



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

## GOVERNING BOARD MEETING

Tuesday, June 13, 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

## 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 **June 13, 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](http://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](mailto:mary.diaz@humboldtunified.com). Requests should be made as early as possible to arrange the accommodation.
- Members of the public wishing to address the Board are requested to complete a Public Participation Form provided at the entrance of the meeting area.
- Discussion by the Board is limited to items posted on the agenda.

### AGENDA

#### 6:30 REGULAR SESSION

1. **WELCOME AND CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
3. **ROLL CALL**
4. **AGENDA REVIEW/ACCEPT**
5. **CURRENT EVENTS**
  - A. Board
  - B. Superintendent
6. **CELEBRATING SUCCESSES**
  - A. Recognition of Governing Board Member Paul Leon (resigning June 15, 2017 – moving out of state) – Richard Adler, Governing Board President
7. **PUBLIC PARTICIPATION**

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

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

## 8. CONSENT ITEMS

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

Pages 2-6 **A.** Personnel Recommendations

Pages 7-11 **B.** Governing Board Meeting Minutes of May 9, 2017 (audio recordings are posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))

Pages 12-243 **C.** Financial/Business

1. Approval of Accounts Payable voucher(s) in the amount of \$1,265,587.25
2. Approval of Payroll voucher(s) in the amount of \$7,731,223.10

Pages 244-251 **D.** Monthly Budget Report

Pages 252-257 **E.** Monthly Student Activities Report

Pages 258-264 **F.** Request for approval to dispose of obsolete technology equipment

Pages 265-270 **G.** Request for approval of the 2017-18 Stipend Schedule

Pages 271-275 **H.** Request for approval of the 2017-18 Supplemental Wage Schedule

Pages 276-341 **I.** Request for approval to renew an Intergovernmental Agreement (IGA) with the Arizona Department of Economic Security/Rehabilitation Services Administration for our Youth Transition Program for the 2017-18 school year

Pages 342-357 **J.** Request for approval to renew an agreement with Educational Services, Inc., for retiree reemployment services for 2017-18

Pages 358-368 **K.** Request for approval to renew/ratify the AVID College Readiness System Services and Products Agreement for fiscal year 2017-18

Pages 369-370 **L.** Gifts and donations

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

Pages 371-379 **A.** Report from Performance Contracting regarding their complimentary preliminary energy audit of the District

Pages 380-385 **B.** Report from Assistant Superintendent Jim Bogner to include facilities walk-throughs and the District's Capital Plan

Pages 386-399 **C.** First Reading of Policy Advisories 584 – 587 as presented by Arizona School Boards Association (ASBA)

- PA 584 EEAG- Student Transportation in Private Vehicles  
EEAG-R
- PA 585 EEB – Business and Personnel Transportation Services
- PA 586 EFDA – Collection of Money/Food Tickets
- PA 587 JL – Student Wellness

## 10. ACTION

Pages 400-403 **A.** Discussion and possible action to approve a new 1.0 FTE position for a Career and Technical Education Specialist at Bradshaw Mountain High School

Pages 404-405 **B.** Discussion and possible action to increase the FTE for the AVID (Advancement Via Individual Determination) teaching position at Glassford Hill Middle School

- Pages 406-413 **C.** Discussion and possible action to approve a data sharing agreement with the Arizona Commission for Postsecondary Education for students participating in the high school's GEAR UP program
- Pages 414-415 **D.** 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 June 15, 2017

## **11. PERSONNEL**

- Pages 416-417 **A.** Discussion and possible action to approve the hiring of a new Executive Director of Special Services for the 2017-18 fiscal year
- Pages 418-419 **B.** Discussion and possible action to approve the hiring of a new Executive Director of Federal Programs for the 2017-18 fiscal year
- Pages 420-421 **\*C.** The Board may vote to move into executive session pursuant to A.R.S § 38-341.03 (A)(1) (Personnel) for discussion regarding the resignation of certified employee, Joeli Tickner

## **12. ANNOUNCEMENTS**

### **A. Next Scheduled Board Meetings are:**

June 27, 2017	6:30 p.m.	Special Meeting	@ Transportation Training Facility
July 11, 2017	6:30 p.m.	Regular Meeting	@ Transportation Training Facility
August 8, 2017	6:30 p.m.	Regular Meeting	@ Mountain View Elementary

## **13. ADJOURNMENT**

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*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](http://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 6

A. Recognition of Governing Board Member Paul Leon



# CONSENT

## Item 8A.

### Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on June 13, 2017

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

Certified Staff

1. Mark Ernster – Assistant Principal @ BMHS (6-9-17)
2. Blair Hillig – Instructional Specialist @ BMHS-W (5-26-17 for 17-18)
3. Kevin Knaack – Assistant Principal @ LTS (6-16-17)
4. Casey Managhan – Teacher Grade 1 @ MVES (5-26-17)
5. Dani Nguyen – Teacher Music @ BMMS (5-26-17)
6. Julie Okon – Teacher Psychology AP (5-26-17)
7. Jolie Tickner – Instructional Specialist @ GHMS (5-30-17)
8. Brent Welsh – Teacher Gifted @ CSES (5-26-17)
9. Elizabeth Williams – Teacher Kindergarten @ GES (6-1-17)

Classified Staff

1. Ronald Clark – Bus Driver Regular (5-25-17)
2. Birgit Dolhyj – 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (5-25-17)
3. William Dunn – F&N Driver/Preventative Maintenance Technician (6-30-17)( ESI for 17-18)
4. Sylvia Gonzalez-Espinosa – Custodian @ LTS (5-15-17)
5. Sandra Johns – 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (5-15-17)
6. Cathy Johnson – Nurse @ HES (5-26-17)
7. Lauren Martinez – 6 Hr/Day Aide Preschool @ (5-22-17)
8. Jessica Morris – 6.5 Hr/Day Aide Moderate Severe/Profound @ GHMS (5-12-17)
9. Michael Picard – Custodian @ BMHS-W (5-19-17)

Substitute+ Staff

1. None

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

Certified Staff

1. Cynthia Boutin – Speech Language Pathologist Assistant (new position for 17-18)
2. Christopher Boles – Teacher Resource @ GES (replaces Ginger Bentley for 17-18)
3. Stacy Brush – Assistant Principal @ LTS (replaces Kevin Knaack for 17-18)
4. Claudia Chavira – Teacher AVID @ GHMS (replaces Michelle Gullickson for 17-18)
5. Gary Cook – Teacher On line Facilitator @ BMHS-W (new position for 17-18)
6. Sondra Davis – Teacher Art @ GHMS (replaces Katherine Davis for 17-18)
7. Donte Edmundson – Teacher Language Arts @ GHMS (replaces Callie Pastor for 17-18)
8. Stephanie Griffin – Teacher Music @ GES (replaces Cambria Quinn for 17-18)
9. Rachel Hay – Teacher Grade 2 @ CSES (replaces Jennifer Miller for 17-18)
10. Alyssa Horton – Teacher Grade 1 @ LVES (replaces Monique Apalategui for 17-18)
11. Katelyn Johnson – Teacher Language Arts @ GHMS (replaces Jessica Marks for 17-18)
12. Amy Lincoln-Mousseau – Teacher Grade 3 @ LVES (replaces Jacquelyn Hamrick for 17-18)
13. Tony Miller – Assistant Principal @ BMHS-W (replaces Mark Ernster for 17-18)
14. Angela Moore – Teacher ELD @ LTS (replaces Donald Gagnon for 17-18)
15. Kimberly Pepen – Teacher Grade 1 @ LTS (replaces Cheryl Scharrer for 17-18)
16. Anna Powers – Speech Language Pathologist Assistant (new position for 17-18)
17. Katherine Rogge – Teacher Grade 4 @ CSES (replaces Catherine Morton-Armijo for 17-18)
18. Katrina Taylor – Teacher Grade 3 @ GES (replaces Bethany Corona for 17-18)
19. Katherine Wyly – Teacher Resource @ HES (replaces Karen Willis for 17-18)
20. Jona Lourenco – Teacher Preschool @ BFPS (replaces Carol McFadden for 17-18)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on June 13, 2017

Classified Staff

1. Novice Cole – 3.5 Hr/Day Aide After School Program (replaces Alexis Harwell)
2. Emily Conway – 6.75 Hr/Day Aide Moderate Severe/Profound @ MVES (replaces Mark Jordan for 17-18)
3. Melody Dalton – 2 Hr/Day Aide After School Program (vacant)
4. Anthony Libby – Custodian @ BMMS (replaces Michael Picard)
5. Shauna Manning – Nurse @ HES (replaces Cathy Johnson for 17-18)
6. Yaremi Meyer – 2 Hr/Day Aide After School Program (vacant)
7. Desirae Pitt – 7 Hr/Day Clerk Receiving @ HES (replaces Deborah Wheeler for 17-18))
8. Irene Pritchett – 6 Hr/Day Aide Preschool @ BFPS (replaces Dora Welker for 17-18)
9. Pamela Robinette – Nurse @ GES (replaces Shellie Hormann for 17-18)
10. Tracy Scheffert – 6.5 Hr/Day Aide Title I @ CSES (replaces Teresa Baily)
11. Suzette Wharton – 3.7 Hr/Day Aide After School Program (Alexis Harwell)
12. John Wilson – 3 Hr/Day Aide Playground @ MVES (replaces Tojona Loughmiller for 17-18)

Substitute + Staff

1. Madelyn Brown - Nurse
2. Robertson Beauchamp – Teacher
3. Shellie Hormann - Nurse
4. Cathy Johnson – Nurse
5. Carol McFadden - Teacher
6. Jennifer Repp - Teacher
7. Robertson Scantamburlo-Hall – Teacher

**C. SUPPLEMENTAL CONTRACTS**

Overloads

1. None

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

(M&O-\$4018.75; Tax Credit-\$612.50; General Tax Credit- \$00.00; SPED-\$6000.00; Other-\$23500.00)

1. Christine Burnett – Lead Psychologist (for 17-18)
2. Christine Burnett – .5 Psychologist Intern Supervision (for 17-18)
3. Marissa Busk – Gifted Coach @ LVES
4. Christine Harris - .5 Psychologist Intern Supervision (for 17-18)
5. Patrick Keeling – Network Administrator (for 17-18)
6. Jennifer Medina – District ELD Coordinator (for 17-18)
7. Pamela Percival – .5 Student Council Advisor Elementary @ LTS
8. Elizabeth Rushton – Reading Counts Middle School @ LTS
9. Therese Schmidt – Coach Track Elementary @ LTS
10. Rebecca Smith – ACA Insurance Liaison (for 17-18)
11. Jeff Torp – Lead Speech (for 17-18)
12. Nancy Wilson – Lead Nurse (for 17-18)

Other Stipends

(M&O-\$00.00; Tax Credit-\$3087.50; F&N-\$0.00; Special Education-\$0.00; Other-\$0.00)

2. Kellie Benware – Yearbook Advisor Elementary @ LVES
3. Tiffany Church – National Honor Society @ BMHS-W
4. Gena Hatfield – Germany Exchange Program @ BMHS
5. Danielle Larson Link Crew @ BMHS



## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### PERSONNEL DEPARTMENT

## Personnel Consent Agenda for Board Meeting on June 13, 2017

6. Valtie McKnight – Yearbook Advisor Elementary @ LVES
7. Therese Schmidt – Coach Cheer @ LTS

### D. IN-DISTRICT TRANSFERS

#### Certified

1. Jaclyn Beilfuss – from Teacher Grade 3 @ LTS to Teacher Grade 5 @ LTS (replaces Jessica Desjadon for 17-18)
2. Anastasia Brantley – from Teacher Grade 5 @ CSES to Teacher Resource @ CSES (replaces Brittony Ard for 17-18)
3. Katherine Davis – from Teacher Art @ GHMS to Teacher Grade 2 @ LTS (replaces Cassie Mulcahy for 17-18)
4. Jessica Desjadon – from Teacher Grade 5 @ LTS to Teacher Grade 3 @ LTS (replaces Jaclyn Beilfuss for 17-18)
5. Blair Hillig – from .4 Teacher Math @ BMHS-W to 1.0 Teacher Math @ BMHS-W (replaces Kristie Leffler)
6. Brittany Kominska- from Teacher Grade 5 @ CSES to Teacher Gifted @ CSES (replaces Brent Welsh for 17-18)
7. Jessica Marks - from Teacher Language Arts @ GHMS to Teacher English @ BMHS-W (replaces Kristen O'Shaughnessy)
8. Kendra Swenson – from 5.5 Hr/Day Aide Resource @ MVES to Teacher Grade 5 @ MVES (replaces Amanda Wallace)
9. Amanda Wallace – from Teacher Grade 5 @ MVES to Teacher Grade 1 @ MVES (replaces Casey Managhan for 17-18)

#### Classified

1. Maria Betancur Davis – from 7 Hr/Day Aide Moderate Severe/Profound @ MVES to 7 Hr/Day Aide Moderate Severe/Profound @ CSES (position and employee transfer for 17-18)
2. Christine Knox – from 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES to 6.5 Hr/Day Aide Moderate Severe/Profound @ CSES (position and employee transfer for 17-18)
3. Phyllis Lindsay – from 7 Hr/Day Aide Moderate Severe/Profound @ GHMS to 6.5 Hr/Day Aide Moderate Severe/Profound @ GHMS (replaces Jessica Morris for 17-18)
4. Tojona Loughmiller – from 3 Hr/Day Aide Playground @ MVES to 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (replaces Maria Liuzzo for 17-18)
5. Julie Martin from 3.9 Hr/Day Aide Preschool @ BFPS to 6 Hr/Day Aide Preschool @ BFPS (for 17-18 vacant)
6. Kathleen Montierth – from 7 Hr/Day Aide Speech Therapy to 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (replaces Birgit Dolhyj)
7. Heather Riggs – from Secretary Administrative Transportation to Secretary Administrative Special Services (replaces Jeanette Arntzen for 17-18)
8. Michelle Sartor- from 7 Hr/Day Aide Resource @ GHMS to Receptionist Campus @ GHMS (replaces Shannon Elliot for 17-18)
9. Samantha Taylor – from 7 Hr/Day Aide Moderate Severe/Profound @ CSES to 6.5 Hr/Day Aide Title I @ CSES (replaces Julie O'Neil)
10. Deborah Wheeler – from 7 Hr/Day Aide Moderate Severe/Profound @ MVES to 7 Hr/Day Aide Moderate Severe/Profound @ CSES (position and employee transfer for 17-18)
11. Heidi Woodruff – from 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES to 6.5 Hr/Day Aide Moderate Severe/Profound @ CSES (position and employee transfer for 17-18)

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

#### Certified

1. Teacher AVID from .625 FTE to 1.0 FTE @ GHMS (for 17-18)
2. Teacher Title I from .5 FTE to 0 FTE @ LTS (for 17-18)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

*PERSONNEL DEPARTMENT*

Personnel Consent Agenda for Board Meeting on June 13, 2017

Classified

1. Aide Title I from 3.25 Hrs/Day to 6 Hrs/Day @ LTS (for 17-18)
2. Tusanne Cordes from 8 Hrs/Day Bus Aide Special Education to 6 Hrs/Day Bus Aide Special Education (for 17-18)



# CONSENT Item 8B.

## Minutes

May 9, 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) – 05-09-2017**

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **May 9, 2017**, at the **HUSD Transportation Training Facility** located at **6411 N. Robert Road, Building 500, Prescott Valley, Arizona**.

To get to the audio minutes on our website, please go to [www.humboldtunified.com](http://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**

**Note: This meeting is recorded in two segments, Part 1 and Part 2 (as indicated).**

**Markers**

**Part 1**

- |       |   |
|-------|---|
| 00:03 | 1. <b>WELCOME AND CALL TO ORDER</b>   |
| 00:12 | 2. <b>PLEDGE OF ALLEGIANCE/FLAG CEREMONY</b>  |
| 00:38 | 3. <b>SWEARING IN OF GOVERNING BOARD MEMBER RYAN GRAY – Tim Carter – Yavapai County School Superintendent</b>   |
| 02:25 | 4. <b>ROLL CALL</b>   |
| 02:42 | 5. <b>AGENDA REVIEW/ACCEPT</b><br><b>Personnel Item 12.C. – removed from agenda and to be addressed at a future meeting</b>   |
| 03:23 | 6. <b>CURRENT EVENTS</b><br>A. Board<br>B. Superintendent   |
| 07:20 | 7. <b>CELEBRATING SUCCESSES</b><br>A. Recognition of 2017 HUSD Retirees - James Bogner, Assistant Superintendent of Operations, and Richard Adler, Governing Board President  |
| 16:00 | B. Recognition of the 2016 Yavapai County Education Foundation Teacher of the Year finalists and category winners from HUSD – Superintendent Streeter   |
| 20:38 | C. HUSD VIPs – Bright Futures Preschool – Dr. Kay Turner, Coordinator<br>1. Certified – Carol McFadden<br>2. Classified – Christine “Tris” Floyd<br>3. Volunteer – Marilyn Levell   |
| 24:26 | 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)  |
| 27:21 | 8. <b>PUBLIC PARTICIPATION</b><br>Participation is reserved for members of the public who have submitted a completed Public Participation Form. Total length of time shall not exceed 30 minutes. Individual times shall not exceed 5 minutes (Policy BEDH). When addressing the Board, speakers are to state their name and subject into the microphone so that their statements may be properly recorded. |



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

**NONE**

**9. CONSENT ITEMS**

27:50

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 April 11, 2017 (audio recordings are posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))**

**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

**D. Monthly Budget Report**

**E. Monthly Student Activities Report**

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

**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)**

**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**

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

**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**

**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**

**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**

**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**

**N. Gifts and donations**

**PASSED UNANIMOUSLY – ALL (Note: Ryan Gray abstained on Item 9.H.)**

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

29:40

**Part 2**

00:01

**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**

- 06:55      **B.** Discussion of the Long Look Drive widening project (Long Look Drive/Glassford Hill Road)
- 20:00      **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
- 37:05      **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**
- 49:38      **A.** Discussion and possible action to approve the revised expenditure budget for fiscal year 2016-17  
**PASSED UNANIMOUSLY**
- 53:40      **B.** Discussion and possible action to approve the 2017-18 Classification List for classified employees  
**PASSED UNANIMOUSLY**
- 55:33      **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  
**PASSED UNANIMOUSLY**
- 01:00:58      **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  
**PASSED UNANIMOUSLY**
- 01:07:30      **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
- PASSED UNANIMOUSLY**
- 12. PERSONNEL**
- 01:09:42      **A.** Discussion and possible action to issue 2017-18 work notices to current 2016-17 classified Employees  
**PASSED UNANIMOUSLY**
- 01:11:10      **B.** Discussion and possible action to approve the hiring of a new principal for Humboldt Elementary School for the 2017-18 fiscal year  
**PASSED UNANIMOUSLY**
- \_\_\_\_\_ **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

01:14:00 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

### 01:15:00 14. ADJOURNMENT

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# CONSENT

## Item 8D.

### Monthly Budget Report



## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8D
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Monthly Budgets - Board Report	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs	

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### SUPPORTING DATA:

Attached is the monthly Expenditure Budget Balance Report.

This report summarizes District expenditures and current encumbrances per fund.

\*The District is required to expend Maintenance and Operation dollars for grant funded positions/expenditures prior to final approval from Arizona Department of Education (ADE).

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

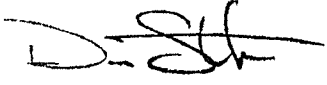
In addition, there are funds that rely on deposit collections, e.g. tuition accounts. These expenses will be charged against the appropriate account when funds are available.

*The Maintenance & Operation balance currently reflects \$64,855 that will be charged back when approval/tuition is received, placing the percentage of remaining budget balance to-date at approximately 9%.*

### SUMMARY & RECOMMENDATION:

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

Approved for transmittal to the Governing Board: \_\_\_\_\_

  
Mr. Daniel Streeter, Superintendent

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

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description					Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Budget
Fund: 001	MAINT & OPER FUNDS									
	Fund 001 Total:	\$32,938,498.39	\$28,122,614.19	\$28,122,614.19	\$4,815,884.20	\$1,864,691.61	\$2,951,192.59	8.96%		
Fund: 011	CLASSROOM-BASE SAL									
	Fund 011 Total:	\$674,072.00	\$595,388.91	\$595,388.91	\$78,683.09	\$0.00	\$78,683.09	11.67%		
Fund: 012	CLASSROOM-PERF PAY									
	Fund 012 Total:	\$1,309,834.00	\$977,901.54	\$977,901.54	\$331,932.46	\$0.00	\$331,932.46	25.34%		
Fund: 013	CLASSROOM-OTHER									
	Fund 013 Total:	\$1,364,179.00	\$523,416.50	\$523,416.50	\$840,762.50	\$10,059.03	\$830,703.47	60.89%		
Fund: 021	INDIAN GAMING-INSTRUCTION IMPROV									
	Fund 021 Total:	\$55,000.00	\$44,893.29	\$44,893.29	\$10,106.71	\$0.00	\$10,106.71	18.38%		
Fund: 024	INDIAN GAMING - INSTRUCTIONAL IMPROV									
	Fund 024 Total:	\$564,882.56	\$501,203.96	\$501,203.96	\$63,678.60	\$826.91	\$62,851.69	11.13%		
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	\$408,430.12	\$408,430.12	\$25,434.82	\$24.40	\$25,410.42	5.86%		
Fund: 110	TITLE 1 LEA									
	Fund 110 Total:	\$1,308,506.82	\$1,134,518.10	\$1,134,518.10	\$173,988.72	\$17,983.34	\$156,005.38	11.92%		
Fund: 112	TITLE 1-D NEGLECT/DELINQUENT(14/15)									
	Fund 112 Total:	\$232,730.90	\$95,829.16	\$95,829.16	\$136,901.74	\$23,501.14	\$113,400.60	48.73%		
Fund: 140	TITLE II-IMPROV TEACHER QUAL(14/15)									
	Fund 140 Total:	\$226,131.97	\$112,964.32	\$112,964.32	\$113,167.65	\$10,243.76	\$102,923.89	45.51%		
Fund: 141	TITLE II-IMPROV TEACHER QUAL(15/16)									

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	8/30/2017	
						Budget Balance	% Remaining Bud
<b>Fund 141 Total:</b>	\$30,024.79	\$0.00	\$0.00	\$30,024.79	\$0.00	\$30,024.79	100.00%
Fund: 190 TITLE III LEP PROGRAM							
<b>Fund 190 Total:</b>	\$63,221.12	\$42,852.15	\$42,852.15	\$20,368.97	\$6,075.22	\$14,293.75	22.61%
Fund: 220 IDEA - BASIC - ENT							
<b>Fund 220 Total:</b>	\$1,100,092.31	\$923,967.83	\$923,967.83	\$176,124.48	\$12,421.52	\$163,702.96	14.88%
Fund: 221 IDEA - PRESCHOOL GRANT							
<b>Fund 221 Total:</b>	\$27,973.18	\$21,710.97	\$21,710.97	\$6,262.21	\$0.00	\$6,262.21	22.39%
Fund: 260 CTE BASIC GRANT- (15/16)							
<b>Fund 260 Total:</b>	\$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)							
<b>Fund 261 Total:</b>	\$110,283.76	\$72,935.48	\$72,935.48	\$37,348.28	\$21,647.67	\$15,700.61	14.24%
Fund: 290 MEDICAID OUTREACH							
<b>Fund 290 Total:</b>	\$104,646.95	\$51,376.96	\$51,376.96	\$53,269.99	\$2,177.94	\$51,092.05	48.82%
Fund: 291 MEDICAID DIRECT							
<b>Fund 291 Total:</b>	\$1,685,163.61	\$342,565.39	\$342,565.39	\$1,342,598.22	\$8,450.20	\$1,334,148.02	79.17%
Fund: 302 GEAR UP							
<b>Fund 302 Total:</b>	\$265,100.00	\$209,587.02	\$209,587.02	\$56,512.98	\$28,941.88	\$27,571.10	10.36%
Fund: 303 GEAR UP MIDDLE GRADE INITIATIVE (09/04/14)							
<b>Fund 303 Total:</b>	\$95,800.00	\$84,603.54	\$84,603.54	\$11,196.46	\$4,112.41	\$7,084.05	7.39%
Fund: 318 YOUTH COUNT							
<b>Fund 318 Total:</b>	\$2,442.00	\$0.00	\$0.00	\$2,442.00	\$0.00	\$2,442.00	100.00%
Fund: 325 ARRA EDUCATION JOBS FUND							
<b>Fund 325 Total:</b>	\$3.00	\$0.00	\$0.00	\$3.00	\$0.00	\$3.00	

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2016	To Date: 8/30/2017		
		Budget	Range To Date	YTD	Balance	Encumbrance
						Budget Balance
						% Remaining Bud
Fund: 349	NAT'L FOREST FEES					100.00%
	Fund 349 Total:	\$1,352,812.19	\$380,457.46	\$380,457.46	\$972,354.73	\$938,131.12
Fund: 353	TAYLOR GRAZING - FY 12-13					69.35%
	Fund 353 Total:	\$43,000.00	\$0.00	\$0.00	\$43,000.00	\$43,000.00
Fund: 374	E-RATE					100.00%
	Fund 374 Total:	\$228,755.00	\$0.00	\$0.00	\$228,755.00	\$228,755.00
Fund: 395	FED STIM - ARRA - SFB - ENERGY EFFICIENC					100.00%
	Fund 395 Total:	\$66.00	\$0.00	\$0.00	\$66.00	\$66.00
Fund: 400	CTE PRIORITY PROGRAM					100.00%
	Fund 400 Total:	\$45,213.47	\$23,961.37	\$23,961.37	\$21,252.10	\$10,844.81
Fund: 435	ACADEMIC CONTESTS					23.02%
	Fund 435 Total:	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00
Fund: 445	DROP OUT PREVENTION					100.00%
	Fund 445 Total:	\$3.00	\$0.00	\$0.00	\$3.00	\$3.00
Fund: 485	WRP					100.00%
	Fund 485 Total:	\$145,100.36	\$134,160.33	\$134,160.33	\$10,940.03	(\$2,562.31)
Fund: 486	ABSTINENCE ED					-1.77%
	Fund 486 Total:	\$7.00	\$0.00	\$0.00	\$7.00	\$7.00
Fund: 490	COMP LIT GRANT					100.00%
	Fund 490 Total:	\$1,061.00	\$0.00	\$0.00	\$1,061.00	\$1,061.00
Fund: 495	K-12 Center Grant					100.00%
	Fund 495 Total:	\$70,000.00	\$69,354.97	\$69,354.97	\$645.03	\$645.03
						0.92%

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description

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

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
<b>Fund: 500 SCH PLANT- &gt; 1 YR</b>						
<b>Fund 500 Total:</b>	\$191,330.79	\$29,847.94	\$29,847.94	\$161,482.85	\$24,933.00	\$136,549.85 71.37%
<b>Fund: 510 FOOD SERVICE</b>						
<b>Fund 510 Total:</b>	\$3,199,999.74	\$2,216,516.65	\$2,216,516.65	\$983,483.09	\$118,730.66	\$864,752.43 27.02%
<b>Fund: 515 CIVIC CENTER</b>						
<b>Fund 515 Total:</b>	\$234,067.65	\$100,841.37	\$100,841.37	\$133,226.28	\$23,034.63	\$110,191.65 47.08%
<b>Fund: 517 BUS RENTAL</b>						
<b>Fund 517 Total:</b>	\$160,000.00	\$64.77	\$64.77	\$159,935.23	\$1,200.00	\$158,735.23 99.21%
<b>Fund: 520 COMMUNITY SCHOOL</b>						
<b>Fund 520 Total:</b>	\$3,100.00	\$0.00	\$0.00	\$3,100.00	\$0.00	\$3,100.00 100.00%
<b>Fund: 521 EXTENDED KINDERGARTEN</b>						
<b>Fund 521 Total:</b>	\$301,239.00	\$0.00	\$0.00	\$301,239.00	\$0.00	\$301,239.00 100.00%
<b>Fund: 522 BEFORE/AFTER SCHOOL PROGRAM</b>						
<b>Fund 522 Total:</b>	\$65,275.77	\$161.00	\$161.00	\$65,114.77	\$0.00	\$65,114.77 99.75%
<b>Fund: 523 BRIGHT FUTURES PRESCHOOL</b>						
<b>Fund 523 Total:</b>	\$63,232.30	\$38,309.61	\$38,309.61	\$24,922.69	\$0.00	\$24,922.69 39.41%
<b>Fund: 525 AUX OPERATIONS</b>						
<b>Fund 525 Total:</b>	\$652,230.92	\$309,494.51	\$309,494.51	\$342,736.41	\$32,582.25	\$310,154.16 47.55%
<b>Fund: 526 ACT FEES TAX CRED</b>						
<b>Fund 526 Total:</b>	\$644,937.14	\$202,666.40	\$202,666.40	\$442,270.74	\$17,195.84	\$425,074.90 65.91%
<b>Fund: 527 SUMMER SCHOOL</b>						
<b>Fund 527 Total:</b>	\$1,099.00	\$0.00	\$0.00	\$1,099.00	\$0.00	\$1,099.00 100.00%
<b>Fund: 530 GIFTS &amp; DONATIONS</b>						



# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description		<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2016		To Date: 8/30/2017	
		Budget	Range To Date	YTD	Balance	Budget Balance Encumbrance % Remaining Bud
Fund: 534	SCHOLARSHIPS					
	<b>Fund 530 Total:</b>	\$115,320.52	\$54,433.83	\$54,433.83	\$60,886.69	\$59,359.31 51.47%
Fund: 540	FINGERPRINT					
	<b>Fund 534 Total:</b>	\$5,388.16	\$0.00	\$0.00	\$5,388.16	\$5,388.16 100.00%
Fund: 550	INSURANCE PROCEEDS					
	<b>Fund 540 Total:</b>	\$7,000.00	\$1,803.40	\$1,803.40	\$5,196.60	\$2,001.00 28.59%
Fund: 551	INSURANCE - AEI					
	<b>Fund 550 Total:</b>	\$254,000.00	\$37,207.60	\$37,207.60	\$216,792.40	\$213,309.06 83.98%
Fund: 555	TEXTBOOKS					
	<b>Fund 551 Total:</b>	\$47,000.00	\$7,023.23	\$7,023.23	\$39,976.77	\$38,878.88 82.72%
Fund: 565	LITIGATION RECOVERY					
	<b>Fund 555 Total:</b>	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$21,000.00 100.00%
Fund: 570	INDIRECT COSTS					
	<b>Fund 565 Total:</b>	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00 100.00%
Fund: 575	UNEMPLOYMENT INSURANCE					
	<b>Fund 570 Total:</b>	\$1,760,948.85	\$150,144.73	\$150,144.73	\$1,610,804.12	\$1,578,505.57 89.64%
Fund: 590	GRANT/GIFT TEACHER					
	<b>Fund 575 Total:</b>	\$131,000.00	\$7,778.06	\$7,778.06	\$123,221.94	\$116,000.00 88.55%
Fund: 595	SCHOOL BUS ADVERTISEMENT					
	<b>Fund 590 Total:</b>	\$22,000.00	\$0.00	\$0.00	\$22,000.00	\$22,000.00 100.00%
Fund: 596	JTED - MTN. INSTITUTE					
	<b>Fund 595 Total:</b>	\$5,700.00	\$0.00	\$0.00	\$5,700.00	\$5,700.00 100.00%
	<b>Fund 596 Total:</b>	\$339,207.00	\$38,176.98	\$38,176.98	\$301,030.02	\$29,588.04 \$271,441.98

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2016-2017

Account Number / Description

Expenditure Budget Balance Report									
Fiscal Year: 2016-2017									
Account Number / Description									
<input checked="" type="checkbox"/> Summary Only									
From Date: 7/1/2016									
To Date: 8/30/2017									
Budget Balance									
% Remaining Bud									
Encumbrance									
Balance									
YTD									
Range To Date									
Budget									
80.02%									
Fund:	610	CAPITAL OUTLAY							
		Fund 610 Total:	\$7,570,921.00	\$1,443,921.31	\$1,443,921.31	\$6,126,999.69	\$956,077.72	\$5,170,921.97	68.30%
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	\$27,061.00	\$1,457,617.85	94.79%
Fund:	650	GIFTS & DONATIONS							
		Fund 650 Total:	\$114,280.21	\$25,921.89	\$25,921.89	\$88,358.32	\$31,046.13	\$57,312.19	50.15%
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:	691	BUILDING RENEWAL GRANT - SFB							
		Fund 691 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$130,746.00	(\$130,746.00)	0.00%
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:	\$132,365.23	\$80,337.17	\$80,337.17	\$52,028.06	\$1,329.41	\$50,698.65	38.30%
Fund:	855	EMPLOYEE INSURANCE							
		Fund 855 Total:	\$6,054,570.71	\$4,723,223.62	\$4,723,223.62	\$1,331,347.09	\$3,005.20	\$1,328,341.89	21.94%
		Grand Total:	\$68,185,688.14	\$44,419,952.61	\$44,419,952.61	\$23,765,735.53	\$3,515,082.37	\$20,250,653.16	29.70%

End of Report

# CONSENT

## Item 8E.

### Student Activities Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8E
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent X

---

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

---

### SUPPORTING DATA:

Attached is the monthly Student Activities Report.

