNA FUNDAMENTALS	1302	$ 30.00	SKILLS LAB & HOSA MEMBERSHIP							
CNA ADVANCED APPLICATION	1302	$ 108.00	STATE BOARD EXAM							
Drama Advanced	1373	$ 25.00	SCRIPTS & SUPPLY FEE							
Drama Intermediate	1373	$ 15.00	SCRIPT & SUPPLY FEE							
Drama Intro to Theater and Film	1373	$ 15.00	SUPPLY FEE							
Drawing & Painting	1363	$ 30.00	COURSE FEE							
Entrepreneurship		$ 10.00	COURSE FEE							
ENVIRONMENTAL SCIENCE	1385	$ 10.00	LAB FEE							
GEOSCIENCE	1385	$ 5.00	COURSE FEE							
GUIDANCE TEST FEES	1304	$ 15.00	PER TEST	PSAT, PLAN, ASVAB						
Guitar	1353	$ 20.00	COURSE FEE							
Honors Anatomy/Zoology	1385	$ 20.00	LAB FEE							

FY 14/15 PROPOSED FEES

DESCRIPTION	CODES	FY 15/16							
Honors Chemistry	1385	$ 10.00	LAB FEE						
HIGH SCHOOL (continued):									
HONORS GEOSCIENCE	1385	$ 5.00	COURSE FEE						
Honors Physics	1385	$ 10.00	LAB FEE						
Intro to Art	1363	$ 35.00	COURSE FEE						
Jazz Ensemble	1353	$ 25.00	COURSE FEE	$ 25.00	UNIFORM FEE	$ 50.00	INSTRUMENT USAGE		
Marketing I	1520	$ 10.00	COURSE FEE						
Marketing II	1520	$ 10.00	COURSE FEE						
Men's Chorus	1355	$ 15.00	PARTICIPATION FEE	$ 15.00	UNIFORM FEE				
Multi Media Independent Study	1540	$ 15.00	COURSE FEE						
TAX CREDIT PAY TO PLAY	1401	$ 110.00	REGULAR						
"	1401	$ 55.00	FREE/REDUCED						
Tax Credit General Activity Fee	1402	$ 1.00	PARTICIPATION FEE						
PE ADVANCED	1065	$ 15.00	UNIFORM FEE						
PE 9 - Boys	1065	$ 15.00	UNIFORM FEE						
PE 9 - Girls	1065	$ 15.00	UNIFORM FEE						
Photo ID	1307	$ 5.00							
PHYSICS	1385	$ 10.00	LAB FEE						
String Orchestra	1353	$ 25.00	COURSE FEE	$ 25.00	UNIFORM FEE				
Student Parking	1312	$ 70.00	Parking Fee						
Technical Theatre I	1373	$ 15.00	COURSE FEE						
Technical Theatre II	1373	$ 15.00	COURSE FEE						
Testing Out Fee	1304	$ 25.00							
TLC Set Up Fee	1202	$ 50.00	COURSE FEE						
Weight Training - Boys	1065	$ 15.00	UNIFORM FEE						
Weight Training - Girls	1065	$ 15.00	UNIFORM FEE						
Wind Ensemble	1353	$ 50.00	INSTRUMENT USAGE						
Women's Chorus	1355	$ 15.00	PARTICIPATION FEE	$ 15.00	UNIFORM FEE				
Women's Ensemble	1355	$ 25.00	PARTICIPATION FEE	$ 15.00	UNIFORM FEE				

FY 14/15 PROPOSED FEES

DESCRIPTION	CODES	FY 15/16							
MIDDLE SCHOOL:									
PAXTON-PATTERSON	BMMS/GHMS	$ 10.00	COURSE FEE						
FAMILY & CONSUMER SCIENCES	BMMS/GHMS	$ 10.00	COURSE FEE						
PHOTOGRAPHY	GHMS	$ 5.00	COURSE FEE						
SCIENCE OF CATASTROPHIC EVENTS	GHMS	$ 5.00	COURSE FEE						
TAX CREDIT PAY TO PLAY	1401	$ 70.00	REGULAR						
"	1401	$ 35.00	FREE/REDUCED						
TAX CREDIT GENERAL ACTIVITY FEE	1402	$ 1.00	PARTICIPATION FEE						
Band		$ 50.00	Instrument Rental Fee						
ELEMENTARY SCHOOL:									
BEFORE/AFTER SCHOOL (CSES/GES)		$ 50.00	PER WEEK	$ 25.00	PER WEEK - BEFORE SESSION	$ 25.00	PER WEEK - AFTER SESSION	$ 6.00	WEDNESDAY, ONLY
BRIGHT FUTURES PRE-SCHOOL		$ 180.00	PER MONTH						
FULL DAY KINDERGARTEN		$ 10.00	PER DAY, REGULAR						
"		$ 5.00	PER DAY, REDUCED						
KINDERGARTEN LATE PAYMENT		$ 20.00							
BASKETBALL PROGRAM, K-3 K-6, K-4		$ 50.00	PARTICIPATION FEE						
TAX CREDIT PAY TO PLAY	1401	$ 50.00	REGULAR						
"	1401	$ 25.00	FREE/REDUCED						
TAX CREDIT GENERAL ACTIVITY FEE	1402	$ 1.00	PARTICIPATION FEE						
CTE STATE & NATIONAL PROGRAMS	TO BE DETERMINED AT TIME OF EVENT								
ATHLETIC CAMPS	TO BE DETERMINED AT TIME OF EVENT								

CONSENT
Item 8I.

Textbook Disposal

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 I
FROM:	Cole Young, Director of Educational Services	Reading
DATE:	March 17, 2015	Discuss
SUBJECT:	Disposal of Outdated Textbooks	Action
		Consent X

OBJECTIVE:

SUPPORTING DATA:

As a District, we have used the warehouse located on the Humboldt Elementary School campus as a storage area to house a growing collection of outdated textbooks that no longer meet the curricular expectations of the District nor have any market value to book vendors.

SUMMARY & RECOMMENDATION

It is the recommendation of administration that the Board authorize disposal of the outdated textbooks.

Sample Motion:

I move to approve disposal of outdated textbooks that have no market value.

Approved for transmittal to the Governing Board: _____

Dr. Paul Stanton, Superintendent

Questions should be directed to: Cole Young, Director of Educational Services (759-5016)

CONSENT
Item 8J.

Gifts & Donations

GIFTS & DONATIONS

Arturo's Mexican Restaurant – Michelle Flores
Catered food as a Gear-Up incentive
With the donor's value of $192
For Stacy Booher's 3rd period class (BMHS)

Melcher Printing – Mr. Melcher
P.O. Box 26479, Prescott Valley
Donated paper
With the donor's value of $200
To be used at Mountain View Elementary School

Lifetouch Photography
11000 Viking Drive, Eden Prairie, MN
Donated $975
To Liberty Traditional School

Prescott-Zeitz Sister City Association – Doug Bastol
P.O. Box 2059, Prescott
Donated $1,200
To the Bradshaw Mountain H.S. German Exchange Program

Cable One – Trudy Szabo
3201 Tower Road, Prescott
Donated 10 Dell monitors
With the donor's value of $550
To be used district-wide

Gabby's Kitchen
8164 E. Spouse Drive, Prescott Valley
Donated 33 gift certificates as Gear-Up incentive
With the donor's value of $247.50
For Tiffany Church's 3rd period class (BMHS)

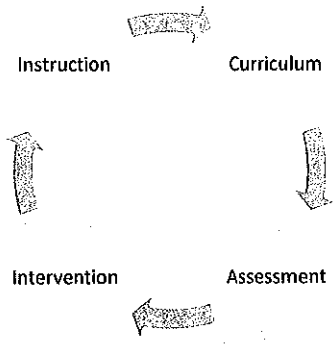
DISCUSSION
Item 9A.

School Update
BMHS

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Kort Miner, BMHS Principal	Reading
DATE:	March 17, 2015	Discuss X
SUBJECT:	Bradshaw Mountain High School Update	Action

OBJECTIVE: To share the great things happening at BMHS this school year



Bradshaw Mountain High School is extremely proud of its AIMS successes and growth in student achievement over the last six years. For the 2013-14 school year, BMHS saw unprecedented AIMS scores. Last year, Bradshaw's percentage of students passing AIMS Reading was 91% passing, AIMS Math at 76% passing and, for the sixth year in a row, Bradshaw Mountain High School has led Yavapai County in AIMS Writing scores at 83% passing.

Bradshaw Mountain High School is truly a learning community. All content areas have incorporated common core and have completed **curriculum** calendars based on state standards. Teachers have developed curriculum that has common learning targets within each content area. Our early-release Wednesdays have allowed teachers to share common curricular strategies, share best practices, analyze data including fail rates, and have discussions about our students in grade-level meetings. During grade-level meetings, freshman teachers have identified students for seventh period. Using Gear Up resources, we have created two programs for students struggling in math. We have seventh period, which targets current students struggling with math concepts and providing them with the skills they need for second semester. Secondly, we have a seventh period Math Lab class that has two math teachers and one-on-one tutors for each of the 17 students that failed first semester. Students in the Math Lab class have an opportunity for help during second semester but also have a chance to earn credit from first semester.

Instructional practices are not only shared on Wednesdays; professional development is based on AVID instructional strategies with a focus on literacy within content areas. Reading, writing, listening and speaking are shared focuses in English, science, social studies and CTE courses. We are proud to boast the most AP courses in Yavapai County, but with AVID, special education, extracurricular and co-curricular programs, regular, silver, and gold diplomas, BMHS has the appropriate instructional program for every student.

All content areas conduct a common formative **assessment** each quarter. This is not only important for data comparison, but also for the fact that we do not want a student's success to be based on the randomness of the teacher they receive. BMHS has implemented a grading system school-wide. All core courses use similar grade book percentages, 30% homework/classwork, 50% assessments and 20% final exam (board policy). Content teams have collaborated on what constitutes homework, classwork, labs, essays, quizzes, assessments, etc. Fail rates are observed and part of the dialogue at quarterly content team and grade-level meetings.

In the third year of iChoose, Bradshaw's academic **intervention** program, BMHS has seen an increase in student pass rates and an overall increase in GPA.

Our behavioral **intervention** program (PBIS) is in its first year. Numbers for major student discipline have decreased; in fact, we have sent more "Good News Bears" cards home first semester than we have in any one full year. The idea is that we try and catch our students at being good and not always for acting out.

Throughout the year, BMHS hosts sporting events, Open House, Future Freshman Night, Financial Aid Night, College Fair, College Night for juniors, Senior Awards Night, AP Academy Night, AVID Night, Art Fair, graduation, and our drama, choir, and musical productions. We will continue to work with local newspapers and the district office to provide the community with more information about all the great events at BMHS.

