



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

## GOVERNING BOARD MEETING

Tuesday, October 17, 2017

Glassford Hill Middle School  
6901 Panther Path  
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 **October 17, 2017**, at **Glassford Hill Middle School**, located at **6901 Panther Path, Prescott Valley, Arizona**.

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

### AGENDA

#### 6:30 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 – Melissa Tannehill, Glassford Hill Middle School Principal
  - 1. Certified – Jose Rosario
  - 2. Classified – Ann Carey
  - 3. Volunteer – Robin Rojas

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 5-8 **A.** Personnel Recommendations
- Pages 9-14 **B.** Governing Board Meeting Minutes of September 12 and 26, 2017 (audio recordings are posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))
- Pages 15-222 **C.** Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,770,877.03
  2. Approval of Payroll voucher(s) in the amount of \$ 2,473,938.58
- Pages 223-230 **D.** Monthly Budget Report
- Pages 231-236 **E.** Monthly Student Activities Report
- Pages 237-238 **F.** Request to ratify the Annual Financial Report for fiscal year 2016-17
- Pages 239-241 **G.** Request to revise the Sole Source Vendor Listing for fiscal year 2017-18
- Pages 242-249 **H.** Request for approval to renew an affiliation agreement with Granite Creek Health and Rehabilitation Center for high school Certified Nursing Assistant students to receive clinical experience for the 2017-18 school year
- Pages 250-260 **I.** Request for approval to renew an agreement with Northern Arizona Council of Governments (NACOG) / Head Start for HUSD Food & Nutrition to provide meal service for the 2017-18 school year
- Pages 261-262 **J.** Gifts and donations

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

- Pages 263-264 **A.** Report from Glassford Hill Middle School Principal Melissa Tannehill to include:
- School successes
  - Overview of the Glassford Way
  - Professional Learning Communities School Wide
  - AVID's role on campus (Advancement Via Individual Determination)
  - Community partnerships to include simulator report from Prescott Valley Police Department
- Pages 265-266 **B.** Report from Prescott Valley Town Council member Marty Grossman to include:
- Arizona Education Progress Meter
  - Education issues that were discussed at the League of Cities and Towns Conference
  - Arizona Town Hall regarding education funding
- Pages 267-268 **C.** Report from Executive Director of Curriculum Cole Young regarding letter grades awarded to HUSD schools under the State Board of Education's A-F Accountability System
- Pages 269-283 **D.** Report from Executive Director of Finance Cynthia Windham regarding the Capital Plan and B-Bond Update

## 10. **ACTION**

- Pages 284-285 **A.** Request for approval of temporary suspension of Policy BAA – Evaluation of School Board/Board Self-Evaluation
- Pages 286-340 **B.** Second Reading and possible adoption 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 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

## 11. ANNOUNCEMENTS

### A. Next Scheduled Board Meetings are:

November 1, 2017	6:30 p.m.	Special Meeting	@ Transportation Training Facility
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
January 9, 2018	6:30 p.m.	Regular Meeting	@ Liberty Traditional School

## 12. ADJOURNMENT

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



# CELEBRATING SUCCESSES

## Item 6

- A. HUSD VIPs – Glassford Hill Middle School
  - 1. Certified – Jose Rosario
  - 2. Classified – Ann Carey
  - 3. Volunteer – Robin Rojas



## The Humboldt Schools.

*Motivating achievement since 1906.*

October 17, 2017

HUSD VIP-Certified Staff- Mr. Jose Rosario  
Glassford Hill Middle School

It is never easy to select the HUSD VIPs. I try to be reflective over the course of a school year and consider the impact a person has had on the campus. As we know, all teachers impact their students and the environment in which our students and staff learn and work. At GHMS we value Growth, Harmony, Maturity, and Self-Discipline not only for our students but for our staff as well. When I think of the Glassford Hill teachers through this lens many are great representatives of these values, but one teacher keeps popping out at me, and that is Mr. Jose Rosario.

Mr. Rosario is a ray of sunshine. He's a breath of fresh air. He is always smiling and positive with both the staff and the students. He comes to work not because he has to, but because he wants to make a difference. Mr. Rosario is retired from the Forest Service. Teaching is his second career. He's taught for the Department of Corrections, at Mingus Mountain Girls Academy, and this is his second year at Glassford Hill as a 7th grade co-taught Resource teacher.

Mr. Rosario's day is very busy. He co-teaches two sections of 7<sup>th</sup> grade English Language Arts with Ericka Dahm, two sections of 7<sup>th</sup> grade Pre-Algebra with Nate Roberts, a section of 7<sup>th</sup> grade Resource Skills, and a section of Organizational Skills for his Resource students. Mr. Rosario is an impactful member of the 7<sup>th</sup> grade Professional Learning Community. He plans and organizes all IEPs for the team; lesson plans with his co-teachers, shares academic and behavioral data with the PLC, teaches and instructs in both 7<sup>th</sup> grade core content areas of ELA and Pre-Algebra, and helps mentor an up and coming student teacher with Mrs. Dahm in the ELA classroom.

Mr. Rosario is a ninja at getting the kids to learn in fun and creative ways while holding them to high expectations and making learning fun. He's firm, yet fair, and his students respect and adore him. If you visit Mr. Rosario's room you'll likely see a skit and students wearing costumes and hats to pull them into their learning. While in the co-taught classes Mr. Rosario is an active member. He teaches right alongside his fellow content teachers. No one knows he's there to help the students with learning disabilities because he helps all students access the content and curriculum. He makes it his responsibility to learn and grow to be the best educator he can be in the classrooms. The co-taught 7<sup>th</sup> grade classes have high growth rates each year due to the collaboration of Mr. Rosario and his co-teachers using this inclusive model. These classes commonly outperform the non-co-taught sections. This is a testament to the power of effective co-teaching and collaboration at work. He collaborates effectively with his co-teachers and his PLC. He brings a wealth of life experience and advice to the team and the campus. As stated before Growth, Harmony, Maturity, and Self-Discipline are all values we strive to exhibit at GHMS. Mr. Rosario is by definition an HUSD VIP and models these values daily as a professional. It is a true blessing to our students and staff to work with Mr. Rosario



MRS. MELISSA TANNEHILL, PRINCIPAL  
MRS. BETH DENMAN, ASSISTANT PRINCIPAL

HUMBOLDT UNIFIED SCHOOL DISTRICT #22 • GLASSFORD HILL MIDDLE SCHOOL  
6901 PANTHER PATH, PRESCOTT VALLEY, AZ 86314 • PHONE 928.759.4600 • FAX 928.759.4620



## The Humboldt Schools.

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October 17, 2017

HUSD VIP- Classified Staff- Mrs. Ann Carey  
Glassford Hill Middle School

It is my privilege to present this letter of recognition to Mrs. Ann Carey this evening. Ann is the K-12 Library Coordinator for the school district and we are privileged to have her here at Glassford Hill Middle School. Her tireless dedication to the Humboldt Schools and our community is why she makes a perfect HUSD VIP.

Mrs. Carey's first experience with HUSD was as a substitute for two years. At that time, the district filled all classified absences - from school secretaries to the recess para-pros. Over those two years she had the opportunity to fill in in a variety of positions and on all the campuses in Humboldt. She began her contracted career with HUSD in April of 1994, at which time she was hired at Humboldt Elementary to work in the library. She remained in that position for 11 years. In 2005, she decided she needed a change of pace and transferred to the GHMS library. When several library personnel were laid off during a very tight time for the District, she traveled between BMMS and GHMS to keep both the libraries functional and running. In 2013, she was promoted to K-12 Library Coordinator for the District. Humbly, Mrs. Carey states that the students are her primary focus. This is her 24th year working in the HUSD libraries helping students to appreciate and experience the love of reading. In addition, some of Mrs. Carey's responsibilities on campus include:

- manages our yearly book fair
- being a member of the Red Ribbon Week Committee
- teaching an iChoose enrichment class known as "The Book Club"
- manages the Box Tops for Education coupons and the student school supplies store
- proctors and tracks Reading Counts tests for all students on campus
- inventories and tracks all technology, manipulatives, library books and textbooks
- opens the library to students every morning and lunch period to read, use the computers, play board games and find their place on campus
- is a helping hand with any and all odd jobs such as covering a class for an emergency, stuffing envelopes that have to go out in a hurry, helping the front office, and covering a duty

I'm certain I've missed something that Mrs. Carey does on campus. She's a friendly face for both our students and staff. She's part of what makes Glassford Hill a great place to work and learn. We are privileged to have such a wonderful staff member that cares so deeply for the school and her students. She views all the students on campus as her students, and that level of dedication needs to be celebrated. Again, thank you Ann for your years of service to our school and throughout the Humboldt Schools community.



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October 17, 2017

HUSD VIP- Volunteer-Mrs. Robin Rojas  
Glassford Hill Middle School

Finding a passionate person to volunteer for the long-term at a middle school is no easy feat. We often have good-hearted parents stop by for a year or two and then their students move on to Bradshaw Mountain High School. Our HUSD Volunteer VIP is a person whose daughter no longer attends Glassford Hill but has found a home working and volunteering her time to make GHMS a great place for both the staff and students.

I forged a friendship with Robin before I even met her face to face. As a Florida transplant, Robin and her family where shopping schools and we instantly connected over the phone as I shared with her the support and educational opportunities her daughter would receive at Glassford Hill. I knew this was a mom I wanted in my corner. She brings years of experience volunteering in Miami where she worked in the school as a jack-of-all trades. She helped form a listeners group for students needing just that, a listener. She was a Girl Scout Leader and the go-to mom on campus for everything and anything.

Over the summer our former PTO President stepped down because she too is an exceptional mom, but just knew she had to find some home-life balance. Though it was difficult to see her go I knew I could get this position covered by volun-telling Robin. Yes, I volu-told Robin she'd be perfect at the PTO President position. She humbly accepted and has made it her full-time job and focus since the moment the PTO members voted for her.

In her short tenure Mrs. Rojas has done some amazing things on our campus:

- She's created two flexible seating think rooms
- She's forged community relationships for GHMS with Goodwill of PV, Scrubs For Less, and Peter Piper Pizza
- She's a member of our Red Ribbon Week Committee
- She's helped organize weekly snack shack fund raisers, has increased our PTO membership, and has vendors working on staff and student spirit gear
- She's currently planning a Day of Service for GHMS that includes a Goodwill donation drive, a Blood drive, and Habitat beautification day
- She's becoming actively involved as a member of the HUSD parent group and representing GHMS at such events as Humboldt Education Foundation and the Superintendent's Community Conversations

A person with a volunteer's heart and spirit needs to be celebrated. She comes to give of her time and love of students freely. Robin makes an impact on the campus and helps everywhere she's needed. She is a valued member of the Glassford Hill family and a fine example of an HUSD VIP Volunteer.