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

### SUMMARY & RECOMMENDATION:

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

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

To Date: 9/30/2017

From Date: 7/1/2016

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$7,626.27	\$0.00	\$0.00	\$7,626.27	\$0.00	\$7,626.27	100.00%
850.100.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$779.47	\$779.47	(\$779.47)	\$0.00	(\$779.47)	0.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$1,369.95	\$1,369.95	(\$1,369.95)	\$98.04	(\$1,467.99)	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	\$7,626.27	\$2,249.13	\$2,249.13	\$5,377.14	\$98.04	\$5,279.10	69.22%
	UNIT: LVES - 110	\$7,626.27	\$2,249.13	\$2,249.13	\$5,377.14	\$98.04	\$5,279.10	69.22%
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	\$1,538.45	\$1,538.45	(\$1,538.45)	\$198.50	(\$1,736.95)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$4,253.54	\$1,538.45	\$1,538.45	\$2,715.09	\$198.50	\$2,516.59	59.16%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$2,512.86	\$0.00	\$0.00	\$2,512.86	\$0.00	\$2,512.86	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	\$2,512.86	\$815.82	\$815.82	\$1,697.04	\$69.18	\$1,627.86	64.78%
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	\$7,142.69	\$2,354.27	\$2,354.27	\$4,788.42	\$267.68	\$4,520.74	63.29%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$12,304.45	\$0.00	\$0.00	\$12,304.45	\$0.00	\$12,304.45	100.00%
850.100.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$229.98	(\$229.98)	0.00%
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	\$2,281.93	\$2,281.93	(\$2,281.93)	\$0.00	(\$2,281.93)	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	\$3,350.00	\$3,350.00	(\$3,350.00)	\$0.00	(\$3,350.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$12,304.45	\$9,983.08	\$9,983.08	\$2,321.37	\$229.98	\$2,091.39	17.00%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$1,170.26	\$0.00	\$0.00	\$1,170.26	\$0.00	\$1,170.26	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	\$1,170.26	\$385.00	\$385.00	\$785.26	\$0.00	\$785.26	67.10%
	UNIT: GHMS - 125	\$13,474.71	\$10,368.08	\$10,368.08	\$3,106.63	\$229.98	\$2,876.65	21.35%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$3,118.69	\$0.00	\$0.00	\$3,118.69	\$0.00	\$3,118.69	100.00%
850.610.3100.6340.131.1319	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$100.35	(\$100.35)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,118.69	\$0.00	\$0.00	\$3,118.69	\$100.35	\$3,018.34	96.78%
	UNIT: HES - 131	\$3,118.69	\$0.00	\$0.00	\$3,118.69	\$100.35	\$3,018.34	96.78%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$3,790.43	\$0.00	\$0.00	\$3,790.43	\$0.00	\$3,790.43	100.00%
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	\$3,790.43	\$201.36	\$201.36	\$3,589.07	\$200.00	\$3,389.07	89.41%
	UNIT: MVES - 132	\$3,790.43	\$201.36	\$201.36	\$3,589.07	\$200.00	\$3,389.07	89.41%
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%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

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

☐ Include pre encumbrance  
☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

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

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
UNIT: CSES - 133								
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	\$632.00	\$632.00	(\$632.00)	\$0.00	(\$632.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,569.44	\$632.00	\$632.00	\$937.44	\$0.00	\$937.44	59.73%
UNIT: LTS - 134								
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$1,569.44	\$632.00	\$632.00	\$937.44	\$0.00	\$937.44	59.73%
	COURSE: STUDENT COUNCIL - 1319	\$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								
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$17,712.41	\$0.00	\$0.00	\$17,712.41	\$0.00	\$17,712.41	100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$4,052.94	\$4,052.94	(\$4,052.94)	\$0.00	(\$4,052.94)	0.00%
850.610.1000.6810.230.1316	DUES AND FEES	\$0.00	\$2,478.00	\$2,478.00	(\$2,478.00)	\$0.00	(\$2,478.00)	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	\$17,712.41	\$11,690.94	\$11,690.94	\$6,021.47	\$0.00	\$6,021.47	34.00%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135								
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	\$2,719.17	\$2,719.17	(\$2,719.17)	\$433.36	(\$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%
850.610.2610.6199.230.1319	Classified - OVERTIME	\$0.00	\$50.76	\$50.76	(\$50.76)	\$0.00	(\$50.76)	0.00%
850.610.2610.6221.230.1319	SOC SEC - OASDI	\$0.00	\$3.07	\$3.07	(\$3.07)	\$0.00	(\$3.07)	0.00%
850.610.2610.6222.230.1319	MEDICARE-HOSP INS	\$0.00	\$0.72	\$0.72	(\$0.72)	\$0.00	(\$0.72)	0.00%
850.610.2610.6231.230.1319	STATE RETIREMENT	\$0.00	\$5.76	\$5.76	(\$5.76)	\$0.00	(\$5.76)	0.00%
850.610.2610.6232.230.1319	LNG-TRM DISABILITY	\$0.00	\$0.07	\$0.07	(\$0.07)	\$0.00	(\$0.07)	0.00%
850.610.2610.6260.230.1319	WORKERS' COMP	\$0.00	\$1.84	\$1.84	(\$1.84)	\$0.00	(\$1.84)	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	\$15,743.06	\$15,743.06	\$9,232.79	\$433.36	\$8,799.43	35.23%
UNIT: UPWARD BOUND WARRIORS - 1320								
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%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 1361								
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$27,794.07	\$0.00	\$0.00	\$27,794.07	\$0.00	\$27,794.07	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	\$4,282.30	\$4,282.30	(\$4,282.30)	\$0.00	(\$4,282.30)	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	\$27,794.07	\$22,762.14	\$22,762.14	\$5,031.93	\$0.00	\$5,031.93	18.10%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2016

To Date: 9/30/2017

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1362	GENERIC EXPENSE	\$3,163.36	\$0.00	\$0.00	\$3,163.36	\$0.00	\$3,163.36	100.00%
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	\$3,163.36	\$1,135.00	\$1,135.00	\$2,028.36	\$0.00	\$2,028.36	64.12%
850.100.1000.6000.230.1363	GENERIC EXPENSE	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
	COURSE: ART - 1363	\$351.86	\$0.00	\$0.00	\$351.86	\$0.00	\$351.86	100.00%
850.100.1000.6000.230.1364	GENERIC EXPENSE	\$4,112.44	\$0.00	\$0.00	\$4,112.44	\$0.00	\$4,112.44	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$3,832.46	\$3,832.46	(\$3,832.46)	\$0.00	(\$3,832.46)	0.00%
	COURSE: AVID - 1364	\$4,112.44	\$3,832.46	\$3,832.46	\$279.98	\$0.00	\$279.98	6.81%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$2,686.02	\$0.00	\$0.00	\$2,686.02	\$0.00	\$2,686.02	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	\$2,686.02	\$1,545.11	\$1,545.11	\$1,140.91	\$0.00	\$1,140.91	42.48%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$3,529.38	\$0.00	\$0.00	\$3,529.38	\$0.00	\$3,529.38	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	\$1,248.47	\$1,248.47	(\$1,248.47)	\$0.00	(\$1,248.47)	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	\$3,529.38	\$2,888.28	\$2,888.28	\$641.10	\$0.00	\$641.10	18.16%
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	\$340.21	\$340.21	(\$340.21)	\$0.00	(\$340.21)	0.00%
	COURSE: S CLUB (SOROPTIMIST) - 1377	\$495.94	\$340.21	\$340.21	\$155.73	\$0.00	\$155.73	31.40%
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	\$127.11	\$127.11	(\$127.11)	\$0.00	(\$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	\$982.11	\$982.11	\$391.27	\$0.00	\$391.27	28.49%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$6,688.11	\$0.00	\$0.00	\$6,688.11	\$0.00	\$6,688.11	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$3,423.31	\$3,423.31	(\$3,423.31)	\$0.00	(\$3,423.31)	0.00%
	COURSE: P.A.L.S. - 1403	\$6,688.11	\$3,423.31	\$3,423.31	\$3,264.80	\$0.00	\$3,264.80	48.81%
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%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

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

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1469	COURSE: GIRLS BASKETBALL - 1432	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
	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	\$93,594.06	\$64,464.61	\$64,464.61	\$29,129.45	\$433.36	\$28,696.09	30.66%
<b>Grand Total:</b>		\$132,183.31	\$80,337.17	\$80,337.17	\$51,846.14	\$1,329.41	\$50,516.73	38.22%

End of Report



# CONSENT

## Item 8F.

### Equipment Disposal

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8F
FROM:	Cynthia Windham, Finance Director Patrick Keeling, Technology Director	Reading	
DATE:	June 13, 2017	Discuss	
SUBJECT:	Authorization for Disposal	Action	
		Consent	X
<hr/>			
OBJECTIVE:	Board Governance		

### BACKGROUND INFORMATION:

Administration seeks Governing Board approval to dispose of obsolete equipment that is no longer needed by the District.

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

The District will utilize the recycling company R3Ewaste for the disposal of the attached listing of items and there will be no out-of-pocket costs for the disposal of these items.

### SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the Request for Authorization for Disposal, as presented.

### Sample Motion:

*I move to approve the disposal of obsolete equipment as presented.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Cynthia Windham, Finance Director (759-4000) or Patrick Keeling, Technology Director (759-5020)*

## Disposal List

Make	Model	Serial #	Red Tag	Other Tag	Notes	Disposal Date
Starboard	FX-82WG	FX82WL-01520	206475			1/11/2017
Starboard	F-75	F753-00539	208800			1/11/2017
Starboard	FX-82WG	FX82WL-01519				1/11/2017
Dell	Optiplex 745	2CX11D1	205949		Broken.	1/23/2017
Dell	Optiplex 745	298CHD1	204635		Broken.	1/25/2017
Dell	E178FPv	CN-0TP222-73731-78S-HA1C			Broken monitor.	1/31/2017
NEC	DTP-1-2(WH)	BG01881555			Broken telephone.	1/31/2017
Dell	E173FPf	CN-0D5428-72872-56L-3M6S			Broken monitor.	1/31/2017
Dell	E173FPc	CN-0F5035-64180-55V-040C			Broken monitor.	2/6/2017
Dell	P190Sf	CN-09TVVF-72872-1C8-K4UI			Monitor with cracked screen.	2/14/2017
	Projector Bulbs				QTY: 4	2/14/2017
	Hard Disc Drives				QTY: 15	2/14/2017
Dell	Latitude D830	9W19TF1	204957	SSO 7297	Laptop no longer supported	2/16/2017
Dell	Latitude D830	JV19TF1	204944	SSO 7312	Laptop no longer supported	2/16/2017
Dell	Latitude D830	7V19TF1	204955	SSO 4142	Laptop no longer supported	2/16/2017
Dell	Latitude D830	6V19TF1			Laptop no longer supported	2/24/2017
Dell	Latitude D830	1V19TF1			Laptop no longer supported	2/24/2017
Dell	Latitude D830	CV19TF1			Laptop no longer supported	2/24/2017
Dell	Latitude D830	9V19TF1			Laptop no longer supported	2/24/2017
Dell	Latitude D830	DW19TF1			Laptop no longer supported	2/24/2017
Dell	Latitude D830	HW19TF1			Laptop no longer supported	2/24/2017
Dell	Latitude D830	HV19TF1			Laptop no longer supported	2/24/2017
Dell	Latitude D830	5W19TF1			Laptop no longer supported	2/24/2017
Dell	E173FPf	CN-0D5428-72872-56L-3V4S			Broken monitor.	2/24/2017
Dell	E178WFPc	CN-0G340H-64180-86D-25VL-A00			Broken monitor.	2/24/2017

Dell	E173FPC	CN-OF5035-64180-55V-040C				Broken monitor.	2/24/2017
Dell	1707FPT	CN-0CC280-71618-66M-B057				Broken monitor.	2/24/2017
Dell	1708FPT	CN-0K0789-71618-75K-CH99				Broken monitor.	2/24/2017
Dell	E173FPF	CN-0D5428-72872-56L-3M6S				Broken monitor.	2/24/2017
Acer	NAV50	LULALB138024511571601				Broken netbook.	2/24/2017
Dell	Latitude D810	DG6G3B1				Laptop no longer supported	2/24/2017
Dell	E173FPF	CN-0D5428-72872-56L-3U0S				Broken monitor.	3/21/2017
HHP Mealtime	Scanner	Y-11-01366	204727			Broken	3/21/2017
Dell	E-8012-04	CN-OU4931-46633-53M-3RWL				Broken	3/23/2017
Dell	E-8012-04	CN-OU4931-46633-584-A99M				Broken	3/23/2017
Vicon	Server	175815	205600			Obsolete	4/3/2017
Syn-Apps	Server	C51200524D00406	204383			Obsolete	4/3/2017
Cisco	MCS 7800 Server	M01NLJHC49				Obsolete	4/3/2017
Cisco	MCS 7800 Server	M00DLJHF48				Obsolete	4/3/2017
Cisco	MCS 7800 Server	M023LJHC49				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041263				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041872				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041827				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041993				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041198				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041265				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041266				Obsolete	4/3/2017
N Computing	X350	X350K93A1 10040748				Obsolete	4/3/2017
N Computing	X350	X350K96A1 10081403				Obsolete	4/3/2017
N Computing	X350	X350K97A1 10114861				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10043986				Obsolete	4/3/2017
N Computing	X350	X350K11B1 10222412				Obsolete	4/3/2017
N Computing	X350	X350K11B1 10222605				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041853				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041996				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041866				Obsolete	4/3/2017
N Computing	X350	X350K93A1 10040081				Obsolete	4/3/2017
N Computing	X350	X350K97A1 10115607				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041250				Obsolete	4/3/2017
N Computing	X350	X350K03B1 10166069				Obsolete	4/3/2017
N Computing	X350	X350K03B1 10167539				Obsolete	4/3/2017

N Computing	X350	X350K94A1 10041789				Obsolete	4/3/2017
N Computing	X350	X350K98A1 10130344				Obsolete	4/3/2017
N Computing	X350	X350K96A1 10086702				Obsolete	4/3/2017
N Computing	X350	X350K98A1 10129727				Obsolete	4/3/2017
N Computing	X350	X350K98A1 10128918				Obsolete	4/3/2017
N Computing	X350	X350K96A1 10083529				Obsolete	4/3/2017
N Computing	X350	X350K96A1 10083528				Obsolete	4/3/2017
N Computing	X350	X350K96A1 10083509				Obsolete	4/3/2017
N Computing	X350	X350K98A1 10129720				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10041865				Obsolete	4/3/2017
N Computing	X350	X350K94A1 10042365				Obsolete. QTY: 95	4/3/2017
N Computing	XD2 Access Device						
Dell	BQR-1708FP8	CN-0FP816-74261-84R-1P8S				Monitor power button broke	4/8/2017
Hp	Laserjet 1320	CNFC54FOTP				Doesn't work	4/13/2017
Hp	Laserjet 1320	CNFC54FOSF				Doesn't work	4/13/2017
Dell	Dell Latitude 2120	CW202S1	206125			Doesn't work	4/21/2017
Dell	Dell Latitude 2120	BW202S1	206122			Doesn't work	4/21/2017
Dell	Dell Latitude 2120	1W202S1	206129			Doesn't work	4/21/2017
Dell	Dell Latitude 2120	GW202S1	206133			Doesn't work	4/21/2017
Dell	Dell Latitude 2120	1HT34S1	206069			Doesn't work	4/21/2017
Dell	Dell Latitude 2120	BV202S1	206130			Doesn't work	4/21/2017
Dell	Rev A02	CN-0D5428-72872-56L-3V25				Broken monitor.	4/24/2017
Dell	80-130	CN-0ICT73-74261-27A-IN7U				Broken monitor.	5/4/2017
Sanyo TV	AVM-2506	B6290307007280	101793			Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007169				Doesn't work.	5/11/2017
RCA TV	27R411T	D514C70U7				Doesn't work.	5/11/2017
JVC TV	AV-27530	11928989				Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007190	101654			Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290303003975				Doesn't work.	5/11/2017
Panasonic TV	PVQ-M2508	F8AA10995				Doesn't work.	5/11/2017
Toshiba VCR						Doesn't work.	5/11/2017
Hitachi TV	CT1396VM	S4D035083				Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007162	101666			Doesn't work.	5/11/2017
JVC TV/VCR	TV-13142W	12620323				Doesn't work.	5/11/2017
Epson	Stylus Pro 7600	D8U0025367				No longer supported.	5/11/2017
Samsung TV	TXC3135	3CDD800188	101040			Doesn't work.	5/11/2017
Samsung TV	TXC3135	3CDD800157	101039			Doesn't work.	5/11/2017
Sanyo TV	D525430	V4240584204562	101669			Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007198	101646			Doesn't work.	5/11/2017
RCA TV	27R411T	D514C70N8				Doesn't work.	5/11/2017
Sanyo TV	CDS27590	V9290346110871				Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007203	101650			Doesn't work.	5/11/2017

Sanyo TV	AVM-2506	B6290307007226			101633	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007160			101795	Doesn't work.	5/11/2017
RCA TV	27R411T	D514C7153				Doesn't work.	5/11/2017
JVC TV	AV-27530	11929004				Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290907007001			101631	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007305				Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007193			101639	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007282			101674	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007174			101636	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007006			101634	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007221				Doesn't work.	5/11/2017
Sanyo TV	DS27590	V9320446328908				Doesn't work.	5/11/2017
Sanyo TV	DS27630	V7171112613			102156	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007204				Doesn't work.	5/11/2017
Sanyo TV	DS27630	V7160711122625			102158	Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007165			101667	Doesn't work.	5/11/2017
Sanyo TV	DS27630	V716071122686			102155	Doesn't work.	5/11/2017
JVC TV	AV-27530	11928674				Doesn't work.	5/11/2017
Sanyo TV	DS25430	V4240584205139			100701	Doesn't work.	5/11/2017
RCA TV	27R411T	D514C7142				Doesn't work.	5/11/2017
Sanyo TV	AVM-2506	B6290307007151			101668	Doesn't work.	5/11/2017
Emerson	VHS					Doesn't work.	5/11/2017
Phillips	VHS					Doesn't work.	5/11/2017
Panasonic	VHS					Doesn't work.	5/11/2017
Samsung	DVD Player					Doesn't work.	5/11/2017
Panasonic	VHS					Doesn't work.	5/11/2017
GE	VHS					Doesn't work.	5/11/2017
Emerson	VHS					Doesn't work.	5/11/2017
Panasonic	VHS					Doesn't work.	5/11/2017
Emerson	VHS					Doesn't work.	5/11/2017
Emerson	VHS					Doesn't work.	5/11/2017
Emerson	VHS					Doesn't work.	5/11/2017
Magnavox	DVD Player					Doesn't work.	5/11/2017
Sony	VHS					Doesn't work.	5/11/2017
Toshiba	DVD Player					Doesn't work.	5/11/2017
Pioneer	DVD Player					Doesn't work.	5/11/2017
Panasonic	DVD/CD					Doesn't work.	5/11/2017
Toshiba	VHS/DVD					Doesn't work.	5/11/2017
Panasonic	VHS/DVD					Doesn't work.	5/11/2017
Sony	5 Disk Changer/DVD					Doesn't work.	5/11/2017
Toshiba	VHS/DVD					Doesn't work.	5/11/2017
Zenith	VHS/DVD					Doesn't work.	5/11/2017
JVC	VHS/DVD					Doesn't work.	5/11/2017

Sylvania	VHS/DVD					Doesn't work.	5/11/2017
Toshiba	VHS/DVD					Doesn't work.	5/11/2017
Sanyo	VHS/DVD					Doesn't work.	5/11/2017
Toshiba	VHS/DVD					Doesn't work.	5/11/2017
Toshiba	VHS/DVD					Doesn't work.	5/11/2017
Pioneer	CD Player					Doesn't work.	5/11/2017
Pioneer	CD Player					Doesn't work.	5/11/2017
Denon	CD Player					Doesn't work.	5/11/2017
Marantz	5 Disk Changer					Doesn't work.	5/11/2017
Texas Instruments	View Screen					x5 - No longer supported.	5/11/2017
Moster Cable	ConnectAll 700					Doesn't work.	5/11/2017
3M	Overhead Projector					Doesn't work.	5/11/2017
Misc Speakers						x11 - Don't work.	5/11/2017
Sony	VHS/DVD					Doesn't work.	5/11/2017
Dukane	Film Projector					Doesn't work.	5/11/2017
Cassette Players						X10 - Don't work.	5/11/2017
VHF Receivers						x2 - Don't work.	5/11/2017
UHF Receivers						x3 - Don't work.	5/11/2017
Cassette/AM/FM Players						x5 - Don't work.	5/11/2017
GPX	DVD Player						5/11/2017
Ken-A-Vision	Document Camera					Doesn't work.	5/11/2017
SoundForce	Speaker					Doesn't work.	5/11/2017
RF Modulator						Doesn't work.	5/11/2017
Follett	PHD+ Dolphin				Y0503880	Doesn't work.	5/11/2017
Texas Instruments	TI 83+ Silver Edition					Doesn't work.	5/11/2017
Texas Instruments	TI 83					Doesn't work.	5/11/2017
Toshiba	VHS/DVD					Doesn't work.	5/11/2017
Omnivision	VHS/DVD					Doesn't work.	5/11/2017
Omnivision	VHS/DVD					Doesn't work.	5/11/2017
HP Deskjet	960C					Doesn't work.	5/11/2017
Digital Video Recorder						Doesn't work.	5/11/2017
MaxTech 10Base-T	Ethernet Hub					No longer supported.	5/11/2017
PC Micro Presenter						Doesn't work.	5/11/2017
Kodak	DC320					Doesn't work.	5/11/2017
Panasonic	Color CCTV Camera					Doesn't work.	5/11/2017
Planar	Monitor				M0036HE2040444	Doesn't work.	5/11/2017
HP Deskjet Pro	Printer					Doesn't work.	5/11/2017
Caliphone	Presentation Pro					x4 - Don't work.	5/11/2017
Hatch	PC				200099	Doesn't work.	5/11/2017
Apple	StyleWriter 1200				AZDM2003	Doesn't work.	5/11/2017





# CONSENT

## Item 8G.

2017-18  
Stipend Schedule

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board  
FROM: Jim Bogner, Assistant Superintendent-Operations  
DATE: June 13, 2017  
SUBJECT: Approval of the 2017-18 Stipend Schedule

Item # **86**  
Reading  
Discuss  
Action  
Consent X

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

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### **SUPPORTING DATA**

There are no changes from last year's Stipend Schedule.

### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve the 2017-18 Stipend Schedule.

### **Sample Motion**

*I move to approve the attached 2017-18 Stipend Schedule as presented.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

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

## 2017-2018 STIPEND SCHEDULE

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

Category 5 = 2.5%									
POSITION TYPE	Number of Positions		*Funding Source	CATEGORY	YEARS		YEARS		YEARS
FOOTBALL (Fall Season)					0-3	4-6	x1.3	x1.6	7+
	Football - Head Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 3,822.00	\$ 4,704.00	\$ 4,704.00
	Football - Assistant Coach	5	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
August-October →	Football - Assistant Coach - Additional	2	Tax Credit	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Football - Flag Football - Elementary	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00	\$ 980.00
	Weight Room Coach - HS (3 seasons)	1 per season	Tax Credit	4	\$1,225.00	\$ 1,592.50	\$ 1,592.50	\$ 1,960.00	\$ 1,960.00
BASKETBALL	Basketball Boys - Head Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 3,822.00	\$ 4,704.00	\$ 4,704.00
	Basketball Boys - Assistant Coach	1	Tax Credit	1	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Basketball Girls - Head Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 3,822.00	\$ 4,704.00	\$ 4,704.00
	Basketball Girls - Assistant Coach	1	TaxCredit	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Basketball Boys - JV Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Basketball Girls - JV Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Basketball Boys - Freshman	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Basketball Girls - Freshman	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Basketball Boys - 8th Grade	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,592.50	\$ 1,960.00	\$ 1,960.00
	Basketball Girls - 8th Grade	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,592.50	\$ 1,960.00	\$ 1,960.00
	Basketball - Assistant Coach - MS	Per Trigger #	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00	\$ 980.00
	October-December →	Basketball Boys - Elementary	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00
October-December →	Basketball Girls - Elementary (Co-ed, if needed)	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00	\$ 980.00
WRESTLING (Winter Season)	Wrestling - Head Coach	1	M/O	2	\$ 2,450.00	\$ 3,185.00	\$ 3,185.00	\$ 3,920.00	\$ 3,920.00
	Wrestling - JV Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Wrestling - Assistant Coach - HS	Per Trigger #	Tax Credit	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Wrestling - Combined Middle School Coach	1	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,592.50	\$ 1,960.00	\$ 1,960.00
	Wrestling - Assistant Coach - MS	Per Trigger #	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00	\$ 980.00
	Wrestling - Combined Elementary Coach	1	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00	\$ 980.00
VOLLEYBALL (Fall Season)	Volleyball - Head Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 3,822.00	\$ 4,704.00	\$ 4,704.00
	Volleyball - JV Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Volleyball - Freshman Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Volleyball - Middle School	1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,592.50	\$ 1,960.00	\$ 1,960.00
	Volleyball - Assistant Coach MS	Per Trigger #	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00	\$ 980.00
	Volleyball - Elementary	1 per building	Tax Credit	5	\$ 612.50	\$ 796.25	\$ 796.25	\$ 980.00	\$ 980.00
BASEBALL (Spring Season)	Baseball - Head Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 3,822.00	\$ 4,704.00	\$ 4,704.00
	Baseball - Assistant Coach	1	Tax Credit	1	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Baseball - JV Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Baseball - Freshman Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
SOFTBALL (Spring Season)	Softball - Head Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 3,822.00	\$ 4,704.00	\$ 4,704.00
	Softball - Assistant Coach	1	Tax Credit	1	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Softball - JV Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00
	Softball - Freshman Coach	1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00

TRACK (Spring Season)	Track - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Track - Assistant Coach - HS	2	M/O			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Track - Assistant Coach - HS	Per Trigger #	Tax Credit			\$ -	\$ -	\$ -
	Track Boys - MS	1 per building	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Track Girls - MS	1 per building	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Track - Assistant Coach - MS	Per Trigger #	Tax Credit			\$ 612.50	\$ 796.25	\$ 980.00
March-May →	Track - Coach - Elementary	1 per building	Tax Credit			\$ 612.50	\$ 796.25	\$ 980.00
	Track - Assistant Coach - Elementary	Per Trigger #	Tax Credit			\$ 612.50	\$ 796.25	\$ 980.00
SOCCER (Winter Season)	Soccer Boys - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Soccer Girls - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Soccer - Assistant Coach - HS	Per Trigger #	Tax Credit (Sport)			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer Boys - JV Coach	1	M/O			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer Girls - JV Coach	1	M/O			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer - Combined Boys Girls- MS	1	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Soccer - Combined Girls Coach - MS	1	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Soccer - Assistant Coach - MS	Per Trigger #	Tax Credit			\$ 612.50	\$ 796.25	\$ 980.00
CROSS COUNTRY (Fall Season)	Cross Country - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Cross Country - Assistant Coach - HS	Per Trigger #	Tax Credit			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Cross Country - Combined Boys and Girls Coach - MS					\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
TENNIS (Spring Season)	Tennis Boys - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis Girls - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis - Assistant Coach	Per Trigger #	Tax Credit (Sport)			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
SWIMMING (Fall Season)	Swim - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Swim - Assistant Coach	Per Trigger #	Tax Credit			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
GOLF (Fall Season)	Golf - Head Coach	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Golf - Assistant Coach	Per Trigger #	Tax Credit			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
CHEER (Fall Season/Winter Season)	(2 seasons)							
	Cheer Coach - Head	1	M/O			\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Cheer Coach - Assistant	Per Trigger #	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
MUSIC (School Year)	Band Director - Middle School	1 per building	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	*MS Band stipend requires minimum of six (6) after school and/or evening events per year.							
	Choir Director - Middle School	1 per building	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	*MS Choir stipend requires minimum of six (6) after school and/or evening events per year.							
	Choir Director - High School	1	M/O			\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	Marching Band Director - High School	1	M/O			\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	Marching Band Assistant - High School (45+ students)	Per Trigger #	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Marching Band Assistant - High School (90+ students)	Per Trigger #	Tax Credit			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Music Director - Elementary	1 per building	M/O			\$ 612.50	\$ 796.25	\$ 980.00
	*Elementary Choir stipend requires minimum of three (3) after school and/or evening events per year.							
STUDENT COUNCIL (School Year)	Student Council Advisor - High School	1	M/O			\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Student Council Advisor - Middle School	1 per building	M/O			\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Student Council Advisor - Elementary	1 per building	M/O			\$ 612.50	\$ 796.25	\$ 980.00



PROFESSIONAL DEVELOPMENT/ CURRICULUM DEVELOPMENT	Title One - Summer School Teacher		Title 1	\$	100.00	Day
	Teacher - Participant Full Day - (6-8hrs)		Misc Grfs	\$	100.00	Day
	Teacher - Participant Half Day - (3-4hrs)			\$	50.00	Day
	HUSD Presenters Full Day - (6-8hrs) Individual Teacher		Misc Grfs	\$	200.00	Day
	HUSD Presenters Half Day - (3-4hrs) Individual Teacher		Misc Grfs	\$	100.00	Day
	HUSD Presenters Full Day - (6-8hrs) Team Presenters (each)		Misc Grfs	\$	150.00	Day
	HUSD Presenters Half Day - (3-4hrs) Team Presenters (each)		Misc Grfs	\$	75.00	Day
OVERLOADS	Class Overload: High School	1/5 of Salary	M/O			
	Class Overload: Middle School	1/5 of Salary	M/O			
	Class Overload: Elementary School	1/7 of Salary	M/O			
	Class Overload:(Other)	1/x of Salary	M/O			
GUIDELINES						
	*Funding sources may vary					
	Continuous years of in-house experience in a "position type" will count for horizontal movement.					
	Head high school coaches new to the District may be granted up to five (5) years credit for coaching experience in the same sport at previous schools.					
	High school assistant coaches, JV Coaches, and Freshman Coaches new to the District may be granted up to three (3) years credit for coaching experience in the same sport at previous schools.					
	Assistant coaches not listed will be paid as follows: 1) High school assistants for Category 1 head coaches will be paid two (2) steps lower than the high school head coach. 2) High school assistants for Category 2 head coaches and middle level assistants will be paid one (1)					

# CONSENT

## Item 8H.

2017-18  
Supplemental Wage Schedule

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8H
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Approval of 2017-18 Supplemental Wage Schedule	Action
		Consent X

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA**

The attached *HUSD Supplemental Wage Schedule* provides a listing of a variety of extra duty wages which are not included on any Board approved Salary or Stipend Schedule.

Changes to the schedule for 2017-18 include:

- Increase in Student Worker – Food and Student Worker SPED Transition from \$4.50 to \$10.00 to align with the new Arizona minimum wage.

### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve the *2017-18 Supplemental Wage Schedule* as presented.

### **Sample Motion**

*I move to approve the attached 2017-18 Supplemental Wage Schedule as presented.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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



2017-2018 HUDS SUPPLEMENTAL WAGE SCHEDULE (Board Approved )

Position	Rate	Per	Certified	Notes
After School Detention	\$15.00	Hour	Certified	
After School Detention	Hrly Rate	Hour	Classified	
Catering - Civic	1.5 @ Hrly Rate	Hour	Classified	
Class Coverage - Elementary	\$10.00	Period	Certified	Based on \$15.00 per hour
Class Coverage - High School	\$13.75	Period	Certified	Based on \$15.00 per hour
Class Coverage - LTS (K-8)	\$17.50	Period	Certified	Based on \$15.00 per hour
Class Coverage - Middle	\$12.50	Period	Certified	Based on \$15.00 per hour
Class Coverage - Other	\$15.00	Hour	Certified	Based on \$15.00 per hour
CTE Grant Supplemental Activities	\$25.00		Class/Cert	Teacher/Nurse Paid w/CTE funds
Custodian - Civic	\$25.00	Hour	Position	Based on \$15.00 per hour
Parental Involvement	\$25.00	Hour	Certified	Incl. Nurse Paid w/Title 1 Funds
Parental Involvement	\$15.00	Hour	Classified	Paid w/Title I Funds
Saturday School	\$15.00	Hour	Certified	
Saturday School	Hrly Rate	Hour	Classified	
Special Projects	Hourly Rate	Hour	Classified	
Student Worker - Food	\$10.00	Hour		Paid w/ F&N Funds
Student Worker - SPED Transition	\$10.00	Hour		Paid w/ SPED Funds
Summer School - ESY (Instructor/Coordinator/Prep)	\$25.00	Hour	Certified	
Summer School - ESY (OT/PT/Speech)	Hrly Rate	Hour	Classified	
Summer School - ESY Aide	\$15.00	Hour	Classified	
Summer School - Title I Aide/Title I Admin Asst	\$12.50	Hour	Classified	
Summer School - Instructors	\$25.00	Hour	Certified	
Training - AZELLA Certification	\$25.00	Hour	Certified	
Training - CPI	Hourly Rate	Hour	Classified	
Translation / Interpreting - Certified	\$15.00	Hour	Certified	if performed off-contract hours
Translation / Interpreting - Classified	Hourly Rate	Hour	Classified	
Tutoring	\$25.00	Hour	Certified	Includes Homebound Service
Tutoring	\$15.00	Hour	Classified	
Tutoring - AVID	\$10.00	Hour	Class/Cert	

Varsity Football*						
	Ticket Seller / Taker		\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Announcer		\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Scoreboard		\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Chain Crew		\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Security		\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Team Liaison		\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
JV/Freshman Football*						
	Ticket Seller / Taker		\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Announcer		\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Scoreboard		\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Chain Crew		\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Security		\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Volleyball (Varsity, JV, and Freshman Games)*						
	Ticket Seller / Taker		\$40.00	Event	Certified	
						Or \$20, \$15, \$15/game. (\$30 Flat Fee for Middle School)
	Announcer / Scoreboard		\$50.00	Event	Certified	Paid w/General Athletics Auxiliary Funds
	Libero Tracker		\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
	Security		\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
Basketball (Varsity, JV, and Freshman Games)*						
	Ticket Seller / Taker		\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Announcer		\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
	Scoreboard		\$50.00	Event	Certified	Or \$20, \$15, \$15/game. (\$30 Flat Fee for Middle School) Paid w/General Athletics Auxiliary Funds
	Security		\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
	Team Liaison		\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds

Soccer (JV, Varsity games)	Ticket Seller / Taker	\$40.00	Event	Certified	Or \$20/game. Paid w/General Athletics Auxiliary Funds
	Scoreboard	\$40.00	Event	Certified	Or \$20/game. Paid w/General Athletics Auxiliary Funds
	Security	\$40.00	Event	Certified	Or \$20/game. Paid w/General Athletics Auxiliary Funds
Wrestling (Varsity, JV, and Freshman Matches)					
	Ticket Seller / Taker	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Scoreboard	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Security	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Track					
	Announcer	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Timer	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Event Judge	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Baseball/Softball*					
	Announcer	\$25.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Ticket Seller / Taker	\$25.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Security	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Cross Country/Golf					
	Security	\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds



# CONSENT

## Item 8I.

IGA Renewal  
ADE / YTP

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	81
FROM:	Stephanie Rowe, Special Services Director	Reading	
DATE:	June 13, 2017	Discuss	
SUBJECT:	Five year agreement with <i>Arizona Department of Economic Security/Rehabilitation Services Administration</i> (ADES/RSA) Transition from School to Work (TSW) contract	Action	
		Consent	X

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### SUPPORTING DATA:

HUSD is in its 19<sup>th</sup> year of collaboration with RSA for our Youth Transition Program (YTP) program to implement regulation (34CFR 36 1.28) for the purpose of facilitating seamless transition of students with disabilities from high school to the world of work in order to maximize their employability and integration into the workforce and community. This agreement provides one teacher and two paraprofessionals at Bradshaw Mountain high School plus all equipment and travel needed for the staff and students.

