



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, April 11, 2017

Bradshaw Mountain Middle School
12255 Turquoise Circle
Dewey, AZ

Regular Session @ 6:30

OFFICIAL COPY

Mr. Daniel Streeter, Superintendent

Richard Adler, President
Suzie Roth, Vice President
Paul Leon, Member
Paul Ruwald, Member
Vacancy (1)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
"To provide a comprehensive, world-class education for all students"

**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 **April 11, 2017**, at **Bradshaw Mountain Middle School**, located at **12255 Turquoise Circle, Dewey, 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 REGULAR SESSION

- 1. WELCOME AND CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
- 3. ROLL CALL**
- 4. AGENDA REVIEW/ACCEPT**
- 5. CURRENT EVENTS**
 - A. Board**
 - B. Superintendent**
- 6. CELEBRATING SUCCESSES**
 - A. Recognition of Governing Board Member Brian Letendre (resigned as of April 6, 2017 – moving out of state) – Richard Adler, Governing Board President**

- Pages 2-4 **B. HUSD VIPs – Jessica Bennett, Bradshaw Mountain Middle School Principal**
- 1. Certified – Gail Pereira**
 - 2. Classified – Kimberly Griffie**
 - 3. Volunteer – Margarita Bernal**

- Page 5 **C. Announcement of National School Breakfast Week "Cafeteria Superhero" Art Contest Winners – Tami Hitt-Wyant, Director of Child Nutrition, and Pam Liuzzo, Nutritionist**

- Page 6 **D. Announcement of 2016 Golden Plate Winners – Tami Hitt-Wyant, Director of Child Nutrition, and Pam Liuzzo, Nutritionist**

- E. Announcement of Coyote Springs Elementary School's garden receiving certification from the Arizona Department of Health Services' School Garden Program – Candice Blakely-Stump, Coyote Springs Elementary School Principal

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 8-10 A. Personnel Recommendations

Pages 11-14 B. Governing Board Meeting Minutes of March 7, 2017 (audio recordings are posted on the District's website at www.humboldtunified.com)

Pages 15-205 C. Financial/Business

1. Approval of Accounts Payable voucher(s) in the amount of \$ 780,231.26
2. Approval of Payroll voucher(s) in the amount of \$ 2,330,176.88

Pages 206-213 D. Monthly Budget Report

Pages 214-219 E. Monthly Student Activities Report

Pages 220-232 F. Request for approval to renew an intergovernmental agreement (IGA) with Mayer Unified School District to provide special services to middle school students for the 2017-18 school year

Pages 233-238 G. Request for approval to renew the agreement with Autism Spectrum Center for Education and Neurological Development (ASCEND) for special education students (private day school) for 2017-18 school year

Pages 239-242 H. Request for approval to dispose of broken kitchen equipment

Pages 243-244 I. Gifts and donations

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

Pages 245-247 A. School update from Bradshaw Mountain Middle School Principal Jessica Bennett to include:

- Positive Behavior Interventions and Supports (PBIS)
- Parent/Teacher Association (PTA)
- Community partnerships (Prescott Valley United Methodist Church and Farmers Insurance)
- Athletic programs
- Advancement via Individual Determination (AVID), and Response to Intervention (RTI)
- Curriculum
- National History Day Competition
- EdLeader21 Common Performance Assessment
- Elective course offerings
- Extra-curricular activities
- Tutoring

- Pages 248-249 **B.** Report from Bradshaw Mountain Middle School teacher, Diane Hamilton, regarding the grant she received from the Yavapai Community Education Foundation
- Pages 250-255 **C.** Annual report of the 2017 HUSD School Health Advisory Council (SHAC) to be presented by Tami Hitt-Wyant, Child Nutrition Director, and Pam Liuzzo, Nutritionist
- Pages 256-341 **D.** First Reading of Policy Advisories 567 – 583 as presented by Arizona School Boards Association (ASBA)
- PA 567 Policy Manual and Administrative Regulations – Introduction
 - PA 568 BGD – Board Review of Regulations
 - PA 569 DIE – Audits/Financial Monitoring
 - PA 570 DJE – Bidding/Purchasing Procedures
 - PA 571 GCCA – Professional/Support Staff Sick Leave
 - PA 572 GCF-ED - Professional Staff Hiring
 - PA 573 GDF-EE – Support Staff Hiring
 - PA 574 GDJ – Support Staff Assignments and Transfer
 - PA 575 IHBJ-R – Indian Education
 - PA 576 (new) IJNDBA – Website Accessibility
 - PA 577 JFABD – Admission of Homeless Students
JFABD-E
 - PA 578 Open Enrollment
 - PA 579 JFBA – Unsafe School Choice
 - PA 580 JLCC – Communicable/Infectious Diseases
 - PA 581 JR – Student Records
JR-R
 - PA 582 JRR – Student Surveys
 - PA 583 (delete) LBD – Relations with Charter Schools
LBD-E

10. ACTION

- Pages 342-348 **A.** Request for approval of out-of-state travel for select Bradshaw Mountain High School DECA students and their chaperones to attend the 2017 International Career Development Conference in Anaheim, California, April 25 - 29, 2017
- Pages 349-350 **B.** Discussion and possible action to approve the appointment of a board member to serve as the District's trustee to the Yavapai Unified Employee Benefit Trust beginning April 12, 2017
- Pages 351-358 **C.** Discussion and possible action regarding a request for approval of an agreement with EdTechTeam to provide training and professional development for HUSD teachers, Instructional Specialists, and educational leaders
- Pages 359-360 **D.** Discussion and possible action regarding a request for approval to increase lunch prices for the 2017-18 school year
- Pages 361-362 **E.** Discussion and possible action regarding a request for approval of a 2017 Title I Summer School Program
- Pages 363-374 **F.** Discussion and possible action regarding a request for approval of a new position, job description, and salary schedule placement for a Speech Language Pathologist Assistant
- Pages 375-391 **G.** Discussion and possible action regarding a request for approval of 2017-18 contract language for certified employees, psychologists, certified administrators, 12-month classified term employees, classified term employees working less than 12-month contracts, and classified at-will work notice language for employees working four or more, or less than four hours per day
- Pages 392-397 **H.** Discussion and possible action regarding a request for approval of 2017-18 Certified and Classified Salary Schedules, a one-step increase for eligible classified employees, and an equivalent of a step (on their respective salary schedule) in the form of a one-time payment for eligible certified, professional, and administrative staff

Pages 398-399 **I.** Second Reading and possible adoption of suggested changes to Policy GCBA - Professional Staff Salary Schedules as it relates to graduate level coursework and placement on the salary schedule

11. PERSONNEL

Pages 400-405 **A.** Discussion and possible action regarding a request for approval of 2017-18 Administrator, Director, and Psychologist contracts, and 2017-18 Administrative and Professional Salary Schedules

Pages 406-410 **B.** Discussion and possible action to approve the issuance of 2017-18 contracts to certified employees

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

May 9, 2017	6:30 p.m.	Regular Meeting	@ Transportation Training Facility
June 13, 2017	6:30 p.m.	Regular Meeting	@ Transportation Training Facility
July 10, 2017	6:30 p.m.	Regular Meeting	@ Transportation Training Facility

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 SUCCESSIONS

Item 6

- A. Recognition of Governing Board Member Brian Letendre
- B. HUSD VIPs – Bradshaw Mountain Middle School
 - 1. Certified – Gail Pereira
 - 2. Classified – Kimberly Griffie
 - 3. Volunteer – Margarita Bernal
- C. Announcement of National School Breakfast Week “Cafeteria Superhero” Art Contest Winners
- D. Announcement of 2016 Golden Plate Winners
- E. Announcement of Coyote Springs Elementary School’s garden certification



To: HUSD Governing Board
From: Jessica Bennett, BMMS Principal
Date: April 11, 2017
Subject: Certified Employee of the Month
Gail Pereira - Bradshaw Mountain Middle School Science Teacher

Bradshaw Mountain Middle School is thrilled to recognize Gail Pereira, science teacher, as the HUSD Certified Employee of the Month for April. Mrs. Pereira has been a teacher in HUSD since 1997, with the past 13 years of service at Bradshaw Mountain Middle School. She is a master teacher who has been asked to teach any subject at any level and she excels in any environment whether a small group of students in RTI Reading or a large Honors Science 8 class. Mrs. Pereira has clear expectations paired with a heart of gold, and she will find the best path to lead a group of students to the final destination.

Students wrote the following about Mrs. Pereira:

- She does many hands-on activities to help me understand the subject matter.
- In the beginning of the year, she was a little mean, but she came through and helps me when I need it.
- Mrs. Pereira is always caring and one day made tea for a student who had a sore throat. She can also tell if there is something wrong just by one look and you can talk to her and she will listen.
- Mrs. Pereira has a no-nonsense kind of attitude who loves us in her own way but doesn't allow it to get in the way of teaching.
- My goal is to be like Mrs. Pereira and to have the humor, patience, personality, and love just like her.
- Mrs. Pereira treats us not like students, but like her own children.
- If I grow up to be half of the person Mrs. Pereira is, I will consider it an accomplishment.

Mrs. Pereira gives 100% to her students and to all she works with. She serves on the Executive Council and serves many hours setting up field trips for students who might not have a chance to see and experience certain activities in the area. She is always attending a training to learn about new science lessons, and she will be a sponsor for any new club on campus. Mrs. Pereira is also the first one to notice when her colleagues need support and she will show up with cards and treats if you are having a rough week. She cares about everyone she meets and she truly understands that in life your greatest honor will come by empowering and serving others. Each year, previous students return to BMMS to see Mrs. Pereira because of the love she showed for them.

We are blessed to have Mrs. Pereira as part of our BMMS and HUSD team.

Sincerely,



To: HUSD Governing Board

From: Jessica Bennett, BMMS Principal

Date: April 11, 2017

**Subject: Classified Employee of the Month
Kimberly Griffiee - Bradshaw Mountain Middle School Classroom Aide**

Bradshaw Mountain Middle School is pleased to recognize Kimberly Griffiee, classroom aide in the emotionally disabled classroom, as the HUSD Classified Employee of the Month for April. Mrs. Griffiee joined our team this school year when the EDP program was relocated to our campus, and we definitely won the lottery in having her here!

Kim is part of an amazing team, and I know that she would also want to recognize those she works with who have to diffuse some intense situations each week. As a team, they all know the strengths of each other and who will best respond to each student. Kim is one who the kids always trust to help and to calm them down when they are frustrated. She is calm, strong, and helpful in any situation.

Kim has been a tremendous addition to the program as a math teacher. Knowing that she at least liked math, she has been willing to work with our other math teachers to learn the math curriculum. She then prepares lessons for the students and will sit with each of them as they work on their math homework from other classes. For many of the students, math is frustrating and can be a trigger to shut-down. Kim's ability to help them work through problems and to explain things in a clear manner, has helped our students show growth with their math scores.

Kim is an amazing athlete as well, and the kids love when they make a few baskets over her during their daily PE outings to the gym or outside. Kim will run, dribble, and shoot with the best of our kids and they love how involved she is. She can be found throughout the day coaching not only their athletic moves, but providing valuable lessons and feedback on character traits and how to respond appropriately with each new situation.

Teachers on our campus and the office staff love when Kim helps in their room. She has a patient demeanor that just calms anyone down in her presence. She can observe a situation and then knows how to best respond. She is kind to all she meets and she is always smiling. We are blessed to have Kim on our campus.

Our students and staff know what an amazing person Ms. Griffiee is and we are glad to spread the word as she is recognized for this award.

Sincerely,

Principal: Jessica Bennett
Phone: 928-759-4900
The Humboldt Schools



12255 Turquoise Circle
Dewey, AZ 86327

To: HUSD Governing Board
From: Jessica Bennett, BMMS Principal
Date: April 11, 2017
Subject: Volunteer of the Month
Margarita Bernal - Bradshaw Mountain Middle School Parent

Bradshaw Mountain Middle School is pleased to recognize Margarita Bernal, as the HUSD Volunteer of the Month for April. Margarita first started emailing me last year to find out how she could be involved when her son would begin attending BMMS in the fall.

Since August, Margarita has been here every Thursday after school to work with the Bruin Builders. She also comes in other days and evenings as needed if the students are working on projects or have events, and she even helped run the Bruin Builder table at our school open house where she supervised students who were showing off our Lego and Vex robots.

Margarita spent many hours in the fall to ensure that the Bruin Builder team was ready to go for the Mortimer Farms Pumpkin Chunkin' Contest. She surprised the students the day before the event with a gift to them when she designed and purchased t-shirts for the Bruin Builders.

The students love working with Margarita as she has a quiet and calm demeanor and she will ask the students numerous questions to help them get to the correct solution without giving them her own ideas or solutions to problems. Her encouragement helped our students win the category of Best Design for the Pumpkin Chunkin' Contest. She has been very supportive of the students and they are always happy to see her here to help.

I know that Margarita is already looking for ways to enhance the Bruin Builders Club next year with more robotics competitions and events for our students. We are blessed that Margarita chooses to serve the BMMS students and we are grateful to recognize her for her service and commitment.

Sincerely,

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 6C
FROM:	Tami Hitt-Wyant, Director of Child Nutrition Pamela Liuzzo, Nutritionist	Reading
DATE:	April 11, 2017	Discuss X
SUBJECT:	National School Breakfast Week "Cafeteria Superhero" Art Contest Winners	Action
		Consent

OBJECTIVE: Celebrating Success

SUPPORTING DATA:

March 6th-10th was our **National School Breakfast Week**. This year students had the opportunity to use their imagination and creativity to draw a picture of their favorite cafeteria worker, as a superhero.

The winners will be announced at the school board meeting and a certificate of achievement will be presented to each winning student.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Pamela Liuzzo, 759-5017

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **6.D**
FROM: Tami Hitt-Wyant, Director of Child Nutrition Reading
Pamela Liuzzo, Nutritionist
DATE: April 11, 2017 Discuss **X**
SUBJECT: 2016 Golden Plate Winners Action

OBJECTIVE: Celebrating Success

SUPPORTING DATA:

We are proud to announce that six of our schools received the 2016 Golden Plate Award!

Bradshaw Mountain Middle School (ten years in a row) – Betty Long, Kitchen Manager
2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007

Liberty Traditional School (three years in a row) – Jeanne Hernandez, Kitchen Manager
2016, 2015, 2014, 2012, 2011, 2010, 2007

Humboldt Elementary School (two years in a row) -- Faith Cleaves, Kitchen Manager
2016, 2015, 2012, 2011, 2010, 2008

Mountain View Elementary School (two years in a row) – Renee Jolly, Kitchen Manager
2016, 2015, 2014, 2009, 2007

Glassford Hill Middle School – Kay Timm, Kitchen Manager
2016, 2014, 2013, 2012, 2007

Granville Elementary School – Stacy Costanzi, Kitchen Manager
2016, 2014, 2013, 2012, 2009, 2008, 2007

Only 217 Yavapai County food establishments have earned this award. To be eligible, an owner or operator needs to meet three criteria:

- 1) Operate throughout the entire calendar year without a cited critical food handling violation.
- 2) Have an approved and implemented food safety plan.
- 3) Have a person-in-charge with an accepted and current manager-level food safety certificate throughout the year.

Congratulations!

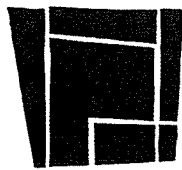
A certificate of achievement will be presented to each of the above mentioned Kitchen Managers.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Pamela Liuzzo, 759-5017



ARIZONA DEPARTMENT OF HEALTH SERVICES

PREPAREDNESS

January 31, 2017

Mr. Daniel Streeter
School District Superintendent
Humboldt Unified School District
6411 North Robert Road
Prescott Valley, Arizona 86314



Dear Mr. Streeter:

The garden at Coyote Springs Elementary School recently earned certification through the Arizona Department of Health Services' School Garden Program. On behalf of the School Garden Program and all of us at the Arizona Department of Health Services (ADHS), I thank you for your district's commitment to food safety and environmental health.

ADHS supports the establishment of school gardens as a strategy to increase Arizonans' access to healthy foods and, consequently, generate more opportunities to make healthy food choices to lessen the burdens of overweight and obesity, type 2 diabetes, and other threats to health and wellbeing in our communities.

However, ADHS also recognizes the risks that come with these opportunities. The Centers for Disease Control and Prevention reports that 46% of foodborne illness outbreaks with an implicated food vehicle from 1998-2008 could be attributed to produce commodities.

In recognition of both the potential risks and the incredible rewards of school gardens, ADHS is proud to offer the School Garden Program certification. The School Garden Program certification is awarded to school gardens whose leaders create and implement a Food Safety Plan, a living document that outlines the policies and procedures the garden will follow to minimize foodborne illness and environmental health risks.

Certified gardens implement best practices for growing, harvesting and handling fruits and vegetables so you can be confident the foods grown are safe to eat and serve. Learn more about the School Garden Program certification on our website at www.azdhs.gov/schoolgardens, and be sure to share this exciting news with your school community.

Congratulations to you and the garden leaders at Coyote Springs Elementary School. We look forward to seeing your garden grow!

Sincerely,

Blanca Caballero
Program Manager, Food Safety & Environmental Services, Office of Environmental Health

Douglas A. Ducey | Governor Cara M. Christ, MD, MS | Director

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on April 11, 2017

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

Certified Staff

1. Ginger Bentley – Teacher Resource @ GES (5-26-17)
2. Brenda Bobinsky – Teacher Science @ BMHS-W (5-26-17)
3. Kristi Bowman – Teacher Grade 4 @ LVES (5-26-17)
4. Lynn Brewer – Teacher Grade 3 @ LTS (5-26-17)
5. Kelsey Crow – Teacher Grade 1 @ MVES (5-26-17)
6. Oana Madalina Gura – Teacher Science @ LTS (5-26-17)
7. Maureen Holt – Teacher Title I @ HES (5-26-17)
8. Kristie Leffler – Teacher Math @ BMHS-W (5-27-17)
9. Lisa Navarro-Uvila – Principal @ HES (7-1-17)
10. Carol McFadden – Teacher Preschool @ BFPS (5-26-17)
11. Cambria Quinn – Teacher Music @ GES (5-26-17)
12. Lindsay Renfrew – Teacher Grade 3 @ LVES (5-26-17)
13. Cheryl Scharrer – Teacher Grade 1 @ LTS (5-26-17)
14. James Thompson – Teacher Self Contained Ed @ HES (5-26-17)
15. Kay Turner – Preschool Coordinator @ BFPS (5-26-17)

Classified Staff

1. Cheryl Dancy – Bus Aide (5-26-17)
2. Alexis Howell – 3.75 Hr/Day Aide After School Program (3-10-17)
3. Eric Johnson – 6 Hr/Day Bus Driver Regular (5-26-17)
4. Rebeka Galvan – 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES (3-31-17)
5. Robin Jones – Bus Driver Regular (3-3-17)
6. Denise McFadden – 6.5 Hr/Day Aide Computer Lab @ MVES (3-20-17)
7. Betty Woodcock – 5.5 Hr/Day F&N Worker @ BMHS-W (5-25-17)

Substitute+ Staff

1. None

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

Certified Staff

1. Aaron Bernier – Psychologist Intern (replaces Alesha Pinet for 17-18)
2. Kelsey Hoult – Teacher Social Studies @ GHMS (replaces Adam Kenner for 17-18)
3. Howard Killen – Teacher Resource @ BMHS (replaces Cynthia Barros for 17-18)
4. Anna Vela – Teacher Grade 1 @ LTS (replaces Cheryl Scharrer for 17-18)
5. Elliot Zadow – Teacher Science @ BMHS-W (replaces Brenda Bobinsky for 17-18)

Classified Staff

1. Nancy Anderson - 6.5 Hr/Day Aide Title I @ LTS (replaces Allison Hargrove)
2. Tiffany Epley – 7 Hr/Day Aide Computer Lab @ HES (replaces Jennifer McIntyre for 17-18)
3. Dori Grumbo – Bus Driver Regular (replaces Sandra Leach)
4. Ryan Hoover – 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES (replaces Rebeka Galvan)
5. Mickie Walker – 5.5 Hr/Day F&N Worker II @BMHS-W (replaces Honesty Whiting)

Substitute + Staff

- | | |
|-------------------------------|---|
| 1. Karl Howe – Bus Driver | 7. Claudia Olivarria Rodriguez – F&N Worker |
| 2. Nancy Howe – Bus Aide | 8. Shawn Walton - Custodian |
| 3. Kevin Irungu – AVID Tutor | 9. Suzette Wharton - Aide |
| 4. Wanda Postill - Teacher | 10. Susan Williams - Teacher |
| 5. Linda Rice - Teacher | |
| 6. Donna Robbins – Bus Driver | |

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on April 11, 2017

C. SUPPLEMENTAL CONTRACTS

Overloads

1. Danielle Larson – Math Overload @ BMHS-W

Stipends Specifically Listed on Board-approved 2016-2017 Stipend Schedule

(M&O-\$3062.50; Tax Credit-\$1225.500; General Tax Credit- \$00.00; SPED-\$0.00; Other- \$00.00)

1. Diane Hamilton – Coach Track Middle School @ BMMS
2. Paul Nyman – Coach Track Elementary @ CSES
3. Mary Reeves – Child Study Coordinator @ LTS
4. Bryce Schauwecker – Coach Track Middle School Boys @ BMMS
5. Anika Van Orden – Coach Volleyball Elementary @ LTS

Other Stipends

(M&O-\$0.00; Tax Credit-\$1838.50; F&N-\$0.00; Special Education-\$0.00; Other-\$0.00)

1. Judith Andrews – National Junior Honor Society @ LTS
2. Darlene Carino – Before School Study Program @ CSES
3. Bruce Giles – Mock Trial @ BMHS-W
4. Diane Hamilton – Coach Track Middle School @ BMMS
5. Tammy Turner – Before School Study Program @ CSES

D. IN-DISTRICT TRANSFERS

Certified

1. Anastasia Brantley – from 1.0 FTE Teacher Grade 5 @ CSES to 1.0 Teacher Grade 1 @ LVES (teacher and position transfer for 17-18)
2. Tusanne Cordes – from Instructional Specialist @ BMMS to 6.5 Hr/Day Bus Aide (replaces Cheryl Dancy for 2017-18)
3. Albert Zalfini – from Teacher Grade 4 @ LTS to Teacher Grade 5 @ LTS (replaces Lorraine Prindle for 17-18)
4. 1.0 FTE Teacher Grade 1 @ MVES to 1.0 Teacher Grade 6 @ LVES (position transfer for 17-18)
5. 1.0 FTE Teacher Grade 3 @ LVES to 1.0 Teacher Grade 4 @ LVES (position transfer for 17-18)

Classified

1. Magdalena Pena – from 7 Hr/Day Aide Moderate Severe/Profound @ HES to 6.5 Hr/Day Aide Moderate Severe/Profound @ HES (replaces Paula Harrison)
2. Mike Perez – from .5 Custodian @ GES to .5 Custodian @ GHMS (replaces Cynthia Plumb)
3. Cynthia Plumb – from .5 Custodian @ GHMS to .5 Custodian @ GES (replaces Mike Perez)
4. Heidi Woodruff – from 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES to 6.5 Hr/Day Aide Moderate Severe/Profound @ GES (new student with one on one needs)

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

Certified

1. None

Classified

1. Aide After School Program – from 5.75 Hr/Day split between 3.75 Hr/Day (P.M.) and 2 Hr/Day (A.M.)
2. Debra Mueller – from 6.5 Hr/Day Aide Preschool @ BFPS to 6 Hr/Day Aide Preschool @ BFPS (for 17-18)

CONSENT Item 8B.

Minutes

March 7, 2017

(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) – 03-07-2017

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **March 7, 2017**, at **Liberty Traditional School** located at **3300 Lake Valley Road, 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 REGULAR SESSION

Markers

6:30 REGULAR SESSION

- | | | |
|-------|----|---|
| 00:02 | 1. | WELCOME AND CALL TO ORDER |
| 00:15 | 2. | PLEDGE OF ALLEGIANCE/FLAG CEREMONY |
| 00:35 | 3. | ROLL CALL |
| 00:50 | 4. | AGENDA REVIEW/ACCEPT |
| | 5. | CURRENT EVENTS |
| 01:13 | A. | Board |
| 03:33 | B. | Superintendent |
| | 6. | CELEBRATING SUCCESSES |
| 09:46 | A. | HUSD VIPs – Danette Derickson, Liberty Traditional School Principal |
| 16:25 | 1. | Certified – Judy Andrews |
| 10:20 | 2. | Classified – Tami Hartshorn |
| 13:50 | 3. | Volunteer – Amber Owens |
| 19:57 | B. | Announcement of Liberty Tradition School as a 2017 Schoolyard Habitat Program recipient - Danette Derickson, Liberty Traditional School Principal, and Jo Wurst, Highlands Center for Natural History |
| 22:35 | C. | Gift Recognition – Mountain View Elementary School Principal, JoAnne Bindell, and Dr. David Hess, Jewish Community Foundation |
| 29:56 | 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.

Jason Fonseca, Tim Young, Tammy Zimmerman, Russ Dodge, Sheree Settle, Esmerelda Mata-Church, Kobe Rushton, Myra Moreno, Jared Smith, Vickie Martinez, David Moran
(All spoke to Personnel Item 11 A in support of Stephen David Moran)

01:00:40 **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 February 14, 2017 (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 \$ 1,035,989.79
2. Approval of Payroll voucher(s) in the amount of \$ 2,690,886.54

D. Monthly Budget Report

E. Monthly Student Activities Report

F. Request for approval for out-of-state travel for eligible Glassford Hill Middle School Student Council members and their chaperones to attend Disney's Youth Education Series Program in Anaheim, California, May 3 – 5, 2017

G. Request for approval for out-of-country travel for eligible Bradshaw Mountain High School German Student Exchange Program members and their chaperones to visit Zeitz, Germany, May 30 – June 30, 2017

H. Request for approval of the 2017-18 Student Fee Schedule (course and extra-curricular)

01:00:59

I. Gifts and donations

PASSED UNANIMOUSLY (ALL) – (Note: Brian Letendre abstained from Item 8F)

9. DISCUSSION ITEMS (no action will be taken)

01:02:50

A. School update from Liberty Traditional School Principal Danette Derickson to include:

- Video presentation that includes students and teachers sharing Liberty's strengths and successes
- Update on Response to Intervention program (RTI) and Professional Learning Community (PLC) process

01:15:56

B. Report from Mountain View Elementary School teacher, Kristen Munchinsky, regarding the grant she received from the Yavapai Community Education Foundation

01:17:48

C. Report from Humboldt Elementary School teacher, Jamy Myrmel, regarding the grant she received from the Yavapai Community Education Foundation

01:24:56

D. First Reading of suggested changes to Policy GCBA - Professional Staff Salary Schedules as it relates to graduate level coursework and placement on the salary schedule

01:27:38

E. Report of tax credit donations for the 2016 calendar year from Finance Director Cynthia Windham

01:32:00

F. Technology Committee Update from Superintendent Streeter and IT Director Patrick Keeling

10. ACTION

02:01:17

A. Discussion and possible action regarding a request for approval to increase the Preschool Coordinator position from .5 FTE to 1.0 FTE beginning in the 2017-18 school year (203 day contract to be placed on the Professional Salary Schedule)

PASSED UNANIMOUSLY

11. PERSONNEL

02:09:46 *A. The Board may vote to move into executive session pursuant to A.R.S § 38-341.03 (A)(1) (Personnel) for discussion regarding the possible non-renewal of certified employee, Stephen D. Moran

PASSED UNANIMOUSLY (open session as requested by Stephen D. Moran)

02:32:15 **12. ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

April 11, 2017	6:30 p.m.	Regular Meeting	@ Bradshaw Mtn. Middle
May 9, 2017	6:30 p.m.	Regular Meeting	@ Transportation Training Facility
June 13, 2017	6:30 p.m.	Regular Meeting	@ Transportation Training Facility

02:32:45 **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).

CONSENT

Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8D
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	April 11, 2017	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).

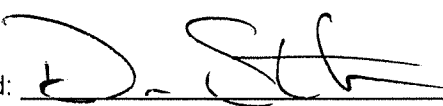
Once final approval is received from ADE, expenditures are charged back against the appropriate fund which will then relieve the budget balance.

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 \$111,731 that will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 9.4%.

