



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, December 8, 2015

Coyote Springs Elementary School
6625 N. Cattletrack
Prescott Valley, AZ

Regular Session @ 6:30

Mr. Daniel Streeter, Superintendent

Brian Letendre, President
Gary Hicks, Vice President
Richard Adler, Member
Paul Leon, Member
Suzie Roth, Member

POSTED
12-4-2015
4:00 p.m.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes

NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF THE GOVERNING BOARD OF EDUCATION

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **December 8, 2015**, at **Coyote Springs Elementary School** located at **6625 N. Cattletrack Drive, Prescott Valley, Arizona**.

- If authorized by a majority vote of the members of the Governing Board, any matter on the Open Meeting Agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The Board may also vote to convene in executive session to review and discuss issues marked with an asterisk (*). These sessions are not open to the public; however, Board decisions will be made in open public assembly.
- Members of the HUSD Governing Board who are not able to attend in person may participate via an electronic medium.
- The Agenda may be revised up to twenty-four (24) hours prior to the meeting. Revisions will be posted at the HUSD District Office located at 6411 N. Robert Road, Prescott Valley, Arizona, and on the district website www.humboldtunified.com and go to the Governing Board tab.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Mary Diaz at (928)759-5007 or mary.diaz@humboldtunified.com. Requests should be made as early as possible to arrange the accommodation.
- Members of the public wishing to address the Board are requested to complete a Public Participation Form provided at the entrance of the meeting area.
- Discussion by the Board is limited to items posted on the agenda.

AGENDA

6:30 PM REGULAR SESSION

1. WELCOME AND CALL TO ORDER
2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY
3. ROLL CALL
4. AGENDA REVIEW/ACCEPT

Student Performance – Coyote Springs Before-School Music Program – Directed by David Johnson

5. CURRENT EVENTS
 - A. Board
 - B. Superintendent
 - C. Assistant Superintendent

6. CELEBRATING SUCCESSES

- (Pages 1-4)
- A. HUSD VIPs – Candice Blakely-Stump, Coyote Springs Elementary School Principal
 1. Certified Staff – Adrienne Houston
 2. Classified Staff – Jennifer Lee
 3. Volunteer – Debra Clark

7. PUBLIC PARTICIPATION

Participation is reserved for members of the public who have submitted a completed Public Participation Form. Total length of time shall not exceed 30 minutes. Individual times shall not exceed 5 minutes (Policy BEDH). When addressing the Board, speakers are to state their name and subject into the microphone so that their statements may be properly recorded.

Members of the Board may not discuss items that are not specifically on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later time.

8. CONSENT ITEMS

This section includes approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Upon the request of a Board member, a topic on the Consent Agenda may be removed from this segment of the meeting and discussed as a Regular Agenda item.

- (Pages 5-7) A. Personnel Recommendations
- (Page 8-11) B. Governing Board Meeting Minutes of November 10, 2015 (audio recordings are posted on the district's website at www.humboldtunified.com)
- (Pages 12-233) C. Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 768,356.29
 2. Approval of Payroll voucher(s) in the amount of \$ 2,489,918.20
- (Pages 234-241) D. Monthly Budget Report
- (Pages 242-246) E. Monthly Student Activities Report
- (Pages 247-269) F. Request for restatement of the district's Section 125 Document (Cafeteria Plan) allowing eligible employees to pay their share of health premium contributions on a pre-tax basis
- (Pages 270-274) G. Request for approval of the revised 2015-16 Stipend Schedule
- (Pages 275-276) H. Gifts and donations

9. DISCUSSION ITEMS (*no action will be taken*)

- (Pages 277-278) A. School update from Coyote Springs Elementary School Principal Candice Blakely-Stump to include:
- EdLeader 21 National Presentation and visit from CEO, Ken Kay
 - Arizona School Boards Association Golden Bell Award
 - 21st Century Learning Signature Program
- (Pages 279-280) B. Educational Services Department update from Cole Young regarding 2014-15 AzMERIT proficiency scores
- (Pages 281-284) C. Discussion of a request from Antelope Village LLC (Pronghorn Development) to return property deeded to the district for use as a future school site
- (Pages 285-291) D. Discussion of liquidated damages (fee) assessed to employees who do not fulfill their contracts

10. ACTION

- (Pages 292-298) A. Request for approval of a Memorandum of Understanding (MOU) with ConnectEd: California Center for College and Career regarding access, storage, and use of pupil data to be used in research (in compliance with the Family Educational Rights and Privacy Act of 1974 - FERPA)

11. PERSONNEL

(Pages 299-300) *A. Evaluation of Superintendent Dan Streeter
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel)]

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

January 12, 2016	6:30 p.m.	Organizational & Regular Meeting	@ Liberty Traditional
February 9, 2016	6:30 p.m.	Regular Meeting	@ Granville Elementary
March 15, 2016	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle

13. ADJOURNMENT

Copies of agendas and supporting documentation relative to public meetings (with the exception of materials relating to possible executive sessions) are available at the District Administration Office during normal work hours, 24 hours prior to a meeting. Please call ahead (759-4000) to arrange copies to be picked up. Documentation is also available on the District website www.humboldtunified.com; on the home page, go to the School Board tab →Board Packets →Select Year →Select Meeting Date. (Note: Large packets are saved in multiple sections).

CELEBRATING SUCSESSES

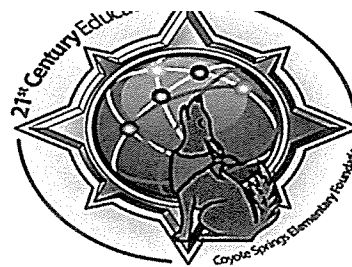
Item 6

- A. HUSD VIPs – Coyote Springs Elementary School
 - 1. Certified – Adrienne Houston
 - 2. Classified – Jennifer Lee
 - 3. Volunteer – Debra Clark

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack, Prescott Valley, AZ. 86314

Ph: 928-759-4300 Fax: 928-759-4320



December 8, 2015

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Adrienne Houston as the HUSD Certified Employee of the Month.

I am nominating Adrienne Houston for the following reasons:

Adrienne Houston has been a valued employee of HUSD for the past sixteen years. She first came to Coyote as a volunteer over 17 years ago before she took a full-time teaching position. She has spent her entire teaching career as an HUSD employee at Coyote Springs and attended Bradshaw Mountain Junior High School and Bradshaw Mountain High School!

Adrienne is one of the most professional, dedicated, passionate, and caring teachers that I have had the pleasure to work with. She has set a standard for delivering instruction that both stimulate and engage her students. Adrienne's performance in the classroom is enhanced by her extensive knowledge and experience working with various ages of students at the primary level. She maximizes efforts to establish a learning environment in which students respect each other and their teachers. Adrienne has consistently demonstrated through patience, tolerance, and skill, the ability to relate to and effectively instruct all students. Her enthusiasm for teaching has generated a positive environment that promotes a love of learning.

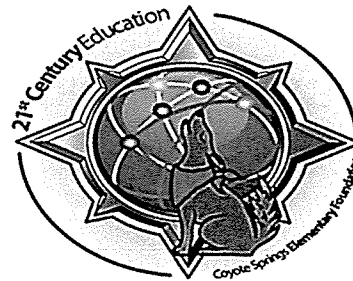
In addition to Adrienne's passion for teaching and learning in the classroom, she is a respected teacher among the school and district. She is a valued member of the Kindergarten Math Cadre and has spent many hours of her own time creating a first-rate Kindergarten Math curriculum for all Kindergarten teachers across the district. Adrienne also completed the Phase 2 McRel Balanced Leadership training which enhanced her leadership skills at Coyote and throughout HUSD. Adrienne is not just respected as a leader at Coyote, but across HUSD. Adrienne is a problem solver and always approaches problems from a proactive approach and from the perspective of a parent, teacher, and community member. Adrienne has been a valuable member of our PTO and SITE Council committees. She strives for excellence not only with everything she does but with everything that her students do. Adrienne's sense of professionalism is both motivational and refreshing on a daily bases.

It is for these many reasons that I nominate Mrs. Adrienne Houston as December's HUSD Certified Employee of the Month.

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack, Prescott Valley, AZ. 86314

Ph: 928-759-4300 Fax: 928-759-4320



December 8, 2015

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Mrs. Jennifer Lee for HUSD Classified Employee of the Month.

I am nominating Jennifer Lee for the following reasons:

Jenny is a devoted Humboldt Unified School District employee and parent at Coyote Springs Elementary School. She has been an employee with Humboldt since 2013. Jenny is devoted to our school and student success through building positive relationships and creating a friendly environment. She knows the importance of building relationships with each of our students, staff, and parents. Jenny greets every student and staff member every day with a smile and a spark of enthusiasm that ignites every person she encounters to pass on her positive energy. Jenny is a true role model for everyone at HUSD. She is all about our students and school community.

In addition to her daily duties of keeping our campus beautiful, Jenny has added her artistic talents to our school. You can't help but notice the student friendly murals in our cafeteria, halls, and classrooms that Jenny has created. Jenny designs and paints these murals throughout our campus to make it a more student friendly and welcoming environment. Our students look forward to seeing what she is going to paint next, especially when it comes to the creative hand prints that students create during lunch club!

In addition to Mrs. Lee being an outstanding employee, she is also an outstanding parent and community member. She has brought art back to our school by sponsoring our after school art program every Thursday for CSES students to attend. During this time students create art projects to take home and to display throughout the school. Her creativity and artistic talents inspire many of our students.

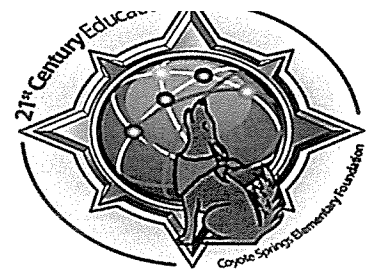
Jenny is truly an amazing individual who truly loves what she is doing. She is dedicated to our students and to her work at CSES. Coyote Springs Elementary School is very lucky to have such a valuable and creative individual as a dedicated employee.

It is for these reasons that I nominate Mrs. Jennifer Lee as December's HUSD Classified Employee of the Month.

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack, Prescott Valley, AZ. 86314

Ph: 928-759-4300 Fax: 928-759-4320



December 8, 2015

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Debra Clark for HUSD Volunteer of the Month.

I am nominating Debra Clark for the following reasons:

Debra has been a valued volunteer at CSES since her daughter Adrienne started teaching at Coyote sixteen years ago. I have had the pleasure of watching Debra work side by side with her daughter at CSES for the past six years.

Debra is a proud mommy and grand-mommy who has volunteered her time and energy to CSES collaborating with her daughter on classroom projects, school projects, and above all supporting our students with their academic and social success.

Debra is always willing to "chip in" and help wherever she can in and outside of her daughter's classroom. Debra is at Coyote every single day and can be counted on to help and support students and staff whenever needed.

Debra is the most kind, patient, and gentle human being that never gets riled up or raises her voice, no matter how much she has happening around her.

I can't thank her enough for the talent and expertise she contributes to our campus on a daily bases. Her dedication to CSES truly makes a difference in the lives of our students and staff.

It is for these many reasons that I nominate Debra Clark as December's HUSD Volunteer of the Month.

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on December 8, 2015

A. RESIGNATIONS/MATERNITY LEAVES/LEAVES OF ABSENCE/OTHER

Certified Staff Add Date

1.

Classified Staff

1. Carol Albright - 6.5 Hr/Day Aide Moderate/Severe Profound @ MVES (12-8-15)
2. Richard Albright – 8 Hr/Day Lead Maintenance Custodian @ BMMS (11-13-15)
3. Michelle Flores – 7Hr/Day Gear Up Assistant @ BMHS (12-18-15)
4. Mirian Lopez – 6.5 Hr/Day Aide Moderate/Severe Profound @ MVES (12-18-15)
5. Ronald Mello – 3Hr/Day Bus Driver Regular (11-9-15)
6. Vince Montelone – 7 Hr/Day Custodian @ GHMS and MVES (10-15-15)
7. Heather Nielson – 4 Hr/Day Aide Moderate/Severe Profound @ BMHS ((11-6-15)
8. Katherine Ruwald – 4 Hr/Day F&N Worker @ GES (11-24-15)
9. Shawn Sanborn – 7Hr/Day Custodian at BMMS (9-21-15)
10. Marion Tirado – 6.5 Hr/Day Bus Driver Regular (12-2-15)

Substitute+ Staff

1. Levi Godkin – Bus Driver (10-1-15)
2. David Harrison – (11-25-15)
3. Suzanne Johnson – Teacher (11-23-15)
4. Gianina Lomedico – Teacher (11-16-15)
5. Charles Newell – Teacher (11-23-15)
6. Beatrice Timonen – Teacher (11-30-15)
7. Lydia Wimber – (11-24-24)

B. EMPLOYMENT OFFERS (*Employment offer is subject to acceptable background/fingerprint checks.*)

Certified Staff

1.