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# CONSENT

## Item 8A.

### Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on October 17, 2017

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

Certified Staff

1. Shannon DeWeese – Teacher ELD (12-25-17)

Classified Staff

1. Sharon Mason – Clerk Accounting @ District Office (9-13-17)
2. Mike Perez – Custodian @ GHMS & LVES (10-4-17)
3. Irene Pritchett – Aide Preschool @ BFPS (10-6-17)
4. John Wilson – 3 Hr/Day Aide Playground @ MVES (10-6-17)

Substitute+ Staff

- |                                 |                                  |
|---------------------------------|----------------------------------|
| 1. Joshua Adams - Aide          | 8. Becky Harper - Aide           |
| 2. Krystal Balls - Nurse        | 9. Jessie Libby – Nurse          |
| 3. Katherine Chatelaine – Nurse | 10. Jamie Lewis – Teacher        |
| 4. Violet Deangelis – Nurse     | 11. Jodie Oen – Aide             |
| 5. Samantha Ellett – Bus Driver | 12. Michael O'Toole – Bus Driver |
| 6. Jared Emmett – Bus Driver    |                                  |
| 7. Carolyn Erdely – Bus Aide    |                                  |

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

Certified Staff

1. Heidi Woodruff- Teacher Kindergarten @ CSES (replaces Norma King)

Classified Staff

1. Kevin Avary – 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (replaces Tamara Nelson)
2. Mercedes Gansz – 6 Hr/Day Bus Aide Special Education (replaces Tusanne Cordes)
3. Andrew Petit – Custodian @ CSES (replaces Deborah Martin)
4. Paula Pierce – 6.5 Hr/Day Aide Moderate Severe/Profound @ MVES (replaces Debbie Duncanson)
5. Hope Thomas – CTE Specialist @ BMHS-W (new position)

Substitute + Staff

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1. Kathrin Bidderman - Aide       | 13. Amber Owens - Aide          |
| 2. Sharron Benedict - Aide        | 14. Lesli Ravsten – Aide        |
| 3. Ralene Challinor - Aide        | 15. Molly Robinson - Aide       |
| 4. Jessica Chase - Aide           | 16. Emily Smith - AVID Tutor    |
| 5. Sarah Crabtree - Aide          | 17. Alexander Vanderpool - Aide |
| 6. Patricia Cupp - Aide           | 18. Lisa Whitaker - Aide        |
| 7. Robert Daniels – Custodian     | 19. Kristen Wise - Aide         |
| 8. Karen Dyer - Aide              | 20. Alvin Yount - Teacher       |
| 9. Trevor Emerdinger – Bus Driver |                                 |
| 10. Amanda Garfield - Aide        |                                 |
| 11. Troy Howard – Bus Driver      |                                 |
| 12. Chrystal Kain – Aide          |                                 |

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### PERSONNEL DEPARTMENT

## Personnel Consent Agenda for Board Meeting on October 17, 2017

### C. SUPPLEMENTAL CONTRACTS

#### Overloads

1. Marty Boles – Math @ GHMS
2. Jeffrey Brown – Special Education @ BMMS
3. Lindsey Buckle – Math @ GHMS
4. Karen Christerson - Special Education @ BMHS-W
5. Patti Eller – Special Education @ BMHS-W
6. Jeff Goodman – Special Education @ BMHS-W
7. Blair Hillig – Math @ BMHS - W
8. Howard Killen – Math Special Education @ BMHS-W
9. Trudy Gruver – Marching Band @ BMHS-W
10. Jessica Marks – English @ BMHS-W
11. Lisa Moser – Math @ GHMS
12. Nathan Roberts – Math @ GHMS
13. Jantina Russell – Drama @ BMHS-W
14. Michael Simon – Social Studies @ BMHS-W

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

(M&O-\$45822.50.; Tax Credit-\$5635.00; General Tax Credit- \$00.00; SPED-\$00.00; Other-\$00.00)

1. Kai Bennet – Coach Basketball JV Boys @ BMHS-W
2. Jeffrey Brown – Coach Wrestling JV @ BMHS-W
3. Bruce Giles – Coach Soccer Head Boys @ BMHS-W
4. Braden Grauberger – Coach Flag Football @ GES
5. William Grauberger – Coach Head Wrestling @ BMHS-W
6. Rick Haltom – Coach Basketball Head Girls @ BMHS-W
7. Sara Herschelman - Coach Basketball 8th Grade Girls @ BMMS
8. Blair Hillig – Coach Basketball Boys Freshman @ BMHS-W
9. David Johnson – Music Director Elementary @ MVES
10. Nicole Johnson – Coach Soccer JV Girls @ BMHS-W
11. Charles Moller – Coach Weight Room @ BMHS-W
12. Richard Morris – Coach Basketball JV Girls @ BMHS-W
13. Jessica Phillips – Student Council Advisor Elementary @ GES
14. Hope Randal – Coach Cheer Head @ BMHS-W
15. Kathleen Rodts – Student Council Advisor Elementary– GES
16. Katherine Rogge – Coach Basketball Freshman Girls @ BMHS-W
17. Matt Simpson – Coach Head Basketball Boys @ BMHS-W
18. Bruce Sprague – Coach Flag Football @ CSES
19. Karra Stefanik – Drama Technical Advisor @ BMHS-W
20. John Sterling – Coach Soccer Head Girls @ BMHS-W
21. Paul Stevens – Coach Basketball 8<sup>th</sup> Grade Boys @ BMMS
22. Sarah Straus – Coach Volleyball Assistant @ GHMS
23. Joe Valdez – Coach Soccer JV Boys @ BMHS-W
24. Rachel Walters-Leach – Coach Cheer Assistant @ BMHS-W
25. Scott Woolley – Coach Basketball Assistant Girls @ BMHS-W
26. Andrew Wahlstrom – Music Director Elementary @ LVES
27. Cole Young – Athletic Director Elementary

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### PERSONNEL DEPARTMENT

## Personnel Consent Agenda for Board Meeting on October 17, 2017

#### Other Stipends

(M&O-\$00.00; Tax Credit-\$11025.00; F&N-\$0.00; Special Education-\$0.00; Other-\$0.00)

1. Amy Bowser - After School Science @ GES
2. Darlene Carino – Before School Study Program @ CSES
3. Darlene Carino – Yearbook Advisor @ CSES
4. Timothy Derickson – Science Olympiad @ GHMS
5. Melinda Fulfer - After School Robotics @ GES
6. Melinda Fulfer - After School Science @ GES
7. Sharon Gansz – Ted Ed Club @ MVES
8. Alyssa Horton – Art Program @ LVES
9. Leann Jack – Art Program @ GES
10. Brittany Kominska – Sign Language @ CSES
11. Morgan Labine – Girls Experience Mindfulness @ CSES
12. Michelle McCabe – Homework Club @ CSES
13. Lisa Pasalich – Drama Club @ GES
14. Amanda Perry – STEAM Program @ CSES
15. Gail Pereira – After School Robotics @ BMMS
16. Sabrian Picard – After School Robotics @ GES
17. Danielle Runyan – Fitness Program @ LVES
18. Therese Schmidt – Coach Cheer @ LTS
19. Tammy Turner – Before School Study Program @ CSES
20. Andrea Valdez – Comic/Pop Culture Program @ LVES
21. Ashley Visitation – National Junior Honor Society @ BMMS

#### **D. IN-DISTRICT TRANSFERS**

##### Certified

1. NONE

##### Classified

1. Aaron Cates – from 6 Hr/Day Bus Driver Regular to Custodian @ GHMS (replaces Jimmy Lawson)
2. Alma Foley – from 4Hr/Day F&N Worker @ BMHS-W to 6.5 Hr/Day Aide Moderate Severe/Profound @ BMHS-W (replaces Michelle Palma)
3. Jennifer Guzman – from Lead Night Custodian @ BMHS-W to Custodian @ BMHS-W (replaces Anthony Libby)
4. Jennifer Guzman – from to Custodian @ BMHS-W to Lead Night Custodian @ GHMS (Cynthia Harmon)
5. Cynthia Harmon – from Lead Night Custodian @ GHMS to Custodian @ BMHS-W (replaces Jennifer Guzman)
6. Anthony Libby – from Custodian @ BMHS-W to Lead Night Custodian @ BMHS-W (replaces Jennifer Guzman)

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

##### Certified

1. NONE

##### Classified

1. Perla Herrera Valenzuela - from 6 Hr/Day F&N Clerk @ BMMS to 6.5 Hr/Day F&N Clerk @ BMMS (addition of second lunch period)
2. Yvonne Krein - from 6 Hr/Day F&N Cook @ BMMS to 6.5 Hr/Day F&N Cook @ BMMS (addition of second lunch period)
3. Elizabeth Long – from 7 Hr/Day F&N Manager @ BMMS to 7.5 Hr/Day F&N Manager @ BMMS (addition of second lunch period)



# CONSENT Item 8B.

## Minutes

September 12 & 26, 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) – 09-12-2017**

The Governing Board of the Humboldt Unified School District #22 convened 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**.