SUMMARY & RECOMMENDATION:

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

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

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

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Fund:	Account Number / Description	<input checked="" type="checkbox"/> Summary Only		From Date: 7/1/2016		To Date: 8/30/2017	
		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund: 001	MAINT & OPER FUNDS						
	Fund 001 Total:	\$33,053,185.00	\$20,012,746.92	\$20,012,746.92	\$13,040,438.08	\$9,929,496.18	\$3,110,941.90 9.41%
Fund: 011	CLASSROOM-BASE SAL						
	Fund 011 Total:	\$674,072.00	\$299,282.82	\$299,282.82	\$374,789.18	\$0.00	\$374,789.18 55.60%
Fund: 012	CLASSROOM-PERF PAY						
	Fund 012 Total:	\$1,309,834.00	\$0.00	\$0.00	\$1,309,834.00	\$0.00	\$1,309,834.00 100.00%
Fund: 013	CLASSROOM-OTHER						
	Fund 013 Total:	\$1,364,179.00	\$344,341.27	\$344,341.27	\$1,019,837.73	\$1,181.03	\$1,018,656.70 74.67%
Fund: 021	INDIAN GAMING-INSTRUCTION IMPROV						
	Fund 021 Total:	\$55,000.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00 100.00%
Fund: 024	INDIAN GAMING - INSTRUCTIONAL IMPROV						
	Fund 024 Total:	\$564,882.56	\$382,432.85	\$382,432.85	\$182,449.71	\$183,640.45	(\$1,190.74) -0.21%
Fund: 050	County Pass Thru						
	Fund 050 Total:	\$2,100.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00 100.00%
Fund: 071	SEI - STRUCTURED ENGLISH IMMERSION						
	Fund 071 Total:	\$433,864.94	\$289,849.18	\$289,849.18	\$144,015.76	\$123,105.95	\$20,909.81 4.82%
Fund: 110	TITLE 1 LEA						
	Fund 110 Total:	\$1,308,506.82	\$781,666.66	\$781,666.66	\$526,840.16	\$368,188.15	\$158,652.01 12.12%
Fund: 112	TITLE 1-D NEGLECT/DELINQUENT(14/15)						
	Fund 112 Total:	\$232,730.90	\$0.00	\$0.00	\$232,730.90	\$119,330.30	\$113,400.60 48.73%
Fund: 140	TITLE II-IMPROV TEACHER QUAL(14/15)						
	Fund 140 Total:	\$226,131.97	\$91,974.54	\$91,974.54	\$134,157.43	\$30,683.48	\$103,473.95 45.76%
Fund: 141	TITLE II-IMPROV TEACHER QUAL(15/16)						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2016	To Date: 8/30/2017		
		Budget	Range To Date	YTD	Balance	Encumbrance
						Budget Balance % Remaining Bud
Fund 141 Total:		\$30,024.79	\$0.00	\$0.00	\$30,024.79	\$0.00
Fund:	190					\$30,024.79 100.00%
TITLE III LEP PROGRAM						
Fund 190 Total:		\$63,221.12	\$0.00	\$0.00	\$63,221.12	\$8,213.80
Fund:	220					\$55,007.32 87.01%
IDEA - BASIC - ENT						
Fund 220 Total:		\$1,100,092.31	\$658,380.56	\$658,380.56	\$441,711.75	\$245,035.62
Fund:	221					\$196,676.13 17.88%
IDEA - PRESCHOOL GRANT						
Fund 221 Total:		\$27,973.18	\$16,517.63	\$16,517.63	\$11,455.55	\$5,736.24
Fund:	260					\$5,736.24 20.51%
CTE BASIC GRANT- (15/16)						
Fund 260 Total:		\$101,999.80	\$24,291.22	\$24,291.22	\$77,708.58	\$0.00
Fund:	261					\$77,708.58 76.19%
CTE BASIC GRANT - (14/15) (16/17)						
Fund 261 Total:		\$110,283.76	\$67,355.66	\$67,355.66	\$42,928.10	\$36,697.54
Fund:	290					\$36,697.54 33.28%
MEDICAID OUTREACH						
Fund 290 Total:		\$104,646.95	\$42,332.44	\$42,332.44	\$62,314.51	\$11,172.99
Fund:	291					\$51,141.52 48.87%
MEDICAID DIRECT						
Fund 291 Total:		\$1,685,163.61	\$269,473.17	\$269,473.17	\$1,415,690.44	\$1,336,432.70
Fund:	302					\$1,336,432.70 79.31%
GEAR UP						
Fund 302 Total:		\$266,100.00	\$171,070.90	\$171,070.90	\$95,029.10	\$62,242.83
Fund:	303					\$32,786.27 12.32%
GEAR UP MIDDLE GRADE INITIATIVE (09/04/14						
Fund 303 Total:		\$95,800.03	\$82,430.65	\$82,430.65	\$13,369.38	\$1,694.29
Fund:	318					\$11,675.09 12.19%
YOUTH COUNT						
Fund 318 Total:		\$2,442.00	\$0.00	\$0.00	\$2,442.00	\$0.00
Fund:	325					\$2,442.00 100.00%
ARRA EDUCATION JOBS FUND						
Fund 325 Total:		\$3.00	\$0.00	\$0.00	\$3.00	\$0.00
Fund:						\$3.00

Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description

Summary Only

From Date: 7/1/2016

To Date:

3/30/2017

Account Number / Description		Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund:	349 NAT'L FOREST FEES						100.00%
	Fund 349 Total:	\$1,352,812.19	\$337,549.03	\$337,549.03	\$1,015,263.16	\$33,203.39	\$982,059.77
Fund:	353 TAYLOR GRAZING - FY 12-13						72.59%
	Fund 353 Total:	\$43,000.00	\$0.00	\$0.00	\$43,000.00	\$0.00	\$43,000.00
Fund:	374 E-RATE						100.00%
	Fund 374 Total:	\$228,755.00	\$0.00	\$0.00	\$228,755.00	\$0.00	\$228,755.00
Fund:	395 FED STIM - ARRA - SFB - ENERGY EFFICIENC`						100.00%
	Fund 395 Total:	\$66.00	\$0.00	\$0.00	\$66.00	\$0.00	\$66.00
Fund:	400 CTE PRIORITY PROGRAM						100.00%
	Fund 400 Total:	\$44,934.12	\$12,145.78	\$12,145.78	\$32,788.34	\$10,974.63	\$21,813.71
Fund:	435 ACADEMIC CONTESTS						48.55%
	Fund 435 Total:	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00
Fund:	445 DROP OUT PREVENTION						100.00%
	Fund 445 Total:	\$3.00	\$0.00	\$0.00	\$3.00	\$0.00	\$3.00
Fund:	485 WRP						100.00%
	Fund 485 Total:	\$145,100.36	\$104,163.19	\$104,163.19	\$40,937.17	\$42,605.69	(\$1,668.52)
Fund:	486 ABSTINENCE ED						-1.15%
	Fund 486 Total:	\$7.00	\$0.00	\$0.00	\$7.00	\$0.00	\$7.00
Fund:	490 COMP LIT GRANT						100.00%
	Fund 490 Total:	\$1,061.00	\$0.00	\$0.00	\$1,061.00	\$0.00	\$1,061.00
Fund:	495 K-12 Center Grant						100.00%
	Fund 495 Total:	\$69,999.86	\$44,789.81	\$44,789.81	\$25,210.05	\$25,820.25	(\$610.20)
							-0.87%

Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description



Summary Only

From Date: 7/1/2016

To Date:

8/30/2017

17

Account Number / Description		Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund:	500 SCH PLANT- > 1 YR						
	Fund 500 Total:	\$191,330.79	\$20,831.84	\$20,831.84	\$170,498.95	\$21,124.10	\$149,374.85 78.07%
Fund:	510 FOOD SERVICE						
	Fund 510 Total:	\$3,199,999.74	\$1,697,611.08	\$1,697,611.08	\$1,502,388.66	\$757,437.92	\$744,950.74 23.28%
Fund:	515 CIVIC CENTER						
	Fund 515 Total:	\$250,110.63	\$84,046.76	\$84,046.76	\$166,063.87	\$21,267.47	\$144,796.40 57.89%
Fund:	517 BUS RENTAL						
	Fund 517 Total:	\$114,000.00	\$0.00	\$0.00	\$114,000.00	\$0.00	\$114,000.00 100.00%
Fund:	520 COMMUNITY SCHOOL						
	Fund 520 Total:	\$3,100.00	\$0.00	\$0.00	\$3,100.00	\$0.00	\$3,100.00 100.00%
Fund:	521 EXTENDED KINDERGARTEN						
	Fund 521 Total:	\$301,239.00	\$0.00	\$0.00	\$301,239.00	\$0.00	\$301,239.00 100.00%
Fund:	522 BEFORE/AFTER SCHOOL PROGRAM						
	Fund 522 Total:	\$65,275.77	\$161.00	\$161.00	\$65,114.77	\$0.00	\$65,114.77 99.75%
Fund:	523 BRIGHT FUTURES PRESCHOOL						
	Fund 523 Total:	\$63,232.30	\$28,858.01	\$28,858.01	\$34,374.29	\$9,553.55	\$24,820.74 39.25%
Fund:	525 AUX OPERATIONS						
	Fund 525 Total:	\$574,564.52	\$237,087.54	\$237,087.54	\$337,476.98	\$78,300.26	\$259,176.72 45.11%
Fund:	526 ACT FEES TAX CRED						
	Fund 526 Total:	\$550,279.60	\$135,297.78	\$135,297.78	\$414,981.82	\$43,305.80	\$371,676.02 67.54%
Fund:	527 SUMMER SCHOOL						
	Fund 527 Total:	\$1,099.00	\$0.00	\$0.00	\$1,099.00	\$0.00	\$1,099.00 100.00%
Fund:	530 GIFTS & DONATIONS						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description

☒ Summary Only

From Date: 7/1/2016

To Date: 8/30/2017

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund 530 Total:	\$197,637.07	\$41,521.06	\$41,521.06	\$156,116.01	\$10,006.72	\$146,109.29 73.93%
Fund 534 SCHOLARSHIPS						
Fund 534 Total:	\$5,388.16	\$0.00	\$0.00	\$5,388.16	\$0.00	\$5,388.16 100.00%
Fund 540 FINGERPRINT						
Fund 540 Total:	\$7,000.00	\$953.40	\$953.40	\$6,046.60	\$4,045.60	\$2,001.00 28.59%
Fund 550 INSURANCE PROCEEDS						
Fund 550 Total:	\$254,000.00	\$35,079.75	\$35,079.75	\$218,920.25	\$0.00	\$218,920.25 86.19%
Fund 551 INSURANCE - AEI						
Fund 551 Total:	\$47,000.00	\$5,553.83	\$5,553.83	\$41,446.17	\$2,592.00	\$38,854.17 82.67%
Fund 555 TEXTBOOKS						
Fund 555 Total:	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00 100.00%
Fund 565 LITIGATION RECOVERY						
Fund 565 Total:	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00 100.00%
Fund 570 INDIRECT COSTS						
Fund 570 Total:	\$1,760,948.85	\$113,979.28	\$113,979.28	\$1,646,969.57	\$68,034.49	\$1,578,935.08 89.66%
Fund 575 UNEMPLOYMENT INSURANCE						
Fund 575 Total:	\$131,000.00	\$2,374.94	\$2,374.94	\$128,625.06	\$12,625.06	\$116,000.00 88.55%
Fund 590 GRANT/GIFT TEACHER						
Fund 590 Total:	\$22,000.00	\$0.00	\$0.00	\$22,000.00	\$0.00	\$22,000.00 100.00%
Fund 595 SCHOOL BUS ADVERTISEMENT						
Fund 595 Total:	\$5,700.00	\$0.00	\$0.00	\$5,700.00	\$0.00	\$5,700.00 100.00%
Fund 596 JTED - MTN. INSTITUTE						
Fund 596 Total:	\$339,207.00	\$22,481.46	\$22,481.46	\$316,725.54	\$11,200.77	\$305,524.77

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description

Fund:	Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	
							% Remaining Bud	% Remaining Bud
								90.07%
Fund: 610	CAPITAL OUTLAY							
	Fund 610 Total:	\$7,474,194.71	\$1,283,367.41	\$1,283,367.41	\$6,190,827.30	\$841,819.38	\$5,349,007.92	71.57%
Fund: 620	ADJACENT WAYS							
	Fund 620 Total:	\$4.00	\$0.00	\$0.00	\$4.00	\$0.00	\$4.00	100.00%
Fund: 630	BOND BUILDING							
	Fund 630 Total:	\$1,537,772.61	\$43,173.33	\$43,173.33	\$1,494,599.28	\$9,920.43	\$1,484,678.85	96.55%
Fund: 650	GIFTS & DONATIONS							
	Fund 650 Total:	\$74,905.21	\$14,493.54	\$14,493.54	\$60,411.67	\$14,218.52	\$46,193.15	61.67%
Fund: 665	ENERGY REBATES							
	Fund 665 Total:	\$26,000.00	\$0.00	\$0.00	\$26,000.00	\$0.00	\$26,000.00	100.00%
Fund: 690	BUILDING RENEWAL							
	Fund 690 Total:	\$27.00	\$0.00	\$0.00	\$27.00	\$0.00	\$27.00	100.00%
Fund: 695	NEW SCH FACILITIES							
	Fund 695 Total:	\$710.00	\$0.00	\$0.00	\$710.00	\$0.00	\$710.00	100.00%
Fund: 850	STUDENT ACTIVITIES							
	Fund 850 Total:	\$95,710.95	\$45,299.34	\$45,299.34	\$50,411.61	\$8,777.36	\$41,634.25	43.50%
Fund: 855	EMPLOYEE INSURANCE							
	Fund 855 Total:	\$4,455,292.40	\$3,546,045.63	\$3,546,045.63	\$909,246.77	\$387,938.32	\$521,308.45	11.70%
	Grand Total:	\$66,485,805.58	\$31,391,011.26	\$31,391,011.26	\$35,094,794.32	\$13,589,964.39	\$21,504,829.93	32.34%

End of Report

CONSENT

Item 8E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8E
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	April 11, 2017	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:



Mr. 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: 2016-2017

- ☐ Subtotal by Collapse Mask
☐ Exclude Inactive Accounts with zero balance

- ☐ Include pre encumbrance
☐ Print accounts with zero balance

From Date: 7/1/2016

To Date: 9/30/2017

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	\$6,720.56	\$0.00	\$0.00	\$6,720.56	\$0.00	\$6,720.56	100.00%
850.100.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$555.07	\$555.07	(\$555.07)	\$7.14	(\$562.21)	0.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$1,152.47	\$1,152.47	(\$1,152.47)	\$125.14	(\$1,277.61)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$6,720.56	\$1,707.54	\$1,707.54	\$5,013.02	\$132.28	\$4,880.74	72.62%
	UNIT: LVES - 110	\$6,720.56	\$1,707.54	\$1,707.54	\$5,013.02	\$132.28	\$4,880.74	72.62%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$4,104.04	\$0.00	\$0.00	\$4,104.04	\$0.00	\$4,104.04	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$687.06	\$687.06	(\$687.06)	\$162.94	(\$850.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$4,104.04	\$687.06	\$687.06	\$3,416.98	\$162.94	\$3,254.04	79.29%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$2,314.18	\$0.00	\$0.00	\$2,314.18	\$0.00	\$2,314.18	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$331.84	\$331.84	(\$331.84)	\$168.16	(\$500.00)	0.00%
850.610.1000.6810.120.1362	DUES AND FEES	\$0.00	\$385.00	\$385.00	(\$385.00)	\$0.00	(\$385.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,314.18	\$716.84	\$716.84	\$1,597.34	\$168.16	\$1,429.18	61.76%
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	COURSE: SCIENCE - 1385	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$6,929.74	\$0.00	\$0.00	\$6,929.74	\$0.00	\$6,929.74	100.00%
850.400.2710.6510.125.1319	STUDENT TRANS SVS	\$0.00	\$71.15	\$71.15	(\$71.15)	\$0.00	(\$71.15)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$2,161.62	\$2,161.62	(\$2,161.62)	\$136.13	(\$2,297.75)	0.00%
850.610.1000.6890.125.1319	MISC EXPENDITURES	\$0.00	\$1,584.00	\$1,584.00	(\$1,584.00)	\$2,696.00	(\$4,280.00)	0.00%
850.610.2790.6519.125.1319	TRANSP - PRIVATE	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$6,929.74	\$3,816.77	\$3,816.77	\$3,112.97	\$2,932.13	\$180.84	2.61%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$1,030.26	\$0.00	\$0.00	\$1,030.26	\$0.00	\$1,030.26	100.00%
850.610.1000.6610.125.1362	DUES AND FEES	\$0.00	\$385.00	\$385.00	(\$385.00)	\$0.00	(\$385.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$1,030.26	\$385.00	\$385.00	\$645.26	\$0.00	\$645.26	62.63%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$7,960.00	\$4,201.77	\$4,201.77	\$3,758.23	\$2,932.13	\$826.10	10.38%
	COURSE: STUDENT COUNCIL - 1319	\$2,799.59	\$0.00	\$0.00	\$2,799.59	\$0.00	\$2,799.59	100.00%
	UNIT: HES - 131	\$2,799.59	\$0.00	\$0.00	\$2,799.59	\$0.00	\$2,799.59	100.00%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$3,589.07	\$0.00	\$0.00	\$3,589.07	\$0.00	\$3,589.07	100.00%
850.610.1000.6610.132.1319	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)	0.00%
850.610.1000.6810.132.1319	DUES AND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$201.36	(\$201.36)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,589.07	\$0.00	\$0.00	\$3,589.07	\$701.36	\$2,887.71	80.46%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$1,304.95	\$0.00	\$0.00	\$1,304.95	\$0.00	\$1,304.95	100.00%
850.610.1000.6610.133.1319	GENERAL SUPPLIES	\$0.00	\$67.72	\$67.72	(\$67.72)	\$0.00	(\$67.72)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,304.95	\$67.72	\$67.72	\$1,237.23	\$0.00	\$1,237.23	94.81%
	UNIT: CSES - 133	\$1,304.95	\$67.72	\$67.72	\$1,237.23	\$0.00	\$1,237.23	94.81%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask
☐ Exclude Inactive Accounts with zero balance

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2016

To Date: 9/30/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$1,520.44	\$0.00	\$0.00	\$1,520.44	\$0.00	\$1,520.44	100.00%
850.610.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$132.00	\$132.00	(\$132.00)	\$0.00	(\$132.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,520.44	\$132.00	\$132.00	\$1,388.44	\$0.00	\$1,388.44	91.32%
	UNIT: LTS - 134	\$1,520.44	\$132.00	\$132.00	\$1,388.44	\$0.00	\$1,388.44	91.32%
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$562.07	\$0.00	\$0.00	\$562.07	\$0.00	\$562.07	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$562.07	\$0.00	\$0.00	\$562.07	\$0.00	\$562.07	100.00%
	UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$562.07	\$0.00	\$0.00	\$562.07	\$0.00	\$562.07	100.00%
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$14,048.31	\$0.00	\$0.00	\$14,048.31	\$0.00	\$14,048.31	100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$2,844.04	\$2,844.04	(\$2,844.04)	\$164.00	(\$3,008.04)	0.00%
850.610.1000.6810.230.1316	DUES AND FEES	\$0.00	\$2,478.00	\$2,478.00	(\$2,478.00)	\$100.00	(\$2,578.00)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$2,700.00	\$2,700.00	(\$2,700.00)	\$0.00	(\$2,700.00)	0.00%
	COURSE: HOSA - 1316	\$14,048.31	\$8,022.04	\$8,022.04	\$6,026.27	\$264.00	\$5,762.27	41.02%
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$23,003.85	\$0.00	\$0.00	\$23,003.85	\$0.00	\$23,003.85	100.00%
850.400.2710.6510.230.1319	STUDENT TRANS SVS	\$0.00	\$534.81	\$534.81	(\$534.81)	\$0.00	(\$534.81)	0.00%
850.610.1000.6580.230.1319	TRAVEL	\$0.00	\$99.00	\$99.00	(\$99.00)	\$0.00	(\$99.00)	0.00%
850.610.1000.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$2,237.53	\$2,237.53	(\$2,237.53)	\$837.24	(\$3,074.77)	0.00%
850.610.1000.6732.230.1319	FF&E \$1000 - \$4999	\$0.00	\$3,840.00	\$3,840.00	(\$3,840.00)	\$0.00	(\$3,840.00)	0.00%
850.610.1000.6810.230.1319	DUES AND FEES	\$0.00	\$315.00	\$315.00	(\$315.00)	\$0.00	(\$315.00)	0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$3,310.72	\$3,310.72	(\$3,310.72)	\$0.00	(\$3,310.72)	0.00%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$1,550.00	\$1,550.00	(\$1,550.00)	\$0.00	(\$1,550.00)	0.00%
850.610.2660.6221.230.1319	SOC SEC - OASDI	\$0.00	\$7.69	\$7.69	(\$7.69)	\$0.00	(\$7.69)	0.00%
850.610.2660.6222.230.1319	MEDICARE-HOSP INS	\$0.00	\$1.80	\$1.80	(\$1.80)	\$0.00	(\$1.80)	0.00%
850.610.2660.6231.230.1319	STATE RETIREMENT	\$0.00	\$14.07	\$14.07	(\$14.07)	\$0.00	(\$14.07)	0.00%
850.610.2660.6232.230.1319	LNG-TRM DISABILITY	\$0.00	\$0.17	\$0.17	(\$0.17)	\$0.00	(\$0.17)	0.00%
850.610.2660.6260.230.1319	WORKERS' COMP	\$0.00	\$4.32	\$4.32	(\$4.32)	\$0.00	(\$4.32)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$284.09	\$284.09	(\$284.09)	\$0.00	(\$284.09)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$23,003.85	\$12,199.20	\$12,199.20	\$10,804.65	\$837.24	\$9,967.41	43.33%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$7,509.07	\$0.00	\$0.00	\$7,509.07	\$0.00	\$7,509.07	100.00%
850.400.2710.6510.230.1361	STUDENT TRANS SVS	\$0.00	\$284.84	\$284.84	(\$284.84)	\$0.00	(\$284.84)	0.00%
850.610.1000.6320.230.1361	PROF-EDUC SERVICES	\$0.00	\$2,500.00	\$2,500.00	(\$2,500.00)	\$0.00	(\$2,500.00)	0.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	\$0.00	\$2,628.64	\$2,628.64	(\$2,628.64)	\$1,630.49	(\$4,259.13)	0.00%
850.610.1000.6810.230.1361	DUES AND FEES	\$0.00	\$1,265.00	\$1,265.00	(\$1,265.00)	\$35.00	(\$1,300.00)	0.00%
	COURSE: MU ALPHA THETA - 1361	\$7,509.07	\$6,678.48	\$6,678.48	\$830.59	\$1,665.49	(\$834.90)	-11.12%
850.100.1000.6000.230.1362	GENERIC EXPENSE	\$2,548.36	\$0.00	\$0.00	\$2,548.36	\$0.00	\$2,548.36	100.00%
850.610.1000.6610.230.1362	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00%
850.610.1000.6810.230.1362	DUES AND FEES	\$0.00	\$385.00	\$385.00	(\$385.00)	\$0.00	(\$385.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,548.36	\$385.00	\$385.00	\$2,163.36	\$200.00	\$1,963.36	77.04%
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: 2016-2017

☐ Subtotal by Collapse Mask
☐ Exclude Inactive Accounts with zero balance

From Date: 7/1/2016 To Date: 9/30/2017

☐ 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	\$3,737.44	\$0.00	\$0.00	\$3,737.44	\$0.00	\$3,737.44	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$3,258.62	\$3,258.62	(\$3,258.62)	\$0.00	(\$3,258.62)	0.00%
	COURSE: AVID - 1364	\$3,737.44	\$3,258.62	\$3,258.62	\$478.82	\$0.00	\$478.82	12.81%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$2,067.02	\$0.00	\$0.00	\$2,067.02	\$0.00	\$2,067.02	100.00%
850.100.1000.6810.230.1368	DUES AND FEES	\$0.00	\$12.00	\$12.00	(\$12.00)	\$0.00	(\$12.00)	0.00%
850.610.1000.6610.230.1368	GENERAL SUPPLIES	\$0.00	\$923.11	\$923.11	(\$923.11)	\$0.00	(\$923.11)	0.00%
850.610.1000.6890.230.1368	MISC EXPENDITURES	\$0.00	\$610.00	\$610.00	(\$610.00)	\$0.00	(\$610.00)	0.00%
	COURSE: DECA - 1368	\$2,067.02	\$1,545.11	\$1,545.11	\$521.91	\$0.00	\$521.91	25.25%
850.610.2610.6221.230.1369	SOC SEC - OASDI	\$0.00	\$3.07	\$3.07	(\$3.07)	\$0.00	(\$3.07)	0.00%
850.610.2610.6222.230.1369	MEDICARE-HOSP INS	\$0.00	\$0.72	\$0.72	(\$0.72)	\$0.00	(\$0.72)	0.00%
850.610.2610.6231.230.1369	STATE RETIREMENT	\$0.00	\$5.76	\$5.76	(\$5.76)	\$0.00	(\$5.76)	0.00%
850.610.2610.6232.230.1369	LNG-TRM DISABILITY	\$0.00	\$0.07	\$0.07	(\$0.07)	\$0.00	(\$0.07)	0.00%
850.610.2610.6260.230.1369	WORKERS' COMP	\$0.00	\$1.84	\$1.84	(\$1.84)	\$0.00	(\$1.84)	0.00%
	COURSE: LIBRARY - 1369	\$0.00	\$11.46	\$11.46	(\$11.46)	\$0.00	(\$11.46)	0.00%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$2,890.76	\$0.00	\$0.00	\$2,890.76	\$0.00	\$2,890.76	100.00%
850.400.2710.6510.230.1375	STUDENT TRANS SVS	\$0.00	\$686.56	\$686.56	(\$686.56)	\$0.00	(\$686.56)	0.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES	\$0.00	\$400.56	\$400.56	(\$400.56)	\$1,211.05	(\$1,611.61)	0.00%
850.610.1000.6810.230.1375	DUES AND FEES	\$0.00	\$633.25	\$633.25	(\$633.25)	\$0.00	(\$633.25)	0.00%
850.610.1000.6890.230.1375	MISC EXPENDITURES	\$0.00	\$320.00	\$320.00	(\$320.00)	\$0.00	(\$320.00)	0.00%
	COURSE: INTERACT - 1375	\$2,890.76	\$2,040.37	\$2,040.37	\$850.39	\$1,211.05	(\$360.66)	-12.48%
850.100.1000.6000.230.1377	GENERIC EXPENSE	\$495.94	\$0.00	\$0.00	\$495.94	\$0.00	\$495.94	100.00%
	COURSE: S CLUB (SOROPTIMIST) - 1377	\$495.94	\$0.00	\$0.00	\$495.94	\$0.00	\$495.94	100.00%
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%
850.100.1000.6000.230.1383	GENERIC EXPENSE	\$344.00	\$0.00	\$0.00	\$344.00	\$0.00	\$344.00	100.00%
850.610.1000.6610.230.1383	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$43.99	(\$43.99)	0.00%
850.610.1000.6810.230.1383	DUES AND FEES	\$0.00	\$78.00	\$78.00	(\$78.00)	\$0.00	(\$78.00)	0.00%
	COURSE: NATIONAL ART HONOR SOCIETY - 1383	\$344.00	\$78.00	\$78.00	\$266.00	\$43.99	\$222.01	64.54%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$1,373.38	\$0.00	\$0.00	\$1,373.38	\$0.00	\$1,373.38	100.00%
850.610.1000.6810.230.1398	DUES AND FEES	\$0.00	\$345.00	\$345.00	(\$345.00)	\$0.00	(\$345.00)	0.00%
850.610.1000.6890.230.1398	MISC EXPENDITURES	\$0.00	\$510.00	\$510.00	(\$510.00)	\$0.00	(\$510.00)	0.00%
	COURSE: SKILLS CLUB - 1398	\$1,373.38	\$855.00	\$855.00	\$518.38	\$0.00	\$518.38	37.74%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$5,540.61	\$0.00	\$0.00	\$5,540.61	\$0.00	\$5,540.61	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$2,662.37	\$2,662.37	(\$2,662.37)	\$364.91	(\$3,027.28)	0.00%
	COURSE: P.A.L.S. - 1403	\$5,540.61	\$2,662.37	\$2,662.37	\$2,878.24	\$364.91	\$2,513.33	45.36%
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	\$60.69	\$0.00	\$0.00	\$60.69	\$0.00	\$60.69	100.00%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number

Description

COURSE: G.O.A.L.S. CLUB - 1469

UNIT: BMHS - 230

Grand Total:

End of Report

From Date: 7/1/2016 To Date: 9/30/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
		\$60.69	\$0.00	\$0.00	\$60.69	\$0.00	\$60.69	100.00%
		\$64,277.84	\$37,735.65	\$37,735.65	\$26,542.19	\$4,586.68	\$21,955.51	34.16%
		\$95,529.03	\$45,248.58	\$45,248.58	\$50,280.45	\$8,683.55	\$41,596.90	43.54%

CONSENT

Item 8F.

IGA Renewal

Mayer USD

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8F
FROM:	Stephanie Rowe, Special Services Director	Reading
DATE:	April 11, 2017	Discuss
SUBJECT:	Mayer Unified School District – Renewal of Intergovernmental Agreement (IGA)	Action
		Consent X

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

SUPPORTING DATA:

The original IGA with Mayer USD was to provide special education services for middle school students and was approved at the August 19, 2014, board meeting, and renewed in June, 2015, and April, 2016. Attached is the IGA dated March 1, 2017, for the 2017-2018 school year. The language of the IGA is exactly the same with dates updated for the 2017-2018 school year.

The agreement has been approved by legal counsel.

SUMMARY AND RECOMMENDATION:

It is recommended that the Board approve the Intergovernmental Agreement (IGA) between Mayer Unified School District and Humboldt Unified School District as presented.

Sample Motion:

I move to approve the Intergovernmental Agreement between Humboldt Unified School District and Mayer Unified School District to provide special education services as presented.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Stephanie Rowe, Special Services Director (759-4040)

Intergovernmental Agreement

Date: March 1, 2017

Parties: Humboldt Unified School District, an Arizona unified school district ("District"); and

Mayer Unified School District No. 43, an Arizona unified school district ("MUSD")

RECITALS:

1. MUSD operates an ED-P program known as Foundations Academy. Through Foundations Academy, MUSD provides the education and special education services described in this Intergovernmental Agreement. All references in the Agreement to MUSD include the program at Foundations Academy.

2. The District and MUSD may enter into an intergovernmental agreement to (a) procure goods or services, (b) jointly exercise powers common to the District and MUSD, and (c) take joint or cooperative action. *See* Ariz. Rev. Stat. § 11-952.

3. The District and MUSD wish to make this Intergovernmental Agreement to provide services for District ED-P students at the Foundations Academy, and to provide transportation to and from MUSD for District ED-P students.

AGREEMENT:

The District and MUSD agree as follows:

1. MUSD Responsibilities: At the rates and under the terms as described in **Exhibit 2**, MUSD will provide educational services including ED-P private-placement programming to District students. MUSD shall provide these services by qualified personnel in accordance with all Arizona state guidelines and standards for ED-P programming. MUSD shall be responsible for discipline as necessary. The services are further described below.

1.1 For each student, MUSD shall provide research-based behavioral and academic guidance in a therapeutic setting.

1.2 MUSD shall develop individualized programming for each student.

1.3 MUSD shall inform the District in a timely manner concerning: (1) student individualized-education-program (IEP) meetings, triennial-review meetings, and

other required or appropriate meetings; (2) coordination of each student's transportation needs; (3) the District's financial responsibility for ED-P services provided to the student; and (4) the student's performance and progress, to be addressed in quarterly updates.

1.4 MUSD shall meet or confer on at least a quarterly basis in person or by telephone with District representatives about each student's performance and progress.

1.5 MUSD shall develop and monitor student IEP's, triennial-reports, and other appropriate records, for all students attending the MUSD program.

1.6 MUSD shall arrange, IEP, FBA/BIP, and triennial-review progress meetings.

1.7 MUSD shall communicate and meet with parents and/or outside agencies, as appropriate or required.

1.8 MUSD shall provide related services of physical therapy, occupational therapy, counseling, psychologist, and speech therapy to the extent appropriate according to each student's IEP for the basic rate of \$19,000.00/student/year as indicated in Exhibit 2. Additional cost: unless otherwise agreed in writing, any other related services, required by a student's IEP including but not limited to services of a one-on-one aide, will be provided by MUSD, at MUSD or another arranged location, and billed to District at actual cost.

1.9 MUSD shall provide the District quarterly financial reports on tuition and payments for each student.

1.10 MUSD shall fully comply with all applicable federal and state laws, regulations, and related MUSD policies, including but not limited to policies and procedures on handling and dispensing medication.

2. District Responsibilities. To accomplish this Intergovernmental Agreement's purposes, the District shall provide all information reasonably requested by MUSD in a timely manner. The District shall also perform the following obligations:

2.1 The District shall designate a responsible, authorized person to: (1) serve as a point of contact for communicating with MUSD, attending meetings, and making decisions; (2) review and approve all IEP's, triennial-review reports, and FBA/BIP's as requested and applicable; (3) arrange individualized transportation needs; (4) attend in person (or designate at least one knowledgeable representative) or participate by telephone in all IEP, triennial-review and other meetings scheduled by MUSD; (5) inform MUSD promptly of changes in each student's demographical

information, health, and family circumstances; (6) regularly and timely communicate with MUSD regarding student transportation, meetings, and financial responsibility for the services provided; (7) deal with MUSD on all matters relating to this Intergovernmental Agreement.

2.2 The District shall ensure that (1) the parents or guardian of each student receive and are requested to sign the Foundations Academy Parental Acknowledgment (**Exhibit 3**), and that the District keeps each student's parents or guardian fully informed of MUSD's services provided to the student under this Intergovernmental Agreement.

2.3 The District shall fully comply with all applicable federal and state laws, regulations, and related MUSD policies, including but not limited to policies and procedures on handling and dispensing medication.

3. Program Criteria/Eligibility. Both Parties acknowledge and agree that the ED-P program at MUSD will be operated pursuant to an application and assurances made by MUSD to the Arizona Department of Education regarding the eligibility criteria for students, the use of funds received, and the nature of the program to be offered. District agrees that students recommended for participation in the ED-P program have been determined to meet ED-P criteria as required by A.R.S. §15-765(D) and the Arizona Department of Education, and will share supporting records as necessary and appropriate. MUSD may review and confirm eligibility of students prior to accepting any candidate as a student in the program. The District will also provide the verification in Exhibit 1.

4. Change in Placement. Parties acknowledge that special education law requires and allows a change in placement to the least restrictive environment that will provide FAPE and also that a student's placement must consider health, welfare, and safety of the student and others in the classroom. A temporary or extended change in placement outside of the Foundation's Academy Program may be required as appropriate, which may result in a student's withdrawal from the ED-P program at MUSD.

5. Duration. This Intergovernmental Agreement's term is (FY 2017-18), unless terminated earlier as provided in Item 9.

6. Payments. MUSD shall invoice the District quarterly for amounts due as set forth in Exhibit 2. Within 30 days after MUSD invoices the District, the District shall pay MUSD the invoiced amount. For each quarter that a student attends MUSD's program for eight school days or more, the District shall pay MUSD a full quarterly payment. If a student attends MUSD's program for seven days or less in any quarter, the District shall pay MUSD the prorated program cost for seven days.

7. Transportation. The District and MUSD will work together to the extent feasible to provide transportation for students to and from MUSD on an individualized student basis. The entity providing the transportation and supervision at the time of an incident is

the party that is responsible for risk and expense. District assumes all transportation costs and responsibility for transportation of students unless transportation is specifically assumed for specific students by MUSD. For example, MUSD may agree to transport a specific student from Point A to MUSD on a MUSD bus. If the student will be late for or absent from the program, the District representative shall promptly notify the designated MUSD personnel. The District shall notify MUSD of any student infractions on the ride to or from MUSD's program on the day of the infraction.