Classified Staff

1. Lois Bassett – 4 Hr/Day Bus Driver Special Ed. (replaces Roger Rubien)
2. Sarah Burk – 4 Hr/Day Bus Aide Special Ed. (replaces Debra Rubien)
3. Debbie Griffin – 6.5 Hr/Day Aide Moderate/Severe Profound @ MVES (replaces Valeria Hyde)
4. Allison Hargrove – 6.5 Hr/Day Aide Title I @ LTS (replaces Paula Rhoden)
5. Sharon Howard – 3 Hr/Day Aide Playground @ CSES (Board approved new position)
6. Rick Long – 7 Hr/Day Custodian @ BMMS (replaces Michael Anderson)
7. Adelita Mendoza – 5 Hr/day Bus Driver Regular (Susan Jamison)
8. Rondalee Pena – 3 Hr/Day F&N Worker @ LVES (replaces Catherine Groza)
9. Shawn Sanborn – 7 Hr/Day Custodian @ BMMS (replaces Michael Anderson)
10. Donna Wagner – 5 Hr/Day Bus Driver Regular (Replaces Raymond Hughes)

Substitute + Staff

1. Aaron Cates – Bus Driver
2. Wil Chapple - Aide
3. Susan Crowder – Bus Aide
4. Eric Brakke – Bus Aide
5. Paula Harrison - Aide
6. Jennifer Hoskins - Aide
7. Christine Jagalski - Aide
8. Teresa Kellogg- Bus Aide
9. Vince Monteleone – Bus Driver
10. Anja Pettit – Teacher
11. Bonnie Pettit - Teacher
12. Cynthia Plumb – F&N

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on December 8, 2015

13. Julie Spencer – Aide
14. Frank Thompson Jr. – Bus Driver
15. Stacie Towner – F&N
16. Gidgett Yarema-Moshier - Teacher

C. SUPPLEMENTAL CONTRACTS

Overloads

- 1.

Stipends Specifically Listed on Board-approved 2015-2016 Stipend Schedule
(M&O-\$5685.; Tax Credit-\$; General Tax Credit- \$796.25.; SPED-\$; Other- \$5850.)

1. Lance Barnes – Coach Basketball Elementary Girls @ LTS
2. Marissa Busk – Signature Program Gifted Coach @ LVES
3. David Capka – CTE Director Extended Contract @ BMHS
4. Kari Ingerson – Student Council Advisor @ CSES
5. Francisco Ortiz – CTSO Advisor DECA @ BMHS
6. Anika Van Orden- Coach Basketball 8th Grade Girls @ LTS
7. Mathew Williams – Coach Basketball Elementary Boys @ CSES

Other Stipends

(M&O-\$0.00; Tax Credit-\$0.00; F&N-\$0.00; Special Education-\$0.00; Other-\$0.00)

1. None

D. IN-DISTRICT TRANSFERS

Certified

- 1.

Classified

1. Richard Albright – from 7Hr/Day Custodian @ GHMS to 8 Hr/Day Lead Maintenance Custodian @ BMMS (replaces Michael Reardon)
2. John Beamesderfer – from 7Hr/Day Custodian at BMMS to 7 Hr/Day Custodian @ GHMS (replaces Richard Albright)
3. Shannon Elliot – from 7 Hr/Day Aide Moderate/Severe Profound @ GHMS to 8 Hr/Day Receptionist @ GHMS (replaces Linda Grace)
4. Linda Grace – from Receptionist @ GHMS to 6.5 Hr/Day Aide Moderate Severe Profound @ GHMS (replaces Allison Hargrove)

E. INCREASE/ DECREASE IN HOURS (+OR -) OR FUNDING

Certified

- 1.

Classified

CONSENT Item 8B.

Minutes

November 10, 2015

(audio minutes are available on the district website)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

“To provide a comprehensive, world-class education for all students”

Audio Minutes Table of Contents (with markers) – 11-10-2015

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **November 10, 2015**, at **Lake Valley Elementary School** located at **3900 N. Starlight, Prescott Valley, Arizona**.

To get to the audio minutes on our website, please go to www.humboldtunified.com → School Board → Board Meetings → Meeting Minutes → Select Year → Select Meeting Date → Digital Board Minutes. The recording will automatically begin. You may drag the recording time marker to the specific agenda item you wish to review. Timed markers are shown below.

6:30 PM REGULAR SESSION

Markers

- 00:10 1. **WELCOME AND CALL TO ORDER**
- 00:53 2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
- 01:15 3. **ROLL CALL**
- 01:32 4. **AGENDA REVIEW/ACCEPT**
5. **CURRENT EVENTS**
- 02:06 A. Board
- 07:46 B. Superintendent
- 11:26 C. Assistant Superintendent
6. **CELEBRATING SUCCESSES**
- 13:44 A. HUSD VIPs – Tusanne Cordes, Lake Valley Elementary School Principal
- 14:16 1. Certified Staff – Karen Wagner
- 19:20 2. Classified Staff – Carol Dittbrenner
- 22:25 3. Volunteer – PTO President Nicki Indicavitch & the PTO Board
- 27:32 7. **PUBLIC PARTICIPATION**
- Participation is reserved for members of the public who have submitted a completed Public Participation Form. Total length of time shall not exceed 30 minutes. Individual times shall not exceed 5 minutes (Policy BEDH). When addressing the Board, speakers are to state their name and subject into the microphone so that their statements may be properly recorded.
- Members of the Board may not discuss items that are not specifically on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later time.
- NONE**
- 27:42 8. **CONSENT ITEMS**
- This section includes approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Upon the request of a Board member, a topic on the Consent Agenda may be removed from this segment of the meeting and discussed as a Regular Agenda item.

- A. Personnel Recommendations
- B. Governing Board Meeting Minutes of October 13 and 29, 2015 (audio recordings are posted on the district's website at www.humboldtunified.com)
- C. Financial/Business
 - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,036,655.16
 - 2. Approval of Payroll voucher(s) in the amount of \$ 2,130,651.04
- D. Monthly Budget Report
- E. Monthly Student Activities Report

28:16 F. Gifts and donations
PASSED UNANIMOUSLY

9. DISCUSSION ITEMS (no action will be taken)

29:10 A. School update from Lake Valley Elementary School Principal Tusanne Cordes to include:

- Staffing
- Student Programs
- PTA
- Athletics

36:16 B. Human Resources Department Update from Assistant Superintendent James Bogner to include:

- Staffing
- Recruiting
- Enrollment

47:40 C. Report from President Letendre regarding the annual Governing Board Self-Assessment

10. ACTION

53:06 A. Request for approval of an affiliation agreement with Granite Creek Health and Rehabilitation Center for high school certified nursing assistant students to participate in clinical practicums for school year 2015-16
PASSED UNANIMOUSLY

56:23 B. Proposed changes to the Arizona School Boards Association's (ASBA) Bylaws brought forward by the Hispanic Native American Indian Caucus of ASBA and the ASBA Governance Committee
PASSED UNANIMOUSLY

11. PERSONNEL

Minutes of executive sessions are confidential and it is unlawful to disclose or otherwise divulge to any person who is not present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during this executive session. Failure to comply is a violation of A.R.S. § 38-431-03.

01:01:15 *A. Request for approval of an unpaid leave of absence for classified employee Jin Herrera from November 2, 2015 to February 15, 2016
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel)]
PASSED UNANIMOUSLY

01:02:10 *B. Request for approval of an unpaid leave of absence for classified employee Paula Rhoden from October 23, 2015 to December 7, 2015
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel)]
PASSED UNANIMOUSLY

59:20 **12. ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

December 8, 2015	6:30 p.m.	Regular Meeting	@ Coyote Springs Elementary
January 12, 2016	6:30 p.m.	Organizational & Regular Meeting	@ Liberty Traditional
February 9, 2016	6:30 p.m.	Regular Meeting	@ Granville Elementary

01:02:35 **13. ADJOURNMENT**

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CONSENT

Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 80
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	December 8, 2016	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 \$2,793,646 that will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 9%.

SUMMARY & RECOMMENDATION:

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

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2015-2016

Summary Only

From Date: 7/1/2015

To Date: 8/31/2016

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
Fund: 001 MAINT & OPER FUNDS						
Fund 001 Total:	\$30,558,943.00	\$10,604,829.85	\$10,604,829.85	\$19,954,113.15	\$19,969,682.27	(\$15,569.12)
						-0.05%
Fund: 011 CLASSROOM-BASE SAL						
Fund 011 Total:	\$640,456.07	\$0.00	\$0.00	\$640,456.07	\$0.00	\$640,456.07
						100.00%
Fund: 012 CLASSROOM-PERF PAY						
Fund 012 Total:	\$1,235,785.69	\$0.00	\$0.00	\$1,235,785.69	\$0.00	\$1,235,785.69
						100.00%
Fund: 013 CLASSROOM-OTHER						
Fund 013 Total:	\$1,248,115.03	\$24,003.72	\$24,003.72	\$1,224,111.31	\$3,151.25	\$1,220,960.06
						97.82%
Fund: 021 INDIAN GAMING-INSTRUCTION IMPROV						
Fund 021 Total:	\$32,919.72	\$0.00	\$0.00	\$32,919.72	\$0.00	\$32,919.72
						100.00%
Fund: 024 INDIAN GAMING - INSTRUCTIONAL IMPROV						
Fund 024 Total:	\$384,942.55	\$63,465.35	\$63,465.35	\$321,477.20	\$92,838.86	\$228,638.34
						59.40%
Fund: 071 SEI - STRUCTURED ENGLISH IMMERSION						
Fund 071 Total:	\$412,858.40	\$9,439.40	\$9,439.40	\$403,419.00	\$0.00	\$403,419.00
						97.71%
Fund: 110 TITLE 1 LEA - (14/15)						
Fund 110 Total:	\$1,458,452.64	\$106,953.32	\$106,953.32	\$1,351,499.32	\$0.00	\$1,351,499.32
						92.67%
Fund: 112 TITLE 1-D NEGLECT/DELINQUENT(14/15)						
Fund 112 Total:	\$152,845.00	\$0.00	\$0.00	\$152,845.00	\$0.00	\$152,845.00
						100.00%
Fund: 140 TITLE II IMPROV TEACHER QUAL(14/15)						
Fund 140 Total:	\$283,651.33	\$0.00	\$0.00	\$283,651.33	\$19,147.41	\$264,503.92
						93.25%
Fund: 190 TITLE III LEP PROGRAM						
Fund 190 Total:	\$80,257.57	\$0.00	\$0.00	\$80,257.57	\$0.00	\$80,257.57
						100.00%
Fund: 220 IDEA - BASIC - ENT						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2015-2016

To Date: 8/31/2016

From Date: 7/1/2015

Summary Only

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund 220 Total:	\$1,037,231.44	\$0.00	\$0.00	\$1,037,231.44	\$5,682.68	\$1,031,548.76 99.45%
Fund 221 Total:	\$27,656.70	\$0.00	\$0.00	\$27,656.70	\$0.00	\$27,656.70 100.00%
Fund 260 Total:	\$103,565.26	\$349.06	\$349.06	\$103,216.20	\$1,736.00	\$101,480.20 97.99%
Fund 261 Total:	\$31,000.00	\$22,928.37	\$22,928.37	\$8,071.63	\$0.00	\$8,071.63 26.04%
Fund 290 Total:	\$132,783.00	\$19,335.66	\$19,335.66	\$113,447.34	\$38,715.03	\$74,732.31 56.28%
Fund 291 Total:	\$1,372,943.18	\$150,684.06	\$150,684.06	\$1,222,259.12	\$79,828.00	\$1,142,431.12 83.21%
Fund 301 Total:	\$17,248.31	\$0.00	\$0.00	\$17,248.31	\$0.00	\$17,248.31 100.00%
Fund 302 Total:	\$266,100.00	\$84,574.44	\$84,574.44	\$181,525.56	\$96,253.54	\$85,272.02 32.05%
Fund 303 Total:	\$95,800.00	\$10,109.88	\$10,109.88	\$85,690.12	\$15,951.50	\$69,738.62 72.80%
Fund 349 Total:	\$677,774.55	\$189,715.01	\$189,715.01	\$488,059.54	\$32,660.04	\$455,399.50 67.19%
Fund 374 Total:	\$148,991.06	\$0.00	\$0.00	\$148,991.06	\$0.00	\$148,991.06 100.00%
Fund 400 Total:	\$60,129.02	\$4,160.11	\$4,160.11	\$55,968.91	\$1,183.37	\$54,785.54

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2015-2016

Summary Only From Date: 7/1/2015 To Date: 8/31/2016

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund: 485 WRP						91.11%
Fund 485 Total:	\$140,461.27	\$918.20	\$918.20	\$139,543.07	\$0.00	\$139,543.07 99.35%
Fund: 495 K-12 Center Grant						
Fund 495 Total:	\$85,000.00	\$10,651.10	\$10,651.10	\$74,348.90	\$57,317.41	\$17,031.49 20.04%
Fund: 500 SCH PLANT- > 1 YR						
Fund 500 Total:	\$82,085.54	\$0.00	\$0.00	\$82,085.54	\$47,752.86	\$34,332.68 41.83%
Fund: 506 SCHOOL PLANT (SALE)						
Fund 506 Total:	\$11,221.00	\$0.00	\$0.00	\$11,221.00	\$0.00	\$11,221.00 100.00%
Fund: 510 FOOD SERVICE						
Fund 510 Total:	\$3,307,462.99	\$909,115.25	\$909,115.25	\$2,398,347.74	\$1,408,492.51	\$989,855.23 29.93%
Fund: 515 CIVIC CENTER						
Fund 515 Total:	\$99,490.53	\$42,796.32	\$42,796.32	\$56,694.21	\$6,422.34	\$50,271.87 50.53%
Fund: 517 BUS RENTAL						
Fund 517 Total:	\$5,839.88	\$0.00	\$0.00	\$5,839.88	\$0.00	\$5,839.88 100.00%
Fund: 520 COMMUNITY SCHOOL						
Fund 520 Total:	\$4.30	\$0.00	\$0.00	\$4.30	\$0.00	\$4.30 100.00%
Fund: 521 EXTENDED KINDERGARTEN						
Fund 521 Total:	\$416,342.12	\$66.80	\$66.80	\$416,275.32	\$0.00	\$416,275.32 99.98%
Fund: 522 BEFORE/AFTER SCHOOL PROGRAM						
Fund 522 Total:	\$79,604.22	\$100.00	\$100.00	\$79,504.22	\$0.00	\$79,504.22 99.87%
Fund: 523 BRIGHT FUTURES PRESCHOOL						
Fund 523 Total:	\$46,090.31	\$11,414.09	\$11,414.09	\$34,676.22	\$25,159.23	\$9,516.99 20.65%