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

**6:30 PM REGULAR SESSION**

**Marker**

00:04	1.	<b>WELCOME AND CALL TO ORDER</b>
00:30	2.	<b>PLEDGE OF ALLEGIANCE/FLAG CEREMONY</b>
00:52	3.	<b>ROLL CALL</b>
01:04	4.	<b>AGENDA REVIEW/ACCEPT</b>
	5.	<b>CURRENT EVENTS</b>
01:24		A. Board
09:19		B. Superintendent
	6.	<b>CELEBRATING SUCCESSES</b>
14:05		A. HUSD VIPs – Candice Blakely-Stump, Coyote Springs Elementary School Principal
14:56		1. Certified – Lindsey Brewer
18:00		2. Classified – Teresa Bailey
21:04		3. Volunteer – Lisa Lanning
24:12		B. Recognition of Pierce Property Management – School Business Partner Candice Blakely-Stump, Coyote Springs Elementary School Principal
	7.	<b>PUBLIC PARTICIPATION</b>
27:30		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.
		<b>NONE</b>
	8.	<b>CONSENT ITEMS</b>
28:07		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 August 8, 2017 (audio recordings are posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))
  - C. Financial/Business
    - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,698,848.53
    - 2. Approval of Payroll voucher(s) in the amount of \$ 1,993,065.56
  - D. Monthly Budget Report
  - E. Monthly Student Activities Report
  - F. Request for approval of the revised 2017-18 Stipend Schedule
  - G. Request for approval to renew an agreement with the Northern Arizona Suns for facility use for fiscal year 2017-18
  - 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
  - I. Request for approval to dispose of outdated textbooks
  - J. Gifts and donations
- PASSED UNANIMOUSLY (ALL) – Note: Mr. Gray abstained from Item 8H**

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

- 31:17 A. Report from Bradshaw Mountain High School German Exchange Program students regarding their recent trip to Germany
- 54:07 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
- 01:14:00 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 – 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**

- 01:20:00 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

**PASSED UNANIMOUSLY**

- 01:36:45      **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  
**PASSED UNANIMOUSLY**
- 01:39:00      **C.** Discussion and possible action to adopt Edgenuity as the District's online curriculum  
**PASSED UNANIMOUSLY**
- 02:03:10      **D.** Discussion and possible action to approve modification of enrollment fees at Bright Futures Preschool for District employees  
**PASSED UNANIMOUSLY**
- 02:05:00      **E.** Discussion and possible action to approve the selection of Caliente Construction for the reroofing project at Mountain View Elementary School (bid award)  
**PASSED UNANIMOUSLY**
- 02:12:35      **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  
**PASSED UNANIMOUSLY**
- 02:17:29      **G.** Discussion and possible action to add .5 FTE (full-time equivalent) to the custodial staff at the District Office  
**PASSED UNANIMOUSLY**
- 02:21:27      **H.** Discussion and possible action to approve two additional full-time teaching positions at Coyote Springs Elementary School  
**PASSED UNANIMOUSLY**
- 02:23:15      **I.** Discussion and possible action to approve a Business Manager position  
**PASSED UNANIMOUSLY**
- 02:34:20      **J.** Discussion and possible action to approve the grade level attendance category of "Ungraded Elementary" for attendance reporting purposes  
**PASSED UNANIMOUSLY**
- 02:36:35      **K.** Discussion and possible action to approve the submission of possible changes to the Arizona School Boards Association's bylaws  
**PASSED UNANIMOUSLY**
11.      **PERSONNEL**
- 02:37:58      **A.** Discussion and possible action to approve payment of the second half of Superintendent Streeter's performance pay plan  
**PASSED UNANIMOUSLY**
- 02:48:00      **\*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  
**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.***

## **12. ANNOUNCEMENTS**

- 02:46:30      **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



02:49:00 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](http://www.humboldtunified.com); on the home page, go to the School Board tab →Board Packets →Select Year →Select Meeting Date. (Note: Large packets are saved in multiple sections).*

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

**Audio Minutes Table of Contents (with markers) – 09-26-2017**

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **September 26, 2017**, at the **HUSD Transportation Training Facility** located at **6411 N. Robert Road, Building 500, Prescott Valley, Arizona**.

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

**6:30 PM WORK STUDY SESSION**

**Marker**

- 00:09    1.        **WELCOME AND CALL TO ORDER**
- 00:22    2.        **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
- 00:40    3.        **ROLL CALL**
- 01:03    4.        **AGENDA REVIEW/ACCEPT**
- 01:21    5.        **DISCUSSION ITEMS (*no action will be taken*)**

This work-study session is for the purpose of a presentation given by representatives from Midstate Energy regarding energy savings and performance contracting. Discussion will follow.

- 01:30:20 **6.        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](http://www.humboldtunified.com); on the home page, go to the School Board tab → Board Packets → Select Year → Select Meeting Date. (Note: Large packets are saved in multiple sections).

# CONSENT

## Item 8D.

### Monthly Budget Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 80
FROM:	Cynthia Windham, Executive Director of Finance	Reading
DATE:	October 17, 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, Executive Director of Finance, 759-4000*



# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description

Expenditure Budget Balance Report						
Fiscal Year: 2017-2018			Summary Only		To Date:	
Account Number / Description			From Date: 7/1/2017		8/30/2018	
			<input checked="" type="checkbox"/>			
Fund:	001	MAINT & OPER FUNDS	Budget	Range To Date	YTD	Balance
						Encumbrance
						% Remaining Bud

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description



Summary Only

From Date: 7/1/2017

To Date:

8/30/2018

Budget Balance

% Remaining Bud

Encumbrance

Balance

YTD

Range To Date

Budget

\$98,343.47

\$0.00

\$0.00

\$98,343.47

\$0.00

\$98,343.47

100.00%

Fund 140 Total:

Fund: 141 TITLE II-IMPROV TEACHER QUAL(15/16)

\$118,868.70

\$16,219.22

\$16,219.22

\$102,649.48

\$62,251.53

\$40,397.95

33.99%

Fund 141 Total:

Fund: 190 TITLE III LEP PROGRAM

\$53,737.95

\$3,415.85

\$3,415.85

\$50,322.10

\$11,713.80

\$38,608.30

71.85%

Fund 190 Total:

Fund: 220 IDEA - BASIC - ENT

\$935,078.46

\$151,135.25

\$151,135.25

\$783,943.21

\$564,670.21

\$219,273.00

23.45%

Fund 220 Total:

Fund: 221 IDEA - PRESCHOOL GRANT

\$23,777.20

\$4,530.95

\$4,530.95

\$19,246.25

\$18,536.12

\$710.13

2.99%

Fund 221 Total:

Fund: 260 CTE BASIC GRANT- (15/16)

\$147,178.36

\$1,255.29

\$1,255.29

\$145,923.07

\$5,512.89

\$140,410.18

95.40%

Fund 260 Total:

Fund: 261 CTE BASIC GRANT - (14/15) (16/17)

\$18,240.37

\$9,507.51

\$9,507.51

\$8,732.86

\$7,769.91

\$962.95

5.28%

Fund 261 Total:

Fund: 290 MEDICAID OUTREACH

\$69,443.00

\$6,535.34

\$6,535.34

\$62,907.66

\$7,818.93

\$55,088.73

79.33%

Fund 290 Total:

Fund: 291 MEDICAID DIRECT

\$1,530,121.20

\$116,128.59

\$116,128.59

\$1,413,992.61

\$213,271.10

\$1,200,721.51

78.47%

Fund 291 Total:

Fund: 302 GEAR UP

\$200,400.00

\$30,031.20

\$30,031.20

\$170,368.80

\$139,503.89

\$30,864.91

15.40%

Fund 302 Total:

Fund: 303 GEAR UP MIDDLE GRADE INITIATIVE (09/04/14)

\$92,300.00

\$4,117.77

\$4,117.77

\$88,182.23

\$35,119.19

\$53,063.04

57.49%

Fund 303 Total:

Fund: 349 NAT'L FOREST FEES

\$1,485,045.49

\$78,426.92

\$78,426.92

\$1,406,618.57

\$47,853.99

\$1,358,764.58

Fund 349 Total:

# 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: 8/30/2018		
		Budget	Range To Date	YTD	Balance	Encumbrance
						Budget Balance % Remaining Bud
<b>Fund:</b>	353	TAYLOR GRAZING - FY 12-13				91.50%
		<b>Fund 353 Total:</b>				
			\$0.00	\$0.00	\$92,293.00	\$0.00
						\$92,293.00
						100.00%
<b>Fund:</b>	374	E-RATE				
		<b>Fund 374 Total:</b>				
			\$36,419.97	\$36,419.97	\$238,580.03	\$0.00
						\$238,580.03
						86.76%
<b>Fund:</b>	400	CTE PRIORITY PROGRAM				
		<b>Fund 400 Total:</b>				
			\$0.00	\$0.00	\$26,732.56	\$561.65
						\$26,170.91
						97.90%
<b>Fund:</b>	435	ACADEMIC CONTESTS				
		<b>Fund 435 Total:</b>				
			\$0.00	\$0.00	\$1,105.00	\$0.00
						\$1,105.00
						100.00%
<b>Fund:</b>	485	WRP				
		<b>Fund 485 Total:</b>				
			\$34,978.24	\$34,978.24	\$110,911.98	\$111,015.11
						(\$103.13)
						-0.07%
<b>Fund:</b>	500	SCH PLANT- > 1 YR				
		<b>Fund 500 Total:</b>				
			\$4,995.00	\$4,995.00	\$167,805.00	\$42,026.41
						\$125,778.59
						72.79%
<b>Fund:</b>	506	SCHOOL PLANT (SALE)				
		<b>Fund 506 Total:</b>				
			\$0.00	\$0.00	\$10,810.00	\$0.00
						\$10,810.00
						100.00%
<b>Fund:</b>	510	FOOD SERVICE				
		<b>Fund 510 Total:</b>				
			\$535,138.23	\$535,138.23	\$2,083,233.15	\$1,830,309.53
						\$252,923.62
						9.66%
<b>Fund:</b>	515	CIVIC CENTER				
		<b>Fund 515 Total:</b>				
			\$40,381.77	\$40,381.77	\$98,846.29	\$15,000.74
						\$83,845.55
						60.22%
<b>Fund:</b>	517	BUS RENTAL				
		<b>Fund 517 Total:</b>				
			\$0.00	\$0.00	\$202,695.00	\$1,200.00
						\$201,495.00
						99.41%
<b>Fund:</b>	520	COMMUNITY SCHOOL				
		<b>Fund 520 Total:</b>				
			\$0.00	\$0.00	\$3,060.00	\$0.00
						\$3,060.00
						100.00%

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description



Summary Only

From Date: 7/1/2017

To Date:

8/30/2018

Budget Balance

% Remaining Bud

Fund:	521	EXTENDED KINDERGARTEN	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		<b>Fund 521 Total:</b>	\$303,971.98	\$50,092.88	\$50,092.88	\$253,879.10	\$258,360.09	(\$4,480.99) -1.47%
Fund:	522	BEFORE/AFTER SCHOOL PROGRAM	\$65,378.93	\$1,152.81	\$1,152.81	\$64,226.12	\$0.00	\$64,226.12 98.24%
		<b>Fund 522 Total:</b>						
Fund:	523	BRIGHT FUTURES PRESCHOOL	\$102,288.35	\$8,049.78	\$8,049.78	\$94,238.57	\$31,839.26	\$62,399.31 61.00%
		<b>Fund 523 Total:</b>						
Fund:	525	AUX OPERATIONS	\$753,105.47	\$62,154.21	\$62,154.21	\$690,951.26	\$104,406.74	\$586,544.52 77.88%
		<b>Fund 525 Total:</b>						
Fund:	526	ACT FEES TAX CRED	\$714,329.00	\$21,179.60	\$21,179.60	\$693,149.40	\$52,581.91	\$640,567.49 89.67%
		<b>Fund 526 Total:</b>						
Fund:	527	SUMMER SCHOOL	\$1,115.00	\$0.00	\$0.00	\$1,115.00	\$0.00	\$1,115.00 100.00%
		<b>Fund 527 Total:</b>						
Fund:	530	GIFTS & DONATIONS	\$104,006.98	\$3,359.04	\$3,359.04	\$100,647.94	\$4,286.35	\$96,361.59 92.65%
		<b>Fund 530 Total:</b>						
Fund:	534	SCHOLARSHIPS	\$2,715.00	\$0.00	\$0.00	\$2,715.00	\$0.00	\$2,715.00 100.00%
		<b>Fund 534 Total:</b>						
Fund:	540	FINGERPRINT	\$3,250.00	\$0.00	\$0.00	\$3,250.00	\$0.00	\$3,250.00 100.00%
		<b>Fund 540 Total:</b>						
Fund:	550	INSURANCE PROCEEDS	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$2,616.27	\$297,383.73 99.13%
		<b>Fund 550 Total:</b>						
Fund:	551	INSURANCE - AEI	\$50,500.40	\$1,862.65	\$1,862.65	\$48,637.75	\$6,181.55	\$42,456.20 84.07%
		<b>Fund 551 Total:</b>						
Fund:	555	TEXTBOOKS						

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description

Expenditure Budget Balance Report									
Fiscal Year: 2017-2018			Summary Only		From Date: 7/1/2017		To Date: 8/30/2018		
Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
		Fund 555 Total:	\$20,412.00	\$0.00	\$0.00	\$20,412.00	\$0.00	\$20,412.00	100.00%
Fund:	565	LITIGATION RECOVERY							
		Fund 565 Total:	\$18,000.00	\$0.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00	100.00%
Fund:	570	INDIRECT COSTS							
		Fund 570 Total:	\$1,583,493.00	\$41,762.14	\$41,762.14	\$1,541,730.86	\$143,803.82	\$1,397,927.04	88.28%
Fund:	575	UNEMPLOYMENT INSURANCE							
		Fund 575 Total:	\$115,980.00	\$0.00	\$0.00	\$115,980.00	\$0.00	\$115,980.00	100.00%
Fund:	596	JTED - MTN. INSTITUTE							
		Fund 596 Total:	\$13,476.40	\$1,869.18	\$1,869.18	\$11,607.22	\$27,591.99	(\$15,984.77)	-118.61%
Fund:	610	CAPITAL OUTLAY							
		Fund 610 Total:	\$5,815,016.00	\$1,161,551.04	\$1,161,551.04	\$4,653,464.96	\$1,076,701.85	\$3,576,763.11	61.51%
Fund:	620	ADJACENT WAYS							
		Fund 620 Total:	\$4.00	\$0.00	\$0.00	\$4.00	\$0.00	\$4.00	100.00%
Fund:	630	BOND BUILDING							
		Fund 630 Total:	\$1,484,678.85	\$41,238.39	\$41,238.39	\$1,443,440.46	\$0.00	\$1,443,440.46	97.22%
Fund:	650	GIFTS & DONATIONS							
		Fund 650 Total:	\$25,500.00	\$5,907.50	\$5,907.50	\$19,592.50	\$14,218.52	\$5,373.98	21.07%
Fund:	665	ENERGY REBATES							
		Fund 665 Total:	\$25,221.00	\$0.00	\$0.00	\$25,221.00	\$0.00	\$25,221.00	100.00%
Fund:	691	BUILDING RENEWAL GRANT - SFB							
		Fund 691 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$394,882.00	(\$394,882.00)	0.00%
Fund:	850	STUDENT ACTIVITIES							
		Fund 850 Total:	\$132,117.75	\$6,683.66	\$6,683.66	\$125,434.09	\$11,513.37	\$113,920.72	

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2017-2018

Account Number / Description

	Budget	Range To Date	YTD	Balance	Encumbrance	To Date:	
						8/30/2018	Budget Balance
							% Remaining Bud
<b>Fund:</b> 855							86.23%
EMPLOYEE INSURANCE							
<b>Fund 855 Total:</b>	\$5,833,872.83	\$1,681,621.59	\$1,681,621.59	\$4,152,251.24	\$32,736.95	\$4,119,514.29	
<b>Grand Total:</b>	\$65,344,680.20	\$10,585,134.66	\$10,585,134.66	\$54,759,545.54	\$29,721,902.24	\$25,037,643.30	70.61%
							38.32%

End of Report

# CONSENT

## Item 8E.

### Student Activities Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8E
FROM:	Cynthia Windham, Executive Director of Finance	Reading
DATE:	October 17, 2017	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent X

---

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

---

### SUPPORTING DATA:

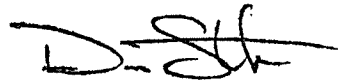
Attached is the monthly Student Activities Report.

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, Executive Director of Finance, 759-4000*



# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☐ Filter Encumbrance Detail by Date Range

From Date: 7/1/2016

To Date: 10/31/2017

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	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

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 7/1/2016

To Date: 10/31/2017

☒ 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
UNIT: CSES - 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%
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%
850.610.1000.6810.230.1316	DUES AND FEES	\$0.00	\$2,478.00	\$2,478.00	\$2,478.00	\$0.00	\$2,478.00	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$5,970.00	\$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%
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%
850.610.2660.6222.230.1319	SOC SEC - OASDI	\$0.00	\$7.69	\$7.69	\$7.69	\$0.00	\$7.69	0.00%
850.610.2660.6223.230.1319	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%
	TECHNICAL SERVICES	\$0.00	\$284.09	\$284.09	\$284.09	\$0.00	\$284.09	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$25,013.70	\$16,176.42	\$16,176.42	\$8,837.28	\$0.00	\$8,837.28	35.33%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$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: 10/31/2017

☒ 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 (SROPTIMIST) - 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: 10/31/2017

☒ 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%
<b>Grand Total:</b>		\$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.

### Annual Financial Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>8F</b>
FROM:	Cynthia Windham, Executive Director of Finance	Reading
DATE:	October 17, 2017	Discuss
SUBJECT:	Approval of Annual Financial Report – FY 2016-17	Action
		Consent X

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OBJECTIVE: Annual Requirement

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### SUPPORTING DATA:

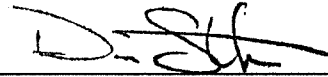
The Annual Financial Report provides a summary of all District accounts in a standard format set forth by the Auditor General's office. All transactions that occur throughout the year, such as payroll vouchers and accounts payable vouchers are summarized into the appropriate categories and transmitted to the Arizona Department of Education.

All account balances reflect beginning fund balances, revenues, actual expenditures and ending fund balances for all funds utilized by the District during the FY 2016-17 school year. *(The final document will be provided at the Board meeting).*

### SUMMARY & RECOMMENDATION:

It is recommended that the HUSD Governing Board ratify the Annual Financial Report for the fiscal year 2016-17.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

# CONSENT

## Item 8G.

Sole Source  
Revised Vendor Listing

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item	86
FROM:	Cynthia Windham, Executive Director of Finance	Reading	
DATE:	October 17, 2017	Discuss	
SUBJECT:	FY 17-18 Sole Source Vendors - Revised Textbooks/Supplemental Materials 15-721	Action	
		Consent	X
<hr/>			
OBJECTIVE:	Goal #2 To Focus on Planning for Future Students Needs		

### **SUPPORTING DATA:**

The following list represents companies that the District is currently utilizing for purchases that are considered to be "sole-source".

Sole source vendors are vendors that the District has determined are the only source for procurement of certain items.

These purchases typically fall into the following categories: utilities, Board approved curriculum materials (both textbooks and supplemental materials that support the curriculum); and service/maintenance agreements for operational software that the District currently owns.

*Note:* Additions to the list are underlined

#### **Utilities:**

Arizona Public Service  
Conterra – RFP Communications Tower  
Humboldt Water Company  
Century Link (formerly Qwest)  
Town of Prescott Valley  
Unisource Energy

#### **Curriculum: Adopted Textbooks/Instructional Aids Per A.R.S. 15-721**

Advanced Keyboard Technologies – SPED (Text-to-Speech Product)  
Annenberg Learner – HS Cinema  
AVID  
Cengage Learning – HS Algebra  
Cheng & Tsui Company – HS Adventure in Japanese  
College Board – AP Testing/Curriculum  
Edgenuity  
Elsevier Science Co. – HS JTED Nursing Program  
Glencoe Publishing – Elementary  
Great Minds – Eureka Math  
Highlands Center – Habitat Curriculum  
Houghton Mifflin & Divisions:  
    Great Source – Writers  
    HMH – SCG Technology Orders (Software)  
    Harcourt -Saxon  
    McDougal Littell  
    Write Source  
MacMillan-McGraw Hill - Science  
Paxton-Patterson Labs



PCI Educational Publishing – SPED Geometry  
Pearson Assessment, Inc. – HS Environmental Science, World Civilization  
Prentice Hall Publishing – HS Earth Science/Biology  
Spalding Educational – Liberty Phonics Curriculum

**Software/Maintenance Agreements:**

Assessment Technology - Galileo  
Blackboard – Connect ED School Messenger  
Borderlan Security/Internet Filtering Software  
Cambium Learning Sopris  
CLM-Food Service Software  
Computer Generation/Lexia – Reading Software License (Lexia Learning Systems, Inc.)  
Dell Marketing – KACE Software  
Educational Network  
Follett Library/Educational Software  
Frontline Technologies –AESOP Subfinder Software  
Harland Technology Services - Scantron  
Integrated Registers – POS Software  
Heartland/LunchBytes, Inc. – Food Service Accounting Software  
MediaNet – IEP Pro - Software Agreement  
Netchemia – Talent Ed – Teacher Evaluation Software  
SchoolDude – Facilities Software and Related Software Support  
Time Clock Plus, Inc.  
Transfinder – Transportation Software  
Tyler Technology – School Master ADM Accounting License Fees/School Finance Software

**Miscellaneous:**

Advance Education Inc. – NCA Accreditation  
AZ Inter-Scholastic Association (AIA)  
Global Entertainment – Prescott Valley/Tim's Toyota Center (Graduation Venue)  
Teaching Plus – Spark Training (Mary Matheson) (3 yr of 5 yr)

**SUMMARY & RECOMMENDATION:**

It is recommended the Governing Board approve the presented sole source listing which includes utilities, textbooks, instructional aides, and related software items for the FY 17-18 school year.