8. Capacity. The Parties acknowledge and agree that state requirements limit ED-P classrooms to a maximum of twelve (12) students with a teacher, paraprofessional, and third staff member available for crisis/behavior management, with a maximum four (4) year age range unless granted exception. The MUSD reserves the option of capping the classroom at eleven (11) students to allow for later enrollment or identification of a new ED-P student in MUSD. This Agreement provides for acceptance of only _____ (#) students from District, as also indicated in Exhibit 2. Additional ED-P students from District may be accepted by MUSD subject to available capacity in an ED-P classroom as determined by MUSD. If enrollment is proposed more than half way through any quarter, MUSD may admit the student commencing the next quarter, or earlier based on a prorated fee.

9. Termination. The District may terminate this Intergovernmental Agreement on 30-days' written notice. MUSD may suspend or terminate this agreement if deemed necessary upon loss of approval status or upon District's failure to make payment of amounts owed within thirty (30) days after written notice of overdue amounts. No part of the consideration already paid is refundable if MUSD has already provided ED-P services for District student(s) during the fiscal year in which the District withdraws. On termination, each party shall retain any property purchased by that party for purposes of this agreement.

10. Alternative Dispute Resolution. Prior to filing a claim in any court, the District and MUSD agree to submit any dispute between them arising out of or relating to this Intergovernmental Agreement to mediation with a trained mediator.

11. Indemnification. To the fullest extent permitted by law, the District and MUSD shall indemnify and hold harmless each other and their respective officers, directors, members, consultants, agents, and employees from and against all claims for bodily injury and property damage, including reasonable attorneys' fees, costs, and expenses that may arise from each party's performance of or failure to perform this Intergovernmental Agreement, but only to the extent caused by the negligent acts or omissions of the party, its agents, or employees.

12. Insurance. Throughout this Intergovernmental Agreement's term, the parties shall maintain property and liability insurance applicable to all activities pursuant to this

Agreement available to them through the Arizona School Risk Retention Trust or other Insurer.

13. Waivers of Subrogation.

13.1 The District and MUSD waive all rights against each other and any of their agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Intergovernmental Agreement or other applicable property insurance, except the rights they have to proceeds of the insurance. A waiver of subrogation is effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

14. Miscellaneous Provisions.

14.1 Governing Law. This Intergovernmental Agreement's interpretation and performance are governed by Arizona law.

14.2 No Waiver. No action or failure to act by the District or MUSD constitutes a waiver of any right or duty under this Intergovernmental Agreement, nor does the action or failure to act constitute approval of or acquiescence in a breach of the Agreement, unless the District and MUSD memorialize the waiver or approval in writing and sign it.

14.3 Entire Agreement. This Intergovernmental Agreement represents the entire, integrated agreement between the District and MUSD. The Agreement supersedes all prior negotiations, representations, or agreements, whether written or oral. The Agreement may be amended only by written instrument signed by the District and MUSD.

14.4 Third Parties. Nothing contained in this Intergovernmental Agreement creates a contractual relationship with or a cause of action in favor of a third party against the District or MUSD. This Agreement is not intended to benefit any third party.

14.5 Binding Effect. The District and MUSD each bind themselves and their respective successors, assigns, and legal representatives each to the other and to the other's successors, assigns, and legal representatives with respect to this Intergovernmental Agreement's covenants, terms, and conditions.

14.6 Notices. All notices under this Intergovernmental Agreement must be in writing and sent to the Superintendent. Notices will be deemed properly given if sent by (1) personal delivery, (2) facsimile transmission, (3) first-class United States mail, postage prepaid, or (4) certified U.S. mail, postage prepaid, return receipt requested.

14.7 Severability. If any provision(s) of this Intergovernmental Agreement is/are invalid, illegal, or unenforceable for any reason, all other Agreement provisions shall nevertheless remain in full force and effect. If any provision(s) is/are inapplicable to any person or circumstance, the same provision(s) shall nevertheless remain applicable to all other persons and circumstances.

14.8 Fingerprint and E-verify. If required, and only to the extent required, the parties shall comply with the fingerprinting provisions in Ariz. Rev. Stat. § 15-512(H), the e-verify provisions in Ariz. Rev. Stat. § 41-4401, and the Federal Immigration and Nationality Act.

14.9 Nondiscrimination. The parties shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, disability, age, veteran's status, or political affiliation. They shall comply with all applicable federal and state laws, rules, regulations, and executive orders.

14.10 Conflict of Interest. In accordance with Ariz. Rev. Stat. § 38-511, either party may cancel this Agreement for a prohibited conflict of interest.

14.11 Counsel's Review and Approval. The District and MUSD will consult their attorneys for the purposes of reviewing and approving this Intergovernmental Agreement. Both parties waive any and all conflicts of interest arising out of possible joint representation of the District and any other districts in reviewing and approving this Agreement. If a future dispute relating to this Agreement arises between the parties, the shared Attorney may not represent either party, and both parties shall retain separate counsel. The parties acknowledge that if they are required to engage separate counsel, the expense and inconvenience of the engagement may exceed that of having engaged their own separate counsel from the beginning.

This Intergovernmental Agreement is effective on the date approved by the District's governing board.

Dated _____, 2017

District:

Approved as to form:

District No. _____

Counsel for District

By _____
Name: _____
Title: _____

Dated _____, 2017

MUSD:
Mayer Unified School District No. 43

Approved as to form:

By: _____
Name: _____
Title: _____

Counsel for MUSD

Exhibit 1

Verification of Eligibility

(To be signed by the Superintendent or Special Education Director of the District)

1. I, _____ (title) of the _____ Unified School District, hereby state that I have reviewed the facts and records related to the students listed on Exhibit 2, and hereby verify that each student is diagnosed with a disability as defined in A.R.S. §15-761.
2. No appropriate program exists within the school district and appropriate services for these students cannot be provided in traditional resource or self-contained special education classes.

Signature

Title

Date

Exhibit 2

MUSD Foundation Academy agrees to enroll _____ (#) students in the ED-P Program from District. Additional students may be accepted only by signed written Addendum and an additional verification regarding the added student.

The fee for enrollment shall be \$19,000.00 per student* per year, invoiced quarterly, to include special education and related services of occupational therapy, physical therapy, counseling, speech therapy and psychologist services to the extent appropriate according to each student's IEP, as described in Item 1.8.

*Any additional related services, including but not limited to services of a one-on-one aide, will be arranged by MUSD and billed as an additional fee to District, at actual cost.

Students who will attend:

_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2017
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2017
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2017
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2017
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2017
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2017
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2017

Exhibit 3

Foundations Academy (MUSD) Parental Acknowledgment

I, _____, the parent and/or legal guardian of _____, affirm that I am legally authorized to make educational and legal decisions regarding my child attending in the Foundations Academy MUSD. I acknowledge the following is necessary for my child's benefit at the Academy:

1. I need to complete the full enrollment packet provided to me by the MUSD Foundations Academy and return it within 5 days.
2. I will notify MUSD Foundations Academy if my child has been medically diagnosed with a psychiatric disorder and is currently taking medications.
3. I understand that if my child has been prescribed medications to treat his/her psychiatric disorder by a physician, MUSD Foundations Academy will provide those medications as prescribed and has no authority to do otherwise. The Foundations Academy does not provide or withhold the medication contrary to the specific instructions of the physician.
4. I understand that if my child has been diagnosed with a psychiatric disorder and is refusing to take his/her prescribed medications, or if I refuse to give my child their prescribed medications, this could possibly lead to the child displaying behaviors that could lead to a change of placement to a setting other than MUSD Foundations Academy.
5. I will notify Foundations Academy of any medication changes, health changes, or familial changes that may affect the student's progress in the MUSD Foundations Academy program.
6. I will cooperate to provide information or attend any meetings on reasonable notice that the Foundations Academy deems necessary for my child's success.
7. I further understand that all ED-P programs must incorporate a therapeutic component by law, and that the ED-P program at Foundations Academy includes a mental health component provided on a regular basis by a mental health professional. My child may receive counseling and/or mental health services while attending the Foundations Academy as determined by the IEP team.

Printed name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

CONSENT

Item 8G.

IGA Renewal

ASCEND

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board
FROM: Stephanie Rowe, Special Services Director
DATE: April 11, 2017
SUBJECT: Agreement renewal with ASCEND Private Day School

Item # 86

Reading

Discuss

Action

Consent X

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

SUPPORTING DATA:

We currently pay tuition for three students to attend ASCEND (Autism Spectrum Center for Education and Neurological Development), an Arizona Department of Education approved day school, per their Individual Education Plans (IEPs).

This agreement continues services with ASCEND for the 2017-18 school year.

The 2017-18 agreement differs from the 2016-17 agreement as follows:

- The annual per student tuition has increased from \$28,490 to \$31,460
- Tuition will be billed and paid quarterly
- Summer sessions (Extended School Year - ESY), if needed, will be billed separately at an annual rate of \$2,420 per student
- If the District elects to use ASCEND's speech language pathologist, occupational therapist, or applied behavioral analysis, these services will also be billed separately according to the rates noted in the agreement

SUMMARY & RECOMMENDATION:

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

Sample Motion:

I move to approve the agreement with ASCEND for the 2017-18 school year as presented.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Stephanie Rowe @ 759-4040



Autism Spectrum Center for Educational and Neurological Development
 1027 Spire Dr. Prescott, AZ 86305
 PO Box 300 Kirkland, AZ 86332
 (928) 443-9290
 (928) 277-4806
www.azautismascend.org

Contract Agreement for 2017-2018 School Year

ASCEND, an ADE private approved day school agrees to provide alternative educational services for Humboldt Unified School District as outlined in the current IEP for the 2017-2018 school year.

Tuition is to be paid per the cost form (addendum #1). This cost includes the current calendar dates (addendum #2). There will be separate summer session costs this year for those students that qualify for ESY or privately placed students choosing to attending.

Regular session dates: August 14, 2017-May 24, 2018

Summer session dates: July 3, 2017-July 13, 2017, and June 25, 2018-June 28, 2015

ASCEND will provide any necessary certifications and insurance as requested in writing from the district.

District will be responsible for maintaining all individual education plans for the student listed above. ASCEND will cooperate in all IEP meetings, and evaluations as needed. ASCEND will provide the district with current IEP and quarterly progress reports. Please be aware that our calendar typically falls one to two weeks behind most district calendars for quarterly cutoff dates. The district will provide ASCEND with a complete copy of the current IEP/MET upon placement.

Services will strictly be provided as outlined in the IEP. ASCEND may call for additional IEP meetings if changes or additions need to be made to the IEP to ensure student progress.

ASCEND will provide the district with student's attendance monthly. Please be aware the district is responsible for each quarter that a student is enrolled (at any point in that quarter). If a student withdraws from ASCEND, the district will be responsible for tuition for the quarter in which they withdrew and any previous quarters where applicable.

Students placed mid-year will be required to be under contract for the remainder of that school year and the following.



Cost Form (Addendum #1).
Amended March 15, 2017

Districts will receive a 5% credit if all quarters are prepaid in full by July 1, 2017.

Tuition for the 2017-2018 school year (calendar attached Addendum #2)

Tuitions will now be on a quarterly block purchase and calculated based on the enrollment date of the student. If a student enrolls at any time within the quarter, that quarter's tuition and subsequent quarters will be billed at the following rates.

This tuition is a base tuition that includes all instructional costs and materials.

1:1 staff to student ratio \$ 8470.00 per quarter (includes summer session)
1:1 staff to student ratio \$ 7865.00 per quarter (does not include summer session)
1:2 staff to student ratio \$ 6045.00 per quarter (includes summer session)
1:2 staff to student ratio \$ 5613.00 per quarter (does not include summer session)

1:1 staff to student ratio (1/2 time morning/afternoon session) \$ 4235.00 (w/ summer)
1:1 staff to student ratio (1/2 time morning/afternoon session) \$ 3932.50 (w/o summer)
1:2 staff to student ratio (1/2 time morning/afternoon session) \$ 3022.50 (w/ summer)
1:2 staff to student ratio (1/2 time morning/afternoon session) \$ 2806.50 (w/o summer)

½ time enrollment is limited to preschool students only or by special administrative approval.

Related support services are available for purchase and are to be added quarterly to the above base tuition.

Speech therapy	\$ 382.50 per quarter per 30 minutes per week
Occupational therapy	\$ 382.50 per quarter per 30 minutes per week
ABA consultations	\$ 150.00 per hour

District may choose to purchase services directly from ASCEND or provide their own service providers (as outlined in the IEP). Districts must provide a written request if they wish to contract with ASCEND to provide related services at the time of student enrollment.

Privately placed parents will be billed for services as provided at ASCEND and as outlined in the IEP.

Payments are due and payable for each prepaid block purchase on the following dates, July 15th, Oct. 15th, Jan 15th, and April 15th.

Tuition is a quarterly tuition. Absences will be reported to the school district once per month by the 15th of the following month, but will **not be deducted from the quarterly tuition. Districts will be billed each quarter for students enrolled at any time during that instructional quarter. Please refer to the attached calendar for quarter dates.**

Tuition includes instruction and oversight by an AZ certified special education teacher with experience in autism and ABA.

Tuition includes a paraprofessional on a 1:1, or 1:2 staff to student ratio daily, as specified in the student's IEP. Paraprofessionals at ASCEND will be required to pass the AZ paraprofessional exam, be certified in professional crisis management, and some will be training as registered behavior technicians (RBT) as defined by the Behavior Analysis Certification Board.

Any other services not listed above are the sole responsibility of the placing district.

Please refer to the calendar attached for enrollment dates.

ASCEND Representative

Date

District Representative

Date

ASCEND

2017-2018 School Calendar

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3		5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8					13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21			24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24					29	30
31						

January 2018						
Su	M	Tu	W	Th	F	Sa
					5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			




February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28			




March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11					16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	School In session
	Staff Work Day
	Parent Teacher Conferences

	Holiday (No School)
	End of quarter/semester
	First and Last Day of School

8/7-8/11 Planning/Development Days
 7/3 or 8/14 First Day of School for students
 10/20 Planning/Development Day

1/12 Planning/Development Days
 3/30 Planning/Development Days
 5/25 Planning/Development Days
 6/28 Last Day of School

CONSENT

Item 8H.

Equipment Disposal

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8H
FROM:	Tami Hitt-Wyant, Child Nutrition	Reading
DATE:	March 10, 2017	Discuss
SUBJECT:	Authorization for disposal of kitchen equipment	Action
		Consent X

OBJECTIVE: Board Governance

SUPPORTING DATA:

Director of Child Nutrition seeks Governing Board approval to dispose of broken kitchen equipment that has been replaced.

All disposal arrangements will be made in accordance with USFR guidelines and the Arizona Administrative Code, Title 7, Education/Procurement, Section: Materials Management and Disposition.

The department will utilize the services of Sierra Auction per award number ADSP012-024424. The cost to pick up equipment will be deducted from the auction profits. The auction profits will be deposited to the School Plant Fund.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the request for authorization for disposal.

Sample Motion:

I move to approve the disposal of broken kitchen equipment as presented.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Tami Hitt-Wyant (928)759-5012 or Cynthia Windham, Finance Director (928)759-4000

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

REQUEST FOR AUTHORIZATION FOR DISPOSAL

2 of 2

- ☒ Equipment
 ☐ Non-Equipment
 ☐ Technology
 ☐ General Fixed Asset (GFA)
 ☐ Stewardship List
 ☐ Instructional Material
 ☐ Other (explain below)

Part I – Disposal Site

School/Department Initiating Request Food and Nutrition (Child Nutrition)	Phone No. 928-759-5012
Person to Contact (Name/Title) Tami Hitt-Wyant, Director of Child Nutrition	E-Mail Address tami.hitt-wyant@humboldtunified.com

Part II – Disposal Method

- ☒ State Surplus
 ☐ Trade-In (Provide explanation below)
 ☐ Unusual Circumstance:
- ☐ Competitive Sealed Bid
 ☐ Posted Price
 ☐ Appraisal
- ☐ Public Auction
 ☐ Donation to non-profit (Instructional Materials only)
 ☐ Barter
- ☐ Established Market
 ☐ Loss (Explanation below)
 ☐ Salvage (List disposal costs below)
 ☐ Other (Explanation below)
- Detailed Explanation:

Part III – Items for Disposal

Qty	Item Description (include Model #)	Serial #	Fixed Asset Tag #	Purchase Price	Purchase Date	Reason for Disposal
1	Vulcan oven set mod.ssm12	87301909	205387	1337.50	87-88	broken
1	Vulcan steamer mod c24ga10	27-1169596	204767	10,680.18	06-07	broken
1	Manitowoc Ice Cuber mod qdo132a	10083458	205571	1904.30	09-10	broken
1	Cleveland steamer mod. 24cga10	wc89524-05a-01	204192	8854.20	05-06	broken
1	Cres Cor Warmer mod 0747-055	eea-j8288c	201650	1606.28	99-00	broken
1	Southbend steamer mod ex-5	99f64754-2	201385	2270.00	98-99	broken
1	McCall milk box mod. m55-5-s	m-40726268	200927	1564.34	96-97	broken
1	Carter Hoffman warmer mod fh90-0015b	246663	201417	2976.79	98-99	broken
1	FWE warmer no mod. #	no serial #	204186	2685.60	05-06	broken
1	Carter Hoffman warmer modfh90-0015b	246675	201416	2976.79	98-99	broken

Part IV – Requester Signature

_____ Requester	03/10/2017 Date	_____ Site Administrator	03/10/2017 Date
--------------------	--------------------	-----------------------------	--------------------

Part V – Governing Board Approval

Submitted for Governing Board Meeting Date _____

_____ Date _____

Governing Board Approval

Part VI – Administrative Action

Disposal Date	Final method of disposal	Compensation/(expenditure)
_____ Disposal Performed By:		
Date	Fixed Assets/Software Entry	Date

CONSENT

Item 8I.

Gifts & Donations

GIFTS & DONATIONS – April 11, 2107

Prescott Valley United Methodist Church
8944 E. Sommer Drive, Prescott Valley
Donated blue jeans (25 pair) with the donor's value of \$253
To be distributed through the Family Resource Center

Jonathan Buckwalter
6755 E. Mayflower, Prescott Valley
Donated clothing with the donor's value of \$200
To be distributed through the Family Resource Center

Wendy Wooley
508 N. Mercado, Dewey
Donated clothing with the donor's value of \$200
To be distributed through the Family Resource Center

Keith and Beth Cross
6371 N. Deacon Street, Prescott Valley
Donated a clarinet, case, and music stand with the donor's value of \$300
To be given to the school with the most need

Backburner Restaurant – Kevin Calia
8400 E. Long Mesa, Prescott Valley
Donated food with the donor's value of \$1,300
For the staff at Bradshaw Mountain High School

Thomas Donnan
6211 Round Table Drive, Prescott Valley
Donated \$327 to Bradshaw Mountain High School – Baseball Program

Freedom Station – Dylan Perreira
2992 N. Park Avenue, Prescott Valley
Donated the use of the Freedom Station facility with the donor's value of \$10,500
For use during the 2017 HUSD School Expo

Brian and Kristi Letendre
13052 E. Durango, Dewey
Donated books with the donor's value of \$53
To be used at Granville Elementary School

Kenneth Love
P.O. Box 1932, Dewey
Donated a baritone, music stand, and music with the donor's value of \$500
To be used at Bradshaw Mountain Middle School

Lisa Jones
3160 N. Meadowlark Drive, Prescott Valley
Donated clothing with the donor's value of \$260
To be distributed through Bradshaw Mountain High School

DISCUSSION

Item 9A.

BMMS School Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Jessica Bennett, Principal Bradshaw Mountain Middle School	Reading
DATE:	April 11, 2017	Discuss X
SUBJECT:	School update for Bradshaw Mountain Middle School	Action

OBJECTIVE: To provide an overview of the 2016-2017 school year at BMMS

To the HUSD Governing Board and Mr. Dan Streeter, Superintendent:

The 2016-2017 school year at Bradshaw Mountain Middle School showed continual focus on the strategic priorities in the areas of culture, curriculum, instruction, assessment, and interventions. The BMMS Honors AVID students have created a video overview of the programs and successes of this year.

An overview is as follows:

- BMMS provides a clean, safe, and friendly campus to its students and all visitors. Our Positive Behavior Interventions and Supports (PBIS) program continues to provide the foundation for our teachers to be firm, fair and consistent with all expectations and behaviors.
- The PTSO became a PTA and we now have over ten active parents.
- Partnership with the Prescott Valley United Methodist Church continues to grow and we are grateful for their support.
- Jim Clemens, from Farmers Insurance, sponsors one teacher each month for a grant of \$100 for classroom supplies.
- Athletic programs at BMMS are having a successful year. The boys' basketball team was second in the conference and our cross-country team was third overall with the first place finisher. Wrestling, volleyball, girls' basketball, soccer, and track all have solid participation from students.
- BMMS provides students with many opportunities to grow in their area of need. ALL students at BMMS had Advancement Via Individual Determination (AVID), Honors AVID, or Response to Intervention (RTI) for the 2016-2017 school year. The AVID or RTI curriculum also provides students a smaller class setting with a mentor teacher and peer group to help navigate the challenges of middle school.
- Teachers have received training and have been collaborating on the implementation of the Eureka math and Houghton Mifflin Harcourt Connections ELA curriculum.
- Honors 7 Social Studies students participated in the National History Day with two students qualifying for the state competition in April.
- Honors 7 Science students participated in the EdLeader21 Common Performance Assessment.
- BMMS has engaging electives taught by excellent teachers (two who are new to our team). Student Angelina Hernandez placed second in the Prescott Valley Youth Arts Month Art Show. Band numbers will double by next year! PE is offered to all students for either the full-year or a semester.

- We have fun! School dances, reward trips to Mortimer Farms, bowling and movies, trips to the water-park, Renaissance and Spirit Assemblies each quarter to showcase our successes.
- Extra support is provided to all students. Tutoring begins in all subjects at 7:05 AM each morning.
- Our AVID school-wide program continues with more consistency than ever before. Binder Checks on Wednesday; continued with Close Reading and Cornell Notes; an increased focus on review of notes and summary writing; school-wide vocabulary focus of academic terms; pilot program for academic language and sentence stems this year; and, the AVID tutorial room is set up and has been used second semester.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Jessica Bennett (759-4900)

DISCUSSION

Item 9B.

YCEF Grant Award

(Hamilton - BMMS)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 98
FROM:	Jessica Bennett, BMMS Principal Diane Hamilton, BMMS Teacher	Reading
DATE:	April 11, 2017	Discuss X
SUBJECT:	Yavapai County Education Foundation (YCEF) Grant Presentation	Action
		Consent

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

SUPPORTING DATA

Diane Hamilton will update the board on the grant she received and what the funds were used for.

1. YCEF Grant for \$500

A grant was awarded to Ms. Hamilton with funds to purchase new and replacement books for her classroom library, as well as library supplies to repair damaged books. Donations, additional grants, and her own money has helped curate a library inside her classroom that is full of high-interest books for teenagers, encouraging them to develop a love of reading. Today, many of the books are damaged from heavy use, and many students are hungry for new titles. While school and community libraries are undoubtedly important, research shows that classroom libraries are essential to promoting literacy among reluctant readers and those from print-poor environments. The library will now be maintained for another year and purchases made after this school year's inventory is complete.

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

Questions should be directed to: Diane Hamilton 759-4962 or diane.hamilton@humboldtunified.com

DISCUSSION

Item 9C.

Annual Report

School Health Advisory Council

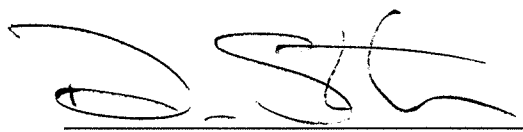
HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9C
FROM:	Tami Hitt-Wyant, Director of Child Nutrition Pamela Liuzzo, Nutritionist	Reading	
DATE:	April 11, 2017	Discuss	X
SUBJECT:	2016 School Health Advisory Council (SHAC) Annual Report	Action	
		Consent	
<hr/>			
OBJECTIVE:	Report		

SUPPORTING DATA:

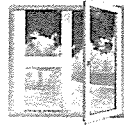
The SHAC would like to report the highlights of this school year and share goals for next school year with the Board. The report is attached.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Pamela Liuzzo (759-5014)



The Humboldt Schools.

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School Health Advisory Council (SHAC) Annual Report (2016-17)

The SHAC would like to report the highlights of this school year and share goals for next school year with the Board.

Evaluation of the Food Service Program

- **The Food and Nutrition Department received several Golden Plate Awards:**
We are proud to announce that six of our schools received the 2016 Golden Plate Award! This award recognizes our safe food handling practices.

Bradshaw Mountain Middle School (ten years in a row)
Liberty Traditional School (three years in a row)
Humboldt Elementary School (two years in a row)
Mountain View Elementary School (two years in a row)
Glassford Hill Middle School
Granville Elementary School

Only 217 Yavapai County food establishments were awarded Yavapai County's Golden Plate Award for 2016. To be eligible, an owner or operator needs to meet three criteria:

- 1) Operate throughout the entire calendar year without a cited critical food handling violation.
- 2) Have an approved and implemented food safety plan.
- 3) Have a person-in-charge with an accepted and current manager-level food safety certificate throughout the year.

Review of all food and beverages sold

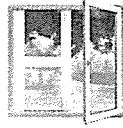
- **Nutritional analysis** of menus is completed on a weekly basis. All a la carte foods and beverages are analyzed to ensure they meet the Smart Snack Standard.
- Even with the **expected increase in per meal cost**, the Food and Nutrition department is looking forward to implementing continued changes brought to the program by the signing of the Healthy Hunger Free Kids Act of 2010 and the required implementation of the changes for school year 2017-18.
- **Menu selections** continue to include lean meats, whole grains, fresh fruits and vegetables daily, while providing the students multiple healthy entrée choices.

Assessment of school environment regarding wellness issues

- **School Health Advisory Council (SHAC)**, sometimes called a "School Health Team" or "Wellness Council," is a group of individuals who represent both the school and the community. This group meets bi-monthly to provide advice on aspects of the school health policies and programs. SHACs can advise a local education agency (district) or an individual school site (elementary, middle, or high school).
- **Wellness Policy Evaluation** is given annually to each school to complete. This tool gives each school principal the opportunity to read the wellness policy while answering questions about their schools adherence to the policy. Findings are posted on our department website under Student Wellness.

Activities and programs conducted to promote nutrition and physical activity

- **Free breakfast for all students, all year long at Lake Valley and Mountain View Elementary School.** Due to the high free & reduced rates at these two schools, Child Nutrition's Director, Tami Hitt-Wyant piloted a "Non-pricing" program at Lake Valley and Mountain View Elementary school for the 2016-2017 school year. What this means is that all students, regardless of their income,



The Humboldt Schools.

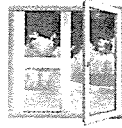
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received breakfast at no charge. Lunch continued to be \$0.40 for students who qualify for reduced meals and \$2.10 for students who did not qualify for free or reduced meals.

HUSD's Child Nutrition Department absorbed the cost that would have otherwise been paid by students. Non-pricing is optional to school food departments that run under the United States Department of Agriculture (USDA).

This pilot program can save families that do not qualify for free or reduced meals about \$225.00 per year, per student and \$54.00 for families that qualify for reduced meal prices per year, per student.

- **Why I Need a New Bike essay contest** was held during the summer of 2016 thanks to an \$8,000 grant that our Child Nutrition Department received from the Arizona Dairy Council of Arizona. With this money, we purchased 11 bicycles as well as bike locks, tire pumps, helmets, bells and other accessories, to give away to the winners of the essay contest.
- **Clean Label.** In an effort to provide more nutritious foods to our students, we started using a 100% beef hamburger patty, at all of our schools.
- **Humboldt Elementary cafeteria makeover.** Walls were painted, new tables were purchased, and artwork of healthy sayings and images were placed on the walls.
- **National School Lunch Week.** National School Lunch Week was October 17th - 21st. Kinder-8th grade students received a different prize with their school lunch. High school students had the opportunity to win a new bike by entering our "How Will a New Bike Help Me to be a Better Student" essay contest. We were able to give away five bicycles to High School students.
- **Turnip Tasting.** Child Nutrition teamed up with Yavapai Seasonal Harvest, Yavapai County Health Services, ASU Cooperative Extension, and Food Corps to provide turnip tastings at Humboldt Elementary and Coyote Springs Elementary School.
- **As part of National School Breakfast Week 2017,** we held a "School Cafeteria Superhero" art contest. Students were asked to draw a picture of their favorite cafeteria worker as a superhero.
- **Nutrition Education:** The District Nutritionist reached over 60 classrooms this school year, which is five more classrooms than last year and dozens more than the year before that. Depending on grade level, students learned about subjects such as the five food groups, the importance of physical activity, how to read a food label, hydration, diabetes, cardiovascular disease, bone health, skin cancer, genetically modified organisms (GMOs) and eating disorders.
- **HUSD Health Challenge** is a four to eight-week challenge that focuses on heart healthy habits. This challenge is open to all employees and their families.
- **Health and wellness widgets** are available under the "nutrition tips" tab of our website.
- **HUSD Kindergarten Fair.** A table was set up that contained fresh fruits and whole grain items to help promote HUSD's Food and Nutrition Department. Our staff dressed up in food costumes and had a wonderful time.
- **Appearances on radio and television programs** to help enhance our Summer Food Service Program which provides free meals to children who are 18 and younger.
- **Provided several educational events through the Family Resource Center:** "Happy Mealtimes & Happy Kids" and "Shopping on a Budget".
- **HUSD Food and Nutrition Facebook page** was created to share all the wonderful meals that we prepare, share nutrition information and sometimes, just to share funny pictures.
- **Recess Before Lunch:** Mountain View Elementary, Granville Elementary and Humboldt Elementary School offer recess before lunch. Recess Before Lunch has proven to increase consumption of meals and improve classroom behavior. We encourage all of our K-6th grade schools to offer recess before lunch.
- HUSD partners with Yavapai Regional Medical Center in the **Partners for Healthy Students program.** This program provides free health care to eligible students and their siblings.
- **Yavapai County Community Health Services** is encouraged to participate with the School Health Advisory Council in order to strengthen the committee and execute grant dollars geared towards



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- student health and wellness. The SHAC also encourages all schools to sign up to be a Yavapai Healthy School Champion.
- **School Gardens and Habitats** continue to be a popular and growing trend in several HUSD schools.
 - **Child Nutrition continues to offer the Classroom Celebration Activity Pack.** Teachers can rent the activity pack for free if they promise not to serve foods/beverages with minimal nutritional value. The pack includes the following:
 - Classic Flying Discs (6) Fleece Balls (6), Square Beanbags (12) Ribbon Wands (6), Assorted Balls (10), Small Parachute (12 handles) Large Parachute (20 handles), Ultra Catch Scoops (6 sets) Jump Twists (15)
 - **Partnering with Food Corps and Yavapai County Health Services** to offer vegetable taste tests at several schools as well as to offer garden education activities during the school year and also during the summer months.
 - **Coyote Springs Elementary School.** CSES was able to get their school garden certified through the ADE! Through their habitat class ALL students work through answering a schoolwide essential question, “How can we use the habitat to promote health and wellness and prevent disease for us, our families, and our community?” This essential question is explored by our students planting, growing, and harvesting fruits, vegetables, and herbs. In addition, our GATE students cook with these items weekly. We also have community partnerships that support our habitat with Humboldt Unified School District, Prescott College, Yavapai Community College, Slow Foods USA, The Landscape Center, PTO, Bonnie Plants, and Alta Vista Garden Club.
 - **Lake Valley Elementary.** At Lake Valley, they have wellness topics built into their science discussions. They are also participating in the “Walk on Challenge” for the 4th and 5th grade students where they teach health related lessons during Response to Intervention (RTI) and students track exercise, sugar drinks, and screen time. They are hoping to be one of the schools that win \$5,000 for it. They have also have implemented a Fitness Club that they have running Tuesday and Thursday mornings where students learn the benefits of being fit and stay active in physical fitness.
 - **Granville Elementary:** At Granville, students have the opportunity in the classroom to engage in movement and Physical Education class once a week. Our PE teachers definitely keep them moving! All students are scheduled for recess during which activity is encouraged. Our Site Council recently approved funds for the purchase of equipment to use at recess like basketballs, soccer balls, and jump ropes. This school year, Granville has adopted the Recess Before Lunch schedule to encourage healthy choices and eating. Students in grades 4-6 have the opportunity to participate in our athletic teams- football, basketball, volleyball, and track. In addition to movement brain breaks and integration of information into core lessons, our teachers take advantage of inviting our school district nutritionist to provide direct instruction in the classroom.