The agreement has been reviewed and approved by the District's legal counsel.

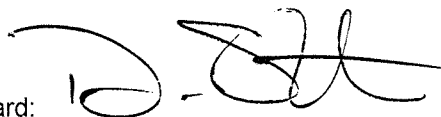
### SUMMARY & RECOMMENDATION:

It is recommendation of administration that the Governing Board approve the five-year agreement with Arizona Department of Economic Security/Rehabilitation Services Administration for our Transition from School to Work program.

### Sample Motion:

*I move to approve the five-year agreement with Arizona Department of Economic Security/Rehabilitation Services Administration for our Transition from School to Work program.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

*For questions contact Stephanie Rowe, Director Special Services, 759-4040*



## INTERGOVERNMENTAL AGREEMENT (IGA)

Agreement between the Arizona Department of Economic Security ("ADES") and the County of Yavapai Humboldt Unified School District ("Contractor").

WHEREAS ADES is duly authorized to execute and administer contracts under A.R.S. § 41-1954 and,

The Contractor is duly authorized to execute and administer contracts under A.R.S. § 15-342 and,

ADES and the Contractor are authorized by A.R.S. § 11-952 et seq. to enter into agreements for joint or cooperative action to contract for the services specified in this Agreement.

The term of this Agreement shall begin on July 1, 2017 and shall end on June 30, 2022, unless otherwise amended.

THEREFORE, ADES and Contractor (the "Parties") agree to abide by all the terms and conditions set forth in this Agreement.

BY SIGNING THIS FORM ON BEHALF OF A PARTY, THE SIGNATORY CERTIFIES POSSESSING THE AUTHORITY TO BIND THE PARTY TO THIS AGREEMENT.

FOR AND ON BEHALF OF THE ARIZONA  
DEPARTMENT OF ECONOMIC SECURITY:

FOR AND ON BEHALF OF County of Yavapai  
Humboldt Unified School District

Procurement Officer Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

ADES Contract Number

Contract Number

IN ACCORDANCE WITH A.R.S. § 11-952, THIS AGREEMENT IS IN APPROPRIATE FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO EACH RESPECTIVE PUBLIC BODY.

ARIZONA ATTORNEY GENERAL'S OFFICE

By: \_\_\_\_\_  
Assistant Attorney General

By: Jeff Parnell for C. Benson Hoffman  
Public Agency Legal Counsel

Date: \_\_\_\_\_

Date: 5/22/17

**1.0 ADES AND RSA VISION AND MISSION STATEMENTS**

1.1 ADES Vision: Opportunity, assistance and care for Arizonans in need.

1.2 ADES Mission: The Arizona Department of Economic Security makes Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need, and care for the vulnerable.

1.3 Rehabilitation Services Administration (RSA) Mission: RSA works with persons with disabilities to achieve their goals for employment and independence.

1.4 RSA Vision

1.4.1 Working with Clients: RSA will deliver high quality services that result in employment and independence consistent with the self-direction and informed choice of the person.

1.4.2 Working with Staff: RSA staff will be competent, accountable professionals with a commitment to excellence in customer service. Our staff will be highly valued in an inclusive environment characterized by respect, open-communication, flexibility and trust.

1.4.3 Working with the Community: RSA will be a leader and engaged partner in the community; developing and sustaining collaborations that result in increased employment and independence for persons with disabilities.

**2.0 PURPOSE OF AGREEMENT**

2.1 This Agreement is a third party cooperative arrangement as defined by 34 CFR § 361.28 for the purpose of facilitating seamless transition of students with disabilities ("Student[s]") from high school to the world of work in order to maximize their employability and integration into the workforce and community.

2.2 This Intergovernmental Agreement (IGA) is between ADES and County of Yavapai Humboldt Unified School District, for and on behalf of those high schools and public charter schools within the school district which will provide Transition from School to Work (TSW) services under this Agreement ("participating high schools").

2.3 ADES/RSA is the administration within the Department of Economic Security that provides Vocational Rehabilitation (VR) services to individuals with disabilities in preparing for and engaging in gainful employment. In accordance with Rehabilitation Act of 1973, as amended, and its implementing regulations set forth in 34 CFR § 361, ADES/RSA is a recipient of a Title I grant from the Federal Rehabilitation Services Administration to carry out the provisions of the Vocational Rehabilitation program. The Act, specifically 34 CFR § 361.22, requires ADES/RSA to coordinate with education officials responsible for the public education of students with disabilities to provide technical assistance and consultation for Individualized Education Plan (IEP) transition planning, and identification of and outreach to students with disabilities who are in need of transition services.

2.4 This Agreement will be administered in accordance with requirements set forth by 34 CFR § 361.28, and 34 CFR Part 80, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

2.5 ADES/RSA acknowledges and agrees that the student information provided by the Contractor is protected under the Family Educational Rights and Privacy Act ("FERPA") and ADES/RSA will not further disclose this information to any other party without the prior written consent of the student's parent or the student if he/she is an eligible student, as required by FERPA, 20 U.S. C. 1232g(b)(4)(B), 34 C.F.R. 99.33. In addition, ADES/RSA, its employees and agents will use the information only for the purposes set forth in this IGA and will destroy the information when it is no longer needed for said purposes. 34 C.F.R. 99.35(b).

**3.0 DEFINITIONS**

3.1 See Exhibit 1.

**4.0 SERVICE DESCRIPTION**

4.1 Services under this Agreement include:



- 4.1.1 Enhanced TSW services provided by the participating high schools which are structured and goal oriented vocational-educational services. The services will assist the Students in developing work readiness skills, selecting their vocational goals, and preparing them for successful transition from school to work; and
- 4.1.2 VR services provided by ADES/RSA to assist the Students in obtaining and maintaining successful employment.
- 4.2 Participants
  - 4.2.1 TSW services under this Agreement shall be provided to individuals who are
  - 4.2.1.1 Enrolled in any of the participating high schools under this Agreement and identified by the school as having a disability. This includes individuals with disabilities who are enrolled in Special Education programs and those identified as having disability under Section 504 of the Rehabilitation Act (i.e. have a disability, but do not require placement into Special Education classes), and
  - 4.2.2.2 Applicants for, or recipients of, services from ADES/RSA.
  - 4.2.2 Students with a disability who are potentially eligible for VR Pre Employment Transition Services will be served outside of this contract. Potentially eligible students with a disability will have access to workshops and all five categories (job exploration, work based learning, post-secondary counseling, job readiness skills to develop social and independent living skills and self- advocacy instruction) of Pre Employment Transition Services provided by either VR staff or vendors. Any student with a disability may apply for VR services at their local VR office.
- 4.3 Eligibility determination for the VR program will be made solely by ADES/RSA.
  - 4.3.1 ADES/RSA has an established order of selection, as defined by the Rehabilitation Act of 1973, as amended and its implementing regulations (34 CFR § 361.36 Ability to serve all eligible individuals; order of selection for services), to prioritize VR service provisions for individuals with most significant disabilities. Changes in serving priority categories under the ADES/RSA order of selection may impact the availability of VR services to the Students served under this Agreement.
  - 4.3.2 In the event that a priority category must be closed, ADES/RSA will notify the Contractor in writing thirty (30) days prior to implementing any change to the ADES/RSA order of selection.
- 4.4 TSW Service Outcomes
  - 4.4.1 The outcome of the service provision under this Agreement shall be for the Students to develop basic knowledge in the learning objectives intended to lead toward successful employment and integration into the community through direct job placement or post-secondary education or vocational training. Each Student is expected to acquire this knowledge in the following areas:
    - 4.4.1.1 Self-assessment (interest inventories, learning styles, aptitudes, strengths), disability awareness and personal accommodations for disability, self-determination skills, career exploration;
    - 4.4.1.2 Disability awareness and building skills in self-determination, identification of career goals, including a complete labor market research, initial development of job readiness skills;
    - 4.4.1.3 Identification of post-secondary education/training opportunities, including training and funding options, career tracks, development of résumé/cover letter writing skills, practice in mock interviews, and familiarity with filling out job applications;
    - 4.4.1.4 Knowledge of how to apply to training institutions, how to apply for scholarships and Pell Grants, how to obtain accommodations for their disabilities, how to perform job searches (for either paid employment or community service);
    - 4.4.1.5 Development of a portfolio to record the skill building process with an end goal of self-actualization and successful career planning. The content of the portfolio will meet individual student needs; each portfolio will contain individualized information similar to the following:
      - a. Self-Awareness (Orientation and Adjustment to Disability) content including but not limited to: student's IEP, assessment results, abilities, interests, and independent living skills addressed; transportation;
      - b. Career Exploration including but not limited to: career path research, informational interview reports, financial planning, student's IPE;
      - c. Job Readiness including but not limited to: Job Applications, information regarding post-secondary school choices, Free Application For Federal Student Aid (FAFSA) and other financial aid information, resume, interview skills, IPE amendments (if applicable);
      - d. Work Experience including but not limited to: campus and/or community work experience, career planning, issue resolution, job shadowing, volunteer experiences, IPE amendments (if applicable);

- e. Post High School Plan including but not limited to: Contact information for VR counselor, Community Career Center and Disability Support Services, Supported Education at Post Secondary School (if applicable).

## **5.0 RESPONSIBILITIES**

ADES and the Contractor agree as follows:

- 5.1 Joint Responsibilities. ADES/RSA and the Contractor agree to ensure streamlined transition services through service coordination, which consists of at a minimum an annual joint planning meeting that includes all designated joint personnel involved in the service provision, and to ongoing communication as follows:
  - 5.1.1 The Contractor shall contribute to the service coordination by:
    - a. Conducting a review of all potential VR-TSW referrals by the Contractor's and ADES/RSA TSW personnel (any student may refer themselves for VR services at a VR office);
    - b. Providing information about community resources and general VR services to the students with disabilities who will not be participating in the school's TSW services;
    - c. Providing ADES/RSA with a planned referral list of students with disabilities at the beginning of each school year;
    - d. Developing and implementing a coordinated system of referral distribution;
    - e. Inviting the designated VR Counselors to the IEP Team meetings;
    - f. Providing adequate space, in a confidential setting (see Definitions), for the designated VR counselor(s) when serving the participants at school;
    - g. At the time of referral and any time subsequent to the referral upon request, providing the designated VR Counselors with all relevant data available on students with disabilities necessary for determining VR eligibility, planning of VR services, the development of a participant IPE and implementation/completion of the IPE. This may include:
      - i. Signed parental Release of Information form,
      - ii. Student's disability-related records necessary for VR eligibility determination,
      - iii. The student's current IEP and any significant supplemental information such as academic achievements, career interest tests, attendance records, high school transcripts and/or previous career exploration activities.
    - g. Providing the VR Counselor(s) with a calendar of important events relevant to the service provision under this Agreement, such as Teacher In Service Day, Parent/Teacher Organization Meetings, College Fairs, IEP Team meetings, etc.
  - 5.1.2 ADES/RSA will contribute to the service coordination by:
    - a. Providing ongoing outreach activities to inform students with disabilities and their families about the VR program and to facilitate students' access to VR services. These services may include, but are not limited, to:
      - i. Providing VR brochures and letters for students and their parents/legal guardians;
      - ii. Scheduling individual informational meetings with students and their parents/legal guardians;
      - iii. Scheduling group orientation and intake sessions at the participating high school(s);
      - iv. Conducting presentations of the VR program and services to the school staff.
    - b. Providing technical assistance to school personnel regarding transition planning.
    - c. Inviting the designated school staff to the student IPE meetings.
    - d. Providing eligibility certification letters and copies of IPE to designated school staff.
  - 5.1.3 The Parties will coordinate services with other State agencies identified in the Student's IEP and/or IPE.
  - 5.1.4 Each party will ensure that its personnel who provide direct TSW services attend training programs relevant to transition from school to work provided by ADES/RSA, the Contractor, or the Arizona Department of Education. ADES/RSA will only fund the State Transition Conference, the annual TSW work collaboration day hosted by a TSW partner and bi-annual TSW partners meetings hosted by the RSA State Transition Coordinator. Reimbursement for expenditures for these allowable activities shall be claimed on the annual TSW school budget on the line item titled "2.3 Training".
  - 5.1.5 Prior to high school graduation, the parties will discuss assistive technology necessary for a student to be successful in their employment goal, and coordinate accommodation of those needs.
  - 5.1.6 ADES/RSA staff and Contractor staff may share client information without a separate release in either verbal and/or written form reciprocally for clients who are involved jointly and simultaneously with both agencies. Information to be shared may include: Eligibility Determination Letters, Individualized Plans

- for Employment, and client case statuses. The client's information to be disclosed will be the minimum necessary to assist in service provision and meet the requirements of this agreement.
- 5.1.7 In all other circumstances, an individual's written consent is required prior to sharing any personal information between agencies.
- 5.1.8 The Contractor shall not release client information obtained under this agreement to any other agency, individual, or parties, and agrees to safeguard ADES/RSA records from improper disclosure, limit access to those records to persons whose access to them is necessary to implement this agreement, and will maintain all confidential client information in a secure location. The Contractor shall direct all requests for ADES/RSA records to ADES/ RSA.
- 5.1.9 Both parties will review and sign the Student Activity Summary (Exhibit 5) of TSW recipients per invoice interval (monthly or quarterly).
- 5.2 The Contractor shall provide TSW services as follows:
- 5.2.1 Develop, establish, and manage new, and expand and/or modify any existing transition services. The services shall be structured and goal oriented to assist participants in developing skills, interests, aptitudes, and attitudes necessary for selection of their vocational goals and successful transition from school to work. The services may include, but are not limited to:
- 5.2.1.1 Career awareness, career exploration and career preparation classes to help students identify their employment interests and aptitudes;
- 5.2.1.2 Classes and individualized mentoring sessions to foster development of skills essential to success in the workplace, such as goal setting, development of interpersonal relationships, money management, leisure/recreational options, and how to access advocacy, legal, and medical services;
- 5.2.1.3 Classes and individualized mentoring sessions to foster development of job-seeking skills which will help students search job advertisements effectively, write a résumé and cover letter, and call and talk to prospective employers, including mock interviews;
- 5.2.1.4 Private-sector work and school opportunities which provide up-to-date resources and hands-on experiences (e.g. bringing employers and mentors into the classroom to discuss job and career options, developing and presenting job leads, conducting stage mock interviews, conducting job site visits and creating shadowing opportunities, conducting job clubs, etc.).
- 5.2.2 Provide services which are:
- 5.2.2.1 In accordance with the Service Methodology (Attachment 2) submitted by each participating high school (as applicable);
- 5.2.2.2 Accessible to the Students, who may have any physical or mental disabilities, to allow their full inclusion in the TSW services. This may include:
- a. Specific modifications to facilitate a student's access to resources and material and full participation, such as readers, interpreters, sound recording, large print/Braille materials, sound or light signals on equipment or in the classroom, task analysis, and other special services that provide information through tactile, vibratory, auditory and visual media, etc.
  - b. Provision of assistive technology aids and services as needed.
- 5.2.3 Provide a quarterly Student Progress Report (Exhibit 2) for each student that is consistent with a student's IEP and IPE for the purposes of:
- 5.2.3.1 Assessing a student's vocational interests, abilities, and special needs with respect to successful transition and achievement of his/her transition goals;
- 5.2.3.2 Identifying the service objectives to be achieved and appropriate courses/programs necessary for the achievement of those objectives.
- 5.2.4 Provide those services (including adaptation of curriculum, instruction, equipment, and facilities) that will assist the Student in achieving his/her service objectives identified in the Student Progress Report (Exhibit 2).
- 5.2.5 Provide accommodations within the school building(s), including Internet access, for RSA Counselor(s) while on campus.
- 5.2.6 Monitor the student's progress in the achievement of the service objectives on a regular basis, address barriers, and communicate the student's progress through regular meetings with the student (student's parents/legal guardians) and the Student's VR Counselor.
- 5.2.7 Upon service completion, determine whether each student has:
1. Achieved his/her objectives stated in the Student Progress Report ; and
  2. Acquired skills necessary for the successful transition from school to work.

- 5.2.8 Hire qualified personnel to provide TSW services in accordance with the Job Descriptions (Exhibit 3) as follows:
1. Certified teachers (also known as Coordinators) who will supervise and coordinate TSW service provision.
  2. Transition Technicians who will provide TSW services in accordance with Job Description (Exhibit 3)
- 5.2.9 Establish, maintain and retain case records for each student who receives services under this Agreement for a period of five (5) years after termination of the Agreement. The case records for each student shall include Student Progress Report, IEP, any assessment reports, notes from meetings, a time log of service provision, progress notes on the student until final disposition of the case, and an annual Student Satisfaction Survey designed by the TSW Coordinator. Each Student Satisfaction Survey shall include at a minimum quantifiable measures of overall satisfaction with services provided and client identification of skills gained.
- 5.2.10 Notify ADES/RSA when its personnel assigned to the service provision terminates employment or has their employment terminated.
- 5.2.11 Provide administrative oversight for the service provision by:
1. Expending funds generated under this Agreement strictly for TSW services, and not for mandated education and educational support services already available to all other students and/or required by law (e.g. regular transportation services available to any student);
  2. Documenting TSW personnel activities to ensure the distribution of salaries, wages, and benefits is supported by personal activity reports and timesheets;
  3. Invoicing only for the amount of a Coordinator's or a Transition Technician's time spent in the provision of enhanced TSW services to participants defined under this Agreement.
  3. Deducting program income on each invoice prior to drawing down additional VR basic support dollars in proportion with the percentage of VR dollars used for any cost on the TSW budget, in accordance with 34 CFR § 80.21(f)(1) and f(2); and 34 CFR § 80.25 g(1) and g(2).
  4. Providing supervision and guidance for the TSW Coordinator(s) and TSW Technicians.
- 5.3 ADES/RSA will:  
Provide the following:
- 5.3.1 Ongoing outreach to inform students with disabilities and their families about the VR program/services and TSW services available under this Agreement;
- 5.3.2 Consultation and technical assistance to the participating high schools to assist in planning for the transition services;
- 5.3.3 Coordination of services with the participating high schools and participation in IEP Team meetings as needed;
- 5.3.4 Eligibility determination for the VR program and determination of a student's VR service needs.
- 5.3.5 Development of the student's IPE to assist the student in selecting a vocational goal consistent with the student's strengths, interests, and abilities and identifying specific VR services needed for the achievement of the desired employment outcome. The IPE services may include, but are not limited to:
- a. Vocational counseling and guidance. The VR Counselor assigned to the Student will meet directly with each participating student at a minimum of once every 90 days;
  - b. Specific job preparation through postsecondary education, vocational/occupational training and/or on-the-job training opportunities.
  - c. Individual job development and placement;
  - d. Supported employment services consistent with the student's individual needs. If successful employment is contingent on the availability of ongoing extended employment supports, a source for providing such supports must be identified at the time the IPE is developed;
  - e. Vocational support services as needed.
- 5.3.6 Assign specialized VR counselors and support staff for the service provision under this Agreement, and notify school staff of VR staff changes from the annual staff list (see 10.2).
- 5.3.7 Not duplicate services mandated by IDEA that are to be provided by Public Education Agencies.
- 5.3.8 Provide administrative oversight for the service provision by:
- a. Determining that all expenditures are an allowable cost from title 2 CFR Part 225 and are justifiable, reasonable and necessary for the provision of the TSW program.
  - b. Verifying that all students that are in the TSW program are qualified VR applicants or VR recipients.

- c. Providing technical assistance to Third Party Cooperative Agreement partners to assure compliance with all applicable Codes of Federal Regulations.
- d. Providing supervision and guidance for the VR counselor from a designated VR Supervisor.

#### **6.0 EXTENSION**

This agreement may be extended through a written amendment by mutual agreement of the parties.

#### **7.0 TERMINATION**

- 7.1 This agreement may be terminated by mutual agreement of the parties at any time during the term of this agreement.
- 7.2 Each party shall have the right to terminate this agreement by hand-delivering to the other party written notice of termination at least thirty (30) days prior to the effective date of said termination.

#### **8.0 AMENDMENTS**

- 8.1 This Agreement may be amended at any time by mutual written agreement. No agent, employee or other representative of either Party is empowered to alter any of the terms of the Agreement, unless amended in writing and signed by the authorized representative of the respective Parties.
- 8.2 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:
  - 8.2.1 Change of telephone number;
  - 8.2.2 Change in authorized signatory; and/or
  - 8.2.3 Change in the name and/or address of the person to whom notices are to be sent.

#### **9.0 MANNER OF FINANCING**

- 9.1 Both Parties agree to fund the service provision under this Agreement as follows:
  - 9.1.1 The Contractor shall transfer to ADES/ RSA, in non-Federal dollars, forty-two and six tenths percent (42.6 %) of the total estimated cost stated in the Budget (Attachment 1). This amount represents the Contractor's funding contribution for the service provision under this Agreement.
  - 9.1.2 ADES/RSA will use these funds to generate Federal Basic Support grant dollars for the purpose of funding:
    - 9.1.2.1 ADES/RSA personnel and other costs for the provision of VR program and fulfillment of its responsibilities under this Agreement.
    - 9.1.2.2 The Contractor's personnel and other costs associated with the provision of services as stated in the Budget and Service Methodology (Attachment 2). The Contractor's Budget shall include only allowable costs associated with each enhanced service program provided by the Contractor per 2 CFR Part 225 (known as OMB Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments.
- 9.2 The Contractor's Service Methodology and Budget shall be mutually agreed upon by both Parties. Any modifications to these documents shall be:
  - 9.2.1 Consistent with the goals of this Agreement, and
  - 9.2.2 Reviewed and approved by ADES/RSA and included as an amendment to this Agreement when there is an increase of ten percent (10%) or more in any budget category. An amendment is not necessary whenever there is an increase of less than 10% in any budget category, if the increase is offset by an equal value decrease in another budget category or categories.

#### **10.0 REPORTING REQUIREMENTS**

- 10.1 The Contractor shall provide to ADES/ RSA the following reporting documents:
  - 10.1 Contractor's Transition from School to Work Budget (Attachment 1 annually and Attachments 1b, 1c, 1d when applicable), Service Methodology (Attachment 2 question 6 annually; all other questions if applicable), *on or before April 1<sup>st</sup>* of the year preceding the budget year to the designated ADES/RSA personnel for review and approval.
  - 10.1.2 A Student Progress Report (Exhibit 2) for each Student, to the assigned VR Counselor(s) quarterly no later than 15<sup>th</sup> day after the end of a calendar quarter.
  - 10.1.3 An Invoice (Exhibit 4) along with a Student Activity Summary (Exhibit 5) report no later than the 15<sup>th</sup> calendar day after the end of the reporting period to the designated ADES/RSA personnel.

- 10.1.4 An Equipment Report (Exhibit 6) within thirty (30) days of the purchase of any equipment and annually upon conducting annual equipment inventory, to the designated ADES/RSA personnel.
- 10.2 ADES/ RSA will submit to the Contractor an invoice for the Contractor's funding contribution;
- 10.3 Both the Contractor and ADES/RSA shall not attach any reports containing student confidential data as hard copy to the contract or contract amendments. These reports shall be submitted to ADES/RSA via secure e-mail.
- 10.4 The annual Transition from School to Work Budget, and Service Methodology if applicable shall be sent to:  
AZ Department of Economic Security  
ATTN: TSW Coordinator  
PO BOX 6123, Mail Drop 5371  
Phoenix, AZ 85005-6123  
Electronically to:  
[RSATSWDOCS@azdes.gov](mailto:RSATSWDOCS@azdes.gov)
- 10.5 The Student Activity Summaries and Equipment Reports shall be sent electronically via secure e-mail to:  
AZ Department of Economic Security  
ATTN: RSA Contracts Unit Manager  
[RSAContractsUnit@azdes.gov](mailto:RSAContractsUnit@azdes.gov)
- 10.6 ADES/RSA reports shall be sent to  
County of Yavapai Humboldt Unified School District  
ATTN: Special Education Director  
6411 N Robert Road  
Prescott Valley, AZ 86314
- 11.0 PAYMENT REQUIREMENTS**
- 11.1 ADES/RSA will invoice the Contractor for the Contractor's funding contribution within fifteen (15) calendar days following the execution of this Agreement and quarterly thereafter by the 1st (first) day of July, or the day after the annual budget amendment is executed, October, January and April.
- 11.2 The Contractor shall transfer its funding contribution to ADES/RSA within fifteen (15) calendar days upon receipt of ADES/ RSA's invoice.
- 11.3 ADES/RSA will pay the Contractor within thirty (30) days upon receipt of acceptable reporting documents and an accurately completed Contractor's invoice. If the invoice is improperly submitted or contains an error, the Contractor will be notified in writing within seven (7) business days following receipt of the invoice. The Contractor's invoice shall include the signature of a staff member authorized to sign invoices for the Contractor and date of signature, name, title, phone number and address of the Contractor's designated person to be notified in the event of a defective invoice or Quarterly and Activity Summary.
- 11.4 Payment to the Contractor will be made as follows:  
1. ADES/RSA will pay for the actual costs incurred and invoiced. The Contractor's total annual invoice amounts shall not exceed the current Budget ceiling;  
2. If the Contractor is unable to spend the budget ceiling amount or continue service provision, ADES/RSA will return to the Contractor any unused portion of the Contractor's contribution that remains after ADES/RSA paid for:  
1. ADES/RSA costs; and  
2. The Contractor's last invoice.
- 11.5 ADES/RSA will submit its invoices for the Contractor's funding contribution to:  
County of Yavapai Humboldt Unified School District  
ATTN: Accounts Payable  
6411 N Robert Road

Prescott Valley, AZ 86314

11.6 The Contractor shall submit its funding contribution to:  
AZ Department of Economic Security  
ATTN: RSA, Finance and Budget Unit;  
Address: PO BOX 6123, Mail Drop 5112  
Phoenix, Arizona 85005

11.7 The Contractor shall submit its invoices along with a Student Activity Summary to:  
AZ Department of Economic Security  
ATTN: RSA Payment and Billing Unit  
PO Box 6877  
Phoenix, AZ 85005  
Electronically to:  
RSATSWDOCS@azdes.gov

## **12.0 NOTICES**

12.1 All notices to the Contractor regarding this Agreement shall be sent to the following address:  
County of Yavapai Humboldt Unified School District  
ATTN: Special Education Director  
6411 N Robert Road  
Prescott Valley, AZ 86314

12.2 All notices to ADES/RSA regarding this Agreement shall be sent to the following address:  
AZ Department of Economic Security  
ATTN: RSA Contracts Unit Manager  
PO BOX 6123, Mail Drop 5112  
Phoenix, AZ 85005-6123

## **13.0 EQUIPMENT AND DISPOSITION OF PROPERTY**

13.1 The Contractor may purchase equipment for the purpose of the provision of TSW services to participants under this Agreement as approved in a Budget. Equipment includes vehicles, furniture, machinery, electronic data processing equipment, software and all other equipment costing more than \$5,000, including all normal and necessary expenses incurred to make the equipment ready for its intended use (e.g., taxes, freight, installation, assembly and testing charges, etc.), and with a useful life of greater than one year. Equipment as used herein does not include real property (e.g., land, buildings, structures, or facility improvements. In general, capital equipment purchases should be made during the initial year of this Agreement, in order to establish TSW services.

13.2 The Contractor shall include ADES as a co-owner, and co-insured on any insurance policy which covers equipment purchased under this Agreement. ADES shall retain an equitable interest equal to the purchase price paid, or a fair estimate or appraisal of current market value, whichever is greater, in all equipment purchased.

13.3 Upon termination of this Agreement, any equipment purchased under this Agreement shall be disposed of as directed by the ADES and, if sold, ADES shall be compensated in the amount of its equitable interest.

13.4 The Contractor shall:

13.4.1 Notify the ADES/RSA Contracts Unit Manager within thirty (30) days of the purchase of any equipment.

13.4.2 Maintain complete and up-to-date inventory records for all equipment purchased hereunder, perform an annual inventory of all equipment and submit the Contractor Equipment Report (Exhibit 6).

13.4.3 Not dispose of any equipment purchased under this Agreement without the prior written consent of ADES during and after the Agreement term. Such consent, if given, may include direction as to the means of disposition and the utilization of proceeds, including any necessary adjustments to the Agreement.

## **14.0 PROGRAM EVALUATION**

14.1 ADES/RSA has set forth the following performance standard for the service provision under this

- Agreement:
- 14.1.1 At a minimum, ninety percent (90%) of the students who receive TSW services by the Contractor and remain in high school will acquire skills necessary for successful transition from school to work and shall be able to determine whether they will be:
- a. Going directly to work in jobs consistent with their strength, abilities, and interests, or
  - b. Entering career-related training programs or postsecondary education that will lead to successful employment outcomes.
- 14.1.2 Both Parties will review current activities, ensure that all goals and objectives assigned to either Party under this Agreement are met, and discuss performance improvement activities and service development projects for all Parties involved in serving this target population.
- 15.0 OTHER MATTERS**  
None
- 16.0 APPLICABLE LAW**  
16.1 This Agreement shall be governed and interpreted by the laws of the State of Arizona. The materials and services supplied under this Agreement shall comply with all applicable Federal, State and local laws, and the Contractor shall maintain all applicable licenses and permit requirements.
- 17.0 ARBITRATION**  
17.1 The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §§ 12-1518(B) and 12-133, except as may be required by other applicable statutes.
- 17.0 AUDIT**  
17.1 In accordance with A.R.S. § 35-214, the Contractor shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five (5) years after the completion of the Agreement except if subject to Health Insurance Portability & Accountability Act which is six (6) years from the date of final payment. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, Contractor shall produce the original of any or all such records.
- 18.0 BACKGROUND CHECKS FOR EMPLOYMENT THROUGH THE CENTRAL REGISTRY.** If providing direct services to children or vulnerable adults, the following shall apply:
- 18.1 The provisions of A.R.S. § 8-804 (as may be amended) are hereby incorporated in its entirety as provisions of this Agreement.
- 18.2 ADES will conduct Central Registry Background Checks and will use the information contained in the Central Registry as a factor to determine qualifications for positions that provide direct service to children or vulnerable adults for:
- 18.2.1. Any person who applies for a contract with this State and that person's employees;
  - 18.2.2. All employees of a contractor;
  - 18.2.3. A subcontractor of a contractor and the subcontractor's employees; and
  - 18.2.4. Prospective employees of the contractor or subcontractor at the request of the prospective employer.
- 18.3 Volunteers who provide direct services to children or vulnerable adults shall have a Central Registry Background Check which is to be used as a factor to determine qualifications for volunteer positions.
- 18.4 A person who is disqualified because of a Central Registry Background Check may apply to the Board of Fingerprinting for a Central Registry exception pursuant to A.R.S. § 41-619.57. A person who is granted a Central Registry exception pursuant to A.R.S. § 41-619.57 is not entitled to a contract, employment, licensure, certification or other benefit because the person has been granted a Central Registry exception.
- 18.5 Before being employed or volunteering in a position that provides direct services to children or vulnerable adults, persons shall certify on forms that are provided by ADES whether an allegation of abuse or neglect was made against them and was substantiated. The completed forms are to be maintained as confidential.



- 18.6 A person awaiting receipt of the Central Registry Background Check may provide direct services to ADES clients after completion and submittal of the Direct Service Position certification form if the certification states:
- 18.6.1. The person is not currently the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction; and
- 18.6.2. The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another State or jurisdiction, which resulted in a substantiated finding.
- 18.7 If the Central Registry Background Check specifies any disqualifying act and the person does not have a Central Registry exception, the person shall be prohibited from providing direct services to ADES clients.
- 18.8 The Contractor shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of the Agreement.
- 19.0 CONFIDENTIALITY**
- 19.1 The Contractor shall observe and abide by all applicable State and Federal statutes, rules and regulations regarding the use or disclosure of information including, but not limited to, information concerning applicants for and recipients of contract services. To the extent permitted by law, the Contractor shall release information to ADES and to the Attorney General's Office as required by the terms of this Agreement, by law or upon their request.
- 19.2 The Contractor shall comply with the requirements of Arizona Address Confidentiality Program, A.R.S. § 41-161 et. seq. ADES will advise the Contractor as to applicable policies and procedures ADES has adopted for such compliance.
- 20.0 CONFLICT OF INTEREST**
- 20.1 In accordance with A.R.S. § 38-511, the State may within three years after execution terminate the Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of either party, at any time while the Agreement is in effect, becomes an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party to the Agreement with respect to the matter of the Agreement.
- 21.0 DATA SHARING AGREEMENT**
- 21.1 When determined by ADES that sharing of confidential data will occur with the Contractor, the Contractor shall complete ADES Data Sharing Request Agreement and submit the completed Agreement to ADES Program Designated Staff prior to any work commencing or data shared. A separate Data Sharing Request Agreement shall be required between the Contractor and each ADES Program sharing confidential data.
- 22.0 E-VERIFY**
- 22.1 In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. § 23-214, Subsection A.
- 23.0 FEDERAL IMMIGRATION AND NATIONALITY ACT**
- 23.1 By entering into the Agreement, the Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Agreement. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Agreement. I-9 forms are available for download at USCIS.GOV.
- 23.2 The State may request verification of compliance for any Contractor or subcontractor performing work under the Agreement. Should the State suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the Agreement for default, and suspension and/or

debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**24.0 FINGERPRINTING.**

- 24.1 Contractor shall comply with, and shall ensure that all of Contractor's employees, independent contractors, subcontractors, volunteers and other agents comply with, all applicable (current and future) legal requirements relating to fingerprinting, fingerprint clearance cards, certifications regarding pending or past criminal matters, and criminal records checks that relate to contract performance.
- 24.2 Applicable legal requirements relating to fingerprinting, certification, and criminal background checks may include, but are not limited, to the following: A.R.S. §§ 36-594.01, 36-3008, 41-1964, and 46-141. All applicable legal requirements relating to fingerprinting, fingerprint clearance cards, certifications regarding pending or past criminal matters, and criminal records checks are hereby incorporated in their entirety as provisions of this Agreement. The Contractor is responsible for knowing which legal requirements relating to fingerprinting, fingerprint clearance cards, certifications regarding pending or past criminal matters, and criminal records checks relate to contract performance.
- 24.3 To the extent A.R.S. § 46-141 is applicable to contract performance or the services provided under this Agreement, the following provisions apply:
- 24.3.1 Personnel who are employed by the Contractor, whether paid or not, and who are required or allowed to provide services directly to juveniles or vulnerable adults shall have a valid fingerprint clearance card or shall apply for a fingerprint clearance card within seven working days of employment.
- 24.3.2 Except as provided in A.R.S. § 46-141, this Agreement may be cancelled or terminated immediately if a person employed by the Contractor and who has contact with juveniles certifies pursuant to the provisions of A.R.S. § 46-141 (as may be amended) that the person is awaiting trial or has been convicted of any of the offenses listed therein in this State, or of acts committed in another state that would be offenses in this State, or if the person does not possess or is denied issuance of a valid fingerprint clearance card.
- 24.4 Federally recognized Indian tribes may submit and ADES will accept certifications that state that no personnel who are employed or who will be employed during the term of this Agreement have been convicted of, have admitted committing or are awaiting trial on any offense as described in A.R.S. § 41-1758.03 (as may be amended).

