The Humboldt Schools.
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GOVERNING BOARD MEETING

Tuesday, May 9, 2017

HUSD Transportation Training Facility
6411 N. Robert Road, Building 500
Prescott Valley, AZ

Regular Session @ 6:30

Mr. Daniel Streeter, Superintendent

Richard Adler, President
Suzie Roth, Vice President
Ryan Gray, Member
Paul Leon, Member
Paul Ruwald, Member

POSTED
5-5-2017
4:00 p.m.

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 **May 9, 2017,** at the **HUSD Transportation Training Facility,** located at **6411 N. Robert Road (Bldg. 500), Prescott Valley, Arizona.**

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

AGENDA

6:30 REGULAR SESSION

1. **WELCOME AND CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
3. **SWEARING IN OF GOVERNING BOARD MEMBER RYAN GRAY – Tim Carter – Yavapai County School Superintendent**
4. **ROLL CALL**
5. **AGENDA REVIEW/ACCEPT**
6. **CURRENT EVENTS**
   - **A.** Board
   - **B.** Superintendent
7. **CELEBRATING SUCCESSES**

Pages 2-4 **A.** Recognition of 2017 HUSD Retirees - James Bogner, Assistant Superintendent of Operations, and Richard Adler, Governing Board President

Page 5 **B.** Recognition of the 2016 Yavapai County Education Foundation Teacher of the Year finalists and category winners from HUSD – Superintendent Streeter

Pages 6-8 **C.** HUSD VIPs – Bright Futures Preschool – Dr. Kay Turner, Coordinator
   1. Certified – Carol McFadden
   2. Classified – Christine "Tris" Floyd
   3. Volunteer – Marilyn Levell

Pages 9-10 **D.** Announcement of Humboldt Elementary School being selected as one of five sites in the state to participate in Project Harvest, a water harvesting demonstration site (awarded by Dewey-Humboldt Community Environmental Board in collaboration with the University of Arizona Superfund Research Program)

8. 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.

9. 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 11-14 **A.** Personnel Recommendations

Pages 15-19 **B.** Governing Board Meeting Minutes of April 11, 2017 (audio recordings are posted on the District's website at www.humboldtunified.com)

Pages 20-252 **C.** Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of $ 1,658,311.02
2. Approval of Payroll voucher(s) in the amount of $ 2,675,371.34

Pages 253-260 **D.** Monthly Budget Report

Pages 261-266 **E.** Monthly Student Activities Report

Pages 267-268 **F.** Request for approval of Project Bears Summer School Program to be held at Bradshaw Mountain High School, June 5 – 30, 2017

Pages 269-287 **G.** Request for approval to amend an intergovernmental agreement (IGA) with the Arizona School for the Deaf and Blind (ASDB) for the 2017-18 school year (Addendum E)

Pages 288-328 **H.** Request for approval to renew an Intergovernmental Agreement (IGA) with Mountain Institute JTED for a three-year term, July 1, 2017 – June 30, 2020

Pages 329-336 **I.** Request for approval to add standard language to the job descriptions of Transportation Department's Conduct Coordinator, Route Coordinator, and Training Coordinator

Pages 337-343 **J.** Request for approval of out-of-state travel for eligible Bradshaw Mountain High School wrestling athletes and their chaperones to attend the Cimarron-Memorial Dual Team Competition to be held in Las Vegas, Nevada, June 12-14, 2017

Pages 344-355 **K.** Request for approval of out-of-state travel for eligible Bradshaw Mountain High School Drama students and their chaperones to travel to Lincoln, Nebraska, June 18-25, 2017, to attend the International Thespian Festival

Pages 356-364 **L.** Request for approval of out-of-state travel for eligible Bradshaw Mountain High School football athletes and their chaperones to attend California Football Camp to be held at the University of California San Diego, July 18-23, 2017

Pages 365-379 **M.** Request for approval of out-of-state travel for eligible Bradshaw Mountain High School HOSA Organization (Future Health Professionals) students and their chaperones to travel to the HOSA National Leadership Conference to be held in Orlando, Florida, June 20-25, 2017

Pages 380-381 **N.** Gifts and donations

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

Pages 382-383 **A.** Report from Coyote Springs Elementary School teachers Yvonne Berry, Jennifer Ruiz, Melissa Tighe, and Occupational Therapist Dianne Rucker, regarding the grants they received from the Yavapai Community Education Foundation

Pages 384-385 **B.** Discussion of the Long Look Drive widening project (Long Look Drive/Glassford Hill Road)

Pages 386-390 **C.** Discussion of the Board's issues of importance for consideration by the Arizona School Boards Association as their focus of legislative effort for fiscal year 2017-18

Pages 391-394 **D.** Federal Programs Update presented by Danny Brown to include:

- Title I Every School Succeeds Act (ESSA)
- Yavapai County Education Technology Consortium (YCETC)
- Forest Fees Management Association (FFMA)

11. ACTION

Pages 395-416 **A.** Discussion and possible action to approve the revised expenditure budget for fiscal year 2016-17

Pages 417-419 **B.** Discussion and possible action to approve the 2017-18 Classification List for classified employees

Pages 420-438 **C.** Discussion and possible action regarding a request for approval of a new job description for a Licensed Practical Nurse (LPN) and pay scale to be added to the Nurse's Salary Schedule

Pages 439-440 **D.** Discussion and possible action regarding a request for approval of a new 1.0 FTE position for the online education program at Bradshaw Mountain High School

Pages 441-489 **E.** Second Reading of possible adoption of Policy Advisories 568 – 583 as presented by Arizona School Boards Association (ASBA)

- 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 574 GDJ – Support Staff Assignments and Transfer
- PA 576 (new) IJNDBA – Website Accessibility
- PA 577 JFABD – Admission of Homeless Students
- PA 578 JFB - Open Enrollment
- PA 579 JFBA – Unsafe School Choice
- PA 580 JLCC – Communicable/Infectious Diseases
- PA 581 JR – Student Records
- PA 582 JRR – Student Surveys
- PA 583 (delete) LBD – Relations with Charter Schools

12. PERSONNEL

Pages 490-497 **A.** Discussion and possible action to issue 2017-18 work notices to current 2016-17 classified Employees

Pages 498-499 **B.** Discussion and possible action to approve the hiring of a new principal for Humboldt Elementary School for the 2017-18 fiscal year

Pages 500-501 **C.** Discussion and possible action to approve the hiring of a new Executive Director of Federal Programs for the 2017-18 fiscal year

13. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

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

14. 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 SUCCESSES
Item 7

A. Recognition of 2017 HUSD Retirees

B. Recognition of Yavapai County Education Foundation Teacher of the Year category winners and finalists

C. HUSD VIPs – Bright Futures Preschool
   1. Certified – Carol McFadden
   2. Classified – Christine "Tris" Floyd
   3. Volunteer – Marilyn Levell

D. Announcement of HES being selected as a water harvesting demonstration site

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 7A
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Honoring of 2016-2017 Retiring HUSD Staff	Action
		Consent
OBJECTIVE:	Celebrating Successes	

SUPPORTING DATA

The Governing Board and Administration wish to recognize the valuable HUSD employees retiring at the conclusion of the 2016-2017 school year. These outstanding individuals have provided indispensable services to the District in support of its academic mission.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board acknowledge our 2016-2017 retirees through the attached Resolution (Board President to read the Resolution).

Approved for transmittal to the Governing Board:

Mr. Daniel Streeter, Superintendent

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

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RESOLUTION

ADOPTED BY THE GOVERNING BOARD OF THE HUMBOLDT UNIFIED SCHOOL DISTRICT MAY 9, 2017

HONORING HUSD RETIRING STAFF

WHEREAS, Mr. Eric Johnson retires at the end of this school year after completing four years of outstanding service, currently as a bus driver at the Transportation Department.

WHEREAS, Mr. William Wilson retires at the end of this school year after completing eleven years of outstanding service, currently as a maintenance employee at the District Offices.

WHEREAS, Mr. William Grauberger retires at the end of this school year after completing twelve years of outstanding service, currently as a physical education teacher at Granville Elementary School and Humboldt Elementary School.

WHEREAS, Ms. Joann Hayden retires at the end of this school year after completing thirteen years of outstanding service, currently as an extended resource teacher at Mountain View Elementary School.

WHEREAS, Ms. Cheryl Dancey retires at the end of this school year after completing nineteen years of outstanding service, currently as a bus driver at the Transportation Department.

WHEREAS, Mrs. Carol McFadden retires at the end of this school year after completing twenty-one years of outstanding service, currently as a preschool teacher at Bright Futures Preschool.

WHEREAS, MRS. MAUREEN HOLT RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING TWENTY-FIVE YEARS OF OUTSTANDING SERVICE, CURRENTLY AS A TITLE I TEACHER AT HUMBOLDT ELEMENTARY SCHOOL.

WHEREAS, MRS. CYNTHIA BARROS RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING THIRTY-SEVEN YEARS OF OUTSTANDING SERVICE, CURRENTLY AS AN EXTENDED RESOURCE TEACHER AT BRADSHAW MOUNTAIN HIGH SCHOOL- WEST CAMPUS.

NOW, THEREFORE, BE IT RESOLVED, THAT THIS GOVERNING BOARD EXPRESSES ITS SINCERE APPRECIATION TO THESE OUTSTANDING INDIVIDUALS FOR THEIR CONTRIBUTION TO THE ACADEMIC MISSION OF THE HUMBOLDT UNIFIED SCHOOL DISTRICT.

FURTHERMORE BE IT RESOLVED THAT THIS GOVERNING BOARD EXTENDS TO OUR RETIREES BEST WISHES FOR THE FUTURE.

GOVERNING BOARD MEMBERS

MR. RICHARD ADLER, PRESIDENT
MS. SUZIE ROTH, VICE PRESIDENT
MR. RYAN GRAY, MEMBER
MR. PAUL LEON, MEMBER
MR. PAUL RUWALD, MEMBER

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 7B
FROM:	Daniel Streeter, Superintendent	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	2017 Yavapai County Education Foundation Teacher of the Year Awards	Action
		Consent
OBJECTIVE:	Celebrating Successes	

SUPPORTING DATA

Congratulations to Jessica Marks, teacher at Glassford Hill Middle School, who won the overall Teacher of the Year award, and to Stephen Ross, teacher at Bradshaw Mountain High School, who won the Outstanding First Year Teacher Category.

Award winners were announced Friday night, April 28, at the 23rd Annual Yavapai County Education Foundation Awards Banquet held at the Prescott Resort.

HUSD was well represented and we offer our congratulations to all of the HUSD finalists!

Cross Grades K-8th Category: JoAnn Hayden, Mountain View Elementary School

High School Category: Emily Gabaldon - Bradshaw Mountain High School

High School Cross Grades Category: Sharon Haese - Bradshaw Mountain High School

Approved for transmittal to the Governing Board:

Mr. Daniel Streeter, Superintendent

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

7-C-1

The Humboldt Schools.
Motivating achievement since 1906.

Bright Futures Pre-School
6411 N. Robert Road
Prescott Valley, AZ 86314
Ph. 928-759-5130; Fax 928-759-5132

May 9, 2017

HUSD Certified Employee for the Month of May – Carol McFadden

Carol McFadden has been teaching for over 20 years in Humboldt Unified School District. Most of those years she has taught in Special Education classes and I have been her supervisor. Never once has a parent, an administrator, or a student had anything negative to say about Carol. Mrs. McFadden has a heart of gold and she loves each of her students, no matter their disability. Her students all adore her and they learn so much. She is the teacher that parents request most often.

Carol is an excellent, caring teacher and a true humanitarian. She deserves to be recognized more than anyone I have met in my 49 years of working in Special Education.

Dr. Kay Turner
Preschool Coordinator

7-C-2

The Humboldt Schools.
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Bright Futures Pre-School
6411 N. Robert Road
Prescott Valley, AZ 86314
Ph. 928-759-5130; Fax 928-759-5132

May 9, 2017

HUSD Classified Employee for the Month of May – Christine "Tris" Floyd

Administrative Secretary Tris Floyd is the glue that holds Bright Futures Preschool together. She is also our attendance clerk, our nurse, our purchasing and receiving agent, our hearing and vision screener, and our receptionist. Tris knows all aspects of the preschool and she has amazing task focus. She anticipates everyone's needs and she is always there to help and to provide support. This is Tris Floyd's 21st year at the preschool and Bright Futures could not present to you a more deserving person for this recognition tonight than Tris Floyd.

Dr. Kay Turner
Preschool Coordinator

7-C-3

The Humboldt Schools.
Motivating achievement since 1906.

Bright Futures Pre-School
6411 N. Robert Road
Prescott Valley, AZ 86314
Ph. 928-759-5130; Fax 928-759-5132

May 9, 2017

HUSD Volunteer for the Month of May – Marilyn Levell

Marilyn Levell, a former speech pathologist at Coyote Springs Elementary, has generously volunteered at Bright Futures Preschool for the past three years. She works with students one-on-one in Carol McFadden's classroom to collect data for our three-times-a-year progress monitoring for the AZ Department of Education.

Marilyn often volunteers two days a week. She gives tirelessly of her time and she is greatly appreciated by Mrs. McFadden.

Dr. Kay Turner
Preschool Coordinator

7D

From: Ramirez-Andreotta, Monica Diane - (mdramire) [mailto:mdramire@email.arizona.edu]
Sent: Thursday, March 23, 2017 9:27 AM
To: Lisa Uvila; Michael Ingerson
Cc: Sandy Geiger; bart brush
Subject: Re: University of AZ informal science education project: Rainwater harvesting and gardens project

Hello and good morning,
I hope this email finds you all well.

I'm happy to announce that the Humboldt Elementary School was selected by the Dewey-Humboldt Community Environmental Board (in collaboration with the University of Arizona Superfund research program) as the location for the water harvesting demonstration site in there Dewey-Humboldt area! This is great news and I am so delighted that the project can compliment your existing programs.

The program is called Project Harvest and will last ~5 years. I have an introductory presentation I can go over if you like. For now, and with regards to the building of the water harvesting demonstration site, Dewey-Humboldt is 1 in 5 targeted sites under Project harvest. We are working now to set up the 2 water harvesting demo sites in Tucson, then we will build in Hayden-Winkleman, next Dewey-Humboldt, and lastly Miami, AZ. Our tentative goal is to finish building all the demonstration sites by the beginning of Summer 2017. These water harvesting systems will serve as a place to educate and train families in how to build an active water harvesting systems for plant irrigation.

Attached are handouts (English and Spanish) that tentatively outlines the timeline for the entire program. Please note, this is a citizen science program and we look forward to having families participate and collect environmental samples.

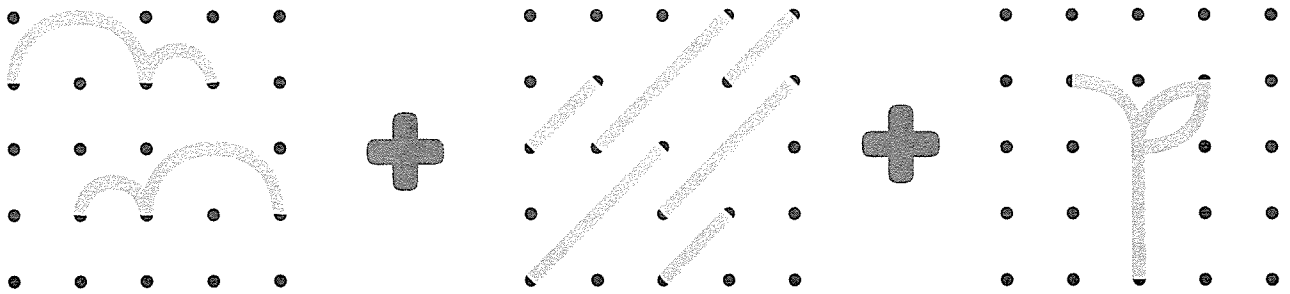
I look forward to working with you as the project progresses. The next step now will be for my team member and I to go to Humboldt and assess the site and then identify a contractor in the area to build. We have weekly Project Harvest meetings and by the end of next week, I should be able to give you more details. In the meantime, what days and times work best for you in mid-April to walk us through your campus and show us the desired location and garden?

Thank you so much for participating in Project Harvest!

Best,

Mónica Ramírez-Andreotta
Assistant Professor
Founder: Gardenroots: A Citizen Science Garden Project
Founder: Gardenroots: The Dewey-Humboldt Arizona Garden Project
Department of Soil, Water and Environmental Science
Mel and Enid Zuckerman College of Public Health's Division of Community, Environment & Policy (joint)
University of Arizona, 1177 E Fourth Street, Rm. 429, Tucson, AZ 85721
Phone: 520-621-0091

WANT TO LEARN MORE ABOUT YOUR HARVESTED WATER, SOIL & PLANT QUALITY?



LET'S WORK TOGETHER!
BECOME A CITIZEN SCIENTIST!

Learn about the health of the environment in which you live.

BY PARTICIPATING, YOU WILL COMPLETE THE FOLLOWING:

Step 1: Training
Be trained in how to collect harvested water, soil, and/or vegetable samples from your garden for environmental analysis (microbial, metals and organic compounds). Meet others in your community who are interested in environmental and food quality.

- Starting in May 2017 through September 2017, training sessions will be held in your area - Stay tuned for specific dates

Step 2: Collect Samples and Conduct Home Experiments
You will be given a kit filled with all the tools needed to sample your harvested water, soil, and/or vegetable samples over time. You will work with traditional laboratory supplies and Do-It-Yourself (DIY) gear to monitor your environment!

- Sample collection will begin in Winter 2017 and run through Winter 2020

Step 3: Testing and Discovering
Together, we will run tests to determine the concentration of potential contaminants in your environmental samples.

- Between Winter 2017 - Winter 2020, sample testing will occur at the University of Arizona and in some cases, in your back yard with DIY kits.

Step 4: Communicating Results
Receive a report with your environmental results! Gather with community members and researchers to discuss results and if necessary, ways to reduce your exposure to pollutants.

- Data Sharing will begin in 2020 through 2021

Project Harvest

For more information, please contact:
Mónica Ramírez-Andreotta, PhD
mdramire@email.arizona.edu
520-621-0091

http://projectharvest.arizona.edu/

THE UNIVERSITY OF ARIZONA
College of Agriculture & Life Sciences
Soil, Water & Environmental Science

seri

CONSENT
Item 9A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on May 9, 2017

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

Certified Staff

1. Louisa Allard – 4 Hr/Day Teacher Title I @ LTS (5-26-17)
2. Brittony Ard – Teacher Resource @ LVES (5-26-17)
3. Daniel Brown – Executive Director of Federal Programs (6-30-17)
4. Cynthia Franklin – Teacher Grade 4 @ MVES (5-26-17)
5. William Grauberger – Teacher Physical Education @ HES/GES (5-26-17) (ESI for 17-18)
6. Michelle Gullickson – Teacher AVID @ GHMS (5-26-17)
7. Jacquelyn Hamrick – Teacher Grade 3 @ LVES (5-26-17)
8. Joann Hayden – Teacher Extended Resource @ MVES (5-26-17)
9. Erin Hermanson – Teacher Science @ BMMS (5-26-17)
10. Jana Hesselschwerdt – Teacher Resource @ BMHS-W (5-26-17)
11. Tabitha King – Teacher Kindergarten @ LTS (5-26-17)
12. Cheryl Lowman – Teacher Math @ BMMS (1-1-18)
13. Jennifer Miller – Teacher Grade 2 @ CSES (5-26-17)
14. Catherine Morton-Armijo – Teacher Grade 4 @ CSES (5-26-17)
15. Cassie Mulcahy – Teacher Grade 2 @ LTS (5-26-17)
16. Kristen O'Shaughnessy – Teacher English @ BMHS-W (5-26-17)
17. Callie Pastor – Teacher Language Arts @ GHMS (5-26-17)
18. Reagan Poteat - Teacher Grade 1 @ GES (5-26-17)
19. Stephanie Rowe – Director of Special Services (6-30-17)

Classified Staff

1. Louisa Allard – 3.25 Hr/Day Aide Title I @ LTS (5-25-17)
2. Kevin Avary – 7 Hr/Day Aide Moderate Severe Profound @ BMMS (5-25-17)
3. Elyse Charley – 6 Hr/Day Aide Moderate Severe/Profound @ BMHS-W (5-1-170
4. Jennifer Golleher – 4 Hr/Day Custodian @ BMHS-E (4-25-17)
5. Clair Hallam – 6.5 Hr/Day Bus Driver Regular (4-13-17)
6. Shellie Hormann – Nurse @ GES (5-26-17)
7. Margaret Libby – Secretary Attendance @ GHMS (6-2-17)
8. Maria Liuzzo – 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (5-25-17)
9. Trisha Marr – 6 Hr/Day Aide Preschool @ BFPS (5-25-17)
10. Elizabeth Rosario – 3 Hr/Day F&N worker @ GES (4-14-17)
11. Dora Welker – 6 Hr/Day Aide Preschool @ BFPS (4-28-17)
12. William Wilson – District Maintenance Technician (7-1-17)

Substitute+ Staff

1. Claudia Chavira – Teacher (4-25-17)
2. Marie Dokie – Teacher (4-25-17)
3. Tiffany Lavers – Teacher (4-28-17)
4. Susan Williams – Teacher (4-28-17)
5. Nancy Wright-Wheeler (4-25-17)

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

Certified Staff

1. Courtney Anderson – Teacher Grade 4 @ LVES (replaces Katrina Taylor for 17-18))
2. Meagan Armstrong – Teacher Grade 1@ LTS (replaces Lydia Cademartori for 17-18)
3. Alia Fischer – Teacher Math @ BMMS (replaces Ashley Tetrault for 17-18)
4. JoAnn Hayden – .4 FTE Teacher Extended Resource @ MVES (job share for 17-18)

5. Lewis Hollander – Teacher Title I @ GES (replaces Maureen Holt for 17-18)
6. Jessica Kissinger – Teacher Grade 4 @ LVES (replaces Kristie Bowman for 17-18)
7. Samuel Kissinger – Teacher Extended Resource @ CSES (replaces JoAnn Hayden for 17-18)
8. Andrea Misemer – Curriculum Coordinator K-8 (current employee)
9. Charles Moller – Teacher Physical Education @ BMHS-W (replaces Stephen Moran for 17-18)
10. Jasmine Navarro – Teacher Math @ GHMS (replaces Andrew Busk for 17-18)
11. Wanda Postill – Teacher Grade 4 @ LTS (replaces Albert Zalfini for 17-18)
12. Lisa Rollin – Speech Pathologist @ BFPS (current employee)
13. Stephanie Rowe – Preschool Coordinator (replaces Kay Turner for 17-18)
14. Theresa Striedieck – Teacher Math @ GHMS (replaces Bryan Tubera for 17-18)
15. Rachel Wylie – Teacher Grade 1 @ HES (replaces Serena Whitaker for 17-18)

Classified Staff
1. Jennifer Delamater – 5.5 Hr/Day Aide Resource @ MVES (replaces Kendra Swenson for 17-18)
2. Tiffany Epley – Aide Computer Lab @ LTS (replaces Jennifer McIntyre)
3. Jennifer Farmer – 5.5 Hr/Day F&N Worker @ GHMS (Open)
4. Vickie Hale – 6.5 Hr/Day Bus Driver Regular (replaces Claire Hallam)
5. Patricia McCarthy – 6.5 Hr/Day Aide Moderate Severe/Profound @ HES (replaces Ralene Challinor)

Substitute + Staff
1. Lillian Aguilera - Teacher
2. Ralene Challinor - Aide
3. Pamela Emmett – F&N Worker
4. Isaiah Graves - Aide
5. Noah Herman - Aide
6. Chad Plumb - Aide
7. Carrie Tyler - Teacher

C. SUPPLEMENTAL CONTRACTS

Overloads
1. None

Stipends Specifically Listed on Board-approved 2016-2017 Stipend Schedule
(M&O-$1225.00; Tax Credit-$1837.50; General Tax Credit- $00.00; SPED-$.00; Other- $00.00)

1. Alexandria Millard – Coach Track Assistant Elementary @ LTS
2. Katherine Rogge – Coach Track Elementary @ CSES
3. Linda Ulrich – Student Council advisor Middle School @ BMMS
4. Janie Wagter – Coach Track Elementary @ LVES

Other Stipends
(M&O-$00.00; Tax Credit-$1837.50; F&N-$0.00; Special Education-$0.00; Other-$0.00)

1. Melinda Fulfer – After School Science @ GES
2. Leann Jack – Art Program Advisor @ GES
3. Lisa Pasalich – Drama Club Advisor @ GES

D. IN-DISTRICT TRANSFERS

Certified
1. Monique Apalategui – from Teacher Grade1 @ LVES to Teacher Grade 4 @ LVES (replaces Lindsay Renfrew for 17-18)
2. Andrew Busk – from Teacher Math @ GHMS to Teacher Grade 6 @ LVES (transferred position for

17-18)
3. Lydia Cademartori – from Teacher Grade 1 @ LTS to Teacher Grade 3 @ LTS (replaces Lynn Brewer for 17-18)
4. Roberta Deaso-Wilson – from Teacher Grade 5 @ MVES to Teacher Grade 4 @ MVES (replaces Cynthia Franklin for 17-18)
5. John Foley – from Teacher English at BMHS-W to Teacher Art @ BMHS-W (replaces Emily Gabaldon for 17-18)
6. Donald Gagnon – from Teacher ELD @ LTS to Teacher Grade 6 Language Arts @ LTS (replaces Pamela Percival for 17-18)
7. Amy Kidd – from Teacher Grade 5 Language Arts @ GES to Teacher Science @ BMMS (replaces Erin Hermanson for 17-18)
8. Ashley Tetrault – from Teacher Math @ BMMS to Instructional Specialist @ BMMS (replaces Tusanne Cordes)
9. Bryan Tubera – From Teacher Math @ GHMS to Teacher Math @ BMMS (transferred position for 17-18)
10. Holly Quesenberry – from Teacher Kindergarten @ LVES to Teacher Grade 1 @ LVES (replaces Monique Apalategui)
11. Karen Willis – from Teacher Resource @ LTS to Teacher Resource @ MVES (for 17-18 Vacant)

Classified
1. Shannon Elliot – from Receptionist Campus @ GHMS to Secretary Attendance @ GHMS (replaces Margaret Libby for 17-18)
2. Mark Jordan – from 6.75 Hr/Day Aide Moderate Severe/Profound @ BMHS-W to 7 Hr/Day Aide Moderate Severe/Profound @ BMHS-W (replaces Emily Conway for 17-18)
3. Susan Overholt – from Teacher Resource @ BMMS to 6.5 Hr/Day Aide Title I @ LTS (replaces Nancy Anderson for 17-18)
4. Kendra Swenson – from 5.5 Hr/Day Aide Resource @MVES to 7 Hr/Day Aide Computer Lab @ MVES (replaces Anna Hust for 17-18)
5. Deborah Wheeler – from 7 Hr/Day Receiving Clerk @ HES to 7 Hr/Day Moderate Severe/Profound Aide @ CSES (replaces Magdalena Pena for 17-18)
6. Serena Whitaker – from Teacher Kindergarten @ HES to Teacher Grade 2 @ HES (replaces Denise McFadden for 17-18)

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

Certified
1. David Capka – from 1.0 FTE Teacher CTE Marketing @ BMHS-W to .4 FTE Teacher CTE Marketing @ BMHS-W (system adjustment for accuracy)
2. Sarah Feeney - from .3 FTE Teacher ELD @ MVES to .4 FTE Teacher ELD @ MVES (job sharing for 17-18)
3. Kori Huibregtse - from .7 FTE Teacher ELD @ MVES to .6 FTE Teacher ELD @ MVES (job sharing for 17-18)
4. Courtney Krismer – from 1.0 FTE Teacher Extended Resource @ MVES to .6 FTE Extended Resource @ MVES (job sharing for 17-18)
5. Jennifer Read – from 1.0 FTE Teacher ELL @ LVES to .5 FTE Teacher ELL @ LVES (extra .5 FTE to be filled for 17-18)
6. Speech Pathologist – from .550 FTE to .350 FTE (supports 2 SLPA positions)

Classified
1. Title 1 aide position @ LTS – from 3.25 Hr/Day to 6.5 Hr/Day (for 17-18)

CONSENT
Item 9B.

Minutes

April 11, 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) – 04-11-2017

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **April 11, 2017,** at **Bradshaw Mountain Middle School** located at **12255 Turquoise Circle, Dewey, 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

00:08 **1. WELCOME AND CALL TO ORDER**

00:19 **2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY**

00:39 **3. ROLL CALL**

00:56 **4. AGENDA REVIEW/ACCEPT**

01:54 **5. CURRENT EVENTS**
- **A.** Board
- **B.** Superintendent

6. CELEBRATING SUCCESSES

08:30 **A.** Recognition of Governing Board Member Brian Letendre (resigned as of April 6, 2017 – moving out of state) – Richard Adler, Governing Board President

14:57 **B.** HUSD VIPs – Jessica Bennett, Bradshaw Mountain Middle School Principal
1. Certified – Gail Pereira
2. Classified – Kimberly Griffee
3. Volunteer – Margarita Bernal

23:00 **C.** Announcement of National School Breakfast Week "Cafeteria Superhero" Art Contest Winners – Tami Hitt-Wyant, Director of Child Nutrition, and Pam Liuzzo, Nutritionist

25:22 **D.** Announcement of 2016 Golden Plate Winners – Tami Hitt-Wyant, Director of Child Nutrition, and Pam Liuzzo, Nutritionist

28:15 **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

34:32 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.

Anthony Mata, Victor Arenas, Robert Jones, Elijah Knisely, Connor Scott, Austin Gonzales, Tanner Redding, Hunter Rowe, Coby Meldrum, Sebastian Martinez, Cecily Tharp, Olijah Sally (all in support of David Moran), and Gail Pereira regarding Science programs at BMMS

8. CONSENT ITEMS

55:20 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 March 7, 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 $ 780,231.26
2. Approval of Payroll voucher(s) in the amount of $ 2,330,176.88

D. Monthly Budget Report

E. Monthly Student Activities Report

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

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

H. Request for approval to dispose of broken kitchen equipment

I. Gifts and donations

PASSED UNANIMOUSLY (ALL) – (Note: Paul Leon abstained from Item 8F)

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

58:07 **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

01:01:19 **B.** Report from Bradshaw Mountain Middle School teacher, Diane Hamilton, regarding the grant she received from the Yavapai Community Education Foundation

01:05:15 **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

01:07:54 **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

01:11:26 **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
PASSED UNANIMOUSLY

01:15:55 **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
PASSED UNANIMOUSLY

01:17:25 **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
PASSED UNANIMOUSLY

01:18:53 **D.** Discussion and possible action regarding a request for approval to increase lunch prices for the 2017-18 school year
PASSED UNANIMOUSLY

01:22:25 **E.** Discussion and possible action regarding a request for approval of a 2017 Title I Summer School Program
PASSED UNANIMOUSLY

01:26:17 **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
PASSED UNANIMOUSLY

01:30:10 **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
PASSED UNANIMOUSLY

01:34:50 **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
PASSED UNANIMOUSLY

01:45:03 **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

PASSED UNANIMOUSLY

11. PERSONNEL

01:46:36 **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

PASSED UNANIMOUSLY

01:50:01 **B.** Discussion and possible action to approve the issuance of 2017-18 contracts to certified employees

PASSED UNANIMOUSLY

12. ANNOUNCEMENTS

01:51:26 **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

01:51:57 **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 9D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9D
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	May 9, 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 $183,900 that will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 10%.

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)

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2016 To Date: 8/30/2017

Fiscal Year: 2016-2017

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	001	MAINT & OPER FUNDS						
		Fund 001 Total:	$32,938,498.39	$22,501,446.75	$22,501,446.75	$10,437,051.64	$7,240,863.84	$3,196,187.80 9.70%
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	$352,021.66	$352,021.66	$1,012,157.34	$1,181.03	$1,010,976.31 74.11%
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	$429,321.24	$429,321.24	$135,561.32	$135,297.33	$263.99 0.05%
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	$325,761.20	$325,761.20	$108,103.74	$82,592.41	$25,511.33 5.88%
Fund:	110	TITLE 1 LEA						
		Fund 110 Total:	$1,308,506.82	$888,069.21	$888,069.21	$420,437.61	$249,413.52	$171,024.09 13.07%
Fund:	112	TITLE 1-D NEGLECT/DELINQUENT(14/15)						
		Fund 112 Total:	$232,730.90	$93,431.17	$93,431.17	$139,299.73	$25,899.13	$113,400.60 48.73%
Fund:	140	TITLE II-IMPROV TEACHER QUAL(14/15)						
		Fund 140 Total:	$226,131.97	$97,630.52	$97,630.52	$128,501.45	$25,206.50	$103,294.95 45.68%
Fund:	141	TITLE II-IMPROV TEACHER QUAL(15/16)						

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2016 To Date: 8/30/2017

Fiscal Year: 2016-2017

Account Number / Description			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	$30,024.79 100.00%
Fund:	190	TITLE III LEP PROGRAM						
		Fund 190 Total:	$63,221.12	$41,437.30	$41,437.30	$21,783.82	$7,823.14	$13,960.68 22.08%
Fund:	220	IDEA - BASIC - ENT						
		Fund 220 Total:	$1,100,092.31	$780,607.26	$780,607.26	$319,485.05	$157,831.94	$161,653.11 14.69%
Fund:	221	IDEA - PRESCHOOL GRANT						
		Fund 221 Total:	$27,973.18	$17,855.58	$17,855.58	$10,117.60	$3,307.35	$6,810.25 24.35%
Fund:	260	CTE BASIC GRANT- (15/16)						
		Fund 260 Total:	$24,291.22	$24,291.22	$24,291.22	$0.00	$0.00	$0.00 0.00%
Fund:	261	CTE BASIC GRANT - (14/15) (16/17)						
		Fund 261 Total:	$110,283.76	$71,338.02	$71,338.02	$38,945.74	$12,507.18	$26,438.56 23.97%
Fund:	290	MEDICAID OUTREACH						
		Fund 290 Total:	$104,646.95	$45,958.66	$45,958.66	$58,688.29	$7,582.35	$51,105.94 48.84%
Fund:	291	MEDICAID DIRECT						
		Fund 291 Total:	$1,685,163.61	$307,569.10	$307,569.10	$1,377,594.51	$43,550.84	$1,334,043.67 79.16%
Fund:	302	GEAR UP						
		Fund 302 Total:	$266,100.00	$187,156.66	$187,156.66	$78,943.34	$52,038.82	$26,904.52 10.11%
Fund:	303	GEAR UP MIDDLE GRADE INITIATIVE (09/04/14						
		Fund 303 Total:	$95,800.00	$82,815.65	$82,815.65	$12,984.35	$2,911.11	$10,073.24 10.51%
Fund:	318	YOUTH COUNT						
		Fund 318 Total:	$2,442.00	$0.00	$0.00	$2,442.00	$0.00	$2,442.00 100.00%
Fund:	325	ARRA EDUCATION JOBS FUND						
		Fund 325 Total:	$3.00	$0.00	$0.00	$3.00	$0.00	$3.00

256

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2016 To Date: 8/30/2017

Fiscal Year: 2016-2017

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
								100.00%
Fund:	349	NAT'L FOREST FEES						
		Fund 349 Total:	$1,352,812.19	$341,156.77	$341,156.77	$1,011,655.42	$63,680.58	$947,974.84
								70.07%
Fund:	353	TAYLOR GRAZING - FY 12-13						
		Fund 353 Total:	$43,000.00	$0.00	$0.00	$43,000.00	$0.00	$43,000.00
								100.00%
Fund:	374	E-RATE						
		Fund 374 Total:	$228,755.00	$0.00	$0.00	$228,755.00	$0.00	$228,755.00
								100.00%
Fund:	395	FED STIM - ARRA - SFB - ENERGY EFFICIENC'						
		Fund 395 Total:	$66.00	$0.00	$0.00	$66.00	$0.00	$66.00
								100.00%
Fund:	400	CTE PRIORITY PROGRAM						
		Fund 400 Total:	$45,213.47	$21,519.82	$21,519.82	$23,693.65	$16,655.60	$7,038.05
								15.57%
Fund:	435	ACADEMIC CONTESTS						
		Fund 435 Total:	$1,100.00	$0.00	$0.00	$1,100.00	$0.00	$1,100.00
								100.00%
Fund:	445	DROP OUT PREVENTION						
		Fund 445 Total:	$3.00	$0.00	$0.00	$3.00	$0.00	$3.00
								100.00%
Fund:	485	WRP						
		Fund 485 Total:	$145,100.36	$116,369.65	$116,369.65	$28,730.71	$30,954.53	($2,223.82)
								-1.53%
Fund:	486	ABSTINENCE ED						
		Fund 486 Total:	$7.00	$0.00	$0.00	$7.00	$0.00	$7.00
								100.00%
Fund:	490	COMP LIT GRANT						
		Fund 490 Total:	$1,061.00	$0.00	$0.00	$1,061.00	$0.00	$1,061.00
								100.00%
Fund:	495	K-12 Center Grant						
		Fund 495 Total:	$70,000.00	$50,016.63	$50,016.63	$19,983.37	$19,338.34	$645.03
								0.92%

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2016 To Date: 8/30/2017

Fiscal Year: 2016-2017

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	500	SCH PLANT- > 1 YR						
		Fund 500 Total:	$191,330.79	$29,847.94	$29,847.94	$161,482.85	$24,933.00	$136,549.85 71.37%
Fund:	510	FOOD SERVICE						
		Fund 510 Total:	$3,199,999.74	$1,949,257.00	$1,949,257.00	$1,250,742.74	$529,522.45	$721,220.29 22.54%
Fund:	515	CIVIC CENTER						
		Fund 515 Total:	$212,715.97	$87,017.15	$87,017.15	$125,698.82	$25,416.99	$100,281.83 47.14%
Fund:	517	BUS RENTAL						
		Fund 517 Total:	$160,000.00	$64.77	$64.77	$159,935.23	$0.00	$159,935.23 99.96%
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	$32,804.71	$32,804.71	$30,427.59	$5,732.05	$24,695.54 39.06%
Fund:	525	AUX OPERATIONS						
		Fund 525 Total:	$604,759.76	$274,725.51	$274,725.51	$330,034.25	$54,099.97	$275,934.28 45.63%
Fund:	526	ACT FEES TAX CRED						
		Fund 526 Total:	$607,180.00	$165,019.86	$165,019.86	$442,160.14	$39,104.58	$403,055.56 66.38%
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						

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2016 To Date: 8/30/2017

Fiscal Year: 2016-2017

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
		Fund 530 Total:	$111,707.12	$47,486.93	$47,486.93	$64,220.19	$8,080.85	$56,139.34 50.26%
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	$1,396.40	$1,396.40	$5,603.60	$3,602.60	$2,001.00 28.59%
Fund:	550	INSURANCE PROCEEDS						
		Fund 550 Total:	$254,000.00	$35,079.75	$35,079.75	$218,920.25	$3,502.76	$215,417.49 84.81%
Fund:	551	INSURANCE - AEI						
		Fund 551 Total:	$47,000.00	$6,225.58	$6,225.58	$40,774.42	$1,895.54	$38,878.88 82.72%
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	$128,695.84	$128,695.84	$1,632,253.01	$53,519.87	$1,578,733.14 89.65%
Fund:	575	UNEMPLOYMENT INSURANCE						
		Fund 575 Total:	$131,000.00	$7,778.06	$7,778.06	$123,221.94	$7,221.94	$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	$26,564.32	$26,564.32	$312,642.68	$17,403.09	$295,239.59

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2016 To Date: 8/30/2017

Fiscal Year: 2016-2017

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
								87.04%
Fund:	610	CAPITAL OUTLAY						
		Fund 610 Total:	$7,570,921.00	$1,391,675.77	$1,391,675.77	$6,179,245.23	$827,122.73	$5,352,122.50
								70.69%
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	$53,093.76	$53,093.76	$1,484,678.85	$0.00	$1,484,678.85
								96.55%
Fund:	650	GIFTS & DONATIONS						
		Fund 650 Total:	$66,805.21	$14,493.54	$14,493.54	$52,311.67	$25,646.87	$26,664.80
								39.91%
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:	$102,163.53	$71,750.53	$71,750.53	$30,413.00	$10,976.64	$19,436.36
								19.02%
Fund:	855	EMPLOYEE INSURANCE						
		Fund 855 Total:	$5,255,671.10	$4,325,229.88	$4,325,229.88	$930,441.22	$2,472.61	$927,968.61
								17.66%
		Grand Total:	$67,198,918.45	$35,723,425.19	$35,723,425.19	$31,475,493.26	$9,818,890.08	$21,656,603.17
								32.23%

End of Report

CONSENT
Item 9E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9E
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	May 9, 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

