



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, September 12, 2017

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

Regular Session @ 6:30

Mr. Daniel Streeter, Superintendent

Richard Adler, President
Suzie Roth, Vice President
Dr. Dina Battaglia, Member
Ryan Gray, 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 **September 12, 2017**, at **Coyote Springs Elementary School**, located at **6625 N. Cattletrack Drive, Prescott Valley, Arizona**.

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

AGENDA

6:30 PM REGULAR SESSION

1. **WELCOME AND CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
3. **ROLL CALL**
4. **AGENDA REVIEW/ACCEPT**
5. **CURRENT EVENTS**
 - A. Board
 - B. Superintendent

6. **CELEBRATING SUCCESSES**

- Pages 1-4
- A. HUSD VIPs – Candice Blakely-Stump, Coyote Springs Elementary School Principal
 1. Certified – Lindsey Brewer
 2. Classified – Teresa Bailey
 3. Volunteer – Lisa Lanning
 - B. Recognition of Pierce Property Management – School Business Partner
Candice Blakely-Stump, Coyote Springs Elementary School Principal

7. **PUBLIC PARTICIPATION**

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

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

8. CONSENT ITEMS

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

- Pages 5-9 **A. Personnel Recommendations**
- Pages 10-13 **B. Governing Board Meeting Minutes of August 8, 2017** (audio recordings are posted on the District's website at www.humboldtunified.com)
- Pages 14-258 **C. Financial/Business**
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,698,848.53
 2. Approval of Payroll voucher(s) in the amount of \$ 1,993,065.56
- Pages 259-266 **D. Monthly Budget Report**
- Pages 267-272 **E. Monthly Student Activities Report**
- Pages 273-278 **F. Request for approval of the revised 2017-18 Stipend Schedule**
- Pages 279-290 **G. Request for approval to renew an agreement with the Northern Arizona Suns for facility use for fiscal year 2017-18**
- Pages 291-308 **H. Request for approval to renew an intergovernmental agreement with Yavapai College for dual enrollment courses at Bradshaw Mountain High School for school year 2017-18**
- Pages 309-310 **I. Request for approval to dispose of outdated textbooks**
- Pages 311-313 **J. Gifts and donations**

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

- Pages 314-315 **A. Report from Bradshaw Mountain High School German Exchange Program students regarding their recent trip to Germany**
- Pages 316-317 **B. Report from Coyote Springs Elementary School Principal Candice Blakely-Stump to include:**
- Start of school
 - Coyote Springs focus 2017-18
 - Co-teaching
 - Coyote Springs celebrations
- Pages 318-384 **C. First Reading of Policy Advisories 588-601 as presented by Arizona School Boards Association (ASBA)**
- PA 588 BBBA – Board Member Qualifications
 - PA 589 EEAEA – Bus Driver Requirements, Training, and Responsibilities
 - PA 590 GCQF – Discipline, Suspension, and Dismissal of Professional Staff Members
 - PA 591 GDFA - Support Staff Qualifications and Requirements (Fingerprinting Requirements)
 - PA 593 IJJ – Textbook/Supplementary Materials Selection and Adoption
 - ~~PA 594 IJNDB-E – Use of Technology Resources in Instruction (Electronic Information Services User Agreement) (Obsolete) (See PA 601)~~
 - PA 595 IKE-RB – Promotion and Retention of Students
 - PA 596 JFAA – Admission of Resident Students
 - PA 597 JFABC – Admission of Transfer Students
 - PA 598 JFB – Open Enrollment

- PA 599 JL – Student Wellness
- PA 600 KB – Parental Involvement in Education
- PA 601 IJNDB – Use of Technology Resources in Instruction

10. ACTION

- Pages 385-508 **A.** Discussion and possible action to adopt the resolution providing for all matters related to the refunding of certain bonds of the District by the sale and issuance of refunding bonds of the District including delegation to the Superintendent and Chief Financial Officer to determine certain matters related thereto
- Pages 509-511 **B.** Discussion and possible action to reactivate and transfer the CTDS (County Type District School) number for Bradshaw Mountain High School East entity to the Bradshaw Mountain Online Academy
- Pages 512-513 **C.** Discussion and possible action to adopt Edgenuity as the District's online curriculum
- Pages 514-515 **D.** Discussion and possible action to approve modification of enrollment fees at Bright Futures Preschool for District employees
- Pages 516-527 **E.** Discussion and possible action to approve the selection of Caliente Construction for the reroofing project at Mountain View Elementary School (bid award)
- Pages 528-537 **F.** Discussion and possible action to approve a Curriculum Fellow Services Agreement (job share agreement) between Great Minds and the District for Curriculum Coordinator Andrea Misemer
- Pages 538-539 **G.** Discussion and possible action to add .5 FTE (full-time equivalent) to the custodial staff at the District Office
- Pages 540-541 **H.** Discussion and possible action to approve two additional full-time teaching positions at Coyote Springs Elementary School
- Pages 542-544 **I.** Discussion and possible action to approve a Business Manager position
- Pages 545-546 **J.** Discussion and possible action to approve the grade level attendance category of "Ungraded Elementary" for attendance reporting purposes
- Pages 547-558 **K.** Discussion and possible action to approve the submission of possible changes to the Arizona School Boards Association's bylaws

11. PERSONNEL

- Pages 559-560 **A.** Discussion and possible action to approve payment of the second half of Superintendent Streeter's performance pay plan
- Pages 561-562 ***B.** 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, Teresa Striediek

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

September 26, 2017	6:30 p.m.	Work Study Session	@ Transportation Training Facility
October 17, 2017	6:30 p.m.	Regular Meeting	@ Glassford Hill Middle School
November 14, 2017	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary School
December 12, 2107	6:30 p.m.	Regular Meeting	@ Humboldt Elementary School

13. ADJOURNMENT

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

CELEBRATING SUCCESSES

Item 6

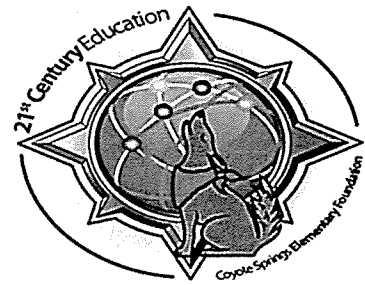
- A. HUSD VIPs – Coyote Springs Elementary School
 - 1. Certified – Lindsey Brewer
 - 2. Classified – Teresa Bailey
 - 3. Volunteer – Lisa Lanning

- B. Recognition of Pierce Property Management –
CSES Business Partner

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack, Prescott Valley, AZ 86314

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



September 12, 2017

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School Principal

For recognition of efforts above and beyond on behalf of the District, I would like to nominate Lindsey Brewer for HUSD Certified Employee of the Month.

I am nominating Lindsey Brewer for the following reasons:

Lindsey Brewer has been a valued employee of HUSD since January of 2016 when she was hired as a new teacher at Coyote Springs Elementary School just after completing her student teaching. Although Lindsey is still a novice teacher, she has set a standard for delivering instruction that both stimulate and engage her students. Lindsey's performance in the classroom is enhanced by her extensive knowledge, experience, and passion working with children. She maximizes efforts to establish a learning environment in which students respect each other. Lindsey has consistently demonstrated through patience, tolerance, and skill, the ability to relate to and effectively instruct all students. Her enthusiasm for teaching has generated a positive environment that promotes the love of learning.

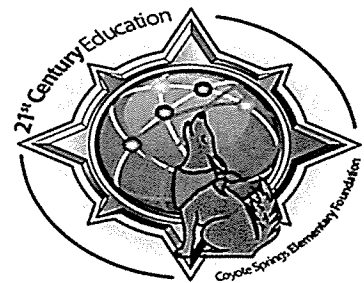
In addition to Lindsey's passion for teaching and learning in the classroom, she is a respected teacher in the school. Lindsey is a problem solver and always approaches problems from a proactive approach and from the perspective of a parent, teacher, and community member. Lindsey has taken on the role of Professional Learning Community Leader for the kindergarten team. It is very unique to have such a new teacher take on this type of leadership role. However, Lindsey is without a doubt, a unique teacher and human who has the skill set and passion to be successful in this leadership role! Lindsey strives for excellence not only in everything she does but with everything that her students do. Lindsey's sense of professionalism is both motivational and refreshing.

It is for these many reasons that I nominate Mrs. Lindsey Brewer as September's HUSD Certified Employee of the Month.

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack, Prescott Valley, AZ 86314

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



September 12, 2017

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School Principal

For recognition of efforts above and beyond on behalf of the District, I would like to nominate Teresa Bailey for HUSD Classified Employee of the Month.

I am nominating Teresa Bailey for the following reasons:

Teresa has been a devoted Humboldt Unified School District employee for thirteen years. She started her time at CSES as a parent volunteer and then became a teacher's aide and then a Title I paraprofessional and eventually moved into her current position as attendance secretary. Each of these roles has provided Teresa with a wealth of knowledge about CSES. It is through these many roles that she has a unique perspective to connect with her customers.

On any given day you can walk into the CSES office and hear her laughter. She always has a smile on her face, a jump in her step, and a laugh in her voice. No matter how crazy things get, or how much I ask of her in a minute's time, she always gets it done with a smile! It is absolutely refreshing to have Teresa in the office! She is a breath of fresh air that makes every person who encounters her truly have a nice day!

Teresa is a role model for everyone at HUSD in the area of customer service. She is all about the customer. She greets every person that approaches the counter with a smile and is always eager to help. Teresa gets to know every parent, student, grandparent, and guardian at CSES and always greets them by name. I am amazed at how quickly she has gotten to know every family and how she can best serve them.

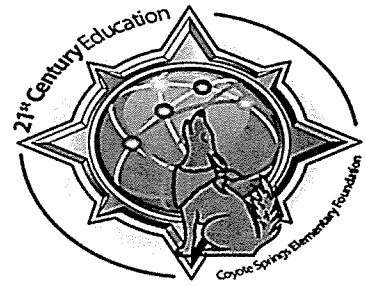
Teresa is an amazing individual who truly loves what she is doing. She is dedicated to her students and to her career. Coyote Springs Elementary School is very lucky to have such a valuable and knowledgeable individual as a dedicated employee of HUSD.

It is for these reasons that I nominate Mrs. Teresa Bailey as September's HUSD Classified Employee of the Month.

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack, Prescott Valley, AZ 86314

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



August 27, 2017

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School Principal

For recognition of efforts above and beyond on behalf of the District, I would like to nominate Lisa Lanning for HUSD Volunteer of the Month.

I am nominating Lisa Lanning for the following reasons:

Lisa has been a valued volunteer at CSES since her child started kindergarten. I have had the pleasure of collaborating with Lisa over the past seven years as principal at Coyote Springs Elementary School.

Lisa, a proud mommy of a HUSD student, runs a successful local business and marriage and still finds time to support our schools by volunteering her time, energy, and resources. We frequently call upon Lisa to help support our office. She gladly comes in and gets us organized all with a smile on her face (and believe me this is no easy task!)

Lisa can always be counted on to help not just her Coyote family but also other schools across the district. Lisa designed the CSES 21st Century teaching and learning logo as well as the BMMS Bruin logo, the Principals Professional Learning Community Logo, and the new HUSD 2020 Vision logo. Lisa is the most kind, patient, and gentle human being that never gets riled up or raises her voice, no matter how much she has happening around her.

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

It is for these many reasons that I nominate Mrs. Lisa Lanning as September's HUSD Volunteer of the Month.

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on September 12, 2017

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

Certified Staff

1. Kenneth Johnson – Director Maintenance (8-25-17)
2. Stacia Knotek – Teacher Title I (10-14-17 retirement to ESI)

Classified Staff

1. Tusanne Cordes – 6 Hr/Day Bus Aide Special Education (9-1-17)
2. Jamy Dowdy – 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES (8-4-17)
3. Kari Foster – 7 Hr/Day Clerk Receiving @ LVES (9-15-17)
4. Travis Grant – 2 Hr/Day Campus Security @ BMHS-W (8-22-17)
5. Ryan Hoover - 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES (5-25-17)
6. Jimmy Lawson – Custodian @ GHMS (10-3-17)
7. Deborah Martin – Custodian @ CSES (8-31-17)
8. Michelle Palma – 6.5 Hr/Day Aide Resource @ BMHS-W (8-7-17)
9. Paula Pierce – 3 Hr/Day F&N Worker II @ BMHS-W (8-7-17)
10. Pamela Robinette – Nurse @ GES (9-15-17)
11. Joyce Tanner - 6.5 Hr/Day Aide Moderate Severe/Profound @ HES (9-11-17)
12. Samantha Taylor – 6.5 Hr/Day Aide Title I @ CSES (8-3-17)

Substitute+ Staff

1. Paula DeHeer – F&N
2. Sharron Howard - Aide
3. Bruce Tobin - Teacher

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

Certified Staff

1. William Bast – Teacher Grade 5 @ CES (new position)
2. Erin DiCiolla – Teacher Kindergarten @ CSES (replaces Adrienne Houston)
3. Janet Olson - .5 Teacher ELD @ LVES (vacant) (through ESI)
4. Patricia Pittman – Teacher Self Contained E.D. (at HES through ESI)
5. Karrie Platt – Teacher Kindergarten @ GES (replaces Elizabeth Williams)
6. Crystal Romney – Teacher Resource @ LVES (replaces Maria Slay)
7. Nancy Ruiz – Teacher Kindergarten @ CSES (replace Katrina Oaklief-Swanson)
8. Kimberly Yates – Assistant Principal @ LTS (replaces Kevin Knaack)

Classified Staff

1. Matthew Brown – 7 Hr/Day Bus Driver Regular (replaces Kelly Burk)
2. Rebecca Brown – 5.5 Hr/Day Bus Driver Regular (replaces Jennifer Coyle)
3. Alejandro DeHerrera – 2 Hr/Day Campus Security @ BMHS-W (replaces Travis Grant)
4. Kimberly Feldkamp - 7 Hr/Day Aide Moderate Severe/Profound @ GHMS (replaces Phyllis Lindsay)
5. Randy Gansz – Custodian @ BMMS (replaces Arturo Rada)
6. Jodie Gibbs – Groundskeeper (replaced John Wurtz)
7. James Greenbank – 5.5 Hr/Day Bus Driver Regular (replaces John Romero)
8. Valeria Hyde – 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (replaces Breanna Voils)
9. Megan Jensen – 7.25 Hr/Day Aide Moderate Severe/Profound @ BMMS (replaces Kimberley Griffie)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on September 12, 2017

10. Annamaria Love – 6.5 Hr/Day Aide Moderate Severe/Profound @ HES (replaces Magdalena Pena)
11. Tessa Macias - 6.5 Hr/Day Aide Moderate Severe/Profound @ HES (replaces Joyce Tanner)
12. Ana Maria Northrup – 7 Hr/Day Clerk Receiving @ LVES (replaces Kari Foster)
13. Kimberly Pittman - 7 Hr/Day Aide Moderate Severe/Profound @ LVES
14. Kahlyn Porter – 6.5 Hr/Day Aide Title I @ CSES (replaces Samantha Taylor)
15. Steven Pritchett – 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES
16. Rainee Remp - 5 Hr/Day Bus Driver Regular (replaces James Haubrick)