**25.0 INDEMNIFICATION:**

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's 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 Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, Department of Economic Security / Rehabilitation Services Administration is self-insured per A.R.S. §41-621.

In addition, should County of Yavapai Humboldt Unified School District utilize a contractor(s) and subcontractor(s) the indemnification clause between County of Yavapai Humboldt Unified School District and its contractor(s) and subcontractor(s) shall include the following:

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County of Yavapai Humboldt Unified School District and the State of Arizona, and any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any Federal, State or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for

Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by such contractor from and against any and all claims. It is agreed that such Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Additionally on all applicable insurance policies, contractor and its subcontractors shall name the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as an additional insured and also include a waiver of subrogation in favor of the State.

25.1 **INSURANCE REQUIREMENTS FOR GOVERNMENTAL PARTIES TO AN IGA**

None

25.2 **INSURANCE REQUIREMENTS FOR ANY CONTRACTORS USED BY A PARTY TO THE INTERGOVERNMENTAL AGREEMENT**

*(Note: this applies only to Contractors used by a governmental entity, not to the governmental entity itself.)* The insurance requirements herein are minimum requirements and in no way limit the indemnity covenants contained in the Intergovernmental Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the governmental entity or Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees or subcontractors, and Contractor and the governmental entity are free to purchase additional insurance.

25.3 **MINIMUM SCOPE AND LIMITS OF INSURANCE**

Contractor shall provide coverage with limits of liability not less than those stated below.

25.3.1 **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Damage to Rented Premises	\$ 50,000
• Each Occurrence	\$1,000,000

- a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

*(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the Contractor with their own list of persons to be insured.)*

25.4 **BUSINESS AUTOMOBILE LIABILITY**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

- a. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by, or on behalf of, the Contractor involving automobiles owned, hired and/or non-owned by the Contractor.
- b. Policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions,

universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

*(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the Contractor with their own list of persons to be insured.)*

**25.4.1 Workers' Compensation and Employers' Liability**

• Workers' Compensation	Statutory
• Employers' Liability	
• Each Accident	\$1,000,000
• Disease – Each Employee	\$1,000,000
• Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. § 23-901, and when such Contractor or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

**25.5 ADDITIONAL INSURANCE REQUIREMENTS**

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- 25.5.1 The Contractor's policies, as applicable, shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
- 25.5.2 Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

**25.6 NOTICE OF CANCELLATION**

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, Contractor must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (State Representative's Name, Address & Fax Number).

**25.7 ACCEPTABILITY OF INSURERS**

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**25.8 VERIFICATION OF COVERAGE**

Contractor shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that Contractor has the insurance as required by this Contract. An authorized representative of the insurer shall sign the certificates.

- 25.8.1 All such certificates of insurance and policy endorsements must be received by the State before work commences. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.

- 25.8.2 Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- 25.8.3 All certificates required by this Contract shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.
- 25.9 **SUBCONTRACTORS**  
Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of the Contract, proof from the Contractor that its subcontractors have the required coverage.
- 25.10 **APPROVAL AND MODIFICATIONS**  
The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment, but may be made by administrative action.
- 25.11 **EXCEPTIONS**  
In the event the Contractor or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the Contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.
- 26.0 **IT 508 COMPLIANCE**  
26.1 Unless specifically authorized in the Agreement, any electronic or information technology offered to the State of Arizona under this agreement shall comply with A.R.S. §§ 41-3531 and 3532 and Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use of information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities.
- 27.0 **NON-AVAILABILITY OF FUNDS**  
27.1 In accordance with A.R.S. § 35-154, every payment obligation of the State under the Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- 28.0 **NON-DISCRIMINATION**  
28.1 The Contractor shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- 29.0 **OFFSHORE PERFORMANCE OF WORK PROHIBITED**  
29.1 Due to security and identity protection concerns, direct services under this Agreement shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the Agreement. This provision applies to work performed by subcontractors at all tiers.

- 30.0 PARTICIPATION IN BOYCOTT OF ISRAEL**  
30.1 Contractor warrants it is not engaged in a boycott of Israel as defined by A.R.S. § 35-393.01.
- 31.0 RIGHT OF OFFSET**  
31.1 ADES shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by ADES, or damages assessed by ADES concerning the Contractor's non-conforming performance or failure to perform the Agreement, including expenses, costs and damages.
- 32.0 THIRD- PARTY ANTITRUST VIOLATIONS**  
32.1 The Contractor assigns to ADES any claim for overcharges resulting from antitrust violations concerning materials or services supplied by third parties to the Contractor, toward fulfillment of this Agreement.
- 33.0 ATTACHMENTS**  
The following list of attachments constitutes an integral part of subject Agreement:  
33.1 Attachment 1: Transition from School to Work Budget, which includes:
  - Attachment 1a Budget Instructions
  - Attachment 1b Materials and Supplies Expenses
  - Attachment 1c Other Expenses
  - Attachment 1d Equipment Expenses  
33.2 Attachment 2: Service Methodology  
33.3 Attachment 3: Request for Search of Central Registry for Background Check  
33.4 Attachment 4: Data Sharing Agreement
- 34.0 EXHIBITS**  
The following list of exhibits constitutes an integral part of subject Agreement:  
34.1 Exhibit 1: Definitions  
34.2 Exhibit 2: Student Progress Report  
34.3 Exhibit 3: Job Descriptions  
34.4 Exhibit 4: Invoice  
34.5 Exhibit 5: Student Activity Summary  
34.6 Exhibit 6: Equipment Report

## Transition from School to Work

## BUDGET

School District: Humboldt Unified School District #22  
 Budget Period: 2017-2018  
 Contract Number:

1. PERSONNEL EXPENSES

## 1.1 Salaries and Wages

	Position Title	Annual Salary	Basis No. Mnths	Bdgt No. Mnths	BASE TSW SALARY	TSW % of Time	TSW COST
1.1a	Coordinator	\$61,833.60	12	12	\$61,833.60	100.00%	\$61,833.60
1.1b	Coordinator						
1.1c	Transition Specialist #1	\$29,232.00	12	12	\$29,232.00	100.00%	\$29,232.00
1.1d	Transition Specialist #2	\$26,100.00	12	12	\$26,100.00	100.00%	\$26,100.00
1.1e	Transition Specialist #3						
1.1f	Transition Specialist #4						
	<b>TOTAL SALARY</b>				<b>\$117,166</b>		<b>\$117,166</b>

1.2 EMPLOYEE RELATED EXPENSES (ERE)

	ITEM	TSW Cost	ERE Rate:	Fixed	TSW COST
1.2a	ERE, Coordinator	\$61,834	19.74%		\$12,206
1.2b	ERE, Coordinator		0.00%		
1.2c	ERE, Transition Spec 1	\$29,232	19.74%		\$5,770
1.2d	ERE, Transition Spec 2	\$26,100	19.74%		\$5,152
1.2e	ERE, Transition Spec 3		0.00%		
1.2f	ERE, Transition Spec 4		0.00%		
1.2aa	Other ERE Benefits	Amt / Employee \$6,008	No Empl 3	Ttl Other ERE \$18,024	\$18,024
	<b>TOTAL ERE</b>				<b>\$41,152</b>

2. OTHER EXPENSES

	ITEM	BASIS	TSW COST
2.1	Materials/Supplies	See Attachment 1b	\$0
2.2	Local Travel	See Attachment 1c	\$0
2.3	Training	See Attachment 1c	\$0
2.4	Other Expenses	See Attachment 1c	\$0
	<b>TOTAL OTHER EXPENSES</b>		<b>\$0</b>

3. CAPITAL EQUIPMENT EXPENSES

## BASIS

See Attachment 1d

	Capital Equipment	TOTAL COST	TOTAL TAX	TSW COST
	<b>TOTAL CAPITAL EQUIPMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>

4. **TOTAL BUDGET (1 + 2 + 3)****\$158,318****FUNDING CONTRIBUTION**

42.60% PERCENT OF TOTAL BUDGET

**\$67,444**

### Transition from School to Work Budget Detail

#### Proposed Expenditures for Materials and Supplies

## 2.1

[illegible]



Qty	Description	Cost per Item	Total Cost
	NONE		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
	2.2 Total of Proposed Expenditures for Travel		\$ -

Qty	Description	Cost per Item	Total Cost
	NONE		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
	2.3 Total of Proposed Expenditures for Training		\$ -

[illegible]

Attachment 1d

3.

### Transition from School to Work Budget Detail

#### Proposed Expenditures for Capital Equipment

3. *How do you feel about the way the police handled the situation?*

### Proposed Expenditures for Capital Equipment

### Use Exhibit 6 to Provide Detailed Descriptions of the Items

School District: Humboldt Unified School District #22

Budget Period: 2017-2018

Contract Number: tbd

		Tax Rate:	8.00%		
Qty	Description	Cost per Item	TAX	Total Cost	
NONE		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
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		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
2.4	Total Proposed Expenditures for Equipment	\$ -	\$ -	\$	-

Transition from School to Work (TSW)  
**SERVICE METHODOLOGY**

**SCHOOL DISTRICT: Humboldt Unified School District**

**Contract ID Number:** tbd

Each participating high school within the School District may develop its own unique TSW design, within the parameters of this Agreement. The project description should be in a format that clearly explains services to be provided by each school. It should contain all of the elements described below. This Service Methodology is an integral part of this Agreement.

- 1.0 Describe the transition services/ activities your school(s) or district currently provides to meet the IDEA mandate without ADES/RSA funding.

Bradshaw Mountain High School provides transition services to students on or before their sixteenth birthday as mandated by IDEA requirement indicator 13.

Students complete various formal and/or informal age-appropriate transition assessments to determine their interests, preferences and strengths. From this information, measureable postsecondary goals are developed. A coordinated set of activities, courses of study, and annual goals are agreed upon and put into place to support the students' postsecondary goals. Progress of these activities, courses, and goals are documented throughout the duration of the IEP.

- 2.0 Describe the TSW services using VR funding that are, or will be, new and not the customary or typical services provided by the school. If a similar service currently exists, describe how it has been or will be modified, adapted, expanded or reconfigured to have a vocational focus and to meet the unique needs of students with disabilities. Be specific to each campus if applicable.

Students in the TSW program participate in a Career Development class junior year and an Employment Skills class senior year.

**Career Development**

Students are provided a history of disabilities and how the current special education laws came into being. They are introduced to the different types of disabilities along with influential people who have disabilities and made important contributions to society. Students research their own disability to determine their strengths and appropriate accommodations to address their areas of difficulty in order to become effective self-advocates and self-determined individuals. Students write a letter and personally deliver it to their teachers. The letter provides a brief description of how their disability affects them in the classroom and the accommodations they require to be successful. The IEP and its sections are presented and reviewed with an emphasis on the transition plan.

Students complete various inventories that focus on interests, personality traits, work values, work preferences, and the amount of training they are willing to undertake to achieve a particular goal. Based on this information, students determine a postsecondary employment goal. Students develop their transition plan including their postsecondary goals, activities, and courses they will participate in to determine if their employment choice is a preference. The student presents their transition plan to the team during their IEP meeting.

Throughout the class, students are exposed to different career options while addressing activities included in their transition plan. Experiences include presentations by local employers, tours of training facilities, informational interviews and job shadowing. They conduct research specific to their top three career choices including specific job qualifications, education/training requirements, working conditions, salary potential, and labor market research. This information helps students narrow their preferred career choice.

Transition from School to Work (TSW)  
**SERVICE METHODOLOGY**

**Employability Skills**

Instruction focuses on how to obtain and sustain gainful employment. Students identify their job skills, demonstrate an understanding of employer expectations, and develop communication, interpersonal and teamwork skills. Employer expectations and job search skills are emphasized including completing an application information sheet to use when filling out job applications, developing a resume and practicing interview skills. Procedures and paperwork required for new employees are reviewed as are appropriate workplace behaviors. Local businesses are invited to the classroom to talk about employer expectations, tips for landing a job and interviewing techniques. The students participate in mock interviews with these businesses and have the opportunity to attend job fairs.

Aspects of adult living are discussed such as expenses involved in moving out, costs of furniture, household items, types of insurance and what a sample budget may look like. Students also participate in a financial curriculum that covers saving, budgeting and money management, debt and the uses of credit, consumer awareness, insurance, taxes, investing and retirement. Guest speakers are invited to present and reinforce these topics.

The vocational rehabilitation (VR) counselor attends student IEPs and meets with each student to create an Individual Plan for Employment (IPE). Before graduating, students are made aware of the laws that will apply to them when requesting accommodations in postsecondary education or workplace settings. The TSW staff, VR counselor and student meet to review/revise their IPE and consider their employment goal along with the supports or services required to meet that goal including types of assistive technology that may be required. If the student's IPE includes an employment goal that requires postsecondary education or training, they prepare by completing admission applications, visiting campuses, completing the FAFSA, meeting with an academic advisor and the disability services coordinator. If placement tests are required, students will take them and then register for classes. If a student's IPE includes direct work placement, they begin to prepare by making sure their application information sheet, resume, and other employment related information is up to date.

Throughout their junior and senior year, students develop a career portfolio that they take with them upon graduation. Portfolio contents include the students' career plan, summary of performance, IEP, educational psychological evaluation, a vocational evaluation (if applicable), IPE, high school transcripts, certificates, awards, inventories, assessments, along with contact information for vocational rehabilitation, postsecondary education, and community resources.

Before leaving high school, the TSW staff, vocational rehabilitation counselor and special education director meet with each graduating senior and their family. The student's career portfolio, summary of performance, and IPE are reviewed and updated to reflect the student's current plan for employment in order to provide a smooth transition from high school to vocational rehabilitation services.

- 3.0 Describe how you will determine your program's effectiveness, include measurement of student progress and satisfaction with service provision.

Along with the students' summary of performance, a questionnaire is provided regarding their participation in the TSW program. Examples of questions include, were they provided with appropriate supports to achieve their employment goal, what have they taken from the classes and program, any additional information that could have been provided, and overall satisfaction of the program.

The TSW staff, vocational rehabilitation counselor and special education director meet for an end of the year Summit to discuss what went well in the program, were the current year goals met, what could be improved upon or added, and what goals will be developed for the upcoming school year.

- 4.0 Describe the specific kinds of work experience opportunities available to TSW students including the supports that will be provided to the students while working or volunteering. The work experience related

Transition from School to Work (TSW)  
**SERVICE METHODOLOGY**

instruction and adjustment services that will be provided, and your expectations/goals for skills to be developed.

The TSW program has relationships with various businesses in the community that not only partner with the program for various experiences but who offer part-time employment to our students as well as volunteer opportunities. These experiences provide students real work opportunities. The TSW staff support these opportunities and may provide job development services, transportation and on-the-job coaching when required. These experiences are developed on an individual basis specific to the students' individual transition and employment plan.

- 5.0 Describe how you plan to help the students be aware of their disabilities, the implications for work, and the adjustments and accommodations (exploration of Assistive Technology options) that will be necessary for them to work successfully.

The classes described above provide students with experiences that enable them to become successful self-advocates by providing them with an understanding of their disability and its implications for learning, developing accommodations for success in the classroom and future education or training opportunities and that they will need to disclose their disability to obtain accommodations in the postsecondary training or workplace settings. Assistive technology is also considered when determining student accommodations. The TSW staff work closely with the district assistive technology department to evaluate which hardware and/or software would be most beneficial to each student's needs. As students get closer to graduation, assistive technology is considered and included in their IPE as needed to allow students to be successful in their post-secondary education/training and employment endeavors.

- 6.0 Check the applicable categories of service that your curriculum will include.
- ☒ Job exploration counseling
  - ☒ Work based learning experiences
  - ☒ Counseling on opportunities for post-secondary training
  - ☒ Job readiness skills training to develop social and independent living skills
  - ☒ Self-Advocacy training

- 7.0 a. Explain how TSW staff time distribution and other expenditures funded under this agreement will be monitored (e.g. staff whose time is designated to district funded activities and enhanced TSW activities).

The coordinator and transition technician are year-round positions that are 100% funded through the interagency agreement between HUSD and RSA. These positions are 100% designated to providing enhanced services in the TSW program throughout the school year and summer months.

- b. What mechanism will be used to track time spent providing enhanced services per position?

The TSW staff dedicate 100% of their time providing services to the students in the TSW program. The TSW staff, vocational rehabilitation counselor and special education director meet at least two times a month to discuss each student, their services and their progress toward their goals.

- c. How many Coordinators and at what percentage are designated to providing enhanced service provision during school year and summer program (if applicable)?

There is one Coordinator that is 100% designated to providing enhanced services throughout the school year and summer months.

Transition from School to Work (TSW)  
**SERVICE METHODOLOGY**

- d. How many Transition Technicians and what percentage are designated to providing enhanced service provision during school year and summer program (if applicable)?

There are two Transition Technicians that are 100% designated to providing enhanced services throughout the school year and summer program.

- e. Provide names of each campus (if applicable) and contact information.

Bradshaw Mountain High School, 6000 E. Long Look Dr., Prescott Valley, AZ 86314  
Kathy Griskowitz, TSW Teacher Coordinator, 928-759-4142

- f. Number of students you plan to serve and provide narrative justifying staff to student ratio proposed.

Each transition technician is assigned up to 15 students. Their activities are determined by each student's individual transition plan and carried out based on their interests, preferences, and strengths. The coordinator oversees the transition technicians and provides case management services and classroom instruction to students in the TSW program.

- h. Do you plan to have a summer program? If yes, how many students will you serve?

The TSW program is a year-round program providing services throughout the school year and in the summer months. Services provided during the summer include on-line credit recovery, job development and workplace experiences. The TSW staff, vocational rehabilitation counselor and the special education director also staff and meet with potential TSW participants for the upcoming school year.

# Transition from School to Work BUDGET

School District: \_\_\_\_\_

Budget Period: \_\_\_\_\_

Contract Number: \_\_\_\_\_

**1. PERSONNEL EXPENSES****1.1 Salaries and Wages**

	Position Title	Annual Salary	Basis No. Mnths	Bdgt No. Mnths	BASE TSW SALARY	TSW % of Time	TSW COST
1.1a	Coordinator						
1.1b	Coordinator						
1.1c	Transition Specialist #1						
1.1d	Transition Specialist #2						
1.1e	Transition Specialist #3						
1.1f	Transition Specialist #4						
<b>TOTAL SALARY</b>					<b>\$0</b>		<b>\$0</b>

**1.2 EMPLOYEE RELATED EXPENSES (ERE)**

	ITEM	TSW Cost	ERE Rate:	Fixed	TSW COST
1.2a	ERE, Coordinator		0.00%		\$0
1.2b	ERE, Coordinator		0.00%		\$0
1.2c	ERE, Transition Spec 1		0.00%		\$0
1.2d	ERE, Transition Spec 2		0.00%		\$0
1.2e	ERE, Transition Spec 3		0.00%		\$0
1.2f	ERE, Transition Spec 4		0.00%		\$0
		Amt / Employee	No Empl	Ttl Other ERE	
1.2aa	Other ERE Benefits	\$0			
<b>TOTAL ERE</b>					<b>\$0</b>

**2. OTHER EXPENSES**

	ITEM	BASIS	TSW COST
2.1	Materials/Supplies	See Attachment 1b	\$0
2.2	Local Travel	See Attachment 1c	\$0
2.3	Training	See Attachment 1c	\$0
2.4	Other Expenses	See Attachment 1c	\$0
<b>TOTAL OTHER EXPENSES</b>			<b>\$0</b>

**3. CAPITAL EQUIPMENT EXPENSES**

	Capital Equipment	BASIS	TOTAL COST	TOTAL TAX	TSW COST
		See Attachment 1d			
<b>TOTAL CAPITAL EQUIPMENT</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>

**4. TOTAL BUDGET (1 + 2 + 3)**

<b>FUNDING CONTRIBUTION</b>					<b>\$0</b>
<b>42.60% PERCENT OF TOTAL BUDGET</b>					<b>\$0</b>

## Transition from School to Work (TSW)

**BUDGET INSTRUCTIONS**

To complete the Budget form, follow the instructions below. All expenses included in the Budget shall be justifiable, reasonable and necessary for the provision of TSW services to the Students under this Agreement.

**1. PERSONNEL EXPENSES (Budget Category)**

Personnel Expenses include salaries/wages and fringe benefits for the Coordinator and the Transition Technician (s) positions. Only the amount of a Coordinator's or a Transition Technician's time spent for the provision of enhanced TSW services for Students defined under this Agreement will be paid through the Budget.

**1.1 Coordinator Salary**

"Annual Salary": Enter the Coordinator's salary (based on the staff's contract with the School) for the year;

"Basis No. Months": Enter the number of months on which the salary is based (if applicable).

"Bdgt No. Mnths": Enter the number of months of the Coordinator's time allocated to the TSW program. For example, a teacher's salary may be based on ten months, but may work all 12 with the transition students. In this case, the Coordinator may be paid for the extra weeks or months based on their annual salary. The spreadsheet will calculate this automatically. If the Coordinator works the same number of months as the basis of their salary, the two columns should have the same number. You may wish to indicate that the extra weeks or months are paid separately from the basis months or at a different percentage or salary. In this case, create an extra line for the extra time.

"BASE SALARY": This is an automatically calculated field that shows the actual amount projected for the Coordinator over the period.

"TSW % of Time": This is the actual percentage of the Coordinator's time allocated to the service provision of TSW services to the Students defined under this Agreement. A coordinator employed full-time for TSW services would be 100%.

"TSW COST": This is an automatically calculated field that shows the portion of the cost allocated to the provision of TSW services to the Students defined under this Agreement.

**1.2 Transition Technician Wages**

Space for four Transition Technicians have been provided; you may add lines for costs of additional Transition Technicians to the spreadsheet if necessary.

There are two ways to enter the salary for the Transition Technician(s):

1. Similarly to the TSW Coordinator, enter the Salary, the Basis No. Months, the Bdgt No. Mnths and the TSW % of time, or
2. Calculate the wages per hour, the hours per week, and the number of weeks the Specialist(s) will work. Enter the total(s) under "TSW COST" and leave the other columns blank.

**1.3 Employee-Related Expenses (ERE)**

The figure is calculated by the spreadsheet based upon the percentage(s) entered. You may enter one overall rate, in the space to the right of the "ERE Rate:" label (it will be duplicated in the cells below), or a separate percentage for each employee.

In some School Districts a fixed rate (amount) is paid by each employee for Medical or other benefits. Entering this amount in the "Amt/Employee" cell of the 1.2 line will multiply the number of employees and the "TSW %age of Time" total (i.e., the total FTEs dedicated to the TSW) by this amount.

**2. OTHER EXPENSES – (Budget Category)**

These costs are those not associated with the salary and ERE of the Coordinator or the Transition Technician (s). Enter the source upon which the total is based or calculated in the "Basis" cells. These costs may include:

**2.1 The cost of the materials and supplies to support TSW services,**

The "Basis" for these expenditures will most often be an itemized list, which shall be included as "Materials and Supplies Expenses" (Attachment 1b);



Transition from School to Work (TSW)

**BUDGET INSTRUCTIONS**

- 2.2 The cost of local travel of the TSW personnel necessary as part of TSW required activities. The "Basis" for travel costs should be stated as x miles times (or "x") at \$ (state rate) per mile; (use Attachment 1c if needed)
- 2.3 The cost of expenses of the TSW personnel associated with allowable TSW Training (see item 9.1.4 in Scope of Work). The "Basis" for these costs may be an "estimate" or a calculation of mileage, per diem and registration fee (if applicable) (itemize and provide narrative on Attachment 1c);
- 2.4 Other expenses required for TSW services should be itemized on an attached list and the total entered here. If you use an itemized list, the "Basis" would be "see Attachment 1c" which shall be included in "Other Expenses" (Attachment 1c). Provide narrative for each item or groups of items documenting that it is or they are reasonable, justified and allowable for the provision of the TSW service described in the Service Methodology.

**3. CAPITAL EQUIPMENT EXPENSES- (Budget Category)**

This budget category is for equipment (items that are \$5,000 or more) that will be used exclusively for the provision of enhanced TSW services to the Students defined under this Agreement and NOT for equipment that will be used for administrative purposes or services to students who are not part of this Agreement.

Itemize and provide narrative for any proposed equipment and include in "Equipment Expenses (Attachment 1d) and show the total cost of equipment including any sales and other taxes on the budget.

**4. TOTAL SCHOOL BUDGET**

This is the sum of all the previous categories and is calculated from them. If you add lines to any section of the budget Spread sheet, please be sure that the expressions (formulas) in the other cells are duplicated.

**Do not replace the expressions (formulas) with hard numbers (typed in to replace the expressions). Adaptations to the forms may result in delay of contract processing.**

**NOTE:**

The Contractor shall deduct program income on each invoice prior to drawing down additional VR basic support dollars in proportion with the percentage of VR dollars used for any Budget cost , in accordance with 34 CFR § 80.21(f)(1) and f(2); and 34 CFR § 80.25 g(1) and g(2).

Transition from School to Work (TSW)  
**SERVICE METHODOLOGY**

**SCHOOL DISTRICT:****Contract ID Number:** tbd

Each participating high school within the School District may develop its own unique TSW design, within the parameters of this Agreement. The project description should be in a format that clearly explains services to be provided by each school. It should contain all of the elements described below. This Service Methodology is an integral part of this Agreement.

- 1.0 Describe the transition services/ activities your school(s) or district currently provides to meet the IDEA mandate without ADES/RSA funding.
- 2.0 Describe the TSW services using VR funding that are, or will be, new and not the customary or typical services provided by the school. If a similar service currently exists, describe how it has been or will be modified, adapted, expanded or reconfigured to have a vocational focus and to meet the unique needs of students with disabilities. Be specific to each campus if applicable.
- 3.0 Describe how you will determine your program's effectiveness, include measurement of student progress and satisfaction with service provision.
- 4.0 Describe the specific kinds of work experience opportunities available to TSW students including the supports that will be provided to the students while working or volunteering. The work experience related instruction and adjustment services that will be provided, and your expectations/goals for skills to be developed.
- 5.0 Describe how you plan to help the students be aware of their disabilities, the implications for work, and the adjustments and accommodations (exploration of Assistive Technology options) that will be necessary for them to work successfully.
- 6.0 Check the applicable categories of service that your curriculum will include.
  - ☐ Job exploration counseling
  - ☐ Work based learning experiences
  - ☐ Counseling on opportunities for post-secondary training
  - ☐ Job readiness skills training to develop social and independent living skills
  - ☐ Self-Advocacy training
- 7.0
  - a. Explain how TSW staff time distribution and other expenditures funded under this agreement will be monitored (e.g. staff whose time is designated to district funded activities and enhanced TSW activities).
  - b. What mechanism will be used to track time spent providing enhanced services per position?
  - c. How many Coordinators and at what percentage are designated to providing enhanced service provision during school year and summer program (if applicable)?
  - d. How many Transition Technicians and what percentage are designated to providing enhanced service provision during school year and summer program (if applicable)?
  - e. Provide names of each campus (if applicable) and contact information.
  - f. Number of students you plan to serve and provide narrative justifying staff to student ratio proposed.

Transition from School to Work (TSW)  
**SERVICE METHODOLOGY**

- h. Do you plan to have a summer program? If yes, how many students will you serve?

Transition from School to Work  
**DEFINITIONS**

**1.0 DEFINITIONS RELATED TO TSW PROGRAM ADMINISTRATION**

- 1.1 **Funding Contribution:** Match amount of non-federal dollars that is used to draw down federal basic support dollars.
- 1.2 **Federal Basic Support Dollars:** Title I grant dollars from the Federal Rehabilitation Services Administration that is used to carry out the provisions of the Vocational Rehabilitation program.
- 1.3 **Program Income** as defined 34 CFR 80.25 (b) Definition of program income. Program income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. "During the grant period" is the time between the effective date of the award and the ending date of the award reflected in the final financial report.
- 1.4 **Third-party cooperative arrangements** involving funds from other public agencies as stated in 34 CFR 361.28:
- (a) If the designated State unit enters into a third-party cooperative arrangement for providing or administering vocational rehabilitation services with another State agency or a local public agency that is furnishing part or all of the non-Federal share, the State plan must assure that
    - (1) The services provided by the cooperating agency are not the customary or typical services provided by that agency but are new services that have a vocational rehabilitation focus or existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus;
    - (2) The services provided by the cooperating agency are only available to applicants for, or recipients of, services from the designated State unit;
    - (3) Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of the designated State unit; and
    - (4) All State plan requirements, including a State's order of selection, will apply to all services provided under the cooperative program.
  - (b) If a third party cooperative agreement does not comply with the statewideness requirement in Sec. 361.25, the State unit shall obtain a waiver of statewideness, in accordance with Sec. 361.26.

(Authority: Sec. 101(a)(1)(A) of the Act; 29 U.S.C. 721(a)(1)(A))

**2.0 DEFINITIONS RELATED TO TSW SERVICE PROVISION**

- 2.1 **Career Exploration** services consist of exposure to essential facets of the workplace and information concerning various career areas. This service is designed to increase a client's informed choice and career decision-making abilities, enabling him/her to select a vocational goal commensurate with his/her abilities, capabilities, and interests. This service assists clients in researching various career fields, qualifications and skill requirements for various jobs for which the client is interested, and job outlook and current employment opportunities with local employers throughout the State of Arizona. These services may include, but are not limited to, the following:
- 1. Assistance with organizing the client's career exploration processes and activities to assist him/her in developing effective career exploration skills;
  - 2. Introduction and orientation to the world of work, to include the meaning, value and demands of work; effective stress management/conflict resolution in the work place; and other work-related requirements;
  - 3. Development of self-assessment and exploration skills for the purpose of gaining an

## Transition from School to Work

### DEFINITIONS

increased awareness and understanding of the client's abilities, interests, values, and needs;

4. Guidance through the available employment networks, navigating through the One Stop Centers and their resources and/or utilizing other community resources;
5. Provision of information about various industries and occupations; and assistance to the client in understanding the difference between occupations, industries, and work options;
6. Identification of three (3) possible careers suitable to the client's personal factors, for which the research shall be conducted;
7. Assistance with exploring those industries and occupations for which the client expresses interest through:
  1. Finding and reviewing occupational trends and wages, job responsibilities, education and training requirements, job outlook and other relevant information;
  2. Watching career videos;
  3. Researching employers through available resources, setting and conducting informational interviews with various companies, job shadowing and other applicable methods to learn more about the company, its industry, or the occupation(s) available;
  4. Maximizing the client's decision-making power by comparing and contrasting specific companies;
  5. Exploring and arranging internships and work-based training;
  6. Monitoring progress in the internship/volunteer work experience setting, etc.

2.2 **Confidential setting:** a functional and ADA accessible workspace with 1 table and two chairs set apart from general use area that assures the preservation of client privacy. Maintaining client privacy is central to a counseling relationship in harmony with ethical principles under the Commission on Rehabilitation Counselor Certification.

2.3 **Independent Living Skills Development** services include practical life skills education, guidance, or training in the activities of daily living. These services may include, but are not limited to, instruction in:

1. Personal appearance, hygiene and grooming;
2. Learning to organize and dress for school or work (selection of appropriate attire);
3. Personal safety;
4. Personal management of medication(s);
5. Use of simple (low-technology) adaptive aids and devices;
6. Appropriate use of personal care attendants;
7. Appropriate interpersonal skills necessary for successful integration into the community;
8. Financial planning, money management and budgeting, etc.
9. Meal planning and nutrition.

2.4 **Job Readiness.** This group of services assists clients to explore their employment options and to achieve employment readiness skills. These are stand-alone training opportunities which are not part of a larger job placement effort for which Employment Services are designed.

2.5 **Orientation and Adjustment to Disability** services include a comprehensive and integrated set of instructions, mentoring and other services designed to provide individuals with disabilities with confidence, interpersonal and disability-specific skills, and a positive attitude toward disability that is needed for their achievement of competitive employment, community integration, and/or independence. It is anticipated that the provision of these services will assist individuals in adjusting to living and working with a disability, enhancing the likelihood of achieving long-term success in employment and independent living. These services may include, but are not limited to, the following:

1. Addressing various aspects of the client's disability and the impact of the disability on independent living and work;
2. Development of adequate social functioning in clients who are experiencing personal and interpersonal problems, whether pertaining to temporary situational stress or a disabling condition;

## Transition from School to Work

**DEFINITIONS**

3. Guidance in social functioning and development of personal and social skills which can help a client cope more effectively with disability and/or life situations and their stresses;
4. Assistance in developing self-help skills through the client's own self-directed adjustment to and acceptance of their disability (ies), increased self-confidence, increased independence and independent problem solving, changed attitudes, broadened perspectives of available alternatives, increased communication skills, examination of goals and values, etc.
5. Training and support in self-advocacy to encourage clients to advocate for themselves in order to obtain the services and personal rights. Assistance may take the form of training in specific skills, providing encouragement and motivation to those needing it, or providing information and resources to clients;
6. Guidance and assistance in developing natural supports in the community;
7. Instruction in personal habits, responsibility and productive decision making;
8. Referral to and instruction in utilization of disability-related services available in the community (e.g., Arizona Long Term Care, Arizona Health Care Containment Cost System, Arizona Department of Behavioral Health Services, etc.).

2.6 **Orientation and Mobility Training** services empower a client to safely navigate through one or more identified environments. These services may include, but are not limited to, the following:

1. Safe transfer and travel techniques;
2. Instruction in how to follow directions in order to reach a specific location;
3. Safe navigation of streets techniques;
4. Communication skills and strategies for contact with the public;
5. Use of public transportation and knowledge of routes and stops;
6. Use of the telephone for information and emergency procedures.