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

Fiscal Year: 2016-2017

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

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	$6,966.06	$0.00	$0.00	$6,966.06	$0.00	$6,966.06	100.00%
850.100.1000.6610.110.1319	GENERAL SUPPLIES	$0.00	$562.21	$562.21	($562.21)	$237.17	($799.38)	0.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	$0.00	$1,192.47	$1,192.47	($1,192.47)	$266.35	($1,458.82)	0.00%
850.610.1000.6810.110.1319	DUES AND FEES	$0.00	$99.71	$99.71	($99.71)	$0.00	($99.71)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$6,966.06	$1,854.39	$1,854.39	$5,111.67	$503.52	$4,608.15	66.15%
	UNIT: LVES - 110	$6,966.06	$1,854.39	$1,854.39	$5,111.67	$503.52	$4,608.15	66.15%
850.100.1000.6000.120.1319	GENERIC EXPENSE	$4,253.54	$0.00	$0.00	$4,253.54	$0.00	$4,253.54	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	$0.00	$687.06	$687.06	($687.06)	$754.39	($1,441.45)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$4,253.54	$687.06	$687.06	$3,566.48	$754.39	$2,812.09	66.11%
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	$430.82	$430.82	($430.82)	$69.18	($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	$815.82	$815.82	$1,498.36	$69.18	$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%
	UNIT: BMMS - 120	$6,944.01	$1,502.88	$1,502.88	$5,441.13	$823.57	$4,617.56	66.50%
850.100.1000.6000.125.1319	GENERIC EXPENSE	$8,904.45	$0.00	$0.00	$8,904.45	$0.00	$8,904.45	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)	$292.47	($2,454.09)	0.00%
850.610.1000.6890.125.1319	MISC EXPENDITURES	$0.00	$4,280.00	$4,280.00	($4,280.00)	$0.00	($4,280.00)	0.00%
850.610.2790.6519.125.1319	TRANSP - PRIVATE	$0.00	$0.00	$0.00	$0.00	$3,350.00	($3,350.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$8,904.45	$6,512.77	$6,512.77	$2,391.68	$3,642.47	($1,250.79)	-14.05%
850.100.1000.6000.125.1362	GENERIC EXPENSE	$1,050.26	$0.00	$0.00	$1,050.26	$0.00	$1,050.26	100.00%
850.610.1000.6810.125.1362	DUES AND FEES	$0.00	$385.00	$385.00	($385.00)	$0.00	($385.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	$1,050.26	$385.00	$385.00	$665.26	$0.00	$665.26	63.34%
	UNIT: GHMS - 125	$9,954.71	$6,897.77	$6,897.77	$3,056.94	$3,642.47	($585.53)	-5.88%
850.100.1000.6000.131.1319	GENERIC EXPENSE	$2,799.59	$0.00	$0.00	$2,799.59	$0.00	$2,799.59	100.00%
	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	$201.36	$201.36	($201.36)	$0.00	($201.36)	0.00%
850.610.1000.6890.132.1319	MISC EXPENDITURES	$0.00	$0.00	$0.00	$0.00	$200.00	($200.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$3,589.07	$201.36	$201.36	$3,387.71	$700.00	$2,687.71	74.89%
	UNIT: MVES - 132	$3,589.07	$201.36	$201.36	$3,387.71	$700.00	$2,687.71	74.89%
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%

850 STUDENT ACTIVITIES BOARD REPORT

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

Fiscal Year: 2016-2017

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

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	UNIT: CSES - 133	$1,304.95	$67.72	$67.72	$1,237.23	$0.00	$1,237.23	94.81%
850.100.1000.6000.134.1319	GENERIC EXPENSE	$1,569.44	$0.00	$0.00	$1,569.44	$0.00	$1,569.44	100.00%
850.610.1000.6610.134.1319	GENERAL SUPPLIES	$0.00	$132.00	$132.00	($132.00)	$500.00	($632.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	$1,569.44	$132.00	$132.00	$1,437.44	$500.00	$937.44	59.73%
	UNIT: LTS - 134	$1,569.44	$132.00	$132.00	$1,437.44	$500.00	$937.44	59.73%
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	$14,075.31	$0.00	$0.00	$14,075.31	$0.00	$14,075.31	100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	$0.00	$2,844.04	$2,844.04	($2,844.04)	$1,272.90	($4,116.94)	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	$5,160.00	$5,160.00	($5,160.00)	$0.00	($5,160.00)	0.00%
	COURSE: HOSA - 1316	$14,075.31	$10,482.04	$10,482.04	$3,593.27	$1,372.90	$2,220.37	15.77%
850.100.1000.6000.230.1319	GENERIC EXPENSE	$24,975.85	$0.00	$0.00	$24,975.85	$0.00	$24,975.85	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	$2,567.13	$2,567.13	($2,567.13)	$585.40	($3,152.53)	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	$3,315.00	$3,315.00	($3,315.00)	$0.00	($3,315.00)	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	$24,975.85	$15,528.80	$15,528.80	$9,447.05	$585.40	$8,861.65	35.48%
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	$7,944.07	$0.00	$0.00	$7,944.07	$0.00	$7,944.07	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	$3,897.81	$3,897.81	($3,897.81)	$434.49	($4,332.30)	0.00%
850.610.1000.6810.230.1361	DUES AND FEES	$0.00	$15,695.00	$15,695.00	($15,695.00)	$0.00	($15,695.00)	0.00%
	COURSE: MU ALPHA THETA - 1361	$7,944.07	$22,377.65	$22,377.65	($14,433.58)	$434.49	($14,868.07)	-187.16%
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	$1,135.00	$1,135.00	($1,135.00)	$0.00	($1,135.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	$2,548.36	$1,135.00	$1,135.00	$1,413.36	$200.00	$1,213.36	47.61%
850.100.1000.6000.230.1363	GENERIC EXPENSE	$351.86	$0.00	$0.00	$351.86	$0.00	$351.86	100.00%

850 STUDENT ACTIVITIES BOARD REPORT

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

Fiscal Year: 2016-2017

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

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	COURSE: ART - 1363	$351.86	$0.00	$0.00	$351.86	$0.00	$351.86	100.00%
850.100.1000.6000.230.1364	GENERIC EXPENSE	$3,737.44	$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)	$576.87	($3,835.49)	0.00%
	COURSE: AVID - 1364	$3,737.44	$3,258.62	$3,258.62	$478.82	$576.87	($98.05)	-2.62%
850.100.1000.6000.230.1368	GENERIC EXPENSE	$2,572.02	$0.00	$0.00	$2,572.02	$0.00	$2,572.02	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	$2,572.02	$1,545.11	$1,545.11	$1,026.91	$0.00	$1,026.91	39.93%
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	$3,406.63	$0.00	$0.00	$3,406.63	$0.00	$3,406.63	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	$906.00	$906.00	($906.00)	$904.09	($1,810.09)	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	$3,406.63	$2,545.81	$2,545.81	$860.82	$904.09	($43.27)	-1.27%
850.100.1000.6000.230.1377	GENERIC EXPENSE	$495.94	$0.00	$0.00	$495.94	$0.00	$495.94	100.00%
850.610.1000.6610.230.1377	GENERAL SUPPLIES	$0.00	$36.11	$36.11	($36.11)	$325.00	($361.11)	0.00%
	COURSE: S CLUB (SOROPTIMIST) - 1377	$495.94	$36.11	$36.11	$459.83	$325.00	$134.83	27.19%
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	$43.99	$43.99	($43.99)	$0.00	($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	$121.99	$121.99	$222.01	$0.00	$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%
850.610.1000.6610.230.1398	GENERAL SUPPLIES	$0.00	$0.00	$0.00	$0.00	$127.11	($127.11)	0.00%
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	$127.11	$391.27	28.49%
850.100.1000.6000.230.1403	GENERIC EXPENSE	$6,099.61	$0.00	$0.00	$6,099.61	$0.00	$6,099.61	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	$0.00	$3,146.06	$3,146.06	($3,146.06)	$281.22	($3,427.28)	0.00%
	COURSE: P.A.L.S. - 1403	$6,099.61	$3,146.06	$3,146.06	$2,953.55	$281.22	$2,672.33	43.81%
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 STUDENT ACTIVITIES BOARD REPORT

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

Fiscal Year: 2016-2017

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

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
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%
	COURSE: G.O.A.L.S. CLUB - 1469	$60.69	$0.00	$0.00	$60.69	$0.00	$60.69	100.00%
	UNIT: BMHS - 230	$68,291.71	$61,043.65	$61,043.65	$7,248.06	$4,807.08	$2,440.98	3.57%
	Grand Total:	$101,981.61	$71,699.77	$71,699.77	$30,281.84	$10,976.64	$19,305.20	18.93%

End of Report

CONSENT
Item 9F.

Project Bears
Summer School

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9F
FROM:	Cole Young, Executive Director of Educational Services	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	'Project Bears' Summer School	Action
		Consent X

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

SUPPORTING DATA:

'Project Bears' is a summer-based academic program targeted at assisting eighth grade students who do not have the academic requirements to be promoted into high school. Eligible students would be incoming freshman for the 2017-18 school year. This intensive three-week program of study will offer remediation classes in the areas of Math and English Language Arts.

This student-targeted summer academic-assistance program is offered at no cost to the students attending. 'Project Bears' will run Monday-Thursday, June 5 – 30 from 8:00am -12:00pm. Along with highly qualified instructors teaching these core classes, the District will also provide transportation to and from the program using regionally located bus stops throughout our district-wide enrollment area.

Last year, we had a total of 50 students participate in 'Project Bears.' We are anticipating around the same enrollment this coming summer.

SUMMARY & RECOMMENDATION:

The total cost for the program has been budgeted using Title I-D grant funds. This funding source specifically targets and assists academic programs that support students who may be at-risk of dropping out of high school. Therefore, this program has no impact to the Maintenance and Operation Budget. The total cost of this program would be $9,500. This includes four teachers ($1,500 each plus employee related expenses) and the cost for two bus drivers and fuel.

Sample Motion:

I move to approve 'Project Bears' Summer school, June 5 - 30, 2017, to be funded from the Title I-D grant.

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)
Laura Goligoski, BMHS Assistant Principal (759-4134)
Danny Brown, Executive Director of Federal Programs & School Improvement (759-4010)

CONSENT
Item 9G.

IGA Amendment

ASDB

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9G
FROM:	Stephanie Rowe, Special Services Director	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Amend the 5-year agreement with Arizona School for the Deaf and Blind (ASDB) to add Addendum E	Action
		Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs	

SUPPORTING DATA

Attached is our five-year agreement with ASDB, which was approved at the board meeting on January 12, 2016.

We are requesting to amend our five-year agreement by adding Addendum E. Addendum E adds HUSD as a partnership site for the 2017-2018 school year.

HUSD is partnering with ASDB to provide a comprehensive program for students with hearing impairments (HI) and visual impairments (VI). Having designated schools within HUSD (Coyote Springs Elementary, Glassford Hill Middle School, and Bradshaw Mountain High School) will allow students in the quad-cities area with hearing and vision impairments to receive more service time, support, and access to needed assistive technology at one site. The ASDB staff will not need to travel to the quad-city schools to provide services, which takes time away from providing quality instruction and services to these students. These students will be bused to CSES, GHMS, and BMHS from the quad-cities to receive instruction and services at HUSD schools.

Addendum E details the cost of transporting students who are enrolled in HUSD under our open enrollment policy and pursuant to the Quad-City Partnership Program with the District. The agreed upon cost for transportation is $52,000 for the 2017/18 school year, as well as the district reimbursement for these open enrollment students of $3,000 per student.

SUMMARY & RECOMMENDATION

The Special Services Office is requesting that the Governing Board approve the amended 5 year agreement to add Addendum E, which outlines the agreed upon cost for transportation ($52,000) as well as the district reimbursement for these students ($3000).

Sample Motion

I move to approve the amended 5-year agreement to add Addendum E, which outlines the agreed upon cost for transportation ($52,000) as well as the district reimbursement for these open enrollment students ($3,000).

Approved for transmittal to the Governing Board: _____

Mr. Daniel Streeter, Superintendent

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

ADDENDUM E

Quad City Partnership Program

The Quad City Partnership is Addendum E to the Regional Cooperative Agreement between Humboldt School District ("Humboldt or Participating School") and the Arizona State Schools for the Deaf and the Blind ("ASDB") executed on April 11, 2017. Under the Quad City Partnership Program, Humboldt agreed that students eligible for services from ASDB North Central Regional Cooperative may enroll in Humboldt under Humboldt's Open Enrollment Program as described below.

1. For those students enroll at Humboldt through Humboldt's Open Enrollment Program under the Quad City Partnership Program, ASDB agrees to reimburse $3,000 to Humboldt for each student whose institutional voucher is received pursuant to this Quad City Partnership Addendum. This Addendum specifically modifies Addendum C for Quad City Partnership Program students only.

2. On an annual basis, ASDB and Humboldt will agree upon the cost of the transporting students who are enrolled in Humboldt under Humboldt's Open Enrollment Program pursuant to the Quad City Partnership Program to Humboldt from an agreed upon pick up location and from Humboldt to an agreed upon drop off location each school day. ASDB will provide an agreed upon sum of monies to Humboldt on or before July 15, of each year. ASDB and Humboldt agree that ASDB has no further financial obligation for any and all costs associated with the transportation of these students; including but not limited to any injuries and/or damages as a result of transporting the students.

3. For the school year 2017-2018, ASDB and Humboldt have agreed that ASDB shall pay $52,000 to Humboldt to transport the students in the Quad City Partnership from the student's agreed upon pick up location to Humboldt and from Humboldt to the student's agreed upon drop off location each school day.

4. This Addendum will terminate at the same time as the Regional Cooperative Agreement as originally determined pursuant to Section VI (A) (1).

Dr. Kristen Rex, 4/4/17 Date
Assistant Superintendent
Arizona State Schools for the Deaf and the Blind

Mr. Dan Streeter, Date
Superintendent
Humboldt Unified School District

Legal Counsel for ASDB Date

Legal Counsel for Humboldt USD Date

Revised 4/3/2017

AGREEMENT Between The Arizona State School for the Deaf and Blind and Participating Public Schools in the North Central Regional Cooperative	RE: Regional Cooperative Agreement	
	Page 1 of 11	Date: September 12, 2014

APPROVED

JAN 12 2016

Humboldt Unified School District
Governing Board

I. INTRODUCTION AND AUTHORITY

This Agreement is made and entered into between the following participants:

1. The Arizona School for the Deaf and Blind ("ASDB"), which is authorized to enter into this agreement pursuant to A.R.S. §§ 15-1303(C)(2) and 11-951.

2. Humboldt Unified School District, a public school in the North Central Region ("Participating School"), that is authorized to enter into this agreement pursuant to A.R.S. §§ 15-764(A), -765(D), or -183(H).

II. BACKGROUND AND PURPOSE

ASDB provides education for students with hearing or visual disabilities to help these students become self-sustaining individuals. A.R.S. § 15-1302(B). As part of its mission, ASDB offers optional resources to schools that participate in regional co-operatives to meet the individualized needs of students with hearing or visual disabilities that are enrolled in the participating public schools. A.R.S. § 15-1302 (A), (E).

The purpose of this Agreement is to establish how school districts and charter schools throughout the State obtain ASDB's specialized services for deaf and blind students by participating in a cooperative program that shares resources among participating public schools in the region.

This Agreement sets forth the types of services that ASDB can provide to the Participating School through its Regional Cooperatives and clarifies the allocation of responsibilities between an eligible student's public education agency ("PEA") (which maintains primary responsibility for an eligible student's education) and the Regional Cooperative (which provides services directly related to hearing loss or vision loss of the eligible student). This agreement does not reallocate any responsibility for providing a Free Appropriate Public Education under federal or state law from the participating PEA to ASDB.

III. DEFINITIONS

"Assistive technology device," as that term is defined by 20 U.S.C. § 1401(1)(A), means any item, piece of equipment, or product system that is used to increase, maintain, or improve functional capabilities of a child with a disability.

"Assistive technology service," as that term is defined by 20 U.S.C. § 1401(1)(A), means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device.

"Deaf-blindness," as defined by 34 C.F.R. § 300.8(c)(2) means "concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness."

"Deafness," as defined by 34 C.F.R. § 300.8(c)(3) means "a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification that adversely affects a child's educational performance."

"Free appropriate public education," as that term is defined by 20 U.S.C. § 1401(9), means "special education and related services that have been provided at public expense, under public supervision, meet the standards of the State educational agency . . . and are provided in conformity with the IEP."

"Hearing impairment," as defined by 34 C.F.R. § 300.8(c)(5) means "an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance but that is not included under the definition of deafness."

"IEP" means "individualized education program," as that term is defined by 20 U.S.C. § 1401 (a)(20) and 34 C.F.R. 300.340-350 and A.R.S. § 15-761(10).

"IEP Team" means "individualized education program team" as that term is defined by 34 C.F R. 300.344, A.R.S. § 15-761(11) and A.A.C. R7-2-401(F)(3).

"Institutional voucher" is the fund that provides monies for the education of a student requires placement or who has been placed in a residential facility by a state placing agency. A.R.S. §15-1204.

"Least Restrictive Environment" is the least restrictive and least intrusive setting in which the child's educational needs can be safely and adequately met, including the treatment of the child's qualifying diagnosis or behavioral health disorder.

"Multiple disabilities," as defined by 34 C.F.R. § 300.8(c)(7), means "concomitant impairments (such as mental retardation-blindness or mental retardation-orthopedic impairment), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments."

"Party" or "Parties" means ASDB or the undersigned PEA, the parties to this Agreement.

"Public Education Agency" or "PEA" means a school district, charter school, accommodation school, state supported institution, or other political subdivision of the state that is responsible for providing education to children with disabilities." A.A.C. R7-2-401(B)(23).

"Qualified Student," as that term is used in this Agreement, means a student with deafness, hearing impairment, deaf-blindness, or visual impairment (as defined in this section) who is enrolled in a school that participates in a Regional Cooperative.

"Regional Co-operative" or "Cooperative" means a "regional program in appropriate locations in this State" that offers optional services to enable participating public schools to identify and to serve students enrolled in those schools with a hearing impairment, deafness, and/or a visual impairment more efficiently and cost-effectively than they could do separately.

"Related services," as that term is defined by 20 U.S.C. § 1401(26), means supportive services designed to enable a student with a disability to receive a FAPE as described in the student's IEP.

"Student" means a "[person] with disabilities" pursuant to 34 C.F.R. 300.7, who is between the ages of three and twenty-two who has not received a regular high school diploma.

"Supplementary aids and services," as that term is defined by 20 U.S.C. § 1401(9), means aids, services, and other supports that are provided in regular education classes or other education-related settings to

enable children with disabilities to be educated with nondisabled children to the maximum extent appropriate.

"Visual impairment," as that term is defined by 34 C.F.R. § 300.8(c)(13), includes blindness and means "an impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness."

IV. RESPONSIBILITIES

A. The Participating School is responsible for providing a FAPE to every student enrolled in its school(s).

1. As the student's PEA, the Participating School must establish an IEP for the student that meets the standards set forth in applicable federal and State laws, including but not limited to: adherence to procedural safeguards, child find, evaluation, consideration of the appropriate continuum of services and supports for students, establishment of measurable IEP goals, and identification of instructional or support services by appropriate personnel pursuant to A.A.C. R7-2-401(G).

   a. The Participating School is responsible for identifying the need for services related to hearing or visual impairment.

   b. If a student's suspected or confirmed hearing or visual disability begins to interfere with educational progress, the Participating School should contact ASDB and as soon as possible.

      i. When the Participating School requests services from ASDB, ASDB (through the Cooperative) will make its staff available or require its staff to participate in team meetings relating to child find, evaluation, or placement of a student attending a participating public school when ASDB's participation is appropriate or necessary

      ii. The Participating School shall notify the Cooperative staff of such meetings sufficiently in advance of such meetings.

      iii. The time for providing notice must be reasonable under the circumstances to allow Cooperative staff to complete mandatory evaluations pursuant to A.R.S. § 15-761(8),(39), and A.A.C. R7-2-401(E), and to attend meetings regarding eligibility or placement decisions.

      iv. The Participating School must provide notice to ASDB as early as possible, but no later than the date that it notifies the parent of the student or the adult student of the meeting.

   c. The Participating School is responsible for ensuring that the student receives FAPE in conformity with his or her IEP pursuant to 34 C.F.R. § 300.17(d), including special education and related services for students with multiple disabilities that are in addition to the student's hearing loss or vision loss.

2. The Participating School shall assist ASDB in providing the qualified services by:

   a. Providing transportation necessary to enable its qualified students to access the programming or other services that are provided by ASDB through this Cooperative pursuant to this Agreement. Such services may be provided at the Participating School or at other participating schools within the area covered by the regional cooperative.

   b. Providing space and non-specialized materials and equipment for services provided by the Cooperative at the participating public school site.

   c. Cooperating in all ways reasonably necessary to facilitate the delivery of services provided by the Cooperative.

   d. Providing all other special education and related services not related to hearing loss or vision loss.

B. ASDB shall offer services related to visual and hearing disabilities to qualified students enrolled at participating schools in its Regional Cooperatives.

   1. ASDB will provide oversight and management over the Cooperative's operations.

      a. ASDB will employ a Regional Director to oversee the planning, development, operation, and daily function of the Cooperative.

      b. The Regional Director will receive support and guidance from the "Regional Advisory Council" or "Executive Council" ("Council").

         i. The Council is a group of individuals, representing participating public schools and ASDB, that develops guidelines for the administration of the Regional Cooperative and that provides support and program guidance for the Regional Director of the Cooperative.

         ii. All financial decisions, including but not limited to: setting membership rates, establishing fee schedules, reimbursing tuition vouchers, and approving expenditures of the Cooperative's revenues remain the sole responsibility of ASDB.

   2. ASDB, through its Regional Cooperative, will provide resources to the Participating School.

      a. The available resources directly related to or resulting from an eligible hearing loss or vision loss for Participating Schools include:

         i. Assessments.

         ii. Program planning and staff development.

         iii. Information services for parents, families and the public.

         iv. Research and development to promote improved educational programs and services.

b. With reasonable advance notice from the Participating School, ASDB, through its Regional Cooperative will:

i. Make its staff available or require its staff to participate in team meetings relating to child find, evaluation, or placement of a student attending a participating public school when ASDB's participation is appropriate or necessary.

ii. Assist the Participating School to complete mandatory evaluations for eligibility or placement decisions.

c. If a qualified student newly enrolls or transfers into a Participating School, the school may make a temporary 30-day placement for the student.

i. A Participating School that makes a temporary 30-day initial placement shall notify ASDB within 5 days of the placement.

ii. Upon receiving the required notice, ASDB, through its Regional Cooperative, will make its staff available or require its staff to participate in the 30-day review.

3. ASDB, through its Regional Cooperative, will provide resources for qualified students when the resources are necessary to address the hearing or visual disability.

a. The available resources for qualified students may include:

i. Special curriculum.

ii. Equipment and materials.

iii. Supplemental related services.

iv. Special short-term programs.

b. Exclusions:

i. ASDB will not provide instruction and services to qualified students that do not directly relate to hearing or visual disabilities. Examples of services that ASDB will not provide include, but are not limited to: medical care, nursing services, behavioral health aides, foreign language interpreters, mobility devices for physical disabilities, occupational or physical therapy, speech/language therapy, and/or transportation.

ii. ASDB will not duplicate existing services available at the Participating School pursuant to A.R.S. § 15-1302(E).

c. ASDB, through its Regional Cooperative, shall make reasonable efforts to meet the needs of any qualified student but this Agreement shall not obligate ASDB or its staff to: assume any duty that is not required by law, perform an impossible or impracticable action, or expend public resources in excess of its available funds. A.R.S. § 1-502.

4. **Addendum A** sets forth examples of services that may be available for the Participating School or its qualified students from ASDB, through its Regional Cooperative. This list is not comprehensive, exclusive, or binding. It is subject to modifications and provides examples, not assurances. This list shall not be construed by any party or persons to create any benefit for any party, organization, or person that is enforceable by law.

C. This Agreement does not relieve any party of its legal duties under applicable Federal or State law.

V. FINANCING

A. **Background.**

1. **Administrative costs.** The State of Arizona provides ASDB with a legislative appropriation that funds the basic administrative cost of operating the Regional Cooperative on behalf of the participating public schools.

2. **Instructional and service costs.** The local schools that join the Regional Cooperative combine their resources to share the costs associated with the specialized instruction, services, and equipment that pertain to the hearing or visual disabilities of qualified students enrolled in the local schools.

B. **Membership fees.**

1. Each participating school pays a membership fee for its membership in the Cooperative.

2. ASDB has established the membership fees with the intent that these fees will cover the cost of supplemental services that pertain to hearing or visual disabilities for qualified students enrolled in its participating PEAs.

3. The membership fee schedule for schools in the North Central Region is attached as **Addendum B** to this Agreement and is incorporated by reference. The membership fee schedule is subject to modification on an annual basis.

C. **Instructional Costs.** Schools that participate in the Regional Cooperatives share the instructional costs related to hearing or visual disabilities for a qualified student enrolled at a participating PEA either through institutional voucher funds or through a fee for services agreement.

1. **Institutional vouchers.** A Regional Cooperative may apply for and use an institutional voucher, *see* A.R.S. §§ 15-1201 through -1205, towards the instructional costs of its qualified student(s).

a. The use of the institutional voucher is one form of payment to ASDB, through its Regional Cooperative, for services that address the hearing and visual disabilities of qualified students. *See* A.A.C. R7-2-404(A).

b. The use of an institutional voucher to pay for services from ASDB, through its Cooperative, does not divest responsibility from the Participating School for providing a FAPE.

i. A participating PEA that allows an institutional voucher to pay for cooperative services cannot designate ASDB, its Cooperatives, or its employees, as the PEA that is responsible for providing an education to qualified students.

ii. A qualified student, whose Participating School allows the institutional voucher to pay ASDB for services provided through its Regional Cooperatives, is not "enrolled" or "attending" ASDB, as contemplated by A.A.C. R7-2-404(A).

c. In appropriate situations, participating schools may be eligible for reimbursement of unexpended vouchers payments. *See* **Addendum C-1** for an example of anticipated reimbursements to participating schools for the 2014-2015 school year.

d. **Additional Fees or Costs.** In certain situations, ASDB may need to assess fees and/or costs to a participating public school that exceed the funds received from an institutional voucher when the costs for services that are directly related to a qualified student's hearing impairment, deafness and/or a visual impairment exceed institutional voucher funds.

i. Additional costs will be negotiated on a case by case basis, approved by the ASDB Superintendent, the Regional Director of the Cooperative, and the appropriate designee of the Participating School.

ii. ASDB, through the Regional Cooperatives, may not incur any obligation or make any expenditure that is not authorized by appropriation or allotment to provide specific services for a qualified student pursuant to A.R.S. § 35-124.

2. **Fee for services.** A Participating School may elect to reimburse ASDB for its costs in providing services, through the Cooperative, under a fee for service agreement, for those students with additional disabilities identified by the MET/IEP.

a. A fee for service schedule will vary depending on location, nature, duration, and extent of services provided by ASDB, through its Cooperative.

b. The fees for services may change at unexpected intervals. ASDB shall provide a Participating School with seasonable and timely notice of any changes to a fee schedule prior to billing at an adjusted rate.

D. ASDB, through its Cooperatives and Regional Directors, shall maintain the budgets for each Regional Cooperative.

VI. DURATION, TERMINATION, AND DISPOSITION OF PROPERTY

A. **Duration.** This Agreement shall become effective on the date that it is executed by ASDB and the Participating School, after approval by the parties' respective Governing Boards.

1. The duration of the Agreement shall be for 5 years after the date of execution.

2. It may be extended for an additional 5 years upon approval of the parties' respective Governing Boards.

B. **Termination.**

1. The parties may terminate this Agreement prior to the end of its terms as follows:

a. **Mutual Agreement.** The parties may terminate the Agreement by mutual agreement by providing written notice of termination 90 days prior to termination. ASDB shall continue to provide services, through its regional cooperative, and the Participating School shall continue to pay for the services throughout the notification period.

b. **Default by Participating School.** ASDB may terminate this Agreement if the Participating School fails to make payment as required pursuant to this Agreement and Addenda and fails to cure the default within 10 business days after receiving written notice of the default (from ASDB). If the notice of default is sent by electronic means, it shall be considered received on the day that it is sent. If the notice of default is sent by U.S. Mail, the notice shall be considered received 3 business days after it was mailed.

2. **Termination by law.** Notwithstanding any other provision regarding duration or termination of this Agreement, this Agreement is subject to termination by the following operations of law.

a. **Non-Availability of Funds**. This Agreement shall be subject to available funding and nothing in this Agreement shall bind any Party to expenditures in excess of funds appropriated and authorized for purposes outlined in this Agreement.

i. If funds are reduced or otherwise unavailable, the Parties may take any of the following actions: (1) cancel the IGA or (2) cancel the Agreement and re-write the requirements.

ii. If funds are not allocated and available for the continuance of this Agreement, the non-appropriated party may terminate this Agreement at the end of the period for which funds are available.

iii. The Superintendent of ASDB and the governing boards of the Participating School shall have sole and unfettered discretion to determine the availability of funds.

iv. Each party shall notify the other party as soon as possible when services or payment may or will be affected by a fund shortage.

v. No liability shall accrue to the terminating party in the event this provision is exercised, and the terminating party shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

3. **Conflict of Interest Cancellation.** This Agreement is subject to cancellation under A.R.S. § 38-511, as it pertains to the cancellation of State contracts.

C. **Disposition of Property upon Termination of Agreement.** Property acquired solely for purposes of this Agreement shall be disposed of upon termination of the Agreement as follows:

1. All property purchased by ASDB shall remain the sole property of ASDB;

2. All property purchased by a Participating School shall remain the sole property of the Participating School.

VII. GENERAL TERMS AND CONDITIONS

A. **There are no third party beneficiaries.** This Agreement shall not be construed to provide any additional rights, causes of action, or participation in the placement process to any students, parents, or interested persons beyond those enumerated in federal or state law.

B. **Modification:** Modifications within the scope of this Agreement shall be made by mutual consent of the parties, and by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed. Notwithstanding this provision, ASDB may modify fee schedules or membership rates in the manner specified, above.

1. Either Party shall give written notice to the other Party of any non-material alteration that affects the provisions of this Agreement. Non-material alterations that do not require a written amendment are as follows:

a. Change of telephone number.

b. Change in authorized signatory.

c. Change in the name and/or address of the person to whom notices are to be sent.

C. **Civil Rights Assurance and Nondiscrimination.** The parties agree to comply with Chapter 9, Title 41, Arizona Revised Statutes (Civil Rights), Arizona Executive Order No. 2009-09 and any other federal or state laws relating to equal opportunity and non-discrimination, including the Americans with Disabilities Act.

D. **Records and Audits.** Pursuant to A.R.S.§§ 35-214, 35-215, and 41-2548, all books, accounts, reports, files and other records relating to this Agreement shall be subject, at

all reasonable times, to inspection and audit by the State during the term of this Agreement and for five years after the termination of this Agreement.

E. **Indemnification.** Neither party to this Agreement agrees to indemnify the other party or hold harmless the other party from liability hereunder.

F. **Participation in Similar Activities**. This Agreement in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals.

G. **Limitations.** Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of parties in performing functions beyond those granted to them by law, or as requiring the parties to expend any sum in excess of its appropriations.

H. **Confidentiality.** Both Parties agree to comply with all applicable state and federal privacy laws including the federal Family Educational Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996.

I. **Anti-Trust Violations**. The parties shall assign any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the parties toward fulfillment of this Agreement to the State of Arizona.

J. **Privatization.** To the extent that this Agreement may require or lead to the privatization of any governmental function, the parties agree to comply with the requirements of A.R.S. § 41-2772.

K. **Choice of Law.** This Agreement shall be construed in accordance the laws of the State of Arizona.

L. **Arbitration**: To the extent required by A.R.S. §§ 12-1518(B) and 12-133, the parties agree to resolve any dispute arising out of this agreement by arbitration, except as may be required by other applicable statutes.

VIII. **NOTICES, REPORTS, CORRESPONDENCE** shall be sent to the following addresses:

ASDB
North Central Regional Cooperative:
ATTN: Jane MacDonald
Regional Director
1000 E. Butler Ave., Ste. 115
Flagstaff, AZ 86001

Participating School:
ATTN: Dan Streeter
Superintendent
Humboldt Unified School District
6411 N. Robert Rd.
Prescott Valley, AZ 86314

IX. SIGNATURE AUTHORITY

A. This Agreement is entered into and is effective as of the date of the last signature.

B. By signing below, the signer certifies that he or she has the authority to enter into this agreement and has read the foregoing and agrees to accept the provisions herein.

C. This Agreement may be executed in counterpart.

ASDB Regional Cooperative	Participating School
	1/13/2016
Signature **Date**	**Signature** **Date**
Marv Lamer – ASDB Superintendent	**Dan Streeter, Superintendent**
Typed Name and Title	**Typed Name and Title**
1000 E. Butler Ave., Ste. 115	**6411 N. Robert Road**
Address	**Address**
Flagstaff, AZ 86001	**Prescott Valley, AZ 86314**
City/State/Zip	**City/State/Zip**

APPROVED

JAN 12 2016

Humboldt Unified School District
Governing Board

NORTH CENTRAL REGIONAL COOPERATIVE
1000 E. Butler Ave., Suite 115 ▾ Flagstaff, Arizona 86001 ▾ (928) 774-0655 ▾ fax (928) 773-9229

EXAMPLES OF SERVICE FOR THE 2015-2016 SCHOOL YEAR

In addition to the direct services provided by the Teachers of the Deaf & Hard of Hearing and the Teachers of the Blind & Visually Impaired to specifically identified students, we also provide the following crucial support services:

Services that come with membership:

- Follow up vision and hearing screenings after two failed school screenings; audiology testing with parent permission
- Observations and assessments of vision and/or hearing for determining eligibility for special education
- In-service to school staff

Additional services provided students with identified sensory loss as per IEP:

- Routine audiology testing & equipment monitoring
- Collaboration with Flagstaff Medical Center's Children's Rehabilitative Services Audiology facility. Sound test booths are also located in Kingman Unified School District, Winslow Unified School District, Page Unified School District and Kayenta Unified School District.
- Sign Language Interpreting in the General Education Classes
- Assistive Technology Evaluations for Blind/Visually Impaired
- Functional Vision Assessments for Blind/Visually Impaired
- Learning Media assessments for Blind/Visually Impaired
- Assistive Technology equipment based on A.T. evaluation and related to vision/hearing impairment
- Orientation & mobility training for Blind/Visually Impaired
- Braille transcription/instruction as needed for Blind/Visually Impaired, per IEP
- Activities of daily living for Blind/VI students
- Clinical Low Vision Examinations by regional Optometrists as needed
- Technical Assistance for testing and training of General Education/Special Education Staff & Classrooms by Agency Professionals as needed/recommended by IEP team
- Assistance to districts regarding transition to post-secondary education as per IEP and state mandates

NORTH CENTRAL REGIONAL COOPERATIVE
1000 E. Butler Ave., Suite 115 ▾Flagstaff, Arizona 86001 ▾ (928) 774-0655 ▾ fax (928) 773-9229

LEVEL OF SERVICE FOR THE 2014-2015 SCHOOL YEAR

The following services are provided, based on an individual student IEP.

LEVEL OF SERVICE	DESCRIPTION OF LEVEL OF SERVICE
INDIRECT SERVICE.	Up to one (1) hour/contact per month by Cooperative staff; No equipment.
ITINERANT LEVEL I	Up to one and one-half (1 ½) hours of service per week by Cooperative Staff; with equipment.
ITINERANT LEVEL II	More than one and one-half (1 ½) and up to three (3) hours of service per week by Cooperative staff; with equipment.
RESOURCE LEVEL III	More than three (3) and up to five (5) hours of service per week by Cooperative staff; with equipment.
RESOURCE LEVEL IV	More than five (5) and up to ten (10) hours of service per week by Cooperative staff; with equipment.
RESOURCE LEVEL V	More than ten (10) and up to (15) hours of service per week by Cooperative staff; with equipment.

The term "Cooperative staff" shall include, but is not limited to any one or more of the following personnel: teacher of the deaf/hard of hearing, teacher of the blind/visually impaired, orientation and mobility teacher, rehabilitation teacher, educational interpreter, VI or HI instructional assistant, technical assistant, Braillist, intervener.

NORTH CENTRAL REGIONAL COOPERATIVE

1000 E. Butler Ave., Suite 115 ▾Flagstaff, Arizona 86001 ▾ (928) 774-0655 ▾ fax (928) 773-9229

MEMBERSHIP RATES FOR THE 2015-2016 SCHOOL YEAR

All eligible school districts pay a membership rate in order to receive services from the North Central Regional Cooperative. Membership rates are based upon your 40-day ADM (average daily membership) count and are billed separately. North Central Executive Council recommended the following fee schedule, which was approved by the ASDB Superintendent.

ADM under 200	$250.00
ADM 200-999	$500.00
ADM 1,000-4,999	$750.00
ADM 5,000 or more	$1,000.00

** A billing for the annual membership rate will be mailed to you in the fall

ASDB
ARIZONA STATE SCHOOLS for the DEAF and the BLIND

NORTH CENTRAL REGIONAL COOPERATIVE
1000 E. Butler Ave., Suite 115 ▾Flagstaff, Arizona 86001 ▾ (928) 774-0655 ▾ fax (928) 773-9229

COOPERATIVE SERVICES FOR THE BLIND / VISUALLY IMPAIRED AND THE DEAF /HARD OF HEARING

Voucher Reimbursement

NCR Cooperative will reimburse the district - $1500

The type and amount of services to be provided for a voucher student will be determined by the IEP. The Cooperative was created to help support students with visual and hearing impairments in the general education classroom and was not created to provide a self-contained program. Therefore, there are limits to what a Cooperative can and shall provide.

School Year 2015-2016

NORTH CENTRAL REGIONAL COOPERATIVE
1000 E. Butler Ave., Suite 115 ▾Flagstaff, Arizona 86001 ▾ (928) 774-0655 ▾ (928) 773-9229

FEE-FOR-SERVICE RATES FOR THE 2015-2016 SCHOOL YEAR

The following services are provided, based on an individual student IEP and funded through fee-for-service. FFS rates apply to a student whose sensory impairment (HI/VI) is not the primary area of eligibility (MD, MDSSI, etc.).

LEVEL OF SERVICE	RATE	DESCRIPTION OF LEVEL OF SERVICE
Indirect Service	$2,800	Up to one (1) hour/contact per month by Cooperative staff; No equipment.
Itinerant Level I	$5,245	Up to one and one-half (1 ½) hours of service per week by Cooperative Staff; with equipment.
Itinerant Level II	$7,335	More than one and one-half (1 ½)and up to three (3) hours of service per week by Cooperative staff; with equipment.
Resource Level III	$11,000	More than three (3) and up to five (5) hours of service per week by Cooperative staff; with equipment.
Resource Level IV	$16,260	More than five (5) and up to ten (10) hours of service per week by Cooperative staff; with equipment.
Resource Level V	$21,500	More than ten (10) and up to (15) hours of service per week by Cooperative staff; with equipment.

For Fee-for-Service students receiving more than 15 hours of weekly service by Cooperative staff, the services will be billed at cost.

The term "Cooperative staff" shall include, any one or more of the following personnel: teacher of the deaf/hard of hearing, teacher of the blind/visually impaired, orientation and mobility teacher, educational interpreter, technical assistant, Braillist, intervener.

NCRC will provide an invoice listing all fee-for-service students in your district. Districts are no longer allowed to subtract what is billed by NCRC from what is owed to the district. This change is necessary for auditing and accounting purposes.

CONSENT
Item 9H.

IGA Renewal

JTED

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9H
FROM:	Danny Brown, Executive Director of Federal Program and School Improvement	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Intergovernmental Agreement (IGA) renewal between HUSD and Mountain Institute JTED	Action
		Consent X
OBJECTIVE:	Goal #1 – To Raise the Level of Student Achievement	

SUPPORTING DATA:

Please find attached the IGA with Mountain Institute JTED and Humboldt Unified School District. There are no changes to the existing agreement other than Mountain Institute JTED is requesting that the agreement be for a three-year term beginning July 1, 2017.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the agreement between Humboldt Unified School District and the Mountain Institute JTED for a three year period beginning in July, 2017.

Sample Motion:

I move to approve the renewal of the Intergovernmental Agreement with Mountain Institute JTED for a term of three years, July 1, 2017 to June 30, 2020, as presented.

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

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

INTERGOVERNMENTAL AGREEMENT
by and between
JTED
and
SATELLITE
for
Provision of Joint Technical Education Courses

This Intergovernmental Agreement ("Agreement") is entered into as of the ___ day of _____, 20_____, by and between the Mountain Institute Joint Technical Education District #2 (MIJTED), an Arizona joint technical educational district (hereinafter known as "JTED"), and Humboldt Unified School District No. 22, a political subdivision of the state of Arizona (hereinafter known as "Satellite District"), for the joint exercise of powers pursuant to A.R.S. §11-952 *et seq.*, A.R.S. §15-342 and A.R.S. §15-393;

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S §15-393;

WHEREAS, the Parties want to provide joint technical education courses ("JTED Courses") as a part of a joint technical education district program ("JTED Program"), as those terms are defined in A.R.S. §15-391, at a satellite location ("Satellite") designated by the Satellite District, and to operate under a satellite model with the Satellite District continuing to provide the instruction and facilities for such courses;

WHEREAS, the Parties may want to provide JTED Courses and/or JTED Programs" at satellite locations designated by Satellite District and to receive classes under the centralized model utilizing video conferencing distance learning (VCDL) technology to deliver classes. Satellite will continue to provide facilities and facilitators for the JTED Courses;

NOW THEREFORE, in consideration of the mutual agreements set forth, the Parties agree as follows:

1. Purpose

The purpose of this Agreement is to establish the terms and conditions under which JTED will provide JTED Courses and a JTED Program, as defined below, which meet the criteria provided in A.R.S. §15-391.

2. Term

This Agreement shall commence and be effective on July 1, 2017, and shall be for a period of one (3) years, unless terminated by either Party as provided for in this Agreement. Payment, performance and obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.