Feedback of students, parent/guardians and community

- The Food and Nutrition Director and the District Nutritionist are in the schools daily. This time is spent communicating with the students regarding their preferences.
- Parents/guardians are encouraged to participate in the School Health Advisory Council. Food and Nutrition staff’s email addresses and phone numbers are made available in multiple locations including the website and our brochure.
- The community is encouraged to participate in the School Health Advisory Council. Nutrition education is offered to the parents and the community by the Nutritionist through the Family Resource Center.
- Tami Hitt-Wyant maintains a level-three School Nutrition Association certification as well as School Nutrition Specialist credentialing. Pamela Liuzzo maintains a School Nutrition Specialist credentialing. All kitchen managers, cooks, and Food and Nutrition administrative staff members have the Food Safety Manager’s certification. We now have 37 contracted staff that are Certified Professional Food Managers.



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Goals for the 2017-18 School Health Advisory Council

- Increase awareness and compliance with the District's Wellness Policy.
- Encourage staff to model healthy eating and physical activity behaviors and/or discourage unhealthy behaviors in the school to enhance student wellness.
- Increase nutrition education in the cafeteria through posters and staff.
- Win Yavapai County's Healthy School Award.
- Increase student access to water on playgrounds.
- Update current Wellness Policy and strengthen the monitoring tool for each school in the District.
- Increase non-food fundraisers and decrease fundraisers that use foods with little nutritional value.
- Increase the usage of Arizona grown and school garden produce within cafeterias.
- Increase parent, student and school staff participation in the SHAC.
- Provide an opportunity for increased feedback regarding the National School Breakfast and National School Lunch Program through continued promotion.
- Increase the use of social media to increase SHAC participation and food program feedback.
- Increase school gardens and habitat interest.
- Implement continued mandated changes in the National School Lunch Program based on the Healthy Hunger Free Kids Act.
- Encourage and support schools to join Lake Valley Elementary, Mountain View Elementary, Granville Elementary, and Humboldt Elementary in Recess Before Lunch.
- Encourage HUSD team members to not provide any non-nutritional foods or beverages to students until after lunch has been consumed.
- Increased collaboration between the Child Nutrition Department and the Physical Educational Department.
- Explore opportunities to encourage more physical activity during the school day.
- Expanded outreach from the Food and Nutrition Department to teachers and other team members in order to provide more nutrition education to students and staff.

We would like to thank the Board members for their commitment to this endeavor.

DISCUSSION

Item 9D.

Policy Advisories
567 – 583

(First Reading)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 90
FROM:	Daniel Streeter, Superintendent	Reading X
DATE:	April 11, 2017	Discuss X
SUBJECT:	Policy Review - Policy Advisories 567-583 First Reading	Action

OBJECTIVE: Board Governance

SUPPORTING DATA:

The policy advisories included in this release are those which are updated policies, regulations, or exhibits and those specifically affected by Proposition 206 related to statutory changes in earned paid sick time for all employees.

-E = Exhibit / -R = Regulation

Governing Board adoption is not required for exhibits and regulations but they are provided in the packet for information purposes.

- PA 567 Policy Manual and Administrative Regulations – Introduction
- PA 568 BGD – Board Review of Regulations
- PA 569 DIE – Audits/Financial Monitoring
- PA 570 DJE – Bidding/Purchasing Procedures
- PA 571 GCCA – Professional/Support Staff Sick Leave
- PA 572 GCF-ED - Professional Staff Hiring
- PA 573 GDF-EE – Support Staff Hiring
- PA 574 GDJ – Support Staff Assignments and Transfer
- PA 575 IHBj-R – Indian Education
- PA 576 (new) IJNDBA – Website Accessibility
- PA 577 JFABD – Admission of Homeless Students
JFABD-E
- PA 578 Open Enrollment
- PA 579 JFBA – Unsafe School Choice
- PA 580 JLCC – Communicable/Infectious Diseases
- PA 581 JR – Student Records
JR-R
- PA 582 JRR – Student Surveys
- PA 583 (delete) LBD – Relations with Charter Schools
LBD-E

SUMMARY & RECOMMENDATION:

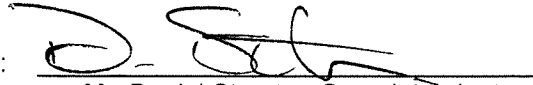
This is the First Reading of suggested changes to policies, regulations, and exhibits.

Arizona School Boards Association (ASBA) Policy Advisory Discussion may be found on the page(s) immediately prior to the documents which are to be considered by the Governing Board for adoption as a policy or the Superintendent for implementation as a regulation or exhibit. HUSD administrative recommendations are also included.

The Second Reading will be included on a future meeting agenda. Upon approval these policies, regulations, and exhibits will become effective immediately and will be added to the current Policy Manual.

Sample Motion: n/a

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

Questions should be directed to: Mary Diaz 759-5007 (Section B) Cynthia Windham 759-4027 (Section D)
Jim Bogner 759-4006 (Sections G,L) Danny Brown 759-4010 (Sections I,J)
Patrick Keeling 759-5020 (IJNDBA) Stephanie Rowe 759-4040 (JLCC)

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 567 (Mary Diaz)

Policy Manual and Administrative Regulations - Introduction

The introduction to the manual has been revised and updated with out-of-date language deleted.

HUSD RECOMMENDATION

It is the recommendation of the administration that the introduction to the manual be accepted as presented by ASBA.

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POLICY MANUAL AND
ADMINISTRATIVE REGULATIONS

Humboldt Unified SCHOOL DISTRICT NO. 22

Prescott Valley, Yavapai COUNTY, ARIZONA

INTRODUCTION

This Manual contains the policies of the Governing Board and administrative regulations and exhibits of the Superintendent. ~~Policy development is a dynamic, ongoing process. New problems, challenges, and needs give rise to the continuing necessity to develop new policies, regulations, and exhibits or to revise existing ones.~~ An electronic format has been selected for this Manual to facilitate its being kept up to date on an on-going basis access to current documents and to upload new and edited documents for Policy Services review.

~~Each District employee is charged with keeping up to date as new and adjusted policies, regulations, and exhibits are determined appropriate by the Governing Board and Superintendent.~~

How to Use This Manual

The Humboldt Unified School District No. 22 is operated in accordance with policies established by the Board and regulations developed by the Superintendent. The Board, which represents the state and local community, adopts policies after careful deliberation, and the school administration implements the policies through specific regulations and ~~procedures.~~ exhibits. The Board and administration evaluate the effects of the policies, regulations, and ~~procedures~~ exhibits and revise them as necessary.

~~To promote harmony, efficiency, uniformity of interpretation, coordination of effort, and fairness to all concerned, this~~ The Manual will be accessible at the District office, and at such other places as designated by the Superintendent, and through the Arizona School Boards Association website at <http://azsba.org/>.

How the Manual is organized. The Manual is organized according to the classification system of the National School Boards Association. The system provides an efficient means of coding, filing, and locating policies.

Please note: All copies of this Manual are the property of the Humboldt Unified School District No. 22.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

There are twelve (12) major classifications, each identified by an alphabetical code:

- A FOUNDATIONS AND BASIC COMMITMENTS
- B SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E SUPPORT SERVICES
- F FACILITIES DEVELOPMENT
- G PERSONNEL
- H MEET AND CONFER
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K SCHOOL - COMMUNITY RELATIONS
- L EDUCATION AGENCY RELATIONS

~~Subclassification under each heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the page immediately following the tab for Section A: FOUNDATIONS AND BASIC COMMITMENTS.~~

~~The pages that follow the tabs for each major section present the classification system, section by section, and serve as the tables of contents for the sections or "chapters" of this Manual.~~

How to find a policy. ~~To find a specific policy in the Manual, consider determine where the policy would be filed found among in the twelve (12) major classifications. Open the electronic Manual on the Association Home Page. Select the icon to the left of the District name to open the table of contents. Refer to the table of contents for that— Select the policy section you want to access. and glance down the listing until you find the term. Use the code letters given for the term to locate the document that appears in alphabetical order by code within the particular section. All documents in the Manual are coded in the upper right hand corner, center of the top page.~~

~~If you can't find the term policy you are seeking, look up a synonym or other term you believe is related to the topic. use the Advanced Search tab at the top of the page in PolicyBridge to search for policies that contain language related to your inquiry.~~

~~*What if you can find the term and code, but there is no policy?* This probably means that the school system has not adopted a written policy in the particular area. All terms used in the classification system appear in the sectional tables of contents to accommodate the coding, insertion, and location of policies that may be adopted later. But there is another possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy that covers the more general area. This "superior" policy will be coded under the broader category. To find it,~~

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~~read up the classification system. For example, a policy statement that encompasses all meetings of the Board might be filed under "School Board Meetings" (BE) rather than the more restrictive heading "Regular Board Meetings" (BEA).~~

Using the symbols. Various symbols are used in connection with the classification system. They are for your use in locating and/or recognizing the authority of the statements. Included are the following:

REGULATION

-R This symbol following a code indicates that the statement is a regulation, not a policy, and is generally the direction of the Superintendent to the staff for the implementation of a Policy. If there is more than one regulation, the "-R" will be followed by a letter; e.g., "-RA," "-RB," et cetera.

REGULATION

EXHIBIT

-E Exhibit. This symbol following a code indicates that the statement is a reference document. The exhibit is there to show the form to be used or for the purpose of information which may support the policy or regulation. If there is more than one reference document, the "-E" will be followed by a letter; e.g., "-EA," "-EB," et cetera.

EXHIBIT

Using References. Implementation of policies requires coordination with other policies and regulations. A policy does not usually stand alone. ~~, rather, there are other policies or regulations that may apply.~~ For example, the policy on Suspension is an integral part of the implementation of the policy on Weapons. ~~in the School.~~ The Weapons policy specifies what weapons are and how extensive the discipline may be but does not contain the step by step due process procedure necessary to accomplish the suspension of the student. That is found in the policy on Student Suspension. To assist districts with this complexity of policy, there may be a side heading at the bottom of each policy (not regulation) identifying cross referenced material and/or legal references. When implementing policies, these cross references and laws should be reviewed for applicability. ~~to the circumstances or fact pattern bringing about the use of the policy.~~

LEGAL REF.: Pertinent legal references are given to inform the reader where in law certain statutes that relate to a policy may be found. References direct the reader to the federal or state laws, pertinent ~~regulatory pronouncements,~~ government agency regulations, and ~~important selected~~ legal opinions. ~~and will occasionally cite case law. It is important to mention here that other laws and/or court decisions may also be applicable to a particular policy but not all can be cited.~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

The following abbreviations are used in legal references:

- A.A.C. Arizona Administrative Code
- A.G.O. Attorney General Opinion
- A.R.S. Arizona Revised Statutes
- C.F.R. Code of Federal Regulation
- P.L. Public Law (federal law as it is identified by Congress). Such laws will at some time after passage be codified in the United States Code
- USFR Uniform System of Financial Records
- U.S.C. United States Code

CROSS REF.: Certain policies are related to other policies. Cross references are provided following many statements to help the reader find the related information. This related information should be referenced for an ~~in-depth~~ understanding of the policy.

About Board Policies

Generally, One of the Board's primary roles of a Board is to set adopt policy, and the role of the administration is to execute it. The basic distinction as set forth by the National School Boards Association is:

- A. *Policies* are principles adopted by the Board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems; they need to be narrow enough to give the administration clear guidance.
- B. *Regulations* are the detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.
- C. *Exhibits* are checklists, sample documents, forms, and other informational items to assist in implementing policies or procedures.
- D. The state and federal governments at times require governing boards to make detailed rules, or the Governing Board may decide that such rules are necessary. In spite of the detailed nature of such rules, once adopted by the Board they become policy.

Therefore:

- A. Where the Board has voluntarily adopted statements of principle or written regulations required by law or has established a position in particularly sensitive areas, and one or more of them are incorporated into policy, the entire statement is presented as policy.

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B. Where the Board has adopted rules concerning its *own operations* (for instance, how it conducts meetings), these statements concerning operations of the Board also appear as policy.

As long as the administration operates within the guidelines of policy adopted by the Board, it may issue regulations without prior Board approval unless Board action is required by law or unless the Board has specifically directed that certain types of regulations be given Board approval. The Board, of course, is to be kept informed of all District regulations issued by the administration, and all are subject to Board review.

Is the Manual Complete?

No. The Manual contains all of the current written policies of the Board. However, there is an almost continual need to draft and adopt new written policies and revise the existing ones. Additionally, changes in state law and State Board of Education regulations may necessitate policy modifications. No matter how well a policy manual is conceived and developed, it can never be totally comprehensive and absolutely up to date. Therefore, as new policies are developed and adopted they will be coded according to the classification system and ~~issued for insertion~~ inserted into the Manual.

Order of precedence. Board policies must be read and interpreted in conformance with the applicable state and federal statutes and regulations. Wherever inconsistencies of interpretation arise, the law and regulations prevail.

Terminology

Whenever the term *Superintendent* appears in this Manual it is to be interpreted as "Superintendent or a person designated by the Superintendent."

Whenever the term *principal* appears in this Manual it is to be interpreted as "principal or a person designated by the principal."

Whenever the term *District* appears in this Manual it is to be interpreted as the "_____." *Humboldt Unified School District #22*

Whenever the terms *Board* or *Governing Board* appear in this Manual they are to be interpreted as the "Governing Board of the _____." *Humboldt Unified School District #22*

Whenever the term *day* appears in this Manual it is to be interpreted as any day in which the District or School Administrative Offices conduct business.

Whenever the term *school day* appears in this Manual it is to be interpreted as any day in which the students are present for instruction.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Whenever the term *parent* appears in this Manual it is to be interpreted as parent or legal guardian and the legal guardian is a person to whom custody of the child has been given by order of a court.

It is the expectation of the Board that this collection of policies provides a platform for harmony and efficiency in all areas of school operations. This enables the Board to focus on its primary duty: the development of long-range plans and policies for the future of the School District.

Governing Board

Date of Manual Adoption:

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ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 568 (Mary Diaz)

Policy BGD – Board Review of Regulations

A brief portion of wording in the second paragraph has been removed as it is unnecessary.

HUSD RECOMMENDATION

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

**BGD ©
BOARD REVIEW OF REGULATIONS**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system. ~~selected by the Board.~~

The Board reserves the right to review all administrative regulations. The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-321

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



ASBA POLICY ADVISORY DISCUSSION



Policy Advisory No. 569 (Cynthia Windham)

Policy DIE – Audits/Financial Monitoring

An addition to this policy references the Office of Management and Budget Compliance Supplement of June, 2016.

HUSD RECOMMENDATION

It is the recommendation of the administration that the policy be adopted as presented by ASBA.



DIE © AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for financial monitoring and audits. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments of 2003 and OMB Compliance Supplement June 2016.

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-239

15-914

15-2111

41-1279.04

41-1279.05

41-1279.07

41-1279.21

41-1279.22

A.A.C.

R7-2-902

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 570 (Cynthia Windham)

Policy DJE – Bidding/Purchasing Procedures

Policy DJE has been modified in response to recent district audit questions pertaining to compliance in contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. A reference to 2 C.F.R. 200.321 (contracting with small and minority businesses, women's business enterprises, and labor surplus area firms) has been added to the legal references.

HUSD RECOMMENDATION

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

DJE © BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements.

The Superintendent shall ensure that all aspects of bidding and purchasing procedures conform to federal and state laws, rules and regulations. ~~prepare~~ Administrative regulations shall be established to assure the District conforms to proper procedures and practices is in full compliance, including contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (2 C.F.R. 200.321)

Purchases Not Requiring Bidding

Purchases of less than ten thousand dollars (\$10,000) may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however reasonable judgment should be used to ensure the purchases are advantageous to the District.

Verbal price quotations will be requested from at least three (3) vendors for transactions of at least ten thousand dollars (\$10,000) but less than fifty thousand dollars (\$50,000). The price quotations should be shown on, or attached to, the related requisition form. If three (3) verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the District office.

Written price quotations will be requested from at least three (3) vendors for transactions of at least fifty thousand dollars (\$50,000) but not more than one hundred thousand dollars (\$100,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction- manager-at-risk method of project delivery.

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. Once determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Purchases Requiring Bidding

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

Registered Sex Offender Prohibition

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the document:

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee or subcontractor of the vendor, who is required to register as a sex offender, pursuant to A.R.S. 13-3821, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

11-952

15-213

15-213.01

15-213.02

15-239

15-323

15-342

15-382

15-765

15-910.02

23-214

34-101 *et seq.*

35-391 *et seq.*

35-393 *et seq.*

38-503

38-511

39-121

41-2632

41-2636

41-4401

A.A.C.

R7-2-1001 *et seq.*

A.G.O.

I83-136

I87-035

I06-002

USFR: VI-G-8 *et seq.*

2 C.F.R. 200.321

CROSS REF.:

BCB - Board Member Conflict of Interest

DJG - Vendor/Contractor Relations

GBEAA - Staff Conflict of Interest

JLIF - Sex Offender Notification

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 571 (Jim Bogner)

Policy GCCA – Professional/Support Staff Sick Leave

Proposition 206, which is also referred to as the Healthy Working Families Initiative, incorporated changes to a number of statutes in Title 23, Labor. Both minimum wage and earned paid sick time requirements were addressed.

The increased minimum wage portion of Proposition 206 is included in this discussion as information useful to the district, not as a policy addition. A.R.S. 23-363, is applicable to employees, including student employees, and affects wages as follows:

Employers shall pay employees no less than the minimum wage, which shall be not less than:

\$10 on and after January 1, 2017.

\$10.50 on and after January 1, 2018.

\$11 on and after January 1, 2019.

\$12 on and after January 1, 2020.

This advisory focuses on the statutory language pertaining to earned paid sick time which was added to A.R.S. 23-364 and A.R.S. 23-371 through A.R.S. 23-375.

Corresponding changes have been made to policy GCCA—Professional/Support Staff Sick Leave.

It's important to be aware of the fact that the new statutory provisions require that sick leave may be used for diagnosis, care, or treatment of any mental or physical illness, injury, or health condition of the employee or for care of a family member; and is to be interpreted broadly to include adopted and foster children and domestic partners.

Additionally, substitute teachers are included in the application of sick leave; however, the specifics are unclear until the state gives definitive guidance.

Policy GCCA includes specifics pertaining to sick leave use, including an expanded definition of "family member" as delineated in A.R.S. 23-371.

Whatever terms the district uses to reference earned paid sick time, including sick leave, general leave, paid leave and paid time off (PTO), are included in the requirements of statute and this policy unless the district's legal counsel determines otherwise. The ASBA Policy Manual uses the term sick leave and earned paid sick time as interchangeable terms.

A.R.S. 23-371(D) D. "Earned paid sick time" means time that is compensated at the same hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked and is provided by an employer to an employee for the purposes described in section 23-373 of this article, but in no case shall this hourly amount be less than that provided under the Fair Labor Standards Act of 1938 (29 United States Code section 206(A)(1)) or section 23-363, Arizona Revised Statutes.

Proposition 206 will be reviewed by the Arizona Supreme Court in the near future. Nevertheless, the requirements pertaining to earned paid sick time, including sick leave, general leave, paid leave and paid time off (PTO) are not effective until July 1, 2017. Districts' current policies will be in effect until and including June 30, 2017.

HUSD SUMMARY & RECOMMENDATION

The voters of Arizona passed Proposition 206, the Healthy Working Families Initiative, in November 2016. The initiative, over time, increases the minimum wage to \$12.00 per hour and provides earned paid sick time to all employees. Currently, paid sick time is authorized for employees working 20 hours per week or more. The initiative and corresponding policy GCCA requires all classified employees to receive sick leave benefits accumulated at a rate of one hour for every 30 hours worked. This includes substitute teachers.

The revision to Policy GCCA expands the definition of family member, explains requirements to notice employees of sick leave benefits, clarifies the criteria for use of sick leave, identifies the terms of accrual, and prohibits retaliation against employees for the use of sick leave or exercising protected rights.

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

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The revision to Policy GCCA expands the definition of family member, explains requirements to notice employees of sick leave benefits, clarifies the criteria for use of sick leave, identifies the terms of accrual, and prohibits retaliation against employees for the use of sick leave or exercising protected rights.

It is the recommendation of the administration that the policy be adopted as modified by HUSD.

Modifications:

The following language is specific to HUSD and is included in our current policy and is recommended to be included in the revised policy.

Insert A:

. . . at which time the District will pay for any unused sick leave earned in excess of ninety (90 days) at the rate of one-half of the then current substitute pay rate.

Insert B:

. . . . or paid out upon separation from the District

Insert C:

Buyback of Unused Accumulated Sick Leave

When a professional or support staff member retires or resigns voluntarily and has been employed in the District for a minimum of five (5) full years, the District Governing Board will grant to that employee one-half (1/2) of the daily substitute pay in effect that year, multiplied by the number of unused sick leave days that have been accumulated in the employee's account. Retirement means retiring under rules and regulations of the Arizona State Retirement System.

**GCCA ©
PROFESSIONAL / SUPPORT STAFF
SICK LEAVE**

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. ~~Family, for purposes of sick leave, shall include:~~

~~_____ Spouse _____ Grandparents
_____ Children _____ Grandchildren
_____ Parents _____ Like relations created by marriage
_____ Siblings _____ (e.g., stepchild, father in law, et cetera)~~

~~Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.~~

~~Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner, with verification required if requested by the Superintendent. The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.~~

~~Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on nonduty days.~~

Each staff member shall be credited with a sick leave allowance at the rate of one (1) days per month up to ten (10) or twelve (12) days, determined by the number of months employed:

Twelve (12) month employment	twelve (12) days
Ten (10) month employment	ten (10) days

The unused portion of such allowance shall accumulate to a maximum of ninety (90) days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below _____ () days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

~~Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.~~

~~A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of sick leave for the birth. In the event of medical complications, more than two (2) days of sick leave may be allowed.~~

Upon request, the staff member shall inform the Superintendent of the following:

- A. Purpose for which sick leave is being taken.
- B. Expected date of return from sick leave.
- C. Where the staff member may be contacted during the leave.

~~Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.~~

Use of Earned Paid Sick Time

Earned paid sick time shall be provided to an employee by an employer for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

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When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy.

An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time.

Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section

As defined in statute (A.R.S. 23-371), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Notice:

- A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.
- B. The required notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.
- C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.
- D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.
- E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. 23-364.

Accrual:

- A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit.
- B. Employees of an employer with fewer than fifteen (15) employees shall accrue a minimum of one hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the employer selects a higher limit.
- C. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- D. An employee may use earned paid sick time as it is accrued, except that an employer may require an employee hired after July 1, 2017, to wait until the ninetieth calendar day after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.
- E. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.
- F. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.
- G. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.
- H. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.
- I. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.
- J. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.

Any employer with a paid leave policy, such as a paid time off policy, who makes available an amount of paid leave sufficient to meet the accrual requirements of this section that may be used for the same purposes and under the same conditions as earned paid sick time under this article is not required to provide additional paid sick time.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

Insert
C

Retaliation Prohibited

It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

It shall be unlawful for an employer's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-187

15-502

23-363

23-364

23-371

23-372

23-373

23-374

23-375

CROSS REF.:

GCBA - Professional Staff Salary Schedules

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 572 (Jim Bogner)
Exhibit GCF-ED – Professional Staff Hiring

Policy Advisory No. 573
Exhibit GDF-EE – Support Staff Hiring

The above two exhibits have been edited to include changes to I-9 requirements made by the U.S. Citizenship and Immigration Services (USCIS) which has published a revised version of Form I-9, Employment Eligibility Verification, effective January 22, 2017.

Section I has been modified to require “other last names used” rather than “other names used.”

Additionally, this publication states that “Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.”

Section 2. Employer or Authorized Representative Review and Verification, includes language directing “Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment.”

HUSD RECOMMENDATION

HUSD is currently following these requirements.

It is the recommendation of the administration that the exhibits be accepted as presented by ASBA.

GCF-ED ©

EXHIBIT

PROFESSIONAL STAFF HIRING

**PROCEDURES AND PRACTICES FOR EMPLOYMENT
AUTHORIZATION
AND EMPLOYMENT ELIGIBILITY VERIFICATION**

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers *cannot* specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Employment Authorization
Procedure**

Arizona schools must use the federal government's Basic Pilot Program to verify the employment authorization of all newly hired employees.

The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization of all newly hired employees.

There are four (4) types of access to E-Verify: As an employer, as a designated agent for employers, as a multi-location corporate administrator, or through a web service.

Users can access the web-based access methods using any Internet-capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).

To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The following e-mail address should take you to the start site for E-Verify:~~

~~<https://www.vis-dhs.com/employerregistration/StartPage.aspx?JS=YES>~~

The following e-mail address will allow navigation to both instructions and forms for the I-9 for verifying the identity and employment authorization of individuals hired for employment in the United States:

<https://www.uscis.gov/i-9>

Form I-9 may be completed as soon as the employer has offered the individual a job and the individual has accepted the offer. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than his or her first day of employment.

If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the Office of Verification toll free at 1-888-464-4218.

I-9 Form Completion

The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals. ~~An Employment Eligibility Verification (Form I-9) must be completed within three (3) business days of the employee's hire date. Employees who do not provide the necessary documentation within three (3) business days must be discharged.~~

The Employment Eligibility Verification (Form I-9) must be completed as follows:

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within three (3) business days of the employee's first day of employment.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

GDF-EE ©

EXHIBIT

SUPPORT STAFF HIRING

**PROCEDURES AND PRACTICES FOR EMPLOYMENT
AUTHORIZATION
AND EMPLOYMENT ELIGIBILITY VERIFICATION**

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers *cannot* specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Employment Authorization
Procedure**

Arizona schools must use the federal government's Basic Pilot Program to verify the employment authorization of all newly hired employees.

The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization of all newly hired employees.

There are four (4) types of access to E-Verify: As an employer, as a designated agent for employers, as a multi-location corporate administrator, or through a web service.

Users can access the web-based access methods using any Internet-capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).

To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~The following e-mail address should take you to the start site for E-Verify:~~

~~<https://www.vis-dhs.com/employerregistration/StartPage.aspx?JS=YES>~~

The following e-mail address will allow navigation to both instructions and forms for the I-9 for verifying the identity and employment authorization of individuals hired for employment in the United States:

<https://www.uscis.gov/i-9>

Form I-9 may be completed as soon as the employer has offered the individual a job and the individual has accepted the offer. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than his or her first day of employment.

If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the Office of Verification toll free at 1-888-464-4218.

I-9 Form Completion

The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals. ~~An Employment Eligibility Verification (Form I-9) must be completed within three (3) business days of the employee's hire date. Employees who do not provide the necessary documentation within three (3) business days must be discharged.~~

The Employment Eligibility Verification (Form I-9) must be completed as follows:

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within three (3) business days of the employee's first day of employment.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 574 (Jim Bogner)

Policy GDJ – Support Staff Assignments and Transfer

Language has been modified in this policy to minimize misinterpretation and misapplication of policy pertaining to assignments and transfers of support staff.

HUSD SUMMARY & RECOMMENDATION

Language has been added to clarify the criteria upon which the decision to grant a transfer or reassignment of a support staff member is made. The new language also prioritizes the criteria in the following order:

- Needs of the District
- Superintendent's determination of the position where the employee is most qualified to serve
- Preference of the employee

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

GDJ © SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent will determine all support staff assignments.

Support staff shall be assigned based on the needs of the District, on their qualifications, and on their expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

Assignments may be changed to serve the best interests of the District.

Transfers/Reassignments

Staff members may apply for transfer or reassignment whether or not a vacancy exists.

The transfer/reassignment of support staff members will be based on the needs of the District, employee qualifications, and the employee's expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be transferred/reassigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of an employee to a position of greater or lesser pay requires Board approval.

Adopted: date of Manual adoption

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 575 (Danny Brown)

Regulation IHBJ-R – Indian Education

An addition to this regulation informs districts of the responsibility to respond annually in writing to comments and recommendations made by tribal officials and parents of Indian Children and disseminate the response prior to the submission of relevant policies and procedures.

HUSD RECOMMENDATION

It is the recommendation of the administration that the regulation be accepted as presented by ASBA.

IHBJ-R ©

REGULATION

INDIAN EDUCATION

Tribal officials and parents of Indian students shall have the opportunity to comment on the participation of Indian students pursuant to Policies ABA, AC, AD, BEDBA, and BEDH. Further, the District will schedule at least three (3) meetings each year for the specific purpose of receiving input on issues relating to provisions of the Special Impact Aid Act, in order to better serve the needs of the students affected by this act. The meetings will be held in one (1) of the schools or the central administration building, normally beginning at 7:00 - 7:30 p.m. Minutes will be taken and assessed in order to modify policies and procedures as appropriate, based on input received at these meetings, such that the students are better served.

The District will also assess the extent to which Indian students participate on an equal basis in the District and will, if needed, modify its educational program to allow Indian students to participate on an equal basis.

The District will disseminate evaluations of educational programs assisted with funds provided under the act, including any program plans that the District intends to initiate or eliminate.

The District will annually review Policy IHBJ to ensure that it meets all minimum standards and continues to provide for an adequate level of Indian participation. If needed, the District will amend or modify policies and procedures to conform with appropriate requirements.

The District will respond annually in writing to comments and recommendations made by tribal officials and parents of Indian children, and disseminate the response prior to the submission of Indian Policies and Procedures.

Any amended policies or procedures shall be provided to the secretary and to the affected tribe(s).

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 576 (Kelly Lee)

Policy IJNDBA – Website Accessibility (New)

On January 18th, 2017 the Access Board issued a final rule that updates accessibility requirements for information and communication technology. This is a new policy addressing website accessibility covered in W3C/WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

<https://www.section508.gov/content/learn/laws-and-policies>

The District should compose a Website Accessibility Concerns/Complaints Form related to the accessibility of websites developed or maintained by the District. The form should include identification information, date, description of the problem, location of the inaccessible site, and the solution suggested.

A concern or complaint may be made verbally, by email, in writing or by completing the form provided by the District. All such communications shall be forwarded to the staff member or consultant designated by the superintendent.

Each concern or complaint will be processed and the person initiating the communication will receive a timely response, including the provision of access to the website information requested.

HUSD SUMMARY & RECOMMENDATION

The District is working to update sites where necessary and maintaining compliance of all District web sites to reach compliance. HUSD is currently working towards updating accessibility and compliance with the Americans with Disabilities Act (ADA) with our web site company.

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

IJNDBA **WEBSITE ACCESSIBILITY**

(W3C/WAI's Web Content Accessibility Guidelines)

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C/WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

<https://www.section508.gov/content/learn/laws-and-policies>

The Superintendent will establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

A Website Accessibility Concerns/Complaints form related to the accessibility of websites developed or maintained by the District is available at each school and at the District office. The form includes identification information, date, description of the problem, location of the inaccessible site, and the solution suggested.

The concern or complaint may be made verbally, by e-mail, in writing or by completing the form provided by the District. All such communications will be forwarded to a staff member or consultant designated by the Superintendent.

Each concern or complaint will be processed and the person initiating the communication will receive a timely response, including the provision of access to the website information requested.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504) (Section 508 as amended)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

GBA - Equal Employment Opportunity

JB - Equal Educational Opportunities

KED - Public Concerns/Complaints about Facilities or Services

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 577 (Danny Brown)

Policy JFABD – Admission of Homeless Students JFABD-EB

The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 as updated and reauthorized by the Every Student Succeeds ACT (ESSA) of 2015 is included in the policy and the exhibit.

HUSD SUMMARY & RECOMMENDATION

Policy JFABD clarifies that homeless students should be immediately enrolled in their school of origin. It also changes language that aligns with the Every Student Succeeds Act (ESSA) of 2015.

It is the recommendation of the administration that the policy be adopted and the regulation be accepted as presented by ASBA.

JFABD © ADMISSION OF HOMELESS STUDENTS

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015, and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- A. homeless students are not stigmatized or segregated on the basis of their status as homeless;
- B. homeless students are immediately enrolled in their school of origin or school of residence;
- C. transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- A. students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; ~~or are awaiting foster care placement;~~
- B. students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. migratory students who qualify as homeless because the children are living in circumstances described above.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian.