2.7 **Supported Education** services are instructional activities that prepare a client for the education or training necessary to successfully achieve employment in their chosen field as outlined in the client's service plan. These services may include, but are not limited to, the following:

1. Identifying education and/or training requirements for the client's selected vocational goal;
2. Utilizing educational resources for locating appropriate educational and/or training programs and assistance to the client in selecting the program that is the most suitable for the client;
3. Identifying educational costs, exploring and finding financial aid resources and options to pay for the selected educational/training program and applying for financial aid (e.g., Pell Grant, private grants, etc.);
4. Assisting the client in registering for the selected educational/vocational training programs, to include:
  1. orientation to the school campus and school services, and
  2. introduction to the Disability Services Resource (DSR) centers on campus and coordination of disability related accommodation services and any needed special services.

2.8 **Vulnerable adult** means an individual who is eighteen years of age or older who is unable to protect himself from abuse, neglect or exploitation by others because of a physical or mental impairment.

2.9 **Work Adjustment Training** services are used for VR clients with significant disabilities who require extensive services to prepare for competitive employment in the community such as: acclimatization to the world of work through time-limited trial work experience, training in the meaning and impact of work on disability and on benefits, job customization and other job accommodations.

Transition from School to Work  
**STUDENT PROGRESS REPORT**

Student Name:	Quarter: <input type="checkbox"/> 1 - <input type="checkbox"/> 2 - <input type="checkbox"/> 3 - <input type="checkbox"/> 4
School District and High School:	VR Counselor:
Completed By:	Date:

1. Check all services the student received during the current reporting period.

<input type="checkbox"/> Career Exploration	<input type="checkbox"/> Job-readiness Skills	<input type="checkbox"/> Assessments
<input type="checkbox"/> Disability Awareness	<input type="checkbox"/> Independent Living Skills	<input type="checkbox"/> Other

2. Check all corresponding activities the student participated in during the current reporting period.

<input type="checkbox"/> Tour	<input type="checkbox"/> Informational Interview	<input type="checkbox"/> Work Experience
<input type="checkbox"/> Community Service	<input type="checkbox"/> Speaker	<input type="checkbox"/> Job Shadow
<input type="checkbox"/> Mock Interview	<input type="checkbox"/> Internship	<input type="checkbox"/> School Tour
<input type="checkbox"/> Post-secondary Education Exploration	<input type="checkbox"/> Vocational Training Exploration	<input type="checkbox"/> Other

3. Provide a summary of the activities completed by the student during the current reporting period. (What, When, Where)

4. Check all services the student is expected to receive during the next reporting period.

<input type="checkbox"/> Career Exploration	<input type="checkbox"/> Job-readiness Skills	<input type="checkbox"/> Assessments
<input type="checkbox"/> Disability Awareness	<input type="checkbox"/> Independent Living Skills	<input type="checkbox"/> Other

5. Check all corresponding activities the student is expected to participate in the next reporting period.

<input type="checkbox"/> Tour	<input type="checkbox"/> Informational Interview	<input type="checkbox"/> Work Experience
<input type="checkbox"/> Community Service	<input type="checkbox"/> Speaker	<input type="checkbox"/> Job Shadow
<input type="checkbox"/> Mock Interview	<input type="checkbox"/> Internship	<input type="checkbox"/> School Tour
<input type="checkbox"/> Post-secondary Education Exploration	<input type="checkbox"/> Vocational Training Exploration	<input type="checkbox"/> Other

Transition from School to Work  
**STUDENT PROGRESS REPORT**

To complete the Student Service Plan please follow the instructions below. All sections must be completed in order to comply with contract requirements.

**Information block:**

- i. Student Name: Enter the student's first and last name.
- ii. The reporting quarter dates are;  
1<sup>st</sup> Quarter - July 1 through September 30;  
2<sup>nd</sup> Quarter - October 1 through December 31;  
3<sup>rd</sup> Quarter - January 1 through March 31;  
4<sup>th</sup> Quarter - April 1 through June 30 ;  
Check the appropriate reporting quarter.
- iii. School District and High School: Enter the name of the school district and the name of the high school the student attends.
- iv. VR Counselor: Enter the name of the student's VR Counselor.
- v. Completed by: Enter the name of the individual who completed the Student Service Plan.
- vi. Date: Enter the date the Student Service Plan was created or updated.

**1. Student Services-Current Quarter**

This block contains services for student participation in the TSW program. The services listed are the most common to TSW participation; however, other services might include self-advocacy, transition of medical/behavioral health care, or resource awareness. The Service Methodology for the school's TSW contract may list other common services for student participation. Check the box for the appropriate services for the reporting quarter.

**2. Student Activities-Current Quarter**

This block contains activities that correspond to the services in Block 1. The activities listed are the most common to the services listed, however other activity topics might include self-determination skills, assistive technology, interpersonal relationships, benefits planning, money management, etc. The Service Methodology for the school's TSW contract may list other common activities for student participation. Check the box for the activities the student completed that correspond to the services marked in Block 1 for the reporting quarter marked in the Information Block.

**3. Summary of Services**

Options for completion of this section: a) input the information into the box, including the date the service/activity was completed and a description of the activity; or b) attach legible documentation to the form and enter "See Attached" in the box.

**4. Student Services-Next Quarter**

Check the box for the services the student is expected to work on in the next reporting period.

**5. Student Activities-Next Quarter**

Check the box for the corresponding activities the student is expected to complete in the next reporting period.



Transition from School to Work (TSW)

**JOB DESCRIPTIONS**

**COORDINATOR (Certified Teacher)**

- Develop the TSW curriculum and lesson plans used for the service provision.
- Teach the TSW curriculum or supervise the teaching of the curriculum by the Transition Technician.
- Work collaboratively with the school district Personnel Department in hiring, supervising, and evaluating the Transition Technician(s).
- Serve as school district liaison to ADES/RSA and the Arizona Department of Education (ADE).
- Maintain a log of all activities and time spent on the TSW.
- Participate in fiscal planning and management activities associated with interfacing TSW with school budgets.
- Participate in the writing of continuation applications for funding the TSW.
- Communicate regularly with school district administrators and individual school administration(s) concerning the status of the TSW.

**Transition Technician (this can be a certified teacher or para-professional staff)**

- Establish a public relations and marketing scheme that educates administrators, teachers, parents and students to the TSW.
- Coordinate activities associated with the recruitment and identification of potential TSW students.
- Collaborate with the TSW team on procedures necessary for determining student eligibility.
- Assist the TSW team and the students in initial transition planning for eligible students.
- Orchestrate transition planning with students, TSW staff, parents, school district personnel, related support services, and appropriate adult services.
- Identify needs for school- and community-based instructional programs in vocational, independent living, and personal/social content areas that compliment the student's job training goals.
- Identify and analyze local community job sites to develop a variety of appropriate training options for participating students.
- Implement a system for follow-up of any TSW students/clients that are no longer receiving services through the TSW, or whose file may be closed by VR.
- Assume a leadership role in the planning and documentation of all TSW team activities.
- Attend all training seminars offered by RSA and ADE regarding TSW procedures and practices.
- Assume responsibility for the marketing and public relations associated with TSW in the community.
- Network with school and community personnel providing employment and transition services similar to the TSW.
- Establish procedures that ensure effective case management of TSW students.
- Implement record-keeping procedures that ensure proper documentation of TSW activities, and that demonstrate collaboration between VR and the School.
- Help evaluate the effectiveness of the program from the perspectives of relevant stakeholders, including students, parents, employers, schools and rehabilitation counselors.
- Participate in activities related to the recruitment of potential students.
- Assist the TSW team by gathering Student documents necessary for determining VR eligibility of Student applicants.
- Assist students in acquiring necessary mobility/transportation to keep appointments.
- Under the supervision of the Coordinator(s), implement a system for disseminating TSW information to potential employers.
- Analyze work sites and match TSW students with those that are deemed appropriate by the Coordinator and VR Counselor.

Transition from School to Work (TSW)

**JOB DESCRIPTIONS**

- Maintain and update a system for tracking employers that have ever been active with the TSW.
- Provide structured training at community job sites consistent with each student's targeted vocational goals.
- Provide follow-up support to students.
- Collect data as necessary to document students' progress on the job.
- Maintain an accurate case file for each TSW student.
- Participate in all team meetings.
- Gather and organize information that is useful for transition planning.
- When appropriate, attend transition planning meetings with eligible students.
- Provide support to TSW students as deemed necessary by the team.
- Assist with teaching the TSW curriculum as directed by the TSW Coordinator.
- Provide one-to-one assistance to students in the delivery of instruction for vocational, independent living, and personal/social content areas.
- Attend all training seminars offered by VR and/or ADE regarding TSW procedures and practices.
- Maintain a log of all activities and time spent on the TSW.

## Transition from School to Work

**INVOICE**

School District:

Billing Period:

Contract Number:

**1. PERSONNEL EXPENSES****1.1 Salaries and Wages**

	<u>Position Title</u>	<u>Salary</u>	<u>Invoice Amount</u>
1.1a	Teacher/Coordinator		
1.1.b	Teacher/Coordinator		
1.1c	Transition Specialist #1		
1.1d	Transition Specialist #2		
1.1e	Transition Specialist #3		
1.1f	Transition Specialist #4		
	<b>TOTAL SALARY</b>	<b>\$0.00</b>	<b>\$0.00</b>

**1.2 EMPLOYEE RELATED EXPENSES (ERE)**

	<u>ITEM</u>	<u>ERE</u>	<u>Invoice Amount</u>
1.2a	ERE, Teacher/ Coordinator		
1.2b	ERE, Teacher/Coordinator		
1.2c	ERE, Transition Spec # 1		
1.2d	ERE, Transition Spec # 2		
1.2e	ERE, Transition Spec # 3		
1.2f	ERE, Transition Spec # 4		
1.2g	Other ERE Benefits		
	<b>TOTAL ERE</b>	<b>\$0.00</b>	<b>\$0.00</b>

**2. OTHER EXPENSES**

	<u>ITEM</u>	<u>Invoice Amount</u>
2.1	Materials/Supplies	
2.2	Local Travel	
2.3	TSW Training	
2.4	Other Expenses	
	<b>TOTAL OTHER EXPENSES</b>	<b>\$0.00</b>

**3. CAPITAL EQUIPMENT EXPENSES**

	<u>Invoice Amount</u>
<b>TOTAL CAPITAL EQUIPMENT</b>	
<b>4. GROSS TSW BUDGET (1 + 2 + 3)</b>	<b>\$ -</b>
<b>5. ***PROGRAM INCOME</b>	
<b>6. INVOICE TOTAL</b>	<b>\$ -</b>

\*Attach Payroll verification

\*\* Attach supporting documents (receipts) for Other Expenses and Equipment Expenses

\*\*\*Attach explanation for costs defrayed by program income if applicable

\*\*\*\*Label in top left corner each receipt with the corresponding line item (2.1-2.4) from the budget also label receipts with "

I hereby certify that the above expenses were paid for the reported billing period.

Preparer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Verified by VR staff (sign):

[illegible]

Campus name

[illegible]

Contract Number:

Campus name

[illegible]

Contract Number:

Reporting period (identify month or quarter):

Campus name

[illegible]

## EQUIPMENT REPORT

Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_ (enter month, day and year)  
Total Equipment Billed for this Reporting Period: \$ \_\_\_\_\_

School District:	Contract Number:	Project Year: (enter here)
------------------	------------------	----------------------------

EQUIPMENT ACQUISITION								
Description of Equipment	Manufacturer's serial number or model number	Title Holder	Acquisition Date	Cost	Other Funding % of cost	RSA/VR % of cost	Location of equipment	Condition of the equipment on date reported



# EQUIPMENT REPORT

## EQUIPMENT DISPOSITION

Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_ (enter month, day and year)

Description of Equipment	Manufacturer's serial number or model number	Date of RSA written approval	Disposition Date	Fair market value	Sales Price	Value at which RSA will be compensated
Total for this Period						

This report shall be submitted with every billing period in which equipment was purchased and annually within 15 calendar days after the end of a contract year to include a cumulative listing of all equipment purchased or disposed up to date.

I hereby certify that the equipment listed above was used for ADES/RSA clients proportionate to the percentage of the cost charged to ADES/RSA funding for the purchase of the equipment.

Preparer's Name and Signature \_\_\_\_\_

## Transition from School to Work

## EQUIPMENT REPORT

## EQUIPMENT INSTRUCTIONS

## 1.0

## Use

Equipment shall be used by the Contractor in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

1. The Contractor shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by ADES/RSA. User fees should be considered if appropriate.
2. The Contractor shall not use equipment acquired with grant funds to earn program income by providing services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.
3. When acquiring replacement equipment, the Contractor may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of ADES/RSA.

## 2.0

## Management

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
2. A physical inventory of the property shall be taken and the results reconciled with the property records at least once every two years.
3. A control system shall be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
3. Adequate maintenance procedures shall be developed to keep the property in good condition.
4. If the Contractor is authorized or required to sell equipment, proper sales procedures must be established to ensure the highest possible return.

## 3.0

## Disposition

The Contractor shall not dispose of any equipment purchased under this agreement without the prior written consent of the ADES/RSA during and after the contract term. Such consent, if given, may include direction as to the means of disposition and the utilization of proceeds, including any necessary adjustments to the agreement.

When original or replacement equipment acquired under this contract is no longer needed for the original project or program or for other activities currently or previously supported by federal funds, disposition of the equipment will be made as follows:

1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to ADES/RSA.
2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by ADES/RSA's share of the equipment.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Division of Employment & Rehabilitation Services

## REQUEST FOR SEARCH OF CENTRAL REGISTRY FOR BACKGROUND CHECK

This document and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this information in error, please notify the sender and destroy the information. The information contained in the Arizona Department of Child Safety (ADCS), CHILDS Central Registry and any attached files shall be used as a factor to determine qualifications for individuals applying for contracts with this state, including employees of the prospective contractor, contractors, and subcontractors for positions that provide direct services to children or vulnerable adults. **The information contained in the Central Registry for Background Check and any attached files is confidential and shall not be further disseminated or shared.**

**PLEASE FILL OUT THE INFORMATION BELOW.** All fields must be completed, accurately and legibly.

**Offeror, Contractor, or Subcontractor Name (Print/Type)**

Solicitation or Contract Number:

Check One:

- ☐ New Contract  
☐ Contract Extension  
☐ New employee hire

Tracking Number (You must provide your unique tracking number. This number will be used to identify and track this document and the individuals linked to it.):

Phone Number

Email Address

Mailing Address

Name of Person Authorized to Submit Request (Print/Type)

Requester's Signature

Date of Request

DERS Program

Rehabilitation Services Administration

Contract Unit Contact Person

### SUBMIT YOUR COMPLETED CENTRAL REGISTRY REQUEST THROUGH ONE OF THE FOLLOWING METHODS:

**Fax to:** DERS CENTRAL REGISTRY REQUEST (602) 542-8436

**Email [secure] to** [DERSCentralRegistryChecks@azdes.gov](mailto:DERSCentralRegistryChecks@azdes.gov)

### RESULTS of this check will be:

1. EMAILED to the address above indicating that one or more individuals on the request was (were) unable to be processed with the information provided; or
2. EMAILED to the address above if all names are cleared; or
3. EMAILED to the address above with information on individuals who are found to have a substantiated finding of child abuse or neglect on the Central Registry; and
4. MAILED to the individual who is found to have a substantiated finding on the Central Registry that disqualifies him/her from providing direct services to children or vulnerable adult clients of ADES.

### Internal Use Only:

For Solicitations Only: DES Designated Staff (Office of Procurement):

For Contracts: Notify DES Designated Staff (Program): [RSAContractsUnit@AZDES.gov](mailto:RSAContractsUnit@AZDES.gov)

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DES está disponible a solicitud del cliente.

# REQUEST FOR SEARCH OF CENTRAL REGISTRY FOR BACKGROUND CHECK

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NAME	ALIAS [Previously used name(s)]
SOC. SEC. NO.	DATE OF BIRTH
ADDRESS (No., Street, City, State, ZIP Code)	
DES – INTERNAL USE ONLY (Search results)	
Reports: <input type="checkbox"/> Yes    Number: [See attached document(s)] <input type="checkbox"/> No    Date of Search:	
NAME OF PERSON COMPLETING SEARCH	SIGNATURE

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Reports: <input type="checkbox"/> Yes    Number: [See attached document(s)] <input type="checkbox"/> No    Date of Search:	
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# REQUEST FOR SEARCH OF CENTRAL REGISTRY FOR BACKGROUND CHECK

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NAME OF PERSON COMPLETING SEARCH	SIGNATURE

INDIVIDUAL'S INFORMATION	
NAME	ALIAS [Previously used name(s)]
SOC. SEC. NO.	DATE OF BIRTH
ADDRESS (No., Street, City, State, ZIP Code)	
DES – INTERNAL USE ONLY (Search results)	
Reports: <input type="checkbox"/> Yes    Number: sdf    [See attached document(s)] <input type="checkbox"/> No    Date of Search:	
NAME OF PERSON COMPLETING SEARCH	SIGNATURE

## DISQUALIFICATION ACTS

A person is disqualified from providing services to DES clients in a direct service position if he/she is identified as the subject of the substantiated report for any of the following.

24 Child death due to alleged abuse or neglect, or suspicious death
25 Injuries requiring emergency medical treatment
27 Child age 24 months is shaken (shaken baby syndrome)
33 Untreated life threatening condition, Infant Doe, Non-organic FTT
37 Imminent harm to child under the age of six (6) due to lack of supervision by parent/caretaker
38 Neglect results in injury/illness requiring emergency medical treatment
39 Imminent harm to child due to health or safety hazards in living environment/exposure to the elements
40 Child diagnosed as suicidal by mental health professions, parent refused to allow treatment
41 Physical evidence of sexual abuse reported by a medical doctor or child reporting sexual abuse within the past seven days
42 Child reporting vaginal or anal penetration or oral sexual contact within past 72 hours and has not been examined
43 Abandoned, no parent willing to provide immediate care for a child and child is with a caregiver unable or unwilling to provide care now
45 Injuries may require medical treatment
46 P3 Injury to child under age six years
50 Living environment presents health or safety hazards to a child under the age of six
51 Sexual conduct/physical injury between children due to inadequate supervision
54 Sexual behavior within the past 8-14 days
55 Child diagnosed by mental health professional with behavior consistent with emotional abuse
56 Abandoned, no parent willing to care for a child, child with caretaker unable or unwilling to care for child less than one week
66 Significant developmental delays due to neglect
69 Attempted sexual behavior or sexual behavior, 14 days to three years r last occur unknown
72 Parent, guardian or custodian suggests or entices child to engage in sexual behavior, no touching
76 Use of child by parent, guardian or custodian for material gain
82 Parent, guardian or custodian sexually abused a child in past, now in home with a child
83 Attempted sexual behavior or sexual behavioral when last occurred more than three years
101 Death of a child due to neglect
111 Death of a child due to physical abuse or suspicious death
201 Physical abuse high risk
202 Physical abuse moderate risk
301 Neglect, high risk
302 Neglect, moderate risk
401 Sexual abuse, high risk
402 Sexual abuse, moderate risk
403 Sexual Abuse, low risk
404 Sexual Abuse, response 4
501 Emotion Abuse, high risk
502 Emotional abuse, moderate risk



# State of Arizona Substitute W-9 & Vendor Authorization Form

**Purpose:** Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

**Instructions:** Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to an Arizona state agency; **AND**
3. You will receive payment from the State of Arizona.

## Type of Request (Must select at least ONE)

- ☐ New Request ☐ New Location (Additional Address ID) ☐ Change (Select the type(s) of change from the following:
- ☐ Tax ID ☐ Legal Name ☐ Entity Type ☐ Minority Business Indicator  
☐ Main Address ☐ Remittance Address ☐ Contact Information

## Taxpayer Identification Number (TIN) (Provide ONE Only)

Social Security Number (SSN)  OR Federal Employer Identification Number (FEIN)

## Entity Name (\* Must Provide Legal Name. Must match SSN or FEIN given. If Individual or Sole Proprietorship enter First, Middle, Last Name.)

Legal Name\*

DBA Name

## Entity Type (Must Select One of the Following)

- ☐ Individual/Sole Proprietor or single-member LLC (6I)  
☐ Corporation (5A)  
☐ Partnership (5C)  
☐ Limited liability company (LLC) including Corporations & Partnerships (5A)
- ☐ An international organization or any of its agencies/instrumentalities (5U)  
☐ The US or any of its political subdivisions or instrumentalities (2G)  
☐ A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)  
☐ Other: Tax Reportable Entity (5P) Description   
☐ Other: Tax Exempt Entity (5H)

## Minority Business Indicator (Must select one of the following)

- ☐ Small Business (01)  
☐ Small Business- African American (23)  
☐ Small Business- Asian (24)  
☐ Small Business- Hispanic (25)  
☐ Small Business- Native American (27)  
☐ Small Business- Other Minority (05)  
☐ Small, Woman Owned Business (06)  
☐ Small, Woman Owned Business- African American (29)  
☐ Small, Woman Owned Business- Asian (30)
- ☐ Small, Woman Owned Business- Hispanic (31)  
☐ Small, Woman Owned Business- Native American (33)  
☐ Small, Woman Owned Business- Other Minority (11)  
☐ Woman Owned Business (03)  
☐ Woman Owned Business- African American (17)  
☐ Woman Owned Business- Asian (18)  
☐ Woman Owned Business- Hispanic (19)  
☐ Woman Owned Business- Native American (21)  
☐ Woman Owned Business- Other Minority (08)
- ☐ Minority Owned Business- African American (04)  
☐ Minority Owned Business- Asian (32)  
☐ Minority Owned Business- Hispanic (74)  
☐ Minority Owned Business- Native American (15)  
☐ Minority Owned Business- Other Minority (02)  
☐ Non-Profit, IRC §501(c) (88)  
☐ Non-Small, Non-Minority or Non-Woman Owned Business (00)  
☐ Individual, Non-Business (00)

## Veteran Owned Business? ☐ YES ☐ NO

## Main Address (Where tax information and general correspondence is to be mailed)

Address   
City  State  Zip code

## Remittance Address (Where payment is to be mailed)

☐ Same as Main

Address Line 1   
Address Line 2   
City  State  Zip code

## Vendor Contact Information

Name  Title   
Phone #  Ext.  Fax  Email

## Certification

☐ Exempt from backup withholding

Under Penalties of perjury, I certify that:

- . The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND  
. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND  
. I am a U.S. person (including U.S. resident alien).

Verification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.**

Signature  Title  Date

Return completed form to the state agency with whom you do business, for review and authorization.

## STATE OF ARIZONA AGENCY USE ONLY - AGENCY AUTHORIZATION

VENDOR: DO NOT WRITE BELOW THIS LINE

State HRIS EIN  Print Name  Signature   
AGY  Title  Phone #  Email  Date

## STATE OF ARIZONA GAO USE ONLY

VENDOR & STATE AGENCY: DO NOT WRITE BELOW THIS LINE

☐ IRS TIN Matching ☐ HRIS ☐ Other Vendor Number  Processed by  Date Processed

# Instructions for the State of Arizona Substitute W-9 & Vendor Authorization Form

## General instructions:

1. Form GAO-W-9 should be completed by computer (electronically).
2. Vendor must type or legibly print all 'Required' fields and submit to the State of Arizona agency they do business with for their review and authorization of the form.

## Specific instructions:

### Type of Request

Select the type of request being made. Select only one, the choices are: 1) New Request, 2) New Location or 3) Change. If selecting Change, please identify what fields have changed since the previous submission. Check all changes that apply: Tax ID, Legal Name, Entity Type/1099 Classification, Minority Business Indicator, Main Address, Remittance Address or Contact Information.

### Taxpayer Identification Number (TIN)

#### **Social Security Number (SSN) OR Federal Employer Identification Number (FEIN)**

Required. Enter your 9 digit Social Security Number (SSN) OR Federal Employer Identification Number (FEIN). This is your Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service (IRS) or Social Security Administration (SSA).

### Entity Name

#### **Legal Name**

Required. Enter the name corresponding to the TIN given. Name must be the same as registered with the Internal Revenue Service (IRS) or Social Security Administration (SSA).

- **Individuals:** Enter First Name, Middle Name, Last Name
- **Sole Proprietorships:** Enter First Name, Middle Name, Last Name
- **ALL Others:** Enter Legal Name of the Business.

#### **DBA Name**

Optional. **Doing Business As (DBA)** For the remittance address, enter a DBA, branch name or location if applicable. Also enter any continuation of the Name or Business Name if needed.

### Entity Type/1099 Classification

Required. Check only ONE entity type for the TIN given. If State of Arizona employee is selected, you must provide your State of Arizona Human Resources Information Solution (HRIS) Employee Identification Number (EIN). Board Members should select State of Arizona employee only if they have a State of Arizona HRIS EIN, otherwise select Individual/Sole Proprietor. If "Other" is selected, please provide a Description for your business.

### Minority Business Indicator

Required. Select the most detailed description for your business. Only one selection can be made. If none apply, select the second from last description of Non-small, Non-Minority or Non-Women Owned Business (00). For non-businesses, please select the last option of Individual, Non-Business (00).

To be classified as a Small, Minority, Women-owned, or Disadvantaged Business Enterprises, a company must meet all qualifying standards and be at least 51 percent owned, operated, and controlled by the qualifying person or persons. For additional information and definitions, refer to the following web site:

<http://www.azcommerce.com/small-business/checklist-items/i-would-like-information-on-types-of-certification>

### Veteran Owned Business-

Required Check either Yes if the business is a Veteran Owned Business or No if the business is NOT a Veteran Owned Business.

## Instructions for the State of Arizona Substitute W-9 & Vendor Authorization Form

### Main Address-Required and Remittance Address-Optional

Check 'Same as Main' if the Remit to Address is the same as the Main Address entered.

**Address (NOTE: an additional Address line is available for Remittance Address)**

Required. Enter under the 'Main Address' an address where tax information and general correspondence is to be mailed. Enter under Remittance Address an address where payments should be made. Foreign addresses should enter full address here.

**City**

Required. Enter your city.

**State**

Required. Select your state from the drop-down list. If you are using an address outside of the U.S., select XX-Foreign address.

**Zip code**

Required. Enter your 5 digit zip code. A 4 digit add on is optional. If completing online, do not enter a dash. If foreign address, do not complete field and enter full address in the address line.

### Contact Information-Required

**Name**

Required. Enter contact name. The person indicated will be contacted for payment related questions or issues.

**Title**

Optional. If the form is completed on behalf of a business, please enter your title.

**Phone#**

Required. Enter the contact's phone number including area code. If completing online, enter 9 numeric characters ONLY, do not enter any dashes, parenthesis or other special characters.

**EXT**

Optional. Enter the contact's phone number extension, if applicable.

**email**

Optional. Enter the contact's email address. Must be in the format: email@address.com.

**Fax**

Optional. Enter the contact's fax number. If completing online, enter 9 numeric characters ONLY, do not enter any dashes, parenthesis or other special characters.

### Certification

**Exempt from backup withholding**

Optional. Check box if you are exempt from backup withholding (Individuals and soleproprietors are NOT exempt from backup withholding. Corporations are exempt from backup withholding for certain types of payments). Refer to IRS W-9 instructions for additional information.

**Signature**

Required. Signature should be provided by the individual, owner, officer, legal representative, or other authorized person of the entity listed on the form. Certain exceptions to the signature requirement are listed in the IRS instructions for form W-9.

**Title**

Required. Enter the title of the person who signed/certified the form.

**Current Date**

Required. This field will default to the current date if form is completed electronically.

**Do not complete any remaining fields; they are reserved for use by the State of Arizona.**

### Additional Information

For additional information concerning certification requirements for the substitute W-9 form, refer to the instructions for the Internal Revenue Service form W-9 at: [www.irs.gov](http://www.irs.gov).

The following document is a sample only. The official version will be mailed after execution of the contract (approval by the DES Office of Procurement) and assignment of a Contract ID Number.

*Sample*

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Information Risk Management,  
3443 North Central, Site Code 829Z  
Phoenix, Arizona 85012  
Phone: (602) 771-2676 · Fax: (602) 364-0481

DATA-SHARING REQUEST/AGREEMENT

BETWEEN

REQUESTING ENTITY:

**ContractorName**

*(DES Division/Administration/Program/Office Name or External Organization Name)*

AND

DATA MANAGER: ARIZONA DEPARTMENT OF ECONOMIC SECURITY

**Program/OfficeName**

*(Division/Administration/Program/Office Name)*

DSA Effective Date: \_\_\_\_\_

Contract Start Date: EffectiveDate

Contract Max End Date: *(If applicable)* MaxTermDate

DSA Agreement No.: \_\_\_\_\_

Contract No: ContractIDNo

UID: \_\_\_\_\_

**SECTION I. REQUEST (Completed by Requesting Entity)**

Use attachment if necessary

1a. PURPOSE OF THIS REQUEST (What information is being requested and why? How will it be used? Define Business need. Give details/specifics.)

In order to enable the Contractor to provide «ContrSumm» as stipulated in Contract ContractIDNo, the Contractor must view client confidential data provided by RSA counselors via:

Mail, phone, e-mail, or fax; no system access required

Contract Effective Date: EffectiveDate

Contract Expiration Date: TerminationDate

1b. INFORMATION TECHNOLOGY AND CONNECTIVITY TYPE (vpn, DVD, citrix, Mainframe, etc; or some other alternative way of accessing application / data?) Select all appropriate and explain in detail Below: ☐ Citrix ☐ VPN-Client ☐ MainFrame ☐ Secure-FTP ☐ Secure-Email ☐ Other

The minimum recommended Email Client is Outlook 2003, to receive and retrieve secure encrypted email from RSA. Anti-virus software must be maintained up to date.

All email containing confidential client information is to be secured. Access to all documents shall be restricted to authorized personnel on a need-to-know basis. Automated equipment, computers and FAXes shall to be maintained in a physically secure environment. All paper documents shall be maintained in a secured environment, such as a locked file or office.

The Contractor shall restrict access to DES confidential data to only those with a "need to know" as part of this contract arrangement and will use NIST Policy SP800-53, AC-6 Least Privilege, as a guide.

The Contractor shall retain DES confidential data only as needed for this contract arrangement and will dispose and sanitize the DES confidential data when no longer needed. NIST Policy SP800-88 shall be used as a guide for disposal and sanitization on DES confidential data

1c. INFORMATION TYPE BEING ACCESSED (personal identifiable information, FBI, SSA, HIPPA, define)

1d. WILL THIS INFORMATION BE RETAINED?

☐ Yes ☐ No If Yes, where and how?:

PLEASE SELECT THE TYPE OF INFORMATION REQUESTED AND SPECIFIC FIELDS

☐ HIPPA ☐ PCI ☐ PHI ☐ PII ☐ Full name ☐ Home address ☐ SSN or National Identification number ☐ Vehicle registration plate  
☐ Driver's license# ☐ Fingerprints ☐ Credit card numbers ☐ Digital identity ☐ Date of birth ☐ Birthplace ☐ Gender/race  
☐ Heath/ Medical records ☐ Wage/Tax info ☐ Telephone number ☐ Criminal record ☐ Medical Benefits eligibility records

The requester enters all information required for successful communication between the requesting entity and the DES IT Staff.

Contact Name (1):

Phone: ( ) -

Contact Name (2):

Phone: ( ) -

Contact Address:

Contact (1) E-Mail Address:

Contact (2) E-Mail Address:

Contact Fax No: ( ) -



**SECTION I. (cont.) REQUEST (Completed by Requesting Entity)**

Use attachment if necessary

**2. CITE LAW, REGULATION, DIRECTIVE OR OTHER BASIS FOR THIS REQUEST**

This request is made pursuant to the Scope of Work for Contract ContractIDNo.

**3. WILL OTHER ENTITIES INTERFACE/WORK WITH YOUR ORGANIZATION?**☐ Yes ☐ No

If Yes, identify entity and reason(s):

**4. WILL INFORMATION BE DISCLOSED/SHARED WITH ANOTHER ENTITY / ORGANIZATION?**☐ Yes ☐ No

If Yes, identify the entity/Organization and reason(s) for disclosure:

**5. WILL DES DATA BE STORED IN ANY FORM (DATABASES, FILES, TAPES, PAPER COPYS, ETC.)? WILL DATA BELONGING TO DES BE STORED IN A SECURE SPECIFIED ON-SITE LOCATION?**☐ Yes ☐ No

If Yes, identify where, what type of data and how the data is to be stored, and for how long?

**6. HOW WILL THE INFORMATION BE PRESENTED FOR USE? WILL THE INFORMATION BE POSTED, DIGITALLY COPIED, APPLICATION, ETC.?****6. HOW WILL THE INFORMATION BE PRESENTED FOR USE? WILL THE INFORMATION BE POSTED, DIGITALLY COPIED, APPLICATION, ETC.?****7. WHAT ARE THE SAFEGUARDS IN PLACE TO GUARD AGAINST UNAUTHORIZED ACCESS/DISCLOSURE OF THE INFORMATION; ACCESS CONTROL PARAMETERS, ROLE BASED ACCESS, ETC.****7.a. IF AN INFORMATION BREACH SHOULD OCCUR, WHAT ARE YOUR PROCESSES AND PROCEDURES TO ADDRESS THIS? (SEE SECTION II, #6)****8. HOW WILL THIS INFORMATION BE DISPOSED OF WHEN NO LONGER NEEDED? SEE RETENTION POLICY**

PRINT NAME AND TITLE OF AUTHORIZED CONTACT

PHONE NO. ( ) -  
FAX ( ) -  
E-MAIL

DATE

MAILING ADDRESS/SITE CODE

CITY

STATE

ZIP CODE

## SECTION II. STIPULATIONS REGARDING THE USE OF INFORMATION

### STIPULATIONS APPLICABLE TO THE REQUESTING ENTITY:

1. Disclosure of the data provided to the Requesting Entity is not permitted unless specifically authorized.
2. Repackaging or redistribution of data or screens, or creation of separate files will not be permitted unless specifically authorized.
3. The data shall be used only to assist in legal valid business needs as stated in Section I, item 1a of this Agreement.
4. All data shall be stored in a physically secure, logically encrypted facility/system following the physical security regulations and standards based on the type of data appropriate and related standards. HIPAA / PHI / PII / PCI/ PUB-1075 ect.
5. All data in electronic format shall be safeguarded and stored, processed and monitored so that unauthorized persons cannot compromise the information.
6. DES shall be notified within **24hrs** when an information breach occurs. Notification must be in accordance with timelines based on State and Federal law.
7. Only authorized staff shall be given access to accomplish the purpose(s) specified in Section I, item 1a of this Agreement.
8. Staff shall view, read or attend an authorized data security awareness training class, where they will be instructed on confidentiality, privacy laws and penalties imposed when there is any non compliance. All staff with access to DES systems and/or applications must complete an annual recertification security awareness training class as scheduled by DES.
9. A **Request for Terminal Access and/or other Activity (J-125)** shall be used to request specific access for each authorized staff member and must be signed by the staff supervisor or designee.
10. All authorized staff are required to sign a **User Affirmation Statement (J-129)**, as a condition for using requested data. This affirmation statement must be resigned at three (3) year intervals as scheduled by DES.
11. Any changes requiring additional access or removal of access shall be reported promptly to the respective data security analyst.
12. Federal and State audit and data security personnel may have access to offices and records of the requesting entity to monitor or verify compliance with this Agreement.
13. This Data-Sharing Agreement will remain in effect for 10 years from the effective date unless otherwise stipulated in Section III or overridden by the Contract, a Memorandum of Understanding or an InterAgency Agreement. If duration is overridden by another document, please reference the document in Section III.
14. Upon Contract Termination, Media Sanitization procedures shall be adhered to in accordance to Arizona Statewide Policy – P8250 v 1.0 - The Business Unit shall sanitize digital and non-digital information system media containing Confidential information prior to disposal, release of organizational control, or release for reuse using defined sanitization techniques and procedures in accordance with the Media Protection Standard S8250. [NIST 800-53 MP-6] [HIPAA 164.310(d)(2)(i)] [HIPAA 164.310(d)(2)(ii)] [IRS Pub 1075]
15. All DES Contracts retention terms and conditions will be adhered to as written unless otherwise stated on DES Retention Policy ((DES 1-37-12-(01)(02)(03)) is applicable.
16. Requesting entity is responsible for all costs and licenses associated with securely connecting to DES and for maintaining confidential standards.