3. Termination

This Agreement may be terminated by either Party upon written notice to the other Party given no later than thirty (30) days before the end of the semester; provided, however, that termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the Parties, all property purchased by a JTED, or by a Satellite with JTED funding, under this Agreement shall remain the property of the JTED and shall be returned to the JTED by the Satellite when no longer in use or upon termination, whichever is sooner pursuant to A.R.S. §11-952(B)(4) The JTED shall, using the procedures specified in the Uniform System of Financial Records for Arizona School Districts ("USFR"), maintain an inventory of all equipment which the JTED supplies to the Satellite and which is to be returned to the JTED.

4. Requirements under A.R.S. §15-393(L)

A. **Financial Provisions and Format for Billing**. See Exhibit (E).

(1) The services provided by the Parties shall be proportionally calculated in the cost of delivering the service.

(2) Payment for services shall not exceed the cost of the services provided. Unexpended funds remaining at the school year end will be used to decrease the reimbursement allocation in the next school year. A written plan for the accumulation of funds must be requested and approved by the JTED Governing Board.

(3) Payment obligations of JTED under this Agreement are conditioned upon receipt of funds from the State of Arizona or from funds received from tax levies. The obligations of Satellite are conditioned upon the availability to Satellite of funds that may lawfully be used for such purpose.

B. **Accountability Provisions**. The Parties agree to cooperate as appropriate to ensure compliance of both Parties with required student testing schedules and procedures, reporting, and other requirements of applicable state and federal law concerning accountability in educational programs. JTED may, at its expense, request an audit or accounting of expenditures by Satellite related to joint technical education programs.

C. **Responsibilities**.

(1) Responsibilities of JTED.

a. JTED will manage the joint technical education district.

b. JTED will be responsible for the content and quality of JTED Courses taught by the Satellite and shall maintain oversight of all JTED Satellite programs.

c. JTED will establish the standard for the quality of the teachers who instruct JTED Courses.

d. JTED will review the salaries of teachers who will be instructing JTED Courses on behalf of the Satellite, and may pay the Satellite for such salaries.

e. JTED may pay Satellite for providing facilities and instruction for JTED approved classes, or may reimburse other entities for facilities used by the Satellite in which to teach JTED Courses.

f. JTED shall provide professional development for Satellite District JTED Course and JTED Program teachers. The nature, duration, frequency, and type of professional development provided by JTED pursuant to this section shall be determined in the sole discretion of JTED.

g. JTED shall provide ongoing evaluation and support services to Satellite District JTED Courses and JTED Programs. The nature, duration, frequency, and type of evaluation and support services provided by JTED pursuant to this section shall be determined in the sole discretion of JTED.

h. JTED will coordinate with Satellite to upload Satellite student attendance reports into the ADE SAIS AzEDS system.

i. JTED will maintain an itemized listing of goods and services that are provided to Satellite District and which are paid for by the retention of Satellite District student funding. JTED shall provide said itemized list to Satellite District within Thirty (30) calendar days of receipt of a request for same from Satellite.

j. Within Thirty (30) calendar days of approval by JTED's Governing Board, JTED shall submit Satellite District requests for approval or addition of Satellite District JTED Courses or JTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.

k. JTED shall submit the report required by A.R.S. §15-393.01 in the manner mandated by said statute by no later than December 31st of year for which this Agreement is in effect.

l. If Satellite is operating under a traditional block schedule, JTED shall count for the purposes of ADM reporting the first fifty-five (55) minutes of the block as time spent by the student in a JTED program, and allow Satellite to count the remainder of the block as time spent by the student in Satellite programs.

(2) Responsibilities of Satellite District. Failure of Satellite District to comply with any of the reporting requirements of this Paragraph (2) may result in JTED withholding funds to the Satellite District on a temporary or long-term basis.

a. Attendance data must be reported at least every Twenty (20) days by the Satellite District to JTED in order for the site to receive funding as agreed upon in this Agreement. Satellite District will be compliant with ADE reporting standards, provided, however that JTED and Satellite District may agree that Satellite District will upload the attendance data. If Satellite is operating under a traditional block schedule, Satellite shall allow JTED to count the first fifty-five (55) minutes of the block as time spent by the student in a JTED program, and Satellite shall count the remainder of the block as time spent by the student in Satellite programs.

b. Satellite District is solely responsible to comply with its legal obligations to generate the required Average Daily Membership and to refrain from efforts to prevent or prohibit any student from attending a JTED Course

c. Satellite District will provide the instruction in any JTED Course referenced in Exhibit (F) at Satellite through Satellite teachers who shall remain employees of Satellite District and subject to Satellite District's employment policies. However, Satellite may, to the extent permitted under A.R.S. §15-537 and the personnel policies of Satellite District, consult with and consider the input received from JTED in teacher evaluations. If the Satellite and JTED are operating on a centralized model basis, then this provision shall not apply.

d. Satellite District will provide a cost analysis and course JTED eligibility documents for each potential JTED class by November 1st of each year for consideration and approval by the JTED Governing Board.

e. If Satellite District is participating in Distance Learning CTE classes, a description of courses, content, delivery format, and related information shall be attached herein as Exhibit L.

f. Satellite District will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the JTED Courses. If the Satellite District uses JTED funds to construct or renovate a facility located on the Satellite District campus or on property owned by the Satellite District, the facility shall, except for occasional other uses mutually agreed upon between the Parties, be used only for career and technical education programs offered by the JTED and must be made available to all qualified students who live within the JTED. In the event the facility is no longer used only for career and technical education programs offered by the JTED, the Satellite District shall, unless the Parties otherwise agree, reimburse the JTED for the depreciated cost of the construction and/or renovation as determined by generally accepted accounting principles.

g. Satellite and Satellite District will be responsible for student discipline. However, Satellite may, to the extent permitted by A.R.S. §15-841

and the student discipline policies of the Satellite District, consult with and consider the concerns of JTED with respect to this issue. (Exhibit J)

h. Satellite District will insure, repair, and maintain all property and equipment purchased by JTED for use in JTED Courses taught by Satellite while in the possession of Satellite. Any equipment purchased by the JTED or with funds provided by the JTED must be ordered, installed or available for use by students no later than two months after the equipment has been purchased. All equipment purchased with JTED funds, without regard to price, shall be tagged and accounted for by the Satellite District. The Satellite District shall make available for audit purposes a complete list of JTED-funded items. The Satellite District will return, or dispose of when mutually agreed upon beforehand, the property and equipment owned by JTED when the property and equipment is no longer used by Satellite for JTED Courses. Disposal of equipment must be in compliance with state regulations, with the equipment fist being offered for return to the JTED. The Satellite District will follow state disposal guidelines if the JTED chooses not to receive the equipment back form the Satellite District. In the event Satellite has installed computer software in JTED-owned computers, Satellite may remove such software from the JTED-owned computer prior to removing the computer from the Satellite site.

i. Satellite District agrees that it shall use any monies received pursuant to this Agreement to supplement and not supplant base year career and technical education and JTED Courses, and amounts for directly related equipment and facilities. Satellite District agrees that in order to enhance and not supplant career and technical education as required by A.R.S. § 15-393(D) (7) and (8), Satellite District will continue to allocate monies at a level equal to what was spent on career and technical educational and vocational programs in the base year to such programs or directly related equipment or facilities during the term of this Agreement. For purposes of this section, the amount spent in the base year shall be determined and adjusted as appropriate based on the definition and discussion in Memo 219 of the State Auditor General.

j. Except the first year a Satellite has joined a JTED, by October 15 of each year, Satellite shall complete and submit to JTED all of the following for the previous fiscal year:

(i) The State Auditor General's Memo 219 worksheet; and

(ii) All supporting documentation used to substantiate the figures reported on the State Auditor General's Memo 219 worksheet.

k. Satellite District will provide a projected New Year site budget no later than April 1st of each school year or as budget allocations are available, and a final detailed current year budget with narrative and expenditures using JTED CTE Final Report Form by June 1st of each school year. All previously unexpended JTED funds held in the 596 accounts must be carried forward for use in the new fiscal year, and included in the budget request to the JTED board.

l. Satellite District will comply with all applicable state, federal and JTED safety procedures and regulations.

m. Satellite District will cooperate with JTED to provide JTED with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.

n. Satellite District shall provide JTED with any and all documentation requested by JTED for the purposes of generating the report required by A.R.S. §15-393.01 by no later than November 30th of the then current JTED fiscal year. Satellite District shall provide any documentation requested by JTED after November 30th of the then current JTED fiscal year for the purposes of complying with A.R.S. §15-939.01 in a timely manner.

o. Satellite District will receive and utilize as it deems appropriate its proportionate share of all funds, if any, received from the JTED under A.R.S. §15-977 (Proposition 301- Classroom Site Funds) and A.R.S. §15-979 (Proposition 202 – Instructional Improvement Fund).

p. Satellite District shall submit all requests for approval or addition of Satellite District JTED Courses or JTED Programs directly to JTED.

D. **Type of Instruction**. All Satellite courses must be submitted for approval by June 1st of each school year and approved by the JTED Governing Board. The list of approved courses, type of instruction, the quality and content of each course, shall be attached hereto as Exhibit (H). All classes that may generate funding must meet the criteria for programs as required by law. All Satellite teachers are required to follow these criteria.

E. **Quality of Instruction**. "Joint technical education course" ("JTED Course") shall mean a course which is part of a sequence of courses taught as a JTED Program and which meets the criteria identified in A.R.S. §§15-391(3) and (5). Please see Exhibits (A) (B) (C) and (D) for further details.

F. **Enrollment.**

(1) JTED will coordinate enrollment and registration with the staff of each Satellite.

(2) Satellite and JTED must approve all enrollments and student withdrawals, verifying student eligibility in classes approved by the JTED Governing Board. (Exhibit K)

(3) Satellite will provide registration and attendance information for JTED students in approved courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, *et seq*. (Exhibit I)

(4) JTED may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in the joint district, pursuant to A.R.S. §15-393(H). The JTED Governing Board will set the tuition rate. Notwithstanding the foregoing, JTED will not be responsible to pay tuition or provide any financial assistance to any student who cannot document that the student is a United States citizen or lawfully present in the United States.

(5) For purposes of this Agreement, a "student" is defined as any person enrolled in the joint district without regard to the person's age or high school graduation status. Adults and post-secondary students may enroll in JTED courses subject to Satellite District's policy. Satellite District shall be responsible to acquire documentation pursuant to A.R.S. §15-828(A).

G. **Transportation Services.** If transportation of students is necessary or if State law requires transport, then Satellite District resources may be used to provide such transportation as set forth by Satellite District.

5. Cancellation for Conflict of Interest

Pursuant to A.R.S. §38-511, either Party may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other Party to the Agreement in any capacity or a consultant to any other Party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when either Party receives written notice of the cancellation unless the notice specifies a later time.

6. Non-discrimination

The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.

7. Insurance

Satellite District and JTED each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with State laws and shall name the other Party as an additional insured.

8. Employees

An employee of any Party to this Agreement who works under the jurisdiction or control of or within the jurisdictional boundaries of another Party to this Agreement pursuant to this Agreement is deemed to be an employee of both public agencies for the purposes of Arizona workers' compensation law, and A.R.S. §23-1022. The primary employer shall be solely liable for the payment of workers' compensation benefits.

9. Mutual Indemnification

Each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Parties (as "Indemnitees") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

10. Applicable Law

This Agreement shall be governed and interpreted by the laws of the State of Arizona. JTED shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15-391 through 15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control.

11. Mediation

Neither Party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The Parties shall share the expenses of the mediator, however, each Party shall bear its own cost for presentation before the mediator, including the cost incurred by the Party for representation by an attorney at the mediations, if such representation is desired.

12. Notice

Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid, to:

JTED	**SATELLITE**
Address:	Address:
220 Ruger Road – Suite 2	6411 N. Robert Road
Prescott, AZ 86301	Prescott Valley, AZ 86314
Fax:	Fax:
	928-759-4020

13. Counterparts

This Intergovernmental Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. This Intergovernmental Agreement is effective as of the date first written above.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature pages follow

IN WITNESS HEREOF, the Parties sign this Agreement:

FOR JTED:

By: Jeramy R. Plumb

Title: Superintendent

Dated this _____ day of _____, 20_____, upon resolution of the JTED Governing Board approving this Agreement and authorizing its Superintendent to sign below:

FOR JTED:

By: _____
Title: Superintendent

Attorney approval:

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the JTED Governing Board.

By: _____
Legal Counsel for JTED

HUMBODLT UNIFIED SCHOOL DISTRICT NO. 22

By: _____ By: _____

Title: _____ Title: _____

Dated this ____ day of _____, 20___, upon resolution of the District Governing Board of the _____ Unified School District No. __, approving this Agreement and authorizing its Superintendent to sign below:

HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22

By: _____
Title: Superintendent

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the _____ Governing Board.

By: _____
Legal Counsel for Satellite

Exhibit A

JTED Statement of Assurances (SB1525 Revised)

Joint Technical Education District - JTED 2017-2018 Statement of Assurance		
Name of JTED/CTDS	-Select-	
JTED Mailing Address/City/ZIP	-Select-	
JTED Physical Address (if different)		
JTED Superintendent/Phone/Email	-Select-	
JTED Contact	**Phone**	**Email**

The Joint Technical Education District assures that each program/sequence of courses reported for JTED Average Daily Membership (ADM) purposes for school year 2017-2018 meet the requirements of ARS §15-391.3(a-g) and ARS §15-391.5(a-o):
__ Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
__ Is part of a program that requires students to obtain a passing score of at least sixty percent (60%) on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.
__ Is part of an approved joint technical education district program.
__ Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to section ARS §15-701.01 in order to graduate from high school.
__ Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment.
__ Has demonstrated a need for extra funding in order to provide the joint technical education course.
__ Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard education course.
__ Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent (60%).
__ Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment and requires career and technical student organization participation.
__ Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.
__ Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.
__ Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph after the submission of all required documentation.
__ Is certified by the joint technical education district governing board to have met all the requirements prescribed in this article.
__ Is offered only to students in grades nine, ten, eleven and twelve.
__ Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.
__ Requires a single or stackable credential as described in subdivision (1) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (1) of this paragraph on graduation before receiving an associate's degree or baccalaureate degree.
__ Leads to certification or licensure in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the recipient of the certification or licensure for employment for which the student would not otherwise qualify. If there is no certification or licensure that is accepted by the vocation or industry, completion of the program must qualify the student for employment for which the student would not otherwise qualify without completion of the joint technical education program.

Learning that works for Arizona

CTE™

Career and Technical Education CTE and Joint Technical Education District
JTED Eligibility/Compliance Monitoring Process

School/CTDS _____ District _____ Date _____

Program Name/CIP# _____ JTED Program ☐ Yes ☐ No

Perkins Only Program ☐ Yes ☐ No

INDICATORS FOR PROGRAM APPROVAL

☐ **CTE INDICATOR #1: Delivers a coherent sequence of instruction: ARS §15-391(5)(e)**

☐ Coherent Sequence of Instruction ☐ 1 Carnegie Unit ☐ 2 Carnegie Units ☐ 3 Carnegie Units ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ 4 Carnegie Units

☐ **JTED Compliance** ☐ Assessment Percentage 60% Percent ☐ Industry Certification Offered

☐ **Evidence of an Exemplary Program**

☐ Expanded Course Sequence ☐ Dual Enrollment Offered ☐ Academic Credit Offered ☐ Math ☐ Science ☐ Economics ☐ ELA

☐ **CTE INDICATOR #2: Teaches all the state-designated program standards: ARS §15-391(5)(m)**

☐ Course Description/Outline/Syllabi ☐ Lesson Plans/Curriculum Maps ☐ State Standards ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ **JTED Compliance**

☐ **Evidence of an Exemplary Program**

☐ Academic Integration ☐ Math ☐ Science ☐ Economics ☐ ELA ☐ Postsecondary Standards

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☐ **CTE INDICATOR #3: Specified on the current CTE program list and determined JTED eligible: ARS §15-391(5)**

☐ **JTED Compliance** ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ **CTE INDICATOR #4: Taught by an appropriately certified teacher per CTE Certification Requirements for the program area: ARS §15-391(3)(a)**

☐ CTE Provisional/Expiration Date ☐ CTE Standard/Expiration Date ☐ Instructor Certification ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ National Board Certification

☐ **JTED Compliance**

☐ **Evidence of an Exemplary Program**

☐ Dual Enrollment Certified ☐ Additional Education ☐ CTE Summer Conference/State PD Event ☐ CTSO/Other Advisory Board

Page 13 of 16

Learning that works for Arizona CTE

Career and Technical Education CTE and Joint Technical Education District
JTED Eligibility/Compliance Monitoring Process

School/CTDS _____ District _____ Date _____

Program Name/CIP# _____ JTED Program ☐ Yes ☐ No

Perkins Only Program ☐ Yes ☐ No

☐ **CTE INDICATOR #5: Evaluates program performance annually and meets or exceeds established State Performance Measures: Perkins Requirement**

☐ 1S1-Reading/Language Arts ☐ 1S2-Math ☐ 2S1-Technical Skill ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ 3S1-School Completion/GED ☐ 4S1-Student Graduation Rates ☐ 5S1-Placement ☐ 6S1-Non-Trad Participation ☐ 6S2-Non-Trad Completion

☐ Annual Program Evaluation on file

☐ **JTED Compliance: ARS §15-391(5)(n) - An industry or vocation has agreed to provide financial or technical support to the Joint Technical Education District for a specific joint technical education district program**

☐ Assessment Percentage 60% Percent ☐ Industry Certification Offered ☐ Strong Business and Industry Partnerships

☐ Provide Technical Support ☐ In Kind Contributions ☐ Contributions ☐ Donations (equipment, etc. ☐ Serves on Advisory Board

☐ Provides Work Based Opportunities

☐ **Evidence of an Exemplary Program**

☐ Exceeds State Performance Measures ☐ Awards/Recognitions ☐ News Articles/Social Media ☐ Strategic Plan in Place

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☐ **CTE INDICATOR #6: Offers student work-based participation that involves actual work experience and connects classroom learning to work activities.**

☐ Cooperative Education/DCE ☐ Internship ☐ School Based Enterprise ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ On-Site Work Based Learning Lab ☐ Service Learning ☐ Apprenticeship ☐ Health Care Experience

☐ Laboratory/Simulation Projects ☐ Supervised Agriculture Experience

☐ **JTED Compliance: ARS §15-391(5)(d) - A Majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning components**

Learning that works for Arizona CTE

Career and Technical Education CTE and Joint Technical Education District
JTED Eligibility/Compliance Monitoring Process

School/CTDS _____ District _____ Date _____

Program Name/CIP# _____ JTED Program ☐ Yes ☐ No

Perkins Only Program ☐ Yes ☐ No

☐ Work Based Learning at Least 51% Percent ☐ School Based Enterprise ☐ On-Site Work Based Learning Lab ☐ Apprenticeship ☐ Health Care Experience

☐ Cooperative Education/DCE ☐ Internship ☐ Field-based Environment

☐ **Evidence of an Exemplary Program**

☐ Innovative Strategies for Work-based Learning

☐ **CTE INDICATOR #7: Requires student participation in Career Exploration for grades 7-9: Perkins Requirement**

☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ **CTE INDICATOR #8: Requires a Career and Technical Education Student Organization to be organized for the CTE secondary programmatic area**

☐ DECA ☐ FBLA ☐ FCCLA ☐ EdRising ☐ FFA ☐ HOSA ☐ SkillsUSA ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ **JTED Compliance: ARS §15-391(5)(d) - Career and Technical student organization participation**

☐ DECA ☐ FBLA ☐ FCCLA ☐ EdRising ☐ FFA ☐ HOSA ☐ SkillsUSA

☐ **Evidence of an Exemplary Program**

☐ Regional CTSO Event Attendance ☐ State CTSO Event Attendance

☐ National CTSO Officers ☐ State CTSO Officers ☐ Regional CTSO Officers

☐ Percentage of Students who competed in State, Regional or National Level CTSO Competitions

Learning that works for Arizona CTE™

Career and Technical Education CTE and Joint Technical Education District
JTED Eligibility/Compliance Monitoring Process

School/CTDS _____ District _____ Date _____

Program Name/CIP# _____ JTED Program ☐ Yes ☐ No

Perkins Only Program ☐ Yes ☐ No

☐ **CTE INDICATOR #9: Requires specialized equipment: ARS §15-391(3)(f)(g) - Has demonstrated a need for extra funding in order to provide the joint technical education course and requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard educational course**

☐ At least Fifty percent (50%) of equipment from the ADE recommended list is available ☐ **Compliant** ☐ **Action Needed** **Action Due Date** _____

☐ At least Seventy Five percent (75%) ☐ At least Ninety percent (90%)

☐ One hundred percent (100%) of equipment from the ADE recommended list is available ☐ All equipment is in working order in good condition

☐ Written plan to procure or have purchase orders for equipment not currently in place ☐ List of equipment being utilized at offsite location

☐ **JTED Compliance**

☐ Requires Specialized Equipment ☐ Has demonstrated a need for extra funding

☐ **Evidence of an Exemplary Program**

☐ List additional equipment beyond the 100% of equipment from the ADE recommended list that is industry current

☐ Inventory showing all equipment available and in good condition ☐ Space is ergonomically adapted to the individual program

Exhibit C

Program Evaluation Instrument (If different than above)

Exhibit D

ARS §15.391

15-391. Definitions

In this article, unless the context otherwise requires:

1. "Joint board" means a joint technical education district governing board.

2. "Joint district" means a joint technical education district.

3. "Joint technical education course" means a course that is offered by a joint technical education district as part of a joint technical education district program, that is approved by the career and technical education division of the department of education and that meets each of the following requirements:

(a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.

(b) Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.

(c) Is part of an approved joint technical education district program.

(d) Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to section 15-701.01 in order to graduate from high school.

(e) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment.

(f) Has demonstrated a need for extra funding in order to provide the joint technical education course.

(g) Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard educational course.

4. "Joint technical education district" means a district that is formed pursuant to this article and that offers joint technical education courses.

5. "Joint technical education district program" means a sequence of courses that is offered by a joint technical education district and that meets all of the following requirements:

(a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.

(b) Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an

assessment necessary for certification in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent.

(c) Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard educational course.

(d) Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, and requires career and technical student organization participation.

(e) Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.

(f) Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.

(g) Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph after the submission of all required documentation.

(h) Is certified by the joint technical education district governing board to have met all the requirements prescribed in this article.

(i) Is offered only to students in grades nine, ten, eleven and twelve.

(j) Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.

(k) Requires a single or stackable credential as described in subdivision (l) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (l) of this paragraph on graduation before receiving an associate's degree or baccalaureate degree.

(l) Leads to certification or licensure in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the recipient of the certification or licensure for employment for which the student would not otherwise qualify. If there is no certification or licensure that is accepted by the vocation or industry, completion of the program must qualify the student for employment for which the student would not otherwise qualify without completion of the joint technical education district program.

(m) Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated joint technical education district program vocation or industry.

(n) An industry or vocation has agreed to provide financial or technical support to the joint technical education district for a specific joint technical education district program. For the purposes of this subdivision, "financial support" includes in-kind contributions and donations.

(o) A joint technical education district has demonstrated a need for extra funding in order to provide the joint technical education district program.

6. "State board" means the state board of education.

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ARS §15.393

15-393. Joint technical education district governing board; report; definitions

A. The management and control of the joint district are vested in the joint technical education district governing board, including the content and quality of the courses offered by the district, the quality of teachers who provide instruction on behalf of the district, the salaries of teachers who provide instruction on behalf of the district and the reimbursement of other entities for the facilities used by the district. Unless the governing boards of the school districts participating in the formation of the joint district vote to implement an alternative election system as provided in subsection B of this section, the joint board shall consist of five members elected from five single member districts formed within the joint district. The single member district election system shall be submitted as part of the plan for the joint district pursuant to section 15-392 and shall be established in the plan as follows:

1. The governing boards of the school districts participating in the formation of the joint district shall define the boundaries of the single member districts so that the single member districts are as nearly equal in population as is practicable, except that if the joint district lies in part in each of two or more counties, at least one single member district may be entirely within each of the counties comprising the joint district if this district design is consistent with the obligation to equalize the population among single member districts.

2. The boundaries of each single member district shall follow election precinct boundary lines, as far as practicable, in order to avoid further segmentation of the precincts.

3. A person who is a registered voter of this state and who is a resident of the single member district is eligible for election to the office of joint board member from the single member district. The terms of office of the members of the joint board shall be as prescribed in section 15-427, subsection B. An employee of a joint technical education district or the spouse of an employee shall not hold membership on a governing board of a joint technical education district by which the employee is employed. A member of one school district governing board or joint technical education district governing board is ineligible to be a candidate for nomination or election to or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member's seat on the governing board before becoming a candidate for nomination or election to the governing board of any other school district or joint technical education district, unless the member of the governing board is serving in the last year of a term of office.

4. Nominating petitions shall be signed by the number of qualified electors of the single member district as provided in section 16-322.

B. The governing boards of the school districts participating in the formation of the joint district may vote to implement any other alternative election system for the election of joint district board members. If an alternative election system is selected, it shall be submitted as part of the plan for the joint district pursuant to section 15-392, and the implementation of the system shall be as approved by the United States justice department.

C. The joint technical education district shall be subject to the following provisions of this title:

1. Chapter 1, articles 1 through 6.

2. Sections 15-208, 15-210, 15-213 and 15-234.

3. Articles 2, 3 and 5 of this chapter.

4. Section 15-361.

5. Chapter 4, articles 1, 2 and 5.

6. Chapter 5, articles 1, 2 and 3.

7. Sections 15-701.01, 15-722, 15-723, 15-724, 15-727, 15-728, 15-729 and 15-730.

8. Chapter 7, article 5.

9. Chapter 8, articles 1, 3 and 4.

10. Sections 15-828 and 15-829.

11. Chapter 9, article 1, article 6, except for section 15-995, and article 7.

12. Sections 15-941, 15-943.01, 15-952, 15-953 and 15-973.

13. Sections 15-1101 and 15-1104.

14. Chapter 10, articles 2, 3, 4 and 8.

D. Notwithstanding subsection C of this section, the following apply to a joint technical education district:

1. A joint district may issue bonds for the purposes specified in section 15-1021 and in chapter 4, article 5 of this title to an amount in the aggregate, including the existing indebtedness, not exceeding one percent of the net assessed value of the full cash value of the property within the joint technical education district. For the purposes of this paragraph, "full cash value" and "net assessed value" have the same meanings prescribed in section 42-11001.

2. The number of governing board members for a joint district shall be as prescribed in subsection A of this section.

3. The student count for the first year of operation of a joint technical education district as provided in this article shall be determined as follows:

(a) Determine the estimated student count for joint district classes that will operate in the first year of operation. This estimate shall be based on actual registration of pupils as of March 30 scheduled to attend classes that will be operated by the joint district. The student count for the district of residence of the pupils registered at the joint district shall be adjusted. The adjustment shall cause the district of residence to reduce the student count for the pupil to reflect the courses to be taken at the joint district. The district of residence shall review and approve the adjustment of its own student count as provided in this subdivision before the pupils from the school district can be added to the student count of the joint district.

(b) The student count for the new joint district shall be the student count as determined in subdivision (a) of this paragraph.

(c) For the first year of operation, the joint district shall revise the student count to the actual average daily membership as prescribed in section 15-901, subsection A, paragraph 1 for students attending classes in the joint district. A joint district shall revise its student count, the base support level as provided in section 15-943.02, the revenue control limit as provided in section 15-944.01 and the district additional assistance as provided in section 15-962.01 prior to May 15. A joint district that overestimated its student count shall revise its budget prior to May 15. A joint district that underestimated its student count may revise its budget prior to May 15.

(d) After March 15 of the first year of operation, the district of residence shall adjust its student count by reducing it to reflect the courses actually taken at the joint district. The district of residence shall revise its student count, the base support level as provided in section 15-943, the revenue control limit as provided in section 15-944 and the district additional assistance as provided in section 15-962.01 prior to May 15. A district that underestimated the student count for students attending the joint district shall revise its budget prior to May 15. A district that overestimated the student count for students attending the joint district may revise its budget prior to May 15.

(e) The procedures for implementing this paragraph shall be as prescribed in the uniform system of financial records.

(f) Pupils in an approved joint technical education district centralized program may generate an average daily membership of 1.0 during any day of the week and at any time between July 1 and June 30 of each fiscal year.

For the purposes of this paragraph, "district of residence" means the district that included the pupil in its average daily membership for the year before the first year of operation of the joint district and that would have included the pupil in its student count for the purposes of computing its base support level for the fiscal year of the first year of operation of the joint district if the pupil had not enrolled in the joint district.

4. A student includes any person enrolled in the joint district without regard to the person's age or high school graduation status, except that:

(a) A student in a kindergarten program or in grades one through nine who enrolls in courses offered by the joint technical education district shall not be included in the joint district's student count or average daily membership.

(b) A student in a kindergarten program or in grades one through nine who is enrolled in career and technical education courses shall not be funded in whole or in part with monies provided by a joint technical education district, except that a pupil in grade eight or nine may

be funded with monies generated by the five cent qualifying tax rate authorized in subsection F of this section.

(c) Beginning July 1, 2016, a student who has graduated from high school or received a general equivalency diploma or who is over twenty-one years of age shall not be included in the student count of the joint district for the purposes of chapter 9, articles 3, 4 and 5 of this title.

(d) A student who is enrolled in any internship course as part of a joint technical education district program shall not be included in the student count of the joint district for that internship course for the purposes of chapter 9, articles 3, 4 and 5 of this title.

5. A joint district may operate for more than one hundred eighty days per year, with expanded hours of service.

6. A joint district may use the carryforward provisions of section 15-943.01.

7. A school district that is part of a joint district shall use any monies received pursuant to this article to supplement and not supplant base year career and technical education courses, and directly related equipment and facilities, except that a school district that is part of a joint technical education district and that has used monies received pursuant to this article to supplant career and technical education courses that were offered before the first year that the school district participated in the joint district or the first year that the school district used monies received pursuant to this article or that used the monies for purposes other than for career and technical education courses shall use one hundred percent of the monies received pursuant to this article to supplement and not supplant base year career and technical education courses.

8. A joint technical education district shall use any monies received pursuant to this article to enhance and not supplant career and technical education courses and directly related equipment and facilities.

9. A joint technical education district or a school district that is part of a joint district or a charter school shall only include pupils in grades ten through twelve in the calculation of student count or average daily membership if the pupils are enrolled in courses that are approved jointly by the governing board of the joint technical education district and each participating school district or charter school for satellite courses taught within the participating school district or charter school, or approved solely by the joint technical education district for centrally located courses. Student count and average daily membership from courses that are not part of an approved program for career and technical education shall not be included in student count and average daily membership of a joint technical education district.

E. The joint board shall appoint a superintendent as the executive officer of the joint district.

F. Taxes may be levied for the support of the joint district as prescribed in chapter 9, article 6 of this title, except that a joint technical education district shall not levy a property tax pursuant to law that exceeds five cents per one hundred dollars assessed valuation except for bond monies pursuant to subsection D, paragraph 1 of this section. Except for the taxes levied pursuant to section 15-994, such taxes shall be obtained from a levy of taxes on the taxable property used for secondary tax purposes.

G. The schools in the joint district are available to all persons who reside in the joint district and to pupils whose district of residence within this state is paying tuition on behalf of the pupils to a district of attendance that is a member of the joint technical education district, subject to the rules for admission prescribed by the joint board.

H. The joint board may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in the joint district pursuant to arrangements made between the governing board of the district and the joint board.

I. The joint board may accept gifts, grants, federal monies, tuition and other allocations of monies to erect, repair and equip buildings and for the cost of operation of the schools of the joint district.

J. One member of the joint board shall be selected chairman. The chairman shall be selected annually on a rotation basis from among the participating school districts. The chairman of the joint board shall be a voting member.

K. A joint board and a community college district may enter into agreements for the provision of administrative, operational and educational services and facilities.

L. Beginning July 1, 2016, any agreement between the governing board of a joint technical education district and another joint technical education district, a school district, a charter school or a community college district shall be in the form of an intergovernmental agreement or other written contract. The auditor general shall modify the uniform system of financial records and budget forms in accordance with this subsection. The intergovernmental agreement or other written contract shall completely and accurately specify each of the following:

1. The financial provisions of the intergovernmental agreement or other written contract and the format for the billing of all services.

2. The accountability provisions of the intergovernmental agreement or other written contract.

3. The responsibilities of each joint technical education district, each school district, each charter school and each community college district that is a party to the intergovernmental agreement or other written contract.

4. The type of instruction that will be provided under the intergovernmental agreement or other written contract, including individualized education programs pursuant to section 15-763.

5. The quality of the instruction that will be provided under the intergovernmental agreement or other written contract.

6. The transportation services that will be provided under the intergovernmental agreement or other written contract and the manner in which transportation costs will be paid.

7. The amount that the joint technical education district will contribute to a course and the amount of support required by the school district or the community college.

8. That the services provided by the joint technical education district, the school district, the charter school or the community college district be proportionally calculated in the cost of delivering the service.

9. That the payment for services shall not exceed the cost of the services provided.

10. That the joint technical education district will provide the following minimum services for all member districts:

(a) Professional development of career and technical teachers in the joint district who are teaching programs or courses at a satellite campus.

(b) Ongoing evaluation and support of satellite campus programs and courses to ensure quality and compliance.

11. An itemized listing of other goods and services that are provided to the member district and that are paid for by the retention of satellite campus student funding.

M. A member school district or charter school may not submit requests for the approval or addition of satellite campus joint district programs or courses directly to the career and technical education division of the department of education, but shall submit all appropriate application documentation and materials for programs or courses to the joint district. On approval from the joint board, a joint district shall only submit requests for the approval or addition of satellite campus joint district programs or courses directly to the career and technical education division of the department of education. If the career and technical education division of the department of education determines that a course does not meet the criteria for approval as a joint technical education course, the governing board of the joint technical education district may appeal this decision to the state board of education acting as the state board of vocational education.

N. Notwithstanding any other law, the average daily membership for a pupil who is enrolled in a joint technical education course defined in section 15-391 and who does not meet the criteria specified in subsection P or Q of this section shall be 0.25 for each course, except the sum of the average daily membership shall not exceed the limits prescribed by subsection D, P or Q of this section, as applicable.

O. If a career and technical education course or program is provided on a satellite campus, the sum of the average daily membership, as provided in section 15-901, subsection A, paragraph 1, for that pupil in the school district or charter school and joint technical education district shall not exceed 1.25. The school district or charter school and the joint district shall determine the apportionment of the average daily membership for that pupil between the school district or charter school and the joint district. A pupil who attends a course or program at a satellite campus and who is not enrolled in the school district or charter school where the satellite campus is located may generate the average daily membership pursuant to this subsection if the pupil is enrolled in a school district that is a member district in the same joint technical education district.

P. The sum of the average daily membership of a pupil who is enrolled in both the school district and joint technical education district course or program provided at a community college pursuant to subsection K of this section or at a centralized campus shall not exceed 1.75. The member school district and the joint district shall determine the apportionment of the average daily membership and student enrollment for that pupil between the member school district and the joint district, except that the amount apportioned shall not exceed 1.0

for either entity. Notwithstanding any other law, the average daily membership for a pupil in grade ten, eleven or twelve who is enrolled in a course that meets for at least one hundred fifty minutes per class period at a centralized campus shall be 0.75. To qualify for funding pursuant to this subsection, a centralized campus shall offer programs and courses to all eligible students in each member district of the joint technical education district.

Q. The average daily membership for a pupil in grade ten, eleven or twelve who is enrolled in a course that meets for at least one hundred fifty minutes per class period at a leased centralized campus shall not exceed 0.75. The sum of the average daily membership, as provided in section 15-901, subsection A, paragraph 1, of a pupil who is enrolled in both the school district and in joint technical education district courses provided at a leased centralized campus shall not exceed 1.75 if all of the following conditions are met:

1. The course qualifies as a joint technical education course as defined in section 15-391.

2. The course is offered to all eligible students in each member district of the joint technical education district and enrolls students from multiple high schools.

3. The joint technical education district program in which the course is included addresses a specific industry need and has been developed in cooperation with that industry, or the leased facility is a state or federal asset that would otherwise be unused or underutilized.

4. The lease is established at fair market value if the lease is executed for a facility located on the site of a member district and was approved by the joint committee on capital review, except that a lease that was executed or renewed before December 31, 2012 is not subject to approval by the joint committee on capital review.

R. A student who is enrolled in an accommodation school as defined in section 15-101 may be treated as a student of the school district in which the student physically resides for the purposes of enrollment in a joint technical education district and shall be included in the calculation of average daily membership for either the joint technical education district or the accommodation school, or both.

S. Notwithstanding any other law, the student count for a joint technical education district shall be equivalent to the joint technical education district's average daily membership.

T. A school district or charter school may not prohibit or discourage students who are enrolled in that school district or charter school from attending courses offered by a joint technical education district, including requiring students to generate a full 1.0 average daily membership or to enroll in more courses than are needed to graduate before enrolling in and attending programs or courses offered by a joint district.

U. The governing board of the joint technical education district may contract with any charter school that is located within the boundaries of the joint technical education district to allow that charter school to offer career and technical education courses or programs as a satellite campus.

V. Beginning in 2020 and every five years thereafter, the career and technical education division of the department of education shall review joint technical education district programs and joint technical education courses to ensure compliance, quality and eligibility. Any program or course deemed to not meet the requirements set forth by law shall not be funded for the preceding school year and shall be removed from the approved program and

course list. The career and technical education division may establish a staggered schedule for reviewing each joint technical education district.

W. For the purposes of this section:

1. "Base year" means the complete school year in which voters of a school district elected to join a joint technical education district.

2. "Centralized campus" means a facility that is owned and operated by a joint technical education district for the purpose of offering joint technical education district programs or joint technical education courses.

3. "Lease" means a written agreement in which the right of occupancy or use of real property is conveyed from one person or entity to another person or entity for a specified period of time.

4. "Leased centralized campus" means a facility that is leased and operated by a joint technical education district for the purpose of offering joint technical education district programs or joint technical education courses.

5. "Satellite campus" means a facility that is owned or operated by a school district or charter school for the purpose of offering joint technical education district programs or joint technical education courses.

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ARS §15.393.01

15-393.01. Joint technical education districts; annual report; performance and accountability

A. The department of education shall include each joint technical education district in the department's annual achievement profiles required by section 15-241. Subject to approval by the state board of education, the department of education shall develop specific criteria applicable to joint districts and include joint districts in the letter grade classification system prescribed in section 15-241. The department shall include all of the following performance indicators in the annual achievement profiles and letter grade classification:

1. The graduation rate of all students enrolled in a career and technical education program or course.

2. The completion rate for each program offered by the joint district.

3. Performance on assessments required pursuant to section 15-391, paragraph 5, subdivision (b).

4. Post-graduation employment rates for students who complete a career and technical education program.

B. A joint district is subject to the performance audits pursuant to section 41-1279.03, subsection A, paragraph 9. The auditor general shall consider the differences and applicable laws for a joint district when conducting a performance audit for a joint district.

C. On or before December 31 of each year, the career and technical education division of the department of education shall submit a joint technical education district annual report to the governor, the president of the senate and the speaker of the House of Representatives and shall submit a copy of this report to the secretary of state. The career and technical education division of the department of education shall submit a copy of this report to the joint legislative budget committee for review. The annual report shall include the following:

1. The average daily membership of each joint district, including the average daily membership of each centralized campus, satellite campus and leased centralized campus as defined in section 15-393.

2. The actual student count of each joint district, including the student count of each centralized campus, satellite campus and leased centralized campus as defined in section 15-393.

3. The programs and corresponding courses offered by each joint district, including the location of each program and course.

4. For each joint district based on program or course location:

(a) The student enrollment of each program and corresponding course.

(b) The percentage of students who enrolled in the second year of each program and corresponding course relative to the number of students in the same cohort who enrolled in the first year of each program and corresponding course.

(c) The percentage of students who completed each program relative to the number of students in the same cohort who began the program.

5. The costs associated with each program offered by the joint district.

6. A listing of any programs or courses that were discontinued by review of the career and technical education division pursuant to section 15-393, subsection V.

7. A listing of any programs or courses that were continued by review of the career and technical education division pursuant to section 15-393, subsection V.

8. A listing of any programs or courses that were added by the career and technical education division.

9. Any other data or information deemed necessary by the department of education.

D. The office of the auditor general, in consultation with the department of education, shall develop and establish uniform cost reporting guidelines, policies and procedures for joint technical education district programs. Any guideline, policy or procedure shall allow for the effective comparison of cost between joint technical education district programs.

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Exhibit E

Financial Provisions

Itemize the services to be provided and the amounts to be allocated for funding of that service, indicating the amount the JTED will contribute to the course and the amount of support required by the Satellite. Itemized services and expenses may include but are not limited to teacher salaries, curriculum, facility usage, utilities, custodial care, and course supplies and equipment.

Financial Provisions for Enhancement of Existing Programs and for New and Emerging Programs

A. Each member district shall be eligible to receive 65% of the ADM generated annually in JTED revenue (M&O and DAA) based upon aggregated ADM as provided by the Arizona Department of Education. Allocated funds will be distributed according to the terms and conditions set forth in the Satellite IGA. Allocated funds shall be budgeted on a current year funding basis as determined by ADE and shall be submitted to the JTED staff for final approval prior as requested by JTED.

Increases or decreases in Satellite ADM will be adjusted for each District based on the current year funding guidelines established by ADE. Decreases in ADM may be adjusted by JTED to offset fixed JTED costs that may not be able to be reduced. Increases in ADM will be allocated by District according to the paragraph above, and will be distributed as part of the final payment allocation for each fiscal year. Increases or decreases in allocated funding shall require the approved expenditure budget for each District to be modified in order to incorporate any funding increases, and shall be approved by the JTED Board.