Substitute + Staff

- | | |
|----------------------------------|--------------------------------|
| 1. Cynthia Barros - Teacher | 21. Catherine Kelley - Teacher |
| 2. Jennifer Berg - Aide | 22. Carol Lang – Bus Aide |
| 3. Valeri Brown - Aide | 23. Tiffany Lavers - Teacher |
| 4. Marcia Challiner – Aide | 24. Shannon McCord – Bus Aide |
| 5. Crystal Shenyer – Bus Aide | 25. Andrew McKnight - Aide |
| 6. Diana Columbo - Aide | 26. Marcia Nicholas - Teacher |
| 7. Sheresa Cook - Aide | 27. Melissa Pearl - Aide |
| 8. Kathleen Cowan – Aide | 28. Elizabeth Quinlan – F&N |
| 9. Gretchen Dumas – Teacher | 29. Myra Salenger - Teacher |
| 10. Samantha Ellett – Bus Driver | 30. Linda Schwandt – Teacher |
| 11. Kimberly Feldkamp – Aide | 31. Sabrina Sutter – Aide |
| 12. Mercedes Gansz – Bus Aide | 32. Jennifer Vogel – F&N |
| 13. Geoffrey George - Teacher | 33. Patricia Vowels - Aide |
| 14. Annika Goeke – Bus Aide | 34. Virginia Whitman – F&N |
| 15. Carmela Gonzales - Teacher | 35. Lisette Yanez-F&N |
| 16. Libiert Guzman - Aide | |
| 17. Jeffrey Hanbank – Bus Driver | |
| 18. Connie Hill – F&N | |
| 19. Sharron Howard – Aide | |
| 20. Chrystal Kain - Aide | |

C. SUPPLEMENTAL CONTRACTS

Overloads

1. Sharon Haese – Physical Education @ BMHS-W
2. Helen Hyatt – Art @ BMHS-W
3. Danielle Larson – Math College Algebra @ BMHS-W
4. Nicole Marshall - Advanced Placement Psychology @ BMHS-W
5. Gregory Staley – Special Education @ BMHS-W

Stipends Specifically Listed on Board-approved 2017-2018 Stipend Schedule

(M&O-\$58286.25.; Tax Credit-\$11515.00; General Tax Credit- \$00.00; SPED-\$00.00; Other-\$2450.00)

1. Judith Andrews – Team Leader Middle School @ LTS
2. Kim Beaird – Marching Band Assistant @ BMHS-W
3. Sullivan Beard Jr. – Coach Basketball 8th Grade Girls @ GHMS
4. Brenda Bobinsky – Coach Volleyball Assistant @ BMHS
5. Marty Boles – Athletic Director Middle School @ GHMS
6. Marty Boles – Coach Volleyball Middle School @ GHMS
7. David Boone – Reading Counts Elementary @ MVES
8. Ann Carey – Reading Counts Middle School @ GHMS
9. Kevin Castillo – Coach Basketball Elementary Girls @ MVES
10. Samuel Castro – Coach Soccer Combined Middle School Girls @ BMMS

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on September 12, 2017

11. Claudia Chavira – AVID Coordinator Middle School @ GHMS
12. Pamela Clark – Reading Counts Elementary @ CSES
13. Shelly Clark-Smith - .5 Coach Volleyball Elementary @ MVES
14. Alyssa Dabney – .5 Coach Volleyball Elementary @ MVES
15. Mary Davis – Yearbook Advisor Middle School @ GHMS
16. Timothy Derickson – Student Advisory Group Coordinator @ GHMS
17. Donal Gagnon – Coach Flag Football Elementary @ LTS
18. Stephanie Griffin – Music Director Elementary @ GES
19. Trudy Gruver – Marching Band Director @ BMHS-W
20. Curtis Gruver – Band Assistant @ BMHS-W
21. Harold Gruver – Band Assistant @ BMHS-W
22. James Hayes - Student Advisory Group Coordinator @ GHMS
23. Lisa Haywood – Yearbook Advisor Middle School @ LTS
24. Kari Ingerson – Student Council Elementary @ CSES
25. Leann Jack – Reading Counts Elementary @ GES
26. David Johnson – Music Director Elementary @ CSES
27. Ember Larson – Choir Director Middle School @ LTS
28. Michael Lewis – Coach track Elementary @ MVES
29. Kyle Lonon – Coach Flag Football Elementary @ MVES
30. Ronald Mayer – Student Council Advisor Middle School @ LTS
31. Jennifer Mraz - .5 AVID Coordinator @ GES
32. Matthew Mraz - Student Advisory Group Coordinator @ GHMS
33. Richard Nollet – Coach Wrestling Combined Middle School @ GHMS
34. Ardeth Ohm-Moser – Choir director Middle School @ BMMS
35. Ardeth Ohm-Moser – Drama Advisor Middle School @ BMMS
36. Ronald Paffumi - Coach Flag Football Elementary @ LVES
37. Mary Reeves – Child Study Coordinator @ LTS
38. Nathan Roberts –Coach Basketball Middle School Boys @ GHMS
39. Luis Rodriguez – Band Director Middle School @ GHMS
40. Luis Rodriguez – Band Director Middle School @ LTS
41. Darrell Rowader – Band Director Middle School @ BMMS
42. Jantina Russell – Drama Technical Advisor @ BMHS-W
43. Chandler Schauwecker – Coach Swimming Assistant @ BMHS-W
44. Joshua Schreiner – Coach Basketball Elementary Coed @ GES
45. Joshua Schreiner – Coach Volleyball Elementary @ GES
46. Randi Simon – AVID Coordinator High School @ BMHS-W
47. Cynthia Sobo – Graduation Sponsor @ BMHS-W
48. Denise St. Clair - .5 AVID Coordinator @ GES
49. Mary Supergan – Choir Director Middle School @ GHMS
50. Mary Supergan – Drama Advisor Middle School @ GHMS
51. Mary Supergan - Student Advisory Group Coordinator @ GHMS
52. Mary Supergan – Student Council Advisor Middle School @ GHMS
53. Robert Supergan – Coach Track Middle School Boys @ GHMS
54. Ashley Tetrault – AVID Coordinator Middle School @ BMMS
55. Tammy Turner – Child Study Coordinator @ CSES
56. William Vallely – Coach Soccer Combined Middle School Boys @ GHMS
57. Anika Van Orden – Athletic Director Middle School @ LTS
58. Anika Van Orden – Coach Volleyball Middle School @ LTS
59. Rachel Walters-Leach – Coach Cheer Assistant @ BMHS-W
60. Gwen Walton – Reading Counts Elementary @ HES
61. Elliot Zadow – Coach Football Assistant @ BMHS-W

Other Stipends

(M&O-\$1225.00; Tax Credit-\$3675.00; F&N-\$0.00; Special Education-\$0.00; Other-\$0.00)

1. Aubrey Castleberry – National Jr. Honor Society @ GHMS

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on September 12, 2017

2. Shannon Gansz – Lego Robotics @ MVES
3. Viola Jensen – .5 Lego Robotics @ LTS
4. Kristen Munchinsky - .5 Lego Robotics @ HES
5. Jamy Myrmel - Lego Robotics @ HES
6. Julie Renfro – Lego Robotics @ LTS
7. Joshua Schreiner – .5 PBIS Coordinator @ GES
8. Amanda Zeman - .5 PBIS Coordinator @ GES

D. IN-DISTRICT TRANSFERS

Certified

1. Norma King – from Teacher Kindergarten @ CSES to Teacher Grade 4 @ CSES (new position)

Classified

1. 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES to CSES
2. 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES to MVES
3. Redhawks Feather Banks – from 7 Hr/Day Aide Moderate Severe/Profound @ CSES to 6.5 Hr/Day Aide Moderate Severe/Profound @ CSES (replaces Ban Youseff-Nagel)
4. Crystal Latta – from 6.5 Hr/Day Aide Moderate Severe/Profound @ GHMS to 6.5 Hr/Day Aide Moderate Severe/Profound @ LVES (student need)
5. Ashlee Root – from 6.5 Hr/Day Aide Moderate Severe/Profound @ GHMS to 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (replaces Debbie Duncanson)
6. Frank Thompson – from 5 Hr/Day Bus Driver Regular to 6 Hr/Day Bus Driver Regular (replaces James Haubrick)

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

Certified

1. None

Classified

1. None

CONSENT Item 8B.

Minutes

August 8, 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) – 08-08-2017

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on August 8, 2017, at Mountain View Elementary School located at 8601 E. Loos Drive, Prescott Valley, Arizona.

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

6:30 PM REGULAR SESSION

Marker

- | | | |
|-------|----|---|
| 00:07 | 1. | WELCOME AND CALL TO ORDER |
| 00:36 | 2. | PLEDGE OF ALLEGIANCE/FLAG CEREMONY |
| 01:00 | 3. | ROLL CALL |
| 01:13 | 4. | AGENDA REVIEW/ACCEPT |
| | 5. | CURRENT EVENTS |
| 01:38 | A. | Board |
| 05:38 | B. | Superintendent |
| | 6. | CELEBRATING SUCCESSES |
| | A. | HUSD VIPs – JoAnne Bindell, Principal, Mountain View Elementary School |
| 09:45 | 1. | Certified – Tammy Hewston |
| 13:30 | 2. | Classified – Joyce Kinde |
| 15:25 | 3. | Volunteer – Jan Krebs |
| | 7. | PUBLIC PARTICIPATION |
| 18:00 | | 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 |
| | 8. | CONSENT ITEMS |
| 18:31 | | 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 July 11, 2017 (audio recordings are posted on the District's website at www.humboldtunified.com) |
| | C. | Financial/Business |
| | 1. | Approval of Accounts Payable voucher(s) in the amount of \$ 764,075.73 |

2. Approval of Payroll voucher(s) in the amount of \$ 566,194.66

D. Monthly Budget Report

E. Monthly Student Activities Report

F. Request for approval of the revised 2017-18 Stipend Schedule

G. Request for approval of hearing officers to conduct student discipline hearings for school year 2017-18

H. Request for approval to ratify the funding source for the Bradshaw Mountain High School Football Team trip held this summer at the University of California, San Diego

I. Request for approval to renew an Intergovernmental Agreement with the Town of Prescott Valley for a school resource officer for school year 2017-18

J. Request for approval to enter into a Memorandum of Understanding between the Highlands Center for Natural History and Liberty Traditional School for a Native Habitat Program

K. Request for approval to renew an agreement with Mingus Mountain Estate Residential Center, Inc., regarding the distribution of Title I, Part D, Subpart 2 funds for school year 2017-18

L. Gifts and donations

PASSED UNANIMOUSLY - ALL

- 19:25 9. **DISCUSSION ITEMS (*no action will be taken*)**
- A. Report from Mountain View Elementary School Principal JoAnne Bindell to include the following topics:
- School Opening
 - Theme for the 2017-2018 School Year
 - Adaptive Playground
 - Teacher of the Year Community Excellence Award & Teacher of the Year
 - Parental Involvement
 - Professional Development
 - PLC Implementation
 - 2016 – 2017 Successes
- 34:28 B. Discussion of tax rates for fiscal year 2017-18
- 43:11 10. **ACTION**
- A. Discussion and possible action to approve utilizing the Monthly Measurement Method for determining health insurance qualifications for fiscal year 2017-18
- PASSED UNANIMOUSLY**
- 48:58 B. Discussion and possible action to approve substitute teacher wages for school year 2017-18
- PASSED UNANIMOUSLY**
- 51:27 C. Discussion and possible action to approve a partnership agreement with Arizona State University to conduct research for the Teaching Emergent Literacy and Language Curriculum (TELL) and professional development
- PASSED UNANIMOUSLY (Ryan Gray recused himself)**
- 57:00 D. Discussion and possible action to approve an Intergovernmental Agreement with the Town of Prescott Valley for the use of a classroom at Glassford Hill Middle School for a training program for the Prescott Valley Police Department and user agencies
- PASSED UNANIMOUSLY**

- 01:14:05 E. Discussion and possible action to approve recommendations regarding the Arizona School Boards Association (ASBA) Political Agenda and selection of a delegate to represent HUSD at the ASBA Delegate Assembly to be held in September, 2017
PASSED UNANIMOUSLY (Rich Adler-delegate, Suzie Roth-alternate delegate)

11. **PERSONNEL**
01:27:00 *A. The Board may vote to move into executive session pursuant to A.R.S § 38-341.03 (A)(1) (Personnel) for discussion regarding the resignation of certified employee, Mark Guthrie
PASSED UNANIMOUSLY (resignation rejected)

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

- 01:24:17 **12. ANNOUNCEMENTS**
A. Next Scheduled Board Meetings are:

September 12, 2017	6:30 p.m.	Regular Meeting	@ Coyote Springs Elementary School
October 17, 2017	6:30 p.m.	Regular Meeting	@ Glassford Hill Middle School
November 14, 2017	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary School

- 01:28:30 **13. ADJOURNMENT**

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

CONSENT

Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 80
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	September 12, 2017	Discuss
SUBJECT:	Monthly Budgets - Board Report	Action
		Consent X

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

SUPPORTING DATA:


Attached is the monthly Expenditure Budget Balance Report.

This report summarizes District expenditures and current encumbrances per fund.

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: 2017-2018

Account Number / Description

Fund:	001	MAINT & OPER FUNDS	<input checked="" type="checkbox"/> Summary Only		From Date: 7/1/2017	To Date: 6/30/2018	Budget Balance	
			Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 001 Total:	\$33,574,392.17	\$2,551,692.72	\$2,551,692.72	\$31,022,699.45	\$26,080,497.46	\$4,942,201.99 14.72%
	011	CLASSROOM-BASE SAL						
		Fund 011 Total:	\$581,916.00	\$0.00	\$0.00	\$581,916.00	\$0.00	\$581,916.00 100.00%
	012	CLASSROOM-PERF PAY						
		Fund 012 Total:	\$1,338,398.00	\$0.00	\$0.00	\$1,338,398.00	\$0.00	\$1,338,398.00 100.00%
	013	CLASSROOM-OTHER						
		Fund 013 Total:	\$1,837,169.00	\$9,970.52	\$9,970.52	\$1,827,198.48	\$259.00	\$1,826,939.48 99.44%
	021	INDIAN GAMING-INSTRUCTION IMPROV						
		Fund 021 Total:	\$60,270.00	\$0.00	\$0.00	\$60,270.00	\$0.00	\$60,270.00 100.00%
	022	INDIAN GAMING-INSTRUCTIONAL IMPROV						
		Fund 022 Total:	\$268.00	\$0.00	\$0.00	\$268.00	\$0.00	\$268.00 100.00%
	024	INDIAN GAMING - INSTRUCTIONAL IMPROV						
		Fund 024 Total:	\$180,000.00	\$17,622.84	\$17,622.84	\$162,377.16	\$159,508.30	\$2,868.86 1.59%
	071	SEI - STRUCTURED ENGLISH IMMERSION						
		Fund 071 Total:	\$391,844.82	\$20,665.25	\$20,665.25	\$371,179.57	\$354,149.00	\$17,030.57 4.35%
	110	TITLE 1 LEA						
		Fund 110 Total:	\$1,252,637.84	\$0.00	\$0.00	\$1,252,637.84	\$0.00	\$1,252,637.84 100.00%
	111	TITLE 1 LEA - (15/16)						
		Fund 111 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$981,476.95	(\$981,476.95) 0.00%
	113	TITLE 1-D NEGLECT/DELINQUENT(15/16)						
		Fund 113 Total:	\$197,821.27	\$0.00	\$0.00	\$197,821.27	\$0.00	\$197,821.27 100.00%
	140	TITLE II-IMPROV TEACHER QUAL(14/15)						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description	Budget	Summary Only		YTD	Balance	Encumbrance	To Date: 6/30/2018	
		Range To Date					Budget Balance	% Remaining Bud
Fund 140 Total:	\$98,343.47	\$0.00		\$0.00	\$98,343.47	\$0.00	\$98,343.47	100.00%
Fund 141 Total:	\$118,868.70	\$0.00		\$0.00	\$118,868.70	\$66,670.31	\$52,198.39	43.91%
Fund 190 Total:	\$53,737.95	\$0.00		\$0.00	\$53,737.95	\$8,024.05	\$45,713.90	85.07%
Fund 220 Total:	\$935,078.46	\$0.00		\$0.00	\$935,078.46	\$652,276.44	\$282,802.02	30.24%
Fund 221 Total:	\$23,777.20	\$0.00		\$0.00	\$23,777.20	\$21,199.45	\$2,577.75	10.84%
Fund 260 Total:	\$20,880.21	\$0.00		\$0.00	\$20,880.21	\$1,403.29	\$19,476.92	93.28%
Fund 261 Total:	\$104,573.20	\$1,838.89		\$1,838.89	\$102,734.31	\$4,800.29	\$97,934.02	93.65%
Fund 290 Total:	\$69,443.00	\$2,399.19		\$2,399.19	\$67,043.81	\$8,991.17	\$58,052.64	83.60%
Fund 291 Total:	\$1,530,121.20	\$51,692.53		\$51,692.53	\$1,478,428.67	\$270,445.15	\$1,207,983.52	78.95%
Fund 302 Total:	\$200,400.00	\$10,952.05		\$10,952.05	\$189,447.95	\$144,558.39	\$44,889.56	22.40%
Fund 303 Total:	\$92,300.00	\$34.92		\$34.92	\$92,265.08	\$35,074.45	\$57,190.63	61.96%
Fund 349 Total:	\$1,483,045.49	\$29,764.66		\$29,764.66	\$1,453,280.83	\$45,256.34	\$1,408,024.49	