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2015-2016

Summary Only From Date: 7/1/2015 To Date: 8/31/2016

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund: 525 AUX OPERATIONS						
Fund 525 Total:	\$479,856.35	\$158,945.61	\$158,945.61	\$320,910.74	\$73,884.85	\$247,025.89 51.48%
Fund: 526 ACT FEES TAX CRED						
Fund 526 Total:	\$421,476.62	\$62,082.24	\$62,082.24	\$359,394.38	\$46,815.25	\$312,579.13 74.16%
Fund: 530 GIFTS & DONATIONS						
Fund 530 Total:	\$6,366.21	\$4,205.94	\$4,205.94	\$2,160.27	\$1,304.08	\$856.19 13.45%
Fund: 534 SCHOLARSHIPS						
Fund 534 Total:	\$3.76	\$0.00	\$0.00	\$3.76	\$0.00	\$3.76 100.00%
Fund: 540 FINGERPRINT						
Fund 540 Total:	\$1,261.35	\$5,098.50	\$5,098.50	(\$3,837.15)	\$1,901.50	(\$5,738.65) -454.96%
Fund: 550 INSURANCE PROCEEDS						
Fund 550 Total:	\$26,079.54	\$8,244.12	\$8,244.12	\$17,835.42	\$3,015.00	\$14,820.42 56.83%
Fund: 551 INSURANCE - AEI						
Fund 551 Total:	\$6,055.97	\$220.00	\$220.00	\$5,835.97	\$640.00	\$5,195.97 85.80%
Fund: 555 TEXTBOOKS						
Fund 555 Total:	\$28.80	\$0.00	\$0.00	\$28.80	\$0.00	\$28.80 100.00%
Fund: 565 LITIGATION RECOVERY						
Fund 565 Total:	\$305.80	\$0.00	\$0.00	\$305.80	\$0.00	\$305.80 100.00%
Fund: 570 INDIRECT COSTS						
Fund 570 Total:	\$859,784.70	\$43,017.67	\$43,017.67	\$816,767.03	\$70,378.00	\$746,389.03 86.81%
Fund: 575 UNEMPLOYMENT INSURANCE						
Fund 575 Total:	\$138,102.01	\$7,910.80	\$7,910.80	\$130,191.21	\$7,089.20	\$123,102.01 89.14%
Fund: 590 GRANT/GIFT TEACHER						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2015-2016

Summary Only From Date: 7/1/2015 To Date: 8/31/2016

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund 590 Total:	\$30.15	\$0.00	\$0.00	\$30.15	\$0.00	\$30.15 100.00%
Fund: 595 SCHOOL BUS ADVERTISEMENT				\$666.78	\$0.00	\$666.78 100.00%
Fund 595 Total:	\$666.78	\$0.00	\$0.00	\$666.78	\$0.00	\$666.78 100.00%
Fund: 596 JTED - MTN. INSTITUTE				\$19,439.13	\$937.46	\$5,850.76 30.10%
Fund 596 Total:	\$19,439.13	\$937.46	\$937.46	\$18,501.67	\$12,650.91	\$5,850.76 30.10%
Fund: 610 CAPITAL OUTLAY				\$8,275,399.83	\$1,280,636.31	\$6,515,594.87 78.73%
Fund 610 Total:	\$8,275,399.83	\$1,280,636.31	\$1,280,636.31	\$6,994,763.52	\$479,168.65	\$6,515,594.87 78.73%
Fund: 620 ADJACENT WAYS				\$0.00	\$2,927.00	(\$2,927.00) 0.00%
Fund 620 Total:	\$0.00	\$2,927.00	\$2,927.00	(\$2,927.00)	\$0.00	(\$2,927.00) 0.00%
Fund: 630 BOND BUILDING				\$1,847,028.23	\$149,436.38	\$1,677,432.60 90.82%
Fund 630 Total:	\$1,847,028.23	\$149,436.38	\$149,436.38	\$1,697,591.85	\$20,159.25	\$1,677,432.60 90.82%
Fund: 650 GIFTS & DONATIONS				\$50.52	\$0.00	\$50.52 100.00%
Fund 650 Total:	\$50.52	\$0.00	\$0.00	\$50.52	\$0.00	\$50.52 100.00%
Fund: 665 ENERGY REBATES				\$135,066.00	\$1,500.00	\$129,268.26 95.71%
Fund 665 Total:	\$135,066.00	\$1,500.00	\$1,500.00	\$133,566.00	\$4,297.74	\$129,268.26 95.71%
Fund: 691 BUILDING RENEWAL GRANT - SFB				\$110,000.00	\$0.00	\$13,528.36 12.30%
Fund 691 Total:	\$110,000.00	\$0.00	\$0.00	\$110,000.00	\$96,471.64	\$13,528.36 12.30%
Fund: 695 NEW SCH FACILITIES				\$700.00	\$0.00	\$700.00 100.00%
Fund 695 Total:	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00 100.00%
Fund: 700 DEBT SERVICE FUNDS				\$3,563,006.00	\$0.00	\$3,563,006.00 100.00%
Fund 700 Total:	\$3,563,006.00	\$0.00	\$0.00	\$3,563,006.00	\$0.00	\$3,563,006.00 100.00%
Fund: 850 STUDENT ACTIVITIES				\$77,798.60	\$21,418.04	\$51,727.13
Fund 850 Total:	\$77,798.60	\$21,418.04	\$21,418.04	\$56,380.56	\$4,653.43	\$51,727.13

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2015-2016

Account Number / Description

Fund:	855	EMPLOYEE INSURANCE	Budget	Range To Date	YTD	Balance	Encumbrance	8/31/2016	
								Budget Balance	% Remaining Bud
			\$3,097,991.77	\$1,775,150.21	\$1,775,150.21	\$1,322,841.56	\$132,894.15	\$1,189,947.41	
		Fund 855 Total:							
		Grand Total:	\$63,800,549.80	\$15,787,340.27	\$15,787,340.27	\$48,013,209.53	\$22,857,297.95	\$25,155,911.58	
									66.49%
									38.41%
									39.43%

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:	December 8, 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:



Daniel Streeter, Superintendent

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

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2014-2015

From Date: 7/1/2014

To Date: 11/30/2015

Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$9,285.00	\$0.00	\$0.00	\$9,285.00	\$0.00	\$9,285.00	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$1,908.96	\$1,908.96	(\$1,908.96)	\$0.00	(\$1,908.96)	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	\$9,285.00	\$2,819.34	\$2,819.34	\$6,465.66	\$0.00	\$6,465.66	69.64%
	UNIT: LVES - 110	\$9,285.00	\$2,819.34	\$2,819.34	\$6,465.66	\$0.00	\$6,465.66	69.64%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$3,046.61	\$0.00	\$0.00	\$3,046.61	\$0.00	\$3,046.61	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$770.99	\$770.99	(\$770.99)	\$0.00	(\$770.99)	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	\$3,046.61	\$870.99	\$870.99	\$2,175.62	\$0.00	\$2,175.62	71.41%
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)	\$0.00	(\$190.22)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,464.30	\$190.22	\$190.22	\$2,274.08	\$0.00	\$2,274.08	92.28%
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	\$5,887.20	\$1,061.21	\$1,061.21	\$4,825.99	\$0.00	\$4,825.99	81.97%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$8,380.19	\$0.00	\$0.00	\$8,380.19	\$0.00	\$8,380.19	100.00%
850.400.2710.6510.125.1319	STUDENT TRANS SVS	\$0.00	\$187.09	\$187.09	(\$187.09)	\$0.00	(\$187.09)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$1,264.08	\$1,264.08	(\$1,264.08)	\$0.00	(\$1,264.08)	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	\$4,401.76	\$4,401.76	(\$4,401.76)	\$0.00	(\$4,401.76)	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	\$8,380.19	\$6,027.93	\$6,027.93	\$2,352.26	\$0.00	\$2,352.26	28.07%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$416.26	\$0.00	\$0.00	\$416.26	\$0.00	\$416.26	100.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$416.26	\$0.00	\$0.00	\$416.26	\$0.00	\$416.26	100.00%
	UNIT: GHMS - 125	\$8,796.45	\$6,027.93	\$6,027.93	\$2,768.52	\$0.00	\$2,768.52	31.47%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$2,074.02	\$0.00	\$0.00	\$2,074.02	\$0.00	\$2,074.02	100.00%
850.610.1000.6890.131.1319	MISC EXPENDITURES	\$0.00	\$70.00	\$70.00	(\$70.00)	\$0.00	(\$70.00)	0.00%
850.620.3100.6340.131.1319	TECHNICAL SERVICES	\$0.00	\$132.22	\$132.22	(\$132.22)	\$0.00	(\$132.22)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$2,074.02	\$202.22	\$202.22	\$1,871.80	\$0.00	\$1,871.80	90.25%
	UNIT: HES - 131	\$2,074.02	\$202.22	\$202.22	\$1,871.80	\$0.00	\$1,871.80	90.25%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$3,020.05	\$0.00	\$0.00	\$3,020.05	\$0.00	\$3,020.05	100.00%
850.610.1000.6610.132.1319	GENERAL SUPPLIES	\$0.00	\$262.09	\$262.09	(\$262.09)	\$0.00	(\$262.09)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,020.05	\$262.09	\$262.09	\$2,757.96	\$0.00	\$2,757.96	91.32%
	UNIT: MVES - 132	\$3,020.05	\$262.09	\$262.09	\$2,757.96	\$0.00	\$2,757.96	91.32%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$2,383.94	\$0.00	\$0.00	\$2,383.94	\$0.00	\$2,383.94	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	\$2,383.94	\$961.52	\$961.52	\$1,422.42	\$0.00	\$1,422.42	59.67%
	UNIT: CSES - 133	\$2,383.94	\$961.52	\$961.52	\$1,422.42	\$0.00	\$1,422.42	59.67%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2014-2015

From Date: 7/1/2014

To Date: 11/30/2015

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$4,065.05	\$0.00	\$0.00	\$4,065.05	\$0.00	\$4,065.05	100.00%
850.610.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$1,100.00	\$1,100.00	(\$1,100.00)	\$0.00	(\$1,100.00)	0.00%
850.610.1000.6890.134.1319	MISC EXPENDITURES	\$0.00	\$1,420.48	\$1,420.48	(\$1,420.48)	\$0.00	(\$1,420.48)	0.00%
850.610.2220.6641.134.1319	LIBRARY BOOKS	\$0.00	\$289.30	\$289.30	(\$289.30)	\$0.00	(\$289.30)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$4,065.05	\$2,809.78	\$2,809.78	\$1,255.27	\$0.00	\$1,255.27	30.88%
	UNIT: LTS - 134	\$4,065.05	\$2,809.78	\$2,809.78	\$1,255.27	\$0.00	\$1,255.27	30.88%
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$1,425.58	\$0.00	\$0.00	\$1,425.58	\$0.00	\$1,425.58	100.00%
850.610.1000.6890.135.1319	MISC EXPENDITURES	\$0.00	\$995.02	\$995.02	(\$995.02)	\$0.00	(\$995.02)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,425.58	\$995.02	\$995.02	\$430.56	\$0.00	\$430.56	30.20%
	UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$1,425.58	\$995.02	\$995.02	\$430.56	\$0.00	\$430.56	30.20%
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$26,512.01	\$0.00	\$0.00	\$26,512.01	\$0.00	\$26,512.01	100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$5,872.86	\$5,872.86	(\$5,872.86)	\$0.00	(\$5,872.86)	0.00%
850.610.1000.6810.230.1316	DUES AND FEES	\$0.00	\$2,155.00	\$2,155.00	(\$2,155.00)	\$0.00	(\$2,155.00)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$11,675.85	\$11,675.85	(\$11,675.85)	\$0.00	(\$11,675.85)	0.00%
	COURSE: HOSA - 1316	\$26,512.01	\$19,703.71	\$19,703.71	\$6,808.30	\$0.00	\$6,808.30	25.68%
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$24,292.28	\$0.00	\$0.00	\$24,292.28	\$0.00	\$24,292.28	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	\$4,443.10	\$4,443.10	(\$4,443.10)	\$0.00	(\$4,443.10)	0.00%
850.610.1000.6650.230.1319	Supplies - Technology	\$0.00	\$1,327.76	\$1,327.76	(\$1,327.76)	\$0.00	(\$1,327.76)	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	\$3,472.14	\$3,472.14	(\$3,472.14)	\$0.00	(\$3,472.14)	0.00%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$2,219.91	\$2,219.91	(\$2,219.91)	\$0.00	(\$2,219.91)	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	\$24,292.28	\$13,950.71	\$13,950.71	\$10,341.57	\$0.00	\$10,341.57	42.57%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$141.29	\$0.00	\$0.00	\$141.29	\$0.00	\$141.29	100.00%
850.400.2710.6510.230.1320	STUDENT TRANS SVS	\$0.00	\$20.00	\$20.00	(\$20.00)	\$0.00	(\$20.00)	0.00%
850.610.1000.6890.230.1320	MISC EXPENDITURES	\$0.00	\$84.00	\$84.00	(\$84.00)	\$0.00	(\$84.00)	0.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$141.29	\$104.00	\$104.00	\$37.29	\$0.00	\$37.29	26.39%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$6,342.01	\$0.00	\$0.00	\$6,342.01	\$0.00	\$6,342.01	100.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	\$0.00	\$1,684.20	\$1,684.20	(\$1,684.20)	\$0.00	(\$1,684.20)	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%
850.610.1000.6890.230.1361	MISC EXPENDITURES	\$0.00	\$300.00	\$300.00	(\$300.00)	\$0.00	(\$300.00)	0.00%
	COURSE: MU ALPHA THETA - 1361	\$6,342.01	\$2,078.20	\$2,078.20	\$4,263.81	\$0.00	\$4,263.81	67.23%
850.100.1000.6000.230.1362	GENERIC EXPENSE	\$2,702.12	\$0.00	\$0.00	\$2,702.12	\$0.00	\$2,702.12	100.00%
850.610.1000.6610.230.1362	GENERAL SUPPLIES	\$0.00	\$211.19	\$211.19	(\$211.19)	\$0.00	(\$211.19)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,702.12	\$211.19	\$211.19	\$2,490.93	\$0.00	\$2,490.93	92.18%
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%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2014-2015