A Data Picture of Bradshaw Mountain High School

Student Achievement	2010-2011	2011-2012	2012-2013	2013-2014
Indicator:				
AIMS Reading % of all pass	84	86	91	91
AIMS Math % of all pass	62	65	74	76
AIMS Writing % of all pass	81	80	82	83
AIMS Science % of all pass	55	64	62	54
AIMS Reading 10th grade	79	86	91	91
AIMS Math 10th grade	54	69	74	76
AIMS Writing 10th grade	81	80	82	83
Median Growth % all students	46	56	59	48
Median Growth % bottom 25%	50	55	50	55
Overall Growth	50	56	55	51
ACT median composite score	22.4	22.6	22.5	21.5
SAT median score	1030	1050	1059	1175
# of Students who took PSAT/PLAN	48	224	226	213
# of Students who took ACT/SAT	301	316	327	286
AP Test # of tests passed/taken/%	97/168/57%	103/179/57%	135/211/64%	105/179/58%
Overall Fail Rates – 1st Sem/2nd Sem	18%/23%	17%/19%	14%/18%	13%/17%
Scholarship Amount (millions $)	2.2	2.7	2.9	7.2

Student Participation	2010-2011	2011-2012	2012-2013	2013-2014
Indicator:				
Average Daily Attendance	*89.35%*	*92.07%*	*93.16%*	*93.97%*
% of Students in Extracurricular Activities	*69%*	*75%*	*72%*	*82%*
% of Students in H/PreAP/AP/College Courses	*61%*	*68%*	*74%*	*88%*
% of Student having access to Tutorial Services	--	*22%*	*99%*	*99%*
Graduation Rate (4 year average)	*84%*	*85%*	*81%*	*82%*
Drop Out Rate	*03.2%*	*03.7%*	*03.0%*	*02.9%*
Faculty Absences # of days	*983*	*671*	*1013*	*804*

Student Discipline	2010-2011	2011-2012	2012-2013	2013-2014
Indicator:				
# of Referrals	2634	2513	1867	2273
Top 3 - # of tardy/disrespect/truancy	994	1012	956	1391
# of In-School Suspensions	0	0	298	450
# of Out-of-School Suspensions	428	492	220	140
# of Detentions	1300	1754	758	1147
# of Expulsions	2	1	1	0
# of Long-Term Suspensions	13	0	9	6

A Data Picture of Bradshaw Mountain High School

Demographic Data	2010-2011	2011-2012	2012-2013	2013-2014
Indicator:				
% of Free and Reduced Lunch	49	50	52	51
% of SPED Students	16	16	13	15
% of ELL	1	1	1	1
% Caucasian	68	67	68	67
% Black	1	1	2	2
% Hispanic	27	26	27	27
% Asian	1	1.2	1.4	1.4
% Native American	1.5	1.5	1.5	1.5

Survey Data	2013-2014
Top 5 Parent Survey	
1.1 Our school's purpose statement is clearly focused on students.	72%
2.8 Our school communicates effectively about the school's goals and activities.	73%
3.19 My child knows the expectation for learning in all classes.	82%
4.26 Our school provides a safe learning environment.	77%
4.29 Our school provides opportunities for students to participate.	79%
Bottom 5 Parent Survey	
3.13 All of my child's teachers give individualized instruction.	36%
3.14 All of my child's teachers work as a team to help my child learn.	42%
3.15 All of my child's teachers help me to understand my child's progress.	47%
3.16 All of my child's teachers keep me informed on how my child is being graded.	42%
3.18 My child sees a relationship between what is being taught and everyday life.	45%
Top 5 Staff Survey	
1.1 Our school's purpose statement is clearly focused on student success.	85%
4.36 Our school provides qualified staff members to support student learning.	84%
4.43 Our school provides high-quality student support services.	82%
4.44 Our school provides opportunities for students to participate.	85%
5.52 Our school leaders monitor data related to student achievement.	81%
Bottom 5 Staff Survey	
3.16 All teachers in our school monitor and adjust curriculum, instruction, assessment.	53%
3.17 All teachers in our school personalize instructional strategies and interventions.	43%
3.18 All teachers in our school regularly use instructional strategies that require student collaboration, self-reflection and critical thinking skills.	42%
3.19 All teachers in our school use a variety of technologies as instructional resources.	37%
3.23 All teachers in our school use consistent grading and reporting policies across grade levels.	56%
Top 5 Student Survey	
1.1 In my school, programs and services are available to help me succeed.	60%
1.3 In my school, a high-quality education is offered.	59%

2.8 In my school, the principal and teachers have high expectations.	57%
3.29 In my school, I have access to counseling, career planning, and other programs (iChoose) to help me in school.	64%
4.32 My school prepares me for success in the next school year.	55%
Bottom 4 Student Survey	
1.4 In my school, teachers work together to improve student learning.	41%
3.17 All of my teachers change their teaching to meet my learning needs.	24%
4.24 In my school, students respect the property of others.	20%
4.27 In my school, students help each other even if they are not friends.	20%

Identified areas are part of Board Goals (improvement plan)

Here are some of our outstanding successes from first semester:

1 – Mrs. Dickerson's Ceramic and Sculpture students and Mrs. Gabaldon's Intro to Art students entered the 11th Annual Create a Tree competition at the PV Library.

2 – BMHS Cheerleaders Erika Padilla, Rose Mihok, Karleigh DeLeon, and Sammantha Kibler were selected at cheer camp to be UCA All-American Cheerleaders. With this achievement they traveled to London, England, in December. They had the opportunity to participate in the London New Year's Day Parade with cheerleaders from across the country.

3 – BMHS is grateful for our Art teachers and students. BMHS Art students created hand-bound blank journals using the ancient Coptic stitch and donated them to the Stepping Stones shelter.

4 – BMHS clubs and organizations participated in our Thanksgiving dinner giveaway. HOSA (allied health club), Mu Alpha Theta (math club), Drama club, S-club, Mrs. Hatfield (Big Brothers Big Sisters club), and the LDS club (local church) gave Thanksgiving dinner to 17 local families, totaling more than 100 people.

5 – Bradshaw Mountain High School entered The Arizona Governor's Office of Highway Safety "Distracted Driving Public Service Announcement" contest and received Honorable Mention. Students involved were Ryker Wells, Kili Mussack, Manny Perez, Mario Salcido, and Francisco Romero Herrera.

6 – The BMHS swim team had a fantastic showing at the state meet for division 4A 2. Mako Bennett placed 5th in the 100-yard freestyle and 12th in the 200-yard freestyle. Both times were personal bests for him with the 200 time-breaking a record he already holds. Nick McCarthy placed 22nd in the 50 freestyle in a personal best time. The boys' 400-yard freestyle relay team broke the school record by four seconds and placed 11th after being seeded 22nd. Donny Spielman swam his personal best time on the lead off portion of the race, followed by Michael Gibbons, McCarthy and Bennett. Mackenzie Donovan qualified for and competed in the 500 freestyle. Bennett finished 11th in state in the 400 freestyle. He also broke the school record for the 400 freestyle.

7 – Football program awards:
Colton Audsley, Defensive Player of the Year.
Shane Sorrells, Offensive Player of the Year.
Coach David Moran, Coach of the Year.

8 – BMHS Cross Country team finished 15th in state.

9 – BMHS golfers:
Anne Transier finished 13th in state.
Tanner Spohn finished 27th in state.

10 – Abraham Zepeda won the 2014 Hispanic Youth Award in engineering and mathematics. The silver medallion award is worth $2,000 and is sponsored by Exxon. Zepeda is one of only three students in Arizona selected for this award.

11 – BMHS hosted the 8th Annual National College Fair with more than 80 colleges and universities in attendance.

12 – BMHS student results from the Yavapai County Art Fair:

1st Place	2nd Place	3rd Place
Alyssa Bugarin	Brooke Chrysle	Khayle Mathwig
Frankie Berger	Grover Cox	
Aliah Bugarin	Ashley Waltman	
Michael Bernal		

13 – On Tuesday, September 23, for our national Gear Up week, our freshman:
- Heard a proclamation from Mayor Harvey Skoog.
- Wrote their college dreams and aspirations.
- Released their balloons into the fall air.

14 – BMHS had more than 600 students in attendance for the ALS Ice Bucket Challenge, and we raised more than $500 for one of our BMHS families who was struggling with ALS.

15 – The BMHS Theatrical Troupe participated in the 2014 Prescott Holiday Light Parade in December and was awarded second place in the school division for its entry of "Shakespeare's Naughty and Nice List."

16 – William Feyerabend, Brooke Peterson, and Evan Wood won awards at the DECA (*Distributive Education Clubs of America)* District Competition. Feyerabend and Peterson won overall in Principles in Marketing, while Wood won in the Buying and Merchandising Event.

17 – Mu Alpha Theta sponsored a can tab drive to benefit Ronald McDonald House Charities, collecting 102.2 pounds of tabs. The drive took place from Martin Luther King Jr. Day to Presidents Day and helped support the children and families of Ronald McDonald Houses across the nation.

18 – ACUI Lower Western Conference Championships (International Discipline)
High School Division - Team:
1st Place International Skeet Squad
2nd Place Bunker Trap Squad
High School Division - Individual:
International Skeet - 1st Place Joe Witty, 4th Place Cole Parrish
Bunker Trap - 3rd Place Joe Witty
High Overall (HOA) Men's High School - Joe Witty
Honorable Mention - 2nd Place Cole Parrish - NRA Scholarship Shoot off

19 – These are the names of the students who were selected for the All-Region Band and Orchestra: (The number of students from our school is unprecedented.)

Joe Timmons	1st Violin
Kaley Greenman	2nd Clarinet
Nathan Lau	2nd Clarinet
Jessica Wilson	3rd Clarinet
Gregory Carlson	Bass Clarinet
Ricky Beswick	1st Trumpet
Nick Annibale	1st Trumpet
Zack Askew	4th French Horn
Josh Steiner	3rd Trombone
Isaiah Smith	Percussion
Preston Lefteroff	Percussion

20 – The Bradshaw Mountain Choral Union will comprise 20 percent of the All-Regional Honor Choir this year. Members and alternates are:
Sopranos: Larissa Doherty, Kirsi Steverson, Sarah Nisse, Jenna Flowers, Jessica Lau, and alternates Cassie Chudy, Diana Gonzalez and Stef Arellano
Altos: Izzy Krueger, Brianna Reneer, Temple Richards, Kat Westcott, Cheyenne Belone, Kaitlyn Reyes, and alternate Macartney Skenandore
Tenors: Nate Lau, Mako Bennett
Basses: Ricky Beswick, Caleb Hunt and alternate Timmy Young

21 – ERAU County Math Competition Results Level Competition - Individual
Level I – Algebra: Mario Gardea - 2nd Place
Level II – Geometry: Shayle Medrano - 3rd Place
Level III - Algebra II: Aaron Massis - 4th Place
Level IV - Pre-Calculus: Kaitlyn DeHerrera - 3rd Place
Level Competition - School
Level I – Algebra: 2nd Place
Level II – Geometry: 2nd Place
Level IV – Pre-Calculus: 1st Place
Level V – Calculus: 3rd Place
Top 10 Individuals
Kaitlyn DeHerrera - 10th Place
Team Competition
Tie over Two - 3rd Place
Robert Henning, Eli Perleberg,
Jett Guitteau, Noah Herman
Top Overall Schools - 3rd Place

22 – Three students in Advanced Drama class had their original plays selected to be produced at the Prescott Center for the Arts Young Playwright's Festival. The students are: Mikala Turk, Julia Fields, and Loreann Wells. These scripts were a product of our collaboration with PCA and their outreach program. Debra White came to the advanced drama class weekly during the first quarter to help the students develop and write the plays.

23 – BMHS Winter Guard competed at Millennium High School in Goodyear.