Satellite shall submit detailed Maintenance of Effort Calculations (used to satisfy Form 219), and shall submit to MIJTED with the final JTED Program Costing and Accountability Report prior to the end of each Fiscal Year.

B. Use of JTED Satellite "596" Funding Retained by the JTED may be used to fund, but is not limited to the following items in support of Satellite JTED Programs:

- Professional Development Training and Activities
- Procurement of Industry Assessments / Testing Materials
- JTED Staffing for the purpose of Student Recruitment, Registration, Staff Evaluation, Program Approval, Grants Management, and other related activities.
- Use of JTED Logo and Insignia on all printed marketing and recruitment documents for Satellite programs managed by JTED.

- Use of JTED approved uniforms for Satellite Programs as funding is available and approved by JTED.

C. New JTED Programs/ Course Sections offered at Satellite District

JTED may allocate funding to Satellite District for its direct costs incurred to provide new JTED Programs/Courses in addition to the JTED Programs/Courses in effect at Satellite Locations during the year prior to the initial approval of this Agreement, provided however, that program has been approved by JTED and Satellite District shall submit as part of their annual comprehensive budget to JTED for review and approval by April 1 of each year.

D. Other Possible Funding

JTED may also allocate additional funding as determined by its Governing Board. Satellite District shall be responsible for budgeting and expenditure of additional funds as agreed to by both Parties. The initial distribution of the additional funding shall be paid by August 15th of each year or as approved by the JTED Governing Board. The final distribution will be distributed within 30 days of "final" ADM for the current fiscal year.

In addition to budgets indicated above, Satellite District may submit a detailed budget request to JTED to provide funding to:

1. Carry forward of JTED funding distribution from prior years.

2. Enhance existing CTE programs, provide new technologies, equipment and/or supplies needed to deliver instruction standards and approved curriculums

2. Meet program approval requirements as specified by ADE – CTE division and the MIJTED Governing Board

3. Offer new JTED programs and courses as approved by JTED and ADE

4. Support the operations of CTE Student Organizations

5. Provide professional development opportunities for CTE instructional staff and CTE support personnel

6. Enhance CTE classrooms, laboratories, and other related instructional facilities as approved by JTED

7. Enhance technology systems including connectivity, hardware, software and related supplies needed to deliver state standards or to meet industry certification requirements.

8. Other expenditures as approved by the JTED staff and Board.

E. Limitations on Certain Expenditures.

Notwithstanding any other provision herein, JTED funding for all personnel costs shall not exceed 60% of the total funding unless agreed to by JTED. Funds should be allocated based on priorities established by the JTED, and shall ensure that all instructional costs associated with the delivery of classroom / laboratory standards are provided.

F. New Program – Instructional Staffing

To the extent JTED funding is maintained at levels equal to or above the prior fiscal year, JTED will maintain funding allocations for instructional staff positions created as a result of program additions that have occurred after the Base year as defined in ARS §15.393(U)(1), and approved by ADE and the Joint District Governing Board (Exhibit G). Instruction staffing positions shall be included in annual site budgets provided by Satellite District in accordance with 2(C) above.

G. Management of JTED Satellite Programs

Notwithstanding any other provision herein, JTED at is sole discretion shall maintain oversite of Satellite Programs pursuant to ARS §15.393. JTED oversite shall include but not be limited to the following:

1. Course Offerings
2. Sequence of Courses
3. Course Curriculum and Assessments including textbooks and necessary supplies.
4. Required Equipment, Technology, Uniforms and Required Safety Equipment
5. Program Marketing and Recruitment Activities
6. Program Assessments and Industry Certifications
7. CTSO Activities, Travel, and related activities
8. Quality of Classroom Instructor

Exhibit F

JTED Programs

1. **JTED Programs/Courses to be offered by Satellite District:**

Accounting
Accounting and Related Services – Prescott Campus

Agriculture Education
Agribusiness Systems – Chino Valley Campus
Plant Systems – Mayer Campus
Animal Systems - Seligman Campus

Allied Health
Medical Assisting – MI Central Campus
Phlebotomy – MI Central Campus
Sports Medicine – Bradshaw Mountain Campus
Sports Medicine – Chino Valley Campus

Aviation
Aviation Technology – MI Central Campus @ YC CTEC

Laboratory Assisting
Bioscience – Chino Valley Campus

Business and Administrative Services
Business and Administrative Services – Bagdad Campus
Business and Administrative Services – Mayer Campus
Business and Administrative Services – Prescott Campus

Construction Technologies
Advanced Construction – Bagdad Campus

Culinary Arts
Culinary Arts – Bagdad Campus
Culinary Arts – Chino Valley Campus
Culinary Arts – MI Central Campus

Digital Communications
Digital Communications – Prescott Campus
Film & TV – Prescott
Film & TV – Bradshaw Mountain Campus

Drafting and Design Technologies
Architectural Drafting – Chino Valley Campus
Architectural Drafting – MI Central Campus

Electronic Technologies
Electrical Lineworker – MI JTED Central Campus @ YC CTEC

Information Technology
Network Technology - Bradshaw Mountain Campus
Network Technology – Chino Valley Campus
Network Technology – Prescott Campus
Software Development - Bradshaw Mountain Campus

Marketing, Management, and Entrepreneurship
Marketing – Bradshaw Mountain Campus

Nursing Services (CNA)
Nursing Services - Bradshaw Mountain Campus
Nursing Services – MI Central Campus & YC Prescott Valley

Engineering Sciences
Pre-Engineering – MI Central Campus @ CTEC

Transportation Technologies
Auto Body Repair – MI Central Campus @ CTEC
Automotive Repair – Prescott Campus
Automotive Repair – MI Central Campus @ CTEC
Automotive Repair – Bagdad Campus

Welding Technologies
Welding Technologies - Bagdad Campus
Welding Technologies - Ash Fork Campus
Welding Technologies – MI Central Campus @ CTEC

Exhibit G

Criteria for New Course Addition or Possible Course Deletion:

Below is a list of criteria that MI JTED will use as a test to adopt new courses or programs or to possibly close ("Sunset"). Satellite Schools and/or MAC members are encouraged to make new program recommendations, propose changes to existing programs, or recommend programs be "Sunset" by documenting the criteria below.

Final Program decisions will ultimately be determined by the MI JTED Governing Board.

1. Current CTE Program Enrollments by District / Course
2. Projected Enrollment for New Program(s)
3. JTED Enrollment Critical Mass / Saturation Level (Provided by JTED)
4. CTE Standards / Learning Outcomes (YC) for New program(s)
5. Access to Facility / Equipment (Compare to state recommended list)
6. Program Start Up Costs / Operational Costs
    i. Capital
    ii. Consumable Supplies,
    iii. CTSO
    iv. Facility Lease
    v. Staffing / Supervision
7. Interest surveys Data
    i. Students
    ii. Parents
    iii. Business / Industry
8. Community Expectations / Need for program - (Normally provided by advisory board)
    i. Priorities / Future needs
    ii. Long term program / course goals
9. Return on JTED investment (is the program sustainable 5 – 10 years?)
10. Industry Certification or Post-Secondary Placement (Dual/Concurrent Enrollment)
11. Future Employability / Placement Projection Data (Local, Regional, National, Global)

i. Local Community College
ii. NACOG, DES, Workforce development boards
iii. U.S. Bureau of Labor Statistics

Exhibit H

Type of Instruction

List the program offered and the courses associated with each program. For each course, list the name of the course offered, a description of the course, the days of the week and times the course will be offered, the credit hours earned for completion of the course, and the name of the instructor of the course.

Exhibit I

IGA BETWEEN JTED and SATELLITE DISTRICT FOR JTED CENTRAL CAMPUS PROGRAMS AT YAVAPAI COLLEGE

RELEASE OF INFORMATION

STUDENT: _____ DOB: _____

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorizes Yavapai College to furnish any and all student records concerning my child, including special education records (IEP), grades, transcripts, attendance records, discipline files, etc., if requested, to:

Mountain Institute JTED District #2
220 Ruger Road – Suite 2
Prescott, Arizona 86301-8492
FAX 928-771-0793

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Mountain Institute JTED #2 to furnish any and all student records concerning my child, as necessary for my child's enrollment in college courses, to Yavapai College.

DISCLOSURE OF THIS INFORMATION IS REGULATED BY AND SHALL BE IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA); ARIZONA REVISED STATUTES SECTION 15-1043 AND OTHER APPLICABLE PRIVACY LAWS AND REGULATIONS.

_____

SIGNATURE PARENT/ GUARDIAN (please specify) DATE

_____

ADDRESS PARENT/GUARDIAN

Exhibit J

JTED Student Handbook (attach)

Exhibit K

JTED Student Withdrawal Form (attach)

CONSENT
Item 9I.

Job Description
Language Revision

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9I
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Job Description Approval	Action
		Consent X

OBJECTIVE:

SUPPORTING DATA

On October 10, 2015, the job descriptions for Conduct Coordinator, Route Coordinator, and Training Coordinator were approved by the Governing Board as a part of a re-organization in the Transportation Department. Upon recent review, it was found that the job descriptions did not include some of the standard language found in all job descriptions for classified staff.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve the revised job descriptions for Conduct Coordinator, Route Coordinator, and Training Coordinator to include the addition of standard language as underlined.

Sample Motion

I move to approve the revised job descriptions for Conduct Coordinator, Route Coordinator, and Training Coordinator.

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

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

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JOB DESCRIPTION

JOB TITLE:	**CONDUCT COORDINATOR - TRANSPORTATION**
DEPARTMENT:	Transportation
REPORTS TO:	Director of Transportation
FLSA STATUS/CLASSIFICATION:	Non-Exempt; Class 7
SUPERVISORY DUTIES:	None
APPROVED ON:	xx/xx/2015

SUMMARY: Assists the Director with the District's safe transportation of students by managing and maintaining the conduct office. Manages and maintains the conduct office, files and logs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists the Director and drivers with managing safe and proper student conduct on District buses; suggests and assists with disciplinary action, as necessary and in a timely fashion.
- Assists and communicates, on a regular basis, with the drivers, to insure proper student conduct on the District's buses.
- Assists and communicates, on a regular basis, with administrators, teachers and other District personnel.
- Assists and communicates, on a regular basis, with parents and other members of the public.
- Dispatches messages to all pertinent personnel; communicates with appropriate personnel regarding student conduct behavior matters.
- Gathers, reviews and submits student conduct reports to the appropriate District personnel.
- Maintains and updates the conduct logs and files, for the benefit of the Transportation office staff.
- Assists the drivers to insure that District policies and procedures, with respect to proper student conduct, are adhered to and enforced in a fair and balanced manner.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard office equipment, with heavy emphasis on computers.
- Knowledge of applicable rules of bus conduct.
- Knowledge of and ability to use SchoolMaster student database.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation and reporting.
- Ability to communicate effectively, verbally and written, with all levels of District personnel and the public.
- Ability to perform multiple functions simultaneously.
- Ability to maintain confidentiality.
- Ability to produce accurate work and complete essential assignments with minimal supervision.
- Ability to apply common sense and real-world experience to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- 2-3 years previous office administrative experience preferred
- driving experience preferred
- Experience with various modern office equipment and systems

- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

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

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

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee is required to pass a Physical Performance Test.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors, but may occasionally work outdoors, with exposure to all weather conditions and temperatures and exposure to all types of traffic conditions, as well as exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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

The Humboldt Schools.
Motivating achievement since 1906.

JOB DESCRIPTION

JOB TITLE:	**ROUTE COORDINATOR - TRANSPORTATION**
DEPARTMENT:	Transportation
REPORTS TO:	Director of Transportation
FLSA STATUS/CLASSIFICATION:	Non-Exempt; Class 7
SUPERVISORY DUTIES:	None
APPROVED ON:	xx/xx/2015

SUMMARY: Assists with the District's transportation of students by managing and maintaining bus routes to insure students are transported safely and efficiently to and from school. Manages and maintains the RouteFinder program and database.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists the Director with managing bus routes and stop locations; suggests and assists with changes, as necessary.
- Updates and manages the RouteFinder database, on a daily basis, to include: importing and updating daily activity from Schoolmaster, archiving RouteFinder database, uploading current files to infoFinder I, updating the District web-site and assigning new students to bus route and stop.
- Assists and communicates, on a regular basis, with the Special Services Office and SPED teachers, to insure timely and efficient transportation of SPED students.
- Assists and communicates, on a regular basis, with the Homeless Liaison Office to insure timely and efficient transportation of homeless students.
- Assists and communicates, on a regular basis, with administrators, teachers, aides and other District Personnel.
- Assists and communicates, on a regular basis, with parents, homeowners, and other members of the public.
- Dispatches messages to all pertinent personnel; communicates with appropriate personnel regarding transportation concerns, transportation requests and bus schedules.
- Gathers, reviews and submits MIPS forms to District office.
- Maintains and updates the SPED spreadsheet, for the benefit of the Transportation office staff.
- Assists the drivers to insure their route books are complete, current and maintained in proper order for the benefit of substitute drivers.
- Assists, on a regular basis, with answering two-way radio and telephones.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard office equipment, with heavy emphasis on computers.
- Ability to use two-way communication equipment.
- Knowledge of data usage; including research, collection, analysis, synthesis, interpretation, and reporting.
- Ability to communicate effectively, verbally and written, with all levels of district personnel and the public.
- Ability to perform multiple functions simultaneously.
- Ability to maintain confidentiality.
- Ability to produce accurate work and complete essential assignments with minimal supervision.
- Ability to apply common sense and real-world experience to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- 2-3 years previous office administrative experience preferred
- driving experience preferred
- Arizona Class B Driver's License with air brake, passenger and school bus endorsements preferred
- Arizona School Bus Driver Certification preferred
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

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

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee is required to pass a Physical Performance Test.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors, but may occasionally work outdoors, with exposure to all weather conditions and temperatures and exposure to all types of traffic conditions, as well as exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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

The Humboldt Schools.
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JOB DESCRIPTION

JOB TITLE:	**TRAINING COORDINATOR - TRANSPORTATION**
DEPARTMENT:	Transportation
REPORTS TO:	Director of Transportation
FLSA STATUS/CLASSIFICATION:	Non-Exempt; Class 7
SUPERVISORY DUTIES:	None
APPROVED ON:	xx/xx/2015

SUMMARY: Assists with the District's safe transportation of students by coordinating the training, testing and certifying of bus drivers and bus aides.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists the Director by providing ongoing, up to date status of open positions and timeline of current trainees.
- Oversees driver conduct/discipline issues, referring them to the Director only after all efforts to reach a resolution have been exhausted.
- Coordinating, organizing and assuring compliance for the Arizona Bus Driver Certification Program.
- Conducting CDL third party testing for school bus drivers when applicable.
- Coordinating, preparing and delivering ongoing training programs for all Transportation staff.
- Overseeing the bus safety drill program for all schools. Maintaining and submitting all necessary records for the program.
- Examining and recommending District transportation training policy and procedure updates.
- Coordinating the defensive driving review program for drivers and, when needed, remedial training of bus drivers and bus aides.
- Recruiting, interviewing and recommending bus driver and bus aide new hires for the department.
- Keeping all training records, training database and training materials current.
- Assists with answering two-way radio and telephones as needed.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard office equipment, with heavy emphasis on computers.
- Knowledge of data usage; including research, collection, analysis, synthesis, interpretation and reporting.
- Ability to communicate effectively, verbally and written, with all levels of District personnel and the public.
- Ability to maintain confidentiality.
- Ability to produce accurate work and complete essential assignments with minimal supervision.
- Ability to apply common sense and real-world experience to solve practical problems and deal with a variety of situations.
- Two or more years driving experience in student transportation.
- Advanced training in driver education and safety programs.
- Knowledge of applicable State and Federal regulations.
- Successful driving record for the last five years.
- Arizona CDL and current State bus driver's certification.
- Arizona Certified Behind-the-Wheel and Classroom Instructor certificate.
- Certificate to administer the State's Physical Performance Test for school bus drivers.
- Certified as a DOT Third Party Tester.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- 2-3 years previous office administrative experience preferred
- driving experience preferred
- Arizona Class B Driver's License with air brake, passenger and school bus endorsements preferred
- Arizona School Bus Driver Certification preferred
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

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

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee is required to pass a Physical Performance Test.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors, but may occasionally work outdoors, with exposure to all weather conditions and temperatures and exposure to all types of traffic conditions, as well as exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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

CONSENT
Item 9J.

Travel Request
BMHS Wrestling

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9J
FROM:	Brad Grauberger, BMHS Wrestling Coach	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	High School Team Wrestling Camp to be held in Las Vegas, Nevada	Action
		Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	

SUPPORTING DATA

This Cimarron-Memorial Dual Team Competition will be a unique opportunity to enjoy comradery and competition. Each high school team will compete against other teams; the dual team format will provide competition for each school. Wrestling will take place in the high school gymnasium. Teams will have no more than 20 wrestlers per team and have required signed release forms. If approved, we will depart on Monday, June 12, 2017, at 6:00am for Las Vegas, Nevada. Wrestling starts at 8:00am on Tuesday, June 13, and ends Wednesday, June 14. We will drive home after wrestling is concluded, returning to Prescott Valley that evening at approximately 10:00pm

SUMMARY & RECOMMENDATION

This competition is ideal in enhancing the development of our student athletes in the wrestling program. The event provides the guidance, structure and opportunity for team building that will continue to develop a championship team.

It is the recommendation of administration that this request be approved.

Sample Motion

I move to approve the travel request for eligible BHMS wrestlers and their chaperones to attend the Cimarron-Memorial Dual Team Competition in Las Vegas, Nevada, June 12 – 14, 2017.

Approved for transmittal to the Governing Board: _____

Mr. Daniel Streeter, Superintendent

Questions should be directed to: Brad Grauberger, william.grauberger@humboldtunified.com, or Jeff Brown, jeffrey.brown@humboldtunified.com

REQUEST TO BOARD FOR
STUDENT OUT-OF-STATE TRAVEL

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

Organization taking field trip: B.M.H.S.Wrestling Team

Date of field trip: June 12 – 14, 2017

Place of field trip: Cimarron-Memorial High School, 2301 N. Tenaya Way, Las Vegas, NV 89128

Approximately how many students: 10

Where are you staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised?
Texas Station Hotel, 2101 Texas Star Lane, Las Vegas, NV
Reservations Department at 1-800-654-8888 https://texasstation.sclv.com/hotel/
Four rooms for 10 wrestlers at a total cost of $320. Coaches will supervise. The coach's room will be in the middle of the three other wrestler's rooms.

How is the trip being funded? Fundraising will reimburse BMHS Connections account.

What is the cost for the trip (lodging/registration/transportation, etc.? Lodging $320; registration $500; HUSD transportation $238.90.

What is the cost for each student? Students are responsible for the cost of all meals.

Chaperones (student/adult ratio) – *1 adult for every 10 students is recommended*
Two chaperones for 10 students: Coaches Brad Grauberger and Jeff Brown.

What determines the student's eligibility for attending? Wrestlers are to be in good standing with the wrestling team and a student in the Humboldt Unified School District.

How does the trip benefit the students and the teacher? What state standard is met with this activity? Wrestlers and team will improve as they are exposed to higher levels of wrestling. S1.H3.L1-Fitness Activities demonstrates competency in one or more specialized skills to include demonstration, application and evaluation in health and skill-related fitness activities.

Curriculum objectives: To gain valuable wrestling experience.

Student outcomes: Students will increase their experience and knowledge of wrestling through learning and competition.

Type and cost of transportation: Bradshaw Mountain Booster Club will pay for transportation provided by H.U.S.D. We have been quoted a price of $238.90 for a 14-passenger white bus.

SUMMER WRESTLING DUALS AT CIMARRON-MEMORIAL HIGH SCHOOL
JUNE 13TH & 14TH LAS VEGAS, NEVADA

Coaches,

The 8th annual Spartan Summer Duals will be on June 13-14th 2017

The fee for all teams will be $500.00 and need to be paid by June 1st or it goes up to $600.00

Send payment to:
Cimarron-Memorial High School
(Wrestling Team)
2301 N. Tenaya Way
Las Vegas, NV 89128

The first 35 teams with their money in will be a part of the duals.
(Email me when you send your check)

-Weight class's 100, 106, 113, 120, 126, 132, 138, 145, 152, 160, 170, 182, 195, 220, and 285.
(No more than 20 wrestlers per team)

-All wrestlers **MUST** have a release form. The release form will be attached to this email.

-High School wrestlers only.

- Weigh in's are not formal and coaches need to use their discretion. (Honor System)

-Tuesday June 13th Wrestling starts at 8:00 am and **Wednesday June 14th wrestling starts at 8:00 am.**
Wrestling will end around 3pm on both days. We will wrestle 6 rounds each day.

If you need help with anything contact Andrew Tomaso at 440-413-9147 and by email at Andrew.Tomaso@madisonschools.net

Please pass this information on to any team that might be interested. Thanks!!!

Bradshaw Mountain Wrestling

Cimarron-Memorial Duel Team Competition

June 12-June 14th 2017

12th – Monday:

6:00am: Meet at B.M.H.S depart to Cimmarron-Memorial

9:00am: Stop in Kingman, for food and bathroom break

11:30am: Arrive at Cimarron-Memorial High School and register

1:00pm: Eat lunch near Cimarron-High School

3:00pm: Register and check at Texas Station Hotel

5:30pm: Eat dinner near Texas Station Hotel

6:30pm: Drive to Texas Station Hotel

10:00pm Light out at hotel

13th – Tuesday:

5:45am: Wake-up call

6:30pm: Depart hotel for Cimarron-Memorial High School

8:00am: Team Wrestling Competition begins wrestle duels: Wrestle 6 rounds, bring lunch/eat at school

4:30pm: Conclude Wrestling depart for Texas Station Hotel

5:00pm: Arrive at hotel

6:30pm: Eat at restaurant near Texas Station Hotel

10:00pm Lights out at Texas Station Hotel

14th – Wednesday:

5:45am: Wake-up call

6:00am: Eat breakfast at the

6:30am: Check out of Texas Station Hotel

8:00am: Team Wrestling Competition begins wrestle duels: Wrestle 6 rounds, bring lunch/eat at school

4:30pm: Conclude Wrestling Depart from Las Vegas, NV to Prescott Valley, AZ

7:00pm: Stop in Kingman, AZ for bathroom, food break

10:00pm: Arrive back at Bradshaw Mountain High School

SPECIAL EVENT
ASSUMPTION OF RISK AND WAIVER OF LIABILITY FORM

Activity: Spartan Summer Duals
Dates: June 13th and 14th 2017 at Cimarron-Memorial HS

Those desiring to participate in a summer activity should be aware that participation in any physical activity may entail certain risks. Some risks are inherent in any activity where participants run, jump, stretch, use equipment, and come into contact with each other. Injuries can occur from falls, contact with other participants, equipment, the running surface, and/or people and /or equipment on or adjacent to the sidelines, etc. Other risks include the risk of exacerbating pre-existing medical conditions or allergies, whether known or unknown. Risks associated with participation in physical activities include the risk of injury (including paralysis and even death), illness, emotional distress. Medical and psychological treatment and related expenses. Participation in this activity is not mandatory, but each participant in this activity must present evidence of a satisfactory physical by a licensed physician and student accident coverage or equivalent private health insurance.

RELEASE OF ALL CLAIMS, ASSUMPTION OF RISK AND WAIVER

On Behalf of _____ ("student"), I agree that I want the above-named student to participate in the summer activity indicated above. I have made this decision after carefully reviewing and agreeing to the terms of the preceding notice. I understand that participation in this activity is purely voluntary and I expressly release the District, its employees, agents, insurers, counselors, advisors, volunteers, officials, teachers and administrators from any past or future liability whatsoever for acts or omissions related to the activities, including individual negligence not amounting to gross negligence and transportation to, from and during the activities in connection with this agreement. This assumption of risk is all-inclusive, regardless of the source of injury or loss, or the nature of the act or omission resulting in the injury or loss.

I agree that I am solely responsible for allowing my child to participate in these activities and for any resulting medical related expenses incurred during their participation, regardless of any existing medical conditions or allergies, whether known or unknown. I agree that if my child becomes ill or is injured, CCSD staff has permission to seek medical attention for my child. I will indicate any special medical condition(s) or need(s) below:

_____

_____

Dated this ____ day of _____, 20___

Parent/Guardian Name (Printed) _____

Student Name (Printed) _____

Parent Signature: _____

Contact Phone # _____

CONSENT
Item 9K.

Travel Request
BMHS Drama

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9K
FROM:	Jantina Russell, BMHS Drama Teacher	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Request for out-of-state overnight travel for eligible BMHS Drama students to attend the National Thespian Festival 2017	Action
		Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	

SUPPORTING DATA

Six Bradshaw Mountain High School drama students received an overall superior assessment at the Thespian State Chapter Conference. Because of this accomplishment, they have qualified to compete at the international Thespian Festival 2017 in Lincoln, Nebraska, June 19-24, where they will participate in acting and technical theater workshops, perform, and compete at the national level. Participants will have the opportunity to expand and enhance their knowledge of performance and technical theater through hands-on experiences with industry professionals.

The total cost of the trip is approximately $8,000 to be funded through auxiliary, tax credit, and BMHS Connection accounts, fundraisers, and ticket sales. In addition, each student will contribute $300 and purchase their own meals on travel days; meals are provided during the festival and are included in the registration fee.

SUMMARY & RECOMMENDATION

It is the recommendation of administration that this request for travel be approved.

Sample Motion

I move to approve out-of-state overnight travel for eligible Bradshaw Mountain High School drama students and their chaperones to attend the International Thespian Festival 2017 being held in Lincoln, Nebraska, June 18-25, 2017.

Approved for transmittal to the Governing Board:

Mr. Daniel Streeter, Superintendent

Questions should be directed to: Jantina Russell, 928-759-4052

REQUEST TO BOARD FOR STUDENT OUT-OF-STATE TRAVEL

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

Organization taking field trip: BMHS Drama

Date of field trip: June 18 – 25, 2017

Place of field trip: University of Nebraska, Lincoln. Overnight stop in Trinidad, Colorado

Approximately how many students: 6

Where are you staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised?
Two nights of lodging are required during travel to/from Lincoln, Nebraska. The nights of June 18 and June 24 we will stay at the Quality Inn in Trinidad, Colorado; students will be supervised by advisor Jantina Russell, and teacher Francisco Ortiz. The cost of lodging in Trinidad is $791.20. In Lincoln, Nebraska, we will stay in the dormitories at the University of Nebraska, Lincoln. There is security on each floor in the form of teachers and chaperones (background checks conducted). Dorm lodging during the festival is included in the registration fee.

How is the trip being funded?
Auxiliary, tax credit, and The BMHS Connection accounts, fundraisers, ticket sales, and student payment.

What is the cost for the trip (lodging/registration/transportation, etc.)? $7979.05

What is the cost for each student?
Students have been asked to contribute $300 towards the total cost as well as money for meals on travel days.

Chaperones (student/adult ratio) – *1 adult for every 10 students is recommended*
Jantina Russell and Francisco Ortiz (both teachers at BMHS)

What determines the student's eligibility for attending?
Students qualified for national competition by earning an overall superior assessment at the Thespian State Chapter Conference.

How does the trip benefit the students and the teacher? What state standard is met with this activity?
Students are exposed to a wide variety of workshops in acting and technical theater, performances, and competitions

Curriculum objectives:
To enhancing and expand their knowledge of performance and technical theater through hands-on experiences with industry professionals.

Student outcomes:
Students will be competing on the national level as well as gaining exposure to many different areas of theater.

Type and cost of transportation: HUSD vehicle (van) - $770.00



OPPORTUNITIES...

TO SEE & DO

- National Cast Opening Show pairing Broadway talent and students
- Festival Main Stage Shows
- National Individual Events Showcase
- Tech Challenge
- Festival's Got Talent or Freestyle Theatre
- Chapter Select Showcase
- Playworks and Musicalworks casts

TO LEARN & GROW

- College and Scholarship Auditions
- Workshops
- Professional Development Intensives

shaping lives
through theatre education

INTERNATIONAL THESPIAN FESTIVAL

EDUCATIONAL THEATRE ASSOCIATION

example

Abbey Hamilton
Bradshaw Mountain High School
Troupe 6017

Congratulations! You received an overall Superior assessment on your Individual Event at your recent Thespian State Chapter Conference. Because of this accomplishment, you've now qualified to present your I.E. at the upcoming International Thespian Festival 2017 in Lincoln, Nebraska, June 19-24. This is quite an honor which thousands strive to achieve each year, yet only a few hundred attain!



IE Participation pin

So what's next? In order to participate in National Individual Events at the International Thespian Festival, you will need to be registered for the entire Festival week. When your troupe completes their online registration, your Troupe Director should register your I.E. along with the title, author/composer, and publisher of the selection with which you qualified. If your I.E. is in the Monologue, Duet Acting, or Group Acting categories, performance permission may be required. If your troupe does not plan to attend the Thespian Festival, don't fret! You may be "adopted" by another troupe in your area/state so that you can benefit from this immersive celebration of theatre. To be adopted for the Festival week, have your Troupe Director contact your state's Chapter Director to find a troupe with which to connect. But don't delay! Registration for the International Thespian Festival 2017 opens February 1 and closes May 1!


IE Superior medallion

Once you're registered, continue to polish your Individual Event so that it's of the highest quality. We encourage you to read the National Individual Events Guide 2016-17, which can be found on the Thespian Festival 2017's website. While there, check out all that makes the International Thespian Festival a one-of-a-kind event for young artists! Then, get ready to have one of the best weeks of your life, and to receive recognition. Each I.E. participant at the International Thespian Festival 2017 will receive an I.E. participation pin to show their accomplishment. Those that receive an overall Superior assessment at the International Thespian Festival 2017 will receive an I.E. Superior medallion to proudly wear. In addition, you'll receive valuable written feedback on your I.E. from professionals and educators from across the country!

If you have any questions, please contact me at iecoordinator@schooltheatre.org. Again, **congratulations** on what you have achieved. We look forward to welcoming you to the International Thespian Festival 2017!

Jim Curtis

Jim Curtis

Educational Programs Manager

SCHOOLTHEATRE.ORG
2343 AUBURN AVENUE, CINCINNATI, OHIO 45219-2815

Educational Theatre Association (EdTA) is home of the International Thespian Society
is a virtual of whose mission is shaping lives through theatre education

International Thespian Festival 2017: Yellow schedule overview

**Subject to change*

Monday	2:30 p.m. – 6:00 p.m.	Workshops
	4:00 p.m. – 6:00 p.m.	College Auditions/Musicalworks Auditions
	5:30 p.m. – 7:30 p.m.	Dinner
	6:30 p.m. – 8:00 p.m.	Lied Main Stage
	7:00 p.m. – 8:30 p.m.	College Auditions/Musicalworks Auditions
	9:00 p.m. – 10:30 p.m.	Kimball Main Stage/Improv Activity (Howell)
Tuesday	7:00 a.m. – 9:30 a.m.	Breakfast
	8:00 a.m. – Noon	Playworks Auditions
	9:00 a.m. – Noon	College Auditions
	9:00 a.m. – 2:00 p.m.	Individual Events Presentations
	9:30 a.m. – 5:30 p.m.	Workshops
	Noon – 2:30 p.m.	Lunch
	1:30 p.m. – 6:00 p.m.	College Auditions/Scholarship Auditions
	3:00 p.m. – 5:30 p.m.	Kimball Main Stage
	5:00 p.m. – 7:30 p.m.	Dinner
	7:30 p.m. – 10:30 p.m.	Lied Main Stage
	8:00 p.m. – 9:30 p.m.	Workshops
	10:30 p.m. – Midnight	Late Night Activities
Wednesday	7:00 a.m. – 9:30 a.m.	Breakfast
	9:00 a.m. – 2:00 p.m.	Individual Events Presentations
	9:30 a.m. – 1:00 p.m.	Professional Development Intensives
	9:30 a.m. – 5:30 p.m.	Workshops
	Noon – 2:30 p.m.	Lunch
	1:30 p.m. – 6:00 p.m.	College Auditions/Scholarship Auditions
	2:30 p.m. – 5:30 p.m.	Chapter Select Performances
	2:30 p.m. – 5:00 p.m.	Freestyle Performances
	3:00 p.m. – 5:30 p.m.	Lied Main Stage
	5:00 p.m. – 7:30 p.m.	Dinner
	7:30 p.m. – 10:00 p.m.	Kimball Main Stage
	8:00 p.m. – 9:30 p.m.	Workshops
	8:00 p.m. – 10:00 p.m.	Chapter Select Performances
	8:00 p.m. – 10:00 p.m.	Festival's Got Talent
	10:30 p.m. – Midnight	Late Night Activities
Thursday	7:00 a.m. – 9:30 a.m.	Breakfast
	9:30 a.m. – 1:00 p.m.	Professional Development Intensives
	9:30 a.m. – 5:30 p.m.	Workshops
	10:00 a.m. – Noon	Chapter Select Performances/Festival's Got Talent
	10:00 a.m. – Noon	Freestyle Performances
	Noon – 2:30 p.m.	Lunch
	1:30 p.m. – 6:00 p.m.	College Auditions/Scholarship Auditions
	1:30 p.m. – 6:00 p.m.	Individual Events Callbacks
	2:30 p.m. – 5:30 p.m.	Chapter Select Performances
	3:00 p.m. – 5:30 p.m.	Kimball Main Stage
	5:00 p.m. – 7:30 p.m.	Dinner

Thursday (continued)	7:30 p.m. – 10:00 p.m.	Lied Main Stage
	8:00 p.m. – 9:30 p.m.	Workshops
	8:00 p.m. – 10:00 p.m.	Chapter Select Performances
	8:00 p.m. – 10:30 p.m.	Freestyle Performances
	10:30 p.m. – Midnight	Late Night Activities
Friday	7:00 a.m. – 9:30 a.m.	Breakfast
	9:30 a.m. – Noon	Chapter Select Performances
	9:30 a.m. – 5:30 p.m.	Workshops
	11:00 a.m. – 1:00 p.m.	Playworks Performances
	Noon – 2:30 p.m.	Lunch
	1:30 p.m. – 6:00 p.m.	Scholarship Callbacks
	2:30 p.m. – 5:30 p.m.	Chapter Select Performances
	3:00 p.m. – 5:30 p.m.	Lied Main Stage
	5:00 p.m. – 7:30 p.m.	Dinner
	7:30 p.m. – 10:00 p.m.	Kimball Main Stage
	8:00 p.m. – 10:30 p.m.	Freestyle Performances
	8:00 p.m. – 10:00 p.m.	Chapter Select Performances
	8:00 p.m. – 9:30 p.m.	Workshops
	10:30 p.m. – Midnight	Late Night Activities
Saturday	7:00 a.m. – 9:30 a.m.	Breakfast
	9:00 a.m. – 10:30 a.m.	Showcase – Lied Main Stage
	9:00 a.m. – 5:30 p.m.	Workshops
	9:30 a.m. – Noon	Chapter Select Performances
	Noon – 2:30 p.m.	Lunch
	2:00 p.m. – 5:00 p.m.	Chapter Select Performances
	3:00 p.m. – 5:30 p.m.	Kimball Main Stage
	5:00 p.m. – 7:30 p.m.	Dinner
	7:30 p.m. – 10:00 p.m.	Lied Main Stage
	8:00 p.m. – 9:00 p.m.	Chapter Select Performance
	8:00 p.m. – 9:30 p.m.	Freestyle Performances
	10:30 p.m. – Midnight	Late Night Activities

Fees

Double occupancy, Monday, June 19 arrival:
Inducted Thespians: $740 **per student.**
Non-member students: $770 **per student.**
Adults: $740 **per adult.**

Single occupancy, Monday, June 19 arrival:
Adults only: $873.

All week, activities-only fees:
Inducted Thespians: $504.
Non-member students: $534.
Adults: $504.

The basic fee includes:

- a bed in a double room in university residence halls, Monday through Saturday nights
- three meals a day in the university cafeterias, Monday dinner through Sunday breakfast
- admittance to all the shows, workshops, and late night activities

After May 1, fees must be paid by certified check, money order, MasterCard, Visa, Amex, or Diners Club.

Checks for Festival registration should be made out to the International Thespian Festival and mailed to:

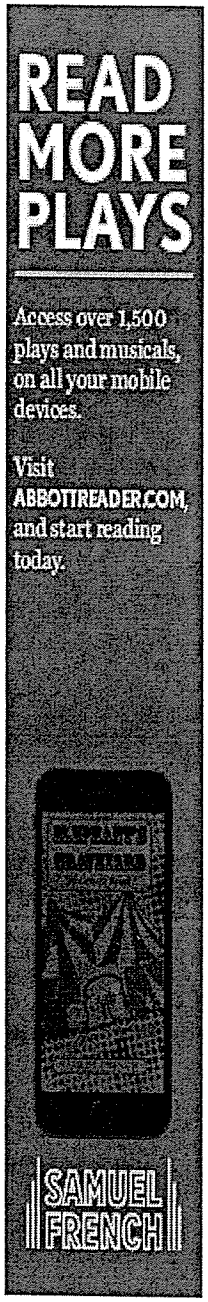
International Thespian Festival
PO Box 645541
Cincinnati, OH 45264-5541

Auditions Fee

The fee to participate in either college auditions or Thespian scholarship auditions is $46 per student. This fee must be paid via Acceptd for college auditions when the application is completed. Applications for Thespian scholarship auditions must be completed on the Academic Works website and payment submitted through the Festival registration site.

Change fee

The online registration has the ability to make cancellation and additions or substitutions to



your Festival delegation. There is a $15 fee for each added or substituted delegate as well as each activity or item changed from the original registration.

Individual Events fee

The fee is $30 per event. An event is one entry (regardless of number of students) in monologue, duet acting, group acting, solo musical, duet musical, group musical, costume design, sound design, scenic design, lighting design, theatre marketing, short film, costume construction, and stage management.

Late registration fee

There is a $200 fee for registering between May 2 and June 18. This is a per delegate charge. This fee is in addition to the basic registration cost. Payments made during this period must be by certified check, money order, MasterCard, Visa, Amex, or Diners Club.

Onsite late fee

There is a $250 fee for registering at Festival beginning June 19. Since there is limited space at the Festival, EdTA recommends calling to confirm availability. This is a per delegate charge. This fee is in addition to the basic registration cost. Payments must made be by certified check, money order, MasterCard, Visa, Amex, or Diners Club.

Unaffiiliated school fee

There is a $85 fee for schools sending two or more delegates to Festival that are not affiliated with the International Thespian Society. The fee can be applied to charter requirements if the school becomes a member of the International Thespian Society by June 30. If the theatre director at the non-Thespian school is a professional member of the Educational Theatre Association then the unaffiliated school fee will be waived.

All-week, activities-only fee

Delegates not requiring housing or meals may receive admission to all Festival activities and a t-shirt. The cost is $504 for inducted Thespians and adults, and $534 for non-member students.

Daily activities-only fee

For $100, a delegate is admitted to one day's Festival activities. Meals are not included.

Professional Development Intensives (PDIs)

The fee is $210 per PDI per adult.

Session activities-only fee

For $25, a delegate may participate in a single session, morning, afternoon, or evening. Available onsite only. No more than two session passes may be purchased per day, per person.

Student Leadership Training fee

The fee is $50 per student.

Substitution fee

Prior to May 1, there is a $30 fee for substitutions. This includes two change fees: one $15 fee for the add and another $15 fee for the cancellation. Substituting a member of the same gender assures housing with the rest of your troupe. Substitutions are allowed prior to the start of Festival, Monday, June 19. Submit substitutions in writing to the EdTA National Office. Include $30 for each substitution and a new consent form signed by the substitute's parent or guardian.

Tech Challenge fee

The registration fee for the Tech Challenge is $100 per team. A troupe may submit more than one team.

Cancellation fee

There is a $100 cancellation fee per person, prior to May 1. Refunds of Festival registration fees will NOT be authorized for cancellations received after May 1. Requests for cancellations must be made in writing to the EdTA National Office no later than May 1. Refund checks (minus the per delegate $100 cancellation fee) will be issued to the school and sent by August 1.

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Humboldt Unified School District #22
Participation in _____ Consent Form

Student Name: _____

Parent/Legal Guardian Name: _____

School: _____

As the parent or legal guardian of the above-named student, I give permission for my child to participate in _____.

I am aware that Humboldt Unified School District does not provide accident or health insurance coverage for my child and have independently determined whether I should obtain such insurance at my own cost. I have received information regarding a company that offers student accident and health insurance.

I understand that my child's participation in any of the above activity(ies) is conditional on maintaining proper and respectful behavior towards the instructor and other students. The same code of conduct required of my child while he or she is in school applies in the afterschool programs. If my child misbehaves, then he or she may lose the privilege to participate in the activities.

I have read and understand the foregoing information and acknowledgments.

_____ _____

Parent/Legal Guardian Signature Date

Humboldt Unified School District #22
Medical Release and Consent

Student Name: _____

In case of accident or serious illness, I request the school/trip sponsor to contact me. If I cannot be reached by telephone with the numbers provided, I hereby authorize the school or afterschool program instructor to call the physician indicated below or any other physician or hospital and follow the physician's instructions.

If there are any special instructions regarding medical treatment of my child, including any information regarding allergies or drug reactions, I have included the information below on the "Special Instructions" lines.

I understand that this consent and authorization hereby given and granted are continuing and are intended by me to extend throughout the current school year.

It is further understood that any expenses incurred will be paid for by the student's health insurance or the parent of the student. Payment of such expenses is not the school's responsibility.