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2017	To Date: 6/30/2018		
		Budget	Range To Date	YTD	Balance	Budget Balance Encumbrance % Remaining Bud
Fund:	353	TAYLOR GRAZING - FY 12-13				94.94%
		Fund 353 Total:				
		\$92,293.00	\$0.00	\$0.00	\$92,293.00	\$92,293.00 100.00%
Fund:	374	E-RATE				
		Fund 374 Total:				
		\$275,000.00	\$7,048.36	\$7,048.36	\$267,951.64	\$239,370.56 87.04%
Fund:	400	CTE PRIORITY PROGRAM				
		Fund 400 Total:				
		\$26,732.56	\$0.00	\$0.00	\$26,732.56	\$26,732.56 100.00%
Fund:	435	ACADEMIC CONTESTS				
		Fund 435 Total:				
		\$1,105.00	\$0.00	\$0.00	\$1,105.00	\$1,105.00 100.00%
Fund:	485	WRP				
		Fund 485 Total:				
		\$145,890.22	\$18,035.81	\$18,035.81	\$127,854.41	\$265.03 0.18%
Fund:	500	SCH PLANT- > 1 YR				
		Fund 500 Total:				
		\$172,800.00	\$2,497.50	\$2,497.50	\$170,302.50	\$161,977.50 93.74%
Fund:	506	SCHOOL PLANT (SALE)				
		Fund 506 Total:				
		\$10,810.00	\$0.00	\$0.00	\$10,810.00	\$10,810.00 100.00%
Fund:	510	FOOD SERVICE				
		Fund 510 Total:				
		\$2,618,371.38	\$217,041.18	\$217,041.18	\$2,401,330.20	\$243,513.76 9.30%
Fund:	515	CIVIC CENTER				
		Fund 515 Total:				
		\$126,908.06	\$36,043.33	\$36,043.33	\$90,864.73	\$76,117.18 59.98%
Fund:	517	BUS RENTAL				
		Fund 517 Total:				
		\$202,695.00	\$0.00	\$0.00	\$202,695.00	\$201,495.00 99.41%
Fund:	520	COMMUNITY SCHOOL				
		Fund 520 Total:				
		\$3,060.00	\$0.00	\$0.00	\$3,060.00	\$3,060.00 100.00%

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2017-2018

		<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2017	To Date: 6/30/2018		
Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund: 521 EXTENDED KINDERGARTEN						
Fund 521 Total:	\$303,971.98	\$14,899.72	\$14,899.72	\$289,072.26	\$258,875.44	\$30,196.82 9.93%
Fund: 522 BEFORE/AFTER SCHOOL PROGRAM						
Fund 522 Total:	\$65,378.93	\$1,152.81	\$1,152.81	\$64,226.12	\$0.00	\$64,226.12 98.24%
Fund: 523 BRIGHT FUTURES PRESCHOOL						
Fund 523 Total:	\$102,288.35	\$2,459.51	\$2,459.51	\$99,828.84	\$37,245.42	\$62,583.42 61.18%
Fund: 525 AUX OPERATIONS						
Fund 525 Total:	\$715,499.81	\$31,520.63	\$31,520.63	\$683,979.18	\$101,897.84	\$582,081.34 81.35%
Fund: 526 ACT FEES TAX CRED						
Fund 526 Total:	\$682,525.00	\$11,835.14	\$11,835.14	\$670,689.86	\$27,662.06	\$643,027.80 94.21%
Fund: 527 SUMMER SCHOOL						
Fund 527 Total:	\$1,115.00	\$0.00	\$0.00	\$1,115.00	\$0.00	\$1,115.00 100.00%
Fund: 530 GIFTS & DONATIONS						
Fund 530 Total:	\$98,005.52	\$500.40	\$500.40	\$97,505.12	\$1,556.77	\$95,948.35 97.90%
Fund: 534 SCHOLARSHIPS						
Fund 534 Total:	\$2,715.00	\$0.00	\$0.00	\$2,715.00	\$0.00	\$2,715.00 100.00%
Fund: 540 FINGERPRINT						
Fund 540 Total:	\$3,250.00	\$0.00	\$0.00	\$3,250.00	\$0.00	\$3,250.00 100.00%
Fund: 550 INSURANCE PROCEEDS						
Fund 550 Total:	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$2,616.27	\$297,383.73 99.13%
Fund: 551 INSURANCE - AEI						
Fund 551 Total:	\$50,500.40	\$1,064.36	\$1,064.36	\$49,436.04	\$6,979.87	\$42,456.17 84.07%
Fund: 555 TEXTBOOKS						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only		From Date: 7/1/2017	To Date: 6/30/2018		
		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	555	Fund 555 Total:					
		\$20,412.00	\$0.00	\$0.00	\$20,412.00	\$0.00	\$20,412.00 100.00%
	565	LITIGATION RECOVERY					
Fund:	570	Fund 565 Total:					
		\$18,000.00	\$0.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00 100.00%
	570	INDIRECT COSTS					
Fund:	575	Fund 570 Total:					
		\$1,583,493.00	\$20,001.21	\$20,001.21	\$1,563,491.79	\$164,768.03	\$1,398,723.76 88.33%
	575	UNEMPLOYMENT INSURANCE					
Fund:	596	Fund 575 Total:					
		\$115,980.00	\$0.00	\$0.00	\$115,980.00	\$0.00	\$115,980.00 100.00%
	596	JTED - MTN. INSTITUTE					
Fund:	610	Fund 596 Total:					
		\$13,476.40	\$277.67	\$277.67	\$13,198.73	\$1,300.00	\$11,898.73 88.29%
	610	CAPITAL OUTLAY					
Fund:	620	Fund 610 Total:					
		\$5,815,016.00	\$504,089.38	\$504,089.38	\$5,310,926.62	\$1,659,515.07	\$3,651,411.55 62.79%
	620	ADJACENT WAYS					
Fund:	630	Fund 620 Total:					
		\$4.00	\$0.00	\$0.00	\$4.00	\$0.00	\$4.00 100.00%
	630	BOND BUILDING					
Fund:	650	Fund 630 Total:					
		\$1,457,617.85	\$41,238.39	\$41,238.39	\$1,416,379.46	\$0.00	\$1,416,379.46 97.17%
	650	GIFTS & DONATIONS					
Fund:	665	Fund 650 Total:					
		\$25,500.00	\$5,907.50	\$5,907.50	\$19,592.50	\$14,218.52	\$5,373.98 21.07%
	665	ENERGY REBATES					
Fund:	850	Fund 665 Total:					
		\$25,221.00	\$0.00	\$0.00	\$25,221.00	\$0.00	\$25,221.00 100.00%
	850	STUDENT ACTIVITIES					
Fund:	855	Fund 850 Total:					
		\$128,976.00	\$1,559.75	\$1,559.75	\$127,416.25	\$6,307.23	\$121,109.02 93.90%
	855	EMPLOYEE INSURANCE					
Fund:	855	Fund 855 Total:					
		\$5,311,216.45	\$930,667.46	\$930,667.46	\$4,380,548.99	\$402,761.69	\$3,977,787.30

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description

<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2017		To Date: 6/30/2018			
Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
\$64,661,113.89	\$4,544,473.68	\$4,544,473.68	\$60,116,640.21	\$33,858,553.70	\$26,258,086.51	74.89%
						40.61%

Grand Total:

End of Report

40.61%

CONSENT

Item 8E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 E
FROM:	Cynthia Windham, Finance Director	Reading
DATE:	September 12, 2017	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent X

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

SUPPORTING DATA:

Attached is the monthly Student Activities Report.

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

SUMMARY & RECOMMENDATION:

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

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

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

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

☒ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$7,664.12	\$0.00	\$0.00	\$7,664.12	\$0.00	\$7,664.12	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	\$1,382.85	\$1,382.85	(\$1,382.85)	\$0.00	(\$1,382.85)	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	\$7,664.12	\$2,262.03	\$2,262.03	\$5,402.09	\$0.00	\$5,402.09	70.49%
	UNIT: LVES - 110	\$7,664.12	\$2,262.03	\$2,262.03	\$5,402.09	\$0.00	\$5,402.09	70.49%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$4,407.89	\$0.00	\$0.00	\$4,407.89	\$0.00	\$4,407.89	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$1,538.45	\$1,538.45	(\$1,538.45)	\$0.00	(\$1,538.45)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$4,407.89	\$1,538.45	\$1,538.45	\$2,869.44	\$0.00	\$2,869.44	65.10%
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)	\$0.00	(\$430.82)	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	\$0.00	\$1,697.04	67.53%
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	\$7,297.04	\$2,354.27	\$2,354.27	\$4,942.77	\$0.00	\$4,942.77	67.74%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$12,573.30	\$0.00	\$0.00	\$12,573.30	\$0.00	\$12,573.30	100.00%
850.100.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$228.19	\$228.19	(\$228.19)	\$0.00	(\$228.19)	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	\$12,573.30	\$10,211.27	\$10,211.27	\$2,362.03	\$0.00	\$2,362.03	18.79%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$1,320.26	\$0.00	\$0.00	\$1,320.26	\$0.00	\$1,320.26	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	\$1,320.26	\$385.00	\$385.00	\$935.26	\$0.00	\$935.26	70.84%
	UNIT: GHMS - 125	\$13,893.56	\$10,596.27	\$10,596.27	\$3,297.29	\$0.00	\$3,297.29	23.73%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$3,156.54	\$0.00	\$0.00	\$3,156.54	\$0.00	\$3,156.54	100.00%
850.610.3100.6340.131.1319	TECHNICAL SERVICES	\$0.00	\$100.35	\$100.35	(\$100.35)	\$0.00	(\$100.35)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,156.54	\$100.35	\$100.35	\$3,056.19	\$0.00	\$3,056.19	96.82%
	UNIT: HES - 131	\$3,156.54	\$100.35	\$100.35	\$3,056.19	\$0.00	\$3,056.19	96.82%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$3,828.28	\$0.00	\$0.00	\$3,828.28	\$0.00	\$3,828.28	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	\$200.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,828.28	\$401.36	\$401.36	\$3,426.92	\$0.00	\$3,426.92	89.52%
	UNIT: MVES - 132	\$3,828.28	\$401.36	\$401.36	\$3,426.92	\$0.00	\$3,426.92	89.52%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$1,342.80	\$0.00	\$0.00	\$1,342.80	\$0.00	\$1,342.80	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	\$1,342.80	\$67.72	\$67.72	\$1,275.08	\$0.00	\$1,275.08	94.96%

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: CSSES - 133							
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$1,342.80	\$67.72	\$67.72	\$1,275.08	\$0.00	\$1,275.08 94.96%
850.610.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$1,607.29	\$0.00	\$1,607.29 100.00%
COURSE: STUDENT COUNCIL - 1319							
		\$1,607.29	\$632.00	\$632.00	\$632.00	\$0.00	\$975.29 60.68%
UNIT: LTS - 134							
		\$1,607.29	\$632.00	\$632.00	\$975.29	\$0.00	\$975.29 60.68%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135							
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$599.92	\$0.00	\$0.00	\$599.92	\$0.00	\$599.92 100.00%
COURSE: STUDENT COUNCIL - 1319							
		\$599.92	\$0.00	\$0.00	\$599.92	\$0.00	\$599.92 100.00%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135							
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$18,773.41	\$0.00	\$0.00	\$18,773.41	\$0.00	\$18,773.41 100.00%
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%
850.610.1000.6610.230.1316	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	\$5,970.00	\$5,970.00	\$5,970.00	\$0.00	\$5,970.00 0.00%
COURSE: HOSA - 1316							
		\$18,773.41	\$12,500.94	\$12,500.94	\$6,272.47	\$0.00	\$6,272.47 33.41%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135							
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$25,013.70	\$0.00	\$0.00	\$25,013.70	\$0.00	\$25,013.70 100.00%
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	\$3,152.53	\$3,152.53	\$3,152.53	\$0.00	\$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%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135							
		\$25,013.70	\$16,176.42	\$16,176.42	\$8,837.28	\$0.00	\$8,837.28 35.33%
UNIT: GRANVILLE ELEMENTARY SCHOOL - 135							
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 - 135							
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$27,819.07	\$0.00	\$0.00	\$27,819.07	\$0.00	\$27,819.07 100.00%
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							
		\$27,819.07	\$22,762.14	\$22,762.14	\$5,056.93	\$0.00	\$5,056.93 18.18%

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

From Date: 7/1/2016

To Date: 9/30/2017

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1362	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%
850.000.0000.1702.230.1368	RETURNED DEPOSITED CHECK (1700	\$0.00	\$20.00	\$20.00	(\$20.00)	\$0.00	(\$20.00)	0.00%
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	\$1,565.11	\$1,565.11	\$1,120.91	\$0.00	\$1,120.91	41.73%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$4,778.75	\$0.00	\$0.00	\$4,778.75	\$0.00	\$4,778.75	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	\$4,778.75	\$2,888.28	\$2,888.28	\$1,890.47	\$0.00	\$1,890.47	39.56%
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%
850.610.1000.6810.230.1377	DUES AND FEES	\$0.00	\$155.73	\$155.73	(\$155.73)	\$0.00	(\$155.73)	0.00%
	COURSE: S CLUB (SOROPTIMIST) - 1377	\$495.94	\$495.94	\$495.94	\$0.00	\$0.00	\$0.00	0.00%
850.100.1000.6000.230.1378	GENERIC EXPENSE	\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
	COURSE: FRENCH CLUB - 1378	\$33.48	\$0.00	\$0.00	\$33.48	\$0.00	\$33.48	100.00%
850.100.1000.6000.230.1383	GENERIC EXPENSE	\$344.00	\$0.00	\$0.00	\$344.00	\$0.00	\$344.00	100.00%
850.610.1000.6610.230.1383	GENERAL SUPPLIES	\$0.00	\$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	\$1,559.98	\$0.00	\$0.00	\$1,559.98	\$0.00	\$1,559.98	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	\$1,559.98	\$982.11	\$982.11	\$577.87	\$0.00	\$577.87	37.04%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$7,012.86	\$0.00	\$0.00	\$7,012.86	\$0.00	\$7,012.86	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	\$7,012.86	\$3,423.31	\$3,423.31	\$3,589.55	\$0.00	\$3,589.55	51.19%
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%

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

From Date: 7/1/2016

To Date: 9/30/2017

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1432	GENERIC EXPENSE COURSE: GIRLS BASKETBALL - 1432	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE 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	\$96,478.63	\$65,883.70	\$65,883.70	\$30,594.93	\$0.00	\$30,594.93	31.71%
Grand Total:		\$135,868.18	\$82,297.70	\$82,297.70	\$53,570.48	\$0.00	\$53,570.48	39.43%

End of Report

CONSENT

Item 8F.