**Sample Motion:**

*I move to approve the revised 2017-18 Sole Source Vendor Listing as presented.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Cynthia Windham, Executive Director of Finance or Cole Young, Executive Director of Educational Services (759-4000)*



# CONSENT

## Item 8H.

Agreement Renewal  
Granite Creek Health & Rehab Center

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8H
FROM:	Rob Bueche, Executive Director of Federal Programs/School Innovation	Reading
DATE:	October 17, 2017	Discuss
SUBJECT:	Renewal of Affiliation Agreement with Granite Creek Health and Rehabilitation Center	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:**

Please find attached the Affiliation Agreement with Granite Creek Health and Rehabilitation Center and Humboldt Unified School District. Granite Creek is one of the facilities our Certified Nursing Assistant (CNA) students utilize for their clinical rotations beginning in January, 2018. This agreement is the same as the 2016-17 school year. We would like to continue our relationship with this organization for our nursing students again this year.

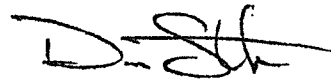
### **SUMMARY & RECOMMENDATION:**

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

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

*I move to approve the renewal of the affiliation agreement with Granite Creek Health Rehabilitation Center to provide clinical experience for high school CNA students for the 2017-18 school year.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Rob Bueche, Executive Director of Federal Programs @ 759-4010*

# CLINICAL AFFILIATION AGREEMENT

<b>AGREEMENT EFFECTIVE DATE:</b>	1/1/2018 <del>7</del>
<b>FACILITY:</b>	WATSON WOODS HEALTHCARE, INC. D/B/A GRANITE CREEK HEALTH AND REHABILITATION CENTER  1045 SCOTT DRIVE, PRESCOTT, AZ 86301
<b>ACADEMIC INSTITUTION:</b>	HUMBOLDT UNIFIED SCHOOL DISTRICT ON BEHALF OF BRADSHAW MT. HIGH SCHOOL  6000 E. LONG LOOK DRIVE, PRESCOTT, AZ 86314

**THIS CLINICAL AFFILIATION AGREEMENT** ("Agreement ") is made and entered into by and between the above-named Academic Institution ("Institution") and Facility ("Facility"), each a ("Party") and collectively referred to herein, as (the "Parties"), as of the Agreement Effective Date ("Effective Date"), with respect to the following:

## RECITALS

**WHEREAS**, the Parties intend by way of this Agreement, to set forth the terms and conditions whereby Facility agrees to allow select students from Institutions occupational learning programs ("Students ") the opportunity to gain, practical, hands-on experience through a clinical education rotation at Facility.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual promises set forth herein, Institution and Facility agree as follows:

### 1. PURPOSE

Institution offers a classroom based educational program which, in part, requires a hands-on practical learning experience (hereafter "Program") for its Students and requires a clinical setting, whereby Students can apply the skills taught in the classroom within a hands-on clinical environment.

### 2. RESPONSIBILITIES OF INSTITUTION

- 2.1 Institution, with consultation of representatives of Facility, shall agree on the specific outline for an educational program which allows Institution's Students to achieve discipline-specific goals and objectives related to the Program, at least ten (10) days prior to arrival of Student(s) at Facility and which will allow Facility time to adequately plan and prepare for each Student's clinical rotation.
- 2.2 Facility will reasonably assist Institution, when requested, in the evaluation process of each Student's clinical rotation.
- 2.3 Institution will provide to Facility, at least ten (10) days prior to arrival of Students, the following information: name of Student(s), rotation schedule, necessary attendance and

all other relevant information which Facility should be aware of as it pertains to the Students.

- 2.4 Institution will inform and explain to Students, that during their clinical rotation at Facility, each Student will be under the jurisdiction of Facility managers, directors and administrators and that each Student must follow the rules and compliance policies of Facility, to the fullest extent, to ensure a safe environment for the Facility's patients, the Institution's Students and the employees of Facility. Institution shall prescribe the type of uniforms worn by Students, including name tags, and all other proper identification, in keeping with the requirements of the Facility and applicable law. Institution acknowledges that they have received or downloaded a copy of Facility's code of conduct and compliance hotline information, and that Students may be required by Facility to complete compliance and training prior to arriving at the Facility.
- 2.5 Institution will require that each Student prior to starting their clinical rotation at Facility, shall meet the same physical examination and immunization requirements as those applied to Facility employees, which includes; a current vaccination card and a TB test, within the last twelve (12) months, along with all other necessary vaccinations required by state or federal law.
- 2.6 Institution will ensure its Students participating in the Program, are instructed on both federal and state laws which protect the confidentiality of each patient at Facility, and that Protected Health Information ("PHI") as defined within the HIPAA Rules, shall not be disclosed to any third party without a legal obligation and a need to know, or by a lawful order of a court of competent jurisdiction. Institution will further inform Students that any breach of such PHI, based wholly or in part by a Students negligence or willful misconduct, could subject such Student to personal liability for damages sustained by a third party, for which Facility explicitly will not indemnify Student or Institution against.
- 2.7 Institution will determine the course of action, if a Student is determined unacceptable for the Program by either Institution or Facility. Institution will immediately withdraw a Student from the clinical rotation at Facility if, after consultation with Facility, either Party determines such action to be warranted. Institution will provide Facility written notification of such withdrawal.
- 2.8 Institution shall be solely responsible to conduct the overall education program for its Student(s) and Facility makes no guarantee or warranty of suitability of the training each student may receive.
- 2.9 Institution shall provide a suitably credentialed instructor, satisfactory to Facility, who will be a point of contact for Students while on Clinical Rotation at Facility.
- 2.10 Institution shall ensure each Student has had a drug test within the last twelve (12) months, and Institution is required to provide confirmation of a negative drug screen to Facility prior to Students start date at Facility. Additionally, Institution shall require each Student to have a background check completed prior to starting a clinical rotation at Facility.
- 2.11 Facility has determined that it is a Covered Entity under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. For purposes of compliance with HIPAA, Students of Institution shall function as part of the Facility's "workforce", limited to the definition of 45 CFR §160.103 and shall be subject to the HIPAA policies and procedures of the Facility. Institution shall insure that the assigned Students are familiar with HIPAA requirements prior to their assignment to the Facility.
- 2.12 For Students who incur injuries while on clinical rotation at Facility, Facility shall procure

initial emergency medical treatment at Student's sole expense. Students shall carry their own health insurance coverage or otherwise maintain financial responsibility for their own health care costs.

### **3. RESPONSIBILITIES OF FACILITY**

- 3.1 To the extent practical and consistent with Facility's operations, Facility will provide a suitable environment for learning experiences and observations, appropriate for Student(s) relating to their educational program, in accordance with the mutually agreed upon educational objectives and guidelines outlined between Institution and Facility.
- 3.2 Facility will provide the facilities, equipment, and supplies which are necessary to achieve the educational objectives of the Program and which may be required by federal and/or state law and regulations.
- 3.3 Facility reserves the right, exercisable in its discretion, after consultation with Institution to exclude any Student from its premises in the event that such Student's conduct or state of health is deemed objectionable or detrimental to the proper administration of Facility, subject to the non-discrimination provisions of Article Six, herein.
- 3.4 Facility will keep the Institution informed of any policy changes which may affect the Institution and its Students.
- 3.5 Facility agrees to provide reasonable cooperation to help insure the success of the Institution's Program.

### **4. TERM AND TERMINATION**

- 4.1 This Agreement is for a term of one (1) year, beginning on the Effective Date and will be automatically renewed for an unlimited number of renewal terms of one (1) year each, unless written notice of termination is given by either Party pursuant to Article 4.2, herein.
- 4.2 This Agreement may be terminated for any reason by either party upon thirty (30) days written notice. Further, in the event of any breach, violation of law or regulations; or the occurrence or existence of any condition, practice, procedure, action, inaction, or omission of, by or involving Institution faculty, staff, and/or Students which, in the reasonable opinion of Facility, constitutes either a threat to the health, safety and welfare of any patient, resident, Facility employee and/or staff, or a violation of any law, regulation, requirement, license, eligibility or material agreement governing Facility's operation, then Facility shall have the right to summarily and immediately terminate this Agreement upon written notice to Institution delivered to the address set forth herein for notices.
- 4.3 All notices which are required or which may be given pursuant to this Agreement, shall be in writing and shall be sufficient in all respects, if given in writing and delivered personally or by registered or certified mail, return receipt requested, or by a comparable commercial delivery system, and notice shall be deemed to be given on the date hand-delivered or on the date which is three (3) business days after the date deposited in the United States mail, or with a comparable commercial delivery system, with postage or other delivery charges thereon prepaid, at the addresses first set forth hereinabove or such other addresses as the Parties may designate by written notice to the other from time to time. For a notice from Institution to Facility to become effective, a true and complete copy of such notice shall be simultaneously delivered by Institution, to: Ensign Services, Inc., Attn: General Counsel, 27101 Puerta Real, Suite

450, Mission Viejo, CA 92691. Notice of termination from Facility to Institution shall be directed to the address first indicated above.

## **5. LIABILITY**

- 5.1 Each party agrees to defend, indemnify, and hold the other party, its corporate parent, subsidiaries, affiliated and related companies, directors, officers, employees, and agents, wholly harmless for, from and against any and all costs (including without limitation reasonable attorney's fees and costs of suit), liabilities, claims, losses, lawsuits, settlements, demands, causes, judgments and expenses arising from or connected with the acts or omissions of the indemnifying party, to the extent that such costs and liabilities are alleged to result from its negligence or willful misconduct. The indemnifying party explicitly agrees not to admit fault on behalf of the other party without the express written consent of the indemnified party. A party receiving notice of a claim or potential claim, loss, lawsuit or demand shall send written notice to the other within ten (10) business days, and shall fully cooperate in the defense thereof, by counsel mutually acceptable to the parties. The indemnified party shall have the right but not the responsibility and at its own cost and expense, to retain separate counsel of its choosing. The parties' rights to indemnification set forth in this Article 8 are non-exclusive and are not intended to affect in any way any other rights of the parties to indemnification under applicable federal, state or local laws and regulations.
- 5.2 Institution shall at all times carry general liability insurance, or shall self-insure for liability with limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, covering Institution, employees and each Student during their assignment with Facility and shall also provide a certificate of insurance to the Facility to demonstrate that such coverage is in effect throughout the term of this Agreement. Insurance policies shall provide that they are not cancellable and/or modifiable on less than thirty (30) days prior written notice to Facility.