Liaison for Homeless Students

The Superintendent will designate an appropriate staff person of authority as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

A. continue the student's education in the school of origin for the duration of homelessness:

1. in any case in which a family becomes homeless between academic years or during an academic year; or
2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or

B. Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

Best Interest of the Homeless Student

In determining the best interest of the homeless student, the school shall:

- A. To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- B. Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- C. In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Other Relevant Policies and Procedures

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such reference.

Enrollment preference may be given to children who are in foster care.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-816 through 15-816.07

15-821

15-823 through 15-825

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

EEAA - Walkers and Riders

IKEB - Acceleration

JF - Student Admissions

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JFABD-EB ©

EXHIBIT

ADMISSION OF HOMELESS STUDENTS

NOTICE

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, 722 (e)(3)(C), as amended by the Every Student Succeeds Act (ESSA) of 2015 the parent or guardian (student if unaccompanied) is to receive and acknowledge notice of the rights set forth below.

The parent or guardian of a homeless student (student if unaccompanied) has the right to:

A. Continue the student's education in the school of origin for the duration of homelessness:

1. in any case in which a family becomes homeless between academic years or during an academic year; or
2. for the remainder of the academic year, if the student becomes permanently housed during an academic year; or

B. Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

C. Appeal if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian;

D. Enroll in, and have full and equal opportunity to succeed in school without being segregated from the nonhomeless student population;

E. Receive educational services for which such families and students are eligible, including:

1. Transportation services, meals programs;
2. Head Start and Even Start programs and preschool programs administered by the School; and
3. referrals to health care and immunization services, dental services, mental health services, and other appropriate services.

F. Identification or service without being stigmatized as homeless by school personnel;

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

A parent or guardian (student if unaccompanied) may contact the State Coordinator for Education of Homeless Children and Youths at;

The Arizona Department of Education
1535 W Jefferson
Phoenix, AZ 85007
Telephone: (602) 542-4963

A parent or guardian (student if unaccompanied) may contact the District Liaison for Homeless Children and Youths at;

6411 N Robert Road
Prescott Valley, AZ 86314
Telephone: 928-759-4000
E-mail: _____

The District Liaison for Homeless shall ensure that the parent or guardian of a homeless student, and any unaccompanied youth is:

- A. assisted in accessing transportation to the selected school;
- B. provided assistance in exercise of the right to attend the school of choice and other necessary services; and
- C. provided the above information in a manner and form understandable to the recipient and if necessary and to the extent feasible, in the native language of the recipient.

The signature below indicates that the signatory has received and understands this information on rights.

Signature of Parent, Legal Guardian
(or unaccompanied student)

Date

One (1) copy to signatory and one (1) to the liaison officer file.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 578 (Danny Brown)

Policy JFB – Open Enrollment

Policy JFB has been revised to eliminate language which is not supported in statute.

HUSD SUMMARY & RECOMMENDATION

Policy JFB eliminates language no longer supported by statute and clarifies that a school district may refuse to admit a student who has been expelled or is in the process of being expelled from another district.

It is the recommendation of the administration that the policy be adopted as modified by ASBA.

Note regarding modification: One point (Exception “E”) has been removed as it is not part of HUSD’s policy.

JFB © OPEN ENROLLMENT

The District has an open-enrollment program as set forth in A.R.S. 15-816 et seq. The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

Definitions

Resident transfer pupil means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district - but outside the attendance area - of the pupil's residence.

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Enrollment Options

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before May 14 of each year to be considered for enrollment during the following school year.

Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- B. The enrollment of eligible children of persons who are employed by the District.
- C. Resident transfer pupils who were enrolled in the school the previous year.
- D. Nonresident pupils who were enrolled in the school the previous year.

The Governing Board shall make the final determination of excess capacity and may require resident transfer pupils and/or nonresident pupils to be subject to the enrollment priorities and procedures found below. The excess-capacity estimates shall be made available to the public in June of each year.

Enrollment Priorities

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- A. Who have properly completed and submitted applications; *and*
- B. Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- A. Enrollment preference shall be given to resident transfer pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- B. Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- C. Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- D. Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Enrollment preference may be given to children who are in foster care.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Admission Standards

A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

~~A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.~~

A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing by June 18 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Transportation of Students Admitted Through Open Enrollment

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment transfer. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

The District *may* provide transportation for open enrollment nonresident students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced price lunches:

A. of not more than twenty (20) miles to and from:

1. the school of attendance, or
2. a pickup point on a regular District transportation route, or
3. for the total miles traveled each day to an adjacent district.

The District *shall* provide transportation for nonresident transfer students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program:

A. of not more than twenty (20) miles to and from:

1. the school of attendance, or
2. a pickup point on a regular District transportation route, or
3. for the total miles traveled each day to an adjacent district.

Exception

Should there be excess capacity remaining for which no applications were submitted by the date established, the Superintendent, upon approval by the Board, shall authorize additional enrollment of nonresident pupils:

- A. Up to the determined capacity.
- B. On the basis of the order of the completed applications submitted after the notification date established in this policy.
- C. Without regard to enrollment preference.
- D. As long as admission standards are met.

~~E. Whose applications are submitted by _____:~~

not included in current
HUSD
policy.

Adopted: date of Manual adoption

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LEGAL REF.:

A.R.S.

8-371

15-764

15-797

15-816 *et seq.*

15-823

15-824

15-825

15-841

15-922

CROSS REF.:

EEAA - Walkers and Riders

IIB - Class Size

JF - Student Admissions

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JG - Assignment of Students to Classes and Grade Levels

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 579 (Danny Brown)

Policy JFBA – Unsafe School Choice

Text and Legal References in this policy have been updated as indicated in “Manual Updates.”

HUSD SUMMARY & RECOMMENDATION

Policy JFBA simply changes language to reflect Every Student Succeeds Act (ESSA) instead of No Child Left Behind.

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

JFBA © UNSAFE SCHOOL CHOICE

Pursuant to the Unsafe School Choice Option of the Every Student Succeeds Act of 2015 ~~No Child Left Behind Act of 2001~~, funding under the Elementary and Secondary Education Act for the State is contingent upon the adoption and enforcement of an unsafe school choice policy. The State policy must require that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

Definitions

General Definition of Persistently Dangerous School Label (Adopted by Arizona State Board). A persistently dangerous school is a school with recurring violent and/or dangerous crime that continues over time and does not use research based planning and prevention programming to ensure school safety.

The State, with a representative sample of local educational agencies, must determine which schools are persistently dangerous.

Definition of Victim of Violent Criminal Offense. A victim is an individual against whom the crime is committed as listed in a police report that is not unfounded or exceptionally cleared, or who is an immediate family member of a crime victim that has been killed or incapacitated.

Exhibit JFBA-E lists the laws that are considered Violent Criminal Offenses. These laws should be consulted to determine if the victim is eligible for the optional transfer to another school within the District or to a charter school.

Enrollment Options

Persistently Dangerous School Label

All students attending a public school that is classified by the State as a persistently dangerous school shall be notified of this label and be offered the opportunity to transfer to any school within the District that is not labeled persistently dangerous and contains the same grade level the student is eligible to attend or a charter school.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Victim of Violent Criminal Offense

Any student, while in or on the grounds of a public elementary school or secondary school that the student attends, who is subjected to a violent criminal offense as defined in Arizona law or who is an immediate family member of one who has been killed or incapacitated by such defined violent criminal offense shall be offered the opportunity to transfer to any school within the District that contains the same grade level the student is eligible to attend or a charter school.

Reports Required

The number of individuals using the individual transfer option should be reported to the Arizona Department of Education (ADE) each year in the format and form required.

Schools are to report violations of rules regarding dangerous weapons in the "Safe and Drug-Free Schools Report," which is an annual requirement for all public schools in Arizona and is due to ADE by June 30 each year. Additionally, referrals to law enforcement agencies for criminal offenses should be reported in the annual School Report Card.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

13-3726

20 U.S.C. 6301 et seq. Every Student Succeeds Act of 2015

20 U.S.C. 7912 ~~9532~~, Unsafe School Choice Option ~~No Child Left Behind~~

CROSS REF.:

JC - School Attendance Areas

JG - Assignment of Students to Classes and Grade Levels

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 580 (Stephanie Rowe)

Policy JLCC – Communicable/Infectious Diseases

Language in the policy has been updated to reflect the language in the Arizona Administrative Code, Title 9, Health Services, Chapter 6, R9-6-355 regarding pediculosis (lice infestations).

HUSD RECOMMENDATION

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

JLCC © COMMUNICABLE / INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. ~~36-621~~ *et seq.*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until ~~treatment specific for pediculosis has been initiated and the student is symptom free.~~ treated with a pediculocide.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-871

15-872

36-621

A.A.C.

R9-6-202 *et seq.*

R9-6-301

R9-6-342

R9-6-355

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 581 (Danny Brown)


Policy JR – Student Records JR-R

Text and Legal References in this policy and regulation have been updated as indicated in “Manual Updates.”

HUSD RECOMMENDATION

Policy JR/JR-R (Student Records) again changes language to reflect Every Student Succeeds Act (ESSA) instead of No Child Left Behind.

It is the recommendation of the administration that the policy be adopted and the regulation be accepted as presented by ASBA.



JR © STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the ~~No Child Left Behind Act of 2001 (NCLB)~~ Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ~~NCLB~~, ESSA and with federal regulations issued pursuant to such act.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

A. The right of the parent or an eligible student to inspect and review the student's education records.

B. The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the ~~NCLB Act~~, ESSA.

C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.

D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

A. The procedure for exercising the right to inspect and review education records.

B. The procedure for requesting amendments of education records that the parent or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.

C. The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

If the School District permits the release of directory information relating to pupils, the information shall be released on or before October 31 of each year. The Superintendent shall develop procedures to communicate to students and their parents in a timely manner information relating to access to the Arizona Department of Education form which is designed to allow pupils to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the ~~No Child Left Behind Act of 2001 (NCLB)~~ Every Student Succeeds Act of 2015 (ESSA)

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-141

15-142

15-828

15-829

25-403.06

44-1373

10 U.S.C. 503

20 U.S.C. 1232

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 6301 *et seq.*, Every Student Succeeds Act of 2015

20 U.S.C. 7908

34 C.F.R. 300

CROSS REF.:

IHB - Special Instructional Programs

JF - Student Admissions

JFAB - Admission of Nonresident Students

JLH - Missing Students

JRCA - Request for Transfer of Records

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JR-R ©

REGULATION

STUDENT RECORDS

This procedure is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA). All personnel in the District are expected to fulfill the requirements of policy and the following procedures in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 C.F.R. 300.612].

The Superintendent has the responsibility for ensuring the confidentiality of any personally identifiable information [34 C.F.R. 300.612].

All rights and protections given parents under the FERPA and this procedure transfer to the student upon reaching age eighteen (18) except where the student continues as a dependent under specified circumstances, or enrolling in a postsecondary school. The student then becomes an "eligible student" [34 C.F.R. 99.5 and 300.625].

Definitions

For the purpose of the procedure, the District has used the following definitions of terms:

- A. *Student* - Any person who attends or has attended a program of instruction sponsored by the District and for whom the District maintains education records.
- B. *Eligible student* - A student who has reached age eighteen (18) or is attending a postsecondary school.
- C. *Parent* - Either the natural parent of a student, unless the parent's rights under the FERPA have been removed by a court order, statute, or other legal document, or a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian. The District may presume that the parent has the authority to inspect and review education records relating to his or her child unless the District has been advised that the parent does not have authority under applicable law.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

D. *Education records* - Any information directly related to a student recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm or microfiche, that is maintained by the District, an employee of the District, or any agent of the District except:

1. Personal records kept by an employee of the District that meets the following tests:

- a. It is used only as a personal memory aid.
- b. It is kept in the personal possession of the individual who made it.
- c. It is not accessible and has never been revealed to any other person except the employee's temporary substitute.

2. Medical treatment records maintained for "eligible students."

3. Records collected and maintained by a law enforcement unit of the school.

4. Records containing only information about a person after that individual is no longer a student in the District.

5. An employment record that is used only in relation to a student's employment by the District. (*Employment for this purpose does not include activities for which a student receives a grade or credit in a course.*)

6. Related alumni records after the student no longer attends classes provided by the District, and the records do not relate to the person as a student.

E. *Personally identifiable information* - Any data or information that makes the subject of a record known. This includes the student's name, the name(s) of the student's parent(s) or other family member(s), the student's address, the student's Social Security number, a student number, a list of personal characteristics, or other information that would make the student's identity easily traceable.

F. *Signed and dated written consent* - May include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent.
2. Indicates such person's approval of the information contained in the electronic consent.

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Locations of Education Records

A list of types and locations of education records collected, maintained, or used will be provided to the parents on request [34 C.F.R. 300.616]. See Exhibit JR-EA.

Procedure to Inspect Education Records

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the District [34 C.F.R. 300.501]. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records. Charges for the copies of records will be costs of copying unless the fee would effectively prevent the parent from exercising rights to inspect and review those records [34 C.F.R. 300.613 and 300.617].

Since a student's records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one (1) site. However, if parents and eligible students wish to inspect records where they are maintained, the school's principal will make every effort to accommodate their wishes.

Parents, the designated representative of the parents, or the eligible student should submit to the student's school principal a signed and dated written request that identifies as precisely as possible the record or records wanted for inspection. The District will respond to any request without unnecessary delay before any meeting regarding any individual education program or hearing relating to the identification, evaluation, placement of a student, or the provision of a free appropriate public education, and in no case more than forty-five (45) days after the request has been made [34 C.F.R. 300.613 and 99.10]. See Exhibit JR-ED.

The principal, or other education records custodian, will contact the parent of the student or the eligible student to discuss how access will be best arranged (e.g., copies, at the exact location, or records brought to a single site).

Parents have the right, upon reasonable request, for explanations and interpretations of the information contained in the records and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA. Parents have the right to have a representative of the parent to inspect and review the records [34 C.F.R. 300.613 and 99.10].

The principal, or other education records custodian, will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access [34 C.F.R. 300.613].

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

If for any valid reason, such as working hours, distance between record location sites, or health, the parent or eligible student cannot personally inspect and review a student's education records, the District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records [34 C.F.R. 300.613 and 99.10].

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students [34 C.F.R. 300.615, 99.5 and 99.12].

Fees for Copies of Records

All records subject to disclosure under this procedure shall be available for inspection free of charge. If copies are desired, they shall be furnished by the District to the parent or eligible student on request and free of charge. Additional copies may be sent to other schools or agencies without charge. However, the District reserves the right to charge up to thirty-five cents (35¢) per page for multiple or excessive requests. Copies of available records shall be produced as promptly as possible upon receipt of the request. No fee will be charged for search and retrieval of records [34 C.F.R. 300.617 and 99.11].

The District will provide copies of records:

- A. When the refusal to provide copies effectively denies access to the records by the parent or eligible student [34 C.F.R. 300.617].
- B. At the request of the parent or eligible student, when the District has provided the records to third parties by the prior consent of the parent or eligible student.
- C. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

Directory Information

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- A. The student's name.
- B. The student's address.
- C. The student's telephone listing.
- D. The student's date and place of birth.
- E. The student's electronic mail address.
- F. The student's photograph.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- G. The student's grade level.
- H. The student's major field of study.
- I. The student's dates of attendance.
- J. The student's enrollment status (e.g., part time or full time).
- K. The student's participation in officially recognized activities and sports.
- L. The student's weight and height if a member of an athletic team.
- M. The student's honors and awards received.
- N. The student's most recently attended educational agency or institution.

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment. See Exhibit JR-EB.

After the parents or eligible student have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

According to state and federal law if the Governing Board permits the release of directory information relating to students to persons or organizations who inform students of educational or occupational opportunities, then the Governing Board shall provide access to directory information on the same basis to military official recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them. Directory information shall be released on or before October 31 of each year unless the parent or eligible student requests in writing to the District (a letter to the Superintendent's office within two [2] weeks after notification) not to release directory information to any person or organization without prior signed and dated written consent. The District shall distribute a form, separate from any other form, designed and provided to districts by the Arizona Department of Education allowing pupils to request that directory information not be released. If the District distributes materials to pupils through electronic communication or on an internet website, the form may be distributed in the same manner. A person who is wrongfully denied access to directory information or access to school buildings, school grounds or other property may notify the Department of Education, which shall report the alleged violation to the United States Department of Education. If the parent or eligible student refuses to allow the release of directory information without prior signed and dated written consent, then the District will not provide military recruiters, upon request, directory information containing the student's name, addresses and telephone listings.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

At the end of the two (2)-week period, if the parent or eligible student has not returned the form indicating refusal to allow the release of directory information, the District will assume it has their permission to release the above-mentioned information. This designation will remain in effect until it is modified by the prior signed and dated written direction of the parent or eligible student. The student's records will be appropriately marked by the records custodian to ensure compliance with the parents' or eligible student's request.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials [34 C.F.R. 99.31]:

- A. A person duly elected to the Board (under limited circumstances).
- B. A person certificated by the state and appointed by the Board to an administrative or supervisory position.
- C. A person certificated by the state and under contract to the Board as an instructor.
- D. A person employed by the Board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of such performance as a substitute.
- E. A person employed by or under contract to the Board to perform a special task, such as a secretary, a clerk, the Board attorney, or auditor, for the period of such performance as an employee or contractor.

District officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32]. A "legitimate educational interest" is the person's need to know in order to:

- A. Perform an administrative task required in the school employee's position description approved by the Board.
- B. Perform a supervisory or instructional task directly related to the student's education.
- C. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Records of students placed in special educational programs will be under the direct supervision of the program administration. All persons collecting or using personally identifiable information in records of students determined to be a student with a disability will receive training or instruction regarding Arizona's policies and procedures for the protection of these records at the collection, storage, disclosure, and destruction stages in accordance with FERPA and IDEA [34 C.F.R. 300.623].

The District will maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information maintained on students placed in special education [34 C.F.R. 300.623]. When the information maintained in these records is no longer needed to provide educational services to the student, the District will notify the parents of their right to have the personally identifiable information destroyed [34 C.F.R. 300.624]. However a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained [34 C.F.R. 300.624]. Destruction of records will be accomplished in accordance with the requirements of Arizona law and regulations of the Department of Library, Archives, and Public Records [34 C.F.R. 300.623].

The District will release information from or permit access to a student's education records only with a parent's or eligible student's prior signed and dated written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure [34 C.F.R. 99.30, 99.31, 99.34, and 99.37]:

A. When a student seeks or intends to enroll in another school district or a postsecondary school the District will not further notify parents or eligible students prior to such a transfer of records. Parents and student have a right to obtain copies of records transferred under this provision. See Exhibit JR-EC.

B. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District.

C. To parties who provide or may provide financial aid to a student to:

1. Establish the student's eligibility for the aid.
2. Determine the amount of financial aid.
3. Establish the conditions for the receipt of the financial aid.
4. Enforce the agreement between the provider and the receiver of financial aid.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

D. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.

E. If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system and the officials certify in writing that the information will not be disclosed to any other party, except as provided under state law, without prior signed and dated written consent of the parent or the eligible student.

F. When the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid, or improve instruction.

G. To accrediting organizations to carry out their accrediting functions.

H. To parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.

I. To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.

J. To comply with an *ex parte* order from a court of competent jurisdiction requiring the District to permit the U.S. Attorney General or U.S. Attorney General's designee to collect education records in the possession of the District that are relevant to an authorized investigation or prosecution of an offense listed in 18 U.S.C. 2332b(g)(5)(B) for an act of domestic or international terrorism as defined in 18 U.S.C. 2331. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to the adverse party. A disclosure pursuant to an *ex parte* order will not be recorded as a disclosure of information from a student's education records by the District.

K. If the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action.

L. If a parent or eligible student initiates legal action against the District, the District may, without a court order or subpoena, disclose the student's education records that are relevant for the District to defend itself.

M. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

N. The disclosure is in connection with a health or safety emergency. Time is an important and limiting factor in determining whether the disclosure is in connection with a health or safety emergency. The District will permit any school official to make the needed disclosure from student education records in a health or safety emergency if:

1. The official deems the disclosure is warranted by the seriousness of the threat to the health or safety of the student or other persons.
2. The information is necessary and needed to address the emergency.
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

O. The District may release student attendance, disciplinary, and other education records to a law enforcement agency and county attorney pursuant to an intergovernmental agreement between the District, the law enforcement agency, the county attorney, and other state, local, or tribal government agencies to create a local or tribal juvenile justice network for the purpose of:

1. providing appropriate programs and services to intervene with juveniles currently involved in the juvenile justice system.
2. providing appropriate programs and services designed to deter at-risk juveniles from dropping out of school or other delinquent behavior.
3. increasing the safety and security of the community and its children by reducing juvenile crime.

P. Education records provided pursuant to an intergovernmental agreement entered into in accord with the above provisions shall be used solely for the purposes of the agreement and shall not be disclosed to any other party, except as provided by law.

A District school official may release information from a student's education records, other than directory information, to a third party if the parent or the eligible student gives prior signed and dated written consent for the disclosure and the third party agrees that the information will not be disclosed to any other party without the prior consent of the parent or eligible student. The signed and dated written consent must include at least:

- A. A specification of the records to be released.
- B. The reasons for the disclosure.
- C. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

D. The signature of the parent or eligible student.

E. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The parent or the eligible student may obtain a copy of any records disclosed under this provision, unless otherwise provided.

**Records of Requests for Access
and Disclosures Made from
Education Records**

The District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records, and of information it discloses and access it permits, with some exceptions as listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs [34 C.F.R. 99.32]. See Exhibit JR-EE.

The record will include at least:

- A. The name of the person, organization or agency that made the request.
- B. The interest the person, organization or agency had in the information.
- C. The date the person, organization or agency made the request.
- D. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The District will maintain this record as long as it maintains the student's education records. The record will not include requests for access or access granted to:

- A. the parent or eligible student,
- B. authorized law enforcement officials conducting an investigation of acts of terrorism,
- C. school officials who have a legitimate educational interest in the student,
- D. requests for or disclosures of information contained in the student's education records if the request is accompanied by or authorized by the prior signed and dated written consent of the parent or eligible student, or
- E. for requests for or disclosures of directory information designated for that student.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Procedures to Seek to Correct
Education Records
[34 C.F.R. 99.20 and 99.21]**

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights [34 C.F.R. 300.618 and 99.20]. (*Note:* Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term *incorrect* will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term *correct* will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term *requester* will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure [34 C.F.R. 300.618 and 99.20].

First-level decision. A parent of a student or an eligible student who finds an item in the student's education records that appears to be inaccurate, misleading, or in violation of student rights should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will:

- A. Provide the requester a copy of the questioned record at no cost.
- B. Ask the requester to initiate a written request for the change.
- C. Follow the procedure for a second-level decision.

Second-level decision. The written request to correct a student's education records through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item thought to be incorrect and state whether the requester believes the item:

- A. Is inaccurate and why,
- B. Is misleading and why, or
- C. Violates student rights and why.

The request will be dated and signed by the requester.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Within two (2) weeks after receiving a written request, the record custodian will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, a decision is reached that the record should be corrected, the record custodian will affect the change and notify the requester, in writing, of that action. Each such notice will include an invitation for the requester to inspect and review the student's education records to make certain the record is in order and the correction is satisfactory.

If a decision is reached that the record is correct, the custodian will make a written summary of any discussions with other officials and of the findings in the matter. This summary and a copy of the written request will be transmitted to the Superintendent.

Third-level decision. The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the Board (in executive session unless otherwise requested by parent[s]). The Superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two (2) weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, the record custodian will be advised to make the changes. The record custodian will advise the requester of the change.

If the Superintendent decides the record is correct, a letter to the requester will be prepared that will include [34 C.F.R. 300.619 and 99.20]:

- A. The District's decision that the record is correct and the basis for the decision.
- B. A notice to the requester explaining the requester's right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.
- C. Instructions for the requester to contact the Superintendent to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items but will, as far as possible, arrange the hearing as the requester wishes.)
- D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Fourth-level decision. After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within one (1) week, notify the requester when and where the District will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.621, 99.21, 99.22, and 99.34].

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records is incorrect as shown in the requester's written request for a change in the record (second level).

Within one (1) week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the record should be changed or should remain unchanged.

The Superintendent will prepare the District's decision within two (2) weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and on the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if the hearing officer's recommendation is deemed inconsistent with the evidence presented. As a result of the District's decision, the Superintendent will take one (1) of the following actions:

A. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second-level decision [34 C.F.R. 300.620 and 99.21].

B. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester that will include [34 C.F.R. 300.620 and 99.21]:

1. The District's decision that the record is correct and will not be changed.
2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision.
3. Advice to the requester that an explanatory statement may be placed in the student's education records stating the reasons for disagreement with the District's decision and/or the reasons for believing the record to be incorrect.

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Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.620 and 99.21].

**Annual Notification to Parents Regarding
Confidentiality of Student Education
Records [34 C.F.R. 300.612]**

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

~~No Child Left Behind Act of 2001 (NCLB);~~

Every Student Succeeds Act of 2015 (ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to,

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. District personnel will make arrangements for access and notify you of the time and place where the records may be inspected. District personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

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You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 582 (Danny Brown)

Policy JRR – Student Surveys

This policy now includes the list of student/family characteristics in A.R.S. 15-117 which requires specific written informed consent from the parent of a pupil prior to administration of a survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any of the characteristics which are listed.

HUSD SUMMARY & RECOMMENDATION

Policy JRR outlines the specific list of elements that require written parental consent if any of said criteria are asked in a survey. The policy also allows for the parent of a pupil to file a complaint with the attorney general if the District is in violation.

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

JRR © STUDENT SURVEYS

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations.

The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding ~~a number of characteristics~~ any of the following which are listed in the statute A.R.S. 15-117.

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

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A parent of a pupil that has a reasonable belief that a school district or charter school has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred. The attorney general or the county attorney for the county in which an alleged violation of this section occurred may initiate a suit in the superior court in the county in which the school district or charter school is located for the purpose of complying with this section. After receiving written notice of an alleged failure to comply with this section, a school district or charter school that determines that a violation has occurred is not subject to a penalty or cause of action under this section if the school district or charter school cures the violation. For the purposes of this subsection, "cure" means to destroy any information gathered in violation of this section and to provide written instruction to the individual circulating the survey, to be kept on file for one (1) year after receipt of the written notice of the alleged failure to comply.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Individuals with Disabilities Education Act (IDEA), and the Protection of Pupil Rights Act (PPRA).

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

Annual Notification

At the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section 15-117. A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school.

Adopted: date of Manual adoption

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LEGAL REF.:

A.R.S.

15-101

15-102

15-104

15-117

15-141

15-142

15-249

15-741

20 U.S.C. 1232h

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 7908

34 C.F.R. 300

34 C.F.R. 98

CROSS REF.:

JI - Student Rights and Responsibilities

JICEC - Freedom of Expression

JII - Student Concerns, Complaints, and Grievances

KB - Parental Involvement in Education

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 583 (Jim Bogner)

Policy LBD – Relations with Charter Schools LBD-E

Policy LBD and exhibit LBD-E have been deleted from the Manual as the authorizing statute has been rescinded.

HUSD SUMMARY & RECOMMENDATION

The current policy and exhibit defines the conditions and process for the District Sponsorship of Charter Schools. This policy is being deleted because the authorizing statute has been rescinded.

It is the recommendation of the administration that the policy and regulation be deleted as presented by ASBA.

~~LBD ©~~

~~RELATIONS WITH CHARTER SCHOOLS~~

~~To prepare for the possible receipt of a proposal requesting sponsorship of a charter school, and in order to facilitate the decision to accept or reject sponsorship of a charter application/proposal, the Governing Board establishes the charter school application requirements as set forth in Exhibit LBD E. In addition to these application requirements, each applicant shall submit a full set of fingerprints to the District for the purpose of obtaining a state and federal criminal records check. The criminal records check shall be completed prior to issuance of a charter [A.R.S. 15-183]. Additional supporting information and data may be required and shall be provided by the applicant if requested by the District or the Superintendent to assist the Board in evaluation of the application for possible sponsorship of the charter school.~~

~~The Superintendent is directed to prepare copies of the requirements, together with any instructions deemed appropriate to the distribution or receipt of the applications.~~

~~Upon receipt of the application/proposal, the Superintendent shall provide copies to the Board and review the submission for inclusion of the application requirements, reporting the findings to the Board.~~

~~The Superintendent may designate personnel to provide liaisons between applicants and the District. If requested, a liaison may also provide technical assistance to improve the application.~~

~~Public Meetings~~

~~The Board may schedule and hold community meetings in the affected areas or the entire District to obtain information to assist the Board in making a decision about the charter school application. All persons or groups that have an interest in the approval or denial of the charter school application must present their comments or concerns to the Board in writing in a timely manner or in testimony during a public meeting.~~

~~Decision on Sponsorship~~

~~The Board will make a decision to accept or reject sponsorship of the applicant charter school, in either a regular or special meeting, within ninety (90) days after receipt of the application/proposal. An applicant may submit a revised application for reconsideration by the Board. If the application is rejected, the Board shall notify the applicant in writing of the reasons for the rejection [A.R.S. 15-183].~~

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~~A Charter Plan~~

~~If the District decides to sponsor a charter school, a contract shall be prepared and executed by the charter applicant and the Board, containing at a minimum the following:~~

~~A. The charter requirements and assurances found in A.R.S. 15-181 through A.R.S. 15-189.~~

~~B. All representations contained in the application/proposal and those submitted as additions to the application/proposal.~~

~~C. A description of all Board policies and rules the charter school will be required to follow.~~

~~D. Other matters as deemed necessary to the creation of a charter school document.~~

~~An approved plan to establish a charter school is effective for fifteen (15) years from the first day of operation [A.R.S. 15-183].~~

~~Renewal/Nonrenewal of a Charter~~

~~A charter may be renewed for a period of twenty (20) years if the District deems that the school is in compliance with its own charter and A.R.S. 15-183. A charter renewal request shall be made at least fifteen (15) months prior to expiration of the approved plan in the form of an application, which must contain a report on the progress of the charter school in meeting the obligations of the contract and other terms of the agreement, including the laws applicable to the charter school.~~

~~A charter operator may apply for an early renewal by submitting to the District, at least nine (9) months prior to a renewal consideration, a letter of intent to apply for early renewal. The District shall review the charter school's annual fiscal audits and academic performance data collected by the District, shall review the existing contract with the charter school, and shall provide a renewal application to a qualifying charter school. The District shall give written notice to the charter school of its consideration of the renewal application.~~

~~Notice of intent not to renew a charter shall be given at least twelve (12) months prior to the expiration of the approved plan [A.R.S. 15-183]. The Superintendent shall assess the charter school's performance, including compliance with the charter and laws affecting the charter school, and report the findings to the Board in a timely fashion.~~

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~~A charter may be renewed for successive periods of twenty (20) years.~~

~~Revocation of a Charter~~

~~The District shall review approved charters at five (5) year intervals and may revoke a charter at any time if the charter school breaches one (1) or more provisions of its charter. The District shall give written notice of intent to revoke a charter at least ninety (90) days before the effective date of the proposed revocation, thereby allowing the charter school at least ninety (90) days to correct the problems associated with the reasons for the proposed revocation. The notice shall be delivered personally to the operator of the charter school, or sent by certified mail, return receipt requested, to the address of the charter school. The notice shall incorporate a statement of reasons for the proposed revocation of the charter.~~

~~Final determination of whether to revoke the charter shall be made at a public hearing called for such purpose.~~