They placed 6th of 10 in our class (Scholastic Regional A) with a score of 49.32. We beat Agua Fria, Liberty, Highland and Moon Valley high schools. Desert Mountain High School won first place with a score of 59.36.

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

Questions should be directed to: Kort Miner, 759-4105

DISCUSSION
Item 9B.

Tax Credit Report
2014

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9B
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	March 17, 2015	Discuss X
SUBJECT:	Tax Credit Recap - 2014	Action

OBJECTIVE:

SUPPORTING DATA:

The State of Arizona allows individual taxpayers to claim a nonrefundable tax credit for making cash contributions or for certain fees paid to a public school located in Arizona for the support of extracurricular activities or character education programs. The credit is equal to the amount of fees paid or cash contributions, not to exceed $400 for married filing joint filers and $200 for all other filing statuses.

Extracurricular activities are school sponsored optional activities that require enrolled students to pay a fee in order to participate.

Attached is the summary of tax credit contributions received for the calendar year 2014.

Please note the substantial increase in collections for Glassford Hill is primarily attributed to the additional extracurricular program co-sponsored with the Highland's Center for the new habitat, as well as, increased student travel at that school, and an increase in student travel for Bradshaw Mtn. High School.

SUMMARY & RECOMMENDATION:

For information only, no action required.

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
TAX CREDIT DEPOSITS

SCHOOL	2007	2008	2009	2010	2011	2012	2013	2014	
BMHS	$ 42,742.50	$ 49,344.50	$ 31,564.00	$ 72,093.34	$ 75,369.00	$ 74,047.95	$ 78,279.00	$ 92,302.00	INCREASED STUDENT TRAVEL
BMMS	$ 11,490.00	$ 14,021.00	$ 22,830.50	$ 17,182.00	$ 13,320.00	$ 12,703.66	$ 11,816.00	$ 9,864.00	
GHMS	$ 10,176.45	$ 15,960.00	$ 16,709.00	$ 33,621.39	$ 28,945.90	$ 20,827.88	$ 22,654.34	$ 80,434.00	2014, HIGHLAND CTR - SCHOOL YARD HABITAT; INCREASED STUDENT TRAVEL
CSES	$ 18,274.00	$ 16,490.00	$ 16,513.00	$ 14,030.00	$ 19,219.00	$ 28,833.00	$ 20,347.00	$ 23,122.00	
GES	$ 8,787.50	$ 9,332.00	$ 8,708.00	$ 39,318.00	$ 10,246.00	$ 16,080.00	$ 13,627.34	$ 16,160.00	
HES	$ 19,537.00	$ 15,918.00	$ 12,958.00	$ 13,925.00	$ 12,608.00	$ 10,288.00	$ 11,825.34	$ 12,174.00	
LTS	$ 13,124.00	$ 17,141.87	$ 21,477.94	$ 15,568.75	$ 31,170.68	$ 26,229.73	$ 20,103.32	$ 20,113.00	
LVES	$ 8,611.00	$ 7,954.00	$ 6,715.00	$ 7,917.15	$ 11,920.00	$ 10,823.00	$ 47,084.34	$ 10,238.00	2013, HIGHLAND CTR - SCHOOL YARD HABITAT
MVES	$ 6,710.00	$ 6,864.00	$ 5,794.00	$ 10,655.00	$ 9,831.00	$ 42,523.00	$ 13,980.34	$ 13,531.00	2012, HIGHLAND CTR - SCHOOL YARD HABITAT
SSO					$ 500.00				
	$ 139,452.45	$ 153,025.37	$ 143,269.44	$ 224,310.63	$ 213,129.58	$ 242,356.22	$ 239,717.02	$ 277,938.00	

TAX CREDIT COMPARISON YEAR-SCHOOL, NOTATION
2014

DISCUSSION
Item 9C.

Policy Revision
First Reading

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9C
FROM:	Dan Streeter, Assistant Superintendent - Operations	Reading	X
DATE:	March 17, 2015	Discuss	X
SUBJECT:	Policy Review–First Reading of Policies GCG, GCBA, GCO, IMG, and Exhibit IMG-E	Action	

OBJECTIVE: Board Governance

SUPPORTING DATA:

To ensure compliance with State Statutes and Federal Regulations, the following Policies are being brought forward for review and updates:

Policy GCG – Part Time and Substitute Professional Staff Employment

The regulations of the Affordable Care Act require employers to track each employee's daily paid hours. Currently Governing Board Policy GCG outlines the district's policy regarding certified and classified substitute personnel. While the classified substitute employees are able to track their hours by identifying the work agreement for the position they are substituting for, certified employee hours are currently more difficult to track. The recommended change provides an approved specified position that will allow the district to accurately record hours for substitute teachers as it relates to the regulations of the Affordable Care Act.

Policy GCBA – Professional Staff Salary Schedules

The amended policy continues the authority of the Superintendent to provide differentials to the placement of employees on the Professional Salary Schedule for hard to fill positions. This change will assist the district with retaining and attracting highly qualified candidates. This change provides increased flexibility, speed, and a cost savings. Surrounding districts have previously implemented these changes and have a competitive advantage in retaining and attracting highly effective staff.

Policy GCO – Evaluation of Professional Staff Members

The additions to Policy GCO include the final requirements from HB 2500 which was passed in 2013. The additions address performance improvement plans and dismissal or nonrenewal procedures pursuant to section 15-536 and 15-539.

Policy IMG – Animals in Schools

The current policy is limited on what information must be provided to the school when a service animal is required to enter the school setting. The substantive changes include:

- Immunization requirements
- Animal handler expectations
- Service animal expectations
- Owner responsibilities regarding damages, including district property, personal property, and personal injury

Exhibit IMG-E – Animals in Schools

An exhibit is included requiring service animal owners to complete a "Service Animals Registration Agreement." This agreement requires that the owner of a service animal read and follow Policy IMG.

SUMMARY & RECOMMENDATION:

This is the First Reading. No action is required. A Second Reading and possible adoption will take place at a future Governing Board meeting.

Approved for transmittal to the Governing Board:

Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Dan Streeter 759-4000

GCG ©
PART - TIME AND SUBSTITUTE
PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

The Board will establish the daily pay rate for substitute teachers. Substitute teachers will be employed on a full day (7 hours) basis or a half day (3.5 hours) basis.

The Superintendent will screen all applicants for substitute positions and recommend substitute teachers to the Board for approval. The Superintendent will establish regulations to ensure that all substitutes used in the schools are on the Board-approved substitute list.

Substitute Professional Staff Members

The Superintendent may employ, when conditions warrant, temporary or part-time personnel on a per diem or time card basis. This authority is subject to the following conditions:

~ Continued employment of any such person shall be subject to confirmation and approval by the Board at its next official meeting.

~ The employee shall be hired on a per diem basis and shall be compensated in accordance with the requirements and limitations of existing contracts that cover similar positions or employees.

~ In addition to the conditions set forth above, the temporary assignment of a person to a supervisory or administrative position shall be preceded by notification to the Board. The Superintendent will detail the circumstances that created the need for the part-time employment.

Adopted: date of Manual adoption

LEGAL REF.:
A.R.S.
15-502
15-503
A.A.C.
R7-2-603

G-2200 GCBA
PROFESSIONAL STAFF
SALARY SCHEDULES

Administrators

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position and the mode of evaluating performance, shall be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.

Other Certificated Personnel

The salary schedule pertains to personnel holding provisional, basic, or standard certificates at the elementary or secondary levels.

Initial Vertical Placement on Salary Schedule. New teachers entering the system with prior teaching service, who have met academic and professional qualifications for Arizona State Department of Education certification while teaching, will be given a maximum credit of five (5) years for substantiated experience. Likewise, nurses and psychologists will be given a maximum credit of five (5) years for substantiated experience. The Board will approve the procedure for step placement based on years of experience. Only the ~~Board~~ Superintendent may waive this provision in certain circumstances.

Previous verified experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching assignment. For a teacher to receive credit for previous teaching experience, the teacher must furnish the office of the Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the District. Further, it is District policy to allow only experience accumulated during the past ten (10) years.

Days intended for participation in professional association activities are not to be compensated under an employee's contract or other employment agreements. For the purpose of this policy, *professional association activities* for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

If a teacher returns to work after retirement and is currently receiving benefits from the Arizona State Retirement System, the teacher's employment is not subject to renewal, nor is the teacher entitled to a hearing or other protections under A.R.S. 15-538 through 15-543 and is subject to the terms of A.R.S. 38-766.01.

Initial Horizontal Placement on Salary Schedule. At the time of employment, a new certificated employee who will be placed on the certificated, nurse, or psychologist salary schedule will receive credit for advanced degrees earned at accredited institutions as established by the Arizona Department of Education. Further, credit will also be given only for graduate level courses earned since the last degree, whether BA or MA.

Continued Advancement on Salary Schedule

After initial placement, vertical and horizontal advancement on the salary schedule will be in accordance with the salary schedule currently in effect. When approved by the Governing Board vertical advancement is normally limited to one (1) step per year, and horizontal advancement is limited to two (2) columns per year.

Reasons for denial of vertical advancement on the salary schedule include but are not limited to:

- Lack of adequate disciplinary control.
- Insufficient effort and time given to assigned duties or failure to engage in a reasonable amount of extracurricular activity.
- Lack of cooperation with the administration in carrying out adopted policies of the school.
- Unprofessional conduct.

Bachelor's plus (BA+) credits apply only after the Bachelor degree is awarded. *Master's plus* credits apply only after the Masters degree (MA) is awarded. When an employee earns a Masters degree, the employee will be placed on the MA/Grade 4 column the following school year, provided appropriate documentation is submitted no later than September 1 of the year to be moved. If the employee who earns a Master's is already on a BA+52/Grade 5 or higher column, that employee will remain in that current column, but be permanently moved to the Master's row in the same column for the year after the Master's is awarded. In subsequent years, as the employee on the Master's row earns additional credit for horizontal movement, the employee will continue to move through the MA steps available on the salary schedule.

After being employed, the employee may move horizontally on the salary schedule

by completing graduate level university courses. The employee may also be awarded up to twenty four (24) salary schedule semester credit hours for District and undergraduate work, for advancement on the District Salary Schedule for approved courses, workshops, and other projects approved by the District. Undergraduate courses and/or workshops that are directly related to the employee's subject specialization are required to maintain an existing Arizona certification, or are required to obtain a new Arizona certification of benefit to the district are eligible for credit. For workshops and similar activities, fifteen (15) seat hours equals one (1) semester hour equivalent. Excluded are District in-service programs and other in-District meetings conducted during the work day. Additionally, the following courses/workshops are eligible for credit:

- Undergraduate Computer Courses
- Undergraduate Foreign Language Courses
- Undergraduate Sign Language Courses
- District Created Professional Development Workshops

Prior approval is required for all additional professional development activities. Professional development activities must be approved in advance by submitting a Staff Development Request to the employee's administrator/supervisor. The activity must be approved by the employee's supervisor and the Superintendent or designee prior to the start of the activity.

To be able to move horizontally on the salary schedule in a contract year, the employee must notify the District office of their intent to move in the spring of the prior year. Courses and workshops must be completed and evidence of the completed credit must be provided to the Superintendent or designee by September 1 of the current year to be moved to the new step(s). Failure to do so will preclude the horizontal movement for that school year, but subsequent years will include the horizontal movement.