## **6. NON-DISCRIMINATION**

Each Party shall be separately responsible for compliance with all anti-discrimination laws which may be applicable to their respective activities under this Program. Neither Party will discriminate against any student or other protected person in the Program on the basis of; race, national origin, color, religious belief, sex, age, marital status, affectional or associational preference, or disability.

## **7. CONSIDERATION**

- 7.1 Under the terms of this Agreement, neither Party is obligated to make payments, of any kind, to the other Party and non-monetary consideration, as agreed to herein by the Parties, shall be deemed sufficient under the rule of law to form a valid and binding agreement between the parties.
- 7.2 Services rendered by Students covered by this Agreement are considered only to be voluntary educational experience, necessary for the completion of Institutions Program; therefore, no monetary compensation shall be paid to Students by Facility, or patients thereof. Nothing in the execution or performance of this Agreement shall be construed to establish an employer- employee, an agency, a partnership or a joint venture relationship among the Institution, the Facility, and the Students.

## **8. MISCELLANEOUS**

- 8.1 All individuals who are agents or contractors of the Facility are required to report



suspicion of a crime against any individual who is a resident of, or is receiving care from, the Facility to the Secretary of the U.S. Department of Health and Human Services and one or more law enforcement entities for the political subdivision in which the Facility is located. If the events that cause the suspicion result in serious bodily injury, the report shall be made no later than two hours after forming the suspicion. If the events that cause the suspicion do not result in serious bodily injury, the report shall be made no later than 24 hours after forming the suspicions or as otherwise required by law.

- 8.2 This Agreement shall be governed by and construed under the laws in which the Facility is physically located.
- 8.3 This Agreement which contains no exhibits or schedules, constitutes the entire understanding between the Parties with respect to the subject matter hereof, and supersedes any and all prior understandings and agreements, oral or written relating to the subject matter herein. Any amendment hereof must be made in writing and fully executed by all Parties hereto.
- 8.4 The waiver by any party hereto of a breach of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach by any party.
- 8.5 This Agreement has been negotiated by and between Institution and Facility in an arms-length negotiation, and both Parties are responsible for its drafting. Both Parties have reviewed this Agreement with appropriate counsel, or have waived their right to do so, and the Parties hereby mutually and irrevocably agree that this Agreement shall be construed neither for nor against either Party, but in accordance with the plain language and intent hereof. The invalidity or unenforceability of any provision of this Agreement shall not affect the other provision hereto, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted. Headings are used herein for convenience only, and shall play no part in the construction of any provision of this Agreement.
- 8.6 Institution shall take commercially reasonable care to preserve the confidentiality of all private, confidential and/or proprietary information disclosed to or discovered by Institution in connection with this Agreement, including, without limitation, non-public financial information, manuals, protocols, policies, procedures, marketing, and strategic information, Facility lists, computer software, training materials, resident/patient health information, resident/patient records, and resident/patient care and outcomes data ("Confidential Information") as required by law. Institution shall not use for its own commercial benefit or disclose or otherwise disseminate to third parties, directly or indirectly, any Confidential Information without prior written consent from Facility. Upon termination of this Agreement, all Confidential Information and copies thereof shall be returned to Facility. Institution and Facility shall comply with applicable federal, state and local laws and regulations with respect to all Confidential Information, including, but not limited to, any disclosures thereof pursuant to this paragraph.
- 8.7 The parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.
- 8.8 Time is of the essence of this Agreement and every term and condition hereof.

8.9 This Agreement may be executed in two or more counter parts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the authorized representatives of the Parties hereto have executed this Agreement.

<b>HUMBOLDT UNIFIED SCHOOL DISTRICT:</b>	<b>WATSON WOODS HEALTHCARE, INC. D/B/A GRANITE CREEK HEALTH AND REHABILITATION CENTER</b>
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Name:</b> _____ <b>Authorized Agent</b>	<b>Name:</b> _____ <b>Authorized Agent</b>
<b>Date:</b> _____	<b>Date:</b> _____

# CONSENT

## Item 8I.

Agreement Renewal  
NACOG

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>8I</b>
FROM:	Tami Hitt-Wyant, Director of Child Nutrition	Reading
DATE:	October 17, 2017	Discuss
SUBJECT:	NACOG – Head Start Annual Contract Renewal – Food Service Provider	Action
		Consent X

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

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### SUPPORTING DOCUMENTATION:

Attached is the annual contract renewal between Northern Arizona Council of Governments – Head Start and Humboldt Unified School District – Food Service Department.

The District currently provides food service to NACOG Head Start on a contract basis.

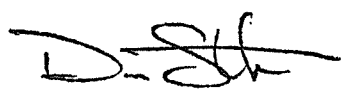
The District bills NACOG a per meal price, which generates additional revenue sufficient to off-set the costs charged to NACOG, as well as, provides some additional funds.

### SUMMARY & RECOMMENDATION:

It is recommended the Governing Board renew the annual contract between Northern Arizona Council of Governments and Humboldt Unified School District for the purpose of providing meal service.

### Sample Motion:

*I move to renew the contract with Northern Arizona Council of Governments to provide their program with meal service.*

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

Please direct questions to Tami Hitt-Wyant, Director of Child Nutrition 928-759-5012

**NORTHERN ARIZONA COUNCIL OF GOVERNMENTS  
HEAD START  
AGREEMENT BETWEEN NACOG HEAD START  
AND A FOOD SERVICE PROVIDER**

THIS AGREEMENT is entered into the **1st DAY of OCTOBER 2017**, by and between (NACOG) HEAD START located at 121 EAST ASPEN, FLAGSTAFF, AZ 86001 hereinafter designated as the Child Care Institution, and the **HUMBOLDT UNIFIED SCHOOL DISTRICT # 22**, with principle offices at **6411 North Robert Road, Prescott Valley, Arizona 86314**, hereinafter designated as the Vendor.

**I. VENDOR RESPONSIBILITIES**

**A. FOOD SERVICES**

The Vendor agrees to prepare meals (Breakfast, Lunches, and/or snacks), to children participating in the Child and Adult Care Food Program at the specified Food Service Site.

**B. FOOD SERVICE SITES**

For the purpose of this Agreement, the Vendor shall make meals for serving that comply with the CACFP and this Agreement to the Food Service Site at the following location(s):

**PRESCOTT VALLEY HEAD START  
6955 A. PANTHER PATH  
PRESCOTT VALLEY AZ 86314**

**PRESCOTT VALLEY EARLY HEAD START  
3045 TANI ROAD  
PRESCOTT VALLEY AZ 86314**

**HUMBOLDT HEAD START  
6411 N. ROBERT ROAD  
PRESCOTT VALLEY AZ 86314**

**CENTER TOWN HEAD START  
8623 E SPOUSE DR  
PRESCOTT VALLEY AZ 86314**

which is approved for food service by applicable health standards and authorized by the Arizona Department of Education, Child Nutrition Program Unit.

**C. SCHEDULE OF DELIVERY**

The Vendor shall make the meals available for pick-up by the Prescott Valley Head Start at the hours of **7:45 am** and **10:00 am** Mondays through Thursdays

and for the Prescott Valley Early Head Start at the hours of **7:45 am** and **10:00 am** Mondays through Fridays.

The Child Care Institution will notify the Vendor of any changes in the daily meal count for each site at least two weeks prior to scheduled pick-up.

## II. FOOD PREPARATION AND APPROVAL

### A. MEAL REQUIREMENTS

The Vendor shall assure that each meal provided to the Child Care Institution under this Agreement meets the minimum requirements as to the nutritional content as specified and approved by the CACFP. Meals will also be in compliance with state or local laws and regulations, and with Federal Head Start Performance Standards. See Attachment "Updated CACFP Meal Patterns." The Vendor must ensure that no more than two high sugar foods and two high fat foods are served per week, as well as ensuring compliance with all CACFP guidelines. The Vendor shall make available to the Child Care Institution monthly menus 2 weeks in advance, and completed food production worksheets no later than the day of meal delivery. Additional materials from ADE relating to the update meal pattern and requirements are attached for reference: Creditable Cereal and Yogurt Lists, Yogurts Lower in Added Sugars, Yogurt Sugar Limits, Cereals Lower in Added Sugars, Whole Grain Rich Ounce Equivalency Requirements, and CACFP Best Practices.

### B. MENU ITEM ADJUSTMENTS

Menu items may be adjusted by the mutual consent of both parties. However, the Vendor shall adjust the menus at the request of the Child Care Institution whenever the Child Care Institution determines certain items to be unacceptable. Such items can be determined to be unacceptable because of (1) a monotonous diet resulting from items served frequently or the similarity to other items; (2) the nutritional needs of the participants; (3) susceptibility to spoilage; and (4) excessive waste resulting from unpopularity of items with participants. Such adjustments shall be made at the earliest convenience of both parties, but in no instance later than one week after request except that in the case of spoilage, adjustment shall be made in a manner that children in attendance on the day

spoilage is discovered shall receive acceptable meals meeting meal requirements. The Child Care Institution will be responsible for informing the Vendor of its reasons for determining that a meal is unacceptable. The Child Care Institution will notify the Vendor at least one week in advance when requesting sack lunches. The Vendor will notify the Child Care Institution of any menu changes when those changes are made known.

### III. SANITATION

The Vendor shall maintain proper sanitation practices and health standards in conformance with all applicable State and local laws and regulations. The Vendor shall assure that wholesome ingredients are used and that all food is properly stored, prepared and packaged. In addition, any substance which the food contacts or which is used in conjunction with the food shall be so handled as to assure that it does not become contaminated. The Vendor shall provide the Child Care Institution with the copy current health certifications for the food service facility in which it prepares meals. The Vendor also agrees to notify the Child Care Institution of the results of any health inspection that is made during the duration of the Agreement.

### IV. EMPLOYMENT

- A. The Vendor shall comply with all applicable Federal, State, and local laws and regulations pertaining to wages, hours, conditions of employment and nondiscrimination in employment, 7 CFR Section 3016.36 (i)(3). USDA is an Equal Opportunity Provider and Employer.
- B. The Vendor shall pay its employees directly and shall withhold and pay all applicable federal and state employment taxes and payroll insurance with respect to its employees, including an applicable income, social security, Medicare and employment taxes and workers compensation costs.

### V. INDEMNITY

- A. The Vendor will hold responsibility to defend any suit that may arise alleging damages due to the Vendor's negligent act or omission, or personal injury, sickness, or disease due to neglect on its part.