### STIPULATIONS APPLICABLE TO PROVIDER:

1. DES will use the Requesting Entity employee identifying information solely for the purpose of establishing access.
2. Only authorized DES employees will have access to requesting agency employee data.
3. In accordance with applicable Federal, State, and/or local privacy regulations, DES will protect all information collected from the Requesting Entity.

### STIPULATIONS APPLICABLE TO HIPAA – HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT:

1. All staff shall attend an authorized HIPAA awareness training class, where they will be instructed on confidentiality, privacy, information safeguards and penalties imposed when compliance is breached.
2. If applicable, there is a “Business Associate Contract” [45 CFR 164.502(e), 154.504(e), 164.532(d) & (e)] on file and it will be attached to this data sharing agreement as an addendum.

### STIPULATIONS APPLICABLE TO Division Data Owners:

1. DES Division Security Rep shall verify external or internal requesters and submit service desk ticket (SD) and attach the received **(J-125 from external customers only)** and process account. SD ticket must contain DSA# and all contents of attached J-125 in the SD summary field. DES Division Security Reps shall monitor and manage all accounts which have access to their data or with who this DSA in partnership.

**SECTION III. ADDITIONAL INFORMATION**The term of this agreement is overridden by contract ContractIDNo.**TERMINATION OF AGREEMENT ONLY:**

- a. Information will be returned based on Contract terms and conditions.  
 b. Information will be truncated (erased/deleted).  
 c. Information in physical form shall be shredded.  
 d. All of the above.

☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No

External Agency POC: Print Name \_\_\_\_\_

PHONE NO. \_\_\_\_\_

DATE \_\_\_\_\_

Signature \_\_\_\_\_

**SECTION IV (A). RECOMMENDATIONS (Completed by the data managing program / DATA OWNER)**

- ☐ Recommend **APPROVAL**  
☐ Request is not recommended for approval.

Print Name SpecialistName

SITE CODE

PHONE NO.

DATE

**930A**SpecialistPhone**3/8/2017**

Signature \_\_\_\_\_

**SECTION IV (B). PRIVACY RECOMMENDATIONS (Completed by the Division HIPAA or PRIVACY OFFICER)**

- ☐ Recommend **APPROVAL**  
☐ Request is not recommended for approval.

Print Name \_\_\_\_\_

SITE CODE

PHONE NO.

DATE

Signature \_\_\_\_\_

( ) -

**SECTION IV (C). DES ENTERPRISE SERVICE DELIVERY (Completed by: DTS SERVICE DELIVERY MANAGER)**

- ☐ Recommend **APPROVAL**  
☐ Request is not recommended for approval.

Print Name \_\_\_\_\_

SITE CODE

PHONE NO.

DATE

Signature \_\_\_\_\_

( ) -

**SECTION V. APPROVAL (Completed by the requesting entity and the data managing program)**

I attest to the correctness of the information provided in Section I and agree to the stipulations and costs, if any, listed in Section III. I agree to comply with all provisions of the DES Data Security Policy. If any violations of the DES Data Security Policy occur, this Agreement may be terminated. I further understand that DES will periodically review the terms of the Agreement to ensure it conforms with DES Policies and Procedures. In the event changes in either Federal or State law or regulations occur that conflict with the terms of the Agreement or render the terms of the Agreement void, impracticable, or otherwise impossible, this Agreement will terminate immediately. A new Agreement or an amendment to the existing Agreement will be initiated to provide for any changes, that cannot be accommodated within the provisions of the existing Agreement. The Requesting Entity shall hold harmless and indemnify the State of Arizona and its Department of Economic Security for any liability resulting from acts or omissions attributable to the Requesting Entity.

IN WITNESS HERETO, the PARTIES have executed this Agreement by signature of their duly authorized officials:

**For the Requesting Entity: (Completed by Requesting Entity)**

Entity Name

ContractorName

Print Signatory Name

Title

Signature

Date

**For the Department of Economic Security: (Completed by the data managing program)**

Entity Name

Program/OfficeName

Print Signatory Name

Program/OfficeSignatoryName

Title

Program/OfficeSignatoryTitle

Signature

Date

**SECTION VI. APPROVAL (Completed by Information Risk Management)**

This signed Agreement meets all requirements necessary to permit the controlled sharing of the DES data while simultaneously providing for the protection of the data. I certify that:

- ☐ **THIS AGREEMENT CONFORMS** to DES Information Security Policy [DES 1-38-0006].
- ☐ **THIS AGREEMENT DOES NOT CONFORM** to the DES Information Security Policy. Implementation of this Agreement cannot proceed until the following action is taken:

DES Chief Information Security Officer

(Signature)

(Title)

(DATE)

---

## ROUTING INSTRUCTIONS for J-119

### DATA SHARING AGREEMENT BETWEEN DES ENTITIES:

1. Section I, II and III are completed, contact information is provided and the document is signed by the requesting Division or Program Assistant Director, Program Administrator, or designee. The requesting entity Division or Program Security Analyst sends the document to the Data Managing Division/Program Security Analyst. The DSA/PSA from the Data Managing Division/Program will complete Section III and the recommendation in Section IV. If applicable, the Division HIPAA Privacy Officer will complete the recommendation in Section IV. Reason must be given if request is not recommended for approval. Section V is signed and dated by the Data Managing Assistant Director, Program Administrator or designee.

**EXCEPTION:** All DERS UI Data Sharing Agreements will follow their own established process.

2. The data managing Division/Program Security Analyst forwards the Agreement to the Enterprise Delivery Team for signature and approval of Information technology connectivity. Enterprise service delivery team sends DSA back to the Division/ program security team for final signatures. The Agreement is signed, and dated by the Information Security Administrator. The original Agreement is sent back to the Division/Program entered into the tracking list. The Agreement is scanned PDF to the network share, for all data sharing agreements. DSA is not final until fully signed by all parties.

**NOTE:**

When the agreement is modified during the approval process, both entities must review the modifications and re-sign/date the document.

### DATA-SHARING AGREEMENT BETWEEN DES AND AN EXTERNAL ENTITY:

1. Section I, II and III are completed by the requesting entity, contact information is provided and the document is signed by the requesting entity and Division or Program Assistant Director, Program Administrator, or designee. The Division or Program Security Analyst sends the document out for signatures. If applicable, the Division HIPAA Privacy Officer will complete the recommendation in Section IV. Reason must be given if request is not recommended for approval. Section V is signed and dated by the requesting entity administrator and Data Managing Assistant Director, Program Administrator or designee.

**EXCEPTION:** All DERS UI Data Sharing Agreements will follow their own established process.

2. The data managing Division/Program Security Analyst forwards the Agreement to the Enterprise Delivery Team for signature and approval of Information technology connectivity. Enterprise service delivery team sends DSA back to the Division/ program security team for final signatures. The Agreement is signed, and dated by the Information Security Administrator. The original Agreement is sent back to the Division/Program entered into the tracking list. The Agreement is scanned PDF to the network share, for all data sharing agreements. DSA is not final until fully signed by all parties.

**NOTE:**

When the Agreement is modified during the approval process, both entities must review the modifications and resign/date the document.

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## DATA SHARING AGREEMENT WITH INTERNAL (if applicable) EXTERNAL CONTRACTS BETWEEN ENTITIES PROCEDURES: STEP BY STEP

1. From the Contracts Division for which the Contract has been originally created, the authorized Contracts person shall contact the Security Representative from the specific Agency for which the Contract was created, notify that a Data Sharing Agreement (DSA) is needed and being requested and a copy must be sent to the Security Representative to start the process of creating a DSA.
  - a. **NOTE:** A DSA request will not be honored without a valid Contract (number) (if applicable) accompanying the DSA.
2. Any external Contracts agreed upon by DES that include the sharing of information require a J-119 - Data Sharing Agreement (DSA). The normal longevity of the J-119 DSA is 10 years. The newly agreed upon Contract terms and conditions supersedes the longevity of the DSA length of 10 years to align with the Contract's terms, conditions, and longevity.
  - a. Example: If a newly accepted Contract of 2 years needs a DSA, the DSA will align with the Contract's longevity of 2 years. A DSA is created.
  - b. If at the end of the 2 years the contract is renewed for 1 more year, then the contracts personel shall inform the Agency's Security team of the contract extention. Agencys Security team will update DSA tracking database to reflect the contracts extention. The DSA can be renewed every year(s) up to 10 years (the total lifecycle of a DSA) before a new DSA is created.
  - i. J-119A (Amendment Form) is required when additional access to other information not stipulated in the original DSA is being requested. For any extentions/changes of a DSA along with the following requirements:
    1. J-119A must document the changes to the original DSA.
    2. J-119A must document the new Contract Number.
    3. Document any and all changes made on the renewed Contract that involve terms and conditions in the sharing of information.
    4. Assign an agreement number to the DSA and put the Contract number on the first page of the DSA (perferably typed).
    5. DSA with other hand written notes, directions, alterations and scratch offs will not be accepted by IRM.
    6. Security Representative will enter all data into the DSA Database and will select status field "pending signatures to IRM."

### Words of CAUTION:

- a. Security Representative that has created the DSA will have to reproduce the DSA once again to be compliant, no exceptions.
  - b. A DSA that is attached to a Contract will not be approved by IRM without a valid contract number.
3. When the Security Representative has completed all the applicable/signatures, the DSA agreement is entered into the Data Security Warehouse Database by the Security Representative with a status of "Pending-IRM Approval." Afterwards the DSA aggrement is sent to IRM, to DES Information Security Administrator, 1720 W Madison St., Phoenix, AZ 85007 (Site Code 820Z), for final review and approval. The agreement is then signed and dated by the Information Security Administrator.
4. The original agreement is filed in the DES Data Manging Division/Program and the IRM Security Representative confirms all data in the DSA database. The Agreement is not final until signed by the IRM Security Representative, the DES Executor, and the Requesting Entity(s).
5. A final digital copy of all signatures of essential personnel mentioned above is required by IRM for IRM Security Administrator to change the DSA to ACTIVE with in the database.

# CONSENT

## Item 8J.

Agreement Renewal  
ESI, Inc.

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 85
FROM:	Jim Bogner, Assistant Superintendent Operations	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Annual Approval of Retiree Re-employment Program and Client Service Contract with Educational Services, Inc. (ESI)	Action
		Consent X

---

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

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### **SUPPORTING DATA**

When a teacher, classified employee, or administrator retires through the Arizona State Retirement System, that person is not allowed to work full-time in a school district for the first year following retirement. For this reason, highly qualified staff members are often lost to the District after they retire.

### **SUMMARY & RECOMMENDATION**

Educational Services, Inc. has provided retiree re-employment services in Arizona since 1999 and works with over 120 school districts across the state. In addition they have expanded their services to include placement of temporary or substitute workers. HUSD has approved a contract with ESI annually since the 2005-06 school year which has allowed us to hire excellent recent retirees while saving M&O dollars. The elements of the program are unchanged from last school year with the exception of:

- Section 2: added language pertaining to our status as the Employer of Record
- Section 7: added language to address the Fair Wages and Healthy Families Act (formerly Prop 206)
- Section 12: highlighted the change to the policy limits for our Workers' Compensation insurance, which has been enhanced from \$100,000 to \$1,000,000 for each accident and bodily injury or disease
- Exhibit B: for the first time in five years, the pricing has been adjusted due to the expiration of two of our state cooperative contracts (Mohave Educational Services Cooperative & 1GPA)

It is recommended that the Governing Board approve renewal of the agreement.

### **Sample Motion**

*I move to approve the renewal of the Client Service Agreement with Educational Services, Inc. as presented for the 2017-18 school year.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Jim Bogner 759-4006



**Employee Staffing Agreement**

This Agreement for Employee Staffing Services (“Agreement”) is entered into in the State of Arizona effective July 1, 2017 (“Effective Date”), by and between Humboldt USD (“Client”), and Educational Services, Inc., an Arizona corporation (“ESI”).

**RECITALS**

- A. ESI is a corporation in the business of providing employee staffing services.
- B. Client is an entity within the State of Arizona and desires to obtain certain temporary staffing services (“Services”) from ESI. ESI is willing to provide Services to Client upon the terms and conditions contained in this Agreement.
- C. This Agreement provides for the allocation between Client and ESI of responsibilities with respect to covered employees (“Workers” pursuant to Section 2 below).
- D. The parties acknowledge and agree that ESI is not a Professional Employer Organization and is not providing Professional Employer Services, as such terms are defined respectively in Arizona Revised Statutes (“A.R.S.”) §§ 23-561(8) and (9) and consequently the provisions of A.R.S. §§ 23-561 through 23-576 are inapplicable to this Agreement.
- E. This Agreement shall not diminish, abolish or remove any rights of Workers against the Client or obligations of the Client to any Workers (e.g., retirement benefits, retiree health insurance, etc.), if any, that existed before the Effective Date of this Agreement.
- F. Client and ESI agree to be bound by the terms and conditions set forth in any applicable cooperative contract purchasing agreement.

**AGREEMENT**

In consideration of the foregoing premises, and mutual promises contained herein, Client and ESI agree as follows:

1. **RELATIONSHIP OF THE PARTIES**

ESI is an independent contractor and shall perform its obligations under this Agreement as an independent contractor. All Workers provided by ESI to perform Services for Client pursuant to this Agreement shall be employees of ESI and not of Client. Client has the right to direct Workers only to the extent necessary to conduct the Client’s business and operations and to comply with licensing and certification requirements that apply to the Client or to any Worker. In all other respects, ESI

retains full control over the employment, direction, supervision, evaluation, compensation, discipline, and discharge of Workers performing Services under this Agreement.

2. **WORKER**

In this Agreement, the term “Worker” or “Workers” means an individual(s) (a) employed by the ESI in Arizona to work in Arizona, (b) who is performing Services for Client pursuant to this Agreement, (c) who is listed on ESI’s roster of Workers delivered to Client, (d) who has completed ESI’s required enrollment forms, and, where applicable, is certificated or licensed as required by law for the position in which ESI places the Worker, (e) who has entered into an employment agreement with ESI (the “Worker Contract”), (f) who has provided all data required by ESI for payroll processing and workers’ compensation coverage, and (g) who has been entered onto ESI’s payroll system. No individual will be considered a “Worker” under this Agreement unless and until all of the conditions set forth in this section have been satisfied with respect to that individual.

ESI will not place into employment positions with the Client any Worker who does not possess or have the ability to possess all necessary certification and endorsements or licenses for the position assigned.

ESI will maintain equal employment opportunity and anti-discrimination policies, including complaint procedures that address discrimination and/or harassment claims. ESI retains the right to make a final determination as to whether or not to hire a Worker.

3. **ESI COST AGREEMENT**

A copy of a standard cost agreement is attached as **Exhibit A**. ESI shall be solely responsible for ensuring that a Worker performs in accordance with the ESI’s agreements.

4. **TERM OF AGREEMENT**

The initial term of this Agreement will be one (1) year following the Effective Date. Upon the expiration of the initial term, this Agreement may be renewed annually upon mutual agreement of both parties. This Agreement does not automatically renew at the end of each year.

5. **NON-APPROPRIATION CLAUSE**

Client may cancel this Agreement upon thirty (30) days written notice to ESI if funding is not available due to budget constraints.

6. **TERMINATION**

- A. Without Cause. Notwithstanding any other provision of this Agreement, ESI or Client may terminate this Agreement with respect to any Worker at any time without cause upon the submission of at least fifteen (15) days advance written notice.
- B. With Cause. Notwithstanding any other provision of this Agreement, Client may terminate this Agreement at any time with respect to any Worker by written notice to ESI upon the occurrence of any of the following:
  - (1) A material breach by ESI or a Worker of any of ESI's or Worker's obligations under this Agreement or under the Worker Contract.
  - (2) If a Worker embezzles or misappropriates Client funds or property, defrauds Client, is convicted of a felony or of any crime involving moral turpitude, has his or her certification or other licensing required for the position for which employed by ESI revoked or suspended, fails to maintain a valid fingerprint card if one is required by Client, commits an act or omission which constitutes a breach of the Worker Contract, violates the policies of the Client applicable to Client's own employees, commits an act of unprofessional conduct or commits an act that adversely affects the reputation of Client.
  - (3) Death or permanent disability of a Worker occurring any time during the term of this Agreement, in which event this Agreement (as it relates to the Worker) shall terminate as of his or her death or permanent disability.
  - (4) If it is later discovered that a Worker has made any material misrepresentations or has failed to provide any material representations in connection with the information provided to ESI.
- C. Agreement. This Agreement may be terminated by either party for any reason at any time prior to the expiration of the Term, by providing ninety-day (90) written notice to the other Party, in the manner described in Section 22.

7. **SCOPE OF SERVICES**

ESI shall supply Workers and shall perform the following services:

- A. Recruit, hire, train, evaluate, compensate, place, replace, supervise, discipline and terminate Workers.
- B. Maintain a recruiting and hiring program that is in compliance with federal and state laws, rules and regulations, equal opportunity and anti-discrimination policies applicable to, and restricting, the hiring and selection process,

including, but not limited to, Title VII of the Civil Rights Act of 1964 (“Title VII”), the Americans With Disabilities Act (“ADA”), the Age Discrimination in Employment Act (“ADEA”), the Fair Credit Reporting Act (“FCRA”), the Arizona Civil Rights Act (“ACRA”) and the Arizona Employment Protection Act (“AEPA”).

- C. Maintain a system of statewide background checks on all Workers provided to Client to include pre-screening, credentialing, licensure, statewide criminal background check, and fingerprinting, the results of which shall be made available to Client upon request to the extent permitted by law. ESI shall ensure that all Workers possess all certifications and licenses necessary to perform their assignments.
- D. Maintain a system of evaluation, which can be the Client’s evaluation systems and instruments.
- E. Maintain a program of supervision that enforces appropriate policies and procedures. In order to maintain the program, ESI may designate one or more on-site ESI employees as the supervisor and/or ESI contact responsible for addressing and responding to Workers.
- F. Provide each Worker with information regarding his or her obligation to comply with appropriate safety, drug/alcohol, anti-harassment, anti-discrimination, anti-retaliation and conduct policies.
- G. Inform each Worker in writing that s/he is employed by ESI and not employed by the Client.
- H. Inform each Worker in writing that job related illness/injury reports are to be made to ESI’s on-site supervisor or ESI contact and provide information on where and how reports are to be made to the ESI supervisor or contact.
- I. Pay Workers in compliance with applicable wage and hour laws, including, but not limited to the Fair Labor Standards Act (“FLSA”), the Fair Wages and Healthy Families Act (formerly Prop 206), and Arizona Labor Code. ESI shall maintain complete and accurate records of all wages paid to a Worker assigned to provide services to Client. ESI shall be exclusively responsible for and will comply with applicable law governing the reporting and payment of wages, payroll-related and unemployment taxes attributable to wages paid to Workers assigned to provide services to Client.

Hourly employees will not be allowed to accrue comp time and will be paid overtime rate, 1 ½ times their regular hourly rate, for any hours worked over 40 hours in a work-week. The ESI work-week runs from Sunday through Saturday. If an authorized timesheet approver (employee of Client) approves a Worker

timesheet with overtime hours on it, ESI must pay that overtime and will bill Client accordingly for that overtime.

- J. Be responsible for the adequacy of the services provided by Workers pursuant to this Agreement.
- K. ESI shall perform all other responsibilities with respect to Workers otherwise required of an employer and not assumed by Client pursuant to this Agreement.

8. **APPROVAL OF SUPPLIED WORKERS**

Client has the right, but not the obligation, to pre-approve any Worker provided by ESI to fill a position for which the Client has contracted with the ESI to provide a Worker. The Client has the right to reject any Worker prior to or at the time of placement. Client may recommend that ESI impose discipline upon any Worker, and ESI may, in its own right, impose discipline, up to and including dismissal, upon any Worker.

9. **ADMINISTRATIVE FEES**

Client will pay ESI an administrative fee in accordance with the Fee Schedule, attached as **Exhibit B**.

Client will also pay, on a pass-through basis, for all associated employer's payroll liabilities for the Workers. These payroll liabilities are calculated based on ESI's current rates and are subject to adjustment with any changes in job functions or positions of Workers, increases in payroll taxes including but not limited to changes in FICA (OASDI/Medicare), federal or state unemployment tax rates, workers' compensation premiums/experience modifier, as declared annually by the National Council on Compensation Insurance, Inc., or any government mandated insurance requirement that is not already known or currently required, or any government mandated wage increases. Any such adjustments will be effective on the date of the increase or change.

For the purposes of establishing a fee differential for Workers who select medical coverage from ESI's medical plan as required by the Patient Protection and Affordable Care Act (PPACA), for every Worker who selects medical coverage from ESI's benefit plan(s), the Client may be assessed a one-time surcharge equal to the lesser of \$10.00 per covered month that the Worker is insured through the ESI's medical plan or \$100.00 in total. This surcharge will be assessed at the termination of the Worker Contract.

10. **PRE-PAYMENT INCENTIVE**

ESI pays Workers for their services to Client before receiving corresponding payment from Client. Therefore, Client may elect to receive a pre-payment incentive of 2% off Contract Administrative Fee as a discount or payable as a rebate.

11. **PAYMENT TERMS**

ESI will bill Client with invoices as “net 30.” An 8% late payment charge will be assessed for any payment that is not received within 30 days of invoice.

12. **WORKERS’ COMPENSATION**

- A. ESI will be considered the “employer” of all Workers for the purposes of providing workers’ compensation insurance within the meaning of A.R.S. § 23-901. ESI shall provide workers’ compensation and employer’s liability insurance in accordance with the statutory requirements of the State of Arizona, including Employer’s Liability insurance with limits of liability of not less than \$1,000,000 each accident and \$1,000,000 bodily injury or disease. The workers’ compensation policy shall be endorsed to include the Alternate Employer Endorsement and shall include a waiver of subrogation in favor of District from the workers’ compensation insurer.
- B. Client and ESI understand, agree, and acknowledge that no individual will be covered by ESI’s workers’ compensation insurance, or be issued a payroll check unless and until that individual has, prior to commencing work for the Client, satisfied the requirements and definition of a “Worker” under Section 2 of this Agreement.
- C. Client understands, agrees, and acknowledges that the workers’ compensation insurance that ESI will provide under this Agreement will only cover individuals who are listed on the ESI’s roster of Workers provided to the Client as set forth in Section 2 of this Agreement, and that such ESI’s workers’ compensation insurance will not cover other individuals who might perform services for Client, whether as employees, independent contractors, or otherwise. The parties agree that a percentage of the service fee paid by Client shall be for payment of workers’ compensation insurance premiums. Client agrees to provide workers’ compensation insurance or maintain a program of approved self-insurance covering Client’s own employees.

13. **CLIENT’S LIABILITY INSURANCE**

Client will provide liability indemnity protection to the Workers performing Services under this Agreement, and ESI, to the extent that the Worker is providing services for the Client, and the Worker is acting within the course and scope of the authorization granted. The provision of liability indemnity protection shall not be construed as evidence that the relationship between the parties and Workers is other than specifically provided for and agreed to in this Agreement.

14. **ESI'S LIABILITY INSURANCE**

ESI shall maintain in full force and effect at all times during the term of this Agreement Commercial General Liability ("CGL") insurance with limits of liability of not less than one million dollars (\$1,000,000) per occurrence, and if such Commercial General Liability insurance contains a general aggregate limit of liability, the limit of liability shall be at least two million dollars (\$2,000,000). The CGL policy shall be written on an occurrence form and shall cover liability arising from the independent negligence or other wrongful act, error or omission of ESI and its employees that is not the direct consequence of the Services provided by Workers under the terms of this Agreement. The District shall be added as an additional insured to the CGL policy, but only to the extent that the covered liability-causing event is not related to the Services provided by Workers under the terms of this Agreement.

15. **PATIENT PROTECTION AND AFFORDABLE CARE ACT (PPACA)**

ESI offers several medical benefit plan options that meet both "Minimum Value" and "Minimum Essential Coverage." ESI is the employer of record for its Workers and is the applicable large employer (ALE) with the risk for 4980H penalty exposure. ESI is responsible for determining the hours of service as a full-time employee status for variable-hour Workers for purposes of section 4980H through the look-back measurement method requirements.

16. **ADMINISTRATION**

- A. All Workers assigned to fill positions with the Client are employees of ESI. ESI is responsible for administrative employment matters such as payment of all federal, state and local employment taxes, providing workers' compensation insurance, insurance, as well as fringe benefit programs for Workers. ESI agrees to pay and hold harmless Client from any and all taxes, assessments or governmental charges in connection with all or any of the Services provided under the terms of this Agreement. Client is responsible for payment of the Alternative Contribution to the Arizona State Retirement System of any amounts that may be due for individual Workers.
- B. Client will immediately forward to ESI any garnishment orders, involuntary deduction orders, notices of IRS liens, and other forms of legal process received by Client affecting payment of wages to Workers and will cooperate with ESI in responding thereto.
- C. Workers will receive compensation for services rendered pursuant to this Agreement solely through ESI. It is a material breach of this Agreement for Client to pay any Worker in cash or by any other means for any Services rendered. Any individual whom a Client pays directly for any Services rendered

will not be considered a Worker under this Agreement as to the Services for which the Client provides payment.

- D. ESI shall warrant compliance with all federal immigration laws and regulations that relate to Workers and that it has verified employment eligibility of each Worker through the e-verify program.
- E. Upon Client's reasonable request, ESI will provide documentation showing compliance with Section 16(D) with respect to any Worker.

17. **PROTECTED LEAVES OF ABSENCE**

- A. The Uniformed Services Employment and Reemployment Rights Act of 1994 protects civilian job rights and benefits for veterans and members of Reserve components. Client agrees to provide for necessary employment and/or reemployment positions in the event that Workers are called away for military service.
- B. The Family and Medical Leave Act protects re-instatement rights of eligible employees after the employee has been on approved Family and Medical Leave. Client agrees to provide necessary employment and/or reemployment positions in the event that Workers are returning from FMLA.

18. **SAFE WORK ENVIRONMENT**

- A. ESI and its Workers will comply with all health and safety laws, regulations, ordinances, directives, and rules imposed by controlling federal, state, or local governments, and will immediately report all work related accidents involving the Worker within 24 hours to Client.
- B. If applicable and appropriate, Client will provide the Workers with personal protective equipment as required by federal, state, local law, regulations, ordinance, directive, or rule.
- C. ESI or its workers' compensation carrier has the right to inspect the Client's premises and operation, but is not obligated to conduct any inspections. ESI reserves the right to audit safety activities. ESI or its insurers may give reports to Client on the conditions found at Client's worksites. Client will supply documentation related to safety activities as prescribed by law (e.g., safety meeting, training maintaining OSHA log). Neither ESI's insurer nor ESI warrants the result of the inspections or the absence thereof, or that the operations or premises are in compliance with any laws, regulations, codes or standards.



- D. Client will ensure that all facilities where the Workers perform services are in compliance with any and all applicable federal, state, and/or local laws, regulations, codes or standards.

19. **SUPERVISION**

- A. ESI will provide direction, supervision, training and control of each Worker in the performance of the Services. The Client will provide only daily monitoring of the Workers and will report to ESI. ESI may designate at least one (1) on-site supervisor from among the Workers assigned to complete the Services. This on-site supervisor may direct the operational and administrative matters relating to the Services, and may be under the direct supervision of ESI. If ESI fails to designate an on-site supervisor, Workers assigned to perform Services for the Client shall remain responsible to ESI or designee.
- B. ESI shall determine the procedures to be followed by Workers regarding the time and performance of the Workers' job functions and duties, and these will coincide with Client requirements regarding time and performance of same. Client agrees to cooperate with ESI in the formation of such policies and procedures and permit ESI to implement its policies and procedures relating to the Workers.
- C. Client may make all non-routine directives through ESI's on-site supervisor, or if an on-site supervisor is not provided, then through ESI or designee.

20. **INDEMNIFICATION**

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") 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 to any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. For Workers operating Client vehicles, Client hereby agrees to indemnify, defend, and hold harmless ESI for any and all claims, losses, liability, costs or expenses (including reasonable attorney fees) resulting from a vehicular incident, but only to the extent that the Workers are operating Client's vehicles within the course and scope of authorization granted by the Client.

ESI will indemnify Client for any assessment, assessable payment, fine or penalty imposed upon Client arising out of any Worker performing services under this Agreement pursuant to 26 U.S.C. §4980H, or any successor statutes, or any regulations enacted thereunder.

21. **ADJUDICATION OF AGREEMENT**

If any court or arbitrator of competent jurisdiction holds that any provision of this Agreement is invalid or unenforceable, the parties desire and agree that the remaining parts of this Agreement will nevertheless continue to be valid and enforceable.

22. **MODIFICATIONS OR WAIVER OF AGREEMENT**

No modification or waiver of this Agreement will be valid unless the modification or waiver is in writing and signed by the designated representative of the Client and a principal of ESI. The failure of either party at any time to insist upon the strict performance of any provision of this Agreement will not be construed as a waiver of the right to insist upon the strict performance of the same provision, at any future time.

23. **NOTICES**

All notices or other communication required or permitted under this Agreement shall be in writing and shall be made by hand delivery or overnight courier, or prepaid first class certified mail. Notice to ESI shall be sent to:

Educational Services, Inc.  
21819 N. Scottsdale Road STE 100  
Scottsdale, AZ 85255

Notice to Client shall be sent to Client at the address set forth on the signature page hereto.

24. **NO RULE OF STRICT CONSTRUCTION**

Both parties have approved the language of this Agreement, and no rule of strict construction will be applied against either party.

25. **HEADINGS**

The descriptive headings of the paragraphs and subparagraphs of this Agreement are intended for convenience only, and do not constitute parts of this Agreement.

26. **COUNTERPARTS**

This Agreement may be executed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

27. **ARBITRATION**

In the event of any dispute between the parties to this Agreement arising out of, relating to, or in connection with the provisions of this Agreement or the performance hereunder, the parties hereby agree that any such dispute may be submitted to binding arbitration. The arbitrator shall be selected by mutual agreement. The arbitrator's decision and/or award shall be final and binding. The prevailing party, if any, shall be entitled to reasonable attorney's fees and costs. Arbitration shall take place in Maricopa County.

28. **GOVERNING LAW**

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all mandatory contract provisions of state agencies required by statute or executive order.

29. **VALIDITY**

This Agreement shall be valid and enforceable only after the designated representative of both Client and ESI has signed it.

30. **CANCELLATION FOR CONFLICT OF INTEREST**

Pursuant to A.R.S. § 38-511, the Client may, within three (3) years after its execution cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the Client is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party to the contract with respect to the subject matter of the contract.

31. **RECORD RETENTION**

ESI agrees that it shall maintain all books, accounts, reports, files and other records relating to the performance of this Agreement for a period of (3) years after the completion of this Agreement and to make such documents open to the Client for inspection and audit at reasonable times.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date indicated at their respective signatures below.

Effective Date: July 1, 2017.

“Client”

EDUCATIONAL SERVICES, INC.,  
an Arizona corporation

Philip Tavasci

By: \_\_\_\_\_

By: Philip Tavasci

Its: \_\_\_\_\_

Its: President

CLIENT ADDRESS FOR NOTICE:

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_



**Exhibit A**  
**EMPLOYEE COST AGREEMENT EXAMPLE**



*1Government Procurement Alliance  
Mohave Educational Services Cooperative  
Strategic Alliance for Volume Expenditures*

## Employee Cost Agreement

Client: \_\_\_\_\_  
Fee Schedule: \_\_\_\_\_  
Employee: \_\_\_\_\_

Notes:

Start Date	End Date	Position Type	Description	WC Code	Total Days	Hours (day/total)	Rate	Pay Amount	Payroll Liabilities	ESI Fee	Position Total	PO#
								\$ -	\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	\$ -	
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								\$ -	\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	\$ -	
								\$ -	\$ -	\$ -	\$ -	
Employee totals:								\$ -	\$ -	\$ -	\$ -	

**Employee Total Cost:** \$ -

Approved By: \_\_\_\_\_

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

Date: \_\_\_\_\_

Approved purchase order MUST accompany signed Employee Cost Agreement

Purchase order must pre-date the start date listed above

Payroll liabilities subject to change in the event of changes to tax rates

(844) 614-7784 (480) 907-1957

21819 N Scottsdale Rd, Ste 100  
Scottsdale, AZ 85255



**EXHIBIT B**  
**FEE SCHEDULE**

**ESI Cooperative Contracts**

*IGovernment Procurement Alliance (IGPA) Contract No. 17-14PV-02*

RetireRehire

*ASRS Retired Member Leased Employees: excludes Substitutes and Coaches*

- 4.00% of gross salary

FlexTeach

*Recruited Employees: Non-ASRS Retired Members*

- 15.00% of gross salary

SubSource

*Certified and Classified Substitutes*

- 10.00% of gross salary

CoachPro

*Coaches*

- 10.00% of gross salary

*Mohave Educational Services Cooperative Contract No. 17A-ESI-0518*

RetireRehire

*ASRS Retired Member Leased Employees: excludes Substitutes and Coaches*

- 4.00% of gross salary
- 3.00% of gross salary (volume discount: 100+ RetireRehire employees)

FlexTeach

*Recruited Employees: Non-ASRS Retired Members*

- 15.00% of gross salary

SubSource

*Certified and Classified Substitutes*

- 10.00% of gross salary

CoachPro

*Coaches*

- 10.00% of gross salary

*Strategic Alliance for Volume Expenditures (SAVE) Contract No. 14-06MP*

RetireRehire

*ASRS Retired Member Leased Employees: excludes Substitutes and Coaches*

- 4.00% of gross salary

# CONSENT

## Item 8K.

Agreement Renewal  
AVID

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8k
FROM:	Danny Brown, Executive Director of Federal Programs and School Improvement	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Request to ratify/renew the Advancement VIA Individual Determination (AVID) contract	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:**

AVID is a national college readiness program with an impressive record of accomplishment of increasing the levels of academic rigor. This student instructional system focuses on leadership, systems, instruction, and culture, and is designed to increase the number of students who succeed in higher education and life.