Stipend Schedule
Revised

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8F
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading
DATE:	September 12, 2017	Discuss
SUBJECT:	Stipend Schedule Revision – Link Crew Facilitators	Action
		Consent X

OBJECTIVE: Goal #1: To Raise the Level of Student Achievement
Goal #2: To Focus on Planning for Future Student Needs
Goal #4: To Attract and Retain Highly Effective Employees

SUPPORTING DATA

Link Crew is a transition and support program at Bradshaw Mountain High School for all incoming 9th graders. This program engages new students with each other, teachers and administrators in order to orient them to their new educational setting. Through icebreakers, games, contests, tours, dances and other activities, the students learn about each other, their physical surroundings, and develop friendships to assist them in their social and emotional transition and development throughout their freshman year.

This is a yearlong program that requires a team of adults to organize and sustain.

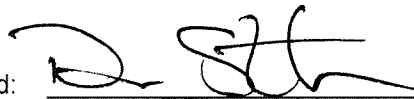
SUMMARY & RECOMMENDATION.

The Link Crew program has proven to be highly effective in transitioning and supporting incoming 9th graders at BMHS. To continue the program and support the adult facilitators, administration is recommending the addition of four stipends for Link Crew Facilitators to the 2017-18 Stipend Schedule. These positions plan and support these students throughout the year.

Sample Motion

I move to approve the addition of four Link Crew Facilitators to the 2017-18 Stipend Schedule.

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%

STIPEND CATEGORIES AND RATES

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

TRACK (Spring Season)	Track - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Track - Assistant Coach - HS	2	M/O		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Track - Assistant Coach - HS	Per Trigger #	Tax Credit		3	\$ -	\$ -	\$ -
	Track Boys - MS	1 per building	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Track Girls - MS	1 per building	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Track - Assistant Coach - MS	Per Trigger #	Tax Credit		5	\$ 612.50	\$ 796.25	\$ 980.00
	Track - Coach - Elementary	1 per building	Tax Credit		5	\$ 612.50	\$ 796.25	\$ 980.00
	Track - Assistant Coach - Elementary	Per Trigger #	Tax Credit		5	\$ 612.50	\$ 796.25	\$ 980.00
SOCCER (Winter Season)	Soccer Boys - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Soccer Girls - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Soccer - Assistant Coach - HS	Per Trigger #	Tax Credit (Sport)		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer Boys - JV Coach	1	M/O		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer Girls - JV Coach	1	M/O		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer - Combined Boys Girls- MS	1	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Soccer - Combined Girls Coach - MS	1	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Soccer - Assistant Coach - MS	Per Trigger #	Tax Credit		5	\$ 612.50	\$ 796.25	\$ 980.00
CROSS COUNTRY (Fall Season)	Cross Country - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Cross Country - Assistant Coach - HS	Per Trigger #	Tax Credit		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Cross Country - Combined Boys and Girls Coach - MS				4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
TENNIS (Spring Season)	Tennis Boys - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis Girls - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis - Assistant Coach	Per Trigger #	Tax Credit (Sport)		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
SWIMMING (Fall Season)	Swim - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Swim - Assistant Coach	Per Trigger #	Tax Credit		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
GOLF (Fall Season)	Golf - Head Coach	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Golf - Assistant Coach	Per Trigger #	Tax Credit		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
CHEER (Fall Season/Winter Season)	(2 seasons)							
	Cheer Coach - Head	1	M/O		2	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Cheer Coach - Assistant	Per Trigger #	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
MUSIC (School Year)	Band Director - Middle School	1 per building	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	*MS Band stipend requires minimum of six (6) after school and/or evening events per year.							
	Choir Director - Middle School	1 per building	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	*MS Choir stipend requires minimum of six (6) after school and/or evening events per year.							
	Choir Director - High School	1	M/O		1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	Marching Band Director - High School	1	M/O		1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
	Marching Band Assistant - High School (45+ students)	Per Trigger #	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Marching Band Assistant - High School (90+ students)	Per Trigger #	Tax Credit		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Music Director - Elementary	1 per building	M/O		5	\$ 612.50	\$ 796.25	\$ 980.00
	*Elementary Choir stipend requires minimum of three (3) after school and/or evening events per year.							
STUDENT COUNCIL (School Year)								
	Student Council Advisor - High School	1	M/O		3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Student Council Advisor - Middle School	1 per building	M/O		4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Student Council Advisor - Elementary	1 per building	M/O		5	\$ 612.50	\$ 796.25	\$ 980.00

	Gifted Coach - Signature Program	1 - LVES	Signature Prgm	\$ 2,500.00
	21st Century Advisors - Signature Program	2 - CSES	Signature Prgm	\$ 2,500.00
	Title One - Summer School Coordinator	1	Title 1	\$ 3,000.00
	Title One - Summer School Assessment Coordinator		Title 1	\$ 100.00
	Title One - Summer School Teacher		Title 1	\$ 100.00
PROFESSIONAL DEVELOPMENT/ CURRICULUM DEVELOPMENT	Teacher - Participant Full Day - (6-8hrs)		Misc Grts	\$ 100.00
	Teacher - Participant Half Day - (3-4hrs)			\$ 50.00
	HUSD Presenters Full Day - (6-8hrs) Individual Teacher		Misc Grts	\$ 200.00
	HUSD Presenters Half Day - (3-4hrs) Individual Teacher		Misc Grts	\$ 100.00
	HUSD Presenters Full Day - (6-8hrs) Team Presenters (each)		Misc Grts	\$ 150.00
OVERLOADS	HUSD Presenters Half Day - (3-4hrs) Team Presenters (each)		Misc Grts	\$ 75.00
GUIDELINES	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	
*Funding sources may vary				
Continuous years of in-house experience in a "position type" will count for horizontal movement.				
Head high school coaches new to the District may be granted up to five (5) years credit for coaching experience in the same sport at previous schools.				
High school assistant coaches, JV Coaches, and Freshman Coaches new to the District may be granted up to three (3) years credit for coaching experience in the same sport at previous schools.				

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

CONSENT

Item 8G.

Agreement Renewal
Northern AZ Suns

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8G
FROM:	Jim Bogner, Assistant Superintendent-Operations	Reading	
DATE:	September 12, 2017	Discuss	
SUBJECT:	Renewal of License Agreement between NAZ Suns and HUSD	Action	
		Consent	X
<hr/>			
OBJECTIVE:	Board Governance		

SUPPORTING DATA

Attached is the License Agreement between the Northern Arizona Suns and Humboldt Unified School District. The agreement is in force beginning on September 15, 2017, and will expire on April 15, 2018. During this time period, the NAZ Suns and their employees will have daily access to the gymnasium, weight room, wrestling room, training room and men's locker room for the purpose of conducting team practice, training and meetings.

All changes for this year's agreement are on page one of the document. The agreement is for an additional two months resulting in an overall increase of revenue. The monthly fee will be reduced slightly in order to assist with the costs of refinishing of the gym floor to NBA standards.

The agreement has been reviewed by our attorney and advised changes have been incorporated or deleted from the document.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve the License Agreement between Humboldt Unified School District and the Northern Arizona Suns.

Sample Motion

I move to approve the License Agreement between Humboldt Unified School District and the Northern Arizona Suns for the period between September 15, 2017 and April 15, 2018.

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT LICENSE AGREEMENT

This License Agreement ("Agreement") is entered into as of ~~August 8, 2017~~October 18, 2016, between HUMBOLDT UNIFIED SCHOOL DISTRICT ("Licensor") and NAZB, LLC, an Arizona limited liability company ("Licensee"), for the use of certain space at Bradshaw Mountain High School-East Campus ("School") in downtown Prescott Valley, Arizona.

1. PURPOSE; LICENSED SPACE. Licensor grants Licensee use of certain space in the School limited to the areas specified in Exhibit "A" (the "Licensed Space"), for the purpose of basketball practice and training.

2. TERM. The Term of this Agreement shall commence on ~~September 15, 2017~~November 1, 2016 (the "Commencement Date") and expire on April ~~15~~30, 20178 (the "Expiration Date").

3. LICENSE FEE. Licensee shall pay Licensor a license fee (the "License Fee") in the amount of ~~Thirty-Two Thousand Three Hundred Five Twenty-Five Thousand~~ and no/100 dollars (~~\$32,305~~25,000.00). The License Fee shall be paid in ~~eight five~~(58) equal installments ~~each~~ due on the first day of ~~each month beginning in September, 2017, and ending in April, 2018~~November, December, January, February and March. The License Fee includes all operating costs incurred by Licensor in operating and maintaining the School, all utilities provided to Licensee hereunder, and all real estate taxes and other similar charges on real property or improvements, assessments, water and sewer charges, and all other charges assessed, reassessed or levied upon the School. Licensor shall comply with all federal, state and municipal laws, statutes, ordinances or regulations regarding the payment of taxes or charges on rent on behalf of the Licensee.

3.1 Basketball Court Refinishing. Licensee and Licensor have agreed to contract AZ Gym Floors in order to refinish the basketball court located at the School. Licensee and Licensor have agreed to a fifty-fifty (50/50) split for the estimated cost of this work in the total amount of Six Thousand One Hundred Thirty-One and no/100 Dollars (\$6,131.00). The total amount will be paid by Licensee directly to AZ Gym Floors. Licensor's obligation to pay fifty percent (50%) of this cost has been accounted for in a reduction in the License Fee amount to be paid by Licensor as described in Section 3 above.

4. STAFFING. The License Fee shall include all necessary security and custodial workers required to secure and maintain the School and the Licensed Space in accordance with the terms of this Agreement, including without limitation, the maintenance obligation as set forth in Section 5.5 herein. Licensee shall at its own expense employ all additional necessary staff not provided by Licensor, including without limitation, staff required for the set-up and breakdown of Licensee's equipment.

5. USE OF AND ACCESS TO THE SCHOOL BY LICENSEE AND OTHERS.

5.1 General. Licensee shall have exclusive use of the Licensed Space during the Term, except for Licensor's personnel. Licensor shall notify Licensee of any building renovations anticipated to be ongoing during the Term and shall cease all renovations during the Term, including, but not limited to, renovations to certain ingress, egress, and interior areas within, on and around the Licensed Space prior to and/or during the Term.

5.2 Improvements to School. Licensor acknowledges that Licensee has inspected the School and the Licensed Space and that Licensee is satisfied with and has accepted the Licensed Space in its present condition. The parties acknowledge and agree that Licensee may be installing certain non-fixed improvements to the Licensed Space which shall be necessary to enhance Licensee's intended

use of the Licensed Space, including without limitation, certain training room needs (collectively, the “Non-Fixed Improvements”). The parties acknowledge and agree that the Non-Fixed Improvements shall be deemed to be owned by Licensee during the Term of this Agreement and Licensee shall be permitted to remove or replace them at its sole discretion, provided that Licensee shall repair any damage to the Licensed Space caused by such installation or removal. Licensor shall have no right to use any Non-Fixed Improvements for its benefit or for the benefit of its employees, agents, invitees or tenants.

5.3 Removal of Property and Equipment by Licensee. Licensee shall remove its property and equipment from the Licensed Space upon the conclusion of the Term. If Licensee fails to remove its property and equipment within thirty (30) days of the expiration of the Term, Licensor may remove and store such property and equipment at Licensee's expense. Licensor shall have a lien on such property and equipment for payment of costs of removal and storage, as well as for any other amount due under this Agreement. Licensor shall not be responsible for loss, damage or claims against property or equipment removed or stored.

5.4 Tapes, Photographs and Recordings. Licensor acknowledges that all tapes, photographs and recordings of any activities of Licensee at the Licensed Space are the sole property of Licensee and Licensor shall have no interest or rights of any kind therein. Licensor shall not knowingly permit any person or entity to photograph, communicate, exhibit or reproduce in any manner whatever, for any media, any player or guest of Licensee or any of its affiliates without the prior written consent of Licensee.

5.5 Maintenance. Licensor shall have the continuing obligation and responsibility to maintain and keep the School and the Licensed Space in good order and repair, including without limitation the maintenance of the existing improvements, permanent seating, fixtures and equipment in good working order. This obligation shall include, but shall not be limited to, Licensor's obligation to clean the basketball court within the Licensed Space on a daily basis in substantial compliance with the cleaning guidelines provided by Licensee and the sweep the basketball court in the Licensed Space every morning before Licensee's staff or employees arrive to use the Licensed Space. If during the term of this Agreement any portion of the Licensed Space shall be damaged by the act, default or negligence of Licensee or by Licensee's agents, employees, contractors, subcontractors, patrons or any person or persons admitted to the School by Licensee, Licensee will pay to Licensor upon demand, such documented sum as shall be reasonably necessary to restore the Licensed Space to its original condition.

6. PARKING. Licensor will provide Licensee with a reasonable number of parking permits, as determined by Licensee, for use by Licensee or designees of Licensee. These permits will entitle the holder to free parking during the Term in an area designated by Licensor. Permit holders shall be subject to parking rules established by Licensor.

7. UTILITIES AND OTHER SERVICES. Licensor agrees to supply all necessary lighting, electricity, water, heat, and air-conditioning during the Term. All extraordinary utilities, sound and other services not specifically provided for in this Agreement shall be at Licensee's expense.

8. PROPERTY AND EQUIPMENT. Licensor shall provide use of the basketball court and ancillary equipment necessary to use the Licensed Space as a practice facility for a National Basketball Association Development League team, including without limitation, any and all fixed and/or non-fixed basketball hoops and stanchions. Unless provided otherwise in this Agreement, Licensee shall provide at its sole expense all additional necessary property and equipment for its use of the Licensed Space.

9. RECORDING RIGHTS. For good and valuable consideration, receipt of which is hereby acknowledged, Licensor hereby grants permission to Licensee, and its affiliates, licensees and

assigns to use, release, exhibit, depict, display, reproduce, photograph, film, cablecast, videotape record and broadcast the School (the "School Footage") in connection with Licensee's use of the Licensed Space, as well as for all ancillary and related commercial purposes, including, without limitation, all advertising, publicizing, promotion, merchandising and exploitation, by any and all media, technology and devices, in perpetuity, throughout the universe, at no charge. It is agreed that no payments, residuals, reuse fees or other compensation shall be made to Licensor or any other party in connection with the use of the School Footage. Licensor hereby consents to using, broadcasting, photographing, filming, cablecasting and videotape recording such scenes as Licensee and its affiliates, licensees and assigns may reasonably desire, including, but not limited to, any signs, slogans, logos, brands, artwork, books, pictures, displays, names, identifying marks, numbers, destinations, posters, wall hangings and the like as well as trademarks, services marks, logos or other intellectual property belonging to the Licensor and the School, whether found upon, seen from, or associated with the School.

10. RETENTION AND INSPECTION OF RECORDS. NAZ Suns shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the performance of the Agreement for a period of three (3) years after the completion of the Agreement and to make such documents open to inspection and audit at reasonable times.