Other Contract Provisions

Any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

For new hires filling critical and difficult-to-fill certificated personnel positions and for existing professional staff members selected to fill critical and difficult-to-fill positions, differentials above the stated schedules may be authorized by the Superintendent ~~with Governing Board approval~~.

Substitutes

Pay for substitute teaching will be established by the Board.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-502
15-504
15-941

CROSS REF.: GCCE - Professional/Support Staff Conferences/ Visitations/Workshops

EVALUATION OF PROFESSIONAL STAFF MEMBERS

The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

Definition of Terms
In this policy:

- ***Certificated teacher*** means a person who holds a certificate from the State Board of Education to work in the schools of this state and who is employed under contract in a position that requires certification, except a psychologist or an administrator devoting less than fifty percent (50%) of his time to classroom teaching.

- ***Inadequacy of classroom performance*** means the definition of inadequacy classroom performance adopted by the Governing Board

- ***Performance classifications*** means the four (4) performance classifications for teachers and principals under the law and defined by the State Board of Education.

- ***Qualified evaluator*** means a school principal or other person who is trained to evaluate teachers and who is designated by the Governing Board to evaluate certificated teachers.

Evaluation of Classroom Teachers and Other Certificated Non- administrative Staff Members

The District evaluation instrument will:

- Utilize the required elements of the model framework for a teacher and principal evaluation instrument adopted by the State Board of Education;

- Include quantitative data on student academic progress that accounts for between thirty-three percent (33%) and fifty percent (50%) of the evaluation outcomes;

- Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective;

- Meet the data requirements established by the State Board of Education to annually evaluate individual teachers and principals.

Performance classifications for teachers shall be the same four performance classifications adopted by the State Board of Education. The performance classifications are to be applied to the evaluation instruments in a manner designed to improve principal and teacher performance. At

least annually, the Governing Board will discuss at a public meeting its aggregate performance classifications of principals and teachers.

The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the evaluation system:

- It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year.
- A copy of the evaluation system shall be given to each teacher in the District.
- Specific training requirements for qualified evaluators, approved by the Board, will be included which may involve local or national educator training resources recommended by the Superintendent.
- The Superintendent will recommend qualified evaluators to the Board prior to naming evaluators.
- The Board will designate qualified evaluators.
- Best practices for professional development and evaluator training adopted by the State Board of Education will be considered.
- The system will include incentives for teachers in the highest performance classification.
- The system will include a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete school years.

The Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

By school year 2015-2016, the District teacher evaluation will address the following items to be inserted in this location after adoption by the Board.

Item 1

The Board shall describe performance improvement plans for teachers designated in the lowest performance classification and dismissal or nonrenewal procedures pursuant to section 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification.

Item 2

The Board's dismissal or nonrenewal procedures shall require that the District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the District or has been reassigned to teach a new subject or grade level for the preceding or current school year.

Inadequacy of Classroom Performance

A teacher's classroom performance is inadequate if:

The teacher is designated in the lowest performance classification rating of *ineffective* pursuant to A.R.S. 15-203 in one (1) or more of the components/indicator statements set forth in the District's teacher evaluation system.

A teacher's classroom performance *may* be inadequate if:

A teacher's classroom performance is designated in the second lowest performance classification rating of *developing* pursuant to A.R.S. 15-203 in three (3) or more of the components/indicator statements set forth in the District's teacher evaluation system.

The teacher is designated in the lowest or second lowest performance classification rating of *ineffective* or *developing* pursuant to A.R.S. 15-203 in the summative evaluation section in the District's teacher evaluation system.

The Superintendent is authorized to issue preliminary notices of inadequacy of classroom performance prior to Governing Board approval. The Superintendent, in consultation with the principal or supervisor of the classroom teacher, will consider any mitigating circumstances before issuing such notices to a classroom teacher who is new to the profession or who was recently reassigned to a new grade level or content area. The Board will be notified within ten (10) school days of such issuance.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal. The teacher shall have the burden of proof in the appeal. The appeal shall go to the Superintendent.

Evaluation of Principals, other Administrators and Psychologists

The Board authorizes the Superintendent to establish a system for the evaluation of principals, other administrators, and certificated school psychologists. Advice will be sought from those to be evaluated in the development of the performance evaluation system for each of these employee classifications.

Evaluation of Principals

The evaluation system for the evaluation of the performance of principals may include the over-all instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process.

The evaluation system for principals may include the following:

- Alignment of professional development opportunities to the principal evaluations.
- Incentives for principals in one (1) of the two (2) highest performance classifications, which may include multiyear contracts and incentives to work at schools assigned a letter grade of "D" or "F".
- Transfer and contract processes for principals designated in the lowest performance classification.
- Subject to statutory limitations, the Board shall make available the evaluation and performance classification pursuant to A.R.S. 15-203 of each principal in the District to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.

Evaluation of Other Administrators

The format for the evaluation system for other administrators (other than the Superintendent) will be developed under the leadership of the Superintendent, focusing on the responsibilities and outcomes which support the over-all instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

Evaluation of Certificated School Psychologists

The evaluation system for certificated school psychologists shall include the following:

- Recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance warrants improvement.

- After transmittal of an assessment, a Board designee shall confer with the certificated school psychologist to make specific recommendations as to areas of improvement in performance.

- The Board designee shall provide assistance and opportunities for the certificated school psychologist to improve his performance and shall follow up after a reasonable period of time for the purpose of ascertaining that adequate performance is being demonstrated.

- Appeal procedures for certificated school psychologists who disagree with the evaluation of their performance, if the evaluation is for use as criteria for establishing compensation or dismissal.

Contracts of Certificated Employees

The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. The Superintendent will develop procedures for the implementation of this discretionary process.

The Governing Board may adopt requirements that require electronic signatures to be followed by original signatures within a specified time period.

Adopted: August 13, 2013

LEGAL REF.: A.R.S. 15-203
15-502
15-503
15-536
15-537
15-537.01
15-538
A.A.C. R7-2-605
15-538-01
15-539 *et seq.*
15-544
15-549
15-918.02
15-977

CROSS REF: GCF - Professional Staff Hiring
GCJ - Professional Staff Noncontinuing and Continuing Status
GCK - Professional Staff Assignments and Transfers
GCMF - Professional Staff Duties and Responsibilities
GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members
GDO - Evaluation of Support Staff Members

ANIMALS IN SCHOOLS

The Superintendent may establish procedures for appropriately and humanely bringing live animals into a classroom. Such procedures shall forbid the transporting of live animals that are not service animals on school buses unless the animal is present for an educational purpose by written approval from the Superintendent or school principal.

~~*Service animal* means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.~~

~~Any person or entity that operates a public place shall not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.~~

The District does not discriminate against individuals with disabilities who use **service animals** if the work or tasks performed by the **service animal** are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

A **service animal** is defined as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. **Service animal** does not include other species of **animals**, whether wild or domestic or trained or untrained. Individuals with disabilities shall be permitted to be accompanied by their **service animal** in all areas of the District's facilities where members of the public, participants in **services**, programs or activities, or invitees are allowed to go.

A **service animal** may be excluded from a public place if one (1) or more of the following apply:

- The **animal** poses a direct threat to the health or safety of others.
- The **animal** fundamentally alters the nature of the public place, goods or services, or activities provided.
- The **animal** poses an undue burden.

A **service animal** shall be under the control of its handler. A **service animal** shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the **service animal's** safe, effective performance of work or tasks, in which case the **service animal** must be under the handler's control.

The District shall not be responsible for the training, feeding or grooming of the **service animal**. The District must approve any person who is authorized by the owner to assist in the care and supervision of the **service animal** while on school property.

A request for an individual with a disability to be accompanied by a **service animal** must be submitted to the principal at least three (3) days prior to bringing the **service animal** to school or to a school function. Form IMG-E, "**Service Animals** Request/Registration Agreement" should be used to make the request.

Service dog requests must provide, with the **Service Animal** Request/Registration/Agreement, proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, paroinfluenza, parvovirus, and coronavirus) bordatella, rabies.

Miniature horse requests must provide, with the **Service Animal** Request/Registration/Agreement, proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles.

All **service animals** must be spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander.

Owners of the **service animal** are liable for any harm or injury caused by the **animal** to students, staff, visitors, and/or property.

~~Adopted: November 7, 2013~~

LEGAL REF.: A.R.S. 11-1024
A.A.C. R17-9-102

REGULATION

ANIMALS IN SCHOOLS

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal. The following guidelines shall apply to animals in the schools:

- Prior to granting permission, teachers should check with the school nurse regarding any known allergies among students in the classroom. If allergies exist, parents must be contacted for further direction.Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.
- Only the teacher or students designated by the teacher are to handle the animals.
- If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
- Staff members or students who have been bitten by an animal shall report such incident to the principal and the nurse immediately. The principal should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities.

ANIMALS IN SCHOOLS
SERVICE ANIMALS REGISTRATION/AGREEMENT

_____ _____

Person Requiring Assistance of **Service Animal** | Owner (print)

- ☐ Student
- ☐ Employee
- ☐ Other: _____

Type of **Service Animal**:

- ☐ Dog
- ☐ Miniature Horse

Name of **Animal** _____

Describe what work or task the **service animal** is individually trained to perform for the person with the disability:

_____

_____

_____

Documentation:

☐ Properly and currently vaccinated

Name of handler _____ (if different than person requiring assistance).

I have read and understand the District's **Service Animals** Policy IMG, and related Regulation IMG-R. I will abide by the terms of the policy and regulation. I understand a **service animal** may be excluded from a public place if the **animal** poses a direct threat to the health or safety of others, fundamentally alters the nature of the public place or the goods, **services** or activities provided, or poses an undue burden. I also understand the **animal** may be removed if the **animal** is not housebroken or is not under control and the handler does not take effective action to control it. I understand I am liable for any harm or injury caused by the **service animal**.

I agree to be responsible for any and all damage to the District property, personal property, and any injuries to individuals caused by my **service animal**. I agree to

indemnify, defend, and hold harmless Humboldt Unified School District from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my **Service Animal**.

Owner Signature: _____ Date: _____

For Office Use Only

Administrator Signature: _____

Date: _____

ACTION
Item 10A.

RFP Award
Wide Area Network Services

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 A
FROM:	Patrick Keeling, Director of Information Services	Reading	
DATE:	March 17, 2015	Discuss	
SUBJECT:	Award of Contract for Wide Area Network Services	Action	X
OBJECTIVE:	Goal # 2 To Focus on Planning for Future Student Needs		

BACKGROUND DATA:
On January 13, 2015 the Governing Board approved issuing an RFP for Wide Area Network Services. These services encompass the equipment, including support that connects all sites in the District for internal voice and data services.

The District posted the RFP on its website, ran an ad in the Daily Courier and referenced the RFP on the USAC (E-Rate) website as part of our E-Rate Form 470 submission. The District received three responses to the RFP, from CableOne, CenturyLink and Conterra Broadband Services.