_____ _____
Parent/Legal Guardian Signature Date

Home Address: _____

Phone Numbers: _____

Doctor: _____ Telephone No.: _____

Hospital Preference: _____

Special Instructions:_____

_____

CONSENT
Item 9L.

Travel Request
BMHS Football

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9L
FROM:	Mark Ernster, BMHS Assistant Principal & Athletic Director Ron Fuson, BMHS Assistant Football Coach	Reading	
DATE:	May 9, 2017	Discuss	
SUBJECT:	Request for Travel - Out of State/Overnight Camp	Action	
		Consent	X
OBJECTIVE:	Goal #1 – To Raise the Level of Student Achievement		

SUPPORTING DATA

BMHS football coaches and athletes are requesting to attend their third annual week-long summer football camp to be held at the University of California San Diego. The camp has been conducted by the same organization all three years.

This will be a bonding experience for our football team and an opportunity to stay on a college campus and experience a college environment. Lodging is in campus dormitories and meals are served in the campus cafeteria. We will be able to work with other Arizona teams (Deer Valley, Centennial, Flowing Wells) attending this camp; having the opportunity to develop social relations with those teams. The camp serves as a lifelong memory as well as provides opportunities for student athletes to bond as a team through practice, meetings, meals, and trips to the beach.

SUMMARY & RECOMMENDATION

It is the recommendation of administration that the travel request be approved.

Sample Motion

I move to approve the travel request for eligible Bradshaw Mountain football student athletes and their coaches/chaperones to attend California Football Camp to be held at the University of California San Diego, July 18 – 23, 2017

Approved for transmittal to the Governing Board: _____

Mr. Daniel Streeter, Superintendent

Questions should be directed to: Mark Ernster, BMHS Athletic Director (759-4125)

REQUEST TO BOARD FOR
STUDENT OUT-OF-STATE TRAVEL

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

Organization taking field trip: BMHS football student athletes

Date of field trip: July 18 – 23, 2017

Place of field trip: San Diego, California, University of California San Diego

Approximately how many students: 100

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

- UCSD student dormitories / 10 campers per suite at UCSD dorms
- $280 includes lodging, fields, and meals
- There will be one coach/chaperone per 10 players

How is the trip being funded?

- Football Booster Club and student payment
- Players fundraising will include car wash tickets and victory discount card sales

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

- $38,900
  - $400 per player
    - $280 for registration, $77 for transportation, $32 for Knots Berry Farm or $24 for Coronado Naval Base/Bellmont Park (pending decision)
    - Remainder of money will help fund uniform for camp with the Booster Club supplementing the difference

What is the cost for each student? $400

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

What determines the student's eligibility for attending?

- BMHS football player
- Behavior on/off campus
- Academic good standing
- Fees paid

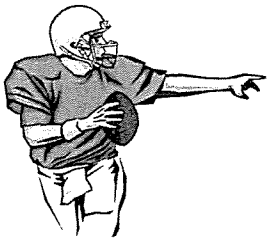
How does the trip benefit the students and the teacher? What state standard is met with this activity?

- Develop skills for the football program
- Bond with BMHS team members
- Experience college campus living
- Continue to improve upon the value of the program – leadership, pride, tradition, and community

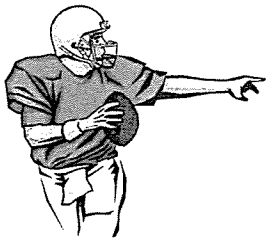
Curriculum objectives:
BMHS football players will improve their skills as athletes and community members by participating in this week-long summer camp

Student outcomes: Improved on and off field skills

Type and cost of transportation: 2 charter buses, $3,850 per bus, $7,700 total, $77 per athlete



California Football Camp L.L.C.
To be held at: University of California San Diego
4926 South Hemet Street
Gilbert, AZ 85298
480-215-5495
jt34114@msn.com



Bradshaw Mountain High School

Depart: Tuesday, July 18, 2017	Daily Schedule
Return: Sunday, July 23, 2017	6:00 A.M. Breakfast
Location: San Diego, California	7:30 A.M. Practice to 10:30 A.M.
Cost: **$280.00** Individual's Deposit: $50.00 Non-refundable after June 1	Noon: Entertainment (Lunch at Beach: Camper is responsible for own lunch)
This registration form must be signed on both sides Other side is Amateur Minor Athletic Waiver and Release of Liability – NO EXCEPTIONS	4:00 P.M. Practice
Balance due: June 20, 2017	6:30 P.M. Dinner
Payment after June 20, 2017 must be Cashier Check, Cash, or Money Order:	**10:00P.M. Lights Out**

Make checks payable to: California Football Camp

(California Football Camp LLC reserves the right to cancel the camp)
(Team Deposits are non-refundable if the team cancel and does not attend)
After June 16, 2017 all payment must be money order, cash, or cashier check
Camp provides accident insurance: Parent/Guardian are responsible for $100.00deductible
ANY QUESTIONS-CONTACT YOUR HIGH SCHOOL COACH

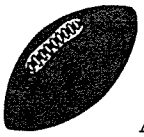
Name:_____ Parents" Names: _____
Address: _____ City: _____Zip:_____
Phone #: _____ Cell #:_____

Be it known that I, the undersigned parent or guardian of the student named above, do hereby grant unto the camp supervisors my consent and authorization to render such aid, treatment or care to said student, as in the judgment of said physician, may be required, on an emergency basis, in the event said student should be injured or stricken ill. It is hereby understood that the consent and authorization hereby given and granted are continuous, and are intended by me to extend through the camp dates.

On emergency basis at coaches/trainer's discretion may take aspirin: Yes_____No_____
Or a related product such as Tylenol or Acetaminophen: Yes_____No_____

Parent Signature _____ Date: _____

_____
Family Physician's Name Address Phone #



Amateur Minor Athletic Waiver and Release of Liability



In consideration of being allowed participation in California Football Camp LLC for any purpose(s), including but not limited to transportation, use of any facilities owned, public, or rented, instructions at any time during the camp, team building activities, ocean visits, amusement park, use of equipment owned, public or rented and including but not limited to any other related events and activities, the undersigned hereby acknowledges, releases, waives, discharges and covenants not to sue or take any legal action against the California Football Camp, L.L.C:

1. Agree that the parent(s) and/or legal guardian(s) will instruct the minor participant prior to participating he or she should respect the facilities and equipment to be used and if the participant believes anything is unsafe, he or she should immediately advise his or her coach or supervisor of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others or the condition(s) of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accepts personal responsibility for the damages following such injury, permanent total disability or death.
4. Participant, the parent(s) and/or legal guardian(s) release, waive, discharge and covenant not to sue California Football Camp LLC its affiliated clubs, their respective administrators, directors, coaches, agents and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors or premises used to conduct the event(s), all of which are hereinafter referred to as "releases" from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the release or otherwise.

I HAVE READ THE ABOVE WAIVER, ACKNOWLEDGE THE WAIVER, RELEASE, AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNITARLY.

Name of Participant (print) _____

Name of Parent/Guardian (print) _____

Parent/Guardian Relationship (print) _____ Date_____

Insurance Company Name (health insurance)_____

Policy Number _____

Signature of Parent/Guardian _____

Address of Member/Participant _____

Telephone Number of Parent/Guardian (_____)_____

PERSONAL NEEDS

1. Sleeping Bag or Bedding
2. Hygiene items/personal towel
3. Spending money

Notification: Lost Keys result in $75.00 charge
Must abide by camp and coaches rules

CAMP 1

Wednesday July 19, 2017

5:00 a.m.	Check in
5:50 a.m.	Breakfast
7:30 a.m.	**Practice**
10: 30 a.m.	**Return from practice**
11:00 a.m.	Depart for the beach
2:30 p.m.	Depart for the dorm
4:00 p.m.	**Practice Ends at 6:00 P.M.**
6:30 p.m.	Dinner
10:00 p.m.	Lights out

3 Meetings Rooms: 8:00 P.M. to 9:00 P.M.

Thursday, July 20, 2017

5:50 a.m.	Breakfast
7:30 a.m.	**Practice**
10: 30 a.m.	**Return from practice**
11:00 a.m.	Depart for the beach
2:30 p.m.	Depart for the dorm
4:00 p.m.	**Practice Ends at 6:00 P.M.**
6:30 p.m.	Dinner
10:00 p.m.	Lights out

3 Meetings Rooms: 8:00 P.M. to 9:00 P.M

Friday, July 21, 2017

5:50 a.m.	Breakfast
7:30 a.m.	**Practice**
10: 30 a.m.	**Return from practice**
11:30 a.m.	Lunch

To Be Announced: Activities by your Head Football Coach

10:00 p.m.	Return Lights out

Saturday, July 22, 2017

5:50 a.m.	Breakfast
7:30 a.m.	**Practice**
10: 30 a.m.	**Return from practice**
11:00 a.m.	Depart for the beach
2:30 p.m.	Depart for the dorm
4:00 p.m.	**Practice Ends at 6:00 P.M.**
6:30 p.m.	Dinner
10:00 p.m.	Lights out

3 Meetings Rooms: 8:00 P.M. to 9:00 P.M

Sunday July 23, 2017

5:50 a.m.	Breakfast
7:30 a.m.	**Practice**
9:30 a.m.	**Return from practice**
11:30 a.m.	Lunch
1:30 p.m.	**Clean dorms and depart for Arizona**

Total Practice Field Time: 20 Hours
Breakfast time may be adjusted to 6:00 A.M.

Humboldt Unified School District #22
Participation in California Football Camp Consent Form

Student Name: _____

Parent/Legal Guardian Name: _____

School: _____

As the parent or legal guardian of the above-named student, I give permission for my child to participate in California Football Camp.

Participation in the Activity involves risks of injury due to certain inherent dangers that cannot be eliminated regardless of the care taken to avoid them. These injuries include, but are not limited to: physical contact with other individuals; contact with the ground, surfaces, fixtures, and equipment; and strenuous exertions, quick movements, and changes of speed, which place stress on the cardiovascular, muscular, and skeletal systems. *The specific injury risks vary from (1) minor injuries such as scratches, bruises, and sprains, to (2) major injuries such as eye injury or loss of sight, joint injuries, back injuries, heart attacks, heat stroke and concussions to (3) catastrophic injuries including paralysis and death*. I acknowledge that I have read and understand this warning.

I am aware that Humboldt Unified School District does not provide accident or health insurance coverage for my child and have independently determined whether I should obtain such insurance at my own cost. I have received information regarding a company that offers student accident and health insurance.

I understand and acknowledge that instructors for the above-listed activities may have been hired by the school district as contractors for the sole purpose of providing the extracurricular activity(ies) described above and may not be employees of the district.

I understand that my child's participation in any of the above activity(ies) is conditional on maintaining proper and respectful behavior towards the instructor and other students. The same code of conduct required of my child while he or she is in school applies in the afterschool programs. If my child misbehaves, then he or she may lose the privilege to participate in the activities.

I have read and understand the foregoing information and acknowledgments.

_____ _____

Parent/Legal Guardian Signature Date

Humboldt Unified School District #22
Medical Release and Consent

Student Name: _____

In case of accident or serious illness, I request the school/trip sponsor to contact me. If I cannot be reached by telephone with the numbers provided, I hereby authorize the school or afterschool program instructor to call the physician indicated below or any other physician or hospital and follow the physician's instructions.

If there are any special instructions regarding medical treatment of my child, including any information regarding allergies or drug reactions, I have included the information below on the "Special Instructions" lines.

I understand that this consent and authorization hereby given and granted are continuing and are intended by me to extend throughout the current school year.

It is further understood that any expenses incurred will be paid for by the student's health insurance or the parent of the student. Payment of such expenses is not the school's responsibility.

_____ _____
Parent/Legal Guardian Signature Date

Home Address: _____

Phone Numbers: _____

Doctor: _____ Telephone No.: _____

Hospital Preference: _____

Special Instructions:_____

_____

CONSENT
Item 9M.

Travel Request
BMHS HOSA

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9M
FROM:	Nancy Vallely, BMHS HOSA Advisor	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	HOSA (Future Health Professionals) Field Trip to Orlando, Florida, for HOSA National Leadership Conference (Overnight/Out of State Travel)	Action Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs	

SUPPORTING DATA:
Bradshaw Mountain High School is requesting overnight/out of state travel to Orlando, Florida, to attend the 2017 HOSA National Leadership Conference. Students will have the opportunity to participate in leadership activities and competitions in which to further their educational experience. This trip takes place June 20-25, 2017.

Cost Summary:

Trip will be funded through CTE grant and/or Mountain Institute (JTED).

Item	Qty	Total
Hotel (bed, state & local tax) and Airline Tickets Package	9 X $1,092 – Students 2 X $1,253 – Chaperone/Advisor	$ 9,828.00 $ 2,506.00
*Registration Fee	$90.00 per student/chaperone/advisor (11)	$ 990.00
Meals/Travel – Advisor/Chaperone	1 Advisor 1 Chaperone	$ 778.00
	Total (estimate)	$14,102.00

*Student registration fees and meals to be paid by students.

SUMMARY & RECOMMENDATION:
It is the recommendation of administration that this travel request be approved.

Sample Motion:
I move to approve out-of-state overnight travel for eligible Bradshaw Mountain High School HOSA students and their advisor/chaperones to attend the National Leadership Conference, being held in Orlando, Florida, June 20-25 2017.

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

Questions should be directed to: Nancy Vallely, 759-4172

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: BMHS HOSA: Future Health Professionals

Date of field Trip: June 20-25, 2017

Place of field Trip: Orlando, Florida

Approximately how many students: 9

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

All participating students are required to stay at Disney's Coronado Springs Resort, 1000 W. Buena Vista Dr., Lake Buena Vista, FL, 32830, (407) 939-1000. There is 24-hour security at the hotel. This year we have a package which includes airfare, hotel for five nights, travel bag, luggage tags, itineraries, spirit items, taxes, gratuities, and service fees ($1,092 per student for a triple room and $1,253 per adult for a double room). We will need four rooms (three for students, three to a room, and one for the advisor and chaperone).

How is the trip being funded?
The trip will be paid by a CTE grant and/or JTED (Mountain Institute) funding. All expenses will be covered with CTE grant monies, except student registration fees; students pay their registration fee ($90 per student).

What is the cost for the trip (lodging/registration/transportation, etc)?
The total estimated cost of the trip is $14,102 (hotel, transportation, conference registration).

What is the cost for each student?
Students are responsible for the cost of meals and the conference registration fee ($90 per student).

Chaperones (student/adult ratio): 1 adult for every 10 students
We will have two adult chaperones and nine students. If the number of students attending changes, we will adjust chaperones as needed.

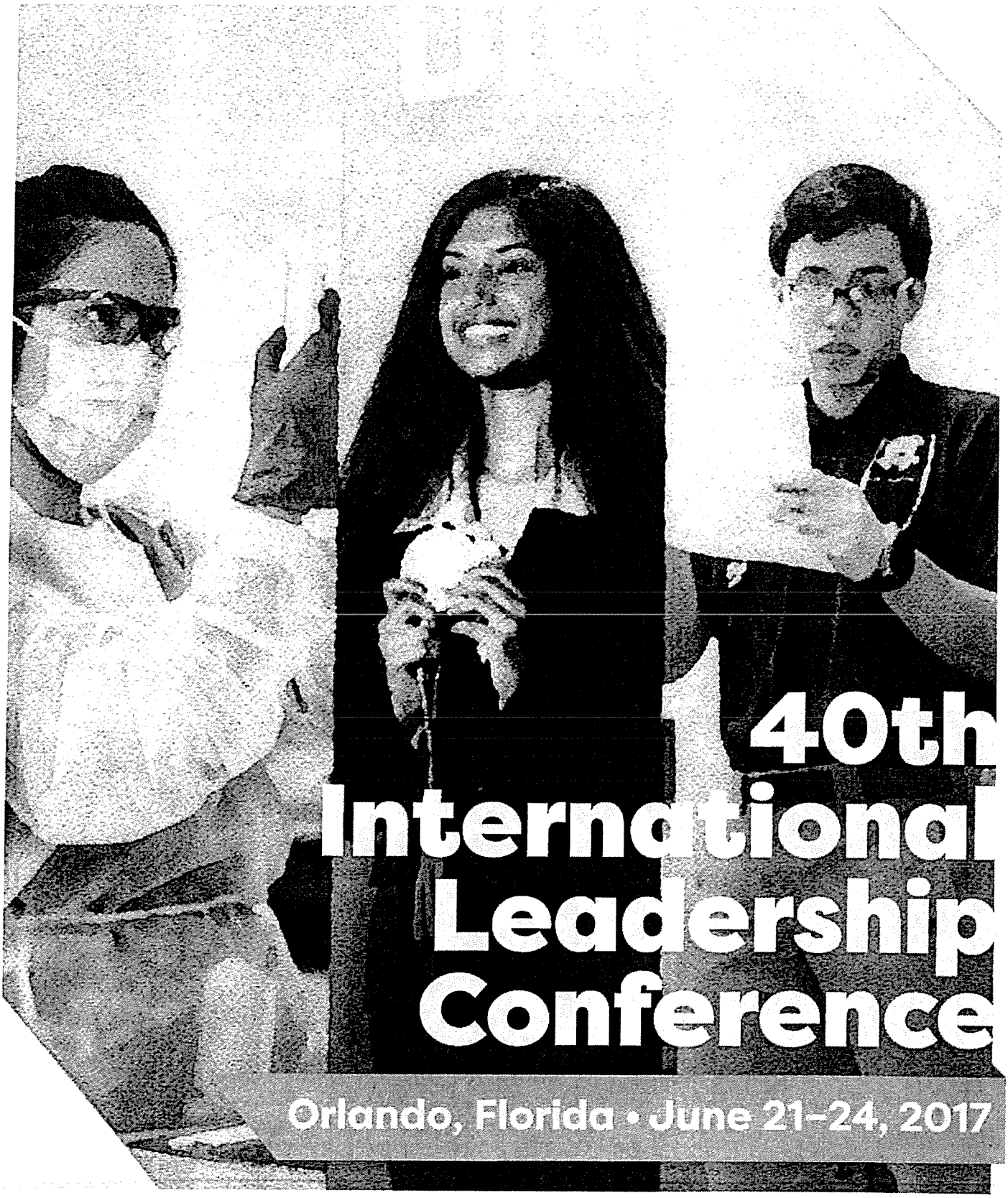
What determines the student's eligibility for attending?
Students who will be attending this conference are members in good standing in HOSA and have qualified through online state testing (locally January 9-20, 2017) as the top scorers in the state of Arizona. Those students went on to compete at the Arizona state level (April 19-April 21, 2017) and finished in the top three in their category. In addition, students must also have passing grades in all classes in order to travel with HOSA.

How does the trip benefit the students and the teacher? What state standard is met with this activity?
HOSA is a national student organization endorsed by the Arizona Department of Education (ADE) as an integral part of the Health Science Education Curriculum and is required for continued funding for CTE programs through the ADE. HOSA activities reinforce classroom instruction and connect students with the health care community. HOSA also plays a unique role in preparing students for further education and promotes career opportunities in health care. This HOSA leadership conference in addition, provides opportunities for health career students 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 HOSA 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 Phoenix by personal transportation. They will then be transported by airline (TBD). Once in Orlando, students will be transported by hotel/airline shuttle to and from hotel/airport. This cost will be covered by the CTE grant monies/JTED (Mountain Institute).



hosa
future health professionals

HOSA International Leadership Conference / Orlando, FL

2017 Tentative Schedule

The schedule of events for ILC 2017 has NOT been finalized, therefore, this agenda MUST be seen as tentative. As soon as all activities and events are finalized, a detailed agenda will be published at hosa.org. Educational Symposium workshops are not shown and will be scheduled throughout the day on Thursday and Friday.

Monday June 19, 2017

8 a.m. – 5 p.m.	Competitive Events Team Meeting
8 a.m. – 11 p.m.	National Officers Rehearsal
10 a.m. – 5 p.m.	HOSA Inc. Executive Committee Meeting
6 – 7 p.m.	Competitive Events Committee Reception *(Hosted by the Executive Committee)*

Tuesday June 20, 2017

TBA	CE Headquarters
TBA	HOSA Headquarters
8 a.m. – 11 p.m.	National Officers Rehearsal
9 – 10:30 a.m.	State Advisor Registration
1 – 4 p.m.	HOSA University 301: State Officers
6 – 8 p.m.	National Officer Candidate Exam
6 – 8 p.m.	State Advisor Dinner
8 – 10 p.m.	Nominating Committee Meeting
9 – 11 p.m.	State President Reception
11 p.m.	National Officer Interviews Posted



Wednesday June 21, 2017

Conference Schedule

TBA	CE Headquarters
TBA	HOSA Headquarters
7 a.m. – 1:30 p.m.	National Officer Interviews
8 – 9 a.m.	New Advisor Coffee Talk
8 a.m. – 1 p.m.	Conference Registration
10 a.m. – 1 p.m.	Expo Registration
10:30 a.m. – Noon	Event Manager/QA Meeting
11 a.m. – 1 p.m.	VIP Lunch (By Invitation Only)
Noon – 2:30 p.m.	Nominating Committee Lunch and Report
1 – 5 p.m.	HOSA Expo
1:30 – 2:30 p.m.	Advisor Orientation
2– 3 p.m.	Voting Delegate Orientation
3 – 5p.m.	HOSA-100 National Advisory Council
3:15 – 4:15 p.m.	Courtesy Corps Meeting |
3:30 – 4:30 p.m.	Workshop Ambassador Orientation
3:30 p.m.	National Officer Slate Announced
5 – 7 p.m.	Scholarship Recipient and Sponsor Dinner (By Invitation Only)
5:30 – 6:30 p.m.	Flag and Opening Session Practice
7:30 – 9 p.m.	Opening Session
10 p.m. – 12 a.m.	Committee Meetings

Competitive Events Schedule

Biomedical Debate Round One

11:30 a.m. – 12:15 p.m.	Event Personnel Meeting
12:15 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

HOSA Bowl Round One

11:30 a.m. – 12:15 p.m.	Event Personnel Meeting
12:15 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Home Health Aide Round One

Noon – 1 p.m.	Event Personnel Meeting
1 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted



Medical Assisting Round One

Noon – 1 p.m.	Event Personnel Meeting
1 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Clinical Nursing Round One

Noon – 1 p.m.	Event Personnel Meeting
1 p.m.	Check-in & Orientation; Test Follows
11p.m.	Round Two Finalists Posted

Creative Problem Solving Round One

Noon – 1 p.m.	Event Personnel Meeting
1 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Physical Therapy Round One

Noon – 1 p.m.	Event Personnel Meeting
1 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Nursing Assisting Round One

Noon – 1 p.m.	Event Personnel Meeting
1 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Health Care Issues Exam

2:15 – 3 p.m.	Event Personnel Meeting
3 p.m.	Check-in & Orientation; Test Follows



Thursday June 22, 2017

Conference Schedule

TBA	CE Headquarters
TBA	HOSA Headquarters
7 – 8 a.m.	Healthy Start to the Day
7 – 8:30 a.m.	Meet the Candidates Breakfast
7 – 8:30 a.m.	Judge Breakfast at Disney's Coronado Springs Resort
7 – 8:30 a.m.	Judge Breakfast at Disney's Contemporary Resort
8 a.m. – 4 p.m.	Educational Symposiums
9 a.m. – Noon	HOSA University 101: Members
10 – 11 a.m.	State Advisor Networking Meeting
Noon – 1:30 p.m.	Judge Lunch at Disney's Coronado Springs Resort
Noon – 1:30 p.m.	Judge Lunch at Disney's Contemporary Resort
1 – 4 p.m.	HOSA University 201: Local Officers
1 – 5 p.m.	HOSA Expo
3 – 6 p.m.	Business Session
3:30 – 4:30 p.m.	Public Health Leadership Scholars Meeting
5 – 6:30 p.m.	Judge Dinner at Disney's Coronado Springs Resort
5 – 6:30 p.m.	Judge Dinner at Disney's Contemporary Resort
6 – 7:30 p.m.	Health Career Display Round One Judge Meal
6:30 – 8:30 p.m.	HOSA, Inc. Corporate Meeting
9 – 11 p.m.	Past HOSA, Inc. Chair Reception (By Invitation Only)
10 p.m. – 12 a.m.	Committee Meetings

Competitive Events Schedule: Disney's Coronado Springs Resort

Offsite buses depart from Disney's Coronado Springs Resort. (Home Health Aid, Physical Therapy, and Medical Assisting, Time TBA)

Medical Spelling Round One

7 – 8 a.m.	Event Personnel Meeting
8 a.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Public Health Round One

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation
8:45 – 11:30 a.m.	Report & Evaluation
11 p.m.	Round Two Finalists Posted

Public Service Announcement Round One

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation
8:45 – 11:30 a.m.	Report & Evaluation
3 p.m.	Round Two Finalists Posted

Parliamentary Procedure Round One

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation; Test Follows
11p.m.	Round Two Finalists Posted

Competitive Events at Disney's Coronado Springs Resort continues...

CERT Round One

9 – 10 a.m.	Event Personnel Meeting
10 a.m.	Check-in & Orientation; Test Follows
3 p.m.	Round Two Finalists Posted

Forensic Medicine Round One

9:30 – 10:30 a.m.	Event Personnel Meeting
10:30 a.m.	Check-in & Orientation; Test Follows
3 p.m.	Round Two Finalists Posted

Dental Science Round One

10 – 11 a.m.	Event Personnel Meeting
11 a.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Speaking Skills

Noon – 12:45 p.m.	Event Personnel Meeting
12:45 p.m.	Check-in & Orientation
1:45 – 4:30 p.m.	Report & Evaluation

Community Awareness

Noon – 12:45 p.m.	Event Personnel Meeting
12:45 p.m.	Check-in & Orientation
1:45 – 4:30 p.m.	Report & Evaluation

EMT Round One

12:30 – 1:30 p.m.	Event Personnel Meeting
1:30 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Healthy Lifestyle Round One

12:30 – 1:30 p.m.	Event Personnel Meeting
1:30 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Veterinary Science Round One

1 – 2 p.m.	Event Personnel Meeting
2 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Medical Reading (Secondary & Postsecondary/Collegiate only)

2 – 3 p.m.	Event Personnel Meeting
3 p.m.	Check-in & Orientation; Test Follows

Sports Medicine Round One

3:30 – 4:30 p.m.	Event Personnel Meeting
4:30 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Biomedical Laboratory Science Round One

3:30 – 4:30 p.m.	Event Personnel Meeting
4:30 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

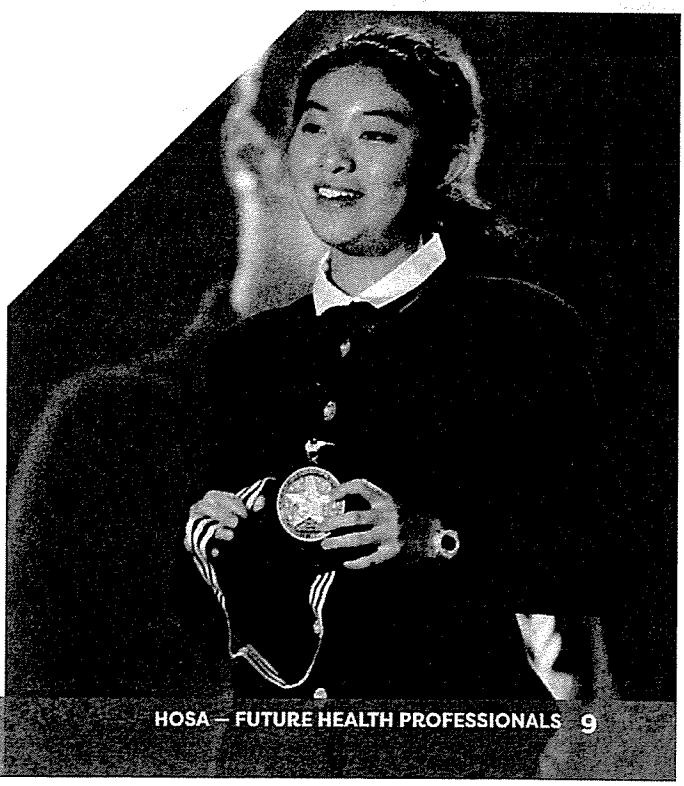
Health Career Photography Round One

4 – 5 p.m.	Event Personnel Meeting
5 p.m.	Check-in & Orientation
5:30p.m. – 6:30 p.m.	Display Time (Open to conference attendees)
6:45p.m. – 9:30 p.m.	Round One Judging
11 p.m.	Round Two Finalists Posted

Health Education

5 – 5:45 p.m.	Event Personnel Meeting
5:45 p.m.	Check-in & Orientation
6:45 – 9:30 p.m.	Report & Evaluation

Thursday continues...



...Thursday, continued.

Health Career Display Round One

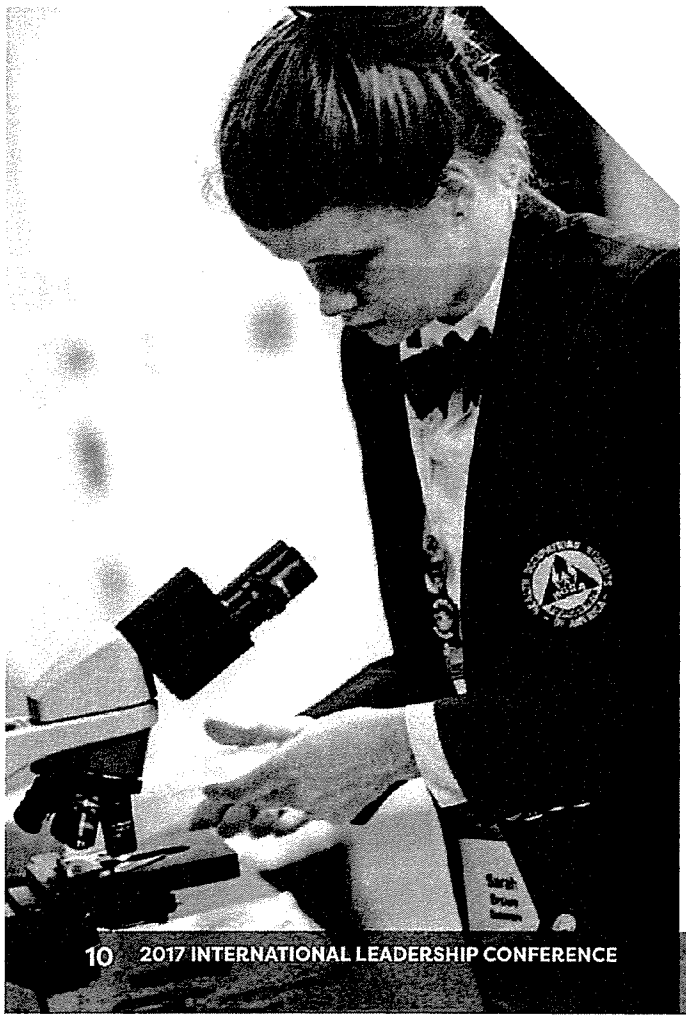
5 – 5:45 p.m.	Event Personnel Meeting
5:45 p.m.	Check-in & Orientation & Set Up
6:30 – 7:30 p.m.	Display Time (Open to conference attendees)
7:30 – 9:30 p.m.	Round One Judging
11 p.m.	Round Two Finalists Posted

Middle School Knowledge Tests: Health Career Exploration, Nutrition, Medical Reading, Medical Terminology *(Middle School Only)*

6 – 7 p.m.	Event Personnel Meeting
7 p.m.	Check-in & Orientation; Test Follows

Medical Math

6 – 7 p.m.	Event Personnel Meeting
7 p.m.	Check-in & Orientation; Test Follows



Medical Terminology (Secondary & Postsecondary/Collegiate only)

6 – 7 p.m.	Event Personnel Meeting
7 p.m.	Check-in & Orientation; Test Follows

CPR Round One

6:30 – 7:30 p.m.	Event Personnel Meeting
7:30 p.m.	Check-in & Orientation; Test Follows
11 p.m.	Round Two Finalists Posted

Dental Terminology

6:45 – 7:30 p.m.	Event Personnel Meeting
7:30 p.m.	Check-in & Orientation; Test Follows

Competitive Events Schedule: Disney's Contemporary Resort

Buses for Disney's Contemporary Resort depart from Disney's Coronado Springs Resort

Clinical Specialty

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation
8:45 –11:30 a.m.	Report & Evaluation

Researched Persuasive Writing & Speaking Round One

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation
8:45 – 10:45 a.m.	Judges Only
12:30 p.m.	Round Two Finalists Posted

Life Support Skills

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation
8:45 – 11:30 a.m.	Report & Evaluation

Extemporaneous Health Poster

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation with Posters to follow
1:45 – 4:30 p.m.	Judges Only

Biomedical Debate Round Two

8 – 8:45 a.m.	Event Personnel Meeting
8:45 – 11:30 a.m.	Report & Evaluation

Competitive Events at Disney's Contemporary Resort continues...

Extemporaneous Writing

11 – 11:45 a.m.	Event Personnel Meeting
11:45 a.m.	Check-in & Orientation; Essay Follows
6:45 – 9:30 p.m.	Judges Only

Personal Care

Noon – 12:45 p.m.	Event Personnel Meeting
12:45 p.m.	Check-in & Orientation
1:45 – 4:30 p.m.	Report & Evaluation

Researched Persuasive Writing & Speaking Round Two

1 – 1:45 p.m.	Event Personnel Meeting
1:45 – 4:30 p.m.	Report & Evaluation

Epidemiology

3 – 3:45 p.m.	Event Personnel Meeting
3:45 p.m.	Check-in & Orientation; Test Follows

Forensic Medicine Round Two

5 – 5:45 p.m.	Event Personnel Meeting
6 – 9:45 p.m.	Report & Evaluation
6 – 10 p.m.	Judges Only

Public Service Announcement Round Two

6 – 6:45 p.m.	Event Personnel Meeting
6:45 – 9:30 p.m.	Report & Evaluation

CERT Round Two

6 – 6:45 p.m.	Event Personnel Meeting
6:45 – 9:30 p.m.	Report & Evaluation

Friday June 23, 2017

Conference Schedule

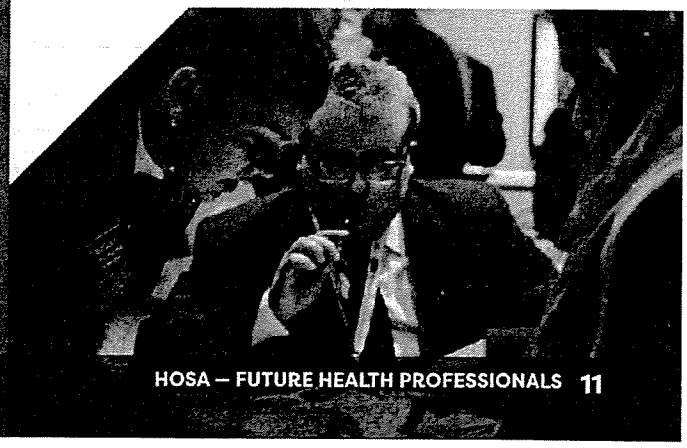
TBA	CE Headquarters
TBA	HOSA Headquarters
7 – 8 a.m.	Healthy Start to the Day
7 – 8:30 a.m.	Judge Breakfast at Disney's Coronado Springs Resort
7 – 8:30 a.m.	Judge Breakfast at Disney's Contemporary Resort
8 – 11 a.m.	HOSA University: 101 Members
8 a.m. – 2 p.m.	Educational Symposiums
8:30 a.m. – Noon	HOSA University 401: New Advisors
9 a.m. – 4 p.m.	HOSA Leadership: Train the Trainers
11:30a.m. – 12:30p.m.	Project Display for HOSA Happenings
Noon – 1:30 p.m.	Judge Lunch at Disney's Coronado Springs Resort
Noon – 1:30 p.m.	Judge Lunch at Disney's Contemporary Resort
1 p.m. – 2 p.m.	State Advisor Networking
1 – 4 p.m.	HOSA University 100: Middle School
9 a.m. – 2 p.m.	HOSA Expo
1 – 4 p.m.	HOSA University 501: Advanced Advisors
1:15 – 2:45 p.m.	Medical Innovation Judge Meal
1:30 – 2:30 p.m.	Project Display for HOSA Chapter Reflection (Open to all conference attendees)
2 – 3 p.m.	New Board Member Orientation
5 – 6 p.m.	Alumni Reception
7:30 – 10 p.m.	Recognition Session
10 p.m. – 12 a.m.	HOSA Hypnotist
10 p.m. – 12 a.m.	Committee Meetings

Friday continues...

HOSA Scholarship Information

The 2017 HOSA Scholarship application and guidelines is at hosa.org/scholarships.

Applications must be RECEIVED no later than April 1 for consideration. Late applications will not be considered.



...Friday, continued.

Competitive Events Schedule: Disney's Coronado Springs Resort

Offsite buses depart from Disney's Coronado Springs Resort. (Vet Science, Sports Medicine, Biomedical Laboratory Science, Nursing Assisting, Clinical Nursing, Dental Science, EMT, Time TBA)

Health Career Display

7 – 7:45 a.m.	Event Personnel Meeting
7:45 – 8:15 a.m.	All displays must be picked up
8:15 a.m.	Set up display for Round Two Judging
9 – 11 a.m.	Report & Judging by Appointment

Public Health Round Two

8 – 8:45 a.m.	Event Personnel Meeting
8:45 –11:30 a.m.	Report & Evaluation

HOSA Chapter Reflection

9 a.m. – 1 p.m.	Event Personnel Meeting & Judging
9:30 –10:15 a.m.	Book Drop Off
12:30 – 1:00 p.m.	Book Pick Up
1:30 – 2:30 p.m.	Display Time

Medical Innovation

12:30 – 1:15 p.m.	Event Personnel Meeting
1:15 p.m.	Check-in & Orientation
1:15 – 2:45 p.m.	Medical Innovation Judge Meal
2 – 2:45 p.m.	Required Display Time
3 – 5:45 p.m.	Judging by Appointment

Health Career Photography Round Two

1 – 1:45 p.m.	Event Personnel Meeting
1:45 – 4:30 p.m.	Report & Evaluation



Behavioral Health

2:30 – 3:30 p.m.	Event Personnel Meeting
3:30 p.m.	Check-in & Orientation; Test Follows

Human Growth & Development

2:30 – 3:30 p.m.	Event Personnel Meeting
3:30 p.m.	Check-in & Orientation; Test Follows

Medical Law

2:30 – 3:30p.m.	Event Personnel Meeting
3:30 p.m.	Check-in & Orientation; Test Follows

Pathophysiology

2:30 – 3:30 p.m.	Event Personnel Meeting
3:30 p.m.	Check-in & Orientation; Test Follows

Pharmacology

2:30 – 3:30 p.m.	Event Personnel Meeting
3:30 p.m.	Check-in & Orientation; Test Follows

Transcultural Health

2:30 – 3:30 p.m.	Event Personnel Meeting
3:30p.m.	Check-in & Orientation; Test Follows

Nutrition (Secondary & Postsecondary/Collegiate Only)

2:30 – 3:30 p.m.	Event Personnel Meeting
3:30 p.m.	Check-in & Orientation; Test Follows

Competitive Events Schedule: Disney's Contemporary Resort

Buses for Disney's Contemporary Resort depart from Disney's Coronado Springs Resort

Interviewing Skills

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation with Application
8:45 – 11:30 a.m.	Report & Evaluation

Job Seeking Skills

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation with Application
8:45 – 11:30 a.m.	Report & Evaluation



Competitive Events at
Disney's Contemporary Resort continues...

Prepared Speaking (Middle School)

7 – 7:45 a.m.	Event Personnel Meeting
7:45 a.m.	Check-in & Orientation
8:45 – 11:30 a.m.	Report & Evaluation

HOSA Bowl

7:30 – 8:45 a.m.	Event Personnel Meeting
9 a.m. – 2 p.m.	Report & Holding
9 a.m. – 12 p.m.	HOSA Bowl Rounds
Noon – 2 p.m.	Semis & Finals Secondary (Open to conference attendees)
Noon – 2 p.m.	Semis & Finals Postsecondary/Collegiate (Open to conference attendees)

Healthy Lifestyle Round Two

8 – 8:45 a.m.	Event Personnel Meeting
8:45 – 11:30 a.m.	Report & Evaluation

Medical Spelling Round Two

8 – 8:45 a.m.	Event Personnel Meeting
8:45 a.m.	Postsecondary/Collegiate Report
9:30 a.m.	Secondary Report
9 – 10 a.m.	Postsecondary/Collegiate Spelldown
10 a.m. – 1 p.m.	Secondary Spelldown

Parliamentary Procedure Round Two

8 a.m. – 8:45 a.m.	Event Personnel Meeting
8:45 – 11:30 a.m.	Report & Evaluation

Creative Problem Solving Round Two

12:30 – 1:15 p.m.	Event Personnel Meeting
1:15 p.m.	Report

Prepared Speaking (Secondary & Postsecondary/Collegiate)

Noon – 12:45 p.m.	Event Personnel Meeting
12:45 p.m.	Check-in & Orientation
1:45 – 4:30 p.m.	Report & Evaluation

MRC Partnership

Noon – 12:45 p.m.	Event Personnel Meeting
12:45 p.m.	Check-in & Orientation
1:45 – 4:30 p.m.	Report & Evaluation

CPR Round Two

1 – 1:45 p.m.	Event Personnel Meeting
1:45 – 4:30 p.m.	Report

Saturday June 24, 2017

Conference Schedule

TBA	CE Headquarters
TBA	HOSA Headquarters
8 – 9:30 a.m.	National Officer Transition Breakfast
4 – 6 p.m.	Postsecondary/Collegiate Awards Session
8 – 10 p.m.	Middle School & Secondary Awards Session
10 p.m. – 12 a.m.	HOSA Dance

Sunday, June 25, 2017 – Wednesday, June 28

8 a.m. – 10 p.m.	Executive Council Training

2017 HOSA International Leadership Conference Package

Hotel

Disney's Coronado Springs Resort
1000 W Buena Vista Dr.
Lake Buena Vista, FL 32830
(407) 939-1000
Free Shuttle from Orlando Florida Airport to Coronado Springs – Register online

Dates: June 20-25, 2017

Tuesday, June 20—Travel Day
Wednesday, June 21—HOSA University, Contest Orientation Meetings and Opening Session
Thursday, June 22—Contests all day
Friday, June 23— Contests all day, Recognition Awards Session
Saturday, June 24—HOSA Day in Disney, PS Awards Session, Grand Awards Session
Sunday, June 25 — Travel Day

Travel Package

Important Notice Regarding Travel

Due to limited flights to/from the Orlando Airport, all Arizona delegation members will be flying round trip between Phoenix, Tucson, Yuma and Las Vegas to Orlando. Disney has free transportation between the airport and the hotel. Ground transportation will not be provided to/from Phoenix Sky Harbor. Most flights are booked with Southwest Airlines which does not charge a baggage fee for the first two checked bags (50 lb. limit).