- B. The Child Care Institution will promptly notify the Vendor in writing of any claims against the Vendor or the Child Care Institution and, in the event a suit is filed, will promptly forward to the Vendor all papers in connection therewith. The Vendor shall not incur any expense or make any settlement without the Child Care Institution's consent.

## VI. ACCOUNTABILITY

### A. ESTIMATES

The Vendor shall allow the Child Care Institution to increase or decrease the number of meal orders, as needed, when the request is made within two weeks of the scheduled preparation time.

The Child Care Institution shall provide in writing, each month, a reasonably accurate number of meals to be prepared for the Child Care Institution each day.

The Child Care Institution shall notify the Vendor in writing of necessary increases or decreases in the number of meal orders within two weeks of the scheduled preparation time. Errors in the meal order counts made by the Child Care Institution shall be the sole responsibility of the Child Care Institution.

### B. RECEIPT

Upon pick-up at each Food Service Site, the provider representative shall present for signature a receipt for meals delivered. See Attachment B: "Receipt for Meals Delivered to Head Start."

### C. RECORDS

The Vendor shall maintain full and accurate records/production worksheets that document: (1) the menus provided to the Child Care Institution during the term of this Agreement, (2) a listing of all components of each meals, and (3) an itemization of the quantities and portion sizes of each component used to prepare each meals. The Vendor agrees to provide lunch preparation documentation by using yield factors for each food item as listed in the United States Department of Agriculture (USDA) Food Buying Guide when calculating and recording the quantity of food prepared for each meal. The Vendor shall maintain and make available:

1. Recipes, nutrition facts labels, and any necessary child nutrition (CN) labels or product specification sheets related to the menus



2. Such cost records as invoices, receipts or other documentation that exhibit the purchase or of the meal components and quantities itemized in the meal preparation records;
3. On a daily basis, an accurate count of the number of meals, by meal type, prepared for the Child Care Institution.

The provider shall maintain all of these records for a period of three years from the end of the Federal fiscal year to which they pertain.

D. RESPONSIBILITIES

The Child Care Institution shall ensure that a Child Care Institution representative is available at each site, at the specific time on each specified day to receive, inspect and sign for the requested number of meals. The Child Care Institution assures the Vendor that this individual will be trained and knowledgeable in the record keeping and meal requirements of the CACFP and with local health and safety codes.

E. REGULAR MEETINGS

Regular meetings will be held once per year in the fall and additionally as needed to review the food service program and facilitate clear communication between the Vendor and Child Care Institution. Representatives from the Vendor, Child Care Institution and Food Service Site will be in attendance at the meetings. The Child Care Institution has the responsibility of calling and organizing the regular meetings, although meetings can be called at any time during the school year at the request of the Vendor.

VII. PAYMENT

- A. The Child Care Institution shall pay **\$1.70** for each breakfast and **\$3.05** for each lunch during the months of **October 2017** through **September 2018**.
- B. The Child Care Institution will not be obligated to accept, upon delivery, or pay for any meal delivered in excess of daily requirements when notice to the Vendor has been given in accordance with Section I.C hereof, or when meals picked-up have been determined not to meet the minimum standards or requirements of this Agreement.
- C. The Vendor will present an invoice and delivery receipts within 15 working days following the end of the preceding month for meals delivered. The Child Care

Institution will submit payment to the Vendor within 15 days of receipt of the invoice.

VIII. AGREEMENT MODIFICATION; NONPERFORMANCE OR DEFAULT.

- A. This Agreement constitutes the entire understanding between the Vendor and the Child Care Institution with respect to the subject matter hereof and there is no other written or oral understandings or agreements with respect hereto. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officer of the Child Care Institution and the Vendor. No assignment or transfer of this Agreement may be made, in whole or in part, without the prior written consent of the Child Care Institution.
- B. The Child Care Institution may, upon written notice of default to the Vendor, terminate the whole or any part of this Agreement in any one of the following circumstances:
  - 1. If the Vendor fails to make available for pick up of meals or to perform the services within the time specified herein.
  - 2. If the Vendor fails to perform any of the other provisions of this Agreement in accordance with its terms and does not correct such failure within 48 hours after requested to do so.
- C. The Vendor may not subcontract any portion of this contract.
- D. ISRAEL BOYCOTT CERTIFICATION:  
Contractor hereby certifies that it is not currently engaged in, and will not for the duration of this Contract engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Contractor may result in action by Northern Arizona Council of Governments up to and including termination of this Contract.

IX. DURATION AND TERMINATION

- A. This Agreement shall become effective on **October 1, 2017**, and meals shall be provided hereunder during the period commencing on the effective date and ending on **September 30, 2018**, and during such additional period or periods as the Vendor and the Child Care Institution may agree upon. However, either party may, at any

time during the life of this Agreement, terminate this Agreement with respect to the receipt of meals by giving thirty (30) days notice in writing to the other party of its intention to do so. The Child Care Institution may terminate this Agreement upon written notice if the terms and conditions hereof are not fully complied with by the Vendor. All notices to the Child Care Institution shall be addressed to the Child Care Institution at **NACOG HEAD START, 121 E. ASPEN AVENUE, FLAGSTAFF, ARIZONA 86001** and all notices to the Vendor shall be addressed to the Vendor at **HUMBOLDT UNIFIED SCHOOL DISTRICT- FOOD SERVICES, 6411 NORTH ROBERT ROAD, PRESCOTT VALLEY, ARIZONA 86314.**

- B. The law of the State of Arizona shall govern this Agreement.
- C. The Child Care Institution may terminate this Agreement, without penalty, if its Governing Board fails to appropriate funds in subsequent fiscal years to support the program that is subject of this Agreement. The Child Care shall give the Vendor prompt written notice after it knows that funding will not be available.
- D. The Vendor shall not illegally discriminate in either the provision of services, or in employment, against any person because of sex, race, disability, national origin, veteran's status, sexual preference or religion. The Vendor agrees to comply with all applicable federal and state laws, rules, regulations, and executive orders relating to non-discrimination, affirmative action and equal employment opportunity.
- E. The Vendor shall maintain during the term of this Agreement insurance policies by companies licensed in Arizona with a current A.M. Best rating of A: VIII or better. The Vendor shall name the Child Care Institution as additionally insured under the liability policy for the duration of the Agreement. And upon request, the Vendor will provide the Child Care Institution with a certificate evidencing such insurance coverage.
- F. This Agreement may not be assigned by either party without the prior written consent of the other party.
- G. A waiver of any failure under this agreement shall neither be construed as, nor constitute a waiver of, any subsequent failure. This agreement supersedes all prior negotiations, representations, or agreements. The Article and Paragraph headings are used solely for convenience and shall not be deemed to limit the subject of the Articles and Paragraphs or be considered in their interpretation. The appendixes referred to herein are made part of this agreement by the respective references to

them. This agreement may be executed in several counterparts, each of which shall be deemed an original.

- H. The parties cannot alter any provision in this agreement that is required by any law, rule or regulation. The parties cannot otherwise amend or alter this agreement, except as to minor, non-substantive provisions or issues that do not materially affect the scope of work or the cost of the Agreement. The parties must mutually agree, in a written document signed by both parties and attached to this Agreement, amend, add or delete an Article or Appendix. Any amendment to this agreement shall become effective at the time specified in the amendment.

In Witness Whereof, the Parties hereto have caused this Contract to be signed by their duly authorized representative the day and year just above written.

\_\_\_\_\_  
CYNTHIA WINDHAM  
DIRECTOR OF FINANCE  
HUMBOLDT UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHRIS FETZER  
EXECUTIVE DIRECTOR  
NORTHERN ARIZONA COUNCIL OF GOVERNMENTS

\_\_\_\_\_  
DATE

# FOOD SERVICE CONTRACT

## ATTACHMENT B

### RECEIPT FOR MEALS DELIVERED TO HEAD START

CENTER\_\_\_\_\_

MONTH/YEAR\_\_\_\_\_

DATE	BKFST	LUNCH	SNACK	MILK	PROVIDER INITIALS	H.S. STAFF	COMMENTS
1							
2							
3							
4							
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6							
7							
8							
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11							
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25							
26							
27							
28							
29							
30							
31							
TOTAL							



# CONSENT

## Item 8J.

### Gifts & Donations

## **GIFTS & DONATIONS – October 17, 2107**

Anita Wulf  
P.O. Box 256, Dewey  
Donated books and paper with the donor's value of \$50  
To be used at Bradshaw Mountain Middle School

Kiwanis Club of Prescott  
P.O. Box 1020, Prescott  
Donated Walmart and Payless Shoes gift cards valued at \$1,000  
To be used by the Family Resource Center

Arizona State University  
501 E. Tyler Mall, Tempe  
Donated a Lego Robotic Kit and Robot with the donor's value of \$700  
To be used at Liberty Traditional School

John Jenkins  
997 Lupine Lane, Prescott  
Donated 650 wood frames with the donor's value of \$6,500  
To be used at Bradshaw Mountain High School

Jeffers Builders  
1136 N. Prescott Country Blvd., Dewey  
Donated a subscription to "Storyworks" with the donor's value of \$800  
To be used at Coyote Springs Elementary School

Decarol Company  
P.O. Box 11348, Prescott  
Donated \$400  
To be used by the Special Services Department

Carolyn Jacobsen  
8244 N. Dry Creek Road, Prescott Valley  
Donated copy paper and envelopes with the donor's value of \$40.00  
To be used at Bradshaw Mountain Middle School

Michael & Linda Ulrich  
7097 E. Lynx Wagon Road, Prescott Valley  
Donated an Epson projector with the donor's value of \$500  
To be used at Bradshaw Mountain Middle School

Yavapai Blue Knights Arizona Chapter II – International Law Enforcement Motorcycle Club  
P.O. Box 26881, Prescott Valley  
Donated \$250 to purchase school supplies  
To be used by the Family Resource Center

Thomas Donnan  
6211 Round Table Drive, Prescott Valley  
Donated \$460  
To be used by Bradshaw Mountain High School – Band Department



# DISCUSSION

## Item 9A.

School Report  
GHMS

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Melissa Tannehill, Glassford Hill Middle School Principal	Reading
DATE:	October 17, 2017	Discuss X
SUBJECT:	Glassford Hill Middle School Board Update	Action
		Consent

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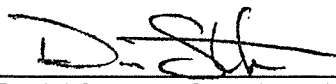
OBJECTIVE: To share the successes on campus at Glassford Hill Middle School