11. ENVIRONMENTAL. Licensee shall comply with all federal, state or local laws, rules, regulations and ordinances relating to pollution, protection of the environment, public health, safety and industrial hygiene ("Environmental Laws"). Licensee warrants that no liquid, solid, semi-solid or gaseous substances which are subject to regulation under the Environmental Laws ("Regulated Substances") will be used in the Licensed Space without the written approval of Licensor. Licensee agrees to indemnify, defend and hold Licensor harmless for any and all costs of remediation of environmental contamination and from all related claims arising out of Licensee's use of the Licensed Space not caused by the negligent acts or willful misconduct of Licensor, its agents, employees, contractors, guests or invitees. This indemnity shall include without limitation, any and all reasonable attorneys' and expert witness fees, investigation, clean up, removal, disposal, remedial, corrective, or mitigating action costs, fines and penalties, and shall survive the termination of this Agreement.

12. DISCRIMINATION. Licensor represents and warrants that the School was constructed in compliance with all applicable municipal, state and federal laws and regulations, including without limitation, all Environmental Laws and the Americans with Disabilities Act and that Licensor has received no notice of non-compliance with any such regulations as of the date hereof.

13. COMPLIANCE WITH LAWS AND REGULATIONS. Licensor represents and warrants that it has all necessary licenses and permits for the operation and occupancy of the School in the normal course of business, including, without limitation, certificates of occupancy, and all such licenses and permits are in good standing. Licensor and Licensee shall at all times comply with all laws (including, but not limited to, the Americans with Disabilities Act), regulations and other requirements of all federal, state and local governments or agencies having jurisdiction, as well as those of the School. Licensor represents and warrants that, as a place of "public accommodation", the School is in compliance with Title III of the Americans with Disabilities Act and any similar state or local disability access laws (collectively, "ADA"). Licensor shall indemnify and hold harmless Licensee from and against all costs, expenses and claims (including reasonable attorneys' fees) arising out of violations or alleged violations of the ADA relating to the School. Licensee shall not permit the Licensed Space to be used for any unlawful purpose or in any manner that will jeopardize public safety.

14. NONDISCRIMINATION. NAZ Suns agrees not to discriminate against any employee or applicant for employment, because of that individual's sex (including sexual identity/preference), race, religion, color, national origin, age, disability, political affiliation or veteran's status in violation of federal or state law or federal or state executive order.

15. EMPLOYEE WORK ELIGIBILITY. By entering into the Agreement, each party warrants compliance with A.R.S. § 41-4401, A.R.S § 23-214(A), the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations.

16. INSURANCE.

16.1 Licensee and Licensors. At its sole cost and expense, Licensee shall procure and maintain all insurance described in this Section 13 from an insurance company which maintains an A.M. Best rating of at least A- VIII for coverages in the minimum amounts described below. No self-insurance or self-insured retention or deductible shall be permitted without the prior written approval of Licensors. At its sole cost and expense, Licensors shall procure and maintain all insurance described on Exhibit "B" from an insurance company which maintains an A.M. Best rating of at least A- VIII.

16.2 Commercial General Liability. Licensee shall procure and maintain commercial general liability insurance providing coverage on an "occurrence" basis (as opposed to "claims made") against claims for bodily injury or death and property damage occurring in or upon the Licensed Space or other School property, resulting from Licensee's use of the Licensed Space. Such insurance shall provide immediate protection to the limit of not less than \$1,000,000 and shall include blanket contractual liability coverage which insures contractual liability under the indemnification provisions set forth in Section 14.

16.3 Employment Insurance. Licensee shall procure and maintain workmen's compensation insurance, employer's liability insurance and all other insurance coverage of similar character applicable to or relating to the employment of Licensee's officers, employees, agents or independent contractors with limits not less than \$1,000,000 for each incident.

16.4 Terms of Policies. All policies of insurance shall be endorsed: (1) to provide that the coverage shall not be invalid due to any act or omission of Licensee, Licensors or their agents or employees; (2) to name Licensors as an additional insured; (3) to be primary insurance as to any insurance maintained by Licensors, so that the latter shall be excess and not contributory to insurance provided by Licensee; and (4) to include contractual liability coverage for Licensee's indemnity and other obligations under this Agreement.

16.5 Certificate of Insurance. Licensee agrees to provide all required certificates of insurance to Licensors together with the signed Agreement. In no event shall certificates of insurance be delivered to Licensors later than forty-eight (48) hours prior to the Commencement Date. Failure to do so shall constitute a breach of this Agreement.

16.6 Insurance Does Not Limit Licensee's Liability. The parties agree that the specified coverage limits of the insurance in no way limits the liability of Licensee.

16.7 Notice by Licensee of Cancellation. Licensee shall notify Licensors at least thirty (30) days prior to cancellation, alteration or nonrenewal of any insurance.

16.8 Failure to Comply by Licensee. Should Licensee fail to provide and maintain adequate insurance as specified above, Licensors may provide such insurance coverage and bill or otherwise charge Licensee for the cost of coverage.

17. INDEMNIFICATION.

17.1 Licensee shall defend, indemnify and hold Licensors harmless from all claims, demands, suits, actions, proceedings, losses, fines, expenses, costs and damages of every kind and description, including reasonable attorneys' fees and litigation expenses, which may be brought against or incurred by Licensors arising out of (i) the breach by Licensee of any provision of this Agreement, (ii)

violation of any federal or state law (including, but not limited to violations of the Americans with Disabilities Act) by Licensee, and (iii) any loss or damage to any property, or injuries to or death of any person, which is caused by, arising out of any act, omission, professional error, fault, mistake, or negligence of Licensee, its employees, agents, contractors or representatives. Notwithstanding the foregoing, Licensee's obligation under this Section shall not extend to any liability caused by the negligence or willful acts of Licensors, its agents or employees.

17.2 Licensors shall defend, indemnify and hold Licensee, its officers, directors, employees, members, partners, owners, representatives and agents (the "Licensee Parties") harmless from all claims, demands, suits, actions, proceedings, losses, fines, expenses, costs and damages of every kind and description, including reasonable attorneys' fees and litigation expenses, which may be brought against or incurred by any of the Licensee Parties arising out of (i) the breach by Licensors of any provision of this Agreement, (ii) violation of any federal or state law (including, but not limited to violations of the Americans with Disabilities Act) by Licensors, (iii) any hazardous condition at the School not brought onto the property by Licensee and its employees, agents and contractors, and (iv) any loss or damage to any property, or injuries to or death of any person, which is caused by, arising out of any act, omission, professional error, fault, mistake, or negligence of Licensors, its employees, agents, contractors or representatives. Notwithstanding the foregoing, Licensors' obligation under this Section shall not extend to any liability caused by the negligence or willful acts of the Licensee Parties.

18. DAMAGE TO LICENSED SPACE.

18.1 Licensee is Liable for Damages. The Licensed Space shall be delivered in good and general working condition. Licensee shall have the right to conduct a walk-through of the Licensed Space to determine the actual status of such space prior to taking possession pursuant to the Agreement. Prior to Licensee's use of the Licensed Space, Licensee must give written notice of any material damage to Licensors, or Licensee will be deemed to have caused any material damage. Licensee shall exercise good care in the use of the Licensed Space and shall be liable to Licensors for any material damage to the School or any other real or personal property of Licensors caused by the act or omission of Licensee, Licensee's employees or agents, or any player, guest, patron or invitee in connection with Licensee's use of the Licensed Space. Licensee shall use its reasonable efforts to not do any act or suffer any act to be done that shall damage any part of the Licensed Space or the School. Upon termination of this Agreement, Licensee shall deliver to Licensors the Licensed Space in as good a condition and repair as it was at the beginning of the Term, reasonable wear and tear excepted. The obligation of Licensee to turn over the Licensed Space at the end of the Term in the same structural condition and condition of cleanliness as at the beginning of the term of the Agreement shall apply only with respect to those obligations and areas for which Licensee has any responsibility for maintenance and care and shall, therefore, not apply to any and all portions of the Licensed Space which are under the care, maintenance and custody of Licensors, its representatives and agents. Licensors and Licensee shall conduct a walk-through inspection of the Licensed Space to mutually determine the condition of the Licensed Space upon the expiration of the Term.

18.2 Inspection and Repair. Licensors will inspect the Licensed Space after Licensee removes all property and equipment and notify Licensee of any damage to the Licensed Space caused by Licensee's use of the Licensed Space. Licensee shall have the option of repairing damage to the Licensed Space. If Licensee does not elect to repair damage, Licensors may repair damage to the Licensed Space without prior authorization from Licensee. Licensors may bill Licensee for repair costs (based on the actual repair cost and subject to submission of sufficient documentation) or estimate repair costs and withhold funds at the initial and/or final settlement pending determination of actual charges.

19. FORCE MAJEURE. If the Licensed Space or any part is destroyed or damaged by fire, the elements, mob, riot, or for any reason is rendered unfit for occupancy either prior to or during the Term,

or if Licensor is unable to give Licensee possession of the Licensed Space during the Term or Licensee is unable to use the Licensed Space during the Term because of national or local emergency, calamity, epidemic, strike, war or terrorism, or other similar event or occurrence beyond the control of such party, Licensee or Licensor may terminate this Agreement and return to Licensee any advanced or unaccrued payment without any further liability or obligation.

20. CANCELLATION FOR CONFLICT OF INTEREST. This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

21. DEFAULT AND LICENSOR REMEDIES.

21.1 Default. Either party's failure to perform any material term, covenant, obligation or condition of this Agreement shall constitute a default by such party. A party shall also be in default if a petition is filed by or against it under any foreign, federal or state statute (including, without limitation, Title 11 of the United States Code) for the benefit of creditors such as debt adjustment, liquidation, winding up, dissolution, reorganization or bankruptcy, or a custodian (as defined in 11 U.S.C. 101), receiver or liquidator takes charge of any of such party's property, whether by judicial appointment, agreement or operation of law. However, if the non-defaulting party is not precluded by law from issuing notice of the default, the defaulting party shall have thirty (30) days after notice (or such shorter period as may be reasonable under the circumstances) within which to cure the default.

21.2 Licensor Remedies. If pursuant to Section 17.1 a notice of default is not required or if notice is given and the default is not cured within the time provided, then Licensor may avail itself of any or all of the remedies described in this Section or elsewhere in this Agreement. Licensor may suspend all or part of its performance under this Agreement until Licensee cures the default, or Licensor may terminate this Agreement. Licensor shall have the right to recover all out of pocket damages or losses it suffers as a result of Licensee's default. In no event shall Licensee be liable or responsible for any lost income, profits or consequential damages of Licensor.

21.3 Licensee Remedies. If pursuant to Section 17.1 a notice of default is not required or if notice is given and the default is not cured within the time provided, then Licensee may avail itself of any or all of the remedies described in this Section or elsewhere in this Agreement. Licensee may suspend all or part of its performance under this Agreement until Licensor cures the default, or Licensee may terminate this Agreement. If Licensee elects to terminate this Agreement, any unaccrued License Fee shall be promptly refunded to Licensee, and Licensee shall have the right to recover all out of pocket damages or losses it suffers as a result of Licensor's default. In no event shall Licensor be liable or responsible for any lost income, profits or consequential damages of Licensee.

228. ENTRANCE AND CONTROL OF LICENSED SPACE BY LICENSOR. By executing this Agreement, Licensor does not relinquish the right to control the Licensed Space and to enforce all laws, rules and regulations governing the Licensed Space. Licensor and its authorized representatives may enter the Licensed Space at all times when necessary in the performance of their duties. Licensor's decision as to the number of persons that can safely occupy the Licensed Space shall be final. All matters not expressly provided for under this Agreement shall be resolved at the sole but reasonable discretion of Licensor in consultation with Licensee.

23. CONFLICT OF LAW; ATTORNEY'S FEES. Licensor and Licensee acknowledge that this Agreement shall be governed by the laws of the State of Arizona. The prevailing party in any court or arbitration proceeding shall be entitled to recovery of reasonable attorney's fees and costs

24. INDEPENDENT CONTRACTORS. The parties recognize that Licensee is an independent contractor and not the agent or employee of Licensor. This Agreement shall not be considered a contract of partnership or joint venture.

25. WAIVER. The delay or failure of either party to assert any right, remedy or privilege under this Agreement or to insist on strict and prompt performance of the agreements shall not constitute a waiver of any such right, remedy, privilege or failure to perform nor shall it be construed as a waiver of said party's right to later enforce the same if there is a continuous or subsequent default by the other party. No waiver shall be effective unless in writing, and then only in the specific instance for which it was given.

26. SEVERABILITY. The invalidity or unenforceability of any section of this Agreement shall not affect the enforceability of any other section, and this Agreement shall be construed in all respects as if such invalid or unenforceable sections were omitted unless such an interpretation would be contrary to the intent of the parties.

27. TIME IS OF THE ESSENCE. This Agreement shall not be effective unless Licensors receives this Agreement, executed by Licensee or Licensee's representative. Time is of the essence in this Agreement.

28. NOTICE. Any notices, consents or approval required or permitted under this Agreement shall be properly given if in writing and whether personally delivered, delivered by facsimile machine or forwarded by mail, postage prepaid, addressed to the following addresses (or such other addresses as may from time to time be designated in writing by either party):

To Licensors: HUMBOLT UNIFIED SCHOOL DISTRICT

To Licensee: NAZB, LLC
Attn: Aaron Jerz
201 East Jefferson Street
Phoenix AZ 85004

With a copy to: NAZB, LLC
Attn: Melissa Goldenberg, Esq.
201 East Jefferson Street
Phoenix AZ 85004

29. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No representations, warranties, conditions or agreements shall be binding on the parties unless incorporated in this Agreement or any attached exhibits. This Agreement may not be amended except by a writing signed by the parties.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

LICENSOR:

HUMBOLDT UNIFIED SCHOOL DISTRICT

By: _____

Name: _____

Its: _____

LICENSEE:

NAZB, LLC

By: _____

Name: _____

Its: _____

EXHIBIT “A”

LICENSED SPACE

(see attached)

EXHIBIT B

- Commercial General Liability. Licensors shall procure and maintain commercial general liability insurance providing coverage on an "occurrence" basis (as opposed to "claims made") against claims for bodily injury or death and property damage occurring in or upon the Licensed Space or the School resulting from Licensee's use of the Licensed Space. Such insurance shall provide immediate protection to the limit of not less than \$1,000,000 and shall include blanket contractual liability coverage which insures contractual liability under the indemnification provisions set forth in Section 14.
- Employment Insurance. Licensors shall procure and maintain workmen's compensation insurance, employer's liability insurance and all other insurance coverage of similar character applicable to or relating to the employment of Licensors' officers, employees, agents or independent contractors with limits not less than \$1,000,000 for each incident.
- All policies of insurance shall be endorsed: (1) to provide that the coverage shall not be invalid due to any act or omission of Licensee, Licensors or their agents or employees; (2) to name Licensee as an additional insured; (3) to be primary insurance as to any insurance maintained by Licensee, so that the latter shall be excess and not contributory to insurance provided by Licensors; (4) to include contractual liability coverage for Licensors' indemnity and other obligations under this Agreement; and (5) to specify all exclusions, deductibles and self-insurance limits.
- Licensors agree to provide all required certificates of insurance to Licensee together with the signed Agreement. In no event shall certificates of insurance be delivered to Licensee later than forty-eight (48) hours prior to the start of the Term. Failure to do so shall constitute a breach of this Agreement.
- Insurance Does Not Limit Licensee's Liability. The parties agree that the specified coverage limits of the insurance in no way limits the liability of Licensors.
- Licensors shall notify Licensee at least thirty (30) days prior to cancellation, alteration or nonrenewal of any insurance.

CONSENT

Item 8H.