SUPPORTING DOCUMENTATION:
All firms were required to meet the following mandatory criteria (additional criteria were identified in the RFP):

- Dedicated bandwidth to all sites in three tiered options
- 99.995% uptime
- Copper Ethernet Handoffs
- Proactive Monitoring

In addition to the mandatory criteria, the firms were rated based upon technical criteria and cost. A composite score for each vendor was established. The maximum score for price was assigned to the vendor offering the lowest price, and a proportional score was assigned to the other vendors.

As stated in the RFP: *Cost – While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.*

This contract will replace our current Conterra contract expiring in October of 2015. Overall this contract will represent an increased cost to the District of $7,000 per year over our current contract. These funds will come from the M&O budget.

SUMMARY:
The RFP submissions were evaluated by Patrick Keeling – Director of Technology, Cynthia Windham – Director of Finance, and Scott Terry – Data coordinator. Based on the proposal responses received, it was determined that the vendor best suited to meet the needs of our District is Conterra Broadband Services.

RECOMMENDATION:
It is recommended that the Governing Board approve the signing of a five (5) year contract with Conterra Broadband Services for the "Option 2" pricing as submitted in the RFP response.

SAMPLE MOTION:
I move approve the signing of a five (5) year contract with Conterra Broadband Services for the "Option 2" pricing as submitted in the RFP response.

Approved for transmittal to the Governing Board:

Dr. Paul Stanton, Superintendent

Questions should be directed to: Patrick Keeling, Director of Technology (759-5024)

ACTION
Item 10B.

Lobbyist IGA
(Rural Arizona School Coalition)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10B
FROM:	Danny Brown, Director of Federal Programs/School Improvement	Reading
DATE:	March 17, 2015	Discuss
SUBJECT:	Rural Arizona Schools Coalition Intergovernmental Agreement	Action X
		Consent
OBJECTIVE:	Board Goal #1: To Raise the Level of Student Achievement Board Goal #2: To Focus on Planning for Future Student Needs Board Goal #3: To Attract and Retain Highly Effective Employees	

SUPPORTING DATA:

The purpose of this agreement is to provide state legislative lobbying services that support the interests and concerns of school districts in western Yavapai County. The Rural Arizona Schools Coalition (RASC) will be governed by the superintendents of participating districts within the consortium.

Activities of the Consortium would include:

- Identifying legislative priorities for each session.
- Working cooperatively with other educational and governmental organizations, associates and agencies on plans and developments that require participation of schools.
- Contracting for the services of an approved lobbyist.
- Combining the expertise and efforts in all the districts to consider state legislation of interest and concern to the school systems and plan cooperatively to meet the laws, rules and mandates resulting from this legislation.

This agreement has been created by our attorneys and would be in effect from February 1, 2015 through June 30. 2015. The fiscal agent would be Chino Valley Unified School District.

SUMMARY & RECOMMENDATION:

The District administration recommends that the Governing Board elect to join the Rural Arizona Schools Coalition and to approve the Coalition's intergovernmental agreement for lobbying services.

Sample Motion:

I move that Humboldt Unified School District join the Rural Arizona Schools Coalition, and to approve the Coalition's intergovernmental agreement for lobbying services.

Approved for transmittal to the Governing Board: _____

Dr. Paul Stanton, Superintendent

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

RESOLUTION OF THE GOVERNING BOARD OF
HUMBOLDT UNIFIED SCHOOL DISTRICT UNIFIED SCHOOL DISTRICT NO. 22

WHEREAS, the Humboldt Unified School District No. 22, by and through its Governing Board, hereby elects to join the Rural Arizona Schools Coalition ("RASC") in accordance with the terms of the IGA attached hereto and incorporated by reference herein, and

WHEREAS, a Representative and Alternate Representative must be appointed annually to represent the District on the RASC Board,

NOW, BE IT HEREBY RESOLVED, that the District hereby authorizes _____ to be the designated Representative and _____ to be the Alternate Representative.

This Resolution was adopted by the Governing Board of Humboldt Unified School District No. 22 on March 17, 2015.

GOVERNING BOARD OF HUMBOLDT
UNIFIED SCHOOL DISTRICT NO. 22

_____

_____

_____

_____

_____

RURAL ARIZONA SCHOOLS COALITION

INTERGOVERNMENTAL AGREEMENT

2015-2016

This agreement is entered into between the following school districts as a joint exercise of their powers pursuant to A.R.S. § 11-951, *et seq.*:

Ash Fork Joint Unified; Bagdad Unified; Canon Elementary; Congress Elementary; Crown King Elementary; Hillside Elementary; Humboldt Unified; Kirkland Elementary; Mayer Unified; Mountain Institute JTED; Prescott Unified; Seligman Unified; Skull Valley Elementary; Walnut Grove Elementary; Williamson Valley Elementary; Yarnell Elementary; Yavapai Accommodation; and Chino Valley Unified (fiscal agent).

The aforementioned school districts (hereinafter "Consortium Members" or "Consortium") are authorized to carry on all activities included in this agreement pursuant to A.R.S. § 15-341 and A.R.S. § 15-342.

This agreement shall remain in effect from February 1, 2015, through June 30, 2015. A school district may be added at any time with approval of the Consortium or its Designee. This agreement may be extended upon the mutual consent of the Consortium Members for an additional term of one year.

The purpose of this agreement is to provide lobbying services to impact state legislation that is of interest and concern to the participants in this agreement.

The Rural Arizona Schools Coalition ("RASC") will be governed by the Superintendents of the participating school districts. Each participating district shall be entitled to one vote, which vote may be cast by the Superintendent or designee. Other educational agencies may be represented but the meetings, but will not have voting rights.

The parties hereby agree to the following:

1. The Organization created by this agreement shall be known as Rural Arizona Schools Coalition ("RASC") (hereinafter referred to as the "Consortium"), and will be composed of the parties to this agreement as well as other school districts who may be added to this agreement with approval of the Consortium or its Designee.

2. Said Consortium will be responsible for the implementation of all authorized activities in a manner consistent with this agreement.

3. The Consortium will plan and carry out the following kinds of activities in furtherance of its goal of impacting state legislation that is of interest and concern:

   a. Identifying legislative priorities for each session.

   b. Working cooperatively with other educational and governmental organizations, associates and agencies on plans and developments that require participating of schools.

   c. Contracting for the services of an approved lobbyist.

   d. Combining the expertise and efforts in all the districts to consider state legislation of interest and concern to the school systems and plan cooperatively to meet the laws, rules and mandates resulting from this legislation.

4. The Consortium will meet on a regular basis in accordance with a schedule to be determined by the Designee. Written notice of all meetings will be sent to each district's representative at least one day in advance of the meeting. In case there is a need to change the time, date or place of the meeting, Superintendents will be notified.

5. Duane Howard of Chino Valley Unified School District will serve as Designee. The Consortium may select a new Designee by majority vote.

6. A participating district may terminate membership in the Consortium by submitting a written notice to the Consortium at least ninety (90) days prior to the end of each Fiscal Year).

7. Property acquired solely for the purpose of this agreement shall be disposed of upon termination of the agreement as follows: any usable property remaining at the termination of this agreement that was acquired by the use of funds derived through this agreement and which was not otherwise assigned at the time of purchase by the Consortium will become the property of the participating districts and will be divided equally by these districts at the direction of the Consortium, in accordance with any applicable federal or state laws or regulations. Any cash balances will be proportionately distributed among the current membership.

8. The Chino Valley Unified School District (hereinafter called "Fiscal Agent") agrees to be responsible for all accounting and audit functions required by this agreement, including the following duties and responsibilities:

   a. Establishing the appropriate fund with the county treasurer;

   b. Preparation and distribution of normal customary monthly financial reports to the Designee of the Consortium;

c. The Fiscal Agent shall administer all bidding and purchasing of services, supplies, and equipment for the Consortium in conformity with all applicable statutes and regulations governing such activities;

d. The Fiscal Agent will make all of its normal and customary services available to the Consortium, including but not limited to: printing, duplicating, and technology services.

9. The Fiscal Agent continues for the duration of the agreement unless a change is made by the Consortium or Fiscal Agent by giving written notice.

10. The Consortium or its Designee will notify the Fiscal Agent of matters relating to budget approved by the Consortium.

11. It is understood by all parties to this agreement that decision-making authority with respect to the activities of the Consortium is shared equally by all school districts that participate in this intergovernmental agreement and rests with the Consortium, subject to the duties and responsibilities of the Fiscal Agent as stated above.

12. The Consortium shall be responsible for approving, implementing and evaluating all activities undertaken by the Consortium.

13. The Consortium shall approve a revenue and fee schedule for each Fiscal Year, which includes:

    a. A membership fee for each party to this agreement.

    b. A budget based upon projected funding sources.

14. All membership fees are to be paid by each district at the commencement of this agreement and subsequently on July 1 of each Fiscal Year.

15. This agreement will be authorized by resolution of the governing boards of each participating school district or their duly authorized agent.

16. The parties to this agreement acknowledge that they are aware that Hufford, Horstman, Mongini, Parnell & Tucker, P.C., may be chosen as the attorney for other parties to this agreement, and the signing party acknowledges that it is aware of potential conflict of interest and it waives any claim on conflict of interest, which may arise by virtue of Hufford, Horstman, Mongini, Parnell & Tucker, P.C.'s representation of other parties to this agreement.

17. This agreement may be cancelled for conflict of interest pursuant to A.R.S. § 38-511.

18. The parties agree to comply with all provisions of applicable federal, state, and local laws, ordinances, and regulations relating to non-discrimination, equal employment opportunity, and the Americans with Disabilities Act. The parties further agree to comply with Arizona Governor's Executive Order 2009-09 dated October 20, 2009 to the extent applicable, if any, to this agreement.

19. The parties warrant their compliance with all federal and state immigration laws (A.R.S. § 41-4401 and 23-214) and regulations related to their employees and warrant verification of employment eligibility through E-Verify and that a breach of this warranty shall be deemed a material breach of this agreement subjecting this agreement to termination.

20. This agreement shall be governed and construed in accordance with the laws of the State of Arizona.

Ash Fork Joint Unified School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Bagdad Unified School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Canon Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Congress Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Chino Valley Unified School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Crown King Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Hillside Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Humboldt Unified School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Kirkland Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Mayer Unified School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Mountain Institute JTED

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Prescott Unified School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Seligman Unified School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Skull Valley Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Walnut Grove Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Williamson Valley Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Yarnell Elementary School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

Yavapai Accommodation School District

By: _____
Governing Board President

Date: _____

RSLS Designee:

By: _____
Designee

Date: _____

In accordance with A.R.S. § 11-952, this agreement has been reviewed by the undersigned who have determined that it is in proper form and within the powers and authority granted to the respective parties.

APROVED AS TO FORM:

_____
Attorney for School District

_____
Date

ACTION
Item 10C.

ELL Teaching Position

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10C
FROM:	Dan Streeter, Assistant Superintendent of Operations	Reading	
DATE:	March 17, 2015	Discuss	X
SUBJECT:	Approval of .5 FTE English Language Learner teaching position at BMHS (for grades 9 - 12)	Action	X

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

SUPPORTING DATA:

After the 2012-13 School year, BMHS did not have enough ELL students to justify keeping a full-time teacher. In order to meet the language block requirement, the decision was made to place ELL students in two hours of Read 180 and the other two hours would be covered under a state approved Individual Language Learner Plan. During the 2013-2014 school year, and again for the current school year, enrollment has grown to include a total of eleven (11) ELL students. These students range from pre-emergent to intermediate, however the majority of them are at the pre-emergent and basic level. This has created a situation in which adequate support for them under this model has declined.