Implemented first at the high school, the District has contracted with AVID since 2007-2008; the middle schools (GHMS, BMMS) followed soon after. Granville Elementary School has also joined AVID.

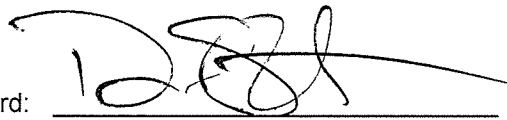
### **SUMMARY & RECOMMENDATION:**

It is the recommendation of administration that the Board approve the contract for the 2017-18 school year for Bradshaw Mountain High School, Bradshaw Mountain Middle School, Glassford Hill Middle School, and Granville Elementary School.

### ***Sample Motion:***

*I move to approve the AVID contract for Bradshaw Mountain High School, Bradshaw Mountain Middle School, Glassford Hill Middle School, and Granville Elementary School for the 2017-2018 school year.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

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



## AVID® STANDARD TERMS AND CONDITIONS

This AVID College Readiness System Services and Products Agreement ("Agreement") is entered into by and between AVID Center, a California non-profit corporation ("AVID Center") and the client named in the Quote(s) ("Client").

### Article I. Definitions

- 1.1 AVID College Readiness System Services and Products Agreement: The Agreement consisting of these AVID Standard Terms and Conditions, Quote(s), Exhibit(s), and any other applicable, incorporated addenda.
- 1.2 AVID College Readiness System: The AVID College Readiness System consists of AVID Elementary, AVID Secondary, and AVID for Higher Education. Client may choose to implement (order) one or more of these components of the AVID College Readiness System as indicated on Quote(s).
- (a) AVID Elementary is a foundational component for elementary sites (grades K-8), designed as an embedded, sequential academic skills resource. It is intended for non-elective, multi-subject, multi-ability level classrooms.
- (b) AVID Secondary consists of the AVID Elective class as the core and content area teachers using AVID strategies as school-wide implementation.
- (c) AVID for Higher Education works with postsecondary institutions to support students with the goal of increasing academic success, persistence and completion rates.
- 1.3 AVID Materials: Any material, in any medium, printed or electronic, produced by AVID Center as a resource for Client's implementation of AVID Elementary, AVID Secondary, or AVID for Higher Education.
- 1.4 AVID Member Site: Any Client that implements (orders membership corresponding to) AVID Elementary and/or AVID Secondary, or AVID for Higher Education.
- 1.5 AVID Methodologies: Those methodologies that, when combined, form the core of AVID Elementary, AVID Secondary, or AVID for Higher Education.

- 1.6 AVID Programs: Other AVID offerings that are supplementary to AVID Elementary, AVID Secondary, or AVID for Higher Education (with the corresponding program indicated in parentheses in this Paragraph). The specific AVID Programs are further defined in their corresponding Exhibit. This list is subject to change without notice: AVID Excel (AVID Secondary); AVID Roadtrip Nation Experience (AVID Secondary); AVID Summer Bridge (AVID Secondary); AVID Weekly (versions for each: AVID Elementary, AVID Secondary, AVID for Higher Education. AVID Elementary and AVID for Higher Education subscriptions are included as part of membership; AVID Secondary subscriptions are included in Middle School and High School Libraries, if so ordered by Client).
- 1.7 Exhibit:
- The document with terms and conditions that relate specifically to a corresponding service or product ordered on the Quote(s).
- 1.8 Payment Terms: The terms of when payment is due, as listed on the Quote.
- 1.9 Quote: The order document that is fully incorporated into this Agreement by reference.
- 1.10 AVID District Director: District leaders that coordinate the implementation of AVID Secondary and/or AVID Elementary at AVID Member Sites within their school system according to the AVID Methodologies. If Client implements AVID Elementary and/or AVID Secondary at any of its AVID Member Sites, then Client agrees to maintain, at its expense, at least one AVID District Director who will enroll in and complete, or have previously completed, the series of AVID District Leadership (ADL) trainings (as described in the corresponding Exhibit).

## **Article II. Period of Agreement**

- 2.1 Term: The Term ("Term") of this Agreement shall be July 1, 2017 to June 30, 2018 unless earlier terminated as provided herein.

## **Article III. Licenses and Rights**

3.1

Copyright License: Subject to Client's performance of all the provisions of this Agreement, AVID Center hereby grants to Client a non-transferable license, without the right to sublicense, to distribute, reproduce, and display the AVID Materials and AVID Methodologies solely to implement AVID Elementary and/or AVID Secondary, or AVID for Higher Education as ordered on Quote(s), during the period listed in the corresponding Exhibit, and for no other purpose.

(a) Client may distribute, reproduce, and display the AVID Materials only to appropriate staff and students of the AVID Member Sites listed in Quote(s), for the sole purpose of implementing the specified AVID service or product at the AVID Member Sites and for no other purpose. Client will not permit any of the AVID Materials or AVID Methodologies to be used by anyone other than the AVID Member Sites.

(b) Further, Client will only distribute, display, photocopy, reproduce or otherwise duplicate, those AVID Materials and AVID Methodologies corresponding to the specific AVID service or product listed for each AVID Member Site in Quote(s). [For example, if Quote(s) specifies both AVID Elementary and AVID Secondary membership at ABC School Site, but only specifies AVID Elementary membership at XYZ School Site, Client will not distribute, display, photocopy, reproduce, duplicate, or otherwise make available the AVID Secondary Materials and Methodologies to XYZ School Site.]

(c) Client and any AVID Member Sites will not distribute, display, photocopy, reproduce or otherwise duplicate, all or any part of the AVID Materials or AVID Methodologies to anyone other than the AVID Member Sites without AVID Center's prior written consent.

(d) Should Client wish to make any of the AVID Materials or AVID Methodologies accessible to its AVID Member Sites through the Internet, it will do so on a password-protected website, and it will ensure that only appropriate staff and students of the AVID Member Sites are allowed access to the website.

(e) Should Client wish to make electronic versions of any of the AVID Materials or AVID Methodologies available for download by its AVID Member Sites, it will ensure that only appropriate staff and students of the AVID Member Sites are allowed access to those materials, and it will require that those staff and students agree not to distribute, reproduce, display, or transfer those materials to anyone other than appropriate staff and students of the AVID Member Sites before downloading those materials.

(f) Client and any AVID Member Sites shall not modify or otherwise alter the AVID Materials or AVID Methodologies in any way, or create or distribute any derivative works of the AVID Methodologies or the AVID Materials in any way. Client also agrees not to use or adopt the AVID Methodologies or AVID Materials with respect to any educational or other program except solely to implement AVID under the provisions of this Agreement.

(g) Client and any AVID Member Sites acknowledge that they do not have the right to sell, sublicense, transfer, or lease any of the AVID Materials or AVID Methodologies to any person or entity.

- 3.2 Trademark License: Subject to Client's performance of all the provisions of this Agreement, AVID Center hereby grants to Client during the Term a non-exclusive, non-transferable, indivisible license, without the right to sublicense, to use the AVID trademarks (collectively "AVID Trademarks"), (a) only as they are incorporated in the AVID Materials, and (b) only on advertising flyers and written promotional materials created by Client or the AVID Member Sites listed in Quote(s) in order to promote and implement AVID at those AVID Member Sites. Client agrees that it will use its best efforts to use the AVID Trademarks in a professional manner in order to preserve and enhance AVID Center's substantial goodwill associated with the AVID Trademarks. Client agrees that it or its AVID Member Sites will not use any of the AVID Trademarks as a corporate or business entity name, as a fictitious business name or as a trade name, and will not use any name in such capacity that is confusingly similar to the AVID Trademarks. Client further acknowledges and agrees that it and its AVID Member Sites cannot modify or otherwise alter any of the AVID Trademarks or use any other designs or logos in conjunction with its use of the AVID Trademarks. Client cannot use the AVID Trademarks for any educational or other program other than to implement AVID at the Member Sites listed in Quote(s) consistent with the above license. Client and its AVID Member Sites will always use the proprietary symbol ® immediately adjacent to the respective AVID Trademarks as noted above with respect to their use of the AVID Trademarks. If Client or its Member Sites desire to use or place the AVID Trademarks on any products, things, or other merchandising items in order to promote AVID, it must first seek and obtain permission from AVID Center by completing AVID Center's Request to Use AVID Center Trademark Form and complying with any of AVID Center's conditions for approval. Any such additional uses of the AVID Trademarks approved by AVID Center shall also be subject to the terms of this license and the other provisions of this Article III.
- 3.3 Rights Reserved: Notwithstanding anything to the contrary in this Agreement, all rights not specifically granted in this Agreement to Client shall be reserved and remain always with AVID Center.
- 3.4 Proprietary Rights: The parties agree that AVID Center shall solely own and have exclusive worldwide right, title and interest in and to the AVID Trademarks, AVID Materials and AVID Methodologies, to all modifications, enhancements and derivative works thereof, and to all United States and worldwide trademarks, service marks, trade names, trade dress, logos, copyrights, rights of authorship, moral rights, patents, know-how, trade secrets and all other intellectual and industrial property rights related thereto ("Intellectual Property Rights"). Client shall not challenge, contest or otherwise impair AVID Center's ownership of the AVID Trademarks, AVID Materials or AVID Methodologies, or any of AVID Center's applications or registrations thereof, or the validity or enforceability of AVID Center's Intellectual Property Rights related thereto. Client also agrees not to submit any applications or otherwise attempt to register for itself or others any of the AVID Trademarks, AVID Materials or AVID Methodologies.
- 3.5 Enforcement: The parties agree that except to the limited extent expressly set forth in Paragraphs 3.1 and 3.2 above, AVID Center will be irreparably harmed and money damages would be inadequate compensation to AVID Center in the event Client breaches any material provision of Article III. Accordingly, all of the provisions of this Agreement shall be specifically enforceable by injunctive and other relief against Client without the requirement to post a bond, in addition to any other remedies available to AVID Center, for Client's breach of any provision of this Agreement.

- 3.6 Proprietary Notices: Client agrees not to remove, alter or otherwise render illegible any trademark, copyright or other proprietary right notices or other identifying marks from the AVID Materials or any permitted copies thereof.
- 3.7 Infringement: Client agrees to notify AVID Center of any conduct or actions on the part of third parties of which it becomes aware that might be deemed an infringement or other violation of AVID Center's rights in the AVID Trademarks, AVID Materials or AVID Methodologies. In such an event, AVID Center shall have the sole right to bring an action for infringement or other appropriate action with respect thereto. AVID Center shall exclusively control the prosecution and settlement of any such action. Client agrees to fully cooperate with AVID Center in any such action and provide AVID Center with all information and assistance reasonably requested by AVID Center.
- 3.8 Compliance With Laws: Client agrees that the AVID Trademarks, AVID Materials and AVID Methodologies will be used in accordance with all applicable laws and regulations and in compliance with any regulatory or governmental agency that has jurisdiction over Client and its educational programs.
- 3.9 Sole Source: AVID Center affirms that it is the sole source of the AVID College Readiness System to which competition may be precluded due to the existence of a patent, copyright, secret process, or monopoly. AVID Center's sole source development includes intellectual property - copyrights and trademarks - in the AVID Materials, licensing for reproduction of student activity sheets associated with the curriculum, technical assistance, training to teachers and administrators, and coordination of the AVID College Readiness System through consultation, data collection, and certification processes.

#### **Article IV. Compensation**

- 4.1 Quotes--Invoicing and Payment: During the Term of this Agreement, Client may request Quote(s) for AVID services and/or products. Client indicates its acceptance of a Quote by signing the respective Quote or issuing a Purchase Order in the amount of the Quote. Should Client issue Purchase Order(s) for such Quote(s), the terms and conditions of this Agreement shall control for all Purchase Orders; no terms and conditions on Purchase Orders will apply to any part of this Agreement. AVID Center will invoice Client according to the terms listed in the accepted Quote(s).

#### **Article V. Status of Parties**

- 5.1 Independent Contractors: AVID Center and Client are independent contractors and their relationship is that of a licensor and licensee. This Agreement is not intended to create a relationship of employment, agency, partnership, joint venture, or similar arrangement between the parties. Neither party shall have any power or authority to bind or commit the other party in any respect, contractually or otherwise. In no event shall either party, or any of its respective officers, agents, or employees, be considered the officers, agents, or employees of the other party.

## **Article VI. Authority**

- 6.1 AVID Center Warranty: AVID Center warrants that the person signing this Agreement is authorized to enter into this Agreement on behalf of the non-profit AVID Center and to bind AVID Center to perform all of its obligations under this Agreement.
- 6.2 Client Warranty: Client warrants that it has obtained all necessary approvals and taken all necessary steps to enter into this Agreement. The person signing on behalf of Client warrants that he or she has the authority to enter into this Agreement on behalf of Client and to bind Client to perform all of its obligations under this Agreement.

## **Article VII. Termination**

- 7.1 Termination for Cause: Subject to the last sentence of this Paragraph 7.1, either party has the right to terminate this Agreement at any time if the other party is in material breach of any warranty, term, condition or covenant of this Agreement and (i) fails to cure that breach within thirty (30) days of receiving notice from the non-breaching party which specifies such material breach and demands cure thereof, or (ii) fails to provide the non-breaching party assurance that the breach will be cured within a longer period of time which is acceptable to the non-breaching party. In the case of a breach by Client that is not cured as described above, AVID Center shall have the right to terminate Client's right to conduct all or part of an AVID product or service at one or more specific AVID Member Sites, by giving written notice to Client of the sites so terminated, without terminating this Agreement with respect to the other products or services at the particular AVID Member Site and/or other AVID Member Site(s) subject to this Agreement. Any termination under this Paragraph 7.1 will become effective automatically upon expiration of the cure period in the absence of a cure or mutually agreed-upon resolution. Notwithstanding the foregoing, any material breach by Client, which is further defined as a breach of any of the provisions of Article III, shall be deemed non-curable and AVID Center shall have the right to immediately terminate this Agreement upon such material breach by Client.
- 7.2 Termination Without Cause: Notwithstanding Paragraph 7.1 above, either party may terminate this Agreement upon thirty (30) days prior written notice to the other party.
- 7.3 Cessation of Use: Upon termination or expiration of this Agreement: (a) the licenses in Article III shall automatically terminate and revert to AVID Center, (b) Client shall thereafter immediately discontinue AVID in all of its school sites and cease using the AVID Materials, AVID Methodologies, or AVID Trademarks in any way, and (c) Client shall pay any unpaid balances to AVID Center and remain liable for its obligations or other actions that accrued or occurred prior to the termination date.
- 7.4 Cumulative Remedies: All rights and remedies conferred herein shall be cumulative and in addition to all of the rights and remedies available to each party at law, equity or otherwise. In addition, Paragraphs 3.3, 3.4, 3.5, 3.6, 4.1, and all of the provisions of Articles VII and VIII shall survive the termination or expiration of this Agreement.

## Article VIII. General Provisions

- 8.1 Governing Law and Venue: If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, then (i) if AVID is the party initiating the action (e.g., as plaintiff), this Agreement shall be interpreted under the law of the State in which Client is located, the action shall be submitted to the exclusive jurisdiction of the applicable court in the city and State where Client is located and venue for the action shall be that city and State; and (ii) if Client is the party initiating that action (e.g., as plaintiff), this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in San Diego, California, and venue for the action shall be San Diego, California.
- 8.2 Entire Agreement: All Quotes, Exhibits, and other addenda to this Agreement are fully incorporated herein. This Agreement, including all addenda, constitutes the entire agreement between the parties regarding this subject matter hereof and supersedes all prior oral or written agreements or understandings regarding this subject matter. This Agreement can only be amended by a written document signed by both parties.
- 8.3 Limitation of Liability: NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, WHETHER FORESEEABLE OR NOT, THAT ARE IN ANY WAY RELATED TO THIS AGREEMENT, THE BREACH THEREOF, THE USE OR THE INABILITY TO USE THE AVID COLLEGE READINESS SYSTEM SERVICES AND PRODUCTS, THE RESULTS GENERATED FROM THE USE OF THE AVID COLLEGE READINESS SYSTEM SERVICES AND PRODUCTS, LOSS OF GOODWILL OR PROFITS AND/OR FROM ANY OTHER CAUSE WHATSOEVER.
- 8.4 Force Majeure: Neither party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.
- 8.5 Severability: If any provision of this Agreement is judicially determined to be invalid, void or unenforceable, the remaining provisions shall remain in full force and effect.
- 8.6 Attorney Fees: In the event a dispute arises regarding this Agreement and a legal proceeding is brought by either party, each party shall be responsible for paying their own attorney fees regardless of the outcome or resolution of the dispute.
- 8.7 No Assignment, Delegation or Transfer: Client acknowledges that the favorable terms of this Agreement were granted solely to Client, and that the substitution of any party by Client would destroy the intent of the parties. Accordingly, Client shall have no right to assign, delegate, transfer or otherwise encumber this Agreement or any portion thereof without AVID Center's prior written consent, which can be withheld in its sole discretion.

- 8.8 Notice: All notices, requests or other communications under this Agreement shall be in writing, shall be sent to the designated representatives of the parties at the addresses set forth in Quote(s), and shall be deemed to have been duly given on the date of service if sent by facsimile or electronic mail, or on the day following service if sent by overnight air courier service with next day delivery and with written confirmation of delivery, or five (5) days after mailing if sent by first class, registered or certified mail, return receipt requested. Each party is required to notify the other party in the above manner of any change of address.
- 8.9 Counterparts: This Agreement may be executed in several counterparts that together shall be originals and constitute one and the same instrument.
- 8.10 Non-Waiver: The failure of a party to enforce any of its rights hereunder or at law or in equity shall not be deemed a waiver or a continuing waiver of any of its rights or remedies against the other party, unless such waiver is in writing and signed by the party to be charged.
- 8.11 Facsimile and Electronic Signatures: The parties hereto (i) each agree to permit the use, from time to time and where appropriate under the circumstances, of signatures sent via facsimile or electronically in a .pdf file or other digital format in order to expedite the transaction(s) contemplated by this Agreement; (ii) each intend to be bound by its respective signature sent by that party via facsimile or electronically in a .pdf file or other digital format; (iii) are each aware that the other, and the other's agents and employees, will rely on signature pages sent via facsimile or electronically in a .pdf file or other digital format; and (iv) each acknowledge such reliance and waive any defenses to the enforcement of this Agreement or of other documents effecting the transactions contemplated by this Agreement based on the signature page being a facsimile, .pdf copy or other digital format. The parties covenant to each other that each time they send a signature page via facsimile or electronically in a .pdf file or other digital format, they will in a timely manner send the other party the countersigned signature page(s).



IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below their signatures, but such dates shall not alter the Term of this Agreement as specified herein:

AVID Center,  
a California Non-Profit Corporation 501(c)(3)

Humboldt Unified School District  
AZ

\_\_\_\_\_  
Signature: AVID Center Authorized

\_\_\_\_\_  
Signature: Client Authorized

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title of Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AVID Center  
9246 Lightwave Avenue, Suite 200  
San Diego, CA 92123  
Employer ID # 33-0522594



# CONSENT

## Item 8L.

### Gifts & Donations

## **GIFTS & DONATIONS – May 9, 2107**

Judith Andrews  
627 Antelope Loop, Prescott  
Donated an eagle statue with plaque of the Pledge of Allegiance  
with the donor's value of \$175  
To be used at Liberty Traditional School

Debbie Lupton  
3190 N. Pleasant View Drive, Prescott Valley  
Donated art supplies with the donor's value of \$461  
To be used at Glassford Hill Middle School

Diane Milner  
8393 N. Sunset Ridge, Prescott Valley  
Donated a 35mm film camera and lens with the donor's value of \$50  
To be used where needed

Circle K – Dale Bradley  
6159 E. Highway 69, Prescott Valley  
Donated \$1,000 to Bradshaw Mountain High School

# DISCUSSION

## Item 9A.

### Energy Audit

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	June 13, 2017	Discuss X
SUBJECT:	Energy Audit and Performance Contracting	Action
		Consent

---

OBJECTIVE: Report

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### **SUPPORTING DATA**


Administration has been exploring ways to decrease energy costs. Performance Contracting is a process available to us that will allow us to reduce energy usage by upgrading energy systems at no additional cost to our budget. The program works by conducting both preliminary and investment grade energy audits by a third party contractor. The result of these audits is a recommendation for upgrades to energy systems that if implemented, will produce a guaranteed energy reduction and cost savings. These guaranteed energy and cost savings are then used to pay for the energy upgrades.

Over the last three months, Ben Madsen and Tom Emanuelson from Midstate Energy have worked with administration to conduct a preliminary energy audit of the District at no cost. They will be presenting additional information to the Governing Board regarding the performance contracting process including, energy audits, guaranteed energy and cost savings, financing options.

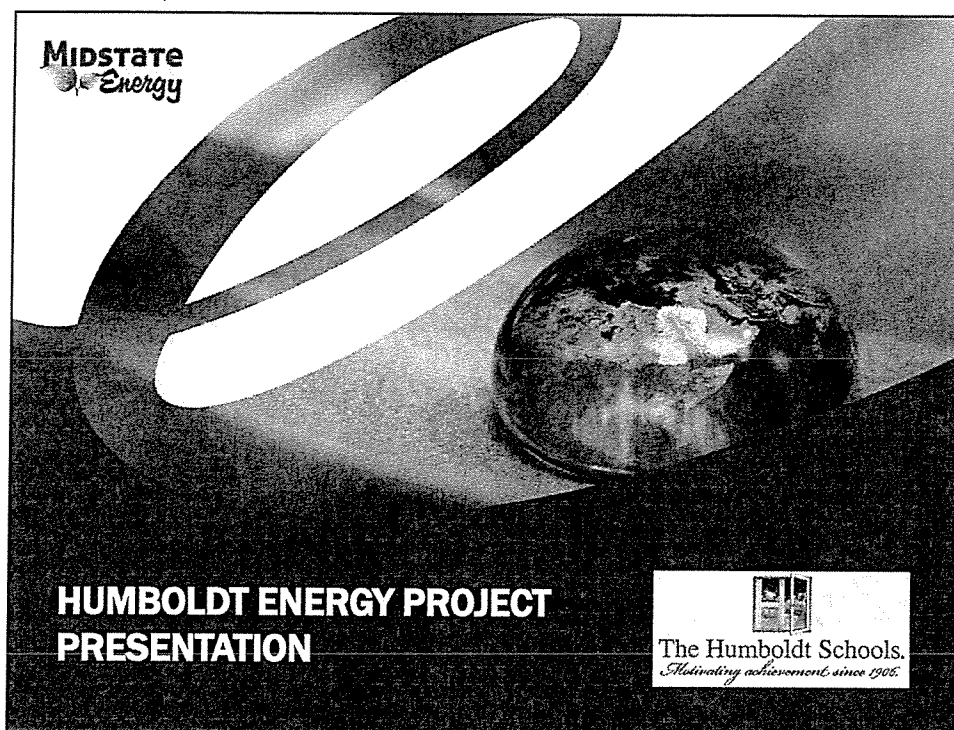
### **SUMMARY & RECOMMENDATION.**


No action. Information only.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

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



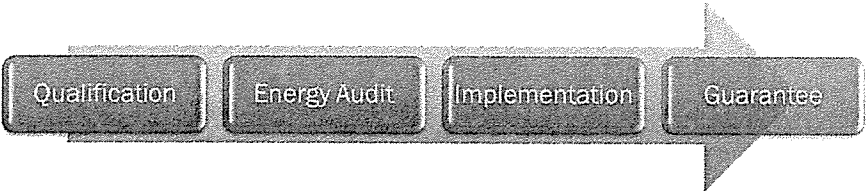


## AGENDA

- I. What is Energy Performance Contracting?
- II. Current Utilities Snapshot
- III. Energy Conservation Measures
- IV. How does it benefit Humboldt USD?
- V. Next Steps

## Energy Performance Project

- Concept is simple: Money saved on energy and operating costs pay for building improvements
- If the project fails to reduce costs as guaranteed, Midstate pays the difference - Per A.R.S 15-213.01
- Goals: Safety, Comfort and Energy Efficiency



## Current Utilities Snapshot

**Total Utility Cost: \$1,378,366**

**Total Square Footage: 765,135**

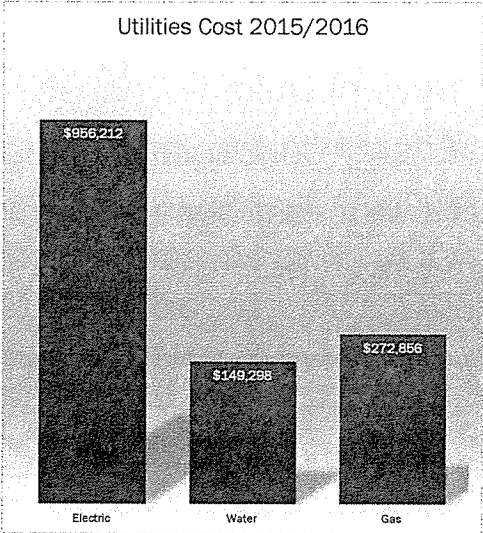
**Enrollment: 5,532**

**Utility Cost per Square Foot: \$1.80**  
Goal: \$1.10 - 1.20

**Utility Cost Per Student: \$249**  
Goal: \$150 - \$175

*\*A deeper analysis is needed to determine rate plans, solar costs and demand reduction.*

Utilities Cost 2015/2016

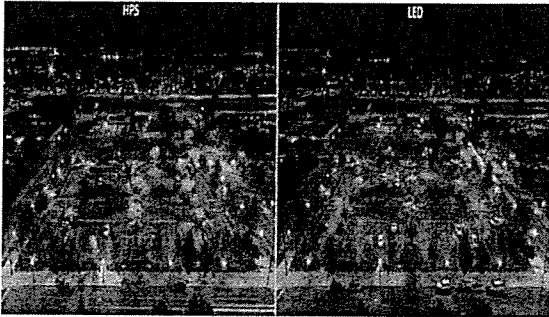
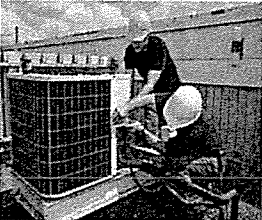



Utility Type	Cost (2015/2016)
Electric	\$956,212
Water	\$149,298
Gas	\$272,856



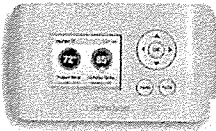
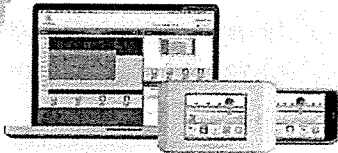
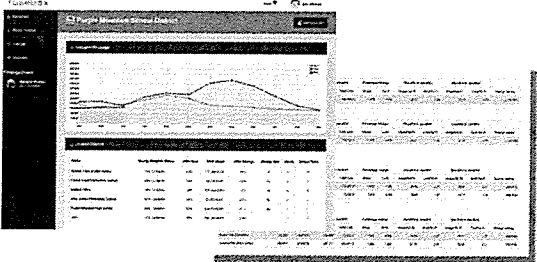
## Energy Conservation Opportunities


- **Lighting Upgrades**
  - Interior
  - Exterior
  - LED Technology
  - Dimming Controls
  - Daylight Harvesting
- **HVAC Upgrades**
  - Package Unit Replacement
  - HVAC Service/Maintenance
- **Water upgrades**
  - Replace existing urinals, faucets, toilets and or valves with low flow fixtures.
  - Kitchen pre-rinse sprayer, Kitchen garbage disposal
  - Ice Machine Retrofit
  - Control irrigation through automated controls via weather-trac technology

## Energy Conservation Opportunities

- **Controls Retrofit**
  - Allows for scheduling of events
  - Standardized on set-points
  - Improve Energy Sequence of Operations
- **Energy Behavior & Data Management**
  - Provides utility data analytics
  - Energy Alerts sent to your phone or email
  - Energy Behavior Program
  - Green Teams
  - Professional Development








## Benefits


### Benefits to Humboldt Unified School District

- Enhanced safety, comfort and energy efficiency
- Standardization of products across District
- Decreased operating and maintenance costs
- Flexible and expandable solutions
- Measure and verification service
- GUARANTEED net savings (savings pays for project)

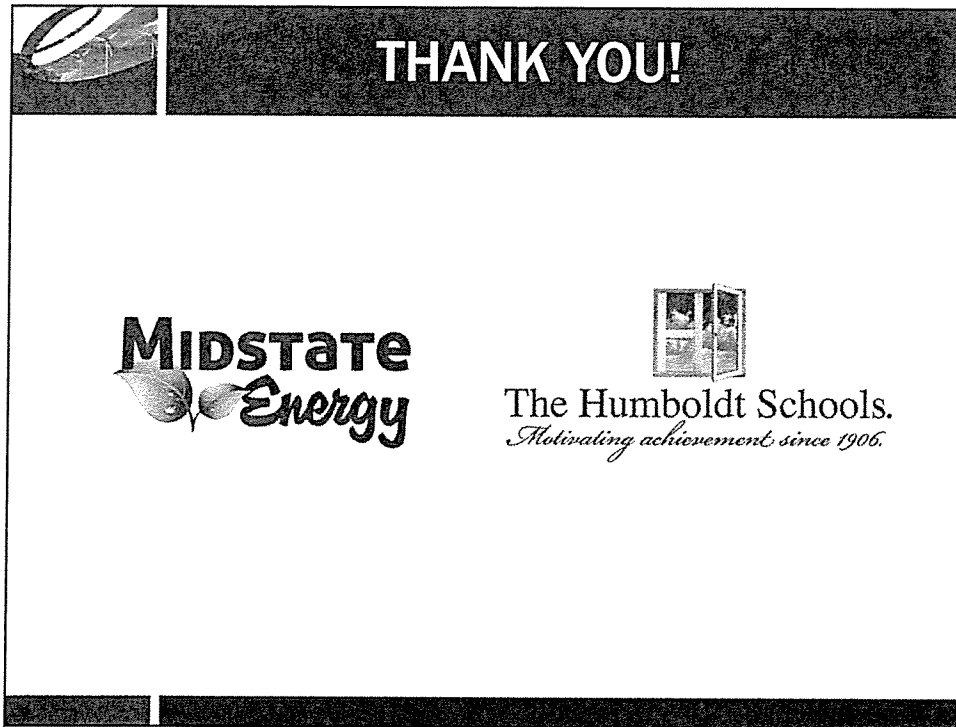


## Next Steps

- From savings projections to program implementation, Midstate Energy has developed a robust process that generates results
- Investment Grade Audit/Final Selection/Final Cost and Savings



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graph LR; A[PEA] --> B[Final Investment Grade Audit]; B --> C[Board Approval]; C --> D[Project Implementation];
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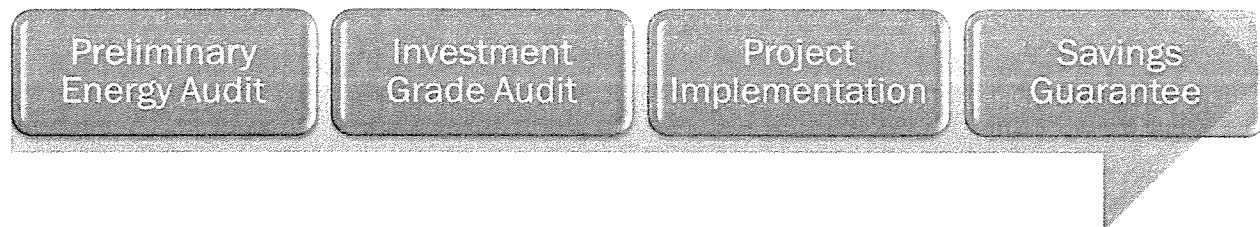


The Humboldt Schools.  
*Motivating achievement since 1906.*

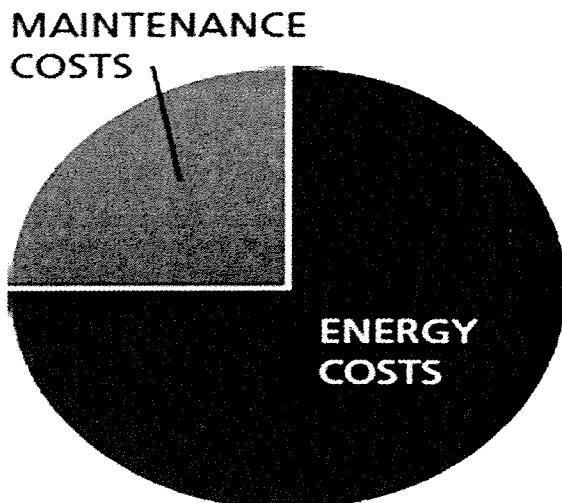
Energy savings performance contracts (ESPC's) allow school districts to accomplish energy savings projects without up-front capital costs and without allocating bond dollars or other capital funds for them. Over 100 Districts across Arizona have implemented ESPC's. The Humboldt Unified School District has been involved in a 3 month process to perform due diligence regarding performance contracting, to identify a provider, to review campuses and services to include in a performance contract, and to recommend a way to procure these services. Midstate Energy is the provider approved by the District. Under this performance contract, Midstate Energy will guarantee a fixed amount of savings to be gained by installing specific energy conservation measures, and the lease payments for the installed measures will be made each year from those guaranteed savings. If the project fails to reduce costs as guaranteed, Midstate will pay the difference per the A.R.S. 15-213.01.

Midstate Energy has started the Investment Grade Audit process at no cost to the District and will have their final project recommendations to the Board in the next 60 days.