From Date: 7/1/2014

To Date: 11/30/2015

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1364	GENERIC EXPENSE	\$4,627.25	\$0.00	\$0.00	\$4,627.25	\$0.00	\$4,627.25	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$4,451.52	\$4,451.52	(\$4,451.52)	\$0.00	(\$4,451.52)	0.00%
	COURSE: AVID - 1364	\$4,627.25	\$4,451.52	\$4,451.52	\$175.73	\$0.00	\$175.73	3.80%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$4,021.92	\$0.00	\$0.00	\$4,021.92	\$0.00	\$4,021.92	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	\$4,021.92	\$2,996.00	\$2,996.00	\$1,025.92	\$0.00	\$1,025.92	25.51%
850.100.1000.6000.230.1373	GENERIC EXPENSE	(\$27.91)	\$0.00	\$0.00	(\$27.91)	\$0.00	(\$27.91)	100.00%
	COURSE: DRAMA/THEATER - 1373	(\$27.91)	\$0.00	\$0.00	(\$27.91)	\$0.00	(\$27.91)	100.00%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$1,121.44	\$0.00	\$0.00	\$1,121.44	\$0.00	\$1,121.44	100.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES	\$0.00	\$369.16	\$369.16	(\$369.16)	\$0.00	(\$369.16)	0.00%
	COURSE: INTERACT - 1375	\$1,121.44	\$369.16	\$369.16	\$752.28	\$0.00	\$752.28	67.08%
850.100.1000.6000.230.1377	GENERIC EXPENSE	\$810.81	\$0.00	\$0.00	\$810.81	\$0.00	\$810.81	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	\$810.81	\$305.55	\$305.55	\$505.26	\$0.00	\$505.26	62.32%
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%
850.610.1000.6610.230.1398	GENERAL SUPPLIES	\$0.00	\$190.06	\$190.06	(\$190.06)	\$0.00	(\$190.06)	0.00%
850.610.1000.6810.230.1398	DUES AND FEES	\$0.00	\$255.00	\$255.00	(\$255.00)	\$0.00	(\$255.00)	0.00%
	COURSE: SKILLS CLUB - 1398	\$633.13	\$445.06	\$445.06	\$188.07	\$0.00	\$188.07	29.70%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$4,586.36	\$0.00	\$0.00	\$4,586.36	\$0.00	\$4,586.36	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$1,128.94	\$1,128.94	(\$1,128.94)	\$0.00	(\$1,128.94)	0.00%
850.610.1000.6890.230.1403	MISC EXPENDITURES	\$0.00	\$30.00	\$30.00	(\$30.00)	\$0.00	(\$30.00)	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	\$4,586.36	\$1,323.10	\$1,323.10	\$3,263.26	\$0.00	\$3,263.26	71.15%
850.100.1000.6000.230.1405	GENERIC EXPENSE	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
	COURSE: BASEBALL - 1405	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
	COURSE: GIRLS BASKETBALL - 1432	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE	\$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	\$76,514.52	\$45,938.20	\$45,938.20	\$30,576.32	\$0.00	\$30,576.32	39.96%
Grand Total:		\$113,451.81	\$61,077.31	\$61,077.31	\$52,374.50	\$0.00	\$52,374.50	46.16%

End of Report

CONSENT

Item 8F.

Section 125
Cafeteria Plan

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8F
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	December 8, 2015	Discuss
SUBJECT:	Section 125 Document – Adoption/Restatement	Action
		Consent X

OBJECTIVE: housekeeping

SUPPORTING DATA:

During a recent audit, it was discovered that the District was missing the Section 125 Plan document that was originally adopted by the Governing Board on September 26, 1989.

The Purpose of the Plan:

Humboldt Unified School District (the "Plan Sponsor") has adopted this Premium Only Plan (the "Plan") as set forth herein and as amended from time to time, effective July 1, 2015, for the exclusive benefit of eligible employees. The purpose of the Plan is to allow eligible employees to pay their share of contributions to a Health Savings Account and/or premiums under the Benefit Plan ("Benefit Costs") on a pre-tax basis through automatic payroll deductions.

The intention of the Plan Sponsor is that the Plan qualify as a "Cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended (the "Code"), and shall be construed in a manner consistent with that section. The tax implications of this Plan, however, are subject to rulings, regulations and the application of the tax laws of the state and federal government. Although it may anticipate certain tax consequences as being likely, the Plan Sponsor does not represent or warrant to any Participant that any particular tax consequence will result from participation in this Plan. By participating in the Plan, each Participant understands and agrees that in the event the Internal Revenue Service or any state or political subdivision thereof should ever assess or impose any taxes, charges and/or penalties upon any benefits received under the Plan, the recipient of the benefit will be responsible for those amounts, without contribution from the Plan Sponsor.

The District will utilize Meritain Health, the District's current health claims processor, to manage this program and each subsequent amendment.

SUMMARY & RECOMMENDATION:

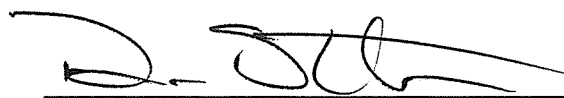
The District was unable to locate the original document that was executed in 1989, and therefore is requesting the attached adoption agreement be signed for our files.

Once the document has been signed, a copy will be sent to Meritain Health for their files with the original retained in the District contract/agreement files.

Sample Motion:

I move to restate the Section 125 Document and Summary Plan as previously adopted by the HUSD Governing Board on September 26, 1989.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT PREMIUM ONLY PLAN

Group No.: 13851

**Plan Document and Summary Plan Description
Effective: July 1, 2015**



P.O. Box 27267
Minneapolis, MN 55427-0267
(800) 925-2272
www.myMERITAIN.com

TABLE OF CONTENTS

PURPOSE OF THE PLAN; ADOPTION OF THE PLAN DOCUMENT	1
GENERAL PLAN INFORMATION.....	2
DEFINITIONS	3
ELIGIBILITY FOR PARTICIPATION.....	6
SALARY CONTRIBUTION ELECTIONS.....	10
PLAN ADMINISTRATION.....	12
CLAIMS REVIEW PROCEDURES	14
MISCELLANEOUS INFORMATION.....	15
HIPAA PRIVACY PRACTICES.....	17
HIPAA SECURITY PRACTICES	19

PURPOSE OF THE PLAN; ADOPTION OF THE PLAN DOCUMENT

Purpose of the Plan

Humboldt Unified School District (the "Plan Sponsor") has adopted this Premium Only Plan (the "Plan") as set forth herein and as amended from time to time, effective July 1, 2015, for the exclusive benefit of eligible employees. The purpose of the Plan is to allow eligible employees to pay their share of contributions to a Health Savings Account and/or premiums under the Benefit Plan ("Benefit Costs") on a pre-tax basis through automatic payroll deductions.

The intention of the Plan Sponsor is that the Plan qualify as a "cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended (the "Code"), and shall be construed in a manner consistent with that section. The tax implications of this Plan, however, are subject to rulings, regulations and the application of the tax laws of the state and federal government. Although it may anticipate certain tax consequences as being likely, the Plan Sponsor does not represent or warrant to any Participant that any particular tax consequence will result from participation in this Plan. By participating in the Plan, each Participant understands and agrees that in the event the Internal Revenue Service or any state or political subdivision thereof should ever assess or impose any taxes, charges and/or penalties upon any benefits received under the Plan, the recipient of the benefit will be responsible for those amounts, without contribution from the Plan Sponsor.

This Plan is intended not to discriminate as to eligibility or benefits in favor of the prohibited groups under Section 125 of the Code.

Effective Date

This Plan document and summary Plan description is effective as of July 1, 2015 and each subsequent amendment is effective as of the date set forth therein (the "effective date").

Adoption of the Plan Document

The Plan Sponsor, as the settlor of the Plan, hereby adopts this Plan Document and Summary Plan Description as the written description of the Plan.

IN WITNESS WHEREOF, the Plan Sponsor has caused this Plan Document and Summary Plan Description to be executed.

Humboldt Unified School District

By: _____

Name: _____

Date: _____

Title: _____

GENERAL PLAN INFORMATION

Name of Plan: Humboldt Unified School District Premium Only Plan

Plan Sponsor: Yavapai Unified Employee Benefit Trust
146 S. Granite St.
Prescott, AZ 86303
(928) 445 - 5400

**Plan Administrator:
(Named Fiduciary)** Humboldt Unified School District
6411 N Robert Rd.
Prescott Valley, AZ 86314
(928) 759 - 4000

Plan Sponsor ID No. (EIN): 86-6003010

Plan Year: July 1 – June 30

Plan Type: Premium Only Plan under IRC §125

Employer: Humboldt Unified School District

Agent for Service of Process: Ben Hufford (Hufford & Horstman)
120 N. Beaver St., P.O. Box B
Flagstaff, AZ 86002
(928) 226 - 0000

DEFINITIONS

In this section, you will find the definitions for the capitalized words found throughout this Summary Plan Description. There may be additional words or terms that have a meaning that pertains to a specific section, and those definitions will be found in that section.

Actively-at-Work/Active Employment means Actively-At-Work on any day if on that day the employee is:

- (1) Working at his Employer's usual place of business or at such place or places that the Employer's normal course of business may require; and
- (2) Performing all the duties of his or her job on a full-time basis (30 hours or more per week); or
- (3) On an Employer-approved vacation, sick time, or personal time; or
- (4) Not scheduled to work (regularly scheduled non-working day); or
- (5) On approved leave of absence through any state or federal provision, including FMLA.

In each specific situation mentioned above, the employee must be considered an eligible employee and any required contributions (after the Waiting Period) must be paid to date. Documentation of any leave of absence must be submitted in writing upon request. An employee will be deemed Actively-At-Work if the employee is absent from work due to a health factor. In no event will an employee be considered Actively-At-Work if employment has been terminated.

Annual Enrollment Period means the period of time designated by the Plan Sponsor each year when eligible employees may enroll for participation and make elections under the Plan for the following Plan Year.

Annual Enrollment Period means the period from May 1st through May 31st each year, or such other period designated by the Plan Sponsor and communicated to employees, when eligible Employees may enroll for participation and make elections under the Plan for the following Plan Year.

Benefit Cost means the full cost or portion of the cost of medical, dental and vision coverage for a Participant, his Dependent children, and Spouse under the Benefit Plan in which a Participant is required to pay for coverage under the Benefit Plan. Benefit Cost also includes any contributions a Participant makes to a Health Savings Account.

Benefit Plan means the medical, dental and vision benefits provided under a group health Plan established and maintained by the Plan Sponsor, or any successor thereto.

COBRA means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.

Code means the Internal Revenue Code of 1986, as amended.

Dependent has the same meaning, if any, as set forth in the underlying Benefit Plan. For purposes of a qualifying medical spending account, Dependent includes and is limited to (i) a Participant's Spouse (as determined under federal law), (ii) any person who qualifies as the Participant's Dependent (as defined in Code Section 152, but disregarding subsections (b)(1), (b)(2), and (d)(1)(B) of section 152) or (iii) the Participant's child (as defined in Code Section 152(f)(1), but only if the child is under age 26 on the first day of the applicable calendar year). For purposes of any other Benefit Plan offered under the Plan, if the underlying Benefit Plan provides health coverage for Dependents but does not include a definition of Dependent, Dependent means (i) a Participant's Spouse, (ii) a Participant's child (as defined in Code Section 152(f)(1)) who is under age 26 or (iii) a Participant's unmarried child

(as defined in Code Section 152(f)(1)) who is age 26 or older and who, for the applicable calendar year depends on the Participant for more than half of his or her support, if the child is physically or mentally incapable of self-support, but only if the physical or mental disability commenced before the child reached age 26.

Employee means a person who is regularly scheduled to work for the Employer in an Employer-employee relationship at least 30 hours per week. The term employee specifically excludes any temporary or seasonal employee or independent contractor, nor does it include self-employed individuals, partners in a partnership, or more than 2% shareholders in a subchapter S corporation. The term Employee also specifically excludes any leased employee and any person performing services pursuant to a contract under which he explicitly or implicitly is designated as a leased employee regardless of whether he might be deemed a common law employee by a court or governmental agency. Please refer to the section, "Eligibility for Participation," for information concerning which employees are eligible to participate in the Plan.

Employer means the Humboldt Unified School District or any successor thereto.

FMLA means the Family and Medical Leave Act of 1993, as may be amended from time to time.

Health Savings Account means the tax-exempt trust or custodial account established in accordance with Section 223 of the Code to permit eligible Participants to receive tax-favored contributions exclusively for the purpose of paying or reimbursing qualified medical expenses.

HIPAA means the Health Insurance Portability and Accountability Act of 1996, as amended.

Participant means an eligible employee who is participating in the Plan.

Plan means the Humboldt Unified School District Premium Only Plan.

Plan Administrator means Humboldt Unified School District.

Plan Sponsor means Yavapai Unified Employee Benefit Trust.

Plan Year means the period from July 1 – June 30 each year.

Salary Contribution Agreement means a written agreement by a Participant to reduce his salary or wage in order to pay Benefit Costs.

Security Standards mean the final rule implementing HIPAA's Security Standards for the Protection of Electronic PHI, as amended.