IGA Renewal
YC – Dual Enrollment Courses

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 H
FROM:	Cole Young, Executive Director of Educational Services	Reading
DATE:	September 12, 2017	Discuss
SUBJECT:	Request for approval of Intergovernmental Agreement (IGA) with Yavapai College	Action
		Consent X

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

SUPPORTING DATA:

Attached is the 2017-18 Intergovernmental Agreement (IGA) between Yavapai College and Humboldt Unified School District for dual credit courses offered at Bradshaw Mountain High School.

There are minimal changes concerning Mediation and Waiver of Conflict on page 12 of the agreement from the prior year's IGA.

The IGA has been approved by district legal counsel.

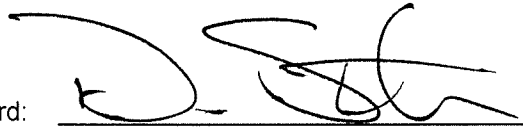
SUMMARY & RECOMMENDATION:

Administration recommends the approval of the 2017-18 IGA between Yavapai College and Humboldt Unified School District.

Sample Motion:

I move to approve the IGA with Yavapai College for the offering of dual credit courses at Bradshaw Mountain High School for school year 2017-18.

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

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

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
Yavapai Community College District
AND
Humboldt Unified School District #22**

This Intergovernmental Agreement ("Agreement") is entered into this 1st day of August, 2017, between Yavapai County Community College District ("College"), and Humboldt Unified School District #22 ("School District") (collectively "Parties"). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a "Dual Enrollment Course" is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

- A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

- A. This Agreement shall be effective:
 - i. After the governing boards of School District and College have approved it; and
 - ii. On the date that authorized representatives of both Parties have signed it ("Effective Date").
- B. The term of this Agreement shall be from the Effective Date through June 30, 2018 ("Term").

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph E in this Section 4.1 who meet College's prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

D. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

E. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.

F. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

G. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

H. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

- I. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section

504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with School District in determining appropriate accommodations or special education services, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College’s catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(E) above.

F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

5.2 Instructors and Instruction

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

5.4 Policy and Procedure

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary registration forms;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
5. is aware of the requirements for determination of in-state tuition.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations or special education services. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

5.6 Reporting

School District will provide to College any data or other information that is required for the submission of the report required by A.R.S. § 15-1821.01(2)(b).

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor’s employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Student

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit A.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out of state tuition rates.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit A. The Billing Format shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student's education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 Risk to Health or Safety

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five working days of such meeting. If reconciliation is not achieved within the five day period, this Agreement will automatically terminate.

10.3 No Relief from Obligations

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.4 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations, including Executive Order 2009-09, which prohibit discrimination against any person based on race, religion, disability, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the ADA.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

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

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. MEDIATION

Neither party may file a claim arising from this Agreement against the other without first participating in good faith mediation with a trained and impartial mediator. The parties shall share the expenses of mediation except that shared expenses shall not include the cost incurred by a party for representation by an attorney in connection with the mediation.

20. WAIVER OF CONFLICT

The parties to this Agreement are aware that the County Attorney's Office and private law firms may represent or have represented other parties to this Agreement in drafting, reviewing and approving this Agreement, or on other matters. By signing this Agreement, each party specifically acknowledges that it is aware of a potential conflict of interest and specifically waives any claim of a conflict of interest based upon legal counsel's representation of other parties to this Agreement.

21. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

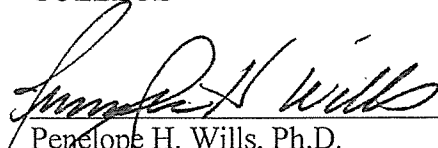
Yavapai College
Attn: Purchasing and Contracting Department
1100 E. Sheldon Street
Prescott, AZ 86301

If to School District:

Mr. Dan Streeter, Superintendent
Humboldt Unified School District No. 22
6411 N. Robert Road
Prescott Valley, AZ 86314

COLLEGE

SCHOOL DISTRICT



Penelope H. Wills, Ph.D.
President

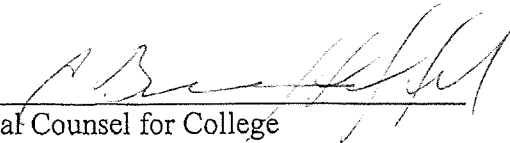
By:
Title:

8-9-17

Date

Date

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

By: 
Legal Counsel for College

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

By: _____
Legal Counsel for School District

EXHIBIT A

FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate NA in the blank. Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

 X School District shall provide and pay all instructors.

 College shall provide and pay all instructors.

 Each party shall provide and pay for instructors as follows: _____

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District zero Dollars (\$0) per credit hour for each properly enrolled student, capped at zero Dollars (\$0) per credit hour for each course. *(Indicate NA if there is no cap.)* Invoices from the District to the College shall be based on College course rosters and include the information listed in Exhibit B of this Agreement.

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

No tuition is charged for Dual Enrollment classes.

College tuition in non-Dual Enrollment classes varies based on discipline for in-state students. The tuition rates range from eighty-three to one hundred seventy-seven Dollars (\$83 to \$177) per credit hour for each in-state student. College tuition also varies for out-of-state students based on discipline and the number of credit hours in which the student is enrolled. The tuition rates range from one hundred thirty-one to four hundred sixty Dollars (\$131 to \$460) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. (see <http://www.yc.edu/v5content/academics/tuition-fees-2017.htm> for specific information about tuition rates).

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .</i>
1. There is a \$10 per credit hour cost for Dual Enrollment classes.	District <u> X </u> Student <u> </u>

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

 X School District is responsible for payment of costs to the College.

 Each student is responsible for payment of costs to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

- A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and
- B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

6. FORMAT OF INVOICES FROM COLLEGE FOR PAYMENTS FROM SCHOOL DISTRICT

The College shall send invoices to the School District to the attention and at the address listed below no later than sixty (60) days from the beginning date of each semester. Each invoice shall detail all payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Payments to be sent to the College:
Yavapai College
Attn: Accounting Manager
1100 E. Sheldon Street
Prescott, AZ 86301

Invoices to be sent to the School District:
Mr. Dan Streeter, Superintendent
Humboldt Unified School District No. 22
6411 N. Robert Road
Prescott Valley, AZ 86314

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$5,521.12

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

\$0

Amount School District returned to College:

(Specify percentage or dollar amount)

\$0

EXHIBIT B

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

Semester 1 is Fall, Semester 2 is Spring and Semester 3 is Year-long course.

The following courses are also offered to freshmen and sophomore students: MAT 187.

The number of students admitted for any Dual Enrollment Course shall not exceed a maximum of TBD (listed below if applicable) students per section.

COLLEGE TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX	H.S. TITLE
Nursing Assistant	AHS 114	5	3	Vallely	20	C.N.A. (Nursing Assistant)
College Composition I	ENG 101	3	1	Leveron	22	English 101
College Composition I	ENG 101	3	1	Minarik	22	English 101
College Composition II	ENG 102	3	2	Leveron	22	English 102
College Composition II	ENG 102	3	2	Minarik	22	English 102
College Algebra	MAT 152	3	2	Larson		Adv. Math/ College Alg.
Precalculus	MAT 187	5	3	Young		Pre-Calculus

CONSENT

Item 8I.

Textbook Disposal

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8I
FROM:	Cole Young, Executive Director of Educational Services	Reading
DATE:	September 12, 2017	Discuss
SUBJECT:	Disposal of texts through recycling	Action
		Consent X

OBJECTIVE: Board Governance

SUPPORTING DATA:

As a District, from time to time, we amass a collection of outdated textbooks that no longer have any market value nor meet the curricular expectations of the District. These textbooks only have value in their recycling. There is not a vendor in the local area that will come in and remove these texts at no cost to the District. Tempe Textbooks has agreed to come up from the valley to pick up and recycle, at no charge to the District, these outdated texts. This year we had a total of approximately 2500 texts from various sites needing to be disposed of.

SUMMARY & RECOMMENDATION

There is no textbook recycling donation vendor located in the quad-city area, and the expense to transport our textbooks to a Phoenix-based recycling center is costly and time consuming. Working with Tempe Textbooks is the sensible alternative in moving forward with their offer to pick up and recycle the texts at no cost to the District.

It is the recommendation of administration that this method of disposal be approved.

Sample Motion:

I move to approve the disposal of outdated textbooks by permitting Tempe Textbooks to pick up and recycle the texts at no cost to the District.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

CONSENT

Item 8J.

Gifts & Donations

GIFTS & DONATIONS – September 12, 2107

Multiple Services, Inc.
11720 E. Henderson Road, Dewey
Donated \$100 to Coyote Springs Elementary School

Kevin and Lynn Doyle
4532 N. Kirkwood Avenue, Prescott Valley
Donated classroom supplies with the donor's value of \$225
To be used at Liberty Traditional School

Mission Church – Betty Dukeman
17740 E. Bluejay Drive, Mayer
Donated 11 filled backpacks (value not specified)
To be distributed through the Family Resource Center

The Women of the Moose Chapter 886
P.O. Box 308, Prescott
Donated school supplies with the donor's value of \$200
To be used at Coyote Springs Elementary School

Pierce Property Management – Diane Tenison
7120 Pav Way, Prescott Valley
Donated school supplies with the donor's value of \$500
To be used at Coyote Springs Elementary School

Pierce Property Management – Diane Tenison
7120 Pav Way, Prescott Valley
Donated t-shirts with the donor's value of \$1,000
For all Coyote Springs Elementary School staff and ASDB partners

Pierce Property Management – Diane Tenison
7120 Pav Way, Prescott Valley
Donated a large paper cutter and industrial pencil sharpener with the donor's value of \$300
To be used at Coyote Springs Elementary School

Apache Appliance Repair – Michael and Deborah Buchta
730 E. Pine Knoll Drive, Prescott
Donated \$50 to Coyote Springs Elementary School

JT's Septic – Brenda Farlee
107 E. Willis Street, Prescott
Donated \$200 to Coyote Springs Elementary School

Panera Bread Co.
3065 Gateway Blvd., Prescott
Donated lunch with the donor's value of \$200
For all Mountain View Elementary School staff

Einstein Bros. Bagels
1741 E. State Rte. 69, Prescott
Donated breakfast bagels with the donor's value of \$125
For all Mountain View Elementary School staff

Acker Music Association – Scott and Jill Currey
P.O. Box 12677, Prescott
Donated \$3,000 and a \$500 credit voucher for POPS Music Store
To be used for district music programs

(continued on next page)

Lions International – Sue Wilson
Prescott Sunrise Lions
P.O. Box 985, Prescott
Donated \$538 and school supplies with the donor's value of \$200
To be used at Coyote Springs Elementary School

Lifepointe Church
10100 E. State Rte. 69, Prescott Valley
Donated backpacks and school supplies with the donor's value of \$100
To be distributed through the Family Resource Center

Badger Roofing – The Ridgeline Group
8800 E. Long Mesa, Prescott Valley
Donated \$100 to Coyote Springs Elementary School

DISCUSSION

Item 9A.

BMHS Report

German Exchange Program

HUMBOLDT UNIFIED SCHOOL DISTRICT

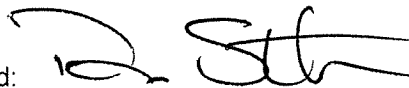
TO:	Humboldt Unified School District Governing Board	Item #	9A
FROM:	Gena Hatfield, BMHS German Exchange Program Sponsor	Reading	
DATE:	September 12, 2017	Discuss	X
SUBJECT:	Summer 2017 Germany Trip – Board Report	Action	
		Consent	

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

SUPPORTING DATA

The Bradshaw Mountain High School German Exchange Program students who traveled to Germany this summer will report on their trip.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Gena Hatfield, 759-4100

DISCUSSION

Item 9B.

School Report
CSES

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9B
FROM:	Candice Blakely-Stump, Principal Coyote Springs Elementary School	Reading	
DATE:	September 12, 2017	Discuss	X
SUBJECT:	Coyote Springs Elementary School - Board Update	Action	
		Consent	
OBJECTIVE:	Goal # 1 To Raise the Level of Student Achievement Goal # 3 To Increase Parental and Community Engagement		

SUPPORTING DATA:

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

- Start of school
- Coyote Springs focus 2017-18
- Co-teaching
- Coyote Springs celebrations

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

DISCUSSION

Item 9C.

ASBA Policy Advisories
588 – 601
(First Reading)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9C
FROM: Daniel Streeter, Superintendent Reading X
DATE: September 12, 2017 Discuss X
SUBJECT: Policy Review - Policy Advisories 588-600 Action
First Reading

OBJECTIVE: Board Governance

SUPPORTING DATA:

The policy advisories included in this release are those which are updated policies, exhibits and regulations based on Arizona laws modified by the Fifty-third Legislature, First Regular Session, 2017.

-E = Exhibit (form) / -R = Regulation

Governing Board adoption is not required for an exhibit or regulation but is provided in the packet for information purposes.

- PA 588 BBBA – Board Member Qualifications
- PA 589 EEAEA – Bus Driver Requirements, Training, and Responsibilities
- PA 590 GCQF – Discipline, Suspension, and Dismissal of Professional Staff Members
- PA 591 GDFA - Support Staff Qualifications and Requirements (Fingerprinting Requirements)
- PA 593 IJJ – Textbook/Supplementary Materials Selection and Adoption
- ~~PA 594 IJNDB-E – Use of Technology Resources in Instruction (Electronic Information Services User Agreement) (Obsolete) (See PA 601)~~
- PA 595 IKE-RB – Promotion and Retention of Students
- PA 596 JFAA – Admission of Resident Students
- PA 597 JFABC – Admission of Transfer Students
- PA 598 JFB – Open Enrollment
- PA 599 JL – Student Wellness
- PA 600 KB – Parental Involvement in Education
- PA 601 IJNDB – Use of Technology Resources in Instruction

SUMMARY & RECOMMENDATION:

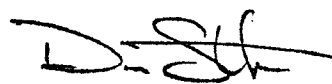
This is the First Reading of suggested changes to policies, exhibits and regulations.

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:

Mary Diaz, 759-5007

Section B

Ken Fox, 759-5192

Section E

Jim Bogner, 759-4006

Section G

Cole Young, 759-5019

Section I

Rob Bueche, 759-4010

Section J,K

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 588 (Mary Diaz)

Policy BBBA – Board Member Qualifications

House Bill 2416 makes adjustments to language found in A.R.S. 15-421, related to board member qualifications pertaining to employment with a third-party contractor. Language in Policy BBBA, *Board Member Qualifications*, reflects the new language in statute.

HUSD Recommendation

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

**BBBA ©
BOARD MEMBER QUALIFICATIONS**

(Governing Board Membership)

A person who is a registered voter of this state and has been a resident of the District for one (1) year immediately preceding the day of election is eligible for election to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District.

A Governing Board member is ineligible to serve simultaneously as a member of any other school district governing board, except that a Governing Board member may be a candidate for nomination or election for any other governing board if serving in the last year of a term of office.

**Five-Member Board Same
Household Limitation**

By legislative restriction applicable to five (5) member Boards, persons related as immediate family and having the same household within four (4) years:

- A. Shall not serve simultaneously on the Governing Board.
- B. Are ineligible to be a candidate for nomination or election to the Governing Board, except when a member is serving in the last year of a term of office.
- C. Are ineligible to be simultaneous candidates for nomination or election to the Governing Board.

A qualified elector residing in the District may bring an action in Superior Court to enforce these restrictions.

For purposes of this policy, the definitions of "immediate family" and "household of residence" set out in A.R.S. 15-421 shall apply.

Adopted: date of Manual adoption

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

LEGAL REF.:

A.R.S.

15-421

38-201

38-296.01

Arizona Constitution, Article VII, Section 15

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 589 (Ken Fox)

Policy EEAEA – Bus Driver Requirements, Training, and Responsibilities

House Bill 2247 has modified the requirements for school bus drivers who must submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety (DPS) shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106.