In order to continue our goal of raising the level of student achievement, the recommendation is to hire a .5 ELL teacher to support the ELL students under the state approved SEI model providing three ELL classes in reading, writing, and grammar/oral language. In early January, HUSD applied for SEI funding to pay for this position and we were approved by the ADE on January 28, 2015. The expected first distribution of funds is September 2015.

SUMMARY & RECOMMENDATION:

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

Sample Motion:

I move to approve a .5 FTE ELL Teaching Position at Bradshaw Mountain High School.

Approved for transmittal to the Governing Board: _____

Dr. Paul H. Stanton, Superintendent

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

ACTION
Item 10D.

Assistant Director
Special Services

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10.D
FROM:	Dan Streeter, Assistant Superintendent - Operations	Reading	
DATE:	March 17, 2015	Discuss	
SUBJECT:	Approval of Assistant Director of Special Services	Action	X

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

SUPPORTING DATA:

The Special Services Department has been making changes to the way students are provided special education services throughout our district for the past two years. This has included moving towards more inclusive practices to ensure that all students are receiving access to grade appropriate, district curriculum with the maximum amount of support available. Glassford Hill Middle School and Bradshaw Mountain Middle School have spent the past two years utilizing a co-teaching model, which has created opportunities for our special education students to continue to progress in the general education curriculum with support from the special education teacher. This year Coyote Springs Elementary School has made the transition to a co-teaching model.

These changes now require more support and oversight from the special services staff. By restructuring the IEP Facilitator position to an Assistant Director of Special Services it is the belief of the administration that we can better provide the necessary support for all of our campuses as we move forward with inclusionary practices. This would include direct support from the Assistant Director of Special Services to the elementary campuses, while the Special Service Director would support the middle schools and high school. The increased focus on supporting each of our schools would assist with this transition and allow for increased data analysis for program evaluation.

The Assistant Director position would be placed on the professional salary schedule with a calendar of 195 days.

This change would include eliminating the IEP Facilitator position and one Speech Aide position, both of which are funded through the IDEA Basic Grant, to create the Assistant Director of Special Services position. The re-structuring would be budget neutral as the new position would be funded through the IDEA Basic Grant.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the Assistant Director of Special Education position be approved.

Sample Motion:
I move to approve the restructuring of the IEP Facilitator position and one Speech Aide position to an Assistant Special Services Director for the 15-16 school year.

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

Questions should be directed to: Dan Streeter @ x4006 or Stephanie Rowe @ x4031

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JOB DESCRIPTION

JOB TITLE:	**ASSISTANT DIRECTOR OF SPECIAL SERVICES**
DEPARTMENT:	Special Services
REPORTS TO:	Director of Special Services
FLSA STATUS/CLASSIFICATION:	Exempt; Cert
SUPERVISORY DUTIES:	Teachers, Related Service Providers and Clerical Staff
APPROVED ON:	xx/xx/xxxx

SUMMARY: Assists the Director by overseeing management and programming of the special education program. The Assistant Director is responsible along with the Director for the analysis of student achievement information and program evaluation, in support of District Board goals. Acts as the administrative designee for the Special Services Director to assist Special Services staff per established departmental and district policies, and state and federal requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Secures staff in collaboration with Principals to provide services to special needs students per the Individualized Education Plans
- Projects staff needs for the short and long term
- Advises principals and teachers regarding the integration of special education classes and services in the total school program
- Assists the Director to oversees extended school year services for eligible students
- Assists the Director with special education students services who are Homebound, Home Schooled or Home-based
- Attends IEP meetings which are contentious or litigious
- Assist with Compiling and releases census data on all 18 categories under Federal Law to the State Department of Education using the October 1st child count
- Assist with "Child Find" programs for the District
- Assists the Director with monitors and establishes policies and procedures for all district, state, and federal regulations compliance
- Maintains effective communication with staff, parents and the community, including meeting regularly with the parent advisory council
- Assists with Investigations and resolves any grievances, mediations or due process claims under IDEA
- Assists with Investigations and resolves any Office of Civil Rights complaints under ADA or Section 504 of the Rehab Act
- Stays informed of current developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field
- Monitors accuracy and compliance of Special Service students' paperwork
- Ensures the eligibility and placement of students in special education programs
- Evaluates the effectiveness of IEPs through classroom observation and conferencing as requested by site administrators, parents, and teachers
- Assists with Special Education and related issues, in-services, and other related meetings for staff
- Collaborates with the IEP team to develop IEP for each Special Education Program student
- Train Alternative Assessment staff and oversee materials and assessment completion
- Serves as SPED transportation monitor
- Case manages students in Residential Treatment Centers (RTCs) or private day schools
- Steps in as case manager when/if there are mid-year vacancies
- Facilitates new student special education file transfers

- Supports and trains staff with the IEP online program
- Works closely in collaboration with site level administrators and district level administrators
- Serves on district and community committees
- Supports the Director with administrative functions
- Assists in the evaluation of staff performance as assigned by the Director

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of applicable federal and state regulations
- Knowledge of data usage, including collection, analysis, interpretation and reporting
- Ability to do perform multiple administrative functions simultaneously
- Ability to manage personnel
- Ability to maintain confidentiality
- Knowledge and understanding of the continuous improvement process
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Masters degree in Education or related field
- Holds Arizona Administrative Certification and/or Valid Arizona Special Education Teacher Certificate
- Has proven experience in special education teaching at the K-12 levels
- Has administrative experience at the site or district level (preferred)
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT:

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

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

ACTION
Item 10E.

Middle School Fees

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 E
FROM:	Cole Young, Director of Educational Services	Reading	
DATE	March 17, 2015	Discuss	
SUBJECT:	Approval of Additional Middle School Fees – School Year 15/16	Action	X
		Consent	
OBJECTIVE:	Goal #1 To Raise the Level of Student Achievement Goal #2 To Focus on Planning for Future Student Needs		

SUPPORTING DATA:

The District is required to approve the collection of fees charged to students through the Board.

This is a request to add additional course fees at the middle schools in the areas of extra-curricular coursework which require materials that are not covered through a school's supply budget. The large amounts of consumable materials used in the courses listed below make the offerings unsustainable through current state funding practices. We believe this opportunity is valuable for our students, exposing them to more than just academia, but opportunities to explore the fine arts and allow for extended learning opportunities. The fees associated with the course offerings below enhance the educational experience offered within the Humboldt Unified School District middle schools.

The requested fees are in line with not only similar course-related high school fees, but what other middle schools are charging across the state. Each charge is substantiated through the course offering with how the fee will be used.

- $10 Fee for middle school Art
- $10 Fee for middle school Chorus
- $10 Fee for middle school Drama
- Pay through fee via Pay-to-Play for Science Olympiad

The principal/designee has the authority to waive fees if they cause a financial hardship to the family.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the extra-curricular fees be approved

Sample Motion:
I move to approve the additional middle school extra-curricular fees as presented.

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

Questions should be directed to: Cole Young, Director of Educational Services (759-5016), Jessica Bennett, Principal of BMMS (759-4900), Danette Derickson, Principal of LTS (759-4500) and/or Dr. Terri Matteson, Principal of GHMS (759-4600)

ACTION
Item 10F.

Title I Summer School

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 F
FROM:	Cole Young, Director of Educational Services	Reading	
DATE:	March 17, 2015	Discuss	
SUBJECT:	Title I Summer School and related job descriptions	Action	X
		Consent	

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

SUPPORTING DATA:

The District administration would like to offer a district-wide Title I summer school to help identified students with their reading deficiencies. As per federal regulations we can offer a summer school that mirrors our current K-3 targeted assistance reading intervention program offered at the elementary schools. Summer school will be offered to students currently in grades K-3 at our targeted assistance schools (LTS, MVES, LVES) and grades K-5 at our school-wide Title I sites (GES, CSES, HES). Identification of student eligibility will be based on DIBELS benchmark assessment data. Class sizes will be a maximum of 22 students. Summer school dates will run from Monday, June 1 - Thursday, June 26 (four weeks, four days per week) from 8:30 am-12:30 pm. The allocation that has been set aside through the Title I grant is $70,000. This amount will cover all expenditures related to the complete funding of Title 1 Summer School.

We are planning to hire:

1 Summer School Coordinator
16 Teachers
16 Teacher Aides
1 Administrative/Attendance/Receptionist Secretary
1 Data Assessment Coordinator (5 days)

The job descriptions are attached for your consideration.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the Governing Board approve the District Title I Summer School and related job descriptions.

Sample Motion:
I move to approve Title I Summer School and summer school job descriptions as presented above for the 2015 summer school session to be funded by the Title I grant.

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

Questions should be directed to: Cole Young, Director of Educational Services @ 759-5016

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JOB DESCRIPTION

JOB TITLE:	**K-5 Title One Summer School Administrative Secretary**
DEPARTMENT:	**School Office Administration**
REPORTS TO:	**K-5 Title One Summer School Coordinator**
FLSA STATUS/CLASSIFICATION:	**Classified**
SUPERVISORY DUTIES:	**None**
APPROVED ON:	**Pending Board Approval**

SUMMARY:

Performs office and administrative functions to ensure effective school communications; monitors staff attendance, processes facility use requests, transportation requests, time card distribution and collection, student records/files/enrollment/ and monitors/develops reports and makes calls concerning student attendance.

Administrative Secretary must be available for the entire program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepares all memos, letters, school-wide communications, or other documents as required for parents, students, teachers, staff or the District Office
- Resolves difficult situations by applying appropriate conflict resolution methods
- Follows district guidelines in disciplining students when Administrator is off campus
- Maintains all information relative to the school, facilities or personnel
- Collects all time cards, checks for accuracy and submits to the district office following authorization by the site administrator
- Receives incoming phone calls and greets and directs visitors to school locations
- May ensure all outgoing U.S. mail is properly sorted and distributed to proper recipients
- Reviews attendance records to identify students with excessive absenteeism and tardiness
- Investigates student absences, tardiness and attendance problems and may arrange conferences with appropriate students and parents to discuss attendance
- Confers with, and advises parents and students of school and district attendance policies; initiates daily parent phone calls on all absent and unexcused students
- Reviews and verifies submitted student absence notes/documentation. Determines validity and if absence is excused or otherwise. Issues admit slip for class when appropriate
- Receives absence calls from parents. Displays courtesy and professionalism when dealing with parents, students and the public. Completes and inputs phone absence reports from answering machine and daily received phone calls
- Compiles all required attendance reports. Reviews and maintains all required documentation; inputs attendance information using computerized system including attendance from campus check in/out logs, guidance office logs and health office logs
- Answers incoming calls and tends to front counter duties; meets and directs visitors

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- 2-3 years previous school office experience preferred
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

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

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT:

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

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

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JOB DESCRIPTION

JOB TITLE:	**K-5 Title One Summer School Coordinator**
DEPARTMENT:	**Curriculum and Instruction**
REPORTS TO:	**Director of Educational Services**
FLSA STATUS/CLASSIFICATION:	**Certified**
SUPERVISORY DUTIES:	**Summer school teachers, Instructional Aides, and other Summer School Staff.**
APPROVED ON:	**Pending Board Approval**