Spouse for purposes of this Plan shall mean an individual of the opposite-sex who is legally married to a Participant but shall not include an individual legally separated from an employee under a decree of legal separation. For purposes of this definition, "married" means a legal union between one man and one woman as husband and wife and does not include a common-law marriage.

Summary Plan Description means this Plan Document and Summary Plan Description.

Uniformed Services means the Armed Forces, the Army National Guard and the Air National Guard, when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or emergency.

USERRA means the Uniformed Services Employment and Re-employment Rights Act of 1994, as amended.

Waiting Period means an interval of time during which the employee is in the continuous, Active Employment of his participating Employer before he becomes eligible to participate in the Plan.

ELIGIBILITY FOR PARTICIPATION

Employee Eligibility

You are eligible to participate in this Plan if you are eligible to participate in the Benefit Plan. You must complete a proper Salary Contribution Agreement within 30 days from your original eligibility date in order to participate in this Plan.

By completing the Salary Contribution Agreement you will be enrolling in this Plan. If you participate in the Benefit Plan, you may elect to reduce your salary so that your share of the premiums for the Benefit Plan and/or contributions to a Health Savings Account are paid using pre-tax dollars. If you do not complete the Salary Contribution Agreement within the time limit specified above, it will be assumed that you choose not to participate and you will not be eligible to enroll again until the next Annual Enrollment Period or following a change in status event described below. Eligible employees who do not participate in this Plan may not pay any required contributions to the Benefit Plan with pre-tax dollars.

Your Salary Contribution Agreement will continue in force for that Plan Year, and you will be required to complete a new Salary Contribution Agreement for each subsequent Plan Year for which you decide to participate in this Plan.

If you do not submit the Salary Contribution Agreement to the Plan Administrator within this time limit, then it will be assumed that you have decided not to participate in the Plan, and you will not have the opportunity to enroll until the next Annual Enrollment Period.

Classified Staff

If you become eligible during the Plan Year, you will be allowed to participate in this Plan on the first day of the month following 60 days of continuous Active Employment. If you are enrolling during an Annual Enrollment Period, your entry date will be the first day of the Plan Year following the Annual Enrollment Period.

Certified Staff

If you become eligible during the Plan Year, you will be allowed to participate in this Plan on the first day of the month following your date of hire. If you are enrolling during an Annual Enrollment Period, your entry date will be the first day of the Plan Year following the Annual Enrollment Period.

May I elect not to participate in the underlying Benefit Plan?

You may elect not to participate in the underlying Benefit Plan by completing and filing an appropriate election/declination form with the Plan Sponsor within 30 days of your original eligibility period or during an Annual Enrollment Period. However, if you do not file an election/declination form within the required time period, it will be assumed that you choose not to participate.

How is my participation established?

Your participation is established on a single Plan Year basis. You will be a Participant in this Plan for the entire Plan Year. Generally, you cannot change your election to participate in the Plan or decrease or increase the amount you have elected to contribute to your account once the Plan Year begins, unless you experience a change in status event. Please refer to the section "May I make mid-year changes in my Plan elections?" regarding change in status events. Special rules, below, apply to changes for Health Savings Accounts.

Mid-Year Changes to Your Plan Elections

You may change your participation in the Plan during a Plan Year on account of one of the following change in status events. Your change in participation must be consistent with the event.

- (1) Events within the following categories are change in status events:

- (i) Change in your legal marital status including marriage, divorce, death of a Spouse, legal separation, or annulment.
 - (ii) Change in the number of your Dependents, including birth, adoption, placement for adoption or death.
 - (iii) Termination or commencement of employment by you, your Spouse or your Dependent child.
 - (iv) Reduction or increase in hours of employment for you or your Spouse or Dependent child, including a switch between part-time and full-time, a strike or lockout, or commencement or return from an unpaid leave of absence.
 - (v) Your Dependent satisfies (or ceases to satisfy) Dependent eligibility requirements, e.g., attainment of the limiting age, change in student status or any similar circumstance, as provided under the Benefit Plan.
 - (vi) Change under another Employer Plan (including a Plan of your Employer or of another Employer); provided the other Employer sponsored Plan permits such mid-year election change.
 - (vii) Change in your residence or worksite, or that of your Spouse or Dependent child that affects eligibility in the Benefit Plan.
- (2) An election change by the Participant's Spouse or Dependent (or an election made on behalf of such Dependent by any other person) under another Employer-sponsored Plan if the employee's election is on account of and corresponds with the Spouse's or Dependent's election and either of the following events occur:
- (i) The election change by the Spouse or Dependent satisfies the regulations under Code §125 regarding permitted election changes; or
 - (ii) The Spouse's or Dependent's election is for a period of coverage under the Plan maintained by the other Employer which does not correspond to the Plan Year of this Plan.
- Unless otherwise specified, any change in participation must be made within 30 days after the change in status event occurs, and the change will remain in effect the balance of the Plan Year. The change will become effective on the first of the month following the date the election change is made.
- (3) You will be permitted to change an election during the Plan Year and make a new election for the remainder of the Plan Year only if:
- (i) The change in status results in you or your Spouse or Dependent child, gaining or losing eligibility for health coverage under the Benefit Plan or another health Plan of your Spouse's or Dependent child's Employer; and
 - (ii) The election change corresponds with that gain or loss of coverage.
- (4) If you or your Spouse or Dependent child becomes eligible for COBRA continuation coverage under the Benefit Plan or any other Benefit Plan, as provided in Code § 4980B or any similar state law, you may elect to increase contributions under this Plan in order to pay for the continuation coverage.

You may make a new election under this Plan:

- (1) If a judgment, decree or order (collectively, "Order") results from a divorce, legal separation, annulment or change in legal custody that requires health coverage for your Dependent child; and
- (2) You change your election to provide coverage for the Dependent child if the Order requires coverage under the Benefit Plan; or
- (3) You change your election to revoke coverage for the Dependent child if the Order requires the other parent to provide coverage.
- (4) If you or your Spouse or Dependent child becomes entitled to coverage or loses coverage under Part A or Part B of Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under Section 1928 of the Social Security Act (the program for distribution of pediatric vaccines), and you change your election to revoke or add coverage for that person under the Benefit Plan.

Loss of Coverage under Medicaid or SCHIP or Eligibility for a State Premium Assistance Subsidy

If you or your Dependents did not enroll in the Plan when initially eligible because you and/or your Dependents were covered under Medicaid or a State sponsored Children's Health Insurance Program (SCHIP) and your coverage terminates because you or your Dependents are no longer eligible for Medicaid or SCHIP or you or your Dependents become eligible for a State premium assistance subsidy under Medicaid or SCHIP, you may enroll for coverage under this Plan for yourself and your Dependents after Medicaid or SCHIP coverage terminates or after you or your Dependents' eligibility for a State assistance subsidy under Medicaid or SCHIP is determined.

You must submit the appropriate election and enrollment forms to the Plan Administrator your within 60 days after coverage under Medicaid or SCHIP terminates or within 60 days after eligibility for a State premium assistance subsidy under Medicaid or SCHIP is determined. Coverage under the Plan will become effective on the first day of the month following the date you submit the appropriate election and enrollment forms to the Plan Administrator.

Changes in the Cost of Coverage During the Plan Year

If the Benefit Costs increase or decrease during a Plan Year, the Plan may, on a reasonable and consistent basis, automatically make a prospective increase or decrease in the affected Participant's elective contributions for the Plan.

If the Benefit Costs significantly increase or decrease (as determined by the Plan Sponsor) you may make a corresponding change in your election to participate in the Plan in accordance with the rules and regulations under Code Section 125, as determined by the Plan Administrator.

Special rules for health saving account election changes

You may revoke your contribution election at any time with respect to your Health Savings Account, without having a change in status event. Also, you may make changes to the amount of your contributions to your Health Savings Account, effective as of the beginning of the following month, for any reason.

May I continue participation during FMLA leave?

If the leave of absence is qualified under FMLA you will have the option to continue your participation in the Plan and make payments in a manner determined by the Plan Administrator, in its sole discretion, from among the following options:

- (1) Prepayment: You may prepay the contributions that will become due during your FMLA leave. Under this option, you may make contributions on a pre-tax basis from any available compensation for contributions due

during the same Plan Year as the start of your FMLA leave. If your FMLA leave is expected to continue into the next Plan Year prepayment is not available for those contributions due in such subsequent Plan Year.]

- (2) **Pay-As-You-Go:** You may pay the contributions that become due during your FMLA leave on the same schedule as they would otherwise be taken from your pay, on the schedule for COBRA payments, under the participating Employer's existing rules for payment, or on any other schedule agreed upon by you and the Plan Administrator. If any portion of your FMLA leave is unpaid your contributions for the underlying Benefit Plan must be made on an after-tax basis.
- (3) **Catch-Up Option:** The Plan Sponsor may advance the contributions on your behalf, and may recoup the contributions upon your return from FMLA leave.]

FMLA leave is treated as a change in status. Therefore, when beginning and/or returning from a qualified leave, you must complete a change in status form.

Continuation of Coverage under USERRA

If you are absent from employment because you are in the Uniformed Services, you may elect to continue your coverage under this Plan for up to 24 months. In order to continue coverage under this Plan, you must have made an election to continue coverage under the underlying Benefit Plan and you must comply with any other terms of this Plan and the underlying Benefit Plan, including election during the Plan's Annual Enrollment Period, and pay your required contributions in accordance with the options outlined above for a Participant who goes on FMLA leave.

Termination of Coverage

Your participation during a Plan Year will end on the first to occur of the following:

- (1) The date you cease to be an eligible employee;
- (2) The date you cease to be a Participant in the underlying Benefit Plan;
- (3) The date you revoke your participation in the underlying Benefit Plan, if you are permitted to do so; or
- (4) The date the Plan is terminated.

Rehire Provision

If your employment terminates, and you return to eligible employment with your Employer, you will be treated as a new employee. You may rejoin the Plan and make a new election after you satisfy the eligibility requirements, as long as the termination was not for the purpose of altering the original election.

SALARY CONTRIBUTION ELECTIONS

Funding the Plan

The Plan is funded by Participant contributions under a Salary Contribution Agreement with the Employer. The contribution amounts paid under the Salary Contribution Agreement will be adjusted automatically during a Plan Year to reflect changes in the Benefit Cost.

You and/or your Employer may make contributions to your Health Savings Account on a pre-tax basis.

Election Period for Salary Contribution

In order to pay Benefit Costs under this Plan on a pre-tax basis, you must complete and file an appropriate Salary Contribution Agreement election form with the Plan Administrator within the time limits specified in the section, "Eligibility for Participation."

For Health Savings Accounts, on your enrollment form, you must indicate the amount that you would like to contribute to your Health Savings Account for each month in which you are eligible. Unless you indicate otherwise, your entire contribution for the calendar year will be apportioned pro rata for each pay period, and taken out of your salary on a pre-tax basis.

Termination, Revocation, or Amendment of Salary Contribution Elections

Your Salary Contribution Agreement election for a Plan Year will terminate at the end of the Plan Year. You must make an affirmative election for salary contribution for each Plan Year. Failure to make such an election will result in no salary or wage contribution and you would be required to submit the applicable Benefit Cost to the Plan Sponsor on an after-tax basis.

Termination, revocation or amendment of Salary Contribution Agreements may only be made by you in accordance with the provisions of this Plan.

Reduction of Salary Contribution Elections to Prevent Discrimination in Favor of Prohibited Group(s)

The Plan Sponsor will have the full authority to reduce the salary contribution elections of Participants who are members of the prohibited group under Section 125 of the Code, to the extent necessary to prevent the Plan from discriminating in favor of such prohibited groups.

Determination of Non-Compliance

In the event that a determination is made that all or any part of the contributions to the Plan do not qualify as non-taxable contributions to a "cafeteria Plan" under Section 125 of the Code, the affected contributions made by any Participant will be treated as salary or wages and, to the extent not yet expended, returned to such Participant. The Participant must pay:

- (1) Any state or federal income taxes due with respect to such amount, together with any interest or penalties imposed;
- (2) The Participant's share (as determined in good faith by the Employer) of any applicable FICA or FUTA contributions which would have been withheld from such amounts by the Employer had such amounts been treated as salary and not as Participant contributions under the Plan; and
- (3) An amount (as determined in good faith by the Employer) equal to the portion of any applicable penalties and interest payable by the participating Employer as the result of the failure to withhold and pay such amounts to the appropriate payee allocable to the Participant.

Distribution of Excess Contributions

All monies held by the Employer attributable to salary or wage contribution amounts to pay for a Participant's Benefit Cost which are in excess of such Benefit Costs for a Plan Year, will be forfeited by the Participant to the Plan Sponsor at the end of the relevant Plan Year. The Plan Sponsor may use excess contributions to uniformly decrease the Benefit Costs of all Participants in the next Plan Year.

Your Health Savings Account will be owned by you, not by your Employer. It is your decision how the funds are invested. Because you own the Health Savings Account, you will have control over the funds in such account; no amount will be forfeited at the end of the Plan Year.

Changes to the Salary Contribution Agreement due to a leave of absence, Family and Medical Leave (FMLA) or USERRA leave

- (1) An unpaid leave of absence will be considered a change in status event, and the Participant may change his or her Salary Contribution Agreement to be consistent with the change in status event.
- (2) If the Participant does not make the contributions in the method chosen by the Plan Administrator as described in section, "May I Continue Participation During FMLA Leave" while on FMLA leave, his or her participation will cease after a 30-day grace period.
- (3) For other leaves of absence, if no coverage during leave is elected and the Participant returns to active work during the Plan Year, and the Salary Contribution Agreement has not been changed, then the same election the Participant had before the leave must be maintained upon return from the leave.