~~Adopted: date of Manual adoption~~

~~LEGAL REF.:~~

~~A.R.S.~~

~~15-181~~

~~15-182~~

~~15-183~~

~~15-184~~

~~15-185~~

~~15-187~~

~~15-188~~

~~15-189~~

~~15-741~~

~~15-816~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LBD-E ©

EXHIBIT

RELATIONS WITH CHARTER SCHOOLS

CHARTER SCHOOL APPLICATION REQUIREMENTS

REQUIREMENTS	MINIMUM COMPONENTS
<i>Purpose and Need</i>	
- Purpose	State the purpose for this charter school and point out the consistency of this purpose with the requirements of statute [A.R.S. 15-181 <i>et seq.</i>].
- Need	Describe the need for the charter school. How was that need established?
- Support	Provide any support for the formation of the proposed charter school indicated by parents, teachers, and students.
<i>Mission and Goals</i>	
- Mission statement	Provide a copy of the mission statement of the charter school, including the process used to develop this statement. The mission statement of the proposed charter school must be consistent with the declared purposes set forth in the law [A.R.S. 15-183].
- Goals of school	State the proposed three-year goals for the school, including time lines. The applicant also should describe the process used to identify the goals.
<i>Grades Served</i>	
- Population to be served	Describe with specificity the grades, ages, classes, or other groupings to be served by the charter school [A.R.S. 15-184].
<i>Student Achievement and Curriculum</i>	
- Program and performance standards	Describe the charter school's educational program and the student performance standards to be achieved by the proposed school. Standards must meet or exceed State Board of Education and statutory standards and those adopted by the District [A.R.S. 15-183].
- Effectiveness measures	Outline the criteria designed to measure the effectiveness of the charter school [A.R.S. 15-183].
- Objectives and measuring performance	Provide a description of the curriculum to be used in the school. It should list the objectives and means of measuring student performance for each subject and each grade level.
- State Board standards	Design a method to measure student progress toward the student outcomes adopted by the State Board of Education.
- Evaluators and correcting student standards	Present a description of the charter school's plan for evaluating student performance, including types of assessment that will be used to measure student progress toward achievement of the school's performance standards, time lines for achievement of such standards, and procedures for taking corrective action in the event that student performance at the charter school falls below such standards.
- Reporting achievement results	Detail the plan for academic accountability, including testing programs, distribution of reports, and time lines for these activities [A.R.S. 15-183].
- At risk student development	Describe any objectives and means for increasing the educational opportunities for "at risk" students, meaning those who because of physical, emotional, socioeconomic, or cultural factors are less likely to succeed in school.
<i>Criteria for Enrollment Decisions</i>	
- Enrollment standards	Describe the enrollment policy and the criteria for enrollment decisions, including a description of the proposed school's plans to include academically low achieving students, to promote diversity, and to provide for exceptional students as well as students with special needs [A.R.S. 15-183 and 15-184].
- Capacity determination	Define the charter school's determination of capacity for purposes of enrollment limits and indicate any plans to increase capacity in the future. Also describe the equitable selection process to be used when capacity limits enrollment [A.R.S. 15-184].
- Limits	Describe any limits on admission based upon age group or grade level [A.R.S. 15-184].
<i>Governance and Decision Making</i>	

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Governing body and process	Describe the governing body, the means of selection, and the form in which the charter school will do business. This should include a detailed description of the rules and procedures followed to arrive at policy and operational decisions [A.R.S. 15-183].
Parent and community involvement	Describe the types and extent of parental and community involvement in the operation of the proposed school. Provide information on how the charter school will be accountable to the public. Specifically include how the following areas will be addressed: <ul style="list-style-type: none"> • Provisions for charter school accountability to the school community. • Development of an annual school improvement plan, with supporting profile information. • Reporting to the Board and the school community, including the school report card per A.R.S. 15-746.
District school relations	Describe the relationship between the proposed charter school and the School District.
Expectations of sponsoring district	Describe the specific role and duties of the sponsor of the charter school [A.R.S. 15-183].
Requested rules exceptions	Determine what specific Governing Board policies and regulations the charter school would like waived.
Employment Plan and Practices	
Policies and practices	Describe the employment practices of the school, including personnel policies, a description of the qualifications for certificated and support staff employees, employee compensation schedules, recruitment and selection procedures, and plans for resolving employee relations problems [A.R.S. 15-183].
Proposed employment modifications if appropriate	If applicable, in case of a proposal to take over a current school, include a plan for the displacement of students, teachers, and other employees who will not attend or be employed in the charter school.
Financial Data, Facilities, and Transportation	
Cost-benefit analysis	Provide necessary evidence that the plan for the charter school is in conformance with statutory requirements and is economically sound for both the charter school and the District.
Budget, audit, and cash management	Include a proposed budget and financial plan for the first three years of the charter and a description of the manner in which an annual audit of the financial and administrative operations of the charter school, including any services purchased from the District, is to be conducted.
Financial responsibility	Determine who will be financially responsible for the school's payment of obligations.
Procedures for accountability	Detail the plan for fiscal accountability, including accountability for student activity accounts and other nontax funds [A.R.S. 15-183].
Purchased services or property	Describe the services the charter school plans to purchase from the School District or from other sources. Describe any leases, lease purchases, or other purchases of property contemplated.
Insurance	Provide a detailed summary of all insurance coverage [A.R.S. 15-183]. The legal liability issues must be fully addressed.
Facility analysis	Describe the facilities to be used, their location, and the way they will be obtained and maintained. Include any proposed renovations, the proposed contractor, and proposed cost [A.R.S. 15-183].
Transportation arrangements	Describe the proposed student transportation system, including the contract if services will be provided by a second party. If transportation is to be provided by the charter school, include a plan for addressing the required transportation needs of eligible nonresident disabled students and low-income students.
Assurances	
Statement of assurances	Provide policies, procedures, and, if none are available, written assurances that the charter school will ensure compliance with the requirements found in A.R.S. 15-181, 15-183, and 15-184.
Additional Information	
Information requested	Provide any additional statements of understanding that may be required or implied by applicable statutes or rules.
Supporting data	Provide any additional information that might be helpful in supporting this request to establish a charter.

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ACTION

Item 10A.

Travel Request

(BMHS – DECA)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 A
FROM:	Francisco Ortiz, BMHS DECA Advisor/Teacher, CTE Professional Sales & Marketing	Reading	
DATE:	April 11, 2017	Discuss	
SUBJECT:	Request for Student Out-of-State Travel for BMHS DECA 2017 International Career Development Conference (ICDC)	Action	X
		Consent	
<hr/>			
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement		

SUPPORTING DATA

DECA is a national student organization endorsed by the Arizona Department of Education (ADE) as an integral part of the Professional Sales & Marketing Curriculum and is required for continued funding for CTE programs through the ADE. DECA activities reinforce classroom instruction and connect students with the business and marketing community. DECA also plays a unique role in preparing students for further education and promotes career opportunities in Business and Marketing. This DECA Leadership Conference in addition, provides opportunities for students interested in marketing, hospitality, finance, and related fields to develop, practice, and refine their leadership and teamwork skills.

The DECA International Career Development Conference is the culmination of the DECA year. More than 18,000 high school students, teachers, advisors, business professionals, and DECA alumni gather for several days of DECA events. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

After exposure to DECA leadership events, students will develop a successful transition plan from high school to higher education and the professional world.

The 2017 DECA International Career Development Conference (ICDC) is being held April 26-29, 2017, at the Anaheim Convention Center in Anaheim, CA. Nine BMHS DECA students have qualified to attend. The group will leave April 25th as a travel day and will return on April 29th.

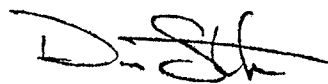
SUMMARY & RECOMMENDATION

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

Sample Motion

I move to approve the travel request for select BMHS DECA students and chaperones to attend the 2017 DECA International Career Development Conference being held April 26-29, 2017, at the Anaheim Convention Center in Anaheim, CA.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to:
Francisco Ortiz y Davis, CTE teacher, BMHSW/DECA Advisor
928-759-4087 or francisco.ortiz@humboldtunified.com

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

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

Organization taking Field Trip: 2017 DECA International Career Development Conference (ICDC)

Date of field Trip: April 25-30, 2017

High School: Bradshaw Mountain/MIJTED

Place of field Trip: Anaheim, California

Approximately how many students: 20

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

All Arizona DECA delegates are required to stay at Disney's Paradise Pier Hotel, 1717 S. Disneyland Dr., Anaheim, CA. There is 24-hour security at the hotel. The conference rate is approximately \$385 per student/per night (including all taxes & fees for triple or quad occupancy). This covers ICDC registration and five nights housing. Advisors conference rate is \$1010 for single occupancy. We will need 4 rooms (two for students, four to a room, and two for advisor/chaperones, provided that two students can room with students from other Arizona schools).

How is the trip being funded?

The trip will be paid by through a CTE grant and/or JTED (Mountain Institute) funding, other than conference registration of \$95 per student. Registration of \$950 will be paid through fundraising by DECA. All expenses will be covered with CTE grant or DECA funds. There is no cost to HUSD.

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

The total estimated cost of this trip is \$6,844.02 (hotel, transportation, conference registration).

What is the cost for each student?

Students are responsible for the cost of meals.

Chaperones (student/adult ratio):

There will be a minimum of one adult per 10 students; we have two adult chaperones for this trip and approximately 10 students. If the number of students attending changes, we will adjust chaperones as needed. Francisco Ortiz y Davis, CTE teacher and DECA Advisor, and Linda Bennett, CTE teacher, will accompany the students to the conference.

What determines the student's eligibility for attending?

Students who will be attending this conference are members in good standing in DECA and have qualified through online state testing and competition as the top scorers in the state of Arizona. Those students went on to compete at the Arizona state level and finished in the top three to five in their category in Arizona. In addition, students must also have passing grades in all classes in order to travel with DECA.

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

DECA is a national student organization endorsed by the Arizona Department of Education (ADE) as an integral part of the Professional Sales & Marketing Curriculum and is required for continued funding for CTE programs through the ADE. DECA activities reinforce classroom instruction and connect students with the business and marketing community. DECA also plays a unique role in preparing students for further education and promotes career opportunities in business and marketing. This DECA leadership conference in addition, provides opportunities for students interested in marketing, hospitality, finance, and related fields to develop, practice, and refine their leadership and team work skills.

Curriculum Objective:

Students will examine the roles and responsibilities of individuals in organizations, identify the characteristics of effective teams and effective team players, practice techniques to involve each member of the team, demonstrate teamwork, participate in career development events, practice effective meeting management skills, and exercise leadership skills.

Student Outcomes:

After exposure to DECA leadership events, students will develop a successful transition plan from high school to higher education and the professional world.

Type and Cost of Transportation:

Students and advisor/chaperones will be transported to Anaheim via HUSD transportation. Chaperone and advisor will each drive a HUSD 14-passenger bus. This cost will be covered by the CTE grant monies/JTED (Mountain Institute).

2017 International Career Development Conference

Anaheim, CA

April 25-30, 2017 (includes travel dates)

Student and Advisor Information Packet

Please give this information your prompt and serious attention. All deadlines must be met for you to attend the ICDC.

1. Who Can Attend:

- ◆ Students who place top 5 overall in any individual and team role-play event at the State Conference
- ◆ Students who place top 5 overall in any 5 page, 11 page or 30-page written event & “sales competitions”
- ◆ Both the *current and incoming State Officers
- ◆ National finalists in the on-line National Competitions
- ◆ Thrive Academy Qualifiers (must receive permission from State Advisor)
- ◆ SBE Certified Chapters (must receive permission from State Advisor)

STUDENTS ARE ONLY ALLOWED TO COMPETE IN ONE EVENT AT ICDC

2. Conference Dates:

Arrive on Tuesday, April 25, 2017 and leave on Sunday, April 30, 2017

3. Transportation

ALL ON YOUR OWN

4. Housing

- ◆ Arizona DECA Delegates will be staying at Disney’s Paradise Pier Hotel
1717 S Disneyland Drive | Anaheim, CA 92802 714-999-0990
- ◆ All students will be housed in a “quad or triple room” at 3-4 per room.
- ◆ Adult will be housed in ‘Double or Single rooms’ at 1-2 per room
- ◆ All Arizona DECA delegates are **REQUIRED** to stay at Disney’s Paradise Pier Hotel

5. Conference Registration

Each person attending ICDC must pay the Arizona DECA ICDC registration whether they are competing or not. Spouses and parents do not have to pay the registration fee however; they do need permission to attend the conference from the State Office. Spouses and parents do not receive any of the items listed below except ICDC registration.

-

-

Friday, March 17, 2017

All Conference Registration Names and rooming requests are due to the Arizona DECA State Office no later than 3:00 PM. Register your names/events/hotel arrangements on this to this link:
https://www.cognitofrms.com/AZDECA/_2017ICDCRegistration

This Includes:

- ◆ Lists of all students, advisors, and chaperones attending the Conference

Wednesday, April 12, 2017

All Conference Registration & Hotel Payments are due to the Arizona DECA State Office no later than 3:00 PM.

- ◆ Please make all checks payable to Arizona DECA

ICDC Incentive Program:

In an effort to model DECA Inc. and their efforts to motivate students to work harder at achieving the highest level of recognition, AZ DECA will offer monetary incentives:

- Any ICDC Top 3 overall – Win \$1000 (Student/Team)**
- Any ICDC Top 4-10 overall – Win \$500 (Student/Team)**
- Any ICDC Top 11-20 overall – Win \$250 (Student/Team)**
- Any ICDC Medal for test, roleplay, or presentation–Win \$100 (Student/Team)**

ACTION

Item 10B.

YUEBT Trustee

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10B
FROM:	Daniel Streeter, Superintendent	Reading
DATE:	April 11, 2017	Discuss
SUBJECT:	Appointment of Board Member to Yavapai Unified Employee Benefit Trust (YUEBT)	Action X
		Consent

OBJECTIVE: Board Governance

SUPPORTING DATA:

A Board member from each organization, Humboldt Unified and Prescott Unified School Districts, serves as a trustee for the Yavapai Unified Employee Benefit Trust.

Board member Brian Letendre served in this capacity until his resignation from the HUSD Governing Board, April 6, 2017.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board appoint a board member as the district's trustee to YUEBT.

Sample Motion:

I move to appoint _____ to serve as the Humboldt Unified School District trustee to Yavapai Unified Employee Benefit Trust beginning on April 12, 2017.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Daniel Streeter, 759-4000

ACTION
Item 10C.

Agreement

EdTechTeam

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10C
FROM:	Patrick Keeling, Director of Information Services	Reading	
DATE:	April 11, 2017	Discuss	
SUBJECT:	Request for approval of EdTechTeam Agreement	Action	X

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

SUPPORTING DATA:

The HUSD Technology Committee has identified Google Apps for Education (G-Suite) as a powerful set of applications that have the potential to enhance collaboration, engagement, technology literacy and instruction in our classrooms. The capabilities and features of the G-Suite are vast and require professional training for a smooth and impactful rollout.

Through a collaborative effort with CDW-G the District has identified EdTechTeam as the vendor best positioned to provide high level training / professional development for HUSD teachers, Instructional Specialists, and educational leaders.

EdTechTeam will be working with two cohorts within HUSD as part of our G-Suite rollout. Cohort 1 will be comprised of 30 staff members that have been identified as potential Google trainers. This cohort will work with EdTechTeam over the course of several months to become Level 1 and Level 2 Google certified. This cohort will then work with EdTechTeam to apply to become Google Certified Trainers. Once this Cohort has become Google Certified they will work to provide Level 1 and Level 2 certification courses to the instructional staff of HUSD.

The second cohort EdTechTeam will be working with will receive Level 1 Google certification. This will allow this group of "early adopters" to begin using the G-Suite in their classrooms and serve as a model for other staff that are just beginning to explore the possibilities of the G-Suite.

In summary:

2017 – 2018 School Year:

- Cohort 1 will be in the process of becoming Google Certified Trainers.
- Cohort 2 will be Level 1 certified and will be using the G-Suite to enhance the learning environment in their classrooms.
- All other staff will have access to the G-Suite and will be able to explore at their own pace using as much or as little as they are comfortable with.

2018 -2019 School Year:

- The internal group of Google Certified Trainers will be utilized to provide Level 1 and Level 2 certification to all instructors in HUSD.
- HUSD teachers will be asked to begin using G-Suite with some depth in their classrooms.

2019 – 2020 School Year:

- All teachers in HUSD will be asked to use G-Suite as part of their day to day instruction, assignment distribution / collection and student communication.

Attached you will find a scope of work and proposed timeline for EdTechTeam. This proposed scope of work and timeline will be delivered to the District at a not to exceed cost of \$35,000. The attached agreement and scope of work are considered a one-time purchase. Any additional training needs that are identified after completion of this scope of work will be discussed, quoted and procured separately.

This agreement has been reviewed and approved by HUSD Legal Counsel.

SUMMARY & RECOMMENDATION:

It is recommended that the HUSD Governing Board approve the attached agreement for EdTechTeam training and professional development services as outlined in the attached agreement and timeline.

Sample Motion:

I move to approve the attached agreement and scope of work for EdTechTeam to provide Google training, certification and professional development to HUSD staff.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Patrick Keeling, Director of Information Services, 759-5024, or Daniel Streeter, Superintendent, 759-5007.



The Humboldt Schools Path to Certification Proposal
Dates:TBD

Prepared For:

Daniel Streeter, Superintendent
Humboldt Unified Schools
6411 N Robert Rd, Prescott Valley, AZ 86314
Phone: (928) 759-4000

Prepared By:

Lisa Thumann, Senior. Director, Teaching & Learning
EdTechTeam, Inc.
5405 Alton Parkway Suite 5A-305, Irvine, Ca 92604
908-572-0808 Phone 949-259-4515 Fax
www.edtechteam.com | lisa@edtechteam.com

Proposal Date:

Revised February 28, 2017-February 15, 2017

Scope of Work:

EdTechTeam, Inc (EdTechTeam) will provide Humboldt Schools (Humboldt) with the following high-quality professional development events:

Titles:

- (2) Two-Day Level 1 Certification Bootcamp - Early April 2017
- One-Day Level 2 Certification Bootcamp -Mid- May 2017 (EdTechTeam will
- Two-day Google Apps Train-the-Trainer - July 2017
- Two-Day GAFE Trainer Certification Bootcamp - November 2017

Times: 8:30am-3:30pm

Format: BYOD

Registration: Humboldt will provide EdTechTeam with a list of registrants.

Capacity: A cohort of 25-30 educators that are dedicated to completing all three Certifications.
(One group of 30 completing only Level 1.)





Explore the core areas of G Suite to increase professional learning and leadership; efficiency in the classroom; and student learning and creativity. We'll explore several tools in Google's Level 1 curriculum, all of which are taught within the context of meaningful use with students and teachers. Segments include the Chrome browser, search techniques, and Google Classroom... as well as Google Drive, Docs, Slides, Spreadsheets, Forms, Calendar, Keep, Sites and Groups. Gmail, Hangouts, and YouTube are also included. In addition to the tools, participants are exposed to critical student skill sets necessary for learning in an online environment.



Move beyond the basics of Google Tools and learn how to maximize 21st century learning in the classroom. Participants explore and create purposeful blended learning lessons while enhancing student understanding of topics and concepts. Learn to organize course work and leverage the Internet to better meet the needs of an increasingly digital curriculum. We'll explore key units in the Level 2 curriculum including personalized learning models and coaching models.

Level 1 and 2 Bootcamps are preparation only. Time to take the 3-hour Google Certified Educator exams is not included in these professional development events. Workshop participants must study for and complete the exams independently.

Google Apps Train the Trainer

The **Google Apps Train the Trainer** workshops will focus on the use of technology to support teaching and learning, specifically raising awareness about how Google Apps can be used in education. This workshop will also prepare participants to implement Mail, Calendar, Drive, Sites, and Other Tools with hands-on activities, and inspiring ideas for how to use Google Apps for Education for teaching, learning and professional collaboration. The session will be intended for an audience of teacher trainers with intermediate-advanced technology skills. This is a train-the-trainer workshop and time permitting, additional Google tools will also be covered.



Go beyond Level 1 and Level 2 and get your Google Certified Trainer Certification. Google's much anticipated redesign of their program goes far beyond content and provides to-be Trainers with solid expertise in learning and teaching strategies for 21st Century education. Trainer Bootcamp attendees learn what true facilitation of learning in the classroom looks like and they get practical strategies for reaching every student. Attendees leave this two-day Bootcamp with a toolkit of learning activities, personalization strategies, and original resources to immediately implement in their own trainings at the site, district, or consultant level. Even better? Specific assistance and time to work on Google's application for Google Certified Trainer is built in. *(Note: Level 1 and Level 2 Certification are prerequisites for registering and attending this Bootcamp.)*

EdTechTeam will provide workshop leaders, online resources for participants, vouchers for exam, and an online evaluation for the sessions.

Conditions:

Humboldt will host the workshop in an appropriate training facility equipped with projectors, screens, and robust wireless Internet access in each room. A large room (with a capacity of 30) will be provided.

Humboldt will provide technical support and logistical support for the session.



Copyright:

In lieu of traditional copyright, all original materials (such as agendas, handouts, and presentation slides) related to these services will be licensed under the Creative Commons Attribution-ShareAlike 4.0 International license. Attribution will be reserved by EdTechTeam, Inc. For more information on this license visit: <http://creativecommons.org/licenses/by-sa/4.0/>.

Participant Information

In the course of producing this workshop, EdTechTeam may collect attendee contact information that may also be used by EdTechTeam for promotion of future EdTechTeam professional development opportunities. We will never distribute or sell this information. Participants can opt out of receiving emails from EdTechTeam at any time using the "unsubscribe" feature in each EdTechTeam email or by replying to EdTechTeam staff to remove their name from EdTechTeam's mailing list.

Changes:

Changes to this proposal may be arranged by mutual agreement in writing between EdTechTeam and Humboldt.

Agreement:

This proposal may serve as a letter of agreement between EdTechTeam, Inc. and Humboldt. If this proposal meets the needs of both parties, authorized representatives may sign below to signify agreement to the terms above.

Humboldt Schools (Humboldt)

EdTechTeam, Inc. (EdTechTeam)

BY: _____

BY: _____

Name: _____

Lisa Thumann

Title: _____

Senior Director, Teaching and Learning,
EdTechTeam, Inc.

Date: _____

Date: _____

The EdTechTeam is an official Google for Education Professional Development Partner.

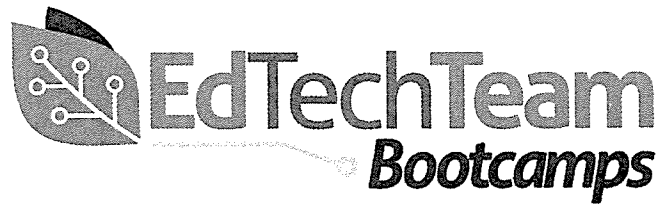
Google for Education
Partner



Certification Program Timeline | Scope for Humboldt Schools

Date/Time Frame	Activity
April 21 & 22	Two-Day Level 1 Certification Bootcamp <ul style="list-style-type: none"> Leave with access to EdTechTeam's Learning Library with additional resources, challenges and tutorials focused on Level 1
End of May	Finish Independent Study for Level 1 and pass Level 1 exam (exam is up to 3 hours)
May 31-June 1	Two-Day Level 1 Certification Bootcamp (Jump Start Cohort) <ul style="list-style-type: none"> Leave with access to EdTechTeam's Learning Library with additional resources, challenges and tutorials focused on Level 1
June 2	One-Day Level 2 Certification Bootcamp <ul style="list-style-type: none"> Leave with access to EdTechTeam's Learning Library with additional resources, challenges and tutorials focused on Level 2
End of June	Finish Independent Study for Level 2 and pass Level 2 exam (exam is up to 3 hours)
July 2017	Two-Day Train the Trainer Bootcamp <ul style="list-style-type: none"> Best practices for turnkey training Create a website with your resources
July-November 1 2017	Prepare for Trainer Program <ul style="list-style-type: none"> Lead at least five independent trainings per cohort member (the more trainings above and beyond five, the better) At least one in-depth training for full-day with set agenda, evaluation from attendees and personal reflection on what went well and/or could be improved Pass L1 and L2 if not yet finished Collect video footage and pictures of trainings
November 2017	Two-Day Google Certified Trainer Bootcamp <ul style="list-style-type: none"> Trainer Essentials exam will be taken during the Bootcamp Time to work on application will be given including video editing*





- All participants must submit their application to Google by the end of 2017.

**Taking Trainer Bootcamp prepares attendees for the application but does not guarantee acceptance to Google Certified Trainer program. You can apply anytime and expect to hear results within 6 weeks.*



ACTION

Item 10D.

Lunch Price Increase

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 100
FROM:	Tami Hitt-Wyant, Director of Child Nutrition	Reading
DATE:	April 11, 2017	Discuss
SUBJECT:	Request approval to increase lunch prices for the 2017-18 school year	Action X
		Consent

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

SUPPORTING DATA:

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

SUMMARY & RECOMMENDATION:

Using a weight average price increase, I would recommend we increase paid meals at the K-8 level by \$0.15 (this would be a \$27.00 impact if a student ate every lunch at school for the year) and 9-12 meal prices to remain the same as last year. Breakfast prices would remain constant and are the same as 14 years ago.

K-8th

Paid Student Breakfast- \$1.25
Paid Student Lunch - \$2.25

9th – 12th

Paid Student Breakfast - \$1.25
Paid Student Lunch - \$2.75

It is recommended that the Governing Board approve the above weighted increase in lunch prices for school lunches for the 2017-18 school year.

Sample Motion:

I move to approve the increase in lunch prices for the 2017-18 school year as presented.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

ACTION

Item 10E.

Title I Summer School

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <i>IDE</i>
FROM:	Cole Young, Executive Director of Educational Services	Reading
DATE:	April 11, 2017	Discuss
SUBJECT:	Title I Summer School	Action X
		Consent

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

SUPPORTING DATA:

The District administration would like to offer a districtwide Title I summer school to help identified students with their reading deficiencies. As per federal regulations, we can offer a summer school that mirrors our current K-3 schoolwide reading intervention program offered at the elementary schools. Identification of student eligibility will be based on DIBELS benchmark assessment data. Class sizes will be a maximum of 22 students. Summer school dates will run from Monday, June 5 through Thursday, June 29 (four weeks/four days per week) from 8:30am-12:30pm. The allocation that has been set aside through the Title I grant is \$40,000. This amount will cover all expenditures related to the complete funding of Title I Summer School.

We are planning to hire:

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

SUMMARY & RECOMMENDATION:

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

Sample Motion:

I move to approve Title I Summer School as presented above for the 2017 summer school session.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

ACTION

Item 10F.

New Position

Speech Language Pathologist - Assistant

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10F

FROM: Stephanie Rowe, Director of Special Services Reading

DATE: April 11, 2017 Discuss

SUBJECT: Request for approval of a new position, job description, and salary schedule placement for a Speech Language Pathologist Assistant (SLP-A) Action X

OBJECTIVE: Goal #1: Focus on Planning for Future Student Needs

SUPPORTING DATA:

HUSD has contracted Speech Language Pathology (SLP) services for more than ten years. This year, due to the lack of availability, we contracted a Speech Language Pathologist Assistant (SLP-A) to provide services under the supervision of a SLP. Recently, the SLP Team met to discuss options for providing services for students needing speech services when there are limited SLPs available. We researched options, including online therapy and use of a SLP-A. The consensus of the SLP Team was that using a SLP-A was a successful way of meeting student's speech and language needs and believe it would benefit the District to have the option of using SLP-As in the future.

Attached is a job description that is commensurate with other districts using SLP-As. If approved, it is our intention to place the SLP-A position on the Professional Salary Schedule along with the Certified Occupational Therapist Assistant (COTA).

SUMMARY & RECOMMENDATION:

With consideration to the speech and language needs of HUSD students and the limited number of SLPs available, the administration is recommending the establishment of a Speech Language Pathologist Assistant position. This position will be placed on the Professional Salary Schedule along with COTA positions starting at a salary of \$29,780.

Sample Motion

I move to approve a new position, job description, and salary schedule placement for a Speech Language Pathologist Assistant.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Stephanie Rowe @ 759-4040



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JOB DESCRIPTION

JOB TITLE: **SPEECH LANGUAGE PATHOLOGIST ASSISTANT**
DEPARTMENT: Special Services Office
REPORTS TO: Speech Language Pathologist
FLSA STATUS/CLASSIFICATION: Exempt; Classified E
SUPERVISORY DUTIES:
APPROVED ON: xx/xx/2017

SUMMARY: The Speech Language Pathology Assistant is personnel support that performs tasks prescribed, directed, and supervised by ASHA-certified Speech-Language Pathologists.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Conduct speech and language screenings without interpretation, using screening protocols specified by the supervising speech-language pathologist.
- Provide direct treatment assistance, including feeding for nutritional purposes to patients, clients or students except for patients, clients or students with dysphagia, identified by the supervising speech-language pathologist by following written treatment plans, individualized education programs, individual support plans or protocols developed by the supervising speech-language pathologist.
- Document patient, client or student progress toward meeting established objectives as stated in the treatment plan, individual support plan or individualized education program without interpretation of the findings, and report this information to the supervising speech-language pathologist.
- Assist the speech-language pathologist in the collecting and tallying of data for assessment purposes, without interpretation of the data.
- Act as a second-language interpreter during assessments.
- Assist with informal documentation during an intervention session by collecting and tallying data as directed by the speech-language pathologist, preparing materials and assisting with other clerical duties as specified by the supervising speech-language pathologist.
- Schedule activities and prepare charts, records, graphs or other displays of data.
- Perform checks and maintenance of equipment.
- Participate with the speech-language pathologist in research projects, in-service training, and public relations programs.
- Sign and initial treatment notes for review and co-signature by the supervising speech-language pathologist.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing
- Knowledge of current accepted practices in the field of speech pathology
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to perform multiple administrative functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict with professionalism



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JOB DESCRIPTION

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Arizona Department of Health Services License
- Prior professional experience
- Criminal justice/fingerprint clearance

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

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

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

WORK ENVIRONMENT:

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

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



AMERICAN
SPEECH-LANGUAGE-
HEARING
ASSOCIATION

Speech-Language Pathology Assistant Scope of Practice

Speech-Language Pathology Assistant Scope of Practice ad hoc committee

Reference this material as: American Speech-Language-Hearing Association. (2013).
Speech-language pathology assistant scope of practice [Scope of Practice]. Available
from www.asha.org/policy.

Index terms: SLPAs, scope of practice

doi: 10.1044/policy.SP2013-00337

About This Document

This scope of practice for the speech-language pathology assistant (SLPA) was developed by the American Speech-Language-Hearing Association (ASHA) Speech-Language Pathology Assistant Scope of Practice ad hoc committee. It was approved by ASHA's Board of Directors (January 2013). Members of the committee were DeAnne Wellman Owre (chair), Diane L. Eger, Ashley Northam, Mary Jo Schill, Rosemary Scott, Monica Marruffo, and Lemmietta McNeilly (ex officio). Gail J. Richard, vice president for speech-language pathology practice, served as the monitoring vice president. The composition of the ad hoc committee included ASHA-certified speech-language pathologists with specific knowledge and experience working with support personnel in clinical practice in schools, health care, and/or private practice, as well as two members who have served on the ASHA Board of Ethics (Diane L. Eger and Mary Jo Schill).

The document is intended to provide guidance for SLPAs and their supervisors regarding ethical considerations related to the SLPA practice parameters. The document addresses how SLPAs should be utilized and what specific responsibilities are within and outside their roles of clinical practice. Given that standards, licensure, and practice issues vary from state to state, this document delineates ASHA's policy for the use of SLPAs.

Dedication

In loving memory of Lisa Cabiale O'Connor (1937–2012), whose dedication, commitment, and perseverance contributed to ensuring integrity and quality in addressing the topic of SLPAs within the ASHA structure.

Executive Summary

This scope of practice presents a model for the training, use, and supervision of support personnel in speech-language pathology. Support personnel in speech-language pathology, or speech-language pathology assistants (SLPAs), perform tasks as prescribed, directed, and supervised by ASHA-certified speech-language pathologists (SLPs). Support personnel can be used to increase the availability, frequency, and efficiency of services.

Some tasks, procedures, or activities used to treat individuals with communication and related disorders can be performed successfully by individuals other than SLPs if the persons conducting the activity are properly trained and supervised by ASHA-certified and/or licensed SLPs. The decision to shift responsibility for implementation of the more repetitive, mechanical, or routine clinical activities to SLPAs should be made only by qualified professionals and only when the quality of care and level of professionalism will not be compromised. The utilization of evidence and ethical and professional judgment should be at the heart of the selection, management, training, supervision, and use of support personnel.

This scope of practice specifies the qualifications and responsibilities for an SLPA and indicates the tasks that are the exclusive responsibilities of the SLP. Additionally, the document provides guidance regarding ethical considerations when support personnel provide clinical services and outlines the supervisory responsibilities of the supervising SLP.

Introduction

The SLPA scope of practice provides information regarding the training, use, and supervision of assistants in speech-language pathology that was established by the American-Speech-Language-Hearing Association to be applicable in a variety of work settings. Training for SLPAs should be based on the type of tasks specified in their scope of responsibility. Specific education and on-the-job training may be necessary to prepare assistants for unique roles in professional settings (e.g., hospitals and schools).