SUMMARY: The K-5 Title One Summer School Coordinator organizes, provides general direction, and coordinates various phases of the educational programming of the HUSD K-5 Title One Summer School.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Organizes the summer school curriculum for all grade levels in consultation with appropriate members of the staff and faculty.
- Acquires the services of teachers for courses taught.
- Assumes responsibility for attendance accounting and submits enrollment and attendance reports.
- Makes classroom visits for administrative and supervisory purposes.
- Prepares all summer school schedules and assumes responsibility for registration and assignment of students.
- Requisitions classroom equipment and supplies, as needed.
- Reports and certifies to proper authorities the summative achievement of summer school students.
- Prepares and maintains required records.
- Prepares and oversees dissemination of publicity and information concerning summer school registration.
- Prepares and administers the summer school operating budget.
- This list of essential functions and responsibilities is not exhaustive and may be supplemented as necessary.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of curriculum development for school-age children
- Effectively perform multiple administrative functions, with the ability to set priorities ensuring assignments, projects, and task completion deadlines are met
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Ability to handle confrontation and conflict professionally
- Demonstrate five successful years of teaching experience.
- Demonstrate skill in the analysis of student achievement.
- Demonstrate instructional leadership focused on learning.
- Demonstrate skill in human relations, communication, and leadership.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- At least 5 years of teaching experience
- Holds Arizona Teaching Certificate
- Holds (preferred) or is currently working towards an Administrative Certificate

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

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

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

WORK ENVIRONMENT:

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

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

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JOB DESCRIPTION

JOB TITLE:	**K-5 Title One Summer School Teacher Aide**
DEPARTMENT:	**Curriculum and Instruction**
REPORTS TO:	**K-5 Title One Summer School Coordinator**
FLSA STATUS/CLASSIFICATION:	**Classified – Must be Highly Qualified**
SUPERVISORY DUTIES:	NONE
APPROVED ON:	**Pending Board Approval**

SUMMARY: The Summer School Teacher's Aide's job is to assist a teacher and reinforce the instruction taught in the classroom to students. This can include going over lessons with students individually, in a small group, answering questions and assisting with the instructional delivery of content. As a teacher's aide you may be asked to supervise students outside of the classroom on the playground, during bathroom breaks, at lunch time and before and after summer school. A teacher's aide may also organize the classroom and put supplies in order.

Teacher Aides must be available for the entire program as listed above.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists teachers in providing an effective learning environment
- Assists teachers in lesson preparations
- Assists teacher in preparation of instructional materials
- Maintains vigilance to signs of child abuse or neglect
- Provides positive reinforcement for students
- Supports the teacher in maintaining classroom control
- Assists with evaluating and testing students, as requested by teacher
- Handles routine clerical work, as assigned
- Supervises students outside of the classroom when requested
- Assists the teacher with instruction and evaluation of student work
- Works with small groups and/or 1-on-1 with students to help ensure understanding of lessons and reinforces material introduced by the teacher
- Assists teacher in checking notebooks, correcting papers and supervising make-up work
- Reinforcement of classroom behavior plans and its rewards and/or consequences
- Directs and redirects students during school-wide activities

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard classroom related learning tools and equipment
- Ability working with school age children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation with professionalism

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- Previous classroom instruction experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

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

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

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

WORK ENVIRONMENT:

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

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

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JOB DESCRIPTION

JOB TITLE:	**K-5 Title One Summer School Assessment Coordinator**
DEPARTMENT:	**Educational Services**
REPORTS TO:	**K-5 Title One Summer School Coordinator**
FLSA STATUS/CLASSIFICATION:	**Certified**
SUPERVISORY DUTIES:	**None**
APPROVED ON:	**Pending Board Approval**

SUMMARY:

Provides data support through the administration and interpretation of the DIBELS assessment for all summer school students to assist with both assessing the measure of student learning and program analysis evaluation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides support and acts as key program administrator for DIBELS and VPORT.
- Interprets and communicates data results via DIBELS
- Provide reports based on DIBELS data
- Provide a summary of data trends in and throughout grade levels based on data collected through a comparative analysis from beginning to end benchmarks

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to use standard office equipment.
- Ability to use Excel.
- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to administer the DIBELS assessment and interpret data gleaned

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- At least 5 years of teaching experience
- Holds Arizona Teaching Certificate
- DIBELS Trained

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Access and Outlook and job specific software programs (Schoolmaster, etc.)

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

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

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

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

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JOB DESCRIPTION

JOB TITLE:	**K-5 Title One Summer School Teacher**
DEPARTMENT:	**Curriculum and Instruction**
REPORTS TO:	**K-5 Title One Summer School Coordinator**
FLSA STATUS/CLASSIFICATION:	**Certified**
SUPERVISORY DUTIES:	**Summer School Students**
APPROVED ON:	**Pending Board Approval**

SUMMARY:

Applications will be accepted for teaching positions in the Humboldt Unified School District for K-6 Title I Summer School. This program is scheduled to begin May 29th, 2015 and ending on June 26th, 2015, Monday –Thursday (no Friday dates except that of May 29th).

Teachers must be available for the entire program as listed above.

Class size will ideally be a maximum of 22 students with the assistance of a teacher's aide.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Implementation of ELA curricula.
- Attend training prior to the start of the program.
- Use assessment data to plan instruction.
- Differentiate instruction based on data and student needs.
- Assess student progress.
- Develop lesson plans and instructional materials to provide individualized and small group instruction to adapt the curricula to the needs of each student.
- Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
- Maintain lesson plans and attendance records.
- Evaluate students' academic growth and keep appropriate records.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom. Strive to develop positive relationships with students.
- Create a learning environment conducive for learning.
- Communicate with parents through conference as needed and other means to discuss student progress in the summer program.
- Identify student needs and cooperate with other professional staff members in assessing in helping students solve health, attitude, and learning concerns.
- Provide for books and instructional aids from your 'home' campus to assist with instruction.
- Supervise students in out-of-classroom activities during the assigned school day.
- Duties as assigned
- Perform duties that may be assigned by the Summer School Program Coordinator, and Director of Educational Services..

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of curriculum for grade level being taught
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Selecting and using instructional methods and procedures appropriate for student learning
- Monitoring/Assessing performance of yourself and your students in order to ensure the maximization and delivery of effective instruction
- The ability to come up with a number of instructional strategies concerning academic content specific to your grade level

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Arizona elementary teacher certification appropriate for K-5 grade-level instruction in ELA
- Minimum of Bachelor's Degree from an accredited college or university
- Minimum of 3 years of teaching experience is preferred.
- Classroom experience at appropriate grade level and summer school programs are preferred.

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT:

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

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

ACTION
Item 10G.

Algebra Summer School (BMHS)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 G
FROM:	Cole Young, Director of Educational Services	Reading	
DATE:	March 17, 2015	Discuss	
SUBJECT:	Pre-AP Algebra 2 Summer School	Action	X
OBJECTIVE:	Goal #1 To Raise the Level of Student Achievement Goal #2 To Focus on Planning for Future Student Needs		

SUPPORTING DATA:

The administration requests the Board to consider for approval the offering of a summer school course in Pre-AP Algebra 2.

Both BMHS students and incoming eighth graders would have the ability to work ahead in Math and have the opportunity to be on course for taking AP Calculus during their senior year with this additional course offering during summer school. Currently, a student who is not on track for Calculus does not have the opportunity to advance via his normal coursework during the school year due to prerequisites not being available. For example, a sophomore student in Pre-AP Geometry will never have the opportunity to take AP Calculus their senior year because of the course offerings and how they line up, schedule-wise. By allowing students the opportunity to take Pre-AP Algebra 2 during summer school, students would have the opportunity to take AP Calculus their senior year. Furthermore, as a result of this summer school offering of Pre-AP Algebra 2, any freshman students that are enrolled in Pre-AP Geometry will benefit from this offering as they would be on track to take Calculus 2 as a dual enrollment class with Yavapai College during their senior year. Bradshaw Mountain High School has not offered Calculus 2 in the past due to the lack of students meeting the prerequisites necessary to be successful in such an advanced academic math course. By adding Pre-AP Algebra 2 in the summer, BMHS would continue to achieve its signature program focus of adding advanced placement course offerings to its students by building capacity within the math department through extending its AP coursework with Calculus 2.

Bradshaw Mountain administration has a plan of action that will be cost neutral to the District that will allow for BMHS students who are aspiring in mathematics to take upper level math classes through an additional pathway to work ahead in their coursework. This summer school class would be taught by a highly qualified math teacher on the BMHS campus during the summer session. Students who are eligible to take this course would pay $200 to take the class. Our goal is to build this session to enroll 30 students.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that Pre-AP Algebra 2 summer class with a cost of $200 per student be approved.

Sample Motion:
I move to approve a summer school course offering of Pre-AP Algebra 2 at a cost of $200 per student.

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), Jeremy Hendrix Assistant Principal (759-4100), or Cole Young, Director of Educational Services (759-5016)

ACTION
Item 10H.

Contract Language
2015-16

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 H
FROM:	Dan Streeter, Assistant Superintendent - Operations	Reading	
DATE:	March 17, 2015	Discuss	
SUBJECT:	Approval of 2015-2016 Classified, Certified, and Administrator Contract Language	Action	X
OBJECTIVE:	Goal #4 To Attract and Retain Highly Effective Employees		

SUPPORTING DATA:

Attached, you will find proposed 2015-2016 classified work notice language (*4+ hours* and *less than 4 hours*), proposed 2015-2016 classified term contract language (*12 month* and *less than 12 month*), proposed 2015-2016 certified contract language, proposed 2015-2016 psychologist contract language, and proposed 2015-2016 administrative contract language. In addition to obvious changes in date ranges, proposed changes are based on advice of legal counsel and District needs. All proposed changes are underlined, and deletions are indicated by ~~strikethrough~~.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the proposed changes be approved.

Sample Motion(s):

- *I move to approve the attached 2015-2016 contract language for certified employees, psychologists and for certified administrators.*
- *I move to approve the attached 2015-2016 contract language for 12 month classified term employees and for classified term employees working less than 12 month contracts.*
- *I move to approve the attached 2015-2016 classified at-will work notice language for employees working four or more hours per day and for classified employees working less than four hours per day.*

Approved for transmittal to the Governing Board:

Dr. Paul H. Stanton, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22

CLASSIFIED STAFF
AT-WILL NOTICE

BEFORE DETAIL:

This Classified Indefinite Term At-Will Notice of Employment is between the Humboldt Unified School District #22 ("the District"), by and through its Governing Board, and the employee named above (the "Employee").

AFTER DETAIL:

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. You will receive fringe benefits, if any, as approved annually by the Board pursuant to District policy. A work schedule for the position is enclosed, which includes information on holidays and non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, food handler license, bus driver license, or other certification for position described. **You are expected to comply with the requirements of the job description and Board policies while employed by the District.** Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

Your employment may be terminated by the District or by you, with or without cause, upon giving the other party written notice. Termination by the District is effective upon Board action. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies.

_____
Superintendent

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING ~~BELOW~~ (ELECTRONICALLY OR IN WRITING) AND RETURNING ONE COPY, UNALTERED, TO THE HUMAN RESOURCES DEPARTMENT WITHIN FIFTEEN (15) DAYS OR THIS OFFER WILL BE NULL AND VOID.