PLAN ADMINISTRATION

Authority to Make Decisions

The Plan is administered by the Plan Administrator. An individual or entity may be appointed by the Plan Sponsor to be Plan Administrator and serve at the convenience of the Plan Sponsor. If the Plan Administrator resigns, dies, is otherwise unable to perform, is dissolved, or is removed from the position, the Plan Sponsor will appoint a new Plan Administrator as soon as reasonably possible. If no Plan Administrator is appointed, the Plan Sponsor will be the Plan Administrator.

The Plan Administrator will administer this Plan in accordance with its terms and establish its policies, interpretations, practices, and procedures. It is the express intent of this Plan that the Plan Administrator will have maximum legal discretionary authority to construe and interpret the terms and provisions of the Plan, to make determinations regarding issues which relate to eligibility for benefits (including the determination of what contributions are required for payment of Benefit Costs), to decide disputes which may arise relative to a Participant's rights, and to decide questions of Plan interpretation and those of fact relating to the Plan. The decisions of the Plan Administrator as to the facts related to any claim for benefits and the meaning and intent of any provision of the Plan, or its application to any claim, shall receive the maximum deference provided by law and will be final and binding on all interested parties. Benefits under this Plan will be paid only if the Plan Administrator decides, in its discretion, that the Participant is entitled to them.

The duties of the Plan Administrator include the following:

- (1) To administer the Plan in accordance with its terms;
- (2) To determine all questions of eligibility, status and coverage under the Plan;
- (3) To interpret the Plan, including the authority to construe possible ambiguities, inconsistencies, omissions and disputed terms;
- (4) To make factual findings;
- (5) To decide disputes which may arise relative to a Participant's rights;
- (6) To prescribe procedures for filing a claim for benefits, to review claim denials and appeals relating to them and to uphold or reverse such denials;
- (7) To keep and maintain the Plan documents and all other records pertaining to the Plan;
- (8) To delegate to any person or entity such powers, duties and responsibilities as it deems appropriate; and
- (9) To perform each and every function necessary for, or related to, the Plan's administration.

Amendment or Termination of Plan

The Plan Sponsor expects to maintain this Plan indefinitely; however, the Plan Sponsor may, in its sole discretion, at any time, amend, suspend or terminate the Plan in whole or in part. This includes amending the benefits under the Plan.

Any such amendment, suspension or termination shall be enacted, if the Plan Sponsor is a corporation, by resolution of the Plan Sponsor's directors, which shall be acted upon as provided in the Plan Sponsor's articles of incorporation or bylaws, as applicable, or by action of any authorized officer, and in accordance with applicable federal and state law. In the event that the Plan Sponsor is a different type of entity, then such amendment,

suspension or termination shall be taken and enacted in accordance with applicable federal and state law and any applicable governing documents. In the event that the Plan Sponsor is a sole proprietorship, then such action shall be taken by the sole proprietor, in his own discretion.

If the Plan is terminated, the rights of Participants are limited to expenses incurred before termination. All amendments to this Plan shall become effective as of a date established by the Plan Sponsor.

Additional Operating Rules

A Participant's salary or wage contribution amount will not be subject to federal income tax withholding or to applicable Social Security (FICA or FUTA) tax withholding. Salary contribution amounts will not be subject to any state income tax withholding unless otherwise required by applicable state law.

Salary or wage contribution amounts under this Plan shall not reduce salary or wages for purposes of any other Employer sponsored employee benefit programs unless the provisions of those programs otherwise provide.

CLAIMS REVIEW PROCEDURES

Claims or Disputed Claims

- (1) Settlement of Disputed Claims. No eligible Employee or other beneficiary shall have any right or claim to benefits under the Plan, except as specified in the Plan. Any dispute as to eligibility, type, amount or duration of benefit under the Plan or any amendment or modification thereof shall be resolved by the Plan Administrator under and pursuant to this Plan and summary Plan description, and its decision regarding the dispute shall be final and binding upon all parties to the dispute and will be afforded maximum deference as provided by law.
- (2) Claims Procedures. It is anticipated that the Plan Administrator will automatically take the appropriate amount pursuant to the Salary Contribution Agreement and pay that Participant's Benefit Costs. However, should a Participant have a claim for benefits under this Plan, either because the wrong amount was taken from the Participant's salary or wages, or because the Benefit Cost was not properly paid, the Participant must file a claim with the Plan Administrator within 60 days after the events given rise to the claim.
- (3) Review Procedures. Within 30 days of the filing of the claim, the Plan Administrator shall notify the Participant in writing of the final decision on the claim.

If the Plan Administrator determines that an extension of time for processing is necessary due to matters beyond the control of the Plan, written notice shall be furnished to the Participant prior to the termination of the initial 30-day period. Such extension shall not exceed a period of 15 days from the end of such initial period. If such an extension is necessary due to a failure of the claimant to submit the information necessary to decide the claim, the Participant shall be afforded at least 45 days from receipt of the notice within which to provide the specified information. The extension notice shall indicate the special circumstances requiring an extension of time, a specific description of further information required, if any, and the date by which the Plan expects to render the benefit determination.

- (4) Decision on Review to be Final. If, for any reason, the Participant does not receive a written response within the appropriate time period set forth above, the Participant may assume that the claim has been denied. The decision by the Plan Administrator or other appropriate named fiduciary of the Plan will be final, binding and conclusive and will be afforded the maximum deference permitted by law. All claim review procedures provided for in the Plan must be exhausted before any legal action is brought. Any legal action for the recovery of any benefits must be commenced within one year after the Plan's claim review procedures have been exhausted.

MISCELLANEOUS INFORMATION

Release of Information

For the purpose of determining the applicability of and implementing the terms of these benefits, the Plan Administrator may, without the consent of or notice to any person, release or obtain any information necessary to determine the acceptability of any applicant or Participant for benefits under this Plan. In so acting, the Plan Administrator shall be free from any liability that may arise with regard to such action; however, the Plan Administrator at all times will comply with the privacy standards. Any Participant claiming benefits under this Plan shall furnish to the Plan Administrator such information as may be necessary to implement this provision.

Clerical Error

Clerical errors made on the records of the Plan and delays in making entries on such records shall not invalidate participation nor cause participation to be in force or to continue in force. Rather, the effective dates of participation shall be determined solely in accordance with the provisions of this Plan regardless of whether any contributions with respect to Participants have been made or have failed to be made because of such errors or delays. Upon discovery of any such error or delay, an equitable adjustment of any such contributions will be made.

Conformity with Applicable Laws

This Plan shall be deemed automatically to be amended to conform as required by any applicable law, regulation or the order or judgment of a court of competent jurisdiction governing provisions of this Plan, including, but not limited to, stated maximums, exclusions or limitations. In the event that any law, regulation or the order or judgment of a court of competent jurisdiction causes the Plan Administrator to pay claims that are otherwise limited or excluded under this Plan, such payments will be considered as being in accordance with the terms of this Plan and summary Plan description. It is intended that the Plan will conform to any applicable law.

Statute of Limitations for Plan Claims

Any action with respect to a fiduciary's breach of any responsibility, duty or obligation hereunder must be brought within one year after the date of the alleged breach. Any limitation on actions regarding claims for benefits shall be as provided in the section entitled "Claims Review Procedures."

Fraudulent or Misleading Information

The following actions by you, or your knowledge of such actions being taken by another, constitute fraud and will result in immediate termination of participation under this Plan:

- (1) Providing false or misleading information in connection with enrollment in the Plan; or
- (2) Providing any false or misleading information to the Plan.

Interpretation of this Document

The use of masculine pronouns in this summary Plan description shall apply to persons of both sexes unless the context clearly indicates otherwise. The headings used in this summary Plan description are used for convenience of reference only. Participants are advised not to rely on any provision because of the heading.

The use of the words, "you" and "your" throughout this summary Plan description applies to a Participant.

Waiving Plan Provisions

No term, condition or provision of this Plan shall be deemed to have been waived, and there shall be no estoppel against the enforcement of any provision of this Plan, except by written instrument of the party charged with such waiver or estoppel. No such written waiver shall be deemed a continuing waiver unless specifically stated therein, and each such waiver shall operate only as to the specific term or condition waived and shall not constitute a waiver of such term or condition for the future or as to any act other than the one specifically waived.

No Contract of Employment

This Plan and summary Plan description and any amendments constitute the terms and provisions of coverage under this Plan. The summary Plan description shall not be deemed to constitute a contract of any type between the participating Employer and any Participant or to be consideration for, or an inducement or condition of, the employment of any Employee. Nothing in this Plan and summary Plan description shall be deemed to give any Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Employee at any time.

Appointing an Authorized Representative

A Participant is permitted to appoint an authorized representative to act on his behalf with respect to a benefit claim or appeal of a denial. To appoint such a representative, the Participant must complete a form which can be obtained from the Plan Administrator or the third party administrator. In the event a Participant designates an authorized representative, all future communications from the Plan will be with the representative, rather than the Participant, unless the Participant directs the Plan Administrator, in writing, to the contrary.

Recovery of Payments or Contributions Made in Error

Whenever the Plan pays benefits or makes a contribution to a Health Savings Account exceeding the amount payable under the terms of the Plan, the Plan Administrator has the right to recover any such erroneous payment or contribution directly from the person or entity who received such payment or contribution and/or from the Participant on whose behalf such payment or contribution was made.

A Participant, Dependent, provider, another Benefit Plan, insurer, or any other person or entity who receives a payment or contribution made in error under the terms of the Plan shall return the amount of such erroneous payment or contribution to the Plan within 30 days of discovery or demand. The Plan Administrator shall have no obligation to secure payment for the expense for which the erroneous payment was made or to which it was applied.

The person or entity receiving an erroneous payment or contribution may not apply such payment or contribution to another expense. The Plan Administrator shall have the sole discretion to choose who will repay the Plan for an erroneous payment or contribution and whether such payment or contribution shall be reimbursed in a lump sum or other arrangement, as agreed.

Any payments or return of contributions made on claims for reimbursement not in accordance with the above provisions shall be repaid to the Plan within 30 days of discovery or demand. If court action is necessary to recover any erroneous payment or return of contributions, the Plan shall be entitled to recover its litigation costs and actual attorneys' fees incurred.

Statement of Benefits

On or before January 31st of each year, the Plan Administrator will furnish each Participant who received benefits under the Plan a written statement showing the amounts paid or contributed to any Health Savings Account by the Plan Sponsor in connection with the administration of the Plan for the prior Plan Year.

HIPAA PRIVACY PRACTICES

The following is a description of certain uses and disclosures that may be made by the Plan of your health information:

Disclosure of Summary Health Information to the Plan Sponsor

In accordance with privacy standards, the Plan may disclose summary health information to the Plan Sponsor, if the Plan Sponsor requests the summary health information for the purpose of:

- (1) Obtaining premium bids from health Plans for providing health insurance coverage under this Plan; or
- (2) Modifying, amending or terminating the Plan.

“Summary health information” means individually identifiable health information and it summarizes the claims history, claims expenses or the type of claims experienced by individuals in the Plan, but it excludes all identifiers that must be removed for the information to be de-identified, except that it may contain geographic information to the extent that it is aggregated by five-digit zip code.

Disclosure of Protected Health Information (“PHI”) to the Plan Sponsor for Plan Administration Purposes

In order that the Plan Sponsor may receive and use PHI for Plan Administration purposes, the Plan Sponsor agrees to:

- (1) Not use or further disclose PHI other than as permitted or required by the Plan documents or as required by law (as defined in the privacy standards);
- (2) Ensure that any agents, including a subcontractor, to whom the Plan Sponsor provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such PHI;
- (3) Not use or disclose PHI for employment-related actions and decisions or in connection with any other benefit or Employee Benefit Plan of the Plan Sponsor, except pursuant to an authorization which meets the requirements of the privacy standards;
- (4) Report to the Plan any PHI use or disclosure that is inconsistent with the uses or disclosures provided for, of which the Plan Sponsor becomes aware;
- (5) Make available PHI in accordance with section 164.524 of the privacy standards (45 CFR 164.524);
- (6) Make available PHI for amendment and incorporate any amendments to PHI in accordance with section 164.526 of the privacy standards (45 CFR 164.526);
- (7) Make available the information required to provide an accounting of disclosures in accordance with section 164.528 of the privacy standards (45 CFR 164.528);
- (8) Make its internal practices, books and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of the U.S. Department of Health and Human Services (“HHS”), or any other officer or employee of HHS to whom the authority involved has been delegated, for purposes of determining compliance by the Plan with part 164, subpart E, of the privacy standards (45 CFR 164.500 et seq);

- (9) If feasible, return or destroy all PHI received from the Plan that the Plan Sponsor still maintains in any form and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the PHI infeasible; and
- (10) Ensure that adequate separation between the Plan and the Plan Sponsor, as required in section 164.504(f)(2)(iii) of the privacy standards (45 CFR 164.504(f)(2)(iii)), is established as follows:
 - (a) The Plan Sponsor shall only allow certain named employees, or classes of employees, or other persons under control of the Plan Sponsor who have been designated to carry out Plan administrative functions, access to PHI. You may contact the Plan Sponsor for a list of those persons. The access to and use of PHI by any such individuals shall be restricted to Plan Administration functions that the Plan Sponsor performs for the Plan.
 - (b) In the event any of the individuals described in above do not comply with the provisions of the Plan documents relating to use and disclosure of PHI, the Plan Administrator shall impose reasonable sanctions as necessary, in its discretion, to ensure that no further non-compliance occurs. Such sanctions shall be imposed progressively (for example, an oral warning, a written warning, time off without pay and termination), if appropriate, and shall be imposed so that they are commensurate with the severity of the violation.

“Plan Administration” activities are limited to activities that would meet the definition of payment or health care operations, but do not include functions to modify, amend or terminate the Plan or solicit bids from prospective issuers. “Plan Administration” functions include quality assurance, claims processing, auditing, monitoring and management of carve-out Plans, such as vision and dental. It does not include any employment-related functions or functions in connection with any other benefit or Benefit Plans.