ASHA has established an associate affiliation program for support personnel in speech-language pathology and audiology. Individuals who are working in this capacity under the direct supervision of ASHA-certified SLPs or audiologists are eligible for this category of affiliation with ASHA.

ASHA has addressed the topic of support personnel in speech-language pathology since the 1960s. In 1967, the Executive Board of ASHA established the Committee on Supportive Personnel and in 1969 the document *Guidelines on the Role, Training and Supervision of the Communicative Aide* was approved by the Legislative Council (LC). In the 1990s, several entities—including committees, a task force, and a consensus panel—were established and the LC passed a position statement, technical report, guidelines, and curriculum content for support personnel. In 2002, ASHA developed an approval process for SLPA programs, and in 2003 a registration process for SLPAs was established. Both were discontinued by vote of the LC because of fiscal concerns. In 2004, a position statement on the training, use, and supervision of support personnel in speech-language pathology was passed by the LC. Since then, the number of SLPAs has increased primarily in schools and private practice settings. Specific guidance from ASHA continues to be requested by ASHA members in many states.

This document does not supersede federal legislation and regulation requirements or any existing state licensure laws, nor does it affect the interpretation or implementation of such laws. The document may serve, however, as a guide for the development of new laws or, at the appropriate time, for revising existing licensure laws.

Statement of Purpose

The purpose of this document is to define what is within and outside the scope of responsibilities for SLPAs who work under the supervision of properly credentialed SLPs. The following aspects are addressed:

- a. parameters for education and professional development for SLPAs;
- b. SLPAs' responsibilities within and outside the scope of practice;
- c. examples of practice settings;
- d. information for others (e.g., special educators, parents, consumers, health professionals, payers, regulators, members of the general public) regarding services SLPAs perform;
- e. information regarding the ethical and liability considerations for the supervising SLP and the SLPA;
- f. supervisory requirements for the SLP and the SLPA.

**Qualification for a
Speech-Language
Pathology Assistant****Minimum Recommended Qualifications for a Speech-Language Pathology Assistant**

An SLPA must complete an approved course of academic study, field work under the supervision of an ASHA-certified and/or licensed SLP, and on-the-job training specific to SLPA responsibilities and workplace behaviors.

The academic course of study must include or be equivalent to

- a. an associate's degree in an SLPA program
- or
- a bachelor's degree in a speech-language pathology or communication disorders program
- and
- b. successful completion of a minimum of one hundred (100) hours of supervised field work experience or its clinical experience equivalent
- and
- c. demonstration of competency in the skills required of an SLPA.

Expectations of a Speech-Language Pathology Assistant

- a. Seek employment only in settings in which direct and indirect supervision are provided on a regular and systematic basis by an ASHA-certified and/or licensed SLP.
- b. Adhere to the responsibilities for SLPAs specified in this document and refrain from performing tasks or activities that are the sole responsibility of the SLP.
- c. Perform only those tasks prescribed by the supervising SLP.
- d. Adhere to all applicable state licensure laws and rules regulating the practice of speech-language pathology, such as those requiring licensure or registration of support personnel.
- e. Conduct oneself ethically within the scope of practice and responsibilities for an SLPA.
- f. Actively participate with the SLP in the supervisory process.
- g. Consider securing liability insurance.
- h. Actively pursue continuing education and professional development activities.

Responsibilities Within the Scope for Speech-Language Pathology Assistants

The supervising SLP retains full legal and ethical responsibility for the students, patients, and clients he or she serves but may delegate specific tasks to the SLPA. The SLPA may execute specific components of a speech and language program as specified in treatment plans developed by the SLP. Goals and objectives listed on the treatment plan and implemented by the SLPA are only those within their scope of responsibilities and are tasks the SLP has determined the SLPA has the training and skill to perform. The SLP must provide at least the minimum specified level of supervision to ensure quality of care to all persons served. The amount of supervision may vary and must depend on the complexity of the case and the experience of the assistant. Under no circumstances should use of the ASHA Code of Ethics or the quality of services provided be diluted or circumvented by the use of an SLPA. Again, the use of an SLPA is optional, and an SLPA should be used only when appropriate.

Provided that the training, supervision, and planning are appropriate, tasks in the following areas of focus may be delegated to an SLPA.

Service Delivery

- a. Self-identify as SLPAs to families, students, patients, clients, staff, and others. This may be done verbally, in writing, and/or with titles on name badges.
- b. Exhibit compliance with The Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations, reimbursement requirements, and SLPAs' responsibilities.
- c. Assist the SLP with speech, language, and hearing screenings **without** clinical interpretation.
- d. Assist the SLP during assessment of students, patients, and clients exclusive of administration and/or interpretation
- e. Assist the SLP with bilingual translation during screening and assessment activities exclusive of interpretation; refer to *Knowledge and Skills Needed by Speech-Language Pathologists and Audiologists to Provide Culturally and Linguistically Appropriate Services* (ASHA 2004).
- f. Follow documented treatment plans or protocols developed by the supervising SLP.
- g. Provide guidance and treatment via telepractice to students, patients, and clients who are selected by the supervising SLP as appropriate for this service delivery model.
- h. Document student, patient, and client performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.
- i. Program and provide instruction in the use of augmentative and alternative communication devices.
- j. Demonstrate or share information with patients, families, and staff regarding feeding strategies developed and directed by the SLP.

- k. Serve as interpreter for patients/clients/students and families who do not speak English.
- l. Provide services under SLP supervision in another language for individuals who do not speak English and English-language learners.

Administrative Support

- a. Assist with clerical duties, such as preparing materials and scheduling activities, as directed by the SLP.
- b. Perform checks and maintenance of equipment.
- c. Assist with departmental operations (scheduling, recordkeeping, safety/maintenance of supplies and equipment).

Prevention and Advocacy

- a. Present primary prevention information to individuals and groups known to be at risk for communication disorders and other appropriate groups; promote early identification and early intervention activities.
- b. Advocate for individuals and families through community awareness, health literacy, education, and training programs to promote and facilitate access to full participation in communication, including the elimination of societal, cultural, and linguistic barriers.
- c. Provide information to emergency response agencies for individuals who have communication and/or swallowing disorders.
- d. Advocate at the local, state, and national levels for improved public policies affecting access to services and research funding.
- e. Support the supervising SLP in research projects, in-service training, public relations programs, and marketing programs.
- f. Participate actively in professional organizations.

Responsibilities Outside the Scope for Speech- Language Pathology Assistants

There is potential for misuse of an SLPA, particularly when responsibilities are delegated by administrative or nonclinical staff without the approval of the supervising SLP. It is highly recommended that the *ASHA Scope of Practice for Speech-Language Pathology Assistants* (ASHA, 2007) and the *ASHA Code of Ethics* (ASHA, 2010a) be reviewed with all personnel involved when employing an SLPA. It should be emphasized that an individual's communication or related disorder and/or other factors may preclude the use of services from anyone other than an ASHA-certified and/or licensed SLP. The SLPA should not perform any task without the approval of the supervising SLP. The student, patient, or client should be informed that he or she is receiving services from an SLPA under the supervision of an SLP.

The SLPA should NOT engage in the following:

- a. represent himself or herself as an SLP;
- b. perform standardized or nonstandardized diagnostic tests, formal or informal evaluations, or swallowing screenings/checklists;
- c. perform procedures that require a high level of clinical acumen and technical skill (e.g., vocal tract prosthesis shaping or fitting, vocal tract imaging and oral pharyngeal swallow therapy with bolus material);
- d. tabulate or interpret results and observations of feeding and swallowing evaluations performed by SLPs;
- e. participate in formal parent conferences, case conferences, or any interdisciplinary team without the presence of the supervising SLP or other designated SLP;
- f. provide interpretative information to the student/patient/client, family, or others regarding the patient/client status or service;
- g. write, develop, or modify a student's, patient's, or client's treatment plan in any way;
- h. assist with students, patients, or clients without following the individualized treatment plan prepared by the certified SLP and/or without access to supervision;
- i. sign any formal documents (e.g., treatment plans, reimbursement forms, or reports; the SLPA **should** sign or initial informal treatment notes for review and co-sign with the supervising SLP as requested);
- j. select students, patients, or clients for service;
- k. discharge a student, patient, or client from services;
- l. make referrals for additional service;
- m. disclose clinical or confidential information either orally or in writing to anyone other than the supervising SLP (the SLPA must comply with current HIPPA and FERPA guidelines) unless mandated by law;
- n. develop or determine the swallowing strategies or precautions for patients, family, or staff;
- o. treat medically fragile students/patients/clients independently;
- p. design or select augmentative and alternative communication systems or devices.

PEORIA UNIFIED SCHOOL DISTRICT

SLP-CCC 59,937

SLPA-AA 29,996

SLPA-BA 34,469

DEER VALLEY UNIFIED SCHOOL DISTRICT

SLP-CCC 52,123

SLPA 31,395

DYSART UNIFIED SCHOOL DISTRICT

SPEECH LANGUAGE PATHOLOGIST ASSISTANT 19.28 -30.64 per hour (classified)

HUMBOLDT UNIFIED SCHOOL DISTRICT

SLP-CCC 49,610

SLPA ?????? 29,766 (60% of SLP-CCC pay)

ACTION

Item 10G.

Contract Language

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	106
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading	
DATE:	April 11, 2017	Discuss	
SUBJECT:	Approval of 2017-2018 Classified, Certified, and Administrator Contract Language	Action	X
		Consent	
<hr/>			
OBJECTIVE:	Board Governance		

SUPPORTING DATA

Attached, you will find proposed 2017-2018 classified work notice language (*4+ hours and less than 20 hours/week*), proposed 2017-2018 classified term contract language (*12 month and less than 12 month*), proposed 2017-2018 certified contract language, proposed 2017-2018 psychologist contract language, and proposed 2017-2018 administrative contract language. In addition to obvious changes in date ranges, proposed changes are based on advice of legal counsel and District needs. All proposed changes are underlined, and deletions are indicated by ~~strikethrough~~.

All changes were approved by legal counsel.

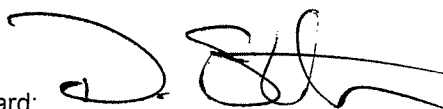
SUMMARY & RECOMMENDATION

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

Sample Motion

- *I move to approve the attached 2017-2018 contract language for certified employees, psychologists and for certified administrators.*
- *I move to approve the attached 2017-2018 contract language for 12 month classified term employees and for classified term employees working less than 12 month contracts.*
- *I move to approve the attached 2017-2018 classified at-will work notice language for employees working four or more hours per day and for classified employees working less than 20 hours per week.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

CLASSIFIED STAFF AT WILL NOTICE [CONTRACT] LANGUAGE

Before Print Detail:

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

After Print Detail:

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

~~Contingent on the passage of Proposition 123 or other legislative action increasing the Humboldt Unified School District's budget capacity, the District may receive additional funds to its base level operating budget. In the event the District's base level funding increases by the projected amount, Employee will be placed on the corresponding column and step of the alternate salary schedule approved by the HUSD Governing Board on April 12, 2016.~~

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

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

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

EMPLOYEE'S SIGNATURE

DATE

CLASSIFIED STAFF AT WILL NOTICE [CONTRACT] LESS THAN 4 HOURS PER DAY 20
HOURS PER WEEK LANGUAGE

Before Print Detail:

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

After Print Detail:

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

~~Contingent on the passage of Proposition 123 or other legislative action increasing the Humboldt Unified School District's budget capacity, the District may receive additional funds to its base level operating budget. In the event the District's base level funding increases by the projected amount, Employee will be placed on the corresponding column and step of the alternate salary schedule approved by the HUSD Governing Board on April 12, 2016.~~

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

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

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

EMPLOYEE SIGNATURE

DATE

TERM CONTRACT FOR CLASSIFIED EMPLOYEE 12 MONTHS LANGUAGE

Before Print Detail:

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

After Print Detail:

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

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

~~Contingent on the passage of Proposition 123 or other legislative action increasing the Humboldt Unified School District's budget capacity, the District may receive additional funds to its base level operating budget. In the event the District's base level funding increases by the projected amount, Employee will be placed on the corresponding column and step of the alternate salary schedule approved by the HUSD Governing Board on April 12, 2016.~~

3. Funding and Possible Reductions. This contract and the salary above ~~is~~ are offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2017-2018. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2017-2018 school year. If so, one or more of the following may occur:

A. A reduction in the number of staff.

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

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

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

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

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

6. Benefits. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe

TERM CONTRACT FOR CLASSIFIED EMPLOYEE 12 MONTHS LANGUAGE

benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

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

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

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

EMPLOYEE:

GOVERNING BOARD PRESIDENT:

DATE: _____

DATE: _____

TERM CONTRACT FOR CLASSIFIED EMPLOYEE LESS THAN 12 MONTHS LANGUAGE

Before Print Detail:

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

After Print Detail:

1. General. Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.
2. Compensation. In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board.

~~Contingent on the passage of Proposition 123 or other legislative action increasing the Humboldt Unified School District's budget capacity, the District may receive additional funds to its base level operating budget. In the event the District's base level funding increases by the projected amount, Employee will be placed on the corresponding column and step of the alternate salary schedule approved by the HUSD Governing Board on April 12, 2016.~~

3. Funding and Possible Reductions. This contract and the salary above are offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2017-2018. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2017-2018 school year. If so, one or more of the following may occur:

- A. A reduction in the number of staff.
- B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).
- C. A reduction in assigned work hours of not to exceed 10%.
- D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

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

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

6. Benefits. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.

TERM CONTRACT FOR CLASSIFIED EMPLOYEE LESS THAN 12 MONTHS LANGUAGE

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

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

This contract was delivered electronically

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

EMPLOYEE:

GOVERNING BOARD PRESIDENT:

DATE: _____

DATE: _____

CERTIFIED CONTRACT LANGUAGE

Before Print 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 Print 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.

~~Contingent on the passage of Proposition 123 or other legislative action increasing the Humboldt Unified School District's budget capacity, the District may receive additional funds to its base level operating budget. In the event the District's base level funding increases by the projected amount, Employee will be placed on the corresponding column and step of the alternate salary schedule approved by the HUSD Governing Board on April 12, 2016.~~

In addition to the salary above, for the term of this contract only, FY 2017-2018, Employee will receive the equivalent of a one-time step.

If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2017-18 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.

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 2017-2018. 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 2017-2018 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.

CERTIFIED CONTRACT LANGUAGE

- 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 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 2018-2019 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

CERTIFIED CONTRACT LANGUAGE

to renewal, teacher is not entitled to a hearing or other protections under A.R.S. § 15-538 through 15-543 and specifically agrees to the terms of A.R.S. § 38-766.01, incorporated herein by reference.

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

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

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

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

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

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

*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):

☐ Personal delivery on _____, 2017
☐ Certified employee mailbox/email on _____, 2017
☐ U.S. mail sent on _____, 2017

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

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

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

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

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

CERTIFIED PSYCHOLOGIST CONTRACT LANGUAGE

Before Print 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 Print Detail:

~~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.~~

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.

~~Contingent on the passage of Proposition 123 or other legislative action increasing the Humboldt Unified School District's budget capacity, the District may receive additional funds to its base level operating budget. In the event the District's base level funding increases by the projected amount, Employee will be placed on the corresponding column and step of the alternate salary schedule approved by the HUSD Governing Board on April 12, 2016.~~

In addition to the salary above, for the term of this contract only, FY 2017-2018, Employee will receive the equivalent of a one-time step.

If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2017-18 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.

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 2017-2018. 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 2017-2018 school year. If so, one or more of the following may occur:

CERTIFIED PSYCHOLOGIST CONTRACT LANGUAGE

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

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

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

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

A. Valid Arizona certificate(s) for the position;

B. Valid fingerprint clearance card;

C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;

D. Verification of previous employment, if applicable.

E. If applicable based on subject area assigned, employee must meet requirements to be considered a "Highly Qualified teacher" under the No Child Left Behind Act.

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

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

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

9. 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.

10. Employee Resignation - Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. If Employee resigns without approval, District will incur expenses which are difficult to determine. Employee shall pay District the sum of \$500.00 in liquidated damages as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other

CERTIFIED PSYCHOLOGIST CONTRACT LANGUAGE

amount owed to Employee by District on termination. The Governing Board may waive this payment if the Employee's leaving is for circumstances beyond the Employee's control.

11. 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.

12. 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.

13. 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.

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

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

*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):

☐ Personal delivery on _____, 2017
☐ Certified employee mailbox/email on _____, 2017
☐ U.S. mail sent on _____, 2017

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

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

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

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

EMPLOYEE:

GOVERNING BOARD:

DATE: _____

ADMINISTRATOR CERTIFIED CONTRACT LANGUAGE

Before Print Detail:

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

After Print Detail:

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

2. Term - This contract shall be for a term of July 1, 2017 through June 30, 2018, unless shortened by a revised start or end date, above.

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

~~Contingent on the passage of Proposition 123 or other legislative action increasing the Humboldt Unified School District's budget capacity, the District may receive additional funds to its base level operating budget. In the event the District's base level funding increases by the projected amount, Employee will be placed on the corresponding column and step of the alternate salary schedule approved by the HUSD Governing Board on April 12, 2016.~~

In addition to the salary above, for the term of this contract only, FY 2017-2018, Employee will receive the equivalent of a one-time step.

If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2017-18 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.

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 2017-2018. 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 2017-2018 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.

ADMINISTRATOR CERTIFIED CONTRACT LANGUAGE

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

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

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

A. Valid Arizona certificate(s) for the position;

B. Valid fingerprint clearance card;

C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;

D. Verification of previous employment, if applicable.

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

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

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

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

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

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

ADMINISTRATOR CERTIFIED CONTRACT LANGUAGE

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

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

*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):

____ Personal delivery on _____, 2017

____ Administrator mailbox/email on _____, 2017

____ U.W. mail sent on _____, 2017

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

EMPLOYEE:

DATE: _____

GOVERNING BOARD

DATE: _____

ACTION

Item 10H.

2017-18 Salary Schedules
Certified/Classified
&
Increase for Eligible Employees

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 H
FROM:	Daniel Streeter, Superintendent Jim Bogner, Assistant Superintendent-Operations	Reading	
DATE:	April 11, 2017	Discuss	
SUBJECT:	Approval of Certified and Classified Salary Schedules 2017-2018 School Year	Action	X
		Consent	
<hr/>			
OBJECTIVE:	Board Governance		

SUPPORTING DATA

The Professional and Support Staff Meet and Confer Committee met over several months to discuss wage and work conditions. After a review of all options, the committee, upon review of the budget projections for 2017-2018, came to agreement on their recommendations.

SUMMARY & RECOMMENDATION

The recommendation from the Professional and Support Staff Meet and Confer Committee is to approve the attached Certified Salary, Nurse Salary, OT/PT Salary, and Classified Pay Schedules for the 2017-2018 school year.

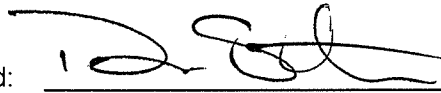
The Committee also recommends that all eligible classified staff, except those who received an increase to \$10.00 per hour on January 1, 2017, receive a one-step increase on the classified salary schedule. Those classified employees receiving the increase to \$10.00 per hour in January 2017 and others, will be eligible for an increase to \$10.50 per hour on January 1, 2018, pending Board approval.

In addition, the Committee recommends that all eligible certified, professional and administrative staff receive the equivalent of a step on their respective salary schedule in the form of a one-time payment.

Sample Motion

I move to approve the attached 2017-2018 Certified Salary Schedule, 2017-2018 Nurse Salary Schedule, 2017-2018 OT/PT Salary Schedule, 2017-2018 Classified Pay Schedule, and to approve contracts and work agreements to be issued with a one-step increase as clarified above.

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

Daniel Streeter, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

CERTIFIED SALARY SCHEDULE

Board approved:

2017-2018

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
2017-2018 NEW HIRE PLACEMENT YEARS EXPERIENCE	Bachelor's →	BA or 1st Certificate	BA +12	BA +24	BA +40	BA +52	BA +64	BA +76	---	---	---
	Master's →	---	---	---	MA	MA +12	MA +24	MA +36	MA +48	MA +60	Ed. D. Ph.D.
0-3	Step 2	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
4	Step 3	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
5+	Step 4	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
Note: For 2017-2018, a new employee to the District with 0-3 years of prior experience will be placed on Step 2, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 3. A new employee with 5+ years will be placed on Step 4.	Step 5	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	Step 6	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	Step 7	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	Step 8	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610
	Step 9		39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610
	Step 10		40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610
	Step 11		41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610	49,610
	Step 12			43,610	44,610	45,610	46,610	47,610	48,610	49,610	50,610
	Step 13			44,610	45,610	46,610	47,610	48,610	49,610	50,610	51,610
	Step 14				46,610	47,610	48,610	49,610	50,610	51,610	52,610
	Step 15				47,610	48,610	49,610	50,610	51,610	52,610	53,610
	Step 16				48,610	49,610	50,610	51,610	52,610	53,610	54,610
	Step 17				49,610	50,610	51,610	52,610	53,610	54,610	55,610
	Step 18				50,610	51,610	52,610	53,610	54,610	55,610	56,610
	Step 19				51,610	52,610	53,610	54,610	55,610	56,610	57,610
	Step 20					53,610	54,610	55,610	56,610	57,610	58,610
	Step 21						55,610	56,610	57,610	58,610	59,610
	Step 22						56,610	57,610	58,610	59,610	60,610
	Step 23							58,610	59,610	60,610	61,610
	Step 24								60,610	61,610	62,610
	Step 25									62,610	63,610

In addition to the salary from the above schedule, which is paid bi-weekly, teachers are eligible to receive additional 2017-2018 income from Prop 301 funds. Humboldt Unified School District pays more Prop 301 dollars to teachers than most other districts in Arizona. The amount for the 2017-2018 school year will be determined when established by the State.

An employee on the last step of a column is eligible for a longevity increase equal to one step on the salary schedule the year following placement on the last step. After five years the employee will be eligible for an additional longevity increase equal to one step on the salary schedule.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Daniel Streeter, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

NURSE SALARY SCHEDULE

Board Approved:

2017-2018

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
2017-2018 NEW HIRE PLACEMENT YRS. EXP.	Step	No Degree	BA	BA +12	BA +24	BA +40 MA	BA +52 MA +12	BA +64 MA +24	BA +76 MA +36	MA +48	MA +60	Ed.D Ph.D
0-3	2	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
4	3	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
5+	4	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
Note: For 2017-2018, a new employee to the District with 0-3 years of prior experience will be placed on Step 2, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 3. A new employee with 5+ years will be placed on Step 4.	5	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	6	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	7	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	8	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610
	9		38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610
	10			40,610	41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610
	11			41,610	42,610	43,610	44,610	45,610	46,610	47,610	48,610	49,610
	12				43,610	44,610	45,610	46,610	47,610	48,610	49,610	50,610
	13				44,610	45,610	46,610	47,610	48,610	49,610	50,610	51,610
	14					46,610	47,610	48,610	49,610	50,610	51,610	52,610
	15					47,610	48,610	49,610	50,610	51,610	52,610	53,610
	16					48,610	49,610	50,610	51,610	52,610	53,610	54,610
	17					49,610	50,610	51,610	52,610	53,610	54,610	55,610
	18					50,610	51,610	52,610	53,610	54,610	55,610	56,610
	19					51,610	52,610	53,610	54,610	55,610	56,610	57,610
	20						53,610	54,610	55,610	56,610	57,610	58,610
	21							55,610	56,610	57,610	58,610	59,610
	22							56,610	57,610	58,610	59,610	60,610
	23								58,610	59,610	60,610	61,610
	24									60,610	61,610	62,610
	25										62,610	63,610

An employee on the last step of a column is eligible for a longevity increase equal to one step on the salary schedule the year following placement on the last step. After five years the employee will be eligible for an additional longevity increase equal to one step on the salary schedule.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Daniel Streeter, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

OT/PT SALARY SCHEDULE 2017-2018

Board Approved:

When OT's PT's, and COTA's are placed on a salary schedule, the following conditions apply:

1. They are placed on the Teacher Work Year calendar (187 for new employees, 185 for continuing).
2. The salary has no extra pay for the two (2) extra days worked during the first year.
3. Three (3) "personal days" are available, with an additional two (2) "personal from sick" possible.
4. Sick leave accrues at a rate of one (1) per month.
5. There are no paid vacation days...payment is for days worked only.
6. Each horizontal or vertical step, when given, is worth \$1,000.
7. They are not eligible for Prop 301 funds.
8. A new hire is placed on Step 1 in the appropriate education column.

Step	Grade 2		Grade 3		Grade 4		Grade 5	
	BA	OT/PT Hourly	MA	OT/PT Hourly	MA60	OT/PT Hourly	Ed. D. Ph.D.	OT/PT Hourly
1	\$60,946	\$41.18	61,946	\$41.86	62,946	\$42.53	63,946	\$43.21
2	61,946	\$41.86	62,946	\$42.53	63,946	\$43.21	64,946	\$43.88
3	62,946	\$42.53	63,946	\$43.21	64,946	\$43.88	65,946	\$44.56
4	63,946	\$43.21	64,946	\$43.88	65,946	\$44.56	66,946	\$45.23
5	64,946	\$43.88	65,946	\$44.56	66,946	\$45.23	67,946	\$45.91
6	65,946	\$44.56	66,946	\$45.23	67,946	\$45.91	68,946	\$46.59
7	66,946	\$45.23	67,946	\$45.91	68,946	\$46.59	69,946	\$47.26
8	67,946	\$45.91	68,946	\$46.59	69,946	\$47.26	70,946	\$47.94
9	68,946	\$46.59	69,946	\$47.26	70,946	\$47.94	71,946	\$48.61
10	69,946	\$47.26	70,946	\$47.94	71,946	\$48.61	72,946	\$49.29

This salary schedule will remain in effect for all Occupational Therapists and Physical Therapists hired prior to 4/13/16.

An employee on the last step of a column is eligible for a longevity increase equal to one step on the salary schedule the year following placement on the last step. After five years the employee will be eligible for an additional longevity increase equal to one step on the salary schedule.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Daniel Streeter, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

CLASSIFIED PAY SCHEDULE

Board Approved:

2017-2018

Step	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7	CLASS 8
A		\$10.00	\$10.00	\$10.00	\$10.03	\$10.53	\$11.03	\$11.53
B		\$10.00	\$10.00	\$10.00	\$10.28	\$10.78	\$11.28	\$11.78
C		\$10.00	\$10.00	\$10.03	\$10.53	\$11.03	\$11.53	\$12.03
D		\$10.00	\$10.00	\$10.28	\$10.78	\$11.28	\$11.78	\$12.28
E		\$10.00	\$10.03	\$10.53	\$11.03	\$11.53	\$12.03	\$12.53
F		\$10.00	\$10.28	\$10.78	\$11.28	\$11.78	\$12.28	\$12.78
G		\$10.03	\$10.53	\$11.03	\$11.53	\$12.03	\$12.53	\$13.03
H		\$10.28	\$10.78	\$11.28	\$11.78	\$12.28	\$12.78	\$13.28
I		\$10.53	\$11.03	\$11.53	\$12.03	\$12.53	\$13.03	\$13.53
J		\$10.78	\$11.28	\$11.78	\$12.28	\$12.78	\$13.28	\$13.78
K		\$11.03	\$11.53	\$12.03	\$12.53	\$13.03	\$13.53	\$14.03
L		\$11.28	\$11.78	\$12.28	\$12.78	\$13.28	\$13.78	\$14.28
M		\$11.53	\$12.03	\$12.53	\$13.03	\$13.53	\$14.03	\$14.53
N		\$11.78	\$12.28	\$12.78	\$13.28	\$13.78	\$14.28	\$14.78
O		\$12.03	\$12.53	\$13.03	\$13.53	\$14.03	\$14.53	\$15.03
P		\$12.28	\$12.78	\$13.28	\$13.78	\$14.28	\$14.78	\$15.28
Q		\$12.53	\$13.03	\$13.53	\$14.03	\$14.53	\$15.03	\$15.53
R		\$12.78	\$13.28	\$13.78	\$14.28	\$14.78	\$15.28	\$15.78
S		\$13.03	\$13.53	\$14.03	\$14.53	\$15.03	\$15.53	\$16.03
T		\$13.28	\$13.78	\$14.28	\$14.78	\$15.28	\$15.78	\$16.28

Step	CLASS 9	CLASS 10	CLASS 11	CLASS 12	CLASS 13	CLASS 14	CLASS 15	CLASS 16
A	\$12.03	\$12.53	\$13.53	\$14.53	\$15.53	\$16.53	\$17.53	\$18.53
B	\$12.28	\$12.78	\$13.78	\$14.78	\$15.78	\$16.78	\$17.78	\$18.78
C	\$12.53	\$13.03	\$14.03	\$15.03	\$16.03	\$17.03	\$18.03	\$19.03
D	\$12.78	\$13.28	\$14.28	\$15.28	\$16.28	\$17.28	\$18.28	\$19.28
E	\$13.03	\$13.53	\$14.53	\$15.53	\$16.53	\$17.53	\$18.53	\$19.53
F	\$13.28	\$13.78	\$14.78	\$15.78	\$16.78	\$17.78	\$18.78	\$19.78
G	\$13.53	\$14.03	\$15.03	\$16.03	\$17.03	\$18.03	\$19.03	\$20.03
H	\$13.78	\$14.28	\$15.28	\$16.28	\$17.28	\$18.28	\$19.28	\$20.28
I	\$14.03	\$14.53	\$15.53	\$16.53	\$17.53	\$18.53	\$19.53	\$20.53
J	\$14.28	\$14.78	\$15.78	\$16.78	\$17.78	\$18.78	\$19.78	\$20.78
K	\$14.53	\$15.03	\$16.03	\$17.03	\$18.03	\$19.03	\$20.03	\$21.03
L	\$14.78	\$15.28	\$16.28	\$17.28	\$18.28	\$19.28	\$20.28	\$21.28
M	\$15.03	\$15.53	\$16.53	\$17.53	\$18.53	\$19.53	\$20.53	\$21.53
N	\$15.28	\$15.78	\$16.78	\$17.78	\$18.78	\$19.78	\$20.78	\$21.78
O	\$15.53	\$16.03	\$17.03	\$18.03	\$19.03	\$20.03	\$21.03	\$22.03
P	\$15.78	\$16.28	\$17.28	\$18.28	\$19.28	\$20.28	\$21.28	\$22.28
Q	\$16.03	\$16.53	\$17.53	\$18.53	\$19.53	\$20.53	\$21.53	\$22.53
R	\$16.28	\$16.78	\$17.78	\$18.78	\$19.78	\$20.78	\$21.78	\$22.78
S	\$16.53	\$17.03	\$18.03	\$19.03	\$20.03	\$21.03	\$22.03	\$23.03
T	\$16.78	\$17.28	\$18.28	\$19.28	\$20.28	\$21.28	\$22.28	\$23.28

An employee on the last step of a column is eligible for a longevity increase equal to one step on the salary schedule the year following placement on the last step. After five years the employee will be eligible for an additional longevity increase equal to one step on the salary schedule.

ACTION

Item 10I.

Policy Revision

GCBA – Professional Staff Salary Schedules

(Second Reading)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 I
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading	X
DATE:	April 11, 2017	Discuss	
SUBJECT:	Policy Revision - GCBA Professional Staff Salary Schedules Second Reading	Action	X
		Consent	
<hr/>			
OBJECTIVE:	Board Governance		

SUPPORTING DATA

When granting credit for salary advancement, HUSD typically requires that both undergraduate and graduate coursework be directly related to the teacher's subject specialization. This is specifically stated on the Professional Staff Development Request form. It was brought to the District's attention that this requirement in policy GCBA was clear for undergraduate coursework but unclear for graduate level coursework.

The current policy states:

After being employed, the employee may move horizontally on the salary schedule by completing graduate level university courses.

The recommended additional language is:

After being employed, the employee may move horizontally on the salary schedule by completing graduate level university courses that are directly related to their subject specialization or are a clear benefit to the District.

ASBA staff was asked to review the policy and supported this clarification. The additional language was also reviewed and supported by a sub-committee of Meet and Confer. Both groups suggested and supported adding the Professional Staff Development Request form as an exhibit to Policy GCBA.

SUMMARY & RECOMMENDATION

In order to bring clarity, understanding and alignment to the process of granting credit for coursework, we are recommending the addition of the language listed above to Policy GCBA.