All attendees are required to travel with the AzHOSA delegation.

Package includes:

- Roundtrip airfare between the Phoenix (Tucson, Yuma, and Las Vegas) airport and Orlando airport.
- Travel bag
- Luggage name tags
- A full set of Itineraries for each person
- Five nights' accommodations at: Disney's Coronado Springs Resort
- Spirit items, trading pins, conference tee shirt for each attendee
- All taxes, gratuities and service fees.

THIS DOES NOT INCLUDE THE CONFERENCE REGISTRATION (SEE BELOW)

Quad $997 ***Triple $1,092*** ***Double $1,253*** ***Single $1,797***

Tickets will be sent to Advisors approximately 2 weeks before travel. Tickets will not be sent if balance is not paid.

Deadlines

- ☐ **April 21, 2017—Mandatory Winners meeting after awards session – Turn in Confirmation Form**
  It is imperative that when you submit the confirmation form, you submit the full legal name of individuals traveling.
- ☐ **April 24, 2017— Check for $400.00 per person non-refundable deposit due to Travel Wise Trips.**
- ☐ **May 1**—Final check for balance is due to Travel Wise Trips, Inc.

No PO's or Credit Cards are accepted by Travel Wise.

Contests

It is the responsibility of the students and advisors to prepare for the contest. Please remember to do the following:

1. Review the Guidelines
2. be sure you have the appropriate dress for opening, closing and all award sessions. Official HOSA Uniform, Black suit or navy suit.

Cancellation Policy

No cancellations after May 1.

Conference Registration

This package does not include the ILC registration. You will register on the HOSA.org website after you log into your chapter. Registration is $90.00 per attendee and payable to "Arizona HOSA"

CONSENT
Item 9N.

Gifts & Donations

GIFTS & DONATIONS – May 9, 2107

Shannon Chaney
7888 E. Falla Bella Way, Prescott Valley
Donated tools with the donor's value of $40
To be used at Liberty Traditional School

Mary Watts
1682 N. Thimble Lane, Prescott Valley
Donated art supplies with the donor's value of $40
To be used at Liberty Traditional School

Lamb Chevrolet
400 Prescott Lakes Parkway, Prescott
Donated staff shirts (for convocation) with the donor's value of $540
To be used at Glassford Hill Middle School

Blankets-4-Kids
2290 Le Loup Drive, Prescott
Donated blankets with the donor's value of $1,500
To be distributed through the Family Resource Center

Cody Brewer
7939 E. Spouse Drive, Apt. 1, Prescott Valley
Donated clothing with the donor's value of $20
To be distributed through the Family Resource Center

DISCUSSION
Item 10A.

YCEF Grant Award

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10A
FROM:	Yvonne Berry, Jennifer Ruiz, Melissa Tighe, - CSES Teachers Dianne Rucker – Occupational Therapist	Reading
DATE:	May 9, 2017	Discuss X
SUBJECT:	Yavapai County Education Foundation (YCEF) Grant Presentation	Action
		Consent
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	

SUPPORTING DATA

Yvonne Berry, Jennifer Ruiz, Melissa Tighe, and Dianne Rucker will update the board on the grants they received from the Yavapai County Education and what the funds were used for.

A grant was awarded to Yvonne Berry with the funds to purchase Orton Gillingham kit materials for her phonics program. The school has some kits that are shared, but now she has the sand trays, with sand in two colors, small and large phoneme cards, a blending board, screens, sand paper letters, and hand held white boards to make this program a success year round. Assessments given twice this year have shown significant improvement with this hands-on approach.

Jennifer Ruiz's grant allowed her to implement flexible seating in her class. Her students have been using flexible seating since the beginning of the year. She started with allowing students to work on the floor or even with partners and groups in different areas of the room. She soon came to realize that to take learning to the next level she needed more flexible seating options. Now she has yoga balls, different types of tables, wiggle cushions, floor pillows, and different types of chairs, including ottomans that double as storage. The students are able to be flexible with their seating that allows them to be flexible with their learning. They are no longer held back by large desks and chairs that crowd the small room. They can focus on learning what is most important.

Melissa Tighe received a mini grant for funding in a handwriting station for motor lab along with stations that can be used in the classrooms (K-1) to support development in handwriting and fine motor skills.

Dianne Rucker's mini grant is supporting handwriting in the additional kindergarten classroom that was added to Humboldt Elementary School.

Approved for transmittal to the Governing Board: _____

Mr. Daniel Streeter, Superintendent

Questions should be directed to: Yvonne Berry, 759-4300

DISCUSSION
Item 10B.

Road Widening Project
(Glassford Hill & Long Look)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10B
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading	
DATE:	May 9, 2017	Discuss	X
SUBJECT:	Long Look Drive – Road Widening Project	Action	
		Consent	
OBJECTIVE:	Report		

SUPPORTING DATA

In order to improve the flow of traffic along Glassford Hill Road, the Town of Prescott Valley will be making modifications to the intersection of Long Look Drive and Glassford Hill Road. This is the intersection that feeds into the Bradshaw Mountain High School parking lot. The project is designed to improve the flow of traffic in and through the intersection, particularly during the beginning and end of the school day.

Initial preparation work has already started. The bulk of the work that will impact movement of traffic in and out of the BMHS parking area, will start after May 26th and end prior to the first day of school. The District will use the road between Lake Valley Elementary School and the high school to move traffic during that time period.

SUMMARY & RECOMMENDATION

Mr. Ron Pine, Town Engineer, and Mr. Gordon Bowers, Architectural Engineer will present the details of the project. Mr. Kort Miner and Mr. Ken Fox will present temporary traffic detours for the project time period.

Approved for transmittal to the Governing Board:

Mr. Daniel Streeter, Superintendent

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

DISCUSSION
Item 10C.

ASBA Political Agenda

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10C
FROM:	Arizona School Boards Association and Board President Richard Adler	Reading	
DATE:	May 9, 2017	Discuss	X
SUBJECT:	Determination of the Board's issues of importance for consideration by the Arizona School Boards Association as their focus of legislative effort	Action	
OBJECTIVE:	Board Governance		

SUPPORTING DATA:

Each year the Arizona School Boards Association (ASBA) compiles a list of concerns from school districts. The Association is asking for the board's top five priorities. The proposals will be compiled by ASBA staff and provided to the ASBA Legislative Committee for consideration. The Committee will create a draft document that will be circulated to all governing boards and superintendents. This draft agenda will be the basis for discussion and final approval at the official Delegate Assembly on Saturday, September 9. An official HUSD delegate will be selected at a later date.

Attachments:

- ASBA 2017 Political Agenda - Final
- HUSD 2017 Issues for Consideration (submitted to ASBA May 2016)
- HUSD 2018 Suggested Issues for Consideration

SUMMARY & RECOMMENDATION:

The Board is requested to discuss issues for consideration by ASBA. A list of the top five priorities will be complied and submitted to ASBA on or before the deadline of May 12.

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

Questions should be directed to: Richard Adler at richard.adler@humboldtunified.com

ASBA
Arizona School Boards Association

2017 POLITICAL AGENDA

RESOURCES FOR SCHOOLS

1. Strengthen the School Finance formula to equitably and adequately fund public schools:
   a. Fund the implementation and ongoing costs of AZ standards, assessments and technology;
   b. Protect desegregation funding from any cuts or modifications;
   c. Allow districts the option to operate individual schools for 200-day school years and increase accompanying funding to 8% from 5% to improve student achievement;
   d. Provide greater equity in funding and access for exceptional student services within the public school system;
   e. Provide adequate funding to cover the cost of student transportation;
   f. Establish statewide poverty weights within the school funding formula.
2. Advocate to eliminate unfunded mandates and administrative burdens.
3. Assure a more stable and reliable revenue structure to support education.
4. Advocate to renew, expand and improve Prop 301.
5. Ensure 100% funding for all JTEDs.
6. Fully fund full-day kindergarten and include kindergarten students in the override calculations.
7. Provide funding for preschool programs.
8. Reinstate and fund formulas to comply with at least state school building minimum standards and restore building renewal funding to ensure school district facilities are adequately maintained.
9. Provide additional state funding for nationally competitive salaries to attract, recruit and retain talented teachers.

LOCAL CONTROL & GOVERNANCE

1. Uphold, preserve, and strengthen local control to reinforce the connection between the community and its elected governing board members.
2. Allow school districts greater flexibility in the divestiture of property to address population and course needs.
3. Maximize local control and flexibility in managing funds and programs.
4. Change "override/budget increase" language to "locally controlled funding" to better reflect what voters are being asked to support.

STATE EDUCATION POLICY

1. Fully restore 9th grade CTE/JTED eligibility and funding so students have the opportunity to explore career fields and or/certification completion.
2. Allow all JTEDs to service students through the age of 21.
3. Eliminate the change to current year funding and advocate to hold declining districts harmless for loss of funding and ensure funding accuracy and transparency in ADM calculations.
4. Establish financial and academic transparency for all institutions that accept public funds.
5. Repeal any program that gives public funds for private schools, ESAs & STOs or prevent any future expansion.
6. Require comparative auditor general reports for district and charter schools.
7. Require charter holders and applicants to use their local entity's most recent demographic study and enrollment demand data to justify the need for a new school.
8. Increase the compulsory attendance age from 16 to 18 years.
9. Advocate for research-based reform of the English Language Learner model of instruction to improve student achievement.

HUSD – Issues for Legislative Committee Consideration – 2017 Political Agenda

The Governing Board of Humboldt Unified School District #22 presents the following issues to the ASBA Legislative Committee as approved by the Governing Board on May 10, 2016.

Long-Term Issues:

1. Raise public education budgets to at least median level for all states.
2. Bring equal funding to both public and charter schools.
3. Fund rural schools with grants, etc., to allow all Arizona an equal opportunity to get a quality education (FFMA, etc.). Attract and retain.
4. Complete revision of school finance formula to include dedicated, statute-driven funding streams for education including structural tax system changes.
5. Provide funding streams to upgrade technology in the classroom statewide.
6. Include in any revision of school finance a method to encourage merit-based pay for teachers.

Short-Term Issues:

1. Oppose unfunded mandates by requiring a dedicated funding source for all state mandated curriculum and/or assessment changes.
2. Ensure full funding for inflation, especially in years where inflation is greater than two percent.
3. Reinstate capital dollars.
4. Reinstate one-cent sales tax designated for schools ONLY.
5. Advocate for structural tax changes to ensure adequate funding for public education is provided through the available capacity in Arizona.
6. Oppose state monies being directed to, or re-directed to, private school funding, especially expansion of voucher/ESA programs.

2017 Session-Specific Issues:

1. Reinstate voluntary full-day funding for statewide voluntary full day kindergarten.
2. Fund technology and capital to bring all schools up to speed for Common Core and PARCC, and the new teacher/principal evaluations specifically with Professional Development.
3. Give schools immediate funds to cover cost of living increases over the last five years.
4. Change wording "override" to local support.
5. Repeal and oppose statutes that use state monies to fund private schools including vouchers and empowerment accounts.
6. Amend ARS 15-503 A.1, B and C to include the position of assistant superintendent in hiring, offering contracts and evaluation.
7. Determine a dedicated funding source for regular public schools such as a service and/or Internet tax. Fund education to the level where Arizona is 25th in the nation for per pupil spending.
8. Ensure adequate funding is provided to all Arizona schools at a level equal to the national average to ensure students are college and career ready.
9. Work with state education agencies (AIA) to ensure that rural schools are not placed in positions of undue burden (excess travel).
10. Eliminate the change to current year funding.
11. Require charter holders and applicants to use their local entity's most recent demographic study and enrollment demand data to justify the need for a new school.

HUSD – Issues for Legislative Committee Consideration – 2018 Political Agenda

HUSD Governing Board members have provided the following suggestions to be discussed as priorities for consideration for the 2018 Political Agenda:

TOP FIVE PRIORITIES	RATIONALE
#1	
Raise budgets to level equal to average of all states	Attracting quality businesses to the state would be easier with a more competitively funded educational system
Budget	Currently not at a sustainable level
Provide sufficient per student funding to raise Arizona to within the range of the national average	
Provide permanent dedicated funding source for teacher compensation sufficient to raise average pay into the range of the national average	
Fully fund the capital needs for construction and upkeep per state law	
#2	
Return capital funding to the districts	Providing proper funding to up-keep current facilities reduces future costs
Technology in classrooms	We are behind
#3	
Level playing field between charter schools and public schools	Competition is great when the game is the same
Teacher shortage	Cannot compete with our current budget
#4	
Provide IT funds to keep schools up to date with workforce needs	Technology changes fast and our students have to have the tools needed to compete
Revision of budget methodology	Not sustainable
#5	
Budget	Schools need more money! Valuing public education must be a priority!
Maintain high quality standards for teachers at all public and private schools	Expect the most out of those entrusted with preparing our kids for the future
Additional items for consideration	
Funding/budget	Arizona is getting further and further behind

DISCUSSION
Item 10D.

Federal Programs
Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10.D
FROM:	Danny Brown, Executive Director of Federal Programs and School Improvement	Reading	
DATE:	May 9, 2017	Discuss	X
SUBJECT:	Federal Programs Update	Action	
		Consent	
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs		

SUPPORTING DATA:

Danny Brown will give an update to the governing board on the following topics:

- Title I Every School Succeeds Act (ESSA)
    - Attached is a summary of a review of President Trump's budget proposal for public education. The summary also highlights the impact this proposal will have specifically on HUSD, if enacted by Congress.
- Yavapai County Education Technology Consortium (YCETC)
    - Discussion of the broad band initiative that will be funded through the YCETC.
- Forest Fees Management Association (FFMA)
    - Discussion of the activity that has occurred with the FFMA, including professional development opportunities.

Approved for transmittal to the Governing Board:

Mr. Daniel Streeter, Superintendent

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

May 2017

Governing Board Update: President's Budget Proposal for Education

President Trump's Administration released its budget proposal for fiscal year 2018 to Congress for consideration. The proposal outlines broad budget requests rather than offering a detailed description of the Administration's fiscal policy. Most notable are significant cuts to funding for numerous programs administered through the Department of Education. The only increases are in spending on school choice initiatives. A helicopter view of the proposal for education follows:

Increases:

As you can see below, all of the education increases focus on expanding school choice.

In addition, the Administration proposes providing an additional $1 billion in funding for Title I of Every Student Succeeds Act (ESSA) that would allow federal dollars to follow students to the school of their choice – a funding method known as "portability" that was included in the House of Representatives' version of ESSA in 2015. Ultimately, lawmakers did not include it in the final bill, but they did incorporate a pilot program that allows up to 50 school districts to use weighted student funding formulas and consolidate state, local, and federal dollars for disadvantaged students.

$1.4 billion for school choice, with plans to ramp up to $20 billion over time. The new funding is comprised of the following increases:

- $1 billion for Title I to allow funding to follow a student to the public school of his or her choice, not necessarily a school that receives Title I funds. There is no explanation about how this portability would work.

HUSD Impact:

New Every Student Succeeds Act (ESSA) requires the ADE to take a mandatory amount of 8% prior to distribution of funds to Local Education Agencies (LEA) (prior LEA set-aside was 5%). The ADE cannot determine a dollar amount at this time that will be given to each LEA, but have advised districts/charters to prepare for a 10-15% cut in funding allocations for the 2017-18 school year. This would be a $181,315 estimated funding reduction impact to HUSD.

- $250 million for a new private school choice program
- $168 million for charter schools

Program Eliminations:

$2.3 billion in Title II for teacher training – eliminates the supporting effective instruction teacher training state grant program.

HUSD Impact:

- **Total Loss of Dollars: $177,866 (2016-17 allocation)**
  - **60% of high school Instructional Specialist salary+benefits**
  - **50% of Curriculum Coordinator salary+benefits**
  - **Stipends for Induction, ELA/Math/Gifted curriculum work**

- **Math/ELA professional development**
- **AZ Science Center partnership**
- **Reimbursement to teachers/aides for certification assessments**

- $1.2 billion for after school – eliminates the 21st Century Community Learning Centers Program

  No impact to HUSD

- $732 million for student grant aid – eliminates the Supplemental Educational Opportunity Grants for low-income college students

  No impact to HUSD

Cuts:

- $3.9 billion from Pell Grants – rescinding $3.9 billion of the Pell Grant surplus while keeping new 2018 funding at last year's level

  No impact to HUSD

- $92 million cut to TRIO – a 10% cut

  No financial impact to HUSD. Impact will affect Yavapai College and could reduce school-level support.

- $104 million cut to GEAR UP student aid – a 32% cut, funding only continuation grants

  No impact to HUSD. We will finish the current grant cycle at the end of the 2017-18 school year.

- Unspecified cut to Work Study student aid

  No impact to HUSD

Eliminates or reduces funding for a total of 20 categorical programs including:

- Striving Readers ($190 million)
- Teacher Quality Partnerships ($43 million)
- Impact Aid Support Payments for Federal Property ($66 million)
- International Education programs ($72 million)

HUSD does not participate in above listed programs – No impact

Funding Freezes:

- IDEA – maintained at the 2017 level of almost $13 billion

  No impact to HUSD

ACTION
Item 11A.

Budget Revision

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	IIA
FROM:	Cynthia Windham, Finance Director	Reading	
DATE:	May 9, 2017	Discuss	
SUBJECT:	Revised #2 – FY 2016/17 Expenditure Budget	Action	X
OBJECTIVE:	Board Governance		

SUPPORTING DATA:

Per ARS 15-905; school districts are required to submit final revised budgets for the current year prior to May 15, 2017.

MAINTENANCE & OPERATION:

- Increase Budget Balance Carryforward $311 to reflect final year-end expenditure amount.
- Arizona School for the Deaf and Blind – Tuition Revenue estimated at $20,000. Will adjust to actual at year-end.

Total Amount of Increase of $311 **Total Budget: $32,938,497**

CAPITAL (DISTRICT ADDITIONAL ASSISTANCE - DAA):

- Decrease Budget Balance Carryforward by $602,314 to reflect final year-end expenditure amount.

- Adjustment of the DAA reduction from the state, resulting in $14,923 additional amount added back to allocation. (Net result of DAA $2,677,235 allocation and $2,324,813 reduction = net of $352,422 for annual capital allocation).

Total Amount of Net Decrease is ($587,391) **Total Budget: $7,570,921**

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the final revised budget for FY 2016-17, and the realignment of subsections, as presented.

Sample Motion:
I move to approve the final revised budget for fiscal year 2016-17, and the realignment of subsections, as presented.

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

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

DISTRICT NAME Humboldt Unified School District No. 22 **COUNTY** YAVAPAI **CTD NUMBER** 130222000

FY 2017
STATE OF ARIZONA
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET
DISTRICTWIDE BUDGET

Revised #2
Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2017 was

Proposed	June 28, 2016
Adopted	July 12, 2016
Revised	May 9, 2017
	Date

SIGNED SIGNED

The budget file(s) for FY 2017 sent to the Arizona Department of Education, via the internet, on May 10, 2017 contain(s) the data for the budget described above.
Date

Superintendent Signature — Business Manager Signature

Mr. Dan Streeter — Superintendent Name (Typed Name)

Cynthia Windham — Business Manager Name (Typed Name)

District Contact Employee: Cynthia Windham

Telephone: 928-759-4027 E-mail: nthia.windham@humboldtunified.cc

Rev. 5/16-FY 2017

REVENUES AND PROPERTY TAXATION

1. Total Budgeted Revenues for Fiscal Year 2016 $

2. Estimated Revenues by Source for Fiscal Year 2017 (excluding property taxes)

Local	1000	$	20,000
Intermediate	2000	$	
State	3000	$	15,205,432
Federal	4000	$	
TOTAL		$	15,225,432

3. District Tax Rates for Prior and Budget Fiscal Years (A.R.S. §15-903.D.4)

	Prior FY 2016	Est. Budget FY 2017
Primary Tax Rate:	4.5013	4.6800
Secondary Tax Rates:		
M&O Override		
Special K-3 Program Override		
Special Program Override		
Capital Override		
Class A Bonds		
Class B Bonds	1.0265	1.0265
JTED	0.0500	0.0500
Total Secondary Tax Rate	1.0765	1.0765

A. TOTAL AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

1. General Budget Limit (from Budget, page 7, line 11)	$	32,938,497
2. Unrestricted Capital Budget Limit (from Budget, page 8, line A.12)	$	7,570,921
3. Subtotal (line A.1 + A.2)	$	40,509,418
4. Federal Projects (from Budget, page 6, Federal Projects, line 18)	$	6,902,045
5. Title VIII-Impact Aid (from Budget, page 6, Federal Projects, line 16)	$	0
6. Total Aggregate School District Budget Limit (line A.3 + A.4 - A.5)	$	47,411,463

B. BUDGETED EXPENDITURES

1. Maintenance and Operation (from Budget, page 1, line 31)	$	32,938,495
2. Unrestricted Capital Outlay (from Budget, page 4, line 10)	$	7,570,636
3. Total Budget Subject to Budget Limits (line B.1 + B.2) (This line cannot exceed line A.3.)	$	40,509,131

5/2/2017 1:46 PM

DISTRICT NAME Humboldt Unified School District No. 22 **COUNTY** YAVAPAI **CTD NUMBER** 130222000 **VERSION** Revised #2

FUND 001 (M&O)

MAINTENANCE AND OPERATION (M&O) FUND

Expenditures		FTE Prior FY	FTE Budget FY	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals Prior FY 2016	Totals Budget FY 2017	% Increase/ Decrease	
100 Regular Education												
1000 Instruction	1.	226.81	231.89	9,272,825	3,283,782	117,769	2,292,288	2,835	13,704,491	14,969,499	9.2%	1.
2000 Support Services												
2100 Students	2.	25.00	25.50	813,341	312,081	1,800	5,491	550	1,074,278	1,133,263	5.5%	2.
2200 Instructional Staff	3.	17.50	18.07	659,270	233,993	12,800	2,000	5,500	801,451	913,563	14.0%	3.
2300 General Administration	4.	2.00	3.00	276,316	84,421	75,750	6,200	20,610	339,014	463,297	36.7%	4.
2400 School Administration	5.	24.00	26.00	1,185,727	389,846	400	1,675	1,030	1,388,877	1,578,678	13.7%	5.
2500 Central Services	6.	16.95	17.95	594,548	231,271	162,182	71,000	27,835	1,178,100	1,086,836	-7.7%	6.
2600 Operation & Maintenance of Plant	7.	45.38	45.38	1,138,462	539,210	1,253,307	1,200,500	200	3,881,109	4,131,679	6.5%	7.
2900 Other	8.	0.00							0	0	0.0%	8.
3000 Operation of Noninstructional Services	9.	0.85	0.85	45,951	14,169	225	500		59,506	60,845	2.3%	9.
610 School-Sponsored Cocurricular Activities	10.	0.00	0.00	41,025	8,090				46,622	49,115	5.3%	10.
620 School-Sponsored Athletics	11.	1.00	1.00	167,518	38,560			11,000	206,935	217,078	4.9%	11.
630 Other Instructional Programs	12.	0.00							0	0	0.0%	12.
700, 800, 900 Other Programs	13.	0.00							0	0	0.0%	13.
Regular Education Subsection Subtotal (lines 1-13)	14.	359.49	369.64	14,194,983	5,135,423	1,624,233	3,579,654	69,560	22,680,383	24,603,853	8.5%	14.
200 Special Education												
1000 Instruction	15.	84.94	86.57	2,463,979	1,040,973	150,716	7,536	1,000	3,448,753	3,664,204	6.2%	15.
2000 Support Services												
2100 Students	16.	18.25	16.95	990,131	295,321	295,828	600	350	1,463,348	1,582,230	8.1%	16.
2200 Instructional Staff	17.	1.50	1.50	106,831	30,088	3,000	12,973		148,231	152,892	3.1%	17.
2300 General Administration	18.	0.00							0	0	0.0%	18.
2400 School Administration	19.	0.00							0	0	0.0%	19.
2500 Central Services	20.	0.00				4,010		150	3,156	4,160	31.8%	20.
2600 Operation & Maintenance of Plant	21.	0.00				75			75	75	0.0%	21.
2900 Other	22.	0.00							0	0	0.0%	22.
3000 Operation of Noninstructional Services	23.	0.00					1,000		500	1,000	100.0%	23.
Subtotal (lines 15-23)	24.	104.69	105.02	3,560,941	1,366,382	453,629	22,109	1,500	5,064,063	5,404,561	6.7%	24.
300 Pupil Transportation	25.	61.00	59.22	1,255,896	616,627	157,800	660,585	215	2,728,862	2,691,123	-1.4%	25.
510 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0	0.0%	26.
520 Special K-3 Program Override (from Supplement, page 1, line 10)	27.	0.00	0.00	0	0	0	0	0	0	0	0.0%	27.
530 Dropout Prevention Programs	28.	0.00							0	0	0.0%	28.
540 Joint Career and Technical Education and Vocational Education Center (from Supplement, page 1, line 20)	29.	0.00	0.00	0	0	0	0	0	0	0	0.0%	29.
550 K-3 Reading Program	30.	4.00	4.00	179,525	59,435				248,782	238,960	-3.9%	30.
Total Expenditures (lines 14, and 24-30) (Cannot exceed page 7, line 11)	31.	529.18	537.88	19,191,345	7,177,867	2,235,662	4,262,348	71,275	30,722,090	32,938,497	7.2%	31.

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.

SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Program 200)

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total All Disability Classifications	4,804,544	5,086,195	1.
2. Gifted Education	0		2.
3. Remedial Education	0		3.
4. ELL Incremental Costs	0		4.
5. ELL Compensatory Instruction	0		5.
6. Vocational and Technical Education	259,519	280,531	6.
7. Career Education	0		7.
8. Total (lines 1 through 7. Must equal total of line 24, page 1)	5,064,063	5,366,726	8.

Proposed Ratios for Special Education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 21

Staff-Pupil 1 to 6

Estimated FTE Certified Employees

(A.R.S. §15-903.E.2)

Prior FY	Budget FY
328.00	334.00

Expenditures Budgeted for Audit Services

M&O Fund - Nonfederal	6350	$ 56,850
All Funds - Federal	*6330*	

FY 2017 Performance Pay (A.R.S. §15-920)

Amount Budgeted in M&O Fund for a Performance Pay Component $ -

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Expenditures Budgeted in the M&O Fund for Food Service

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) $ 61,620

(This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

399

DISTRICT NAME Humboldt Unified School District No. 22 COUNTY YAVAPAI CTD NUMBER 130222000 VERSION Revised #2

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 6810, 6890	Supplies 6600	Interest on Short-Term Debt 6850	Totals Prior FY 2016	Totals Budget FY 2017	% Increase/ Decrease	
Classroom Site Fund 011 - Base Salary										
100 Regular Education										
1000 Instruction	1.	543,072	60,000				570,212	603,072	5.8%	1.
2100 Support Services - Students	2.						0	0	0.0%	2.
2200 Support Services - Instructional Staff	3.						0	0	0.0%	3.
Program 100 Subtotal (lines 1-3)	4.	543,072	60,000				570,212	603,072	5.8%	4.
200 Special Education										
1000 Instruction	5.	60,000	11,000				71,379	71,000	-0.5%	5.
2100 Support Services - Students	6.						0	0	0.0%	6.
2200 Support Services - Instructional Staff	7.						0	0	0.0%	7.
Program 200 Subtotal (lines 5-7)	8.	60,000	11,000				71,379	71,000	-0.5%	8.
Other Programs (Specify) __										
1000 Instruction	9.						538	0	-100.0%	9.
2100 Support Services - Students	10.						0	0	0.0%	10.
2200 Support Services - Instructional Staff	11.						0	0	0.0%	11.
Other Programs Subtotal (lines 9-11)	12.	0	0				538	0	-100.0%	12.
Total Expenditures (lines 4, 8, and 12)	13.	603,072	71,000				642,129	674,072	5.0%	13.
Classroom Site Fund 012 - Performance Pay										
100 Regular Education										
1000 Instruction	14.	1,054,834	115,000				1,137,920	1,169,834	2.8%	14.
2100 Support Services - Students	15.						0	0	0.0%	15.
2200 Support Services - Instructional Staff	16.						0	0	0.0%	16.
Program 100 Subtotal (lines 14-16)	17.	1,054,834	115,000				1,137,920	1,169,834	2.8%	17.
200 Special Education										
1000 Instruction	18.	115,000	25,000				102,461	140,000	36.6%	18.
2100 Support Services - Students	19.						0	0	0.0%	19.
2200 Support Services - Instructional Staff	20.						0	0	0.0%	20.
Program 200 Subtotal (lines 18-20)	21.	115,000	25,000				102,461	140,000	36.6%	21.
Other Programs (Specify) __										
1000 Instruction	22.						0	0	0.0%	22.
2100 Support Services - Students	23.						0	0	0.0%	23.
2200 Support Services - Instructional Staff	24.						0	0	0.0%	24.
Other Programs Subtotal (lines 22-24)	25.	0	0				0	0	0.0%	25.
Total Expenditures (lines 17, 21, and 25)	26.	1,169,834	140,000				1,240,381	1,309,834	5.6%	26.
Classroom Site Fund 013 - Other										
100 Regular Education										
1000 Instruction	27.	998,979	83,000				894,196	1,081,979	21.0%	27.
2100 Support Services - Students	28.						0	0	0.0%	28.
2200 Support Services - Instructional Staff	29.	26,000		28,000			195,658	54,000	-72.4%	29.
Program 100 Subtotal (lines 27-29)	30.	1,024,979	83,000	28,000	0		1,089,854	1,135,979	4.2%	30.
200 Special Education										
1000 Instruction	31.	82,000	16,000				100,914	98,000	-2.9%	31.
2100 Support Services - Students	32.						0	0	0.0%	32.
2200 Support Services - Instructional Staff	33.						0	0	0.0%	33.
Program 200 Subtotal (lines 31-33)	34.	82,000	16,000	0	0		100,914	98,000	-2.9%	34.
530 Dropout Prevention Programs										
1000 Instruction	35.						0	0	0.0%	35.
Other Programs (Specify)										
1000 Instruction	36.						721	0	-100.0%	36.
2100, 2200 Support Serv. Students & Instructional Staff	37.						0	0	0.0%	37.
Other Programs Subtotal (lines 36-37)	38.	0	0	0	0		721	0	-100.0%	38.
Total Expenditures (lines 30, 34, 35, and 38)	39.	1,106,979	99,000	28,000	0		1,191,489	1,233,979	3.6%	39.
Total Classroom Site Funds (lines 13, 26, and 39)	40.	2,879,885	310,000	28,000	0	0	3,073,999	3,217,885	4.7%	40.

The district has budgeted an amount in Fund 011 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 012 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 013 which is less than the Classroom Site Fund Budget Limit as calculated on Page 8 of 8 by $130,200.

400

DISTRICT NAME Humboldt Unified School District No. 22 COUNTY YAVAPAI CTD NUMBER 130222000 VERSION Revised #2

FUND 610

UNRESTRICTED CAPITAL OUTLAY (UCO) FUND

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832	Interest (4) 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals Prior FY 2016	Totals Budget FY 2017	% Increase/ Decrease	
Unrestricted Capital Outlay Override (1)	1.							0	0	0.0%	1.
Unrestricted Capital Outlay Fund 610 (6)											
1000 Instruction	2.	164,000	370,517	64,943			-284	483,340	599,176	24.0%	2.
2000 Support Services											
2100, 2200 Students and Instructional Staff	3.		8,358	46,842				50,965	55,200	8.3%	3.
2300, 2400, 2500, 2900 Administration	4.			290,599				407,850	290,599	-28.7%	4.
2600 Operation & Maintenance of Plant	5.			2,363				20,000	2,363	-88.2%	5.
2700 Student Transportation	6.			434,303				1,930	434,303	22402.7%	6.
3000 Operation of Noninstructional Services (5)	7.							0	0	0.0%	7.
4000 Facilities Acquisition and Construction	8.			979			6,188,016	8,011,863	6,188,995	-22.8%	8.
5000 Debt Service	9.							0	0	0.0%	9.
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	164,000	378,875	840,029	0	0	6,187,732	8,975,948	7,570,636	-15.7%	10.

The district has budgeted an amount in the UCO Fund which is less than the Unrestricted Capital Budget Limit as calculated on Page 8 of 8 by $285.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(2) Detail by object code:

	Unrestricted Capital Outlay
6641 Library Books	
6642 Textbooks	118,845
6643 Instructional Aids	260,030
67XX Furniture and Equipment	6,876
673X Vehicles	412,344
673X Tech Hardware & Software	264,213

(3) Includes principal on Capital Equity Fund loans of _____, principal on capital leases of _____, and principal on bonds of _____.

(4) Includes interest on Capital Equity Fund loans of _____, interest on capital leases of _____, and interest on bonds of _____.

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)] _____

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211. _____

DISTRICT NAME Humboldt Unified School District No. 22 **COUNTY** YAVAPAI **CTD NUMBER** 130222000 **VERSION** Revised #2

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [(A.R.S. §15-904.(B)]

Expenditures		UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620		
		Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
Total Fund Expenditures	1.	8,975,948	7,570,636	1,847,028	1,537,773	0		2,927	4	1.
Select Object Codes Detail (1)										
6150 Classified Salaries	2.	0		0		0				2.
6200 Employee Benefits	3.	0		0		0				3.
6450 Construction Services	4.	8,031,863	6,188,016	1,847,028	1,537,773	0				4.
6710 Land and Improvements	5.	0		0		0				5.
6720 Buildings and Improvements	6.	0		0		0				6.
673X Furniture and Equipment	7.	0	55,993	0		0				7.
673X Vehicles	8.	0	412,344	0		0				8.
673X Technology Hardware & Software	9.	376,020	264,213	0		0				9.
6831, 6832 Redemption of Principal	10.	0		0		0				10.
6841, 6842, 6850 Interest	11.	0		0		0				11.
Total (lines 2-11)	12.	8,407,883	6,920,566	1,847,028	1,537,773	0	0		0	12.
Total amounts reported on lines 2-11 above for:										
Renovation	13.	7,355,246	6,188,016							13.
New Construction	14.	0		1,735,182		0				14.
Other	15.	1,052,637	0	111,846		0				15.
Total (lines 13-15, must equal line 12)	16.	8,407,883	6,188,016	1,847,028	1,528,866	0	0		0	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

DISTRICT NAME Humboldt Unified School District No. 22 **COUNTY** YAVAPAI **CTD NUMBER** 130222000 **VERSION** Revised #2

SPECIAL PROJECTS

		FTE		TOTAL ALL FUNCTIONS		
		Prior FY	Budget FY	Prior FY	Budget FY	
FEDERAL PROJECTS						
1. 100-130 ESEA Title I - Helping Disadvantaged Children	6000	34.61	32.98	1,876,891	1,541,238	1.
2. 140-150 ESEA Title II - Prof. Dev. and Technology	6000	0.60	1.09	222,244	256,157	2.
3. 160 ESEA Title IV - 21st Century Schools	6000	0.00	0.00	0	0	3.
4. 170-180 ESEA Title V - Promote Informed Parent Choice	6000	0.00	0.00	0	0	4.
5. 190 ESEA Title III - Limited Eng. & Immigrant Students	6000	0.00	0.00	90,719	63,221	5.
6. 200 ESEA Title VII - Indian Education	6000	0.00	0.00	0	0	6.
7. 210 ESEA Title VI - Flexibility and Accountability	6000	0.00	0.00	0	0	7.
8. 220 IDEA Part B	6000	30.04	30.16	1,082,360	1,128,065	8.
9. 230 Johnson-O'Malley	6000	0.00	0.00	0	0	9.
10. 240 Workforce Investment Act	6000	0.00	0.00	0	0	10.
11. 250 AEA - Adult Education	6000	0.00	0.00	0	0	11.
12. 260-270 Vocational Education - Basic Grants	6000	0.00	0.81	134,565	134,575	12.
13. 280 ESEA Title X - Homeless Education	6000	0.00	0.00	0	0	13.
14. 290 Medicaid Reimbursement	6000	3.55	5.61	1,485,212	1,789,811	14.
15. 374 E-Rate	6000	0.00	0.00	228,392	228,755	15.
16. 378 Impact Aid	6000	0.00	0.00	0	0	16.
17. 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	6000	2.88	3.88	1,488,469	1,760,223	17.
18. Total Federal Project Funds (lines 1-17)		71.68	74.53	6,608,852	6,902,045	18.
STATE PROJECTS						
19. 400 Vocational Education	6000	0.00	0.00	53,417	45,213	19.
20. 410 Early Childhood Block Grant	6000	0.00		0	0	20.
21. 420 Ext. School Yr. - Pupils with Disabilities	6000	0.00		0	0	21.
22. 425 Adult Basic Education	6000	0.00		0	0	22.
23. 430 Chemical Abuse Prevention Programs	6000	0.00		0		23.
24. 435 Academic Contests	6000	0.00	0.00	0	1,100	24.
25. 450 Gifted Education	6000	0.00		0	0	25.
26. 460 Environmental Special Plate	6000	0.00		0	0	26.
27. 465-499 Other State Projects	6000	4.00	3.94	328,682	216,168	27.
28. Total State Project Funds (lines 19-27)		4.00	3.94	382,099	262,481	28.
29. Total Special Projects (lines 18 and 28)		75.68	78.47	6,990,951	7,164,526	29.

INSTRUCTIONAL IMPROVEMENT FUND (020)

		Prior FY	Budget FY	
1. Teacher Compensation Increases	6000	52,125	55,000	1.
2. Class Size Reduction	6000	0	267	2.
3. Dropout Prevention Programs (M&O purposes)	6000	0	0	3.
4. Instructional Improvement Programs (M&O purposes)	6000	485,283	510,298	4.
5. Total Instructional Improvement Fund (lines 1-4)		537,408	565,565	5.

OTHER FUNDS

		Prior FY	Budget FY	
1. 050 County, City, and Town Grants	6000	0	2,100	1.
2. 071 Structured English Immersion (1)	6000	375,849	433,865	2.
3. 072 Compensatory Instruction (1)	6000	0	0	3.
4. 500 School Plant (2)	6000	167,854	191,331	4.
5. 510 Food Service	6000	3,307,463	3,200,000	5.
6. 515 Civic Center	6000	287,429	212,716	6.
7. 520 Community School	6000	3,023	3,100	7.
8. 525 Auxiliary Operations	6000	706,731	604,760	8.
9. 526 Extracurricular Activities Fees Tax Credit	6000	644,891	607,180	9.
10. 530 Gifts and Donations	6000	96,921	111,707	10.
11. 535 Career & Tech. Ed. & Voc. Ed. Projects	6000	0	0	11.
12. 540 Fingerprint	6000	10,342	7,000	12.
13. 545 School Opening	6000	0	0	13.
14. 550 Insurance Proceeds	6000	254,044	254,000	14.
15. 555 Textbooks	6000	20,262	21,000	15.
16. 565 Litigation Recovery	6000	16,652	17,000	16.
17. 570 Indirect Costs	6000	1,545,719	1,760,949	17.
18. 575 Unemployment Insurance	6000	138,125	131,000	18.
19. 580 Teacherage	6000	0	0	19.
20. 585 Insurance Refund	6000	0	0	20.
21. 590 Grants and Gifts to Teachers	6000	21,220	22,000	21.
22. 595 Advertisement	6000	5,594	5,700	22.
23. 596 Joint Technical Education	6000	76,121	339,207	23.
24. 620 Adjacent Ways	6000	2,927	4	24.
25. 639 Impact Aid Revenue Bond Building	6000	0	0	25.
26. 650 Gifts and Donations-Capital	6000	44,264	66,805	26.
27. 660 Condemnation	6000	0	0	27.
28. 665 Energy and Water Savings	6000	30,798	26,000	28.
29. 686 Emergency Deficiencies Correction	6000	0	0	29.
30. 691 Building Renewal Grant	6000	110,000	736	30.
31. 700 Debt Service	6000	3,563,006	3,563,006	31.
32. 720 Impact Aid Revenue Bond Debt Service	6000	0	0	32.
33. Other ___855_____	6000	4,797,900	4,797,900	33.
INTERNAL SERVICE FUNDS 950-989				
1. 9___ Self-Insurance	6000	0	0	1.
2. 955 Intergovernmental Agreements	6000	0	0	2.
3. 9__ OPEB	6000	0	0	3.
4. 9___ _____	6000	0	0	4.