The Plan shall disclose PHI to the Plan Sponsor only upon receipt of a certification by the Plan Sponsor that:

- (1) The Plan documents have been amended to incorporate the above provisions; and
- (2) The Plan Sponsor agrees to comply with such provisions.

Disclosure of Certain Enrollment Information to the Plan Sponsor

Pursuant to section 164.504(f)(1)(iii) of the privacy standards (45 CFR 164.504(f)(1)(iii)), the Plan may disclose to the Plan Sponsor information on whether an individual is participating in the Plan or is enrolled in or has disenrolled from a health insurance issuer or health maintenance organization offered by the Plan to the Plan Sponsor.

Other Disclosures and Uses of PHI

With respect to all other uses and disclosures of PHI, the Plan shall comply with the privacy standards.

HIPAA SECURITY PRACTICES

Disclosure of Electronic Protected Health Information (“Electronic PHI”) to the Plan Sponsor for Plan Administration Functions

In accordance with HIPAA's standards for security (the “security standards”), to enable the Plan Sponsor to receive and use Electronic PHI for Plan Administration functions (as defined in 45 CFR § 164.504(a)), the Plan Sponsor agrees to:

- (1) Implement and maintain administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic PHI that it creates, receives, maintains or transmits on behalf of the Plan.
- (2) Ensure that adequate separation between the Plan and the Plan Sponsor, as required in 45 CFR § 164.504(f)(2)(iii), is supported by reasonable and appropriate Security Measures.
- (3) Ensure that any agent, including any business associate or subcontractor, to whom the Plan Sponsor provides Electronic PHI created, received, maintained or transmitted on behalf of the Plan, agrees to implement reasonable and appropriate Security Measures to protect the Electronic PHI.
- (4) Report to the Plan any Security Incident of which it becomes aware.
- (5) The Plan Sponsor will promptly report to the Plan any breach of unsecured Protected Health Information of which it becomes aware in a manner that will facilitate the Plan's compliance with the breach reporting requirements of the HITECH Act, based on regulations or other applicable guidance issued by the Department of Health and Human Services.

Any terms not otherwise defined in this section shall have the meanings set forth in the security standards.

CONSENT

Item 8G.

Revised
Stipend Schedule

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 G
FROM:	Jim Bogner, Assistant Superintendent of Operations	Reading
DATE:	December 8, 2015	Discuss
SUBJECT:	Stipend Schedule Revision	Action
		Consent X

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

SUPPORTING DATA

In past school years there have been three Career/Technical Student Organization (CTSO) Advisors (DECA, HOSA, and Skills USA) at Bradshaw Mountain High School. The Stipend Schedule for 2015-16 reflects only two positions.

SUMMARY & RECOMMENDATION

The recommendation is to approve the change from two to three CTSSO Advisors at Bradshaw Mountain High School on the Stipend Salary Schedule for 2015-16.

Sample Motion

I move that the Governing Board approve the change from two to three CTSSO Advisors at Bradshaw Mountain High School on the Stipend Salary Schedule for 2015-16.

Approved for transmittal to the Governing Board:


Daniel Streeter, Superintendent

Questions should be directed to: Jim Bogner, 759-4006

2015-2016 STIPEND SCHEDULE (Final Revision)

Copy of 2nd Revision 15-16 Stipend List - Rev12-8-15

Board (12-8-15)

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

POSITION TYPE	STIPEND CATEGORIES AND RATES	YEARS		YEARS		YEARS	
		0-3	4-6	7+	0-3	4-6	7+
FOOTBALL (Fall Season)							
Football - Head Coach	M/O	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
Football - Assistant Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Football - Assistant Coach - Additional	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Football - Flag Football - Elementary	5	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
1 per building							
Weight Room Coach - HS (3 seasons)	Tax Credit						
1 per season	Tax Credit	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
BASKETBALL							
Basketball Boys - Head Coach	M/O	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
Basketball Girls - Head Coach	M/O	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
Basketball Boys - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Basketball Girls - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Basketball Boys - Freshman	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Basketball Girls - Freshman	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Basketball Boys - 8th Grade	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Basketball Girls - 8th Grade	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Basketball - Assistant Coach - HS/MS	M/O	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
Basketball Boys - Elementary	Tax Credit						
Basketball Girls - Elementary	Tax Credit						
1 per building	Tax Credit	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
1 per building	Tax Credit	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
WRESTLING (Winter Season)							
Wrestling - Head Coach	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
Wrestling - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Wrestling - Assistant Coach - HS	Tax Credit						
Wrestling - Combined Middle School Coach	Tax Credit	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Wrestling - Assistant Coach - MS	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Wrestling - Combined Elementary Coach	Tax Credit						
1	Tax Credit	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
VOLLEYBALL (Fall Season)							
Volleyball - Head Coach	M/O	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
Volleyball - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Volleyball - Freshman Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Volleyball - Middle School	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Volleyball - Assistant Coach MS	Tax Credit						
Volleyball - Elementary	Tax Credit	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
1 per building	Tax Credit	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
BASEBALL (Spring Season)							
Baseball - Head Coach	M/O	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
Baseball - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Baseball - Freshman Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
SOFTBALL (Spring Season)							
Softball - Head Coach	M/O	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
Softball - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Softball - Freshman Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
TRACK (Spring Season)							
Track - Head Coach	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
Track - Assistant Coach - HS	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Track - Assistant Coach - HS	Tax Credit						
Track Boys - MS	Tax Credit	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Track Girls - MS	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Track - Assistant Coach - MS	Tax Credit						
Track - Coach - Elementary	Tax Credit	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
Track - Assistant Coach - Elementary	Tax Credit	\$ 612.50	\$ 796.25	\$ 980.00	\$ 612.50	\$ 796.25	\$ 980.00
SOCCER (Winter Season)							
Soccer Boys - Head Coach	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
Soccer Girls - Head Coach	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
Soccer - Assistant Coach - HS	Tax Credit (Sport)						
Soccer Boys - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Soccer Girls - JV Coach	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Soccer - Combined Boys Girls - MS	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Soccer - Combined Girls Coach - MS	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00

	Soccer - Assistant Coach - MS	Copy of 2nd Revision 15-16 Stipend List - Revised Trigger #	Per Trigger #	5	\$ 612.50	\$ 796.25	\$ 980.00
CROSS COUNTRY (Fall Season)							
	Cross Country - Head Coach		1		\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Cross Country - Assistant Coach - HS		Per Trigger #	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
TENNIS (Spring Season)							
	Tennis Boys - Head Coach		1		\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis Girls - Head Coach		1		\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis - Assistant Coach		Per Trigger #	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
SWIMMING (Fall Season)							
	Swim - Head Coach		1		\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Swim - Assistant Coach		Per Trigger #	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
GOLF (Fall Season)							
	Golf - Head Coach		1		\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Golf - Assistant Coach		Per Trigger #	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
CHEER (Fall Season/Winter Season)							
	(2 seasons) Cheer Coach - Head		1		\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Cheer Coach - Assistant		Per Trigger #	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
MUSIC (School Year)							
	Band Director - Middle School		1 per building	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.						
	Choir Director - Middle School		1 per building	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.						
	Choir Director - High School		1		\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	Marching Band Director - High School		1		\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	Marching Band Assistant - High School (45+ students)		Per Trigger #	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Marching Band Assistant - High School (90+ students)		Per Trigger #	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Music Director - Elementary		1 per building	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)							
	Student Council Advisor - High School		1		\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Student Council Advisor - Middle School		1 per building	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Student Council Advisor - Elementary		1 per building	5	\$ 612.50	\$ 796.25	\$ 980.00
YEARBOOK (School Year)							
	Yearbook Advisor - High School		1 per building	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Yearbook Advisor - Middle School		1 per building	5	\$ 612.50	\$ 796.25	\$ 980.00
DRAMA (School Year)							
	Drama Advisor - High School		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.						
	Drama Technical Advisory - HS		1		\$ 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.						
	Drama Advisor - Middle School		1 per building	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)							
	Advanced Ed - Co-Chair		2		\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	CTSO Advisor - High School		3		\$ 1,850.00	\$ 2,388.75	\$ 2,940.00
	Department Chair (LA, Math, Science) - High School		1 per AIMS area	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Department Chair (except LA, Math, Science) - High School		1 per department	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Graduation Sponsor - High School		1		\$ 612.50	\$ 796.25	\$ 980.00
	Prom Sponsor - High School		1		\$ 612.50	\$ 796.25	\$ 980.00
	High School Speech/Forensics/Mock Trial Advisor		1		\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	"Clubs/Program" stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.						
MIDDLE SCHOOL (School Yr.)							
	Athletic Director - Middle School		1 per building	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Reading Counts - Middle School		1 per building	5	\$ 612.50	\$ 796.25	\$ 980.00
	Student Advisor Group Leader - Middle School		1 per building	other	\$ 1,200.00	\$ -	\$ -
	Team Leader - Middle School		1 per AIMS area	5	\$ 612.50	\$ 796.25	\$ 980.00
	"Clubs/Program" stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.						
ELEMENTARY SCHOOL (School Yr.)							
	Athletic Director - Elementary		1		\$ 4,000.00	\$ -	\$ -
	Child Study Coordinator - Elementary		1 per building	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00

Reading Counts - Elementary		Copy of 2nd Revision 15-16 Stipend List - Revisited		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										
	*HS Counselors requires a minimum of ten (10) after school and/or evening events per year										
	Instructional Specialists										
	*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										
	Elementary Curriculum Coordinator - 3rd Grade-5th Grade Math										
	Elementary Curriculum Coordinator - 3rd Grade-5th Grade Science/Social Studies										
	Middle School Curriculum Coordinator - Math										
	Middle School Curriculum Coordinator - Language Arts										
	Middle School Curriculum Coordinator - Science										
	Middle School Curriculum Coordinator - Social Studies										
	District ELD Coordinator										
	District Network Administrator										
	CTE Director - Extended Contract										
	Lead Nurse										
	Lead Speech										
	Lead Psych										
	Psych Intern Supervisor										
	Special Education Mentor										
	Speech Supervision										
	Gifted Coach - Signature Program										
	21st Century Advisors - Signature Program										
	Title One - Summer School Coordinator										
	Title One - Summer School Assessment Coordinator										
	Title One - Summer School Teacher										
PROFESSIONAL DEVELOPMENT/ CURRICULUM DEVELOPMENT	Teacher - Participant Full Day - (6-8hrs)										
	Teacher - Participant Half Day - (3-4hrs)										
	HUSD Presenters Full Day - (6-8hrs) Individual Teacher										
	HUSD Presenters Half Day - (3-4hrs) Individual Teacher										
	HUSD Presenters Full Day - (6-8hrs) Team Presenters (each)										
	HUSD Presenters Half Day - (3-4hrs) Team Presenters (each)										
OVERLOADS	Class Overload: High School										
	Class Overload: Middle School										
	Class Overload: Elementary School										
	Class Overload: (Other)										
GUIDELINES	*Funding sources may vary										
	Continuous years of in-house experience in a "position type" will count for horizontal movement.										
	Head high school coaches new to the District may be granted up to five (5) years credit for coaching experience in the same sport at previous schools.										
	High school assistant coaches, JV Coaches, and Freshman Coaches new to the District may be granted up to three (3) years credit for coaching experience in the same sport at previous schools.										

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

CONSENT

Item 8H.

Gifts & Donations

GIFTS & DONATIONS

Michael and Julia Ellegood
920 N. Hunter Ridge Rd., Prescott
Donated \$100
To be used at Liberty Traditional School

Arturo's Mexican Restaurant
503 Miller Valley Rd., Prescott
Donated a backpack, a projector screen, and food with the donor's value of \$320
To the GEAR-UP Program at Bradshaw Mountain High School

DISCUSSION

Item 9A.

Update
CSES

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9A
FROM: Candice Blakely-Stump, CSES Principal Reading
DATE: December 8, 2015 Discuss X
SUBJECT: Coyote Springs Elementary School Board Update Action
Consent

OBJECTIVE: Report to Board

SUPPORTING DATA:

Principal Candice Blakely-Stump will give an update of current events at Coyote Springs Elementary School.

Topics:

- EdLeader 21 National Presentation and visit from CEO, Ken Kay
- Golden Bell Award
- 21st Century Learning Signature Program

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

Questions should be directed to: Candice Blakely-Stump (759-4300)

DISCUSSION

Item 9B.

Update
Ed. Svcs. Dept.

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9B
FROM: Cole Young, Director of Educational Services Reading
DATE: December 8, 2015 Discuss X
SUBJECT: AzMERIT Update Action
Consent

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

SUPPORTING DATA:

An update will be presented to the Board concerning 2014-2015 AzMERIT proficiency scores. Scores will be presented from a District perspective, identifying aggregate proficiency percentages in comparison with the State's overall average.

SUMMARY & RECOMMENDATION:

Sample Motion: n/a

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

DISCUSSION

Item 9C.

Pronghorn
Property

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9C
FROM:	Daniel Streeter, Superintendent	Reading
DATE:	December 8, 2015	Discuss X
SUBJECT:	Request from Antelope Village LLC for Return of Property	Action
		Consent

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

SUPPORTING DATA

On October 7, 2015 the District received a letter addressed to the Board President, Mr. Brian Letendre, from Ben Snyder, manager for Antelope Village LLC and co-owner for Pronghorn Development LLC. The letter was in regards to the District's middle school site located in the Pronghorn subdivision. On February 13, 2006, Antelope Village LLC conveyed Tract 55 of Pronghorn Ranch to the Town of Prescott Valley for the use of a future school site. On March 23, 2006, the Town of Prescott Valley subsequently deeded the property to the Humboldt Unified School District. Mr. Snyder's letter requests that the District deed the land back to Antelope Village LLC for development. The impetus for this request is that "the school district does not plan to build this school."