The First Reading was held during a regular meeting of the Governing Board on March 7, 2017.

Upon approval the policy will become effective immediately and will be added to the current Policy Manual.

Sample Motion

I move to adopt Policy GCBA-Professional Staff Salary Schedules as revised, and to add the Professional Staff Development Request Form as an exhibit to Policy GCBA.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

PERSONNEL

Item 11A.

2017-18 Contracts
Admin/Director/Psychologist
&
2017-18 Salary Schedules
Admin/Professional

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	11A
FROM:	Jim Bogner, Assistant Superintendent - Operations	Reading	
DATE:	April 11, 2017	Discuss	
SUBJECT:	Approve 2017-2018 Administrator, Director, Psychologist Contracts, and 2017-2018 Administrative and Professional Salary Schedules	Action	X
		Consent	

OBJECTIVE:	Board Governance
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SUPPORTING DATA

During the 2016-2017 school year, all Administrators and Directors were evaluated by the Superintendent or Assistant Superintendent. Psychologists are evaluated by the Director of Special Services. Based on both formal and informal evaluation components, the following Administrators, Directors, and Psychologists have been performing their duties successfully.

SUMMARY & RECOMMENDATION

Looking ahead, the following professionals are needed next year to effectively accomplish the District's goals on behalf of the community and students we serve. It is recommended, therefore, that 2017-2018 contracts be offered to the following individuals. Further, it is recommended that the Governing Board approve the attached 2017-2018 Administrative and Professional Staff Salary Schedules.

Cynthia Windham, Executive Director of Finance
Mary Kaye Schrenk, Internal Audit Manager
Danny Brown, Executive Director of Federal Programs/Special Programs
Cole Young, Executive Director of Educational Services
Stephanie Rowe, Executive Director of Special Education Services
Patricia Bitsilly, Assistant Director of Special Education Services
Jim Bogner, Assistant Superintendent
Tami Hitt-Wyant, Director of Food and Nutrition
Patrick Keeling, Director of Information Technology
Ken Johnson, Director of Maintenance
Ken Fox, Director of Transportation
Jessica Bennett, Bradshaw Mountain Middle School Principal
Kort Miner, Bradshaw Mountain High School Principal
Rick Bradshaw, Bradshaw Mountain High School Assistant Principal
Laura Goligoski, Bradshaw Mountain High School Assistant Principal
Mark Ernster, Bradshaw Mountain High School Assistant Principal/Athletic Director
Melissa Tannehill, Glassford Hill Middle School Principal
Beth Denman, Glassford Hill Middle School Assistant Principal
Danette Derickson, Liberty Traditional School Principal
Kevin Knaack, Liberty Traditional School Assistant Principal
Candice Blakely-Stump, Coyote Springs Elementary School Principal
Sara Schnoor, Granville Elementary School Principal
Aimee Fleming, Lake Valley Elementary School Principal
JoAnne Bindell, Mountain View Elementary School Principal
Bradley Call, Psychologist
Christine Burnett, Psychologist
Nicole Klassen, Psychologist
Christine Harris, Psychologist

Sample Motion

I move to approve the issuance of 2017-2018 administrative and psychologist contracts for the Administrators, Directors, and Psychologists as presented and approve the attached 2017-2018 Administrative and Professional Staff Salary Schedules

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

Questions should be directed to: Jim Bogner, 759-4000

Humboldt Unified School District #22

2017-18 ADMINISTRATIVE SALARY SCHEDULE

All positions are 12 month positions, unless otherwise noted. Contracts may be pro-rated if shorter than normal.

Board Approved:

HIGH SCHOOL PRINCIPAL (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$79,305	\$79,805	\$80,305	\$80,805
Step 2		\$80,891	\$81,401	\$81,911	\$82,421
Step 3		\$82,477	\$82,997	\$83,517	\$84,037
Step 4		\$84,063	\$84,593	\$85,123	\$85,653
Step 5		\$85,649	\$86,189	\$86,729	\$87,269
Step 6		\$87,236	\$87,786	\$88,336	\$88,886
Step 7		\$88,822	\$89,382	\$89,942	\$90,502
Step 8		\$90,408	\$90,978	\$91,548	\$92,118
Step 9		\$91,994	\$92,574	\$93,154	\$93,734
Step 10		\$93,580	\$94,170	\$94,760	\$95,350
Step 11		\$95,166	\$95,766	\$96,366	\$96,966

HIGH SCHOOL ASSISTANT PRINCIPAL (11 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$58,905	\$59,405	\$59,905	\$60,405
Step 2		\$60,083	\$60,593	\$61,103	\$61,613
Step 3		\$61,261	\$61,781	\$62,301	\$62,821
Step 4		\$62,439	\$62,969	\$63,499	\$64,029
Step 5		\$63,617	\$64,157	\$64,697	\$65,237
Step 6		\$64,796	\$65,346	\$65,896	\$66,446
Step 7		\$65,974	\$66,534	\$67,094	\$67,654
Step 8		\$67,152	\$67,722	\$68,292	\$68,862
Step 9		\$68,330	\$68,910	\$69,490	\$70,070
Step 10		\$69,508	\$70,098	\$70,688	\$71,278
Step 11		\$70,686	\$71,286	\$71,886	\$72,486

MIDDLE SCHOOL PRINCIPAL (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$67,065	\$67,565	\$68,065	\$68,565
Step 2		\$68,406	\$68,916	\$69,426	\$69,936
Step 3		\$69,748	\$70,268	\$70,788	\$71,308
Step 4		\$71,089	\$71,619	\$72,149	\$72,679
Step 5		\$72,430	\$72,970	\$73,510	\$74,050
Step 6		\$73,772	\$74,322	\$74,872	\$75,422
Step 7		\$75,113	\$75,673	\$76,233	\$76,793
Step 8		\$76,454	\$77,024	\$77,594	\$78,164
Step 9		\$77,795	\$78,375	\$78,955	\$79,535
Step 10		\$79,137	\$79,727	\$80,317	\$80,907
Step 11		\$80,478	\$81,078	\$81,678	\$82,278

MIDDLE SCHOOL ASSISTANT PRINCIPAL (11 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$55,845	\$56,345	\$56,845	\$57,345
Step 2		\$56,962	\$57,472	\$57,982	\$58,492
Step 3		\$58,079	\$58,599	\$59,119	\$59,639
Step 4		\$59,196	\$59,726	\$60,256	\$60,786
Step 5		\$60,313	\$60,853	\$61,393	\$61,933
Step 6		\$61,430	\$61,980	\$62,530	\$63,080
Step 7		\$62,546	\$63,106	\$63,666	\$64,226
Step 8		\$63,663	\$64,233	\$64,803	\$65,373
Step 9		\$64,780	\$65,360	\$65,940	\$66,520
Step 10		\$65,897	\$66,487	\$67,077	\$67,667
Step 11		\$67,014	\$67,614	\$68,214	\$68,814

ELEMENTARY SCHOOL PRINCIPAL (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$64,005	\$64,505	\$65,005	\$65,505
Step 2		\$65,285	\$65,795	\$66,305	\$66,815
Step 3		\$66,565	\$67,085	\$67,605	\$68,125
Step 4		\$67,845	\$68,375	\$68,905	\$69,435
Step 5		\$69,125	\$69,665	\$70,205	\$70,745
Step 6		\$70,406	\$70,956	\$71,506	\$72,056
Step 7		\$71,686	\$72,246	\$72,806	\$73,366
Step 8		\$72,966	\$73,536	\$74,106	\$74,676
Step 9		\$74,246	\$74,826	\$75,406	\$75,986
Step 10		\$75,526	\$76,116	\$76,706	\$77,296
Step 11		\$76,806	\$77,406	\$78,006	\$78,606

ELEMENTARY SCHOOL PRINCIPAL (12 MONTH: <400 Students)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$61,965	\$62,465	\$62,965	\$63,465
Step 2		\$63,204	\$63,714	\$64,224	\$64,734
Step 3		\$64,444	\$64,964	\$65,484	\$66,004
Step 4		\$65,683	\$66,213	\$66,743	\$67,273
Step 5		\$66,922	\$67,462	\$68,002	\$68,542
Step 6		\$68,162	\$68,712	\$69,262	\$69,812
Step 7		\$69,401	\$69,961	\$70,521	\$71,081
Step 8		\$70,640	\$71,210	\$71,780	\$72,350
Step 9		\$71,879	\$72,459	\$73,039	\$73,619
Step 10		\$73,119	\$73,709	\$74,299	\$74,889
Step 11		\$74,358	\$74,958	\$75,558	\$76,158

EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$70,125	\$70,625	\$71,125	\$71,625
Step 2		\$71,528	\$72,038	\$72,548	\$73,058
Step 3		\$72,930	\$73,450	\$73,970	\$74,490
Step 4		\$74,333	\$74,863	\$75,393	\$75,923
Step 5		\$75,735	\$76,275	\$76,815	\$77,355
Step 6		\$77,138	\$77,688	\$78,238	\$78,788
Step 7		\$78,540	\$79,100	\$79,660	\$80,220
Step 8		\$79,943	\$80,513	\$81,083	\$81,653
Step 9		\$81,345	\$81,925	\$82,505	\$83,085
Step 10		\$82,748	\$83,338	\$83,928	\$84,518
Step 11		\$84,150	\$84,750	\$85,350	\$85,950

EXECUTIVE DIRECTOR OF SPECIAL EDUCATION SERVICES (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$73,185	\$73,685	\$74,185	\$74,685
Step 2		\$74,649	\$75,159	\$75,669	\$76,179
Step 3		\$76,112	\$76,632	\$77,152	\$77,672
Step 4		\$77,576	\$78,106	\$78,636	\$79,166
Step 5		\$79,040	\$79,580	\$80,120	\$80,660
Step 6		\$80,504	\$81,054	\$81,604	\$82,154
Step 7		\$81,967	\$82,527	\$83,087	\$83,647
Step 8		\$83,431	\$84,001	\$84,571	\$85,141
Step 9		\$84,895	\$85,475	\$86,055	\$86,635
Step 10		\$86,358	\$86,948	\$87,538	\$88,128
Step 11		\$87,822	\$88,422	\$89,022	\$89,622

EXECUTIVE DIRECTOR OF FINANCE & OPERATIONS (12 MONTH)

INTERNAL AUDIT MANAGER (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$77,265	\$77,765	\$78,265	\$78,765
Step 2		\$78,810	\$79,320	\$79,830	\$80,340
Step 3		\$80,356	\$80,876	\$81,396	\$81,916
Step 4		\$81,901	\$82,431	\$82,961	\$83,491
Step 5		\$83,446	\$83,986	\$84,526	\$85,066
Step 6		\$84,992	\$85,542	\$86,092	\$86,642
Step 7		\$86,537	\$87,097	\$87,657	\$88,217
Step 8		\$88,082	\$88,652	\$89,222	\$89,792
Step 9		\$89,627	\$90,207	\$90,787	\$91,367
Step 10		\$91,173	\$91,763	\$92,353	\$92,943
Step 11		\$92,718	\$93,318	\$93,918	\$94,518

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$59,160	\$59,910	\$60,410	\$60,910
Step 2		\$60,343	\$61,108	\$61,618	\$62,128
Step 3		\$61,526	\$62,306	\$62,826	\$63,346
Step 4		\$62,710	\$63,505	\$64,035	\$64,565
Step 5		\$63,893	\$64,703	\$65,243	\$65,783
Step 6		\$65,076	\$65,901	\$66,451	\$67,001
Step 7		\$66,259	\$67,099	\$67,659	\$68,219
Step 8		\$67,442	\$68,297	\$68,867	\$69,437
Step 9		\$68,626	\$69,496	\$70,076	\$70,656
Step 10		\$69,809	\$70,694	\$71,284	\$71,874
Step 11		\$70,992	\$71,892	\$72,492	\$73,092

ASSISTANT SUPERINTENDENT/OPERATIONS (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$85,425	\$85,925	\$86,425	\$86,925
Step 2		\$87,134	\$87,644	\$88,154	\$88,664
Step 3		\$88,842	\$89,362	\$89,882	\$90,402
Step 4		\$90,551	\$91,081	\$91,611	\$92,141
Step 5		\$92,259	\$92,799	\$93,339	\$93,879
Step 6		\$93,968	\$94,518	\$95,068	\$95,618
Step 7		\$95,676	\$96,236	\$96,796	\$97,356
Step 8		\$97,385	\$97,955	\$98,525	\$99,095
Step 9		\$99,093	\$99,673	\$100,253	\$100,833
Step 10		\$100,802	\$101,392	\$101,982	\$102,572
Step 11		\$102,510	\$103,110	\$103,710	\$104,310

EXECUTIVE DIRECTOR OF FEDERAL PROGRAMS / SCHOOL IMPROVEMENT (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1		\$67,065	\$67,565	\$68,065	\$68,565
Step 2		\$68,406	\$68,916	\$69,426	\$69,936
Step 3		\$69,748	\$70,268	\$70,788	\$71,308
Step 4		\$71,089	\$71,619	\$72,149	\$72,679
Step 5		\$72,430	\$72,970	\$73,510	\$74,050
Step 6		\$73,772	\$74,322	\$74,872	\$75,422
Step 7		\$75,113	\$75,673	\$76,233	\$76,793
Step 8		\$76,454	\$77,024	\$77,594	\$78,164
Step 9		\$77,795	\$78,375	\$78,955	\$79,535
Step 10		\$79,137	\$79,727	\$80,317	\$80,907
Step 11		\$80,478	\$81,078	\$81,678	\$82,278

DIRECTOR OF TRANSPORTATION (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$51,000	\$51,750	\$52,250	\$52,750	\$53,250
Step 2	\$52,020	\$52,785	\$53,295	\$53,805	\$54,315
Step 3	\$53,040	\$53,820	\$54,340	\$54,860	\$55,380
Step 4	\$54,060	\$54,855	\$55,385	\$55,915	\$56,445
Step 5	\$55,080	\$55,890	\$56,430	\$56,970	\$57,510
Step 6	\$56,100	\$56,925	\$57,475	\$58,025	\$58,575
Step 7	\$57,120	\$57,960	\$58,520	\$59,080	\$59,640
Step 8	\$58,140	\$58,995	\$59,565	\$60,135	\$60,705
Step 9	\$59,160	\$60,030	\$60,610	\$61,190	\$61,770
Step 10	\$60,180	\$61,065	\$61,655	\$62,245	\$62,835
Step 11	\$61,200	\$62,100	\$62,700	\$63,300	\$63,900

DIRECTOR OF FOOD & NUTRITION (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$51,000	\$51,750	\$52,250	\$52,750	\$53,250
Step 2	\$52,020	\$52,785	\$53,295	\$53,805	\$54,315
Step 3	\$53,040	\$53,820	\$54,340	\$54,860	\$55,380
Step 4	\$54,060	\$54,855	\$55,385	\$55,915	\$56,445
Step 5	\$55,080	\$55,890	\$56,430	\$56,970	\$57,510
Step 6	\$56,100	\$56,925	\$57,475	\$58,025	\$58,575
Step 7	\$57,120	\$57,960	\$58,520	\$59,080	\$59,640
Step 8	\$58,140	\$58,995	\$59,565	\$60,135	\$60,705
Step 9	\$59,160	\$60,030	\$60,610	\$61,190	\$61,770
Step 10	\$60,180	\$61,065	\$61,655	\$62,245	\$62,835
Step 11	\$61,200	\$62,100	\$62,700	\$63,300	\$63,900

DIRECTOR OF MAINTENANCE (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$51,000	\$51,750	\$52,250	\$52,750	\$53,250
Step 2	\$52,020	\$52,785	\$53,295	\$53,805	\$54,315
Step 3	\$53,040	\$53,820	\$54,340	\$54,860	\$55,380
Step 4	\$54,060	\$54,855	\$55,385	\$55,915	\$56,445
Step 5	\$55,080	\$55,890	\$56,430	\$56,970	\$57,510
Step 6	\$56,100	\$56,925	\$57,475	\$58,025	\$58,575
Step 7	\$57,120	\$57,960	\$58,520	\$59,080	\$59,640
Step 8	\$58,140	\$58,995	\$59,565	\$60,135	\$60,705
Step 9	\$59,160	\$60,030	\$60,610	\$61,190	\$61,770
Step 10	\$60,180	\$61,065	\$61,655	\$62,245	\$62,835
Step 11	\$61,200	\$62,100	\$62,700	\$63,300	\$63,900

DIRECTOR OF INFORMATION TECHNOLOGY (12 MONTH)

	Base	MA	MA+30	MA+60	Doctorate
Step 1	\$51,000	\$51,750	\$52,250	\$52,750	\$53,250
Step 2	\$52,020	\$52,785	\$53,295	\$53,805	\$54,315
Step 3	\$53,040	\$53,820	\$54,340	\$54,860	\$55,380
Step 4	\$54,060	\$54,855	\$55,385	\$55,915	\$56,445
Step 5	\$55,080	\$55,890	\$56,430	\$56,970	\$57,510
Step 6	\$56,100	\$56,925	\$57,475	\$58,025	\$58,575
Step 7	\$57,120	\$57,960	\$58,520	\$59,080	\$59,640
Step 8	\$58,140	\$58,995	\$59,565	\$60,135	\$60,705
Step 9	\$59,160	\$60,030	\$60,610	\$61,190	\$61,770
Step 10	\$60,180	\$61,065	\$61,655	\$62,245	\$62,835
Step 11	\$61,200	\$62,100	\$62,700	\$63,300	\$63,900

An employee on the last step of a column is eligible for a longevity increase equal to one step on the salary schedule the year following placement on the last step. After five years the employee will be eligible for an additional longevity increase equal to one step on the salary schedule.

HUMBOLDT UNIFIED SCHOOL DISTRICT

Daniel Streeter, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

PROFESSIONAL SALARY SCHEDULE

Board Approved:

PSYCHOLOGIST (195 DAYS)

SPEECH LANGUAGE PATHOLOGIST (185 DAYS)

ASSISTANT SPECIAL EDUCATION DIRECTOR (195 DAYS)

OT /COTA / PT / PTA (185 DAYS)

INSTRUCTIONAL SPECIALIST (197 DAYS)

CURRICULUM COORDINATOR (203 DAYS)

FAMILY COMMUNITY ENGAGEMENT COORDINATOR (260 DAYS)

HIGH SCHOOL COUNSELOR (203 DAYS)

SPECIAL SERVICES COUNSELOR (185 DAYS)

PRESCHOOL COORDINATOR (203 DAYS)

2017-2018

				Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
Step	SLPA	COTA Wage	COTA PTA Hourly	BA	BA+30	MA	MA+12	MA+24	MA+36	MA +48	MA +60	Ed. D. Ph.D.
1	\$29,780	\$34,780	\$23.50	45,610	47,610	49,610	50,610	51,610	52,610	53,610	54,610	55,610
2	\$30,780	\$35,780	\$24.18	46,610	48,610	50,610	51,610	52,610	53,610	54,610	55,610	56,610
3	\$31,780	\$36,780	\$24.85	47,610	49,610	51,610	52,610	53,610	54,610	55,610	56,610	57,610
4	\$32,780	\$37,780	\$25.53	48,610	50,610	52,610	53,610	54,610	55,610	56,610	57,610	58,610
5	\$33,780	\$38,780	\$26.20	49,610	51,610	53,610	54,610	55,610	56,610	57,610	58,610	59,610
6	\$34,780	\$39,780	\$26.88	50,610	52,610	54,610	55,610	56,610	57,610	58,610	59,610	60,610
7	\$35,780	\$40,780	\$27.55	51,610	53,610	55,610	56,610	57,610	58,610	59,610	60,610	61,610
8	\$36,780	\$41,780	\$27.55		54,610	56,610	57,610	58,610	59,610	60,610	61,610	62,610
9	\$37,780	\$42,780	\$28.91		55,610	57,610	58,610	59,610	60,610	61,610	62,610	63,610
10	\$38,780	\$43,780	\$29.58			58,610	59,610	60,610	61,610	62,610	63,610	64,610
11						59,610	60,610	61,610	62,610	63,610	64,610	65,610
12							61,610	62,610	63,610	64,610	65,610	66,610
13							62,610	63,610	64,610	65,610	66,610	67,610
14								64,610	65,610	66,610	67,610	68,610
15								65,610	66,610	67,610	68,610	69,610

Note: For 2017-2018, a new employee to the District with 0-3 years of prior experience will be placed on Step 1, the first step on the schedule, in the appropriate education column. A new employee with 4 years will be placed on Step 2. A new employee with 5+ years will be placed on Step 3.

Current HUSD employees new to the position will be placed at a step that ensures a one step increase from their current salary. Employees new to HUSD will have 2 days added to their work calendar in their first year of employment.

An employee on the last step of a column is eligible for a longevity increase equal to one step on the salary schedule, the year following placement on the last step. After five years the employee will be eligible for an additional longevity increase equal to one step on the salary schedule.

PERSONNEL

Item 11B.

2017-18 Contracts
Certified

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 118
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	April 11, 2017	Discuss
SUBJECT:	Approval to Rehire Current 2016-17 Certified Employees for 2017-18	Action <input checked="" type="checkbox"/> Consent
<hr/>		
OBJECTIVE:	Board Governance	

SUPPORTING DATA

In preparation for the 2017-2018 school year all current certified staff positions were reviewed to determine whether they were needed to support District programs and student needs next year.


SUMMARY & RECOMMENDATION

The 2016-2017 certified employees on the attached list are recommended to be rehired for the 2017-2018 school year. Please note that a small number of additional certified recommendations will be brought to the Board at a later meeting once various certification, evaluation, and/or highly qualified issues are addressed.

Sample Motion

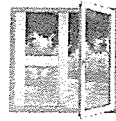
I move to approve the issuance of 2017-2018 contracts to the certified employees listed on the attached document, Recommend to Rehire Certified Employees for 2017-2018.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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



The Humboldt Schools.

Motivating achievement since 1906.

BRADSHAW MOUNTAIN HIGH SCHOOL

ADAMS, KIM E
BEILFUSS, DOUGLAS R
BENNETT, LINDA M
BLAKE, DARRIN A
BOOHER, STACY M
BROWN, JEFFREY L
BUCKLE, LINDSEY D
CAPKA, DAVID R
CHRISTERSON, KAREN L
CHURCH, TIFFANY L
CLARK, SANDRA
DALPIAZ, CHRIS A
DAMKO, KRISTOFFER J
DEHERRERA, KERI M
DUPUIS, AUGUSTINE P
ELLER, PATTI J
FOLEY, JOHN A
FOLK, REBECCA
FUSON, RONALD
GILES, BRUCE A
GOODMAN, JEFF A
GRISKOWITZ, KATHY L
GROVENSTEIN, GLENN L
GRUVER, TRUDY S
HAESE, LAWRENCE N
HAESE, SHARON B
HATFIELD, GENA D
HESELSCHWERDT, JANA Q
HILER, AMANDA R
HILLIG, BLAIR
HYATT, HELEN
ISENBERG, DAVINA S
JOHNSON, SEAN P
KLEIN, KRISTY L
LARSON, DANIELLE R

LEVERON, DENISE L
LOHMAN, BARBARITA
LUNDQUIST, DENISE C
MADDOX, JARRED C
MADLER, TRACY
MARSHALL, NICOLE M
MILLER BALSIGER, SANDRA J
MINARIK, SHERYL L
MOORE, KYMOTHY K
MORRISON, RUSSELL C
MOSER, LISA
MULCAHY, BRIAN J
O CONNOR, ANNIE E
OKON, JULIE A
ORTIZ Y DAVIS, FRANCISCO N
OSHAUGHNESSY, KRISTIN R
PONTE, GEORGE N
ROSS, STEPHEN F
RUSSELL, JANTINA R
SIMON, MICHAEL J
SIMON, RANDI K
SIMPSON, MATT S
SMITH, ALLISON M
SMITH, JARED
SMITH, JEREMY E
SOBCZAK, NATALI M
SOBO, CYNTHIA
STALEY, GREGORY J
SUPERGAN, ROBERT E
TANNEHILL, MICHAEL R
VALLELY, NANCY C
VAN OSS, BETH H
VAN WINKLE, AMY E
VICK, JONATHAN W
VILLA, MYRNA R
WATTERS, CHERYL J.

WILLIAMS, ROGER D
WISSELL, JANICE L
YOUNG, VALERIE J

BRADSHAW MOUNTAIN MIDDLE SCHOOL

COOK COUVREUR, ELIZABETH L
GUTHRIE, MARK
HALL, ERIC W
HAMILTON, DIANE R
HERMANSON, ERIN R
HERSCHELMAN, SARAH Y
JACOBSEN, CAROLYN T
JOHNSON, CARISSA E
LOWMAN, CHERYL L
NGUYEN, DANI H
PEREIRA, GAIL B
RUSSO, RICHARD T
TETREAULT, ASHLEY H
ULRICH, LINDA T
VISITACION, ASHLEY R

BRIGHT FUTURES PRESCHOOL

GRELL, LISA
PADILLA-MELTON, TANYA M
TASS, MARGARET E

COYOTE SPRINGS ELEMENTARY SCHOOL

BERRY, YVONNE M
BESELER, DUSTIN M
BRANTLEY, ANASTASIA M
BREWER, LINDSEY G



**COYOTE SPRINGS ELEMENTARY
SCHOOL** *(continued)*

CARINO, DARLENE M
CLARK, PAMELA
GASTINEAU, KAMI M
HAMMOND, LANI E
HOUSTON, ADRIENNE R
INGERSON, KARI A
JACKSON, JENISE M
JOHNSON, DAVID E
KOMINSKA, BRITTANY M
LABINE, MORGAN E
MACY, HALEY R
MALDONADO, MARISELA
MC CABE, MICHELLE L
MILLER, JENNIFER M
NIECE, LUANNE M
OAKLIEF-SWANSON, KATRINA L
PERRY, AMANDA S
PFEIL, RACHEL L
RUIZ, JENNIFER L
SHIDELER, DUSTIN L
SMITH, STACY M
STUKENBERG-MILLER, JULIE P
TIGHE, MELISSA
TORP, JENNIFER L
TURNER, TAMMY L
VALDEZ, CHARLOTTE A
WELSH, BRENT

DISTRICT OFFICE

MEDINA, JENNIFER
TERRY, SCOTT

GLASSFORD HILL MIDDLE SCHOOL

BOLES, MARTY L
BUSK, ANDREW M
CASTLEBERRY, AUBREY A
DAHM, ERICKA
DAVIS, KATHERINE D
DERICKSON, TIMOTHY J

GULLIKSON, MICHELLE D
HAYES, JAMES E
MARKS, JESSICA D
MRAZ, ANDREW J
MRAZ, MATTHEW S
PASTOR, CALLIE C
ROBERTS, NATHAN D
RODRIGUEZ, LUIS M
ROSARIO, JOSE F
SEGARRA, MARK
STEVENSON, SHARON D
STRAUS, SARAH B
SUPERGAN, MARY M
TICKNER, JOELI
TUBERA, BRYAN A
VANDERPOOL, MICHELLE M
VICK, STEVEN G

**GRANVILLE ELEMENTARY
SCHOOL**

BOWSER, AMY E
CAVENDER, TERRI L
CORONA, BETHANY
ELLIOTT, NANCY L
ERICKSON, VICKI L
FULFER, MELINDA
GORDON, ASHLEY
GRAUBERGER, WILLIAM B
HARGIS, CONNIE A
JACK, LEANN B
JOHNSON, CORTNI H
KELLEY, SANDRA R
KIDD, AMY G
LONG, PEGGY
MAC GREGOR, KATIE B
MALDONADO, MARISELA
MC FARLAND, MICHELLE L
MRAZ, JENNIFER E
POLAND, GUY P
POTEAT, REAGEN L
RHONE, SUNSHINE
SCHREINER, JOSHUA W
SHAVER, SANDRA L

SHIDELER, DUSTIN L
ST CLAIR, DENISE E
STREETER, EMILY A
WILLIAMS, ELIZABETH E
ZEMAN, AMANDA R

HUMBOLDT ELEMENTARY SCHOOL

BROWN, SHERI R
BUDD, TRISHA L
CHAVEZ, MELINDA R
DAHLIN, MORGAN R
ETCHEVERRY, PATRICIA L
GALLIERS, DEBORAH J
GRAUBERGER, TAMMY R
GRAUBERGER, WILLIAM B
INGERSON, MICHAEL D
LEVOSKY, KAREN L
LONON, LAURINDA M
MUNCHINSKY, KRISTEN M
MYRMEL, JAMY L
PEMBERTON, TERRI J
SCHREFFLER, LAURIE L
SCHREINER, STEPHANIE H
WALKER, MELISSA A
WALTON, GWENDOLYNN
WHITAKER, SERENA C
ZIMNY, CORI B

LAKE VALLEY ELEMENTARY SCHOOL

APALATEGUI, MONIQUE Y
ARD, BRITTONY A
BENWARE, KELLIE A
BOWSER, AMY E
BUSK, LISA C
BUSK, MARISSA S
CARNES, KRISTINE N
CHILICKY, GAYLEE
CZEREPAK, CHRISTINE A
EVANS, DEREK F
GRANT, KIMBERLY J
HAMRICK, JACQUELYN J
JANOWSKI, MICAELA D



LAKE VALLEY ELEMENTARY SCHOOL

(continued)

KING, CRYSTAL L
KING, NORMA
MC KNIGHT, VALTIE C
PETERS, DIANE N
PETERSEN, MORGAN
READ, JENNIFER C
RUNYAN, DANIELLE N
TAYLOR, KATRINA
VAN DYKE, LEIGHANN
VAN KIRK, KELLY A
WAGNER, KAREN M
WAGTER, JANI L

LIBERTY TRADITIONAL SCHOOL

ALLARD, LOUISA A
ANDREWS, JUDITH
BARNES, LETA A
BEILFUSS, JACLYN
BLACK, MELODY L
BRAMBILA, LEONE J
CADEMARTORI, LYDIA H
CARRERAS, TROY P
CLOUD, MERCEDES O
CORRADI, ROSAMARIA C
DESJADON, JESSICA D
DEWEESE, SHANNON M
GAGNON, DONALD
GARBAZ, ELISE C
JENSEN, VIOLA D
KING, TABITHA
KOLL, CYNTHIA D
KUBALL, CONNIE J
LARSON, EMBER L
MARTIN, SARAH B
MAYER, RONALD G
MEDINA, ANA B
MULCAHY, CASSIE C
QUESENBERRY, HOLLY S
REEVES, MARY Y
RENFROE, JULIE M

ROBERTS, LINDA R
RODRIGUEZ, LUIS M
RUSHTON, ELIZABETH D
STOLZ, SALLY
TAGHON, RHEA N
VAN ORDEN, ANIKA
WILLIS, KAREN S
ZALFINI, ALBERT F

MOUNTAIN VIEW ELEMENTARY SCHOOL

BAILEY SMITH, SUSAN
BASISTA, BRADLEY P
BASS, REBECCA J
BATES, HEATHER R
BELL, KRISTA M
BOONE, DAVID H
BUSKIRK, LYNETTE R
CASTILLO, KEVIN B
DEASO, ANTHONY
DEASO-WILSON, ROBERTA R
FEENEY, MARK
FEENEY, SARAH A
FRANKLIN, CYNTHIA A
HAYDEN, JOANN
HEWSTON, TAMMY T
HODES, PEGGY M
HUIBREGTSE, KORI M
JACKSON, JENENE M
JOHNSON, DAVID E
KNOTEK, STACIA T
KRISMER, COURTNEY N
LERETTE, DIANE L
LEWIS, MICHAEL
LONON, KYLE S
MANAGHAN, CASEY A
MC ELWEE, ALLISON S
MRAZ, MICHELE L
MUNCHINSKY, KRISTEN M
RAJCZYK, KIRSTIE H
ROBERTS, KIMBERLY K
ROBERTSON, RACHEL E

SCHUHMACHER, KATHLEEN L
SIMPSON, LORRETTA
STEVENS, JAMIE L
WALLACE, AMANDA L
WOOD, LAURA

SPECIAL SERVICES

DARLEY, APRIL L
DINGEE, TERESA M
GAMBLE, JARED E
JAMES, VALERIE A
MONREAL, TONI L
MYERS, DARCY D
OTT, KRISTIN L
PAFFUMI, AMANDA A
RUSCH REVERDIAU, THEA S
TENNANT-RUCKER, DIANNE M
TORP, JEFFREY N