(1) From Supplement, page 3, line 10 and line 20, respectively.
(2) Indicate amount budgeted in Fund 500 for M&O purposes _____

DISTRICT NAME Humboldt Unified School District COUNTY YAVAPAI CTD NUMBER 130222000

VERSION Revised #2

CALCULATION OF FY 2017 GENERAL BUDGET LIMIT
(A.R.S. §15-947.C)

		A. Maintenance and Operation	B. Unrestricted Capital Outlay
1. (a)	FY 2017 Revenue Control Limit (RCL) (from Work Sheet E, line VIII, or Work Sheet F, line III) $ 30,585,081		
* (b)	Increase or (Decrease) in 03 District High School Tuition Payments (A.R.S. §15-905.J) (1)		
(c)	Adjusted RCL $ 30,585,081	$ 30,488,356	$ 96,725
2. (a)	FY 2017 District Additional Assistance (DAA) (from Work Sheet H, lines VII.E.1 and VII.F.1) $ 2,677,235		
* (b)	DAA Reduction for State Budget Adjustments (from Work Sheet H, lines VII.E.2 and VII.F.2) 2,324,813		
(c)	Adjusted DAA $ 352,422		352,422
3.	FY 2017 Override Authorization (A.R.S. §§15-481 and 15-482)		
* (a)	Maintenance and Operation		
* (b)	Unrestricted Capital Outlay		
* (c)	Special Program		
*4.	Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (If phase-down applies, see Work Sheets K and K2)		
*5.	Tuition Revenue (A.R.S. §§15-823 and 15-824)		
	Local		
(a)	Individuals and Other Private Sources	20,000	
(b)	Other Arizona Districts		
(c)	Out-of-State Districts and Other Governments		
	State		
(d)	Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)		
*6.	State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)		
*7.	Increase Authorized by County School Superintendent for Accommodation Schools (not to exceed Work Sheet S, line II.B.5) (A.R.S. §15-974.B)		
8.	Budget Increase for:		
(a)	Desegregation Expenditures (A.R.S. §15-910.G-K)		
* (b)	Tuition Out Debt Service (from Work Sheet O, line 7) (A.R.S. §15-910.L)	0	
* (c)	Budget Balance Carryforward (from Work Sheet M, line 9) (A.R.S. §15-943.01)	2,430,141	
(d)	Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)		
(e)	Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2015 (A.R.S. §15-910.M)		
* (f)	Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)		
* (g)	FY 2016 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.f) (A.R.S. §15-920)	0	
(h)	Excessive Property Tax Valuation Judgments (A.R.S. §§42-16213 and 42-16214)		
* (i)	Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §§15-923 and 15-947)		
*9.	Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.		
(a)	Prior Year Over Expenditures/Resolutions:		
(b)	Decrease for Transfer from M&O to Energy and Water Savings Fund		
(c)	Increase for Energy and Water Savings Fund Transfer to M&O		
(d)	JTED Reduction [See Work Sheet J, footnote (1) for estimate]		
(e)	Noncompliance Adjustment		
(f)	ADM/Transportation Audit Adjustment		
(g)	Other:		
10.	Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §§2 and 6)		251,362
11.	FY 2017 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 31 cannot exceed this amount)	$ 32,938,497	
12.	Total Amount to be Used for Capital Expenditures (column B, lines 1 through 8) (A.R.S. §15-905.F) (to page 8, line A.11)		$ 700,509

* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

DISTRICT NAME Humboldt Unified School District No. COUNTY YAVAPAI CTD NUMBER 130222000
VERSION Revised #2

UNRESTRICTED CAPITAL BUDGET LIMIT AND CLASSROOM SITE FUND BUDGET LIMIT (A.R.S. §15-947.D and A.R.S. §15-978)

CALCULATION OF UNRESTRICTED CAPITAL BUDGET LIMIT

A. 1.	FY 2016 Unrestricted Capital Budget Limit (UCBL) (from FY 2016 latest revised Budget, page 8, line A.12)	$ 8,975,949
2.	Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	$
3.	Adjusted Amount Available for FY 2016 Capital Expenditures (line A.1 + A.2)	$ 8,975,949
4.	Amount Budgeted in Fund 610 in FY 2016 (from FY 2016 latest revised Budget, page 4, line 10)	$ 8,975,948
5.	Lesser of line A.3 or the sum of line A.4 and any positive adjustment on line A.2	$ 8,975,948
6.	FY 2016 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	$ 2,133,928
7.	Unexpended Budget Balance in Fund 610 (line A.5 minus A.6) If negative, use zero in calculation, but show negative amount here in parentheses. --	$ 6,842,020
8.	Interest Earned in Fund 610 in FY 2016	$ 28,392
9.	Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F)	$
10.	Adjustment to UCBL for FY 2017 (A.R.S. §15-905.M) Include year(s) and descriptions, as applicable. (a) Prior Year Over Expenditures/Resolutions:	$
	(b) Increase to UCBL Due to Greater than Anticipated Growth (from FY2016 BUDG75)	$
	(c) JTED Reduction [See Work Sheet J, footnote (1) for estimate]	$
	(d) ADM/Transportation Audit Adjustment	$
	(e) Other:	$
11.	Amount to be Used for Capital Expenditures (from page 7, line 12)	$ 700,509
12.	FY 2017 Unrestricted Capital Budget Limit (lines A.7 through A.11) (1)	$ 7,570,921

CALCULATION OF CLASSROOM SITE FUND BUDGET LIMIT

		Fund 011	Fund 012	Fund 013	Total Fund 010
B. 1.	FY 2016 Classroom Site Fund Budget Limit (from FY 2016 latest revised Budget, page 8, line B.7)	642,129	1,240,382	1,191,489	3,074,000
2.	FY 2016 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	413,900	822,234	718,996	1,955,130
3.	Unexpended Budget Balance (line B.1 minus B.2)	228,229	418,148	472,493	1,118,870
4.	Interest Earned in the Classroom Site Fund in FY 2016				0
5.	FY 2017 Classroom Site Fund Allocation (provided by ADE, based on $332) Enter the total allocation in the Total Fund 010 column. Funds 011, 012, and 013 will automatically calculate.	445,843	891,686	891,686	2,229,215
6.	Adjustments to FY 2017 Classroom Site Fund Budget Limit (2)				0
7.	FY 2017 Classroom Site Fund Budget Limit (Sum of lines B.3 through B.6) (3)	674,072	1,309,834	1,364,179	3,348,085

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.
(2) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.
(3) The amounts budgeted on page 3, lines 13, 26, 39, and 40 cannot exceed the respective amounts on this line.

FY 2017
STATE OF ARIZONA

SUPPLEMENT
TO
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET
FOR DISTRICTS THAT BUDGET FOR:

SPECIAL K-3 PROGRAM OVERRIDE (A.R.S. §15-903.D and Laws 2010, Ch. 179, §4)

JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER (A.R.S. §15-910.01)

ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)

DISTRICT NAME Humboldt Unified School District No. 22 **COUNTY** YAVAPAI **CTD NUMBER** 130222000 **VERSION** Revised #2

M&O Fund Supplement Expenditures		FTE Prior FY	FTE Budget FY	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals Prior FY 2016	Totals Budget FY 2017	% Increase/ Decrease	
520 Special K-3 Program Override												
1000 Instruction	1.	0.00							0	0	0.0%	1.
2000 Support Services												
2100 Students	2.	0.00							0	0	0.0%	2.
2200 Instructional Staff	3.	0.00							0	0	0.0%	3.
2300 General Administration	4.	0.00							0	0	0.0%	4.
2400 School Administration	5.	0.00							0	0	0.0%	5.
2500 Central Services	6.	0.00							0	0	0.0%	6.
2600 Operation & Maintenance of Plant	7.	0.00							0	0	0.0%	7.
2900 Other	8.	0.00							0	0	0.0%	8.
3000 Operation of Noninstructional Services	9.	0.00							0	0	0.0%	9.
Subtotal (lines 1-9) (to Budget, page 1, line 27)	10.	0.00	0.00	0	0	0	0	0	0	0	0.0%	10.
540 Joint Career and Technical Education & Vocational Education Center												
1000 Instruction	11.	0.00							0	0	0.0%	11.
2000 Support Services												
2100 Students	12.	0.00							0	0	0.0%	12.
2200 Instructional Staff	13.	0.00							0	0	0.0%	13.
2300 General Administration	14.	0.00							0	0	0.0%	14.
2400 School Administration	15.	0.00							0	0	0.0%	15.
2500 Central Services	16.	0.00							0	0	0.0%	16.
2600 Operation & Maintenance of Plant	17.	0.00							0	0	0.0%	17.
2900 Other	18.	0.00							0	0	0.0%	18.
3000 Operation of Noninstructional Services	19.	0.00							0	0	0.0%	19.
Subtotal (lines 11-19) (to Budget, page 1, line 29)	20.	0.00	0.00	0	0	0	0	0	0	0	0.0%	20.

DISTRICT NAME Humboldt Unified School District No. 22 **COUNTY** YAVAPAI **CTD NUMBER** 130222000 **VERSION** Revised #2

Unrestricted Capital Outlay Fund Supplement **Expenditures**		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals Prior FY 2016	Totals Budget FY 2017	% Increase/ Decrease	
520 Special K-3 Program Override											
1000 Instruction	21.							0	0	0.0%	21.
2000 Support Services	22.							0	0	0.0%	22.
3000 Operation of Noninstructional Services	23.							0	0	0.0%	23.
4000 Facilities Acquisition & Construction	24.							0	0	0.0%	24.
5000 Debt Service	25.							0	0	0.0%	25.
Subtotal (lines 21-25)	26.	0	0	0	0	0	0	0	0	0.0%	26.
540 Joint Career and Technical Education & Vocational Education Center											
1000 Instruction	27.							0	0	0.0%	27.
2000 Support Services	28.							0	0	0.0%	28.
3000 Operation of Noninstructional Services	29.							0	0	0.0%	29.
4000 Facilities Acquisition & Construction	30.							0	0	0.0%	30.
5000 Debt Service	31.							0	0	0.0%	31.
Subtotal (lines 27-31)	32.	0	0	0	0	0	0	0	0	0.0%	32.
Total (lines 26 & 32) (Include in Fund 610 Budget, page 4, lines 2-9)	33.	0	0	0	0	0	0	0	0	0.0%	33.

DISTRICT NAME Humboldt Unified School District No. 22 **COUNTY** YAVAPAI **CTD NUMBER** 130222000 **VERSION** Revised #2

English Language Learners Supplement Expenditures		FTE Prior FY	FTE Budget FY	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Other 6800	Totals Prior FY 2016	Totals Budget FY 2017	% Increase/ Decrease	
Structured English Immersion Fund 071													
1000 Instruction	1.	6.50	7.50	289,975	90,229		18,832			353,678	399,036	12.8%	1.
2000 Support Services													
2100 Students	2.	0.00								0	0	0.0%	2.
2200 Instructional Staff	3.	0.00	0.00	1,875	370	27,584	5,000			22,171	34,829	57.1%	3.
2300 General Administration	4.	0.00								0	0	0.0%	4.
2400 School Administration	5.	0.00								0	0	0.0%	5.
2500 Central Services	6.	0.00								0	0	0.0%	6.
2600 Operation & Maintenance of Plant	7.	0.00								0	0	0.0%	7.
2700 Student Transportation	8.	0.00								0	0	0.0%	8.
2900 Other	9.	0.00								0	0	0.0%	9.
Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)	10.	6.50	7.50	291,850	90,599	27,584	23,832		0	375,849	433,865	15.4%	10.
Compensatory Instruction Fund 072													
1000 Instruction	11.	0.00								0	0	0.0%	11.
2000 Support Services													
2100 Students	12.	0.00								0	0	0.0%	12.
2200 Instructional Staff	13.	0.00								0	0	0.0%	13.
2300 General Administration	14.	0.00								0	0	0.0%	14.
2400 School Administration	15.	0.00								0	0	0.0%	15.
2500 Central Services	16.	0.00								0	0	0.0%	16.
2600 Operation & Maintenance of Plant	17.	0.00								0	0	0.0%	17.
2700 Student Transportation	18.	0.00								0	0	0.0%	18.
2900 Other	19.	0.00								0	0	0.0%	19.
Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)	20.	0.00	0.00	0	0	0	0		0	0	0	0.0%	20.

409

VERSION Revised #2
DATE 5/9/2017

BUDGET WORK SHEETS
FOR FISCAL YEAR 2017

	WORK SHEET TITLE	PAGE
A.	Adjustment for Tuition Loss and Student Revenue Loss Phase-Down (Optional).	1
B.	Support Level Weights and PSD-12 Weighted Student Counts.	2
C.	Base Support Level and Base Revenue Control Limit	3
C2.	Weighted Student Count: AOI Students	4
D.	Transportation Support Level and Transportation Revenue Control Limit	5
E.	District Support Level and Revenue Control Limit	6
F.	Consolidation/Unification Assistance.	6
G.	District Additional Assistance High School Student Count (Type 03)	6
H.	District Additional Assistance	7
J.	Equalization Base and Assistance	8
K.	Small School Adjustment Phase Down Limit	9
K2.	Maximum Small School Adjustment Override	10
L.	Impact Aid Fund (ESEA, Title VIII)	11
M.	Maintenance and Operation Fund Budget Balance Carryforward	12
O.	Tuition Out for High School Students	13
S.	Equalization Assistance for an Accommodation School	14

DISTRICT NAME Humboldt Unified School District COUNTY Yavapail CTD NUMBER 130222000

B. WORK SHEET FOR FY 2017 SUPPORT LEVEL WEIGHTS AND PSD-12 WEIGHTED STUDENT COUNTS
(A.R.S. §15-943, as amended by Laws 2016, Ch. 124, §17)

A. Unweighted Student Count

All Districts must complete lines A.1 through A.8 below.

Beginning with FY 2017, districts will use estimated current year counts (line A.4) to calculate the Base Support Level. However, in FY 2017 only, declining districts will use the prior year counts (line A.8) to calculate the total Base Support Level and one-time backfill monies in accordance with Laws 2016, Ch. 117, §141. All districts will use prior year counts (line A.8) on Work Sheet H to calculate DAA in accordance with A.R.S. §15-961.

Current Year ADM (A.R.S. §15-943)	PSD	K-8	9-12	TOTAL
1. FY 2017 Estimated Non-AOI Student Count				0.000
2. FY 2017 Estimated AOI Full-Time Student Count				0.000
3. FY 2017 Estimated AOI Part-Time Student Count				0.000
4. Total FY 2017 Estimated Student Count	0.000	0.000	0.000	0.000
Prior Year ADM (A.R.S. §15-901)				
5. FY 2017 Non-AOI Student Count 2016 ADM	47.035	3,848.066	1,637.836	5,532.937
6. FY 2017 AOI Full-Time Student Count 2016 ADM		0.000	0.000	0.000
7. FY 2017 AOI Part-Time Student Count 2016 ADM		0.000	0.000	0.000
8. Total FY 2017 Student Count 2016 ADM	47.035	3,848.066	1,637.836	5,532.937

Declining Use line 8 amounts for calculations in Section B.

B. Support Level Weights for Districts		DESIGNATED AS ISOLATED K-8	DESIGNATED AS ISOLATED 9-12	NOT DESIGNATED AS ISOLATED K-8	NOT DESIGNATED AS ISOLATED 9-12
Student Count 0.001-99.999 (from line A.8)					
Support Level Weight		1.559	1.669	1.399	1.559
Student Count 100.000-499.999					
Student Count Constant		500.000	500.000	500.000	500.000
Student Count (from line A.8)	-				
Difference	=				
Weight Adjustment Factor	x	0.0005	0.0005	0.0003	0.0004
Support Level Weight Increase	=				
Support Level Weight	+	1.358	1.468	1.278	1.398
Adjusted Support Level Weight	=				
Student Count 500.000-599.999					
Student Count Constant		600.000	600.000	600.000	600.000
Student Count (from line A.8)	-				
Difference	=				
Weight Adjustment Factor	x	0.0020	0.0020	0.0012	0.0013
Support Level Weight Increase	=				
Support Level Weight	+	1.158	1.268	1.158	1.268
Adjusted Support Level Weight	=				
Student Count 600.00 or More (from line A.8)					
Support Level Weight				1.158	1.268
Joint Technical Education District					
Support Level Weight (A.R.S. §15-943.02)					1.339

C. PSD-12 WEIGHTED STUDENT COUNT
Section A student count multiplied by Section B support level weight.

	Non-AOI Student Count	AOI Full-Time Student Count	AOI Part-Time Student Count		Section B Support Level Weight		Non-AOI Weighted Student Count	AOI Full-Time Weighted Student Count	AOI Part-Time Weighted Student Count
1. PSD	47.035			x	1.450	=	68.201		
2. K-8	3,848.066	0.000	0.000	x	1.158	=	4,456.060	0.000	0.000
3. 9-12	1,637.836	0.000	0.000	x	1.268	=	2,076.776	0.000	0.000
4. Total Student Count	5,532.937	0.000	0.000				6,601.037	0.000	0.000

DISTRICT NAME Humboldt Unified School District COUNTY Yavapai1 CTD NUMBER 130222000

C. WORK SHEET FOR FY 2017 BASE SUPPORT LEVEL (BSL) AND BASE REVENUE CONTROL LIMIT (BRCL)

(A.R.S. §§15-808, 15-943, as amended by Laws 2016, Ch. 124, §17, and 15-944.E)

WEIGHTED STUDENT COUNT

	Non-AOI Student Count		Support Level Weight		Non-AOI Weighted Student Count
I. A. FY 2017 Non-AOI Student Count (from Work Sheet B, line C.4)	5,532.937				6,601.037
B. Student Count Add-ons					
1. Hearing Impairment	1.430	x	4.771	=	6.823
2. K-3	1,612.645	x	0.060	=	96.759
3. K-3 Reading (1)	1,612.645	x	0.040	=	64.506
4. English Learners (ELL)	166.762	x	0.115	=	19.178
5. MD-R, A-R, and SID-R	48.920	x	6.024	=	294.694
6. MD-SC, A-SC, and SID-SC	25.225	x	5.833	=	147.137
7. Multiple Disabilities Severe Sensory Impairment	6.596	x	7.947	=	52.418
8. Orthopedic Impairment (Resource)	0.500	x	3.158	=	1.579
9. Orthopedic Impairment (Self Contained)	10.150	x	6.773	=	68.746
10. Preschool-Severe Delay	7.120	x	3.595	=	25.596
11. DD, ED, MIID, SLD, SLI, & OHI	581.008	x	0.003	=	1.743
12. Emotional Disability (Private)	18.225	x	4.822	=	87.881
13. Moderate Intellectual Disability	13.400	x	4.421	=	59.241
14. Visual Impairment	1.990	x	4.806	=	9.564
15. Total Add-on Count (I.B.1 through I.B.14)	4,106.616				935.865
II. FY 2017 Non-AOI Weighted Student Count					7,536.902
					(I.A + I.B.15, this column)

	AOI Weighted Student Count		Funding Ratio		Adjusted AOI Weighted Student Count
III. FY 2017 AOI FT Weighted Student Count (from Work Sheet C2, line II)	0.000	x	95%	=	0.000
IV. FY 2017 AOI PT Weighted Student Count (from Work Sheet C2, line IV)	0.000	x	85%	=	0.000

CALCULATION OF FY 2017 BSL AND BRCL

V. Total Weighted Student Count (line II + III + IV)		7,536.902
VI. A. Base Level Amount $3,635.64 - To include Teacher Compensation, use Base Level of $3,681.09 (A.R.S. §§15-901, as amended by Laws 2016, Ch. 124, §14, and 15-952)		$ 3,681.09
B. Increase for 200 Days of Instruction (line VI.C x 5%) (A.R.S. §15-902.04) Check here ☐ to calculate.		$
C. Adjusted FY 2017 Base Level Amount (line VI.A + VI.B) (to Work Sheet K, line I.G and II.G)		$ 3,681.09
VII. Result (line V x VI.C)		$ 27,744,014.58
VIII. Teacher Experience Index (TEI) (If actual TEI is less than 1.0000 use 1.0000)		1.0000
IX. Result (line VII x VIII)		$ 27,744,014.58
X. Increase for Tuition Loss Adjustment (from all copies of Work Sheet A, line I.I)		$ 0.00
XI. Increase for Student Revenue Loss Phase-Down (from Work Sheet A, line II)		$ 0.00
XII. FY 2015 Nonfederal Audit Service Actual Expenditures (2) $ 52,349.00 x 1.00 =		$ 52,349.00
XIII. Incremental Monies for Districts that Operated DSCS in FY 2016 (Laws 2016, Ch. 124, §41 and Ch. 117, §37)		$ 0.00
XIV. FY 2017 BSL and BRCL (sum lines IX through XIII) (to Work Sheet E, line I)		$ 27,796,363.58

Portion of line IX amount from total K-3 and total K-3 Reading weighted student counts: (1)	K-3	$ 356,178.59
	K-3 Reading	$ 237,452.39

(1) Districts assigned a letter grade of C, D, or F, in accordance with A.R.S. §15-241 and Laws 2015, Ch. 76, §1, or that have more than 10% of their pupils in grade three reading far below the third grade level according to the reading portion of the AIMS test, or a successor test, will receive monies for this weight only after the district's K-3 Reading Program Plan is approved by the State Board of Education. A.R.S. §15-211

(2) A.R.S. §15-914.F allows districts to increase the BSL if financial and compliance audit costs will be incurred for the budget year.
Enter the FY 2015 **nonfederal** audit expenditures on line XII.
Enter the FY 2015 **federal** audit expenditures from all funds to the right (should agree to FY 2015 AFR). $ _____
Enter the **total** FY 2015 audit expenditures from all funds to the right. $ _____
Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO) in the amounts reported on Line XII or in this footnote.

E. WORK SHEET FOR FY 2017 DISTRICT SUPPORT LEVEL (DSL) AND REVENUE CONTROL LIMIT (RCL) (A.R.S. §§15-947 and 15-951)

CALCULATION OF THE DSL

I. FY 2017 Base Support Level/Base Revenue Control Limit (from Work Sheet C, line XIV)	$ 27,796,363.58
II. Tuition Out for High School Students (from Work Sheet O, line 13) **[Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]**	$ 0.00
III. FY 2017 Transportation Support Level (from Work Sheet D, line V)	$ 2,236,754.94
IV. FY 2017 District Support Level (sum of lines I through III)	$ 30,033,118.52

CALCULATION OF THE RCL

V. FY 2017 Base Support Level/Base Revenue Control Limit (from line I above)	$ 27,796,363.58
VI. Tuition Out for High School Students (from Work Sheet O, line 13) **[Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]**	$ 0.00
VII. FY 2017 Transportation Revenue Control Limit (from Work Sheet D, line VIII.D)	$ 2,788,717.62
VIII. FY 2017 Revenue Control Limit (sum of lines V through VII) [to Budget, page 7, line 1(a)]	$ 30,585,081.20

F. WORK SHEET FOR FY 2017 CONSOLIDATION/UNIFICATION ASSISTANCE (A.R.S. §§15-912 and 15-912.01)

I. Consolidation/Unification Increase for Transitional Costs incurred in first year	
II. FY 2017 District Support Level (line I + Work Sheet E, line IV)	$ 0.00
III. FY 2017 Revenue Control Limit (line I + Work Sheet E, line VIII) [to Budget, page 7, line 1(a)]	$ 0.00

G. WORK SHEET FOR FY 2017 DISTRICT ADDITIONAL ASSISTANCE HIGH SCHOOL STUDENT COUNT FOR COMMON SCHOOL DISTRICTS NOT WITHIN A HIGH SCHOOL DISTRICT (TYPE 03) (A.R.S. §15-951.C)

I. High School Student Count Tuitioned Out (from Work Sheet O, line 6)	0.000
II. High School Student Count Transported by District of Residence to District of Attendance	
III. 50% of High School Student Count Transported by District of Residence to District of Attendance (Line II x .5) (to Work Sheet H, line V.A column 9-12)	0.000

DISTRICT NAME Humboldt Unified School District COUNTY Yavapai1 CTD NUMBER 130222000

H. WORK SHEET FOR FY 2017 DISTRICT ADDITIONAL ASSISTANCE (DAA)

(A.R.S. §§ 15-951.C, 15-961, as amended by Laws 2016, Ch. 124, §22, 15-962.01, and 15-963.B, and Laws 2016, Ch. 124, §§35 and 36)

TABLE TO CALCULATE DAA PER STUDENT COUNT

		K-8		9-12
I. Student Count: .001 - 99.999				
DAA per Student Count		$ 544.58		$ 601.24
II. Student Count: 100.000 - 499.999				
A. Student Count Constant		500.000		500.000
B. Student Count (from Work Sheet B, line A.8 and Work Sheet G, line II for type 03 districts)	-	0.000	-	0.000
C. Difference	=	0.000	=	0.000
D. Weight Adjustment Factor	x	0.0003	x	0.0004
E. Support Level Weight Increase	=	0.000	=	0.000
F. Support Level Weight	+	1.278	+	1.398
G. Adjusted Support Level Weight	=	0.000	=	0.000
H. Support Level Amount	x	$ 389.25	x	$ 405.59
I. DAA per Student Count	=	$ 0.00	=	$ 0.00
III. Student Count: 500.000 - 599.999				
A. Student Count Constant		600.000		600.000
B. Student Count (from Work Sheet B, line A.8 and Work Sheet G, line II for type 03 districts)	-	0.000	-	0.000
C. Difference	=	0.000	=	0.000
D. Weight Adjustment Factor	x	0.0012	x	0.0013
E. Support Level Weight Increase	=	0.000	=	0.000
F. Support Level Weight	+	1.158	+	1.268
G. Adjusted Support Level Weight	=	0.000	=	0.000
H. Support Level Amount	x	$ 389.25	x	$ 405.59
I. DAA per Student Count	=	$ 0.00	=	$ 0.00
IV. Student Count: 600.000 or More & JTED				
DAA per Student Count		$ 450.76		$ 492.94

CALCULATIONS FOR DAA

		PSD		K-8		9-12
V. District Additional Assistance Base						
A. FY 2017 Student Count 2016 ADM (from Work Sheet B, line A.8 and Work Sheet G, line III for type 03 districts)		47.035		3,848.066		1,637.836
B. DAA per Student Count (from Table above)	x	$ 450.76	x	$ 450.76	x	$ 492.94
C. DAA Base (line V.A x line V.B)	=	$ 21,201.50	=	$ 1,734,554.23	=	$ 807,354.88
VI. District Additional Assistance Growth Factor						
A. FY 2017 Student Count 2016 ADM (from Work Sheet B, line A.8 and Work Sheet G, line II for type 03 districts)				5,532.937		
B. FY 2016 Student Count (2015 ADM)	÷			5,547.994		
C. FY 2017 DAA Growth Factor (VI.A ÷ VI.B)	=			0.9973		
VII. Adjusted District Additional Assistance						
A. DAA Base (from line V.C)		$ 21,201.50		$ 1,734,554.23		$ 807,354.88
B. Adjusted Growth Factor (if line VI.C is < or = 1.05, use 1.0, if > 1.05, use 1 plus 50% of the increase)	x	1.0000	x	1.0000	x	1.0000
C. FY 2017 DAA (VII.A x VII.B)	=	$ 21,201.50	=	$ 1,734,554.23	=	$ 807,354.88
D. DAA for High School Textbooks						
1. FY 2017 9-12 Student Count 2016 ADM (from Work Sheet B, line A.8)						1,637.836
2. Support Level Amount for Textbooks					x	$ 69.68
3. DAA for Textbooks (VII.D.1 x VII.D.2)					=	$ 114,124.41
E. 9-12 DAA (including capital transportation adjustment from line VII.G below)						
1. FY 2017 9-12 DAA (9-12 lines VII.C + VII.D.3) (to Budget, page 7, line 2.a)					=	$ 921,479.29
2. 9-12 DAA Capital Transportation (line VII.G) & State Budget Reductions Adjustments (to Budget, page 7, line 2.b)					-	$ 731,386.11
3. Adjusted FY 2017 9-12 DAA (VII.E.1-VII.E.2) (to Work Sheet J, line II.E)					=	$ 190,093.18
F. PSD and K-8 DAA (including capital transportation adjustment from line VII.G below)						
1. FY 2017 PSD and K-8 DAA (PSD and K-8 line VII.C) (to Budget, page 7, line 2.a)					=	$ 1,755,755.73
2. PSD and K-8 DAA Capital Transportation (line VII.G) & State Budget Reduction Adjustments (to Budget, page 7, line 2.b)					-	$ 1,593,426.71
3. Adjusted FY 2017 PSD and K-8 DAA (VII.F.1-VII.F.2) (to Work Sheet J, line II.E)					=	$ 162,329.02
G. Capital Transportation Adjustment A.R.S. §15-963.B		$ 0.00		$		$ 0.00

DISTRICT NAME Humboldt Unified School District COUNTY Yavapai1 CTD NUMBER 130222000

J. WORK SHEET FOR EQUALIZATION BASE AND ASSISTANCE (A.R.S. §§15-971.A and .B and 15-992)

	PSD-8		9-12
I. A. Total FY 2017 PSD and K-8 Weighted State Aid Student Count			
1. PSD (from Work Sheet B, line C.1)	68.201		
2. K-8 (from Work Sheet B, line C.2, Total Non-AOI and AOI Counts)	4,456.060		
B. Total FY 2017 PSD-8 and 9-12 Weighted State Aid Student Count (Total Non-AOI and AOI Counts)	4,524.261 (I.A.1 + I.A.2)		2,076.776 (from Work Sheet B, line C.3)
C. Total FY 2017 Weighted State Aid Student Count (line I.B PSD-8 column + 9-12 column)		6,601.037	
D. PSD-8 and 9-12 Factors (line I.B ÷ line I.C)	0.6854		0.3146
II. A. Lesser of District Support Level (DSL) or Revenue Control Limit (RCL) (from Work Sheet E, line IV or VIII, or Work Sheet F, line II or III) (to Work Sheet S, line I.A)		$ 30,033,118.52	
B. Tuition Out for High School Students (from Work Sheet E, line II or VI)		- $ 0.00	
C. Adjusted DSL/RCL (II.A - II.B)		$ 30,033,118.52	
D. DSL/RCL PSD-8 and 9-12 Allocation (line I.D x II.C)	$ 20,584,699.43		$ 9,448,419.09
E. Adjusted FY 2017 District Additional Assistance (from Work Sheet H)	$ 162,329.02 (from Work Sheet H, line VII.F.3)		$ 190,093.18 (from Work Sheet H, line VII.E.3)
F. Tuition Out for High School Students (Type 03 Districts Only) (from Work Sheet E, line II or VI)			$ 0.00
G. FY 2017 Equalization Base (II.D + II.E (+ 9-12 II.F for Type 03 only))	$ 20,747,028.45		$ 9,638,512.27
III. A. 2016 Primary Assessed Valuation ÷ 100	$ 3,677,733.40		$ 3,677,733.40
B. 2016 Salt River Project (SRP) Valuation ÷ 100	$ 980.93		$ 980.93
C. 2016 Government Property Lease Excise Tax Assessed Valuation ÷ 100	$ 0.00		$ 0.00
D. TOTAL Valuation (III.A + III.B + III.C)	$ 3,678,714.33		$ 3,678,714.33
E. Qualifying Tax Rate	x $ 2.0793		x $ 2.0793
F. Qualifying Levy (III.D x III.E)	$ 7,649,150.71		$ 7,649,150.71
G. FY 2017 Equalization Assistance (II.G - III.F) (1)	$ 13,097,877.74		$ 1,989,361.56
IV. Additional Tax in Districts Ineligible for Equalization Assistance, Amount to be Levied and Paid to the State (50% of line III.F - II.G)	$ 0.00		$ 0.00

(1) Laws 2016, Ch. 124, §38, requires a joint technical education district (JTED) with 2016 ADM of more than 2,000 to be funded at 95.5% of the state aid that would otherwise be provided by law and to reduce its budget limits accordingly. Therefore, the JTED's actual total equalization assistance may be less than the amount calculated on this Work Sheet. Estimated reduction to state aid is $ 0.00 (Equalization Base using 2016 ADM x 4.5%). This estimated reduction amount must be used to reduce the GBL on page 7, line 9 and/or the UCBL on page 8, line A.10.

V. Additional State Aid to Education (ASAE) Information for Department of Revenue

A. Dropout Prevention Program (from page 1, line 28)	$ 0.00
B. Tuition-Out Debt Services (from Work Sheet O, column A x column B)	$ 0.00
C. Adjustment for Tuition Loss (from Work Sheet C, line X and XI)	$ 0.00
D. Liabilities in Excess of School Budget (from TNT Work Sheet, line 13)	$ 0.00
E. Vocational M&O Expenses (from page 1, line 29)	$ 0.00
F. Adjacent Ways (from TNT Work Sheet, line 12)	$ 0.00
G. Phase Down Small School Budget Limit Exemption (from Work Sheet K or K2, line VI)	$ 0.00

M. WORK SHEET FOR CALCULATION OF THE FY 2017 MAINTENANCE AND OPERATION (M&O) FUND BUDGET BALANCE CARRYFORWARD (A.R.S. §15-943.01, as amended by Laws 2016, HB2481, §2)

1.	a.	General Budget Limit (GBL) (from FY 2016 latest revised Budget, page 7, line 10)	$ 30,722,090.00
	b.	Adjustments to the GBL from FY 2016 BUDG75	$
	c.	Adjusted GBL	$ 30,722,090.00
2.	a.	Budgeted M&O expenditures (from FY 2016 latest revised Budget, page 1, line 31, Total Budget Year Column)	$ 30,722,090.00
	b.	Adjustments to the GBL (from line 1.b)	$ 0.00
	c.	Adjusted Budgeted Expenditures	$ 30,722,090.00
3.		Lesser of the Adjusted GBL (line 1.c) or the Adjusted Budgeted Expenditures (line 2.c)	$ 30,722,090.00
4.		M&O actual expenditures	$ 28,291,949.00
5.		Budget Balance (line 3 minus line 4) (If negative, enter zero. The district does not have any budget balance to carry forward. Do not complete the remainder of this Work Sheet.)	$ 2,430,141.00

Note: For lines 6.a through 6.f deduct the FY 2016 actual expenditures from the budget amount. If the result is negative, enter zero.

			FY 2016 Budget		Actual		Unexpended Budget
6.	a.	Special Program Override	$ 0.00	-	$	=	$ 0.00
	b.	Desegregation	$ 0.00	-	$	=	$ 0.00
	c.	Tuition Out Debt Service	$ 0.00	-	$	=	$ 0.00
	d.	Dropout Prevention Programs	$ 0.00	-	$	=	$ 0.00
	e.	Joint Career and Technical Ed. and Voc. Ed. Center	$ 0.00	-	$	=	$ 0.00
	f.	Performance Pay	$ 0.00	-	$	=	$ 0.00
	g.	Total Budget Balance Deductions [Add lines 6.a through 6.f.]				=	$ 0.00
7.		Budget Balance after Deductions (If negative, enter zero. The district does not have any budget balance to carry forward.) (line 5 minus line 6.g)					$ 2,430,141.00
8.		Enter the amount of Budget Balance Carryforward transferred to the School Opening Fund (not to exceed the lesser of line 7 or the FY 2016 M&O Fund ending cash balance)					$
9.		Actual Budget Balance Carryforward to be used in M&O Fund (line 7 - line 8) [to Budget, page 7, line 8(c)]					$ 2,430,141.00

ACTION
Item 11B.

Classification List

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11B
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Approval HUSD 20171-18 Classification List	Action X
		Consent
OBJECTIVE:	Goal #4: To Attract and Retain Highly Effective Employees	

SUPPORTING DATA

As part of their discussions on wage and work conditions the Professional and Support Staff Meet and Confer Committee reviewed and unanimously approved the attached Classification List. The only change to the document is the alignment of the beginning hourly wage at $10.00 per hour for classifications 2, 3, and 4.

SUMMARY & RECOMMENDATION

It is the recommendation of administration that the Classification List be approved.

Sample Motion

I move to approve the 2017-2018 Classification List as presented.

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

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

Dan Streeter, Superintendent

6411 N. Robert Road, Prescott Valley, AZ 86314 phone (928) 759-4000 fax (928) 759-4020

2017-2018

Classification 1

Classification 2 $10.00
Aide - Afterschool Program
Aide - Playground
Bus Aide - Regular
Bus Aide - SPED
Bus Aide - SPED - Van Driver
F & N Worker 1

Classification 3 $10.00
Aide - ELL
Aide - Resource
Aide - Title 1
F & N Worker 2

Classification 4 $10.00
Aide - Moderate / Severe Profound
Aide - Music Therapy
Aide - Pre-School
Aide - Speech Therapy
Custodian
F & N Clerk
F & N Cook
Groundskeeper

Classification 5 $10.03
Aide - Computer Lab
Clerk - Receiving
F & N Assistant Manager
Library Media Specialist
Receptionist - Campus

Classification 6 $10.53
Aide - YTP Program Specialist
Clerk - Personnel DO
Family Resource Specialist
Lead Night Custodian
Receptionist - DO
Secretary - Attendance
Secretary - Counseling
Secretary - ELL Assessment

Classification 7 $11.03
Afterschool Program Coordinator
Bus Driver - Regular
Bus Driver - SPED
Campus Security
Clerk - Accounting High School
Conduct Coordinator
F & N Driver/Preventative Maint Tech
F & N Manager (K-8)
F& N Clerk Coordinator
Lead Maintenance Custodian (K-8)
Library Coordinator - High School
Library Coordinator (K-8)
Night Preventive Maintenance Custodian
Registrar - Campus
Registrar - Special Services
Route Coordinator
Secretary - Admin Transportation
Secretary - Administrative Campus
Secretary - Gear Up
Training Coordinator
Transportation Dispatcher

Classification 8 $11.53
Accounts Payable / Fixed Asset Coordinator
Benefits Coordinator
Clerk - Acctg Auxiliary Operations
Clerk - Acctg Budget Technician
F & N Manager (High School)
Lead Mtnce Custodian (High School)
Payroll Coordinator
Payroll Specialist
Personnel Coordinator
Secretary - Admin Food & Nutrition
Secretary - Admin Public Relation/ED Svcs
Secretary - Admin Special Services
Secretary - Fedl Prgms / School Improvement

Classification 9 $12.03

Classification 10 $12.53
IS Help Desk Technician

Classification 11 $13.53

Classification 12 $14.53
IS Technician

Classification 13 $15.53
District Maintenance Technician
Mechanic

Classification 14 $16.53
IS Specialist

Classification 15 $17.53
Admin Sec/Supt/Gov Bd
Facilities Coordinator
Lead Mechanic

Classification 16 $18.53

Sub Aide and Sub Driver-in-Training: These two categories are paid at $10.00 per hour.

Sub - Bus Driver: The sub bus driver with a CDL Certification will be paid $11.03 per hour.

Long-Term Substitutes: *After five (5) consecutive days in the same assignment, support staff substitutes will be paid at Step One of the classification that is being substituted.

Summer Food Service Program: Existing employees will be paid at the equivalent step of the position performed. Summer Substitutes will be paid at Step One of the position performed.

Employee Transfer Positions: Employees changing classifications will begin on Step A or at a Step close to, but not less than, the equivalent of their current pay.



ACTION
Item 11C.

New Job Description
&
Salary Placement

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	IIC
FROM:	Stephanie Rowe, Director of Special Services	Reading	
DATE:	May 9, 2017	Discuss	
SUBJECT:	Approval to create a job description and pay scale for Licensed Practical Nurse (LPN)	Action	X

OBJECTIVE: Goal #1: To Focus on Planning for Future Student Needs

SUPPORTING DATA:

Over the last five years the District has had 15 nurses either resign or retire. At one site, there has been a new nurse each year for five years. When a Registered Nurse is not available to fill a school nurse position, we would like the option of hiring a Licensed Practical Nurse (LPN). A new HUSD job description for a LPN is attached. The job description was reviewed and approved by our liability insurance provider, Arizona Risk Retention Trust. Additionally, a revised Nurse's Salary Schedule to include this position is attached. The LPN pay scale was created using examples from Deer Valley and Flagstaff school districts.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the new LPN job description and revised Nurse's Salary Schedule be approved as presented.

Sample Motion

I move to approve the Licensed Practical Nurse job description and the revised Nurse's Salary Schedule.

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

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

The Humboldt Schools.
Motivating achievement since 1906.