Legal counsel has been consulted regarding this matter. There are a few key points for consideration:

- The property was deeded to HUSD, if the Board were to return the property, legal counsel would need to review clauses related to the gifting of public funds.
- There is no Reverter Clause in the quit-claim deed. Thus, there is no time line requiring the property to be returned if it is not used within a specified time period.
- The district also has been deeded a smaller piece of property in the Viewpoint Subdivision for a future elementary school.
- Future planned communities are no longer required to set aside land for future school sites per state statute.

As this is a Discussion Item, legal counsel has advised three options for consideration. Any decision would require further legal consultation and Board action.

Option I – Deed the land back

- This would require further legal counsel input regarding real estate law and school policy.
- Legal counsel would need to determine whether or not an election is required for any action.
- Determination would need to be made as to who we would deed the land back to.
- Could the land be sold for fair market value?

Option II – Hold on to the land for future use

- A legal response would be formulated from counsel and sent on behalf of the district.

Option III – Deed 50% of the land back, hold remainder for future use

- Further legal consultation would be required as to the legality of this action.

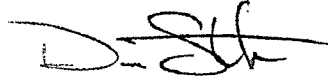
SUMMARY & RECOMMENDATION

Discussion only. No action required.

Sample Motion

N/A

Approved for transmittal to the Governing Board:

A handwritten signature in black ink, appearing to read 'D. Streeter', written over a horizontal line.

Mr. Daniel Streeter, Superintendent

Questions should be directed to: Dan Streeter, 759-5007

TABLE 15
SCHOOL ENROLLMENT: 2010/11-2023/24

Attendance Area*	Actual				Projected									
	2010/11	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24		
Grades K-6														
Coyote Springs	705	617	608	611	623	624	637	639	658	685	714	743		
Granville	577	572	581	586	586	584	576	580	588	602	618	636		
Lake Valley	534	471	473	479	496	486	479	469	455	452	453	454		
Humboldt	439	402	433	449	459	472	478	461	458	454	452	452		
Mountain View	502	561	560	580	571	576	555	535	522	516	513	512		
Liberty Traditional	581	656	660	659	660	667	674	687	705	722	742	762		
Sub Total	3,338	3,279	3,315	3,365	3,394	3,408	3,398	3,371	3,387	3,431	3,492	3,559		
Grades 7-8														
Glassford Hill MS	426	421	457	485	476	498	536	528	523	517	511	508		
Bradshaw Mountain	343	314	320	306	304	293	328	387	356	316	304	293		
Liberty Traditional	164	140	140	138	142	147	155	159	156	159	165	168		
Sub Total	933	875	917	930	922	938	1,019	1,073	1,035	992	980	969		
Grades 9-12														
Bradshaw Mountain	1,715	1,629	1,617	1,623	1,676	1,717	1,754	1,780	1,851	1,920	1,944	1,943		
TOTAL	5,986	5,783	5,849	5,918	5,992	6,063	6,171	6,224	6,273	6,343	6,416	6,471		

Source: Applied Economics, April 2014.

* Count based on the number of students by place of residence.

DISCUSSION

Item 9D.

Liquidated Damages



The Humboldt Schools.
Motivating achievement since 1906.

To: Mr. Daniel Streeter, Superintendent
From: Dr. James Bogner, Assistant Superintendent
Date: December 8, 2015
Re: Resignation/Liquidated Damage History

School Year	Resignations	Damages Assessed
2011-2012	13	0
2012-2013	14	4
2013-2014	18	10
2014-2015	13	9
Current	9	4

Reasons that liquidated damages have not been assessed:

- Communication before a resignation occurs
- Teacher resigns, but remains in position until it is filled
- Severe health issue
- Family emergency requiring a resignation

2014-2015 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 2014-2015. 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 2014-2015 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.

This contract delivered by (check one):

- Personal delivery on _____, 2014
 Certified employee mailbox/email on _____, 2014
 U.S. mail sent on _____, 2014

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

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

ACTION Item 10A.

MOU

ConnectEd:
California Center for College
and Career

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10A
FROM:	Cole Young, Director of Educational Services	Reading
DATE:	December 8, 2015	Discuss
SUBJECT:	Memorandum of Understanding (MOU) with ConnectEd: California Center for College and Career	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:

Coyote Springs Elementary has had the privilege to be accepted into a 21st Century 4Cs (Creativity, Critical Thinking, Collaboration, and Communication) Performance Assessment Project. This project has students performing common performance tasks that will then be analyzed by cross-district teams. The outcome of such performance tasks is to not only identify and calibrate the identification of evidence-based instructional improvements, but also increase students' capacity to demonstrate the 4Cs. The MOU has been drafted so that students' work can be released to be assessed and used in the subsequent research.


This MOU has been reviewed by our attorney and has been approved in compliance of the Student Data Privacy laws.

SUMMARY & RECOMMENDATION:

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

Sample Motion:

I move to approve the Memorandum of Understanding with the ConnectEd: California Center for College and Career as presented.

Approved for transmittal to the Governing Board: 
Mr. Daniel Streeter, Superintendent

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

Memorandum of Understanding

Between

ConnectEd: The California Center for College and Career and

Humboldt Unified School District

This Memorandum of Understanding is entered into by and between ConnectEd: The California Center for College and Career (“ConnectEd”), a California non-profit corporation, and Humboldt Unified School District (the “District”), a school district in Arizona, hereinafter referred to collectively as “the Parties,” in regards to the following:

ConnectEd provides an on-line platform allowing teachers, students, and others to create school-related assignments and submit and store school work on-line.

As a part of the services, ConnectEd will have access to documents and other materials (“records”) that may be defined as “pupil records” pursuant to the Family Educational Rights and Privacy Act of 1974 (“FERPA;” 20 U.S.C. §1232g, 34 CFR part 99) and the California Education Code provisions governing the privacy of pupil records (sections 49060 *et seq.*) (“applicable laws”). The applicable laws give parents/guardians certain rights with respect to their child(ren)’s educational records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level.

By this Agreement, the parties wish to provide for ConnectEd’s access, storage, and use of said records in full compliance with the terms of the Agreement, District policies, and state and federal laws.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, ConnectEd and The District hereby agree as follows:

- 1. Conditions of Approval.** Anonymity of the District, individual schools, and all individual persons participating in this project will be preserved in utilizing the student documents. Any disclosure of the name of the division, school, or participants requires written approval from the Superintendent or their designee. This approval allows ConnectEd to conduct the document scoring as described in the EdLeader pilot. Specifically, the schools participating in the pilot may upload de-identified student work for the purpose of inter-rater reliability research. In addition, teacher names will not be released. Finally, no student work may be released without the permission of the District.
- 2. Confidentiality Obligations Applicable to Certain District Student Records.** ConnectEd hereby covenants and agrees that it shall maintain, in strict confidence and trust, all District student records containing either (1) non-directory information of any kind, whether provided by or created for the District pursuant to this contract, or (2) directory information as to which

the eligible student or their family has opted out of disclosure (collectively, "District Confidential Student Records").

ConnectEd shall cause each officer, director, employee and other representative who shall have access to District Confidential Student Records during the term of the Agreement (collectively, the "Authorized Representatives") to maintain in strict confidence and trust all District Confidential Student Records. ConnectEd shall take all reasonable steps to ensure that no District Confidential Student Records are disclosed to any person or entity except those who (i) are Authorized Representatives of ConnectEd performing functions for the District under the Agreement and have agreed to be bound by the terms of this Agreement or a Confidentiality Agreement (as defined below) executed pursuant hereto; (ii) are authorized representatives of the District, or (iii) are entitled to such District Confidential Student Records from ConnectEd pursuant to federal and/or California law. ConnectEd shall use District Confidential Student Records, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such records, solely for purposes related to and in fulfillment of the performance by ConnectEd of its obligations pursuant to the Agreement.

ConnectEd shall: (i) designate one of its Authorized Representatives to be responsible for ensuring that ConnectEd and its Authorized Representatives maintain District Confidential Student Records as confidential; (ii) train the other Authorized Representatives with regard to their confidentiality responsibilities hereunder and pursuant to federal and California law; (iii) maintain at all times a list of Authorized Representatives with access to the District Confidential Student Records; (iv) cause each Authorized Representative to execute a written covenant of confidentiality in substantially the form set forth on Exhibit A hereto (the "Confidentiality Agreement") prior to their performance of any services contemplated by the Agreement and shall deliver any and all such Confidentiality Agreements to the School Board upon request.

3. Other Security Requirements. ConnectEd shall maintain all technologies, policies, procedures, and practices necessary to secure and protect the confidentiality and integrity of the District Confidential Student Records, including procedures to (i) restrict access to such records as described in the "Confidentiality" provision of this Agreement; (ii) establish user IDs and passwords as necessary to protect such records; (iii) protect all such user passwords from detection and unauthorized use; (iv) prevent hostile or unauthorized intrusion that could compromise confidentiality, result in data corruption, or deny service; (v) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (vi) minimize system downtime; (vii) notify the District of planned system changes that may impact the security of District Confidential Student Records; (viii) return or destroy the District Confidential Student Records that exceed specified retention schedules; (ix) permit periodic security audits by the District or designated third party using applicable regulations and industry best practice standards as benchmarks, and make commercially reasonable efforts to remediate the vulnerabilities discovered; and (ix) in the event of system failure, enable immediate recovery of the District records to the previous business day.

In the event of a security breach, ConnectEd shall (i) immediately take action to close the breach; (ii) notify the District within 24 hours of ConnectEd's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the District Confidential Student Records compromised by the breach; (iii) return compromised District Confidential Student Records for review; (iv) provide communications on the breach to be shared with affected parties and cooperate with District efforts to communicate to affected parties by providing the District with prior review of press releases and any communications to be sent to affected parties; (v) take all legally required, reasonable, and customary measures in working with the District to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (vi) cooperate with the District by providing information, records, and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (vii) provide the District with notice within 24 hours of notice or service on ConnectEd, whichever occurs first, of any lawsuits resulting from, or government investigations of, ConnectEd's handling of the District records of any kind, failure to follow security requirements and/or failure to safeguard confidential information. ConnectEd shall provide satisfactory documentation of its compliance with the security requirements of this provision prior to performing services under the Agreement. ConnectEd's compliance with the standards of this provision is subject to verification by District personnel or its agent at any time during the term of the Agreement.

4. Applicability of Confidentiality and Security Provisions to Non-Confidential Records. To the extent that the District provides non-confidential information to ConnectEd under this Agreement, such as student records containing only directory information as to which no opt-out has been filed, de-identified student information, and the District records not pertaining to students, the Confidentiality and Security paragraphs shall not apply, *provided that* the notice obligation under subsection (viii) shall apply to lawsuits and investigations involving the District records of any kind.

5. Disposition of District Confidential Student Records Upon Termination of Agreement. Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, ConnectEd covenants and agrees that it promptly shall deliver to the District, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the District, all the District Confidential Student Records. ConnectEd hereby acknowledges and agrees that, solely for purposes of receiving access to the District Confidential Student Records and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), ConnectEd and its Authorized Representatives shall be deemed to be school officials of the District, and shall maintain the District's Confidential Student Records in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records. The non-disclosure obligations of ConnectEd and its Authorized Representatives regarding the information contained in the District Confidential Student Records shall survive termination of the Agreement.

WITNESS:

On Behalf of Humboldt Unified School District:

Daniel Streeter, Superintendent
Humboldt Unified School District

Date: _____

On Behalf of ConnectEd: The California Center for College and Career:

Brad Stam, Vice President

Date: _____

EXHIBIT A

Covenant of Confidentiality

In connection with the performance by ConnectEd: The California Center for College and Career (“ConnectEd”), the undersigned authorized representative of ConnectEd (the “Authorized Representative”), for good and valuable consideration, the receipt and sufficiency of which is acknowledged, hereby covenants and agrees as follows, with knowledge that the Humboldt Unified School District is relying upon the statements set forth herein.

The Authorized Representative hereby covenants and agrees that they: (i) shall maintain in strict confidence and trust all records, reports and other documents or materials of any nature relating to the operations, students, families, and employees of Humboldt Unified School District (collectively, the “District Confidential Student Records”); (ii) shall not disclose any District Confidential Student Records to any person or entity who has not agreed to be bound by the terms of the Agreement, or a sworn statement executed pursuant thereto, unless the person or entity is an Authorized Representative of the District or is otherwise entitled to access such District Confidential Student Records pursuant to federal and/or California law; (iii) shall use the District Confidential Student Records solely for purposes related to and in furtherance of the performance by ConnectEd of its obligations pursuant to the Agreement; (iv), upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, promptly shall deliver all District Confidential Student Records to Humboldt Unified School District; (v) shall continue to maintain as confidential all information obtained from District Confidential Student Records after the expiration or termination of the Agreement.

IN WITNESS WHEREOF, the Authorized Representative has executed this Covenant of Confidentiality as of the 19th day of November, 2015.

[Signature]

2150 Shattuck Avenue, Suite 1200
Berkeley, California 94704
[Address]

(510) 849-4945
[Phone]

PERSONNEL

Item 11A.

Superintendent Evaluation

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	11A
FROM:	Brian Letendre, Governing Board President	Reading	
DATE:	December 8, 2015	Discuss	X
SUBJECT:	Evaluation of Superintendent Daniel Streeter	Action	
		Consent	
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OBJECTIVE:	Board Governance		
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SUPPORTING DATA

The Governing Board will meet in executive session for the purpose of evaluating Superintendent Daniel Streeter.

Sample Motion

I move to go into executive session for the purpose of evaluating Superintendent Daniel Streeter pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel).

Approved for transmittal to the Governing Board: _____
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Brian Letendre (brian.letendre@humboldtunified.com)