A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

DPS shall suspend a school bus driver certificate if the fingerprint clearance card is invalid, suspended, canceled or revoked.

On or before December 31, 2018, a person certified as a school bus driver must obtain a valid fingerprint clearance card and submit an Identity Verified Fingerprint Clearance Card as prescribed by A.R.S. 28-3228 to maintain certification.

A person who is certified as a school bus driver who holds a valid fingerprint clearance card may use the current valid fingerprint clearance card to satisfy requirements until such fingerprint clearance card expires, whereupon the school bus driver must obtain and maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

HUSD Recommendation

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

**EEAEA ©
BUS DRIVER REQUIREMENTS, TRAINING,
AND RESPONSIBILITIES**

Bus drivers employed by the District or employed by contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of Arizona.

Bus drivers shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

The District will assume the cost of required physical examinations, and the drivers will assume the cost of obtaining valid commercial driver's licenses as required by law.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-106

28-857

28-3228

A.A.C.

R17-4-508 *et seq.*

GDFA – Support Staff Qualifications and Requirements

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 590 (Jim Bogner)

Policy GCQF – Discipline, Suspension, and Dismissal of Professional Staff Members

Senate Bill 1206 addresses teachers working conditions when working under a state issued short-term certification. Under the conditions presented by the new language a teacher working under short-term certification may be dismissed effective ten (10) days after delivery of the notice of dismissal. A new section in statute has been established, 15-538.02, to address this legislation. Language in Policy GCQF, *Discipline, Suspension, and Dismissal of Professional Staff Members*, has been adjusted accordingly.

HUSD Summary and Recommendation

Senate Bill 1206 and now ASRS 15-538.02 addresses working conditions for teachers working under a state issued short-term (1 year) certificate such as an intern, emergency, or other type of non-standard certificate. The new language added to this policy allows for the dismissal of those holding these certificates effective 10 days after delivery of notice.

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

**GCQF ©
DISCIPLINE, SUSPENSION, AND
DISMISSAL OF
PROFESSIONAL STAFF MEMBERS**

Categories of Misconduct

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- A. Engaging in unprofessional conduct.
- B. Committing fraud in securing appointment.
- C. Exhibiting incompetency in their work.
- D. Exhibiting inefficiency in their work.
- E. Exhibiting improper attitudes.
- F. Neglecting their duties.
- G. Engaging in acts of insubordination.
- H. Engaging in acts of child abuse or child molestation.
- I. Engaging in acts of dishonesty.
- J. Being under the influence of alcohol while on duty.
- K. Engaging in the illicit use of narcotics or habit-forming drugs.
- L. Being absent without authorized leave.
- M. Engaging in discourteous treatment of the public.
- N. Engaging in improper political activity.
- O. Engaging in willful disobedience.
- P. Being involved in misuse or unauthorized use of school property.

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

Q. Being involved in excessive absenteeism.

R. Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

Statutory Requirements

Certificated staff members disciplined under A.R.S. 15-341, A.R.S. 15-539, or other applicable statutes:

A. May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. 15-341.

B. May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. 15-539.

C. Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. 15-341 or A.R.S. 15-539, whichever is appropriate.

D. Shall, if disciplined under A.R.S. 15-539 or other applicable statutes, excluding A.R.S. 15-341, receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.

E. Shall have the right to a hearing in accordance with the following:

1. *Suspension under A.R.S. 15-341.* The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.

2. *Dismissal or dismissal with suspension included under A.R.S. 15-539.* A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

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

General Provisions for Discipline Under A.R.S. 15-341

General provisions for discipline are as follows:

A. *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. 15-341, the procedures outlined herein shall be followed.

B. *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.

C. *Notice.* Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.

D. *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

E. *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.

F. *Definition of work days.* For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.

G. *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

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

**Procedure for Discipline
Under A.R.S. 15-341**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. 15-341:

Step 1 - Notice:

A. Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

1. The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
2. A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
3. A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
4. Copies of any available relevant documentation, at the discretion of the supervising administrator.

Step 2 - Discipline Hearing:

A. At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.

B. The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

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

Step 3 - Decision (in writing):

At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

Step 4 - Appeal:

Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- A. Determination was founded upon error of construction or application of any pertinent regulations or policies.
- B. Determination was unsupported by any evidence as disclosed by the entire record.
- C. Determination was materially affected by unlawful procedure.
- D. Determination was based on violation of any statutory or constitutional right.
- E. Determination was arbitrary and capricious.
- F. The penalty was excessive.

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

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. 15-341, does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- A. The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- B. Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- C. Counseling of a certificated staff member concerning expectations of future conduct.
- D. Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

**General Provisions for Suspension
Without Pay or Dismissal Under
A.R.S. 15-539**

Step 1 - Notice:

A. The Governing Board, except as otherwise provided by A.R.S. 15-539, shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

1. If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

2. Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. 15-540.

3. As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

B. The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

C. Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

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

Step 2 – Hearing for Suspension Without Pay or Dismissal:

A. The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. 15-541.

PLEASE CHOSE OPTION - The Governing Board may provide, (A) *by policy* or (B) *vote* at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.

B. If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:

1. hold the hearing,
2. hear the evidence,
3. prepare a record of the hearing, and
4. issue a recommendation to the Board for action.

C. If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.

D. A hearing held pursuant to A.R.S. 15-541 may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.

E. The hearing shall be held:

1. not less than fifteen (15) days, nor
2. not more than thirty (30) days.
3. after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.

F. Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.

G. The teacher may request that the hearing be conducted in public or private.

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

H. The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

I. At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.

J. An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

K. The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.

L. Within ten (10) days after a hearing conducted by the Governing Board the Board shall:

1. determine whether there existed good and just cause for the notice of dismissal or suspension, and
2. affirm or withdraw the notice of dismissal or suspension.

M. Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:

deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.

N. Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.

O. The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.

Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

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

Additional Provisions and Conditions

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. 15-551.

Amendments. The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

Severability. If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

Teachers Working Under a Short-Term Certification

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying with the requirements of A.R.S. conditions found in 15-537, 15-538, or 15-541. Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

Adopted: date of Manual adoption

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

LEGAL REF.:

A.R.S.

13-2911

15-203

15-341

15-342

15-350

15-503

15-507

15-508

15-514

15-536

15-538

15-538.01

15-538.02

15-539

15-540

15-541

15-542

15-543

15-549

15-551

41-770

CROSS REF.:

DKA - Payroll Procedures/Schedules

GCJ - Professional Staff Noncontinuing and Continuing Status

GCO - Evaluation of Professional Staff Members

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 591 (Jim Bogner)

Policy GDFA – Support Staff Qualifications and Requirements (Fingerprinting Requirements)

The fingerprint requirement for school bus drivers was modified in HB 2247 and A.R.S. 28-3228. An applicant shall submit an Identity Verified Fingerprint Card, as described in A.R.S. 15-106, that the department of public safety shall use to process the fingerprint clearance card, as outlined in A.R.S. 15-106.

A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

DPS shall suspend a school bus driver certificate if the fingerprint clearance card is invalid, suspended, canceled or revoked.

HUSD Summary and Recommendation

The fingerprint requirement for bus drivers was modified in HB 2247 and ARS 28-3228. Previously bus drivers were fingerprinted for the purpose of a background checks but were not required to maintain a valid Identity Verified Fingerprint Clearance Card. Under the new rules they are required to obtain and maintain a valid IVF Clearance Card for the duration of their certification as a school bus driver. Failure to do so would result in the suspension of their school bus driver certificate by the Department of Public Safety.

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

G DFA ©
SUPPORT STAFF QUALIFICATIONS
AND REQUIREMENTS

(Fingerprinting Requirements)

All newly hired noncertificated District personnel - and personnel who are not paid employees of the District and who are not either the parents or the guardians of students who attend school in the District but who are required or allowed to provide services directly to students without the supervision of a certificated employee - shall be fingerprinted as a condition of employment, except for the following:

- A. Personnel who are required as a condition of licensing to be fingerprinted if the license is required for employment.
- B. Personnel who were previously employed by the District and who reestablished employment with the District within one (1) year after the date that the employee terminated employment with the District.

The School District may require noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee to obtain a fingerprint clearance card as a condition of employment.

For the purposes of this policy, *supervision* means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

If the School District does not require a fingerprint clearance card as a condition of employment, noncertificated personnel and personnel who are not paid employees of the School District and who are not either the parent or the guardian of a pupil who attends school in the School District but who are required or allowed to provide services directly to pupils without the supervision of a certificated employee may apply for a fingerprint clearance card. A school district may release the results of a background check or communicate whether the person has been issued or denied a fingerprint clearance card to another school district for employment purposes.

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

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. 15-512 is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.

School Bus Drivers – An applicant shall submit an Identity Verified Fingerprint Card as described in A.R.S. 15-106 that the Department of Public Safety shall use to process the fingerprint clearance card as outlined in A.R.S. 15-106. A person who is issued a school bus driver certificate shall maintain a valid Identity Verified Fingerprint Clearance Card for the duration of any school bus driver certification period.

The District will assume the cost of fingerprint checks or fingerprint clearance card applications but will assess the employee for charges incurred. Personnel who are not paid employees will not be charged for fingerprint costs.

Individuals shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction:

- A. Sexual abuse of a minor.
- B. Incest.
- C. First- or second-degree murder.
- D. Kidnapping.
- E. Arson.
- F. Sexual assault.
- G. Sexual exploitation of a minor.

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

- H. Felony offenses involving contributing to the delinquency of a minor.
- I. Commercial sexual exploitation of a minor.
- J. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- K. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- L. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- M. Burglary in the first degree.
- N. Burglary in the second or third degree.
- O. Aggravated or armed robbery.
- P. Robbery.
- Q. A dangerous crime against children as defined in A.R.S. 13-705.
- R. Child abuse.
- S. Sexual conduct with a minor.
- T. Molestation of a child.
- U. Manslaughter.
- V. Aggravated assault.
- W. Assault.
- X. Exploitation of minors involving drug offenses.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

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

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- A. Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- B. Provide for fingerprint checks pursuant to A.R.S. 41-1750
- C. Provide for properly assessing employees for fingerprint checks and depositing said funds with the county treasurer.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.
15-106
15-512
23-1361
41-1750

CROSS REF.:

EEAEA – Bus Driver Requirements, Training, and Responsibilities
GDF - Support Staff Hiring
GDG - Part-Time and Substitute Support Staff Employment
JLIA - Supervision of Students

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 593 (Cole Young)

Policy IJJ – Textbook/Supplementary Materials Selection and Adoption

Senate Bill 1204 makes adjustments to A.R.S 15-102, *and* 15-722 related to high school textbooks. Language adjustments have been made to Policy IJJ Textbook / Supplementary Materials Selection and Adoption, and Policy KB, *Parental Involvement in Education*. Adjustments pertain to the display of high school textbooks for a 60-day period and the posting of related information on the district website. Posting on the website is contingent on the district maintaining a website. These adjustments are for unified districts and high school districts.

HUSD Summary and Recommendation

This policy change primarily focuses on the high school and the minimum requirement of displaying potential textbooks and/or supplementary materials for the public to review for sixty (60) days. In addition to displaying the aforementioned material, a website notification would also be required informing the public of the displayed resources.

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

IJJ ©
TEXTBOOK / SUPPLEMENTARY
MATERIALS
SELECTION AND ADOPTION

The Board will approve and adopt all new textbooks and supplementary books. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, students, and community members. These procedures may provide for the establishment of textbook selection committees. Recommendations from textbook selection committees will be forwarded to the Superintendent.

Textbooks and supplementary books for common schools recommended by textbook selection committees will be placed on display in the District office for a period of at least sixty (60) days prior to the meeting at which the Board will consider their adoption.

Textbooks for high schools recommended by textbook selection committees will be placed on display in the District office for a period of at least sixty (60) days prior to the meeting at which the Board will consider their adoption. Information related to high school textbooks, which are proposed for approval, shall be placed on the District website.

In recommending books, the committees will strive for continuity of textbooks throughout the different grades and use the same book series in all classes of the same grade.

Objectives of Selection

It is the responsibility of the school textbook committees to:

- A. Recommend resources that will support and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of students served.
- B. Recommend resources that will stimulate growth in factual knowledge, critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of various societal values.
- C. Place principle above personal opinion and reason above prejudice in the recommendation of resources of the highest quality in order to assure a comprehensive collection of resources appropriate for the complete education of all students.

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

The Superintendent will establish procedures for the purchase and distribution of all necessary textbooks, supplemental books, and other related instructional materials from the adopted list free of cost to students.

Removal of Textbooks/Supplementary Materials

Textbook selection committees may recommend to the Superintendent that certain previously adopted textbooks or supplementary materials be deleted from the Board-approved list. Textbooks and supplementary materials will not be deleted without the approval of the Board.

Disposal of Learning Materials

The Board authorizes the Superintendent to establish regulations for the disposal of surplus or outdated learning materials when it has been determined that the cost of selling such materials equals or exceeds estimated market value of the learning materials.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-203

15-342

15-721

15-722

15-726

CROSS REF.:

DN - School Properties Disposition

IJL - Library Materials Selection and Adoption

KEC - Public Concerns/Complaints about Instructional Resources

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 594 (Cole Young)

Policy IJNDB-E – Use of Technology Resources in Instruction (Electronic Information Services User Agreement)

SB 1314 – Student Accountability Information System

This bill adds A.R.S. 15-1046, which requires notifying a parent of policies regarding the use of technology and the Internet while at school and the parent's ability to prohibit the student from the use of technology and the Internet while at school. IJNDB-E is an Electronic Information Services User Agreement that requires a parent or guardian to give permission for a student to use electronic information services. Parents may exclude their children from such use of technology and the Internet by not signing the User Agreement.

School districts that do not currently include IJNDB-E or an alternative document must do so. This sentence has been added to the Manual exhibit:

A parent may prohibit his or her child from the use of technology and the Internet by not signing the Electronic Information Services User Agreement. The child will be prohibited from the use of any district or school provided electronic information services.

Districts should be aware of the fact that numerous other restrictions in A.R.S 15-1046 are applicable to the internet operator. The school district Internet Technology Supervisor should maintain a working knowledge of the limitations on internet operators and the restrictions addressed in the statute pertaining to the use of technology and the Internet.

HUSD Summary and Recommendation

This document has added language notifying parents that they are allowed to exclude their child from using technology at school by simply not signing the District's Technology User Agreement.

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

IJNDB-E ©

EXHIBIT

**USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION**

**ELECTRONIC INFORMATION SERVICES
USER AGREEMENT**

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

A parent may prohibit his or her child from the use of technology and the Internet by not signing the Electronic Information Services User Agreement. The child will be prohibited from the use of any District- or school-provided electronic information services.

Terms and Conditions

Acceptable use. Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.

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H. Follow the District's code of conduct.

I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

A. Maintain supervision of students using the EIS.

B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.

C. Take responsibility for assigned personal and District accounts, including password protection.

D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

A. *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.

B. *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.

C. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.

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

D. *Observe the following considerations:*

1. Be brief.
2. Strive to use correct spelling and make messages easy to understand.
3. Use short and descriptive titles for articles.
4. Post only to known groups or persons.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

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

Parent or Guardian Cosigner

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 595 (Cole Young)

Policy IKE-RB – Promotion and Retention of Students

Senate Bill 1131 changes 15-701 related to a student's promotion from third grade. Regulation IKE-RB, Promotion and Retention of Students, has, therefore, been adjusted.