_____ _____
EMPLOYEE'S SIGNATURE DATE

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22

CLASSIFIED STAFF
AT-WILL NOTICE: LESS THAN 4 HOURS/DAY

BEFORE DETAIL:

This Classified Indefinite Term At-Will Notice of Employment is between the Humboldt Unified School District #22 ("the District"), by and through its Governing Board, and the employee named above (the "Employee").

AFTER DETAIL:

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. A work schedule for the position is enclosed, which includes information non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, food handler license, bus driver license, or other certification for position described. **You are expected to comply with the requirements of the job description and Board policies while employed by the District.** Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

Your employment may be terminated by the District or by you, with or without cause, upon giving the other party written notice. Termination by the District is effective upon Board action. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies.

_____
Superintendent

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING ~~BELOW~~ (ELECTRONICALLY OR IN WRITING) AND RETURNING ONE COPY, UNALTERED, TO THE HUMAN RESOURCES DEPARTMENT WITHIN FIFTEEN (15) DAYS OR THIS OFFER WILL BE NULL AND VOID.

_____ _____
EMPLOYEE'S SIGNATURE DATE

TERM CONTRACT
FOR
CLASSIFIED EMPLOYEE: 12 MONTH

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22 ("District"), Yavapai County, Arizona, this *classified term certain appointment contract* is made and entered into by and between the Governing Board and the above-named employee ("Employee"). The terms of the contract, salary amount, number of days and position are as follows:

AFTER DETAIL

1. **General**. Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.

2. **Compensation**. In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board.

3. **Funding and Possible Reductions**. This contract and the salary above is offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2015-2016. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2015-2016 school year. If so, one or more of the following may occur:

   A. A reduction in the number of staff.

   B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).

   C. A reduction in assigned work hours of not to exceed 10%.

   D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

4. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. Employees who leave without approval by the Board are considered absent without leave and will not be entitled to further salary. Resignation from this term contract without Board approval in advance will be considered unprofessional conduct and noted in the Employee's personnel records unless Employee submits evidence that resignation is for circumstance beyond the Employee's control.

5. **Governing Law**. This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

6. **Benefits**. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

7. **Documentation**. This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy. Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, or other certification for the position described. Employee agrees that District may place the employee on an unpaid leave of absence during any time that the employee does not hold and maintain required documentation or a fingerprint clearance card as required for the position.

8. **Background/Fingerprint Check/Arrest**. This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

THE SIGNED CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT UNALTERED, WITHIN FIFTEEN (15) DAYS FROM DATE OF ISSUANCE, OR THE AGREEMENT WILL BE NULL AND VOID.

EMPLOYEE:

_____

DATE:_____

GOVERNING BOARD PRESIDENT:

_____

DATE:_____

TERM CONTRACT
FOR
CLASSIFIED EMPLOYEE: LESS THAN 12 MONTH

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22 ("District"), Yavapai County, Arizona, this *classified term certain appointment contract* is made and entered into by and between the Governing Board and the above-named employee ("Employee"). The terms of the contract, salary amount, number of days and position are as follows:

AFTER DETAIL

1. **General**. Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.

2. **Compensation**. In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board.

3. **Funding and Possible Reductions**. This contract and the salary above are offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2015-2016. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2015-2016 school year. If so, one or more of the following may occur:

   A. A reduction in the number of staff.

   B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).

   C. A reduction in assigned work hours of not to exceed 10%.

   D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

4. **Employee Resignation** – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. Employees who leave without approval by the Board are considered absent without leave and will not be entitled to further salary. Resignation from this term contract without Board approval in advance will be considered unprofessional conduct and noted in the Employee's personnel records unless Employee submits evidence that resignation is for circumstance beyond the Employee's control.

5. **Governing Law**. This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

6. **Benefits**. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

7. **Documentation**. This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy. Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, or other certification for the position described. Employee agrees that District may place the employee on an unpaid leave of absence during any time that the employee does not hold and maintain required documentation or a fingerprint clearance card as required for the position.

8. **Background/Fingerprint Check/Arrest**. This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

Please choose one of the following pay options (ref. Policy DKA):

☐ Bi-weekly installments (payment during school year/contract period only).

☐ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THE SIGNED CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT UNALTERED, WITHIN FIFTEEN (15) DAYS FROM DATE OF ISSUANCE, OR THE AGREEMENT WILL BE NULL AND VOID.

EMPLOYEE: GOVERNING BOARD PRESIDENT:

_____ _____

DATE:_____ DATE:_____

2015-2016 EMPLOYMENT CONTRACT
FOR
CERTIFIED EMPLOYEE

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee") for one year. The terms of the contract, salary amount, number of days, and position are as follows:

AFTER DETAIL

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

2. Term – Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.

3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved certified salary schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2015-2016. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2015-2016 school year. If so, one or more of the following may occur:

   A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate certified employees through a reduction in force.

6. Classroom Site Fund/Instructional Improvement Fund – Pursuant to A.R.S. §15-977 and provisions for the "Classroom Site Fund," the District may or may not receive funds to support supplements to teacher base salary or which will entitle employee to performance pay if the employee qualifies under the District's performance pay plan. Further, the District may or may not receive sufficient funds through the Instructional Improvement Fund to support supplements to teacher base salary under A.R.S. §15-977. Employee expressly acknowledges that total pay will depend upon allocation of the Classroom Site Fund and Instructional Improvement Funds, the amount of funds received, if any, and employee eligibility. Payments associated with the Classroom Site Fund or Instructional Improvement Fund may be paid only if the balance in applicable accounts is sufficient to support these payments.

7. Conditional Contract – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

A. Valid Arizona certificate(s) for the position;
B. Valid fingerprint clearance card;
C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;
D. Verification of previous employment, if applicable.
E. If applicable based on subject area assigned, employee must meet requirements to be considered a "Highly Qualified teacher" under the No Child Left Behind Act.

Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card. In the District's sole discretion, Employee may be paid for work under supervision at a substitute teacher rate pending fingerprint clearance.

8. Evaluation - Teacher shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. 15-203(A)(38) and 15-537. The parties acknowledge and agree that~~, as a result of recently enacted amendments to these statutes,~~ the District's evaluation system may be amended prior to or during the term of this Contract. The evaluation system and instrument in effect as of the date of the first formal observation of the Teacher shall be the system and instrument that is used to evaluate the Teacher for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

9. Background/Fingerprint Check/Reporting of Arrest – This contract is also conditioned upon satisfactory results of a background investigation. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee's driving privileges.

10. Emergency Certification – If Employee is not subject to the "Highly Qualified" requirements and is employed pursuant to an emergency certificate, teacher acknowledges that this agreement is for one year only and this provision constitutes notice that this teaching contract will not be renewed for the 2012-2013 school year.

11. Retired Teachers – If Employee is a teacher who has returned to work after retirement and is currently receiving benefits from the Arizona State Retirement System, teacher acknowledges that employment is not subject to renewal, teacher is not entitled to a hearing or other protections under A.R.S. § 15-538 through 15-543 and specifically agrees to the terms of A.R.S. § 38-766.01, incorporated herein by reference.

12. Employee Resignation – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars ($1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, may waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

13. Governing Law – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

14. Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

15. Arizona Standards – Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research based strategies in instruction.

16. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.

17. Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email*, or 3) two (2) days after mailed by U.S. mail to the home address of record.
*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):
___Personal delivery on _____, 2015
___Certified employee mailbox/email on _____, 2015
___U.S. mail sent on _____, 2015

Please choose one of the following pay options (ref. Policy DKA):

☐ Bi-weekly installments (payment during school year/contract period only).

☐ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THIS CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN FIFTEEN (15) BUSINESS DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

_____

DATE:_____

GOVERNING BOARD

_____

DATE:_____

2015-2016 EMPLOYMENT CONTRACT
FOR
PSYCHOLOGIST

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee") for one year. The terms of the contract, salary amount, number of days, and position are as follows:

AFTER DETAIL

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

2. Term – Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.

3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved certified salary schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2015-2016. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2015-2016 school year. If so, one or more of the following may occur:

   A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate certified employees through a reduction in force.

6. Conditional Contract – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

A. Valid Arizona certificate(s) for the position;
B. Valid fingerprint clearance card;
C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;
D. Verification of previous employment, if applicable.
E. If applicable based on subject area assigned, employee must meet requirements to be considered a "Highly Qualified teacher" under the No Child Left Behind Act.

Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card. In the District's sole discretion, Employee may be paid for work under supervision at a substitute teacher rate pending fingerprint clearance.

7. Background/Fingerprint Check/Reporting of Arrest – This contract is also conditioned upon satisfactory results of a background investigation. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee's driving privileges.

8. Employee Resignation – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars ($1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, may waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

9. Governing Law – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

10. Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

11. Arizona Standards – Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research based strategies in instruction.

12. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.

13. Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email*, or 3) two (2) days after mailed by U.S. mail to the home address of record.
*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):
___Personal delivery on _____, 2015
___Certified employee mailbox/email on _____, 2015
___U.S. mail sent on _____, 2015

Please choose one of the following pay options (ref. Policy DKA):

☐ Bi-weekly installments (payment during school year/contract period only).

☐ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THIS CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN THIRTY (30) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE: GOVERNING BOARD

_____ _____

DATE:_____ DATE:_____

2015-2016 EMPLOYMENT CONTRACT
FOR
CERTIFIED ADMINISTRATOR

BEFORE DETAIL

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee"). The terms of the contract, salary amount, number of days, and position are as follows:

AFTER DETAIL

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified, which may include classroom teacher, as the best interest of the District may require.

2. Term – This contract shall be for a term of July 1, 2015 through June 30, 2016, unless shortened by a revised start or end date, above.

3. Compensation – In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved Administrative Salary Schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

4. Benefits – Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

5. Funding/Possible Actions – This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2015-2016. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2015-2016 school year. If so, one or more of the following may occur:

   A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate administrators through a reduction in force.

6. Conditional Contract – This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

A. Valid Arizona certificate(s) for the position;
B. Valid fingerprint clearance card;
C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;
D. Verification of previous employment, if applicable.

Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card.

7. Evaluation – The parties acknowledge and agree that~~, as a result of recently enacted amendments to the Arizona Revised statutes,~~ the District's evaluation system may be amended prior to or during the term of this Contract. If hired as a principal, employee shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. 15-203(A)(38) and 15-503. The evaluation system and instrument in effect as of the date of the first evaluation of the employee shall be the system and instrument that is used to evaluate the employee for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

8. Employee Resignation – Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars ($1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, may waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

9. Background/Fingerprint Check/Reporting of Arrest – This contract is conditioned upon satisfactory results of a background investigation. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to

immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B and Board Policy GBEB-E, or which may or does result in the revocation of Employee's driving privileges.

10. Governing Law – This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

11. Severability – Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

12. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.

13. Issuance/Signature – Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email*, or 3) two (2) days after mailed by U.S. mail to the home address of record.
*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):
___Personal delivery on _____, 2015
___Administrator mailbox/email on _____, 2015
___U.S. mail sent on _____, 2015

THIS CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN THIRTY (30) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

_____

DATE:_____

GOVERNING BOARD

_____

DATE:_____