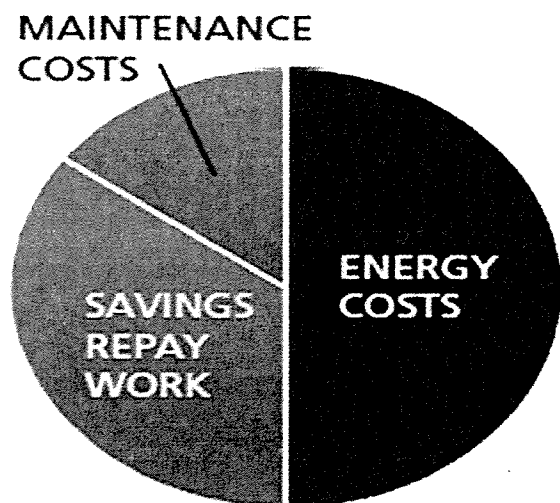
Performance Contracting Steps:



**BEFORE  
IMPROVEMENTS**



**AFTER  
IMPROVEMENTS**



# Energy Project Timeline

## Humboldt Unified School District

★ = deliverable document and/or meeting to present/review

2017

Schedule			March			April			May			June			July			August			Notes
Phase	Responsibility	Status	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	19-Apr	26-Apr	3-May	10-May	17-May	24-May	31-May	7-Jun	14-Jun	21-Jun	28-Jun	
Preliminary Energy Assessment																					
Review Meeting of FEA Analysis	Midstate	Complete																			
Approval to start IGA Process	Humboldt/Midstate	Complete																			
Utility Information - Last Two Years																					
Water	Humboldt	In Progress																			
Electric	Humboldt	In Progress																			
Gas	Humboldt	In Progress																			
Baseline Development	Midstate	In Progress																			
Project Development																					
Facilities - Wants, Needs, Goals Meeting	Humboldt/Midstate	TBD																			
Site walk: Water Conservation Measures	Midstate	In Progress																			
Site walk: Mechanical Conservation Measures	Midstate	In Progress																			
Site walk: Energy Management System	Midstate	In Progress																			
Site walk: Lighting Conservation Measures	Midstate	Complete																			
ROM - Project ROM (Rough Order of Magnitude)																					
ROM Development	Midstate	TBD																			
ROM Meeting with District	Humboldt/Midstate	TBD																			
Local Job Fair																					
Perform Interviews	Midstate	TBD																			
Engineering																					
Mechanical Engineering	Midstate	TBD																			
Final Baseline Development	Midstate	TBD																			
Final Energy Calculations	Midstate	TBD																			
Third Party Engineering/Validation of savings	Humboldt/Midstate	TBD																			
Final Project Selection: Savings/Scope/Cost																					
Final Project Review Meeting	Humboldt/Midstate	TBD																			
Financing																					
Stille/RBC Meeting	Humboldt/Midstate	TBD																			
Board Meeting-Project update-Approval-Pending Legal & Financial Review																					
Board Meeting	Humboldt/Midstate	June/July																			
Legal Review	Humboldt/Jim Gould/Midstate	TBD																			
Financial Review	Humboldt/Jim Gould/Midstate	TBD																			
Board Approval - Final Contracts																					
Board Meeting	Humboldt/Midstate	TBD																			
Project Construction																					
Project Kick-Off Meeting	Midstate	TBD																			



# DISCUSSION

## Item 9B.

### Update Facilities/Capital Plan

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	98
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading	
DATE:	June 13, 2017	Discuss	X
SUBJECT:	Facility Walk Through Report	Action	
		Consent	

---

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

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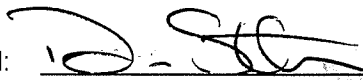
### **SUPPORTING DATA**

During the first semester of the 2016-17 school year, a walk through was conducted at each facility to determine additional needs, not already on the Capital Plan, required to improve the functionality and aesthetics of each site. The walk through teams typically included the principal, lead custodian, maintenance staff, and district administration.

### **SUMMARY & RECOMMENDATION**

The result of this effort is a list of projects with projected costs, timelines and funding source (attached).

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

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



FACILITY WALK THROUGH REPORT 2016-17									
SCHOOL									
						COST EST		TIMELINE	FUND
BMHS-W									
BMHS-E TRANS/MAINT									
GES									







# DISCUSSION

## Item 9C.

Policy Advisories  
584 – 587  
(First Reading)

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>9C</b>
FROM:	Daniel Streeter, Superintendent	Reading X
DATE:	June 13, 2017	Discuss X
SUBJECT:	Policy Review - Policy Advisories 584-587 First Reading	Action

---

OBJECTIVE: Board Governance

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### **SUPPORTING DATA:**

The policy advisories included in this release are those which are updated policies, a regulation, and those specifically related to changes in "The Use of Private Vehicles in Transportation" and "The United States Department of Agriculture Guidance Related to Unpaid Meal Charges".

#### **-R = Regulation**

*Governing Board adoption is not required for a regulation but is provided in the packet for information purposes.*

- PA 584 EEAG – Student Transportation in Private Vehicles  
EEAG-R
- PA 585 EEB – Business and Personal Transportation Services
- PA 586 EFDA – Collection of Money/Food Tickets
- PA 587 JL – Student Wellness

### **SUMMARY & RECOMMENDATION:**

This is the First Reading of suggested changes to policies, and a regulation.

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

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

**Sample Motion:** n/a

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to:

Tami Hitt-Wyant, 759-5012	EFDA / JL
Ken Fox, 759-5192	EEAG / EEB

## **ASBA POLICY ADVISORY DISCUSSION**

**Policy Advisory No. 584 & 585 (Ken Fox)**

**Policy EEAG – Student Transportation in Private Vehicles  
Regulation EEAG-R**

**Policy EEB – Business and Personnel Transportation Services**

These documents have been modified to include language requiring that school district employees or Governing Board members, prior to any use of private vehicles to either embark on business/personnel transportation or to transport student, acknowledge that the employee or Governing Board members automobile insurance is the primary coverage and that proof of insurance must be given to the District prior to such transportation being initiated.

## **HUSD RECOMMENDATION**

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

**EEAG ©  
STUDENT TRANSPORTATION  
IN PRIVATE VEHICLES**

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel unless specific approval by the Superintendent has been obtained.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

The Superintendent may develop regulations to govern the use of private vehicles for transporting students.

Adopted: date of Manual adoption

LEGAL REF.:  
A.R.S.  
15-341

CROSS REF.:  
EEB - Business and Personnel Transportation 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.

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## EEAG-R ©

### REGULATION

### STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The use of a private vehicle for transporting students requires written permission from the Superintendent.

- A. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- C. Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.
- D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Board member's vehicle, or a District-owned vehicle.

**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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**EEB ©  
BUSINESS AND PERSONNEL  
TRANSPORTATION SERVICES**

**(District Travel Policy –  
Employees and Governing Board Members)**

**Administrative Requirements**

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved by the Superintendent.

**Use of School Vehicles**

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's or Governing Board member's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's or Governing Board member's home at night unless the employee or Governing Board member has permission from the Superintendent.

**Use of Private Vehicle**

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District will be given for school business only. An employee or Governing Board member using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Each District employee or Governing Board member authorized to use a private vehicle for District purposes shall be notified in writing that the employee's or Governing Board member's automobile insurance is the primary coverage and District insurance coverage is secondary.

<p><b>Note:</b> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>
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Page 5 of 12

Each employee or Governing Board member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the District.

### **Accident Report**

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

38-538

USFR: VI.I.

CROSS REF.:

DKC - Expense Authorization/Reimbursement

EEAG - Student Transportation in Private Vehicles

**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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## **ASBA POLICY ADVISORY DISCUSSION**

### **Policy Advisory No. 586 & 587**

#### **Policy EFDA – Collection of Money/Food Tickets Policy JL – Student Wellness**

The United States Department of Agriculture has provided guidance related to unpaid meal charges through Department Memos SP 46-2016, 47-2016, and SP 23-2017, “Unpaid Meal charges: Clarification on Collection of Delinquent Meal Payments.” Guidance provided in these memos has been incorporated into Policy EFDA and JL. Please note that ASBA Policy Services has established specific conditions related to Meal Charges in Policy EFDA (see items A, B, C, & D in the text) that are suggested by Policy Services but not mandated by USDA. However, USDA does mandate that conditions are established by districts. As long as districts comply with USDA guidance these conditions can be locally determined.

USDA guidelines establish that the new language should be incorporated into the policy manual by July 1, 2017.

## **HUSD RECOMMENDATION**

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

## EFDA © COLLECTION OF MONEY / FOOD TICKETS

### Meal Charges

To ensure students receive the nutrition they need to stay focused during the school day the District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintain the financial integrity of the district food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

~~The Board shall permit students to incur reasonable charges for replacement meal tickets or special meal arrangements, and parents/guardians shall be contacted for payment. The District shall inform students and parents/guardians in writing of the District's policy regarding missing tickets and the students' responsibility for their tickets. The notice shall be provided to all households at the time they begin participating in the food services program.~~

~~A minimum of three (3) replacements, or special meal arrangements resulting from three (3) lost or stolen tickets, shall be allowed each student within the school year (includes initial ticket plus three [3] replacements)~~

**(NOTE (To be removed with adoption of Policy):** ASBA offers the following language. However the guidance presented by the USDA provides for local districts to establish direction related to meal charges within the parameters of language found in USDA Memo Code SP 46-2016, SP 47-2016, and SP23-2017 Districts may approve and implement the following language or establish local language the meets conditions presented by USDA)

**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 provides the following regarding meal charges:

- A. For all types of reimbursable meals, students in grades up to and including eighth grade are allowed to charge up to three (3) meals.
- B. A student in grades up to and including eighth grade who has reached the limit of three (3) charged meals will be provided an alternative meal.
- C. Students in grades nine (9) through twelve (12) may not charge meals.
- D. No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.

~~Each school shall maintain a list of students who have reported missing tickets in the current school year and the number of occurrences for each student. This list must always be reviewed to determine if the student already has the three (3) ticket replacements or special arrangements prior to denying a meal to a student without a lunch ticket.~~

~~At least one (1) advance written warning communication shall be given to the student and parent/guardian prior to refusal to allow providing additional meals beyond the conditions established by the District or ticket replacements. The written warning communication shall outline previous problems with meal tickets and explain the procedure should the student fail to have a meal ticket during the remainder of the school year not have sufficient funds to pay for a meal.~~

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200. 426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

~~Meals shall be provided to students in pre kindergarten, kindergarten, and for disabled students unable to take full responsibility for a meal ticket.~~

**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 not charge a fee for replacement meal tickets for computerized meal counting systems when the ticket is used only for food services purposes.~~

~~The District may charge a replacement fee for each meal ticket replacement when tickets are used for additional school activities and purposes.~~

~~Reasonable charges shall not exceed \$\_\_\_\_\_ per student for each school year.~~

~~No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.~~

Adopted: date of Manual adoption

LEGAL REF.:

The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.:

JL - Student Wellness

**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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**JL ©  
STUDENT WELLNESS**

The School District strives to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

- A. *Nutrition Guidelines:* All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- B. *Nutrition Education:* The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.
- C. *Physical Activity:* The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.
- D. *Other School-Based Activities:* The goal is to create a total school environment that is conducive to healthy eating and physical activity.

**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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- E. *Evaluation/Implementation*: A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. Such evaluation will be measurable. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have an opportunity to participate in the evaluation and implementation of this policy.
- F. *Parent, Community and Staff Involvement*: A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. The Superintendent shall institute and clearly communicate a meal charge policy to all District households and District staff responsible for policy enforcement that is consistent with aspects of the Healthy Hunger-Free Kids Act of 2010 applicable to the District. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

Adopted: date of Manual adoption

LEGAL REF.:

15-242

42 U. S. C. 1751 *et seq.* (National School Lunch Act)

42 U. S. C. 1771 *et seq.* (Child Nutrition Act)

**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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CROSS REF.:

ABA - Community Involvement in Education

ABAA - Parental Involvement

BBA - Board Powers and Responsibilities

EF - Food Services

EFDA - Collection of Money/Food Tickets

EFE - Competitive Food Sales/Vending Machines

IA - Instructional Goals and Objectives

**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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# ACTION

## Item 10A.

CTE Specialist

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10A
FROM:	Dave Capka, Director of Career and Technical Education	Reading	
DATE:	June 13, 2017	Discuss	
SUBJECT:	Request to approve new position - Career and Technical Education Specialist	Action	X
		Consent	
<hr/>			
OBJECTIVE:	Goal #2 – To Focus on Planning for Future Student Needs		

### **SUPPORTING DATA:**

As we continue to improve and grow our Career and Technical Education (CTE) and JTED programs, and with the ever-increasing reporting requirements, there is a need to increase the staff. The Career and Technical Education Specialist will also work closely with Mt. Institute JTED to help relieve some of the burden on our school counselors related to program promotion, enrollment and scheduling. A job description is attached highlighting the responsibilities for this position.

### **SUMMARY & RECOMMENDATION:**

This position will be a 221 day contract and the person will work eight hours per day. The position will be listed under Classification 14 on the Classified Salary Schedule. Pay will start at a minimum of \$16.53 per hour. Salary costs will be \$29,225.04 plus employee related expenses (20%) and insurance costs make a total salary compensation package of \$41,076. The position will be funded out of our Mt. Institute JTED budget (596).

### ***Sample Motion:***

*I move to approve the position of Career and Technical Education Specialist, as presented.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Dave Capka, 533-1695



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**JOB DESCRIPTION**

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**JOB TITLE:** Career and Technical Education (CTE) Specialist  
**DEPARTMENT:**  
**REPORTS TO:** Director of Career and Technical Education  
**FLSA STATUS/CLASSIFICATION:** Exempt; Class 14  
**SUPERVISORY DUTIES:** none  
**APPROVED ON:** xx/xx/2017

---

**SUMMARY:** The CTE Administrative Secretary will develop, schedule, and deliver related support services to CTE staff; monitor student enrollment for reporting to ADE and Mountain Institute JTED. Will act as MI JTED Counselor and assist the CTE Director is related programmatic and fiscal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintain calendars for the CTE Director and the CTE Department
- Organizing furniture and equipment needs for teacher's classrooms
- Process field trip paperwork, coordinate related transportation, and any other support teachers need for statewide student-related CTSO events
- Submit and track facility maintenance requests for CTE staff
- Coordinates with Mt. Institute JTED on data entry and ADE reporting of student enrollment, attendance, demographics, and student schedule changes, completer and placement reports
- Enrolling students for the annual CTE State Assessment
- Assist with preparation and administration CTE assessment testing
- Attend various ADE trainings and conferences for reporting processes
- Assistance with coordination of registration for CTE staff trainings and conferences including related hotel and travel needs
- Works with school counselors and assists with aggregation of College and Career-readiness data
- Coordinates with JTED on reporting issues related to concurrently enrolled and satellite students
- Inputs purchase requisitions into computer system, including grant applications, grant amendments and completion reports
- Maintains Time and Effort documentation for CTE staff
- Prepares other various reports and retrieves records for auditors and department chairs
- Other duties as may be assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

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



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## JOB DESCRIPTION

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### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High School diploma or equivalent
- Two or more years previous data related training experience
- 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, Access and Outlook and job specific software programs (Schoolmaster, etc.)

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

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

### **WORK ENVIRONMENT:**

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

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

# ACTION

## Item 10B.

Increase AVID FTE

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	108
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading	
DATE:	June 13, 2017	Discuss	
SUBJECT:	Increase in FTE for AVID Teacher Position @ GHMS	Action	X
		Consent	

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OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs
	Goal #4: To Attract and Retain Highly Effective Employees

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### **SUPPORTING DATA**

Glassford Hill Middle School has implemented the AVID program for the past several years with a part-time instructor. This allows the person in the position to conduct AVID classes with students but does not leave time to support classroom teachers in learning, implementing and adapting their classroom strategies to meet the needs of students. The part-time status also does not allow the position to work directly with the Professional Learning Community (PLC) Leads and the Instructional Specialist to ensure effective AVID strategies are being utilized and implemented with fidelity. The current situation supports direct work with students but does not allow for the support of staff. As a result, the program is struggling to become institutionalized at GHMS.

Currently the position is funded at a .625 FTE. Glassford Hill Middle School administration is requesting the position be increased to a full-time position. The additional cost is approximately \$16,000 inclusive of all employee related benefits to be paid from M&O funds.

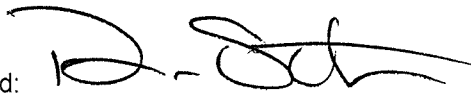
### **SUMMARY & RECOMMENDATION.**

In order to fully implement and support AVID at Glassford Hill Middle School, it is recommended to increase the AVID teacher position from .625 FTE to 1.0 FTE.

### **Sample Motion**

*I move to increase the AVID Teaching position at Glassford Hill Middle School to a 1.0 FTE beginning in the 2017-18 school year.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

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



# ACTION

## Item 10C.

Agreement  
ACPE

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 100
FROM:	Kort Miner, Bradshaw Mt. High School Principal	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Request to approve agreement between HUSD and AZ Commission for Postsecondary Education	Action X Consent
<hr/>		
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs	

### **SUPPORTING DATA:**

As we enter the final year of the Northern Arizona University/Gear Up Program, our cohort will be seniors for the upcoming 2017-18 school year. As part of the last year of this grant-funded initiative, NAU/Gear Up is asking that we enter into a partnership with the AZ Commission for Postsecondary Education

The Arizona Commission for Postsecondary Education is a state educational agency that is authorized to use FAFSA (Free Application for Federal Student Aid) filing status information in order to determine the completion status of a student's application. The FAFSA application is completed by students wishing to continue onto post-secondary education to determine if they are eligible for financial assistance.

The purpose of the agreement is to allow the entities (HUSD and AZ Commission) to share data for reporting purposes as the goal for this cohort is to get 100% of our seniors to complete the FAFSA during their senior year. HUSD would share directory information with the Commission (first name, last name, date of birth, and zip code) and the Commission would update the school on each student's FAFSA filing status.

Another key reason for this agreement is that part of the high school's College and Career Readiness (CCR) index is based on the number of students completing the FAFSA. This is just one small portion that goes into the newly created accountability label criteria. The high school would be able to utilize their database to easily acquire this data for reporting purposes.

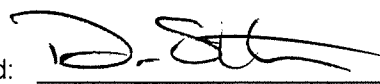
### **SUMMARY & RECOMMENDATION:**

This agreement has been reviewed by our attorney and deemed acceptable as written. The administration recommends approval of the agreement between the District and the AZ Commission for Postsecondary Education.

### ***Sample Motion:***

*I move to approve the agreement with the Arizona Commission for Postsecondary Education, as presented.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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



# Arizona Commission for Postsecondary Education

2020 North Central, Suite 650

Phoenix, Arizona 85004

Tel: (602) 258-2435 | Fax: (602) 258-2483

Email: [acpe@azhighered.gov](mailto:acpe@azhighered.gov) | Website: <http://www.highered.az.gov>

## Data Sharing Agreement Between Arizona Commission for Postsecondary Education And Humboldt Unified School District

This data sharing agreement ("Agreement") is entered into by and between Humboldt Unified School District ("*Participating Entity*")<sup>1</sup> and the Arizona Commission for Postsecondary Education ("Commission").

### PARTIES

The Arizona Commission for Postsecondary Education is a state educational agency that is authorized by its Student Aid Internet Gateway Application for State Agencies agreement with the United States Department of Education ("Department") to use *FAFSA filing status information* in order to determine the completion status of a student's Free Application for Federal Student Aid ("*FAFSA*").

A Participating Entity is a *Local Educational Agency, secondary school* or other *designated entity* that has an *Established Relationship* with a student.

### PURPOSE

The purpose of this Agreement is to facilitate the parties' common desire to share data in order to determine completion status of a student's FAFSA and facilitate providing assistance to such students in completing the FAFSA, as designated by the Department and in accordance with the Family Educational Rights and Privacy Act ("*FERPA*") (20 U.S.C. 1232g and its regulations as codified at 34 C.F.R part 99) and section 483(a)(3)(E) of the Higher Education Act of 1965, as amended, ("*HEA*"), 20 U.S.C. 1090 (a) (3) ( E ).

### TERMS AND CONDITIONS

1. **Term:** The term of the Agreement shall begin on the date both parties sign the Agreement and shall end after a period of 5 years with additional 5 year renewal options, unless terminated earlier in accordance with this Agreement.
2. **Termination:** Any Party may terminate this Agreement at any time, with or without cause, upon (30) days written notice to the other Parties.
3. **Required Terms:** This Agreement incorporates the Addendum of Mandatory Contract Provisions for Arizona State Agencies.
4. **Modification of the Agreement:** This Agreement may only be modified, amended assigned or subcontracted in writing and must be signed by the duly authorized representatives of the parties as of the signed date.

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<sup>1</sup> The first usage of a term in this Agreement that is defined under Definitions is italicized.

5. **Scope of Services:**

- The Participating Entity that has an Established Relationship with the student shall provide the Commission with the following:
  - a. Student First Name
  - b. Student Last Name
  - c. Student Date of Birth
  - d. Student Zip Code
- The Commission shall share the following Institutional Student Information Record ("ISIR") data for students who have an Established Relationship with the Participating Entity:
  - a. FAFSA Submitted Date
  - b. FAFSA Processed Date
  - c. Selected for Verification Flag
  - d. FAFSA Completion Flag, as determined by the Commission

6. **Oversight:** The Participating Entity and the Commission shall maintain copies of this Agreement. The Commission may, at its discretion, monitor the Participating Entity's records, processes, procedures, and electronic systems for compliance with the terms and conditions of this Agreement. The Commission also may, at its discretion perform on-site inspections of the Participating Entity to monitor compliance with the terms and conditions of this Agreement.

7. **Uses of Data and Data Security:** Data shared shall not be used for any purpose other than those described in this Agreement. All data to be shared is considered to be confidential in nature and there are criminal sanctions for noncompliance under applicable Federal, State and local laws.

**The Participating Entity agrees:**

- To protect data and information, including all personally identifiable information according to acceptable standards and no less rigorously than they protect their own confidential information;
- To take appropriate administrative, technical and physical safeguards to protect the data from any unauthorized use or disclosure not provided for in this Agreement;
- To not make any disclosure or publication whereby a sample of data could identify any particular student;
- To ensure that no identifying information will be transmitted through unsecured telecommunications, including unsecured Internet connections;
- To ensure that FAFSA filing status information will be used only for the purpose consistent with HEA;
- To ensure that it will comply, as applicable, with the requirements of FERPA in disclosing any personally identifiable information from students' education records to the Commission or its agents;
- To ensure that disclosure will only be made to *Authorized Personnel*, of the Participating Entity and for authorized purposes of this Agreement.
- To ensure that it will not re-disclose or share the FAFSA Filing Status information obtained from the Commission in personally identifiable form other than (1) to the FAFSA applicant and to the FAFSA applicant's parents if the applicant is under age 18, to the applicant if the applicant is age 18 or older or enrolled in a post-secondary institution, or to any other party with the consent of the FAFSA applicant or the consent of the FAFSA applicant's parents if the FAFSA applicant is under the age of 18, or (2) if required to do so by law and if such use is consistent with all

applicable privacy laws, including the privacy provisions of HEA and FERPA;

- It will advise all Authorized Personnel who have access to the data of the confidential nature of the data, the safeguards required to protect the data, and criminal sanctions for noncompliance under applicable Federal, state, or local laws.

**The Commission agrees:**

- It will protect the integrity of the ISIR data and, if applicable, FAFSA Filing Status Information from unauthorized access, use or re-disclosure;
- It will take all steps necessary to safeguard the confidentiality of the data received;
- It will restrict access to the data provided or created under this Agreement to only those Authorized Personnel who need the data to perform their official duties in connection with the uses of the data authorized in this Agreement;
- It will advise all Authorized Personnel who have access to the data of the confidential nature of the data, the safeguards required to protect the data, and criminal sanctions for noncompliance under applicable Federal, state, or local laws;
- It will develop, implement, maintain and use reasonable and appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity, and availability of all data electronically maintained or transmitted pursuant to this Agreement;
- It will process the data provided or created under this Agreement under the immediate supervision and control of Authorized Personnel in a manner that will protect the confidentiality of the data, so that unauthorized persons cannot retrieve any data by computer, remote terminal, or other Data shared shall not be used for any purpose other than those described in this Agreement.

**DEFINITIONS- for purposes of this Agreement, the following definitions apply:**

1. **Authorized Personnel** - Employees of an LEA, secondary school, or Designated Entity who require access to the FAFSA Filing Status Information to determine the completion status of a student's Free Application for Federal Student Aid (FAFSA) and facilitate providing assistance to such students in completing the FAFSA, including both paid and non-paid staff and authorized agents such as contractors, subcontractors, volunteers, or other parties to whom the LEA, secondary school, or Designated Entity has outsourced any of its services or functions. All Authorized Personnel must be under the direct control of the LEAs, secondary schools, or Designated Entity with respect to the use and maintenance of FAFSA Filing Status Information.
2. **Designated Entity** - A public or non-profit entity that has an Established Relationship with the student that the U.S. Secretary of Education has designated as eligible to receive FAFSA Filing Status Information from an Agency.
3. **Established Relationship** - A relationship between a student FAFSA applicant and an LEA, secondary school, or Designated Entity. In the case of an LEA, an Established Relationship exists where the student FAFSA applicant is enrolled in a secondary school under the legal authority of the LEA or the LEA otherwise is providing services to the FAFSA applicant. In the case of a secondary school, an Established Relationship exists where the student FAFSA applicant is enrolled in the secondary school itself or the secondary school otherwise is providing services to the FAFSA applicant. In the case of a Designated Entity, an Established Relationship exists when the student FAFSA

applicant is enrolled in or has registered with or is receiving services from the Designated Entity in order for the Designated Entity to assist the student in pursuit of postsecondary education.

4. **FAFSA** - The Free Application for Federal Student Aid form, authorized by HEA section 483, which is the U.S. Department of Education's common application for determining the need and eligibility of a student for Federal student aid.
5. **FAFSA Filing Status Information** - Information from an ISIR that the Commission may disclose to LEAs, secondary schools, and Designated Entities on the completion status of a student's FAFSA. FAFSA Filing Status Information includes: Student's first name; Student's last name; Student's date of birth; Student's ZIP Code; FAFSA submitted date (the date the FAFSA was submitted to the U.S. Department of Education); FAFSA processed date (the date the U.S. Department of Education processed the FAFSA); a Selected for Verification flag; and a FAFSA completion flag, as determined by the Commission (e.g., FAFSA not submitted, FAFSA complete, or FAFSA incomplete).
6. **ISIR** - The Institutional Student Information Record (ISIR) is the output document resulting from the submission of a FAFSA to the U.S. Department of Education and includes the data received, system generated data results and FAFSA Filing Status Information.
7. **LEA** - A Local Educational Agency is a public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State; or such combination of school districts or counties a State recognizes as an administrative agency for its public elementary and secondary schools; or any other public institution or agency that has administrative control and direction of a public elementary or secondary school.
8. **Participating Entity** - A Local Educational Agency (LEA), secondary school, or Designated Entity.
9. **Secondary School** - A day or residential school that provides secondary education as determined under State law. In the absence of State law, the Secretary may determine, with respect to that State, whether the term secondary school applies.

The parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date of the signature below.

**Participating Entity**

**Arizona Commission for  
Postsecondary Education**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Name: \_\_\_\_\_April L. Osborn\_\_\_\_\_  
(Print)

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

Title: \_\_\_\_\_Executive Director\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **ADDENDUM OF MANDATORY CONTRACT PROVISIONS FOR ARIZONA STATE AGENCIES**

Notwithstanding any provision of the Data Sharing Agreement ("the Agreement") to the contrary, HUMBOLDT UNIFIED SCHOOL DISTRICT ("the Participating Entity") agrees to abide the following terms and provisions that are required for contracts with the ARIZONA COMMISSION FOR POSTSECONDARY EDUCATION ("the Commission"), an agency of the State of Arizona:

1. Notwithstanding any provision of the Agreement to the contrary, the Commission is not authorized to indemnify the Participating Entity.
2. Every payment obligation of the Commission under this Agreement is conditioned upon the availability of funds appropriated and allocated for the payment of such obligation. If funds are not appropriated, allocated and available or if the appropriation is changed by the legislature resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated by the Commission or any other agency of the State of Arizona at the end of the period for which funds are available. No liability shall accrue to the Commission or any other agency of the State of Arizona in the event this provision is exercised, and neither the Commission nor any other agency of the State of Arizona shall be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
3. Pursuant to A.R.S. §§ 35-214 and 35-215, the Participating Entity shall retain all records relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the State of Arizona at reasonable times. Upon request, the Participating Entity shall produce the original of any or all such records at the offices of the Commission.
4. The requirements of A.R.S. § 38-511 apply to this Agreement. The Commission may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the Commission is, at any time while this Agreement or any extension is in effect, an employee, agent or consultant of Participating Entity with respect to the subject matter of this Agreement.
5. The Participating Entity shall comply with Executive Order 2009-9, which mandates that all persons, regardless of race, color, religion, sex, age, or national origin shall have equal access to employment opportunities, and all other applicable state and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Participating Entity shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
6. Compliance requirements for A.R.S. § 41-4401—immigration laws and E-Verify requirement.
  - a. The Participating Entity warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads in part: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the e-verify program.")
  - b. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the

Participating Entity may be subject to penalties up to and including termination of the Agreement.

- c. The Commission retains the legal right to inspect the papers of any employee who works on the Agreement to ensure that the Participating Entity or subcontractor is complying with the warranty under paragraph 6(a).
- 7. Participating Entity assigns to the Commission any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to Participating Entity toward fulfillment of this Agreement.
- 8. This Agreement shall be construed in accordance the laws of the State of Arizona.
- 9. As needed, the parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518 except as may be required by other applicable statutes.



ACTION  
Item 10D.

YUEBT TRUSTEE

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10D
FROM:	Daniel Streeter, Superintendent	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Appointment of Board Member to Yavapai Unified Employee Benefit Trust (YUEBT)	Action X
		Consent
<hr/>		
OBJECTIVE:	Board Governance	

### **SUPPORTING DATA:**

A Board member from each organization, Humboldt Unified and Prescott Unified School Districts, serves as a trustee for the Yavapai Unified Employee Benefit Trust.

Board member Paul Leon served in this capacity until his resignation from the HUSD Governing Board.

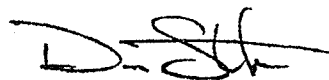
### **SUMMARY & RECOMMENDATION:**

It is recommended that the Governing Board appoint a board member as the district's trustee to YUEBT.

### ***Sample Motion:***

*I move to appoint \_\_\_\_\_ to serve as the Humboldt Unified School District trustee to Yavapai Unified Employee Benefit Trust beginning on June 14, 2017.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Daniel Streeter, 759-4000*

# PERSONNEL

## Item 11A.

Executive Director  
Special Services

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11A
FROM:	Mr. Daniel Streeter, Superintendent	Reading
DATE:	June 13, 2017	Discuss
SUBJECT:	Approval of the hiring of the Executive Director for Special Education Services for the 2017-18 school year	Action X
		Consent
<hr/>		
OBJECTIVE:	Board Governance	

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### **SUPPORTING DATA**

The committee to select the Executive Director for Special Education Services is pleased to present our recommendation for the 2017-2018 School Year. The committee was comprised of the following members of the Humboldt Unified School District:

HUSD Superintendent: Daniel Streeter  
HUSD Director of Educational Services: Cole Young  
HUSD Speech Language Therapist: Jeff Torp  
HUSD Teacher: Rachel Pfiel  
HUSD Teacher: Sharon Stevenson  
HUSD Psychologist: Christine Harris  
HUSD Principal: Joanne Bindell, Mountain View Elementary School  
HUSD Administrator: Jim Bogner, Assistant Superintendent - Operations

The Selection Committee reviewed five completed applications, selecting two candidates to proceed to the interview phase. One of these candidates was selected as finalist to be brought forward for a final interview with Board President, Mr. Rich Adler, and Superintendent Streeter. It is with great pleasure that Superintendent Streeter, Mr. Adler, and the Selection Committee present Patty Bitsilly to the Governing Board for consideration as the Executive Director for Special Services for the 2017-18 school year.

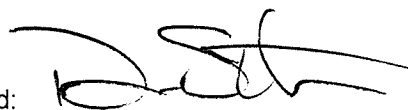
### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve the selection as presented.

### **Sample Motion**

*I move to approve the hiring of the Patty Bitsilly as the 2017-2018 Executive Director for Special Education Services 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*

# PERSONNEL

## Item 11B.

Executive Director  
Federal Programs

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	11B
FROM:	Mr. Daniel Streeter, Superintendent	Reading	
DATE:	June 13, 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	

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**OBJECTIVE:** Board Governance

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### **SUPPORTING DATA**

The committee to select the Executive Director for Federal Programs and School Improvement is pleased to present our recommendation for the 2017-2018 school year. The committee was comprised of the following members of the Humboldt Unified School District:

HUSD Superintendent: Daniel Streeter  
HUSD Director Finance: Cynthia Windham  
HUSD Classified Staff: Stacy Marcus  
HUSD CTE Teacher: Dave Capka  
HUSD Title I Teacher: Tammy Turner  
HUSD Principal: Aimee Fleming, Lake Valley Elementary School  
HUSD Administrator: Jim Bogner, Assistant Superintendent - Operations

The Selection Committee reviewed six completed applications, selecting three candidates to proceed to the interview phase. One of these candidates was selected as finalist to be brought forward for a final interview with Board Member Paul Ruwald and Superintendent Streeter. It is with great pleasure that the Mr. Streeter, Mr. Ruwald, and the Selection Committee present Robert Bueche to the Governing Board for consideration as the Executive Director for Federal Programs and School Improvement for the 2017-18 school year.

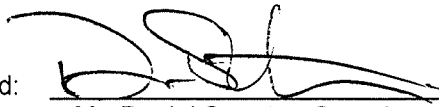
### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve the selection as presented.

### **Sample Motion**

*I move to approve the hiring of Robert Bueche 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*

# PERSONNEL

## Item 11C.

Resignation  
(Tickner)

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	11C
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading	
DATE:	June 13, 2017	Discuss	
SUBJECT:	Resignation of Joeli Tickner	Action	X
		Consent	

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA**

Ms. Tickner was hired as Instructional Specialist at Glassford Hill Middle School and signed a contract for the 2017-18 school year on April 13, 2017. On May 30, 2017, Ms. Tickner informed her Principal and submitted a letter of resignation.

### **Sample Motion**

I move the Governing Board reject the resignation of Joeli Tickner, Instructional Specialist at Glassford Hill Middle School, and assess a recruitment fee of \$1,000.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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