HUSD Summary and Recommendation

Senate Bill 1131 was approved in the last legislative session directly modifying verbiage to Regulation IKE-RB, Promotion and Retention of Students – Specifically, students in the third grade (Move On When Reading). The added language specifically identifies how a district must identify struggling readers and develop an action plan ensuring multiple evidenced-based interventions and remedial strategies are being tracked and communicated. Additional language was added concerning a student who is retained be placed in a different teacher's room the following year with specific criteria based in a teacher's evaluation of reading instruction.

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

IKE-RB ©

REGULATION

**PROMOTION AND RETENTION
OF STUDENTS**

**Competency Requirements
for Promotion of Students
from Third Grade**

The District shall identify each student who is at risk of reading below grade level in kindergarten and grades one (1), two (2), and three (3). The District shall provide an annual specific written notification to parents or guardians of students in kindergarten programs and first (1st), second (2nd) and third (3rd) grades that a student who obtains a score on the reading portion of a state required test assessment that demonstrates the student is reading far below the third (3rd) grade level or the equivalent as established by the Board will not be promoted from the third (3rd) grade.

If the student's school has determined that the student is substantially deficient in reading before the end of grade three (3), the District shall provide to the parent or guardian of that student a separate specific written notification of the reading deficiency that includes the following information:

A. A Description of the student's specific individual needs

A. B. A description of the current reading services provided to the student.

B. C. A description of the available supplemental instructional services and supporting programs that are designed to remediate reading deficiencies. The District shall offer at least more than one (1) evidence-based intervention strategy and at least more than one (1) remedial strategy developed by the State Board of Education for pupils with reading deficiencies. The notification shall list the intervention and remedial strategies offered and shall instruct the parent or guardian to choose, in consultation with the student's teacher, the strategy most appropriate strategies that will be implemented for the student.

C. D. Parental/guardian strategies to assist the student to attain reading proficiency.

D. E. A description of the District policies on midyear promotion to a higher grade.

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

Competency requirements for the promotion of a student from the third (3rd) grade shall include the following:

A. The student shall not be promoted from the third (3rd) grade if the pupil obtains a score on the reading portion of a state required test that demonstrates the student's reading skills fall far below the third (3rd) grade level or the equivalent as established by the Board, unless the student is exempt from mandated retention or the pupil qualifies for an exemption as determined by the Governing Board.

B. The Governing Board may promote a student from the third (3rd) grade if the student obtains a score on the reading portion of a state required test that demonstrates the student's reading skills fall far below the third (3rd) grade level for any of the following:

1. A good cause exemption if the student is an English learner or a limited proficient student as defined in section 15-751 and has had fewer than two (2) years of English language instruction.

2. A pupil who is in the process of a special education referral or evaluation for placement in special education or a pupil who has been diagnosed as having a significant reading impairment, including dyslexia or a pupil who is a child with a disability as defined in section 15-761 if the pupil's individualized education program team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's individualized education program. "Dyslexia" as defined in section 15-701 means a brain-based learning difference that impairs a person's ability to read and spell, that is independent of intelligence and that typically causes a person to read at levels lower than expected.

3. A pupil who receives intervention and remedial services during the summer or subsequent school year pursuant to those indicated below under "Intervention and Remedial Strategies Developed by the State Board of Education" and demonstrates sufficient progress may be promoted from the third grade based on guidelines issued pursuant to the description of the school district or charter school policies on midyear promotion to a higher grade.

C. The student has demonstrated reading proficiency on an alternate assessment approved by the State Board of Education (SBE).

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

A pupil may not be retained if data regarding the pupil's performance on the state required test is not available before the start of the following academic year. A pupil who is not retained due to the unavailability of test data must receive intervention and remedial strategies as in the section immediately below if the third (3rd)-grade assessment data subsequently demonstrates that the pupil's reading ability falls far below the third (3rd)-grade level or the equivalent.

***Intervention and Remedial Strategies Developed by
the State Board of Education (SBE) for Students
Who Are Not Promoted from the Third Grade***

The Governing Board shall offer at least more than one (1) of the intervention and remedial strategies developed by the SBE. The parent or guardian of a student not promoted from the third (3rd) grade and the student's teacher(s) and principal may choose the most appropriate intervention and remedial strategies that will be provided to that student. The intervention and remedial strategies developed by the SBE shall include:

- A. A requirement the student be assigned to a different teacher, who was designated in that teacher's most recent performance evaluation in one (1) of the top two (2) performance classifications pursuant to section 15-203, for reading instruction.
- B. Summer school reading instruction.
- C. Intensive reading instruction in the next academic year that occurs before, during, or after the regular school day, or any combination of before, during and after the regular school day.
- D. Online reading instruction.

The intervention and remedial strategies developed by the SBE shall also:

- A. Provide for universal screening of pupils in preschool programs, kindergarten programs and grades one (1) through three (3) that is designed to identify students who have reading deficiencies in accordance with A.R.S. 15-704.
- B. Develop interventions and remedial strategies for pupils in kindergarten programs and grades one (1) through three (3) who are identified as having reading deficiencies pursuant to section 15-704.

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 596 (Rob Bueche)

Policy JFAA – Admission of Resident Students

Under current law, district and charter schools are required to admit students between the ages of six and twenty-one who are Arizona residents and reside in the district. HB 2107 allows military families to begin the enrollment process prior to physical arrival in the state and expands the definition of resident students to include those whose parent is transferred or is pending transfer to a military installation within this state.

HUSD Summary and Recommendation

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

**JFAA ©
ADMISSION OF
RESIDENT STUDENTS**

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

- A. A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- B. A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
- C. A student who is eighteen (18) years of age or older and whose place of residence is in the District.
- D. A student who is homeless, and who attended a school in the District at the time of becoming homeless.
- E. A student who resides with a family member living in the District while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with 15-821(D).
- F. A student whose parent is transferred to or is pending transfer to a military installation within this state while on active military duty pursuant to an official military order.

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may be determined by using the following verifiable documentation.

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

Verifiable Documentation

A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

The documentation required by A.R.S. 15-802 must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi- generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide *one (1)* of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- A. Valid Arizona driver's license, Arizona identification card
- B. Valid Arizona motor vehicle registration
- C. Valid United States passport
- D. Property deed
- E. Mortgage documents
- F. Property tax bill
- G. Rental agreement or lease (including Section 8 agreement)
- H. Utility bill (water, electric, gas, cable, phone)
- I. Bank or credit card statement
- J. W-2 wage statement
- K. Payroll stub

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

L. Certificate of tribal enrollment or other identification issued by a recognized Indian tribe

M. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

Use of and Retention of Documents by Schools

School officials must *retain a copy* of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-802

15-816 *et seq.*

15-821

15-823

15-823.01

15-824

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

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

CROSS REF.:

IKEB - Acceleration

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 597 (Rob Bueche)

Policy JFABC – Admission of Transfer Students (Academic Credit Transfer)

House Bill 2389 adds Chapter 7 to A.R.S. 1-701. Language in the chapter establishes that school districts may evaluate the transcripts of transfer students for the assignment of credit pursuant to A.R.S.15-701.1.

HUSD Summary and Recommendation

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

JFABC ©
ADMISSION OF TRANSFER STUDENTS
(Academic Credit Transfer)

Academic credit for students who transfer from private or public schools shall be determined on a uniform and consistent basis.

Elementary

Academic credit for placement in the common school subjects and grades shall be based upon teacher recommendations and previous grade level assignments subject to the determination that the student can meet the standards adopted by the State Board of Education for the grade level assignment.

Credit for Graduation Requirements

Core credit for purposes of this policy shall be the units of credit specifically named as required for graduation by the State Board of Education in R7-2-302.02.

The District may evaluate the transcripts of transfer students for the assignment of credit pursuant to Section 15-701.01.

The School District shall provide to a pupil who transfers credit from a charter school, school district or Arizona online instruction a list that indicates which credits have been accepted as either elective or core credits by the School District.

Within ten (10) school days after receiving the list, a pupil may request to take an examination in each particular course in which core credit has been denied. The School District shall accept the credit as a core credit for each particular course in which the pupil takes an examination and receives a passing score on a test, aligned to the competency requirements adopted pursuant to this section, designed and evaluated by a teacher in the School District who teaches the subject matter on which the examination is based.

The School District may not charge a fee to a pupil who takes an examination in a particular course to obtain academic credit, pursuant to section 15-701.01, subsection i, from the School District if the academic credit for a course was previously earned in an Arizona online instruction course or at any public school in this state. Any test administered pursuant to this subsection shall be an assessment that is aligned to the course relevant state academic standards.

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

If a pupil is enrolled in the School District and that pupil also participates in Arizona online instruction between May 1 and July 31, the School District shall not require proof of payment as a condition of the School District accepting credits earned from the online course provider.

All core credit courses must meet the standards adopted by the State Board of Education where such standards exist. Where standards have not been adopted by the State Board of Education, core credit courses must meet the standards established for the school to which the student has requested a transfer of credit.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

1-701

15-189.03

15-701.01

15-745

15-808

A.A.C.

R7-2-302.02

CROSS REF.:

JG - Assignment of Students to Class

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 598 (Rob Bueche)

Policy JFB – Open Enrollment

A.R.S. 15-184(l), Charter schools; admissions requirements, and A.R.S. 15-816.02, Desegregation provisions, have been deleted from the statutes in SB1254. Corresponding deletions have been made in the Charter Handbook and in the Policy Manual. Be aware of the fact that Policy JFB in the Manual has two versions which vary based on enrollment and the Governing Board's selection of the appropriate policy.

HUSD Recommendation

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

JFB © OPEN ENROLLMENT

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

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

Definitions

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

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

Enrollment Options

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

Information and Application

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

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

Capacity

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

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- A. District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
- B. The enrollment of eligible children of persons who are employed by the District.
- C. Resident transfer pupils who were enrolled in the school the previous year.
- D. Nonresident pupils who were enrolled in the school the previous year.

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

Enrollment Priorities

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

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

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

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

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C. Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

D. Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected through a random selection process adopted by regulation of the Superintendent.

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

Admission Standards

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

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

Notification

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

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

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

Transportation of Students Admitted Through Open Enrollment

A resident transfer student is eligible for District transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment transfer. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area. Nonresident open enrollment students are eligible for District transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the District.

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

- A. of not more than twenty (20) miles to and from:
 - 1. the school of attendance, or
 - 2. a pickup point on a regular District transportation route, or
 - 3. for the total miles traveled each day to an adjacent district.

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

- A. of not more than twenty (20) miles to and from:
 - 1. the school of attendance, or
 - 2. a pickup point on a regular District transportation route, or
 - 3. for the total miles traveled each day to an adjacent district.

Exception

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

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

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

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.
8-371
15-764
15-797
15-816 *et seq.*
15-823
15-824
15-825
15-841
15-922

CROSS REF.:

EEAA - Walkers and Riders
IIB - Class Size
JF - Student Admissions
JFAA - Admission of Resident Students
JFAB - Admission of Nonresident Students
JFABD - Admission of Homeless Students
JG - Assignment of Students to Classes and Grade Levels

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 599 (Rob Bueche)

Policy JL – Student Wellness

HB 2134 adds four new and similar statutes, A.R.S. 15-158, A.R.S. 36-894.01, A.R.S. 36-897.13 and A.R.S. 36-3916, which briefly discuss the use of sunscreen in schools, child care facilities, child care group homes, and a children's camp, respectively.

A.R.S. 15-158 stipulates that a pupil who attends any public school in this state may possess and use a topical sunscreen product while on school property or at a school-sponsored event without a note or prescription from a licensed health care professional.

HUSD Recommendation

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

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. *Sunscreen*: The goal is to emphasize skin health and promote the application of sunscreen products and to inform students that a student who attends school in this District may possess and use a topical sunscreen product while on school property or at a school-sponsored event without a note or prescription from a licensed health care professional.

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

D. E. Other School-Based Activities: The goal is to create a total school environment that is conducive to healthy eating and physical activity.

E. F. 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. G. 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.:

A.R.S.

15-158

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.

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.

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 600 (Rob Bueche)

Policy KB – Parental Involvement in Education

Senate Bill 1204 makes adjustments to A.R.S. 15-102, *and* 15-722 related to high school textbooks. Language adjustments have been made to Policy IJJ Textbook / Supplementary Materials Selection and Adoption, and Policy KB, *Parental Involvement in Education*. Adjustments pertain to the display of high school textbooks for a 60-day period and the posting of related information on the district website. Posting on the website is contingent on the district maintaining a website. These adjustments are for unified districts and high school district.

HB 2108 eliminates the provision in A.R.S. 15-102, Parental involvement in the school; definitions, which requires the right of a parent to participate in a parental satisfaction survey pursuant to A.R.S. 15-353, which is no longer in statute.

HUSD Recommendation

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

**KB ©
PARENTAL INVOLVEMENT
IN EDUCATION**

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

- A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.
- B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- C. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.
- D. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.
- E. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.
- F. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to student in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.

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

G. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

H. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

I. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt in to a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.

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13. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.
15. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.
16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]
- ~~17. The right to participate in a parental satisfaction survey to be distributed to the parent of every child enrolled at the school, pursuant to A.R.S. 15-353.~~
18. 17. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.
- ~~19.~~ 18. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.

=====

Optional language: The following outlined items (to next double line) setting out the manner in which parents may be made aware of the District's Parental Involvement Policy are optional in whole or in part as determined by the local Governing Board.

The District plan under this policy may also include:

- A. Making parents aware of this District parental involvement policy, including:
 1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
 2. The parent's right to inspect the District policies and curriculum.
- B. Efforts to encourage the development of parenting skills.

This section is included in current HUSD policy and recommended to remain in the revised document.

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

C. The communication to parents of techniques designed to assist the student's learning experience in the home.

D. Efforts to encourage access to community and support services for children and families.

E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.

F. Identifying opportunities for parents to participate in and support classroom instruction at the school.

G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.

H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.

I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.

J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.

K. Provide to parents the information in this policy in an electronic form.

=====

Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child.

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

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

A. The Superintendent or principal shall:

1. Deliver the requested information to the parent within ten (10) calendar days, or
2. Provide to the parent a written explanation for denial of the requested information.

B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

1-601

1-602

15-101

15-102

15-113

15-117

15-341

15-722

CROSS REF.:

ABA - Community Involvement in Education

IHBD - Compensatory Education

IJ - Instructional Resources and Materials

IJND - Technology Resources

JHD - Exclusions and Exemptions from School Attendance

KDB - Public's Right to Know/Freedom of Information

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

ASBA POLICY ADVISORY DISCUSSION

Policy Advisory No. 601 (Cole Young)

Policy IJNDB – Use of Technology Resources in Instruction

The recent passage of SB 1314 added section 15-1046 to the Arizona Revised Statutes, relating to the Student Accountability Information System. Language was added to IJNDB-E in PA 594 as a result. In response to inquiries regarding PA 594, that language in the exhibit is removed and statutory language is added to Policy IJNDB.

HUSD Recommendation

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

IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

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Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

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A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;

B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Parent Notification

Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. 15-1046. This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. 15-808.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-2316

13-3506.01

13-3509

15-341

15-808

15-1046

34-501

34-502

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

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EXHIBIT

**USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION**

**ELECTRONIC INFORMATION SERVICES
USER AGREEMENT**

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

~~A parent may prohibit his or her child from the use of technology and the Internet by not signing the Electronic Information Services User Agreement. The child will be prohibited from the use of any district or school provided electronic information services.~~

Terms and Conditions

Acceptable use. Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the District's code of conduct.
- I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

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J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- C. Take responsibility for assigned personal and District accounts, including password protection.
- D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- A. *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- B. *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- C. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- D. *Observe the following considerations:*
 - 1. Be brief.
 - 2. Strive to use correct spelling and make messages easy to understand.
 - 3. Use short and descriptive titles for articles.
 - 4. Post only to known groups or persons.

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Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

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