JOB DESCRIPTION

JOB TITLE:	**SCHOOL NURSE (Licensed Practical Nurse)**
DEPARTMENT:	School
REPORTS TO:	Principal
FLSA STATUS/CLASSIFICATION:	Exempt; Cert
SUPERVISORY DUTIES:	**None**
APPROVED ON:	xx/xx/2017

SUMMARY: Contributes to the health care needs of students with supervision, training and collaboration from a registered nurse (RN) for students, health aides, clerical assistants and volunteers. Coordinates a comprehensive school health program including the delivery of services to students (in the context of their families) and staff members in order to enhance wellness in the school community with collaboration of a registered nurse. Duties are to be performed in accordance with standards of professional school nurse practice, district and State Board of Education policies and procedures and Arizona State Nurse Practice Laws.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Teaching:

- Participates as a member of the school/district staff as a resource and specialist in health issues
- Provides staff in-service programs on health topics
- Provides health-related classroom instruction and/or informational materials to teachers for classroom use as requested

Coordination:

- Encourages and supports a comprehensive school health program
- Collects school health information and determines priorities with RN supervision and training based upon statistical data
- Establishes an injury prevention program to facilitate school and playground safety
- Participates in Child Find programs
- Contributes to the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Blood Borne Pathogen Control Plan and other interventions as indicated by supervising RN/physician
- Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies
- Manages school health records in accordance with Arizona state mandates, providing efficient retrieval of information and other related archival responsibilities
- Establishes and manages, with RN support, health screening programs according to state mandate and guidelines
- Participates as a member of the school/district staff in health issues
- Collaborates with RN to identify implication of health related school policies
- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices

Clinical Practice:

- Makes professional judgments in critical and life threatening situations, with documented competencies and collaboration by RN/physician
- With demonstrated competencies and supervision, provides direct professional nursing services, first aid, illness, and emergency care to students and staff including collection of data, identifying health problems,

making referrals for diagnosis and treatments, provide data for education modifications, providing follow-up and maintaining appropriate documentation
- Observes students for symptoms, side effects and reaction to medicines, injuries or other health-related problems
- Collects data and consults with RN/physician for epidemiological significance
- Provides identification and referral services on an individual site basis, through the County Health Department and individual physicians for immunization update
- Provides health information and counseling for students, parents, and staff including health related classroom instructions
- With RN/physician supervision and training, develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school
- Delegates within the LPN scope of practice along with RN supervision and training screening and follow-up for deficits in vision, hearing, growth and development, and other physical deficits
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions
- Facilitates a team approach for crisis intervention for students and staff in the event of sudden illness or injury with collaboration of RN/physician
- Employs timely collection of data and referrals for suspected abuse/neglect as a mandated reporter

Health Office Management:
- Maintains a user friendly, organized health services facility conducive to confidential communications and services
- Purchases and maintains health and OSHA supplies and equipment as indicated for the health office and school

Communication:
- Maintains timely communication with administration, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students
- Issues health alerts to parents and community when advisable
- Initiates contact with and acts as liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community
- Maintains and encourages confidentiality regarding all school and health related issues

Special Education and 504 Plans:
- Participates as an active member of the multidisciplinary team in the identification, contributing to the evaluation and placement of students into special education programs and may write the health component of the Individual Education Plan as needed
- Recommends modifications of the school program for students who require accommodations due to a health deficit
- Develops and updates health care plans with RN/physician collaboration for students who need special nursing intervention during the school day

Professional Development:
- Participates as a member of her/his professional school nursing and education organization and utilizes continuing education opportunities to enhance professional knowledge in both nutrient and education fields
- Participates as a member of the faculty on District committees and association activities including monthly meetings
- Participates as an active member of the school community, representing health/wellness

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing
- Knowledge of current medical technology
- 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 without an emotional response

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Current LPN License
- Current Cardiopulmonary Resuscitation Program completed
- Certified Hearing Screening Technician
- Prior professional nursing experience, preferred pediatric, adolescence of community, mental health nursing, and health program
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/fingerprint clearance

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

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, 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, but may work outdoors on occasion in all types of weather conditions. 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.

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

PROPOSED

2017-2018

		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
2016-2017 NEW HIRE PLACEMENT YRS. EXP.	Step	LPN- No Degree	AA / RN	BSN	BSN +12	BSN +24	BSN +40 MSN	BSN +52 MSN +12	BSN +64 MSN +24	BSN +76 MSN +36	MSN +48	MSN +60	Ed.D Ph.D
0-3	2	26,610	30,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610
4	3	27,610	31,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610
5+	4	28,610	32,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610
Note: For 2016-2017, 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	29,610	33,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610
	6	30,610	34,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610
	7	31,610	35,610	36,610	37,610	38,610	39,610	40,610	41,610	42,610	43,610	44,610	45,610
	8	32,610	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.

LPN vs RN Pay Scales

Starting Pay

Flagstaff Unified

LPN - $28,120

RN - $34,655

Deer Valley Unified

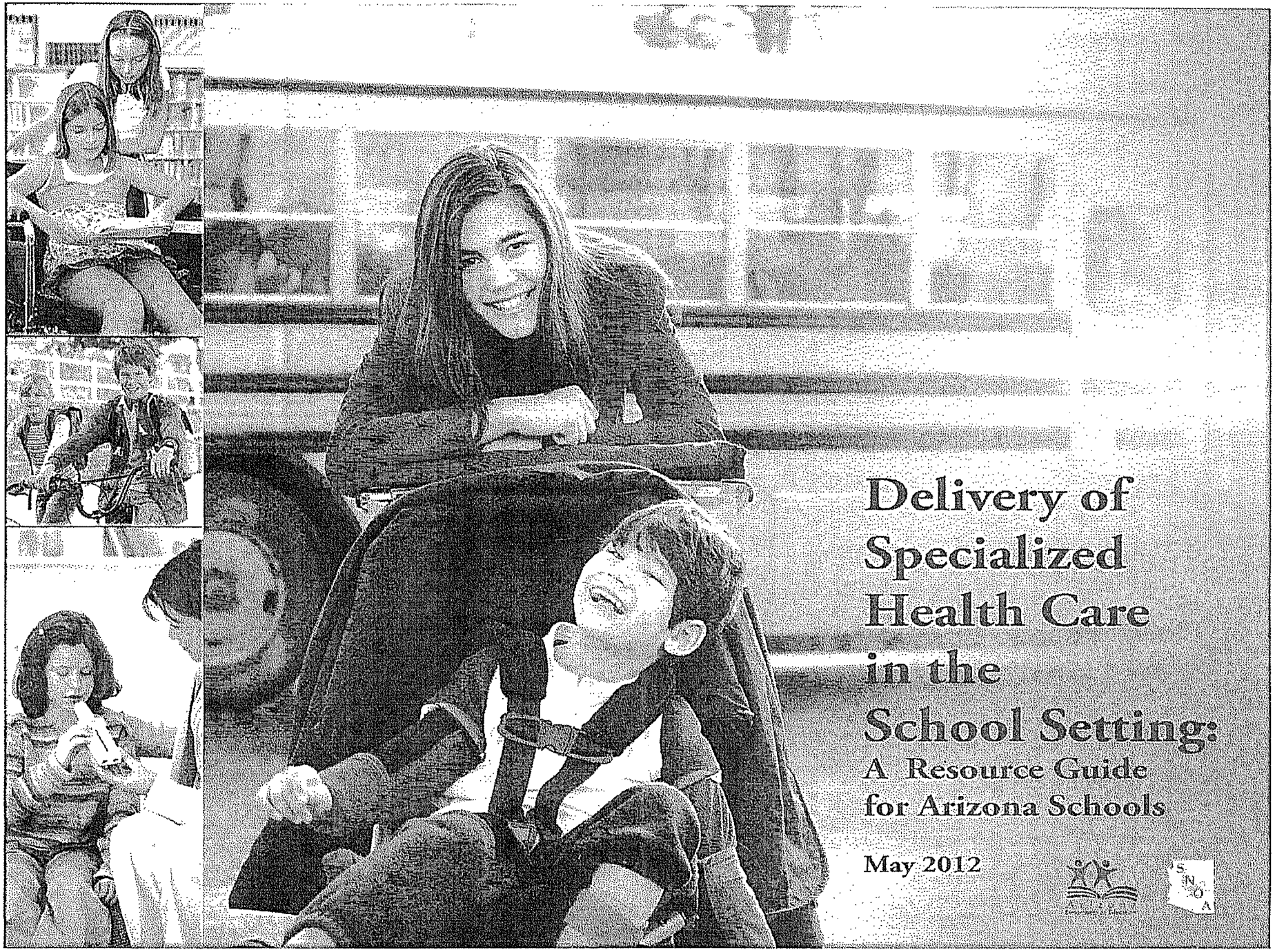
LPN - $28,033

RN – $33,346

Humboldt Unified

Proposed LPN - $26,610

RN - $30, 610



Delivery of Specialized Health Care in the School Setting:

A Resource Guide for Arizona Schools

May 2012

Acknowledgments

Delivery of Specialized Health Care in the School Setting: An Arizona Resource Guide for Schools

The Delivery of Specialized Health Care in the School Setting: An Arizona Resource Guide for Schools was developed in association with the School Nurse Organization of Arizona (SNOA).

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Delivery of Specialized Health Care in the School Setting:
An Arizona Resource Guide for Schools

Introduction

As an increasing number of children with chronic health care issues are attending school, it is crucial that schools address the needs of these students to achieve optimal learning. Schools in Arizona need to arrange for adequate personnel to provide care during the school day. In addition, the Individuals with Disabilities Education Act (IDEA) mandates that all disabled children must be provided an education in the least restrictive environment.

Arizona Resource Guide: Delivery of Specialized Health Care in the School Setting

This resource guide may assist school personnel in developing a plan of care in cooperation with the parent/guardian, medical provider and school nurse. To ensure the safety of the student, advanced planning and preparation are required to safely identify and train individuals who will be performing any medical task. In some cases, these individuals may be Unlicensed Assistive Personnel (UAP). It is best practice for employers to have policies and procedures that regulate how services will be provided to students and provide training on a regular basis. Employers need to recognize that licensed employees (schools nurses) are mandated to follow their individual scope of practice as outlined by their licensing agency. Delegation to UAPs by a school nurse means that the nurse retains accountability to assure that delivery of care is implemented safely and effectively to produce positive health outcomes. A task such as medication administration requires assessment, interpretation and independent decision-making during its performance and at completion. This would ***not*** be a task delegated by a nurse. Therefore, as per Title 15 of the Arizona Revised Statutes (ARS), Chapter 15-344, *"The school district governing board and the charter school governing body shall establish policies and procedures governing the administration of a prescription medication or a patent or proprietary medication to students by employees..."* The nurse should be included in the selection of the appropriate person and in the training of the skills associated with properly implementing this task in the absence of the licensed nurse.

The information provided in this document is of a general nature and authorization for any special services should be received from the medical provider and parents/guardian, kept on file and renewed annually. Delegated school staff should complete training and have documented competencies prior to performing any task for a student.

Rationale

It is best practice that school districts employ licensed registered nurses, as they are the most prepared individuals to provide training and supervision of health care tasks to assure that they:

- Are considered safe and routine for the specific student
- Pose little potential hazard for the student
- Can be performed with a predictable outcome
- Do not require assessment, interpretation or decision-making while being performed

DELIVERY OF SPECIALIZED HEALTH CARE IN THE SCHOOL SETTING:
An Arizona Resource Guide for Schools

Students who require specialized health care at school can not be denied attendance based on their medical condition or disability. Students deserve to have their health care needs met in the least restrictive environment. Experts agree that the number of students with chronic medical needs is increasing in school districts around the country (ANA, 2007). Federal laws, such as the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act mandate that students have access to education without regard to their disability.

Examples of chronic health conditions seen in schools include, but are not limited to: asthma, diabetes, life-threatening allergies, genetic disorders, immunological disorders, cancer, orthopedic disorders, neuromotor disorders, and mental health disorders. Specialized health care may include: medication administration, gastrostomy feedings, catheterizations, ostomy care, tracheostomy care, ventilator management, central line monitoring and seizure management.

The National Association of School Nurses (NASN, 2011) recommends that delivery of health services in a school environment be supervised by a registered professional nurse (RN), with training in the specialized practice of school nursing. Due to budgetary constraints and a shortage of qualified nursing staff in many schools across Arizona, Unlicensed Assistive Personnel (UAPs) are utilized in a variety of settings. Delegation to the UAP is the process whereby the nurse retains accountability (training and documentation) to assure that delivery of care is implemented safely and effectively to produce positive health outcomes that enhance student learning.

430

According to the National Association of School Nurses (NASN), School Nursing is defined as:

> *"A specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning".*

The guidelines outlined on the following pages were developed to assist the RN in making delegation decisions in the school environment. It is important to remember a licensed nurse must remain within the State's Scope of Practice laws at all times. This document is intended to be utilized in conjunction with the Five Rights of Delegation (www.ncsbn.org/fiverights.pdf) and may provide a framework for delivery of care by assistive personnel who are operating within the policy and procedures of their hiring agencies.

PROCEDURE	RN	LPN	UAP	Other
Delegation of tasks, development of an Individualized Healthcare Plan and Emergency Care Plans shall be performed only by an RN. RNs and LPNs are mandated by AZ State law to follow their Scope of Practice as directed by the AZ Board of Nursing.				
Toileting/diapering	Q	Q	Q	X
Toilet Training	Q	Q	Q	X
Dental Hygiene (tooth brushing)	Q	Q	Q	X
Lifting/Positioning	Q	Q	S	S
Seizure Precautions	Q	S	S	S
• Vagus Nerve Stimulation w/Magnet	Q	S	S	EM
CATHETERIZATION				
• Clean Intermittent Cath. *	Q	S	S	X
• External Catheter*	Q	S	S	X
• Care of Indwelling Catheter*	Q	S	S	X
Ostomy Care*	Q	S	S	X
Skin Care	Q	S	S	X

Definition of symbols:

* Medical provider order required
Q Qualified to perform task with demonstrated competency
S Qualified to perform task with training and demonstrated competency
EM In emergencies with training and demonstrated competency
X Should not perform task

RN: Registered Nurse
LPN: Licensed Practical Nurse
UAP: (Unlicensed Assistive Personnel): Individuals working in a school health office, teachers, instructional assistants, school secretaries or other school personnel who have daily responsibilities for care of the student.
Others: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

PROCEDURE	RN	LPN	UAP	Other
Feeding				
• Nutritional Screening	Q	S	X	X
• Nutritional Assessment	Q	X	X	X
• Oral-Motor Assessment	X	X	X	X
• Oral Feeding	Q	Q	S	X
• Naso-Gastric Feeding*	Q	S	S	X
• Monitoring of continuous feed	Q	S	S	X
• Gastrostomy Tube Feeding or Venting*	Q	S	S	X
• Jejunostomy feed*	Q	S	S	X
• Naso-Gastric Tube Insertion *	Q/EM	S/EM	X	X
• Naso-Gastric Tube Removal *	Q/EM	S/EM	EM	X
• Gastrostomy Tube Reinsertion*	Q/EM	S/EM	EM	X

Trained nurses and UAPs may re-insert a deflated and clean gastrostomy button to keep the stoma open. Re-inflation of the balloon catheter is not an emergency procedure and is not recommended at school. If a nurse or UAP has been trained in balloon re-inflation, documentation of training and provider orders should be detailed.

Definition of symbols:

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PROCEDURE	RN	LPN	UAP	Other
Ventricular Peritoneal Shunt Monitoring	Q	S	S	X
Oxygen Administration / Monitoring *				
• Nasal Cannula/Mask*	Q	S	S	EM
Central Intravenous Catheter* (PICC or Broviac)				
• Site Monitoring	Q	S	S	S
• Intravenous Medication Administration*	Q	X	X	X

The administration of IV medications or fluids is a specialized nursing procedure that is not recommended in the school setting.

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EM In emergencies with training and demonstrated competency
X Should not perform task

RN: Registered Nurse
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UAP: (Unlicensed Assistive Personnel): Individuals working in a school health office, teachers, instructional assistants, school secretaries or other school personnel who have daily responsibilities for care of the student.
Others: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

433

PROCEDURE	RN	LPN	UAP	Other
MEDICATIONS				
• Oral*	Q	S	S	X
• OTC	Q	Q	S	X
• Injection*	Q	S	S	X
• Epi-pen*	Q	S	EM	EM
• Inhalation*	Q	S	S	S/EM
• Ear/Eye Drops*	Q	S	S	X
• Topical*	Q	S	S	X
• Per Nasogastic tube*	Q	S	S	X
• Per Gastrostomy Tube*	Q	S	S	X
• Rectal suppositories *	Q	S	EM	X
• Intra Nasal Med *	Q	S	EM	X
• Oral Chemotherapy	X	X	X	X
The administration of chemotherapy medications is a specialized nursing procedure that is not recommended in the school setting.				

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S Qualified to perform task with training and demonstrated competency
X Should not perform task
EM In emergencies with training and demonstrated competency

RN: Registered Nurse
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UAP: (Unlicensed Assistive Personnel): Individuals working in a school health office, teachers, instructional assistants, school secretaries or other school personnel who have daily responsibilities for care of the student.
Others: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

PROCEDURE	RN	LPN	UAP	Other
RESPIRATORY ASSISTANCE				
• Postural Drainage*	Q	S	S	X
• Percussion*	Q	S	S	X
• Suctioning*				
o Oral*	Q	S	S	EM
o Tracheostomy *	Q	S	S	EM
• Trach Change*	Q	S/EM	EM	X
Mechanical Ventilator Care*	Q	S	X	X
SCREENINGS				
• Growth / BMI	Q	S	S	X
• Vital Signs	Q	S	S	X
• Hearing	Q	S	S	X
• Vision	Q	S	S	X
• Scoliosis	Q	S	S	X

435

Definition of symbols:

* Medical provider order required
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S Qualified to perform task with training and demonstrated competency
EM In emergencies with training and demonstrated competency
X Should not perform task

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LPN: Licensed Practical Nurse
UAP: (Unlicensed Assistive Personnel): Individuals working in a school health office, teachers, instructional assistants, school secretaries or other school personnel who have daily responsibilities for care of the student.
Others: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

PROCEDURE	RN	LPN	UAP	Other
DIABETIC PROCEDURES*				
• Blood Glucose monitoring	Q	S	S	X
• Urine Ketones	Q	S	S	X
• Insulin Administration*	Q	S	S	X
• Insulin Pump Bolus*	Q	S	S	X
• CHO Counting / Dosage Calculation*	Q	S	S	S
• Pump Site Change*	Q/EM	S/EM	X	X
• Glucagon*	*Please reference ARS 15-344.01 regarding glucagon management.			
DEVELOPMENT OF INDIVIDUAL HEALTHCARE PLAN:				
• Health Care Procedures	Q	S	X	X
• Emergency Protocols	Q	S	X	X
• IEP / 504 Medical Plan Development	Q	S	X	X

436

Definition of symbols:

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S Qualified to perform task with training and demonstrated competency
EM In emergencies
X Should not perform task

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UAP: (Unlicensed Assistive Personnel): Individuals working in a school health office, teachers, instructional assistants, school secretaries or other school personnel who have daily responsibilities for care of the student.
Others: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

References:
American Academy of Pediatrics (AAP). 2009. Guidance for the administration of medication in school
American Academy of Pediatrics (AAP). 2008. The role of the school nurse in providing school health services
American Nurses Association. (2005). The principles of delegation
American Nurses Association and National Council of State Boards of Nursing. (2006). Joint statement on delegation
National Association of School Nurses (2005). Delegation of care: Overview for the registered nurse practicing in the school setting. Castle Rock, CO: NASN
Resha, C., (May 31, 2010) "Delegation in the School Setting: Is it Safe Practice?" OJIN: The Online Journal of Issues in Nursing Vol 15, No 2, Manuscript 5
Selekman, J. (2006). (Ed). School nursing: A comprehensive text. Philadelphia: F.A. Davis, Company

Web Resources:

National Council of State Boards of Nursing (NCSBN)
Nursing Practice
https://www.ncsbn.org/1427.htm

Working with Others: Delegation and Other Health Care Interfaces
https://www.ncsbn.org/1625.htm

NCSBN Statements and Positions
https://www.ncsbn.org/government.htm
Nursing Regulation and the Interpretation of Nursing Scopes of Practice (2005)

American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN)
Joint Statement on Delegation
9/12/2006
https://www.ncsbn.org/1056.htm

(ANA) Delegation in the School Setting: Is It A Safe Practice?
http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TableofContents/Vol152010/No2May2010/Delegation-in-the-School-Setting.aspx

437

Additional Reading: Delegation

Davis-Alldritt, L. (2009). If I delegate, am I at risk? NASN School Nurse, 24 (5), 180-183.

Spriggle, M. (2009). Developing a policy for delegation of nursing care in the school setting. (Electronic Version). Journal of School Nursing, 25, 98-107.

Schwab, N & Gelfman, M. ((2005), *Legal Issues In School Health Services.* Lincoln, NE: iUniverse.

National Association of School Nurses (NASN) Position Statements:

Individual Healthcare Plans
http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/32/Individualized-Healthcare-Plans-IHP-Revised-2008

School Nursing Management of Students with Chronic Health Conditions
http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/17/Chronic-Health-Conditions-School-Nursing-Management-of-Students-with-Adopted-2006

Delegation
http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/21/Delegation-Revised-2010

Role of the School Nurse (Revised 2011)
http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/87/Role-of-the-School-Nurse-Revised-2011

Unlicensed Assistive Personnel - The Role of the School Nurse
http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/116/Unlicensed-Assistive-Personnel-The-Role-of-the-School-Nurse-Revised-2011

Arizona Rules and Statutes:

Arizona Board of Nursing Rules
1/31/09
http://www.azbn.gov/NursePracticeAct.aspx

Arizona Board of Nursing Statutes
7/20/2011
http://www.azbn.gov/NursePracticeAct.aspx

438

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

ACTION
Item 11D.

New Position
(BMHS)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11D
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Authorization for a 1.0 FTE Certified Position for Online Program Expansion	Action X
		Consent
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs	

SUPPORTING DATA

In order to expand pathways to graduation for Bradshaw Mountain High School students, Humboldt Unified School District is expanding access to the online credit recovery program and opening up opportunities for on-track students to have flexibility in their schedules through online courses. The expansion is scheduled for the 2017-18 school year.

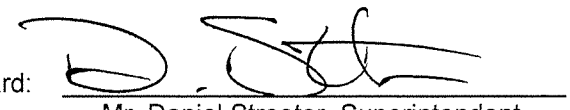
Currently, there is one teacher for the credit recovery program. She supports and supervises up to 40 students in one computer lab. The expansion will include a second traditional lab, as well as two labs supported by laptop carts. Minimally we project online instruction, either for credit recovery or other online courses, will initially result in a doubling of enrollment with further growth in the near future. Space has been identified at BMHS-W to house both programs and with a few room modifications, can be supported with two full-time teachers.

SUMMARY & RECOMMENDATION

The expansion of the online credit recovery program and development of flexible online options for on-track students is an investment in our students and the future of Humboldt Unified School District. It is recommended that the Governing Board approve an additional teaching position to support this investment.

Sample Motion

I move to approve an additional 1.0 FTE teaching position to support the expansion of online programming at Bradshaw Mountain High School.

Approved for transmittal to the Governing Board: 

Mr. Daniel Streeter, Superintendent

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

ACTION
Item 11E.

Policy Advisories 568-583
(2nd Reading)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11E
FROM:	Daniel Streeter, Superintendent	Reading X
DATE:	May 9, 2017	Discuss
SUBJECT:	Policy Review - Policy Advisories 567-583 Second Reading	Action X

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.

- 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 574 GDJ – Support Staff Assignments and Transfer
- PA 576 (new) IJNDBA – Website Accessibility
- PA 577 JFABD – Admission of Homeless Students
- PA 578 Open Enrollment
- PA 579 JFBA – Unsafe School Choice
- PA 580 JLCC – Communicable/Infectious Diseases
- PA 581 JR – Student Records
- PA 582 JRR – Student Surveys
- PA 583 (delete) LBD – Relations with Charter Schools

SUMMARY & RECOMMENDATION:

This is the Second Reading of suggested changes to the policies that were included in ASBA Policy Advisories 552-566. The First Reading was held during a regular meeting of the Governing Board on April 11, 2017. Advisories regarding exhibits and regulations that were included in the First Reading are not included in the Second Reading as they do not require Board action.

ASBA's 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. HUSD administrative recommendations are also included.

Upon approval these policies will become effective immediately and will be added to the current Policy Manual.

Sample Motion:
I move to adopt the following policies as presented by ASBA:

- BGD – Board Review of Regulations
- DIE – Audits/Financial Monitoring
- DJE – Bidding/Purchasing Procedures
- GCCA – Professional/Support Staff Sick Leave **(with modifications specific to HUSD)**
- GDJ – Support Staff Assignments and Transfer
- IJNDBA – Website Accessibility (new)
- JFABD – Admission of Homeless Students
- JFB - Open Enrollment

- JFBA – Unsafe School Choice
- JLCC – Communicable/Infectious Diseases
- JR – Student Records
- JRR – Student Surveys
- LBD – Relations with Charter Schools **(delete)**

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. 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.

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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.

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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.

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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.

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, 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:

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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 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.**

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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.

Replace with Insert A

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.

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 heath 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.

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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.

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.

Insert B

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.

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. 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.

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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. 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.

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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

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.

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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.

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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.

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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.

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.

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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.

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.

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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.

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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.

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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.

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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.

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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.

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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

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.

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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.

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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.

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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

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.

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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.

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 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

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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.

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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~~

PERSONNEL
Item 12A.

2017-18 Work Notices
(Classified)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 12A
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Approval to Issue 2017-18 Work Notices to Current 2016-17 Classified Employees	Action X
		Consent
OBJECTIVE:	Goal #4: To Attract and Retain Highly Effective Employees	

SUPPORTING DATA

In preparation for the 2017-18 school year, all current classified staff positions were reviewed to determine whether they were needed to support District programs and practices and whether there were funds to support the positions next year. Based on current information, it is recommended that 2017-2018 work agreements be issued to those 2016-17 classified employees listed on the attached *Recommend to Rehire Classified Employees for 2017-2018* document.

Should future financial issues require changes to the above staffing, most all of the employees listed are on *classified at-will indefinite term work agreements* that may be terminated by providing notice to the employee. Further, a few other recommendations may follow once staffing, evaluation, and enrollment issues are clarified.

SUMMARY & RECOMMENDATION

It is the recommendation of administration that the issuance of work agreements be approved.

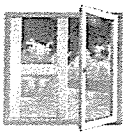
Sample Motion

I move to approve the issuance of 2017-2018 work agreements to the classified employees listed on the attached Recommend to Rehire Classified Employees for 2017-2018 document.

Approved for transmittal to the Governing Board:

Mr. Daniel Streeter, Superintendent

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



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Motivating achievement since 1906.

BRADSHAW MOUNTAIN HIGH SCHOOL

ANDRADA, TIFFANY A
ATHERTON, RUTHANN
BAILEY, LEAH M
BLAKE, DARRIN A
BOHANNON, MARGARET M
BROADHURST-LOPEZ, JENNIFER T
BURTON, JACKSON K
CHRISTY, WILLIAM A
CLARK, NANA M
CLIFFORD, MELINDA A
CONWAY, CHRISTOPHER A
CONWAY, MAUREEN P
CONWAY, PATRICK M
CURRAN, SUSAN
GRACE, LINDA L
GRANT, DAVID N
GRANT, TRAVIS N
GRINTER, CHRISTINE
GUZMAN, JENNIFER L
HANSON, DONALD L
HENRY, STEPHANIE L
JORDAN, MARK A
LAYMAN, THOMAS R
LEMOND, TRACY A
LLEWELLYN, TAMMY J
LOWMAN, DANIEL L
MC KENNA, DOREEN
PALMA, MICHELLE L
PARDO, MARY T
PICARD, MICHAEL R
ROBERTSON, DAVID
ROBERTSON, JESSICA L
SALT, MILDRED
SCHAETZLE, LINDA
SPENCER, JULIE K
STEFANIK, KARRA E
STEWART, CLAUDIA A
WHEELER, COURTNEY L
WHITE, VICTORIA L
WILLIAMS, DAWN M
WILLIAMS, VICKI A

BRADSHAW MOUNTAIN HIGH SCHOOL-EAST & BRIGHT FUTURES PRESCHOOL

FLOYD, CHRISTINE M
GULLICK, JANICE
HARRISON, PAULA J
HOSKINS, SUNNI D
KOLBE, LORRIE A
MARTIN, JULIE A
MARTINEZ, LAUREN N
MONTES, GUADALUPE V
MUELLER, DEBRA S
RASMUSSEN, LORIE A

AFTER SCHOOL PROGRAM

GEST, SUSAN L
KRUCEK, TERESE M
PEHL, APRIL C

JIM BOGNER, ED.D., ASSISTANT SUPERINTENDENT OF OPERATIONS
HUMBOLDT UNIFIED SCHOOL DISTRICT #22
6411 N. ROBERT ROAD, BUILDING 100, PRESCOTT VALLEY, AZ 86314
OFFICE 928.759.4000 • FAX 928.759.4020

BRADSHAW MOUNTAIN MIDDLE SCHOOL

CHAMBLESS, JOHNNY R
FAIRCHILD, CHRISTOPHER L
GRIFFEE, KIMBERLEY A
HOOVER, KIMBERLY
LINDBERG, DARLA D
MAC EACHERN, LINDSAY K
RADA, ARTURO
REYES, ANDRIA E
WILSON, NANCY

COYOTE SPRINGS ELEMENTARY SCHOOL

BAILEY, TERESA K
BALDWIN, ROBERTA
BARDON, CHRISTINA
CASPERSON, BRONTE J
HASH, TIINA M
KANE, LISA A
KEEGAN, POPPY I
LEE, JENNIFER N
MARTIN, DEBORAH A
MC GILL, MARICELA M
O NEIL, JULIE A
PORTER, TRISTA E
RIVENES, KAREN C
TAYLOR, SAMANTHA D
WILLIAMS, KERI L
WILLIAMSON, EUAL D

GLASSFORD HILL MIDDLE SCHOOL

BERDU, SANDRA A
CAREY, ANN M
ELLIOTT, SHANNON L
FREEMAN, CANDAS K
HARMON, CYNTHIA M
KELSEY, TODD C
KENNER, RICHARD E
LATTA, CRYSTAL L
LAWSON, JIMMY D
LINDSAY, PHYLLIS D
MADSEN, APRIL K
MARCH, VERONICA
MORRIS, JESSICA K
PADILLA, KATHERINE J
PEREZ, MIKE H
ROOT, ASHLEE R
SARTOR, MICHELLE D
SORIANO, MARY L
SPARKS, PATRICE

GRANVILLE ELEMENTARY SCHOOL

BRIGHT, DIANE C
FARLEE, VERONICA E
FOREMAN, MARK D
FULFER, JOHN R
HORMANN, SHELLIE R
IZYDORCZAK, KAREN A
KOLBE, DELBERT W JR
LOW, MARIA A
MC DONNELL, SUSAN C
NICHOLAS, WILLIAM P
PASALICH, LISA
PHILLIPS, JESSICA S
PLATISHA, BRIAN J
PLUMB, CYNTHIA K
RIVAS-TATE, MARILYN A
RODARTE, MONICA
RODTS, KATHLEEN M.
SANDUM, VONDAL J
TISDALE, JAYME L
WOODRUFF, HEIDI R

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HUMBOLDT ELEMENTARY SCHOOL

BUCIO, COLLEEN K
CHISHOLM, JULIE
ESTRUCH, MIKE J
JAQUES, LAURIE T
JOHNSON, CATHY E
JUAREZ, LENA M
KROB, TIMOTHY A
LAKE, DORIS A
MC CARTHY, PATRICIA L
MILLER, PENNY L
MORALES, CARLA
ONTJES, PAMALA A
PENA, MAGDELENA M
PENDERGAST, SHANNON K
RATZLAFF, GAYAN S
REYNOLDS, DEBRA K
SCHMIDT, JAKOB A
TANNER, JOYCE E
THOMPSON, TINA C
UNDERWOOD, DONALD G
WHEELER, DEBORAH L

LAKE VALLEY ELEMENTARY SCHOOL

BABCOCK, MELISSA M
DAVIS, SHAREE L
DITTBRENNER, CAROL
DOWDY, JAMI S
ECKLE, CHRISTINA L
FIEDLER, MARIE E
FILES, ROBERT A
FOSTER, KARI D
HERRIN, GEORGE A
HOOVER, RYAN G
LAJEUNESSE, JORDAN B
LYON, LEANNA
MONY, MARC H
PEREZ, MIKE H
PEREZ, REBECCA L
PETERS, PATRICIA L
RAPP, LAUREN M
REMPEL, TRESSA M
RUNYAN, DANIELLE N
STAMPER, KIMBERLEE K
VALDEZ, ANDREA C
WAGNER, BENN A
WHEELER, KIM H
WOOD, ADIEREN M
YOUSSEF-NAGEL, BAN

LIBERTY TRADITIONAL SCHOOL

ANDERSON, NANCY
BETLAN, KRISTY N
CHANEY, SHANNON L
CULVER, RACHEL
DACKO, PAUL R
DES JARLAIS, BOBBI JO
EPLEY, TIFFANY
ESPINOSA, JOHN S
GONZALEZ-ESPINOZA, SYLVIA
HARTSHORN, TAMI M
HAYWOOD, LISA M
HERMAN, TERESA
MILLARD, ALEXANDRIA
OVERHOLT, SUSAN
REARDON, MICHAEL O
STOOKS, AMY M
TORRES, SYLVIA
VALTIERRA, GLORIA E
VANDERPLOEG, SALLY L

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MOUNTAIN VIEW ELEMENTARY SCHOOL

ASBURY, THERESA A
BEAUDRY, SUSAN L
BETANCUR-DAVIS, MARIA A
CASTRO, MARIA O
CLARK-SMITH, SHELLY A
CONSTANTINE, STEPHANIE
DABNEY, ALYSSA D
DOLHYJ, BIRGIT A
DUNCANSON, DEBBI L
GRIFFIN, DEBORAH K
HOSKINS, JENNIFER L
JENNINGS, MARIANNE R
JENSEN, CHERYL N
JOHNS, SANDRA S
KINDE, JOYCE A
KING, JAIMIE
KLOTZBACH, NOVALENE
KNOX, CHRISTINE S
KRIETENSTEIN, LISA
LINDLEY, DEBORAH L
LOUGHMILLER, TOJONA A
MATHESON, JOAN A
MEDRANO, TERESA L
MORELLA, ROGER J
ORMOND, TIMOTHY G
PALACIOS, SANDRA G
PAUL, RADFORD L
PLUMB, CYNTHIA K
PRIMITERRE, KEVIN R
SEBRING, LAURIE J
SWENSON, KENDRA N
TAYLOR, JOHN E
VOILS, BREANNA M
WARD, SUSAN M
WHORTON, DONNA L
WOHLWEND, JAMI S
WOLFF, SONJA D

DISTRICT OFFICE

BENTZ, SHELLY A
BERARDI, ROBIN L
BYRD, KELLY
COOLEY, REBECCA L
DIAZ, MARY M
DRENNAN, MARGARET D
FAIRCHILD, KATHERINE T
GARCIA, ANTHONETTE
KNABE, CHRISTOPHER S
LEE, KELLY J
MARCUS, STACY L
MASON, SHARON L
MCFARLAND, NICOLE G
MCGEARY, JANET L
PLUMB, JACKIE M
SMITH, REBECCA A
WALKER, PATRICIA R
WALTER, MEMARIE E
WINDER, CHRISTOPHER M

FOOD SERVICE

AIKEN, PATRICIA M
ALLEN, YVONNE M
ARMON, HALEY
BAEIGHKLEY, JULEE M
BAILEY, LINDA J
BELL, SVETLANA V
BROXMEYER, MICHELLE
BURGES, PATRICIA M
CHATTERSON, CATHERINE M
CLEAVES, FAITH B
COSTANZI, STACY
DECKER, TERESA A
DONALDSON, RENITA V
DUNN, WILLIAM E
FARMER, JENNIFER A

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FOLEY, ALMA D
GIRARDIN, SHARON L
GOMEZ, ELBA Y
HARRINGTON, TERRI
HARRIS, DIANE S
HERNANDEZ, JEANNE M
HERRERA VALENZUELA, PERLA J
JOLLY, RENEE D
JONES, CONNIE M
KREIN, YVONNE M
LEE, DIANNE K
LIUZZO, PAMELA K
LONG, ELIZABETH A
MC CAULEY, KIMBERLY A
MORAN, OLGA M
MUNOZ, MARIA G
NOBRE, JESSICA L
ONSAGA, MARISSA
PATIWAEL, JOHN B
PENA, RONDALEE M
PETERSON, LUPE E
PETRO, BRENDA J
PIERCE, PAULA D
RENDON, NORA E
RENTERIA, ELISA C
ROBERTS, DIANE L
SCHMIDT, THERESE M
SMITH, LORIE L
TARR, ROBIN
TIMM, KATHERINE
TOM, ANITA L
VAUGHN, DENISE E
WACHS, ELAINE M
WALKER, MICKIE C
WHITING, HONESTY A
YARMOLIK GIBBS, IRYNA S
ZASTROW, JENNIFER R

MAINTENANCE

BERRY, TIMOTHY A
NELSON, RICHARD
PETERS, KEVIN D
RAMIREZ, MANUEL R
ROSARIO, RAMON H
SALAS, ROLANDO
WURTZ, JOHN G

SPECIAL SERVICES

ARNTZEN, JEANNETTE J
KING, CARRIE C

TRANSPORTATION

AINSWORTH, JAMES
ANDERSON, PAMELA J
BASSETT, LOIS A
BERGMAN, LISA E
BLEDSOE, WILLIAM T
BORK, EDWARD J
BOWERS, SANDRA J
BROWN, DAWN M
BURK, ELIZABETH S
BURK, KELLY S
CATES, AARON J
CLARK, RONALD J
CONSOLE, SUSAN B
CURTIS, OPAL I
DUNN-BENBROOKS, CAROL A
EHRLICH, MARIA ELENA
GARCIA, YADIRA M
GLASS, ROBERT A
GREENBLATT, LAURENA A
GREENBURG, MARTIN D
GRUMBO, DORI J
GUNN, SUSAN I

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HALE, VICKIE A
HENDERSON, OTIS L
HUGHES, RAYMOND J
IBARRA, GILBERT
JAMISON, SUSAN P
JENSEN, DANNY D
LAWRENCE, KRISTEN E
LEACH, SANDRA S
LINARES, KARLA M
LONGORIA-HOOVER, AUDREY
LOVELL, CARLA M
LOVELL, HEATHER N
MC KENNA, DANIEL
MONTELEONE, VINCENT M JR
MURPHY, KEN
MUYLLE, KAREN R
PAMER, FRED F
PLUMB, RAY S
POIRIER, TWYLLA J
QUARLES, ROBERT L
RAMIREZ, ARTHUR R
RAMIREZ, BRANDON
RAMIREZ, CELINA M
RICKMAN, CAROL A
RIGGS, HEATHER A
ROLSTON, SCOTT K
ROMERO, JOHN JR
RUBIEN, DEBRA K
RUBIEN, ROGER A
RUDDOCK, ANDREW
SCHICK, TERESA A
STALLARD, WAYNE
THOMPSON, FRANK E JR
THORN, BONNIE J
TIMMONS-CROFUTT, LORI A
VAN ORDEN, AMANDA L
VILLAIN, LAURIE A
WADSWORTH, ERIN E
WAGNER, CHARLES
WAGNER, DONNA
WEHRWEIN, ANDREW A
WHITE, SHELLEY L
WILLIS, JEAN L
WORONES, RICHARD W JR

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PERSONNEL
Item 12B.

HES Principal

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 12B
FROM:	Mr. Daniel Streeter, Superintendent	Reading
DATE:	May 9, 2017	Discuss **X**
SUBJECT:	Approval of the hiring of the Humboldt Elementary School Principal for the 2017-18 school year	Action **X**
		Consent
OBJECTIVE:	Board Governance	

SUPPORTING DATA

The Humboldt Elementary Principal Selection Committee was comprised of the following members of the Humboldt Unified School District and Humboldt Elementary School communities:

HUSD Superintendent: Daniel Streeter
HUSD Board Member: Suzie Roth
HES Classified Staff: Penny Miller, Administrative Secretary
HES Teacher: Jamy Myrmel
HES Instructional Specialist: Gwen Walton
HES Parent: Desirae Pitt
HES Parent: Zach Garfield
HUSD Principal: Joanne Bindell, Mountain View Elementary School
HUSD Administrator: Jim Bogner, Assistant Superintendent - Operations

The Selection Committee reviewed eleven (11) completed applications, selecting six candidates to proceed to the interview phase. After an intense and thorough interview process, the committee decided to identify an interim principal with the experience, knowledge and skills to assist HES in moving forward during the 2017-18 school year. The committee was unanimous in this decision as it would allow the District to build another pool of candidates within the appropriate time of year to attract additional qualified applicants.

Ms. Diana Green, former Granville Elementary Principal, was identified as an individual who had the experience, knowledge and skills to lead HES during this transition period. Ms. Green was interviewed by the committee and received their full support. Ms. Green has vast experience and success as an educator but specifically as a principal. She has enthusiastically embraced the opportunity to work with the HES staff to make the 2017-18 school year productive for students, staff and parents.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve the recommendation as presented.

Sample Motion

Move to approve the hiring of Diana Green as the 2017-2018 Interim Principal of Humboldt Elementary School on a one year contract.

Approved for transmittal to the Governing Board:

Mr. Daniel Streeter, Superintendent

Questions should be directed to: Superintendent Streeter (759-5007)

PERSONNEL
Item 12C.

Executive Director
of
Federal Programs

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 12C
FROM:	Mr. Dan Streeter, Superintendent	Reading
DATE:	May 9, 2017	Discuss
SUBJECT:	Approval of the hiring of the Executive Director for Federal Programs and School Improvement for the 2017-18 school year	Action X Consent

OBJECTIVE: Board Governance

SUPPORTING DATA

The committee to select the Executive Director for Federal Programs and School Improvement is expecting to present their recommendation for hire to the Governing Board at the May 9 meeting.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve the recommendation as presented.

Sample Motion

I move to approve the hiring of the _____ as the 2017-2018 Executive Director for Federal Programs and School Improvement on a one year contract.

Approved for transmittal to the Governing Board: _____

Mr. Daniel Streeter, Superintendent

Questions should be directed to: Mr. Daniel Streeter (759-5007)