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Principal, Melissa Tannehill, will give an update of current events at Glassford Hill Middle School including:

- School successes
- Overview of the Glassford Way
- Professional Learning Communities School Wide
- AVID's role on campus
- Community Partnerships to include simulator report from PVPD

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Melissa Tannehill, 759-4605

# DISCUSSION

## Item 9B.

### Town Councilman Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9B
FROM:	Daniel Streeter, Superintendent	Reading
DATE:	October 17, 2017	Discuss X
SUBJECT:	Report on educational issues	Action
		Consent

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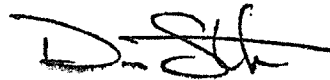
OBJECTIVE: Board Goal #3: To Increase Parental and Community Involvement

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Town Council Member Marty Grossman will give a report to include the following topics:

- Arizona Education Progress Meter
- Education issues that were discussed at the League of Cities and Town Conference
- Arizona Town Hall regarding education funding

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Marty Grossman, [mgrossman@pvaz.net](mailto:mgrossman@pvaz.net)

# DISCUSSION

## Item 9C.

### Letter Grades

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9C
FROM:	Cole Young, Executive Director of Educational Services	Reading	
DATE:	October 17, 2017	Discuss	X
SUBJECT:	A-F Letter Grades	Action	
		Consent	

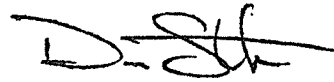
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OBJECTIVE:	Goal #1 To Raise the Level of Student Achievement
	Goal #2 To Focus on Planning for Future Student Needs
	Goal #3 To Increase Parental and Community Engagement
	Goal #4 To Attract and Retain Highly Effective Employees

---

Executive Director of Educational Services, Cole Young, will give an update regarding the District's letter grades awarded under the State Board of Education's A-F Accountability System.

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

# DISCUSSION

## Item 9D.

### Capital Plan & B-Bond Update

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9.D
FROM:	Cynthia Windham, Executive Director of Finance	Reading	
DATE:	October 17, 2017	Discuss	X
SUBJECT:	B-Bond Projects and Long-Range Capital Plans	Action	

---

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

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### BACKGROUND INFORMATION:

Per A.R.S. 15.491 (k) the District is required to provide the public an update on the District's bond and capital projects annually, between September 1 and October 31. In compliance with this requirement, the following information is provided.

### SUPPORTING DATA:

#### BOND:

The attached document summarizes the various B-Bond projects undertaken by the District and the status of each, through June 30, 2017.

The following summarizes the current expenditures as of June 30, 2017, in the following categories. (See attached documents)

Improve Athletic/Playground Facilities:	\$ 8,413,014
Renovations/Upgrade to Existing Schools	\$ 8,903,641
Construction of Additions to Existing Schools	\$14,282,130
Pupil Transportation	\$ 2,923,937
Transportation Facility	<u>\$ 4,992,599</u>
	\$39,515,321

The overall combined unexpended budget capacity was approximately \$1,484,679 leaving \$1,317,628 eligible for projects that relate to "restricted" funds for athletics, playgrounds, and fields, etc. (less current year expenditures of \$41,238 leaving a total of \$1,276,389 available to date) and an "unrestricted" bond amount of \$167,051 to be used on other bond related projects. (Please see "Budget by Category – FY 16-17 – Final" for a recap of all bond projects through June 30, 2017.)

### CAPITAL: (DISTRICT ADDITIONAL ASSISTANCE - DAA)

The District anticipates its (DAA) capital account to be approximately \$5,041,025 (after deducting its annual operational expenses of \$774,000) in FY 16-17. In addition, the District has authorized \$1,669,924 to-date in capital spending from the DAA this year, leaving an anticipated unexpended reserve balance of approximately \$3,371,101.

The District will continue to apply for specialty grant funding (School Facilities Board), as well as, identifying other unrestricted funding sources that may be available. It is important to note that due to the efficiency of our Food Service Department they have been able to self-fund their capital requests to date.

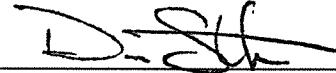


The attached schedules represent the projects currently identified as capital items in need of replacement over the next five years. A funding source is yet to be determined; however, it is clear that the District will not be able to repair/replace all the identified items due to funding cuts.

This data base includes projected replacement costs and the useful life of items in the following areas: Building/Grounds; Food Service; Special Systems; Technology, Transportation, etc.

With the elimination of the Building Renewal Fund and Soft Capital Fund; the dwindling bond proceeds; and the reduction of the final capital funding (DAA) to an amount only sufficient to fund our annual capital overhead requirements, and with the expansion of our curriculum in the area of math and ELA ***it is projected that the District will have only enough capital reserve dollars for approximately two years.***

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

FY 16-17	BOND BUDGET UPDATE	As of Sept. 6, 2017
BOOKED	BY CATEGORY	Includes SFB Revenue Offset
	CATEGORY 1 - Improvement to Athletic/Playground Facilities	

272

BUDGET BY CATEGORY - FY 16-17 - FINAL

BMHS-W	1267 Boys/Girls Locker Rm-Construct/Renove	Complete	21,855.03	
GHMS	1369 Weight Room - HVAC	Complete	9,924.06	
BMHS-W	1660 Boys Locker Room - Tile	Complete	26,544.00	
BMHS-W	1264 Gym Roofing-Renovate	Complete	4,713.32	\$55,000
BMHS-W	1694 Track Renovate	Complete	6,900.00	
BMHS-W	1707 Boys Locker Room - VCT	Complete	1,167.22	
LVES	1743 Playground Fencing	Complete	2,507.99	
MVES	1697 Playground Fencing	Complete	4,778.57	
BMHS-W	1776 Parking Surfaces - Stadium	Complete	87,114.50	
MVES	1697 Irrigation/Sprinkler - Soccer Field	Complete	396.16	
CSES	1745 Playground - Drinking Fountains	Complete	1,214.89	
CSES	1741 Playground Fencing	Complete	2,361.13	
LTS	1736 Playground Shade Structure	Complete	760.62	
LTS	1742 Playground Fencing	Complete	3,820.75	
BMHS-W	1749 Baseball Turf - Repair/Upgrade	Complete	2,128.00	
BMHS-W	1594 Tennis Court Refinishing	Complete	19,821.08	
BMHS-W	1745 Baseball Field Fencing	Complete	2,420.80	
BMHS-W	1775 Stadium/Main Parking	Complete	35,593.00	
BMHS-W	1279 Track Installation	Complete	111,845.00	
BMHS-W	1766 Metal Canopies/Concession Bldg	Complete	4,970.00	
BMHS-W	1767 Bleachers - Retro	Complete	10,177.61	
BMHS-W	3516 Backstops Replace	Complete	9,920.43	
BMHS-W	3480 Gym Door - Replace	Complete	4,844.27	
BMHS-W	3490 Gym Cooler	Complete	7,798.78	
LTS	1747 Playground Slide	Complete	6,919.57	

CATEGORY 1 - Improvement to Athletic/Playground Facilities

8,413,014.08	-	8,413,014.08
Available Budget Balance - To Date	3,870,985.32	32% Available



## CATEGORY 2 - Renovate and Upgrade Existing Schools, Including Site and Infrastructure Improv

@2%

**CATEGORY 2 - Renovate and Upgrade Existing Schools, Including Site and Infrastructure Improv**

BMMS	9105/16 Classroom Carpeting	Complete	13,375.59	
LVE	9105/23 Hallway Flooring	Complete	17,960.00	
MVE	9105/40 Carpeting/Office + 10 Classrms	Complete	30,182.94	
HES	9107/46 Replace Rstrm Eq/Waterless, etc.	Complete	22,700.00	
BMMS	9108/07 Retro-Fit Lighting	Complete	98,662.00	(Incl APS Rebate)
HES	9108/10 Retro-Fit Lighting	Complete	53,232.00	(Incl APS Rebate)
BMHS/W	9108/45 Energy Mgmt System	Complete	242,680.00	
MVE	9110/13 Exterior Paint	Complete	29,382.00	
BMHS-E	9110/51 Rust Remediation/Paint	Complete	20,653.00	
DISTWIDE	9111/01 Infrastructure IT Cabling	Complete	764,385.00	
CSES	9204/48 Fire Sprinkler	Complete	5,579.99	
BMHS-E	9204/49 Fire Sprinkler	Complete	8,044.66	
GHMS	1288 Roofing Retro - So. Entrance	Complete	11,151.00	
DO (OLD)	629 Parking Lot Upgrade	Complete	7,732.00	
BMHS-W	1315 Restroom Remodel	Complete	16,776.00	
BMHS-W	1314 Facia Retro	Complete	32,179.00	
BMHS-E	114/1304 Rust Remediation/Paint	Complete	30,376.80	CIP Complete 13-14
	114/1304 Rust Remediation/Paint	Complete	7,594.20	CIP Complete 13-14
	1141 Alarm Instal/Retro	Complete	25,973.58	
BMHS-W	1299 Sprinkler System	Complete	209,938.40	
CSES	1109 HVAC - Classroom 103	Complete	6,838.03	
BMMS	509 HVAC - Teacher's Lounge	Complete	7,143.16	
GHMS	1643 HVAC System	Complete	19,442.94	
CSES	1644 HVAC System	Complete	17,124.80	
BMHS-W	1772 HVAC Rm 105	Complete	7,994.00	
LVES	1771 HVAC - Server Rm	Complete	7,101.72	
BMHS-W	1602 CCTV - Camera/Cabling	Complete	14,427.41	
Transportation	2844 HVAC - RM 25	Complete	7,473.10	
HES	3103 HVAC - Band Rm	Complete	5,960.00	
LTS				
			8,903,641.45	8,903,641.45
				(2,330,641.45)
				-35%
				Available Budget Balance - To Date



BUDGET BY CATEGORY - FY 16-17 - FINAL

CATEGORY 3 - Construct Additions to Existing Schools

12,690,000.00

		STATUS	PAID/ENCUM	Remaining Budget Balance	
FY 07/08	GES	Complete	5,291.28		
Add-On	GES	Complete	665,032.62		
FY 07/08	GES	Complete	19,064.11		
FY 08/09	HES	Complete	31,480.57		
FY 08/09	HES	Complete	416,008.44		
FY 08/09	HES	Complete	2,165,651.51		Prorated Cat @98%
FY 08/09	LTS	Complete	1,475,361.07		
FY 09-10	LTS	Complete	4,522,119.49		
FY 08/09	LVS	Complete	402,028.98		
FY 08/09	LVS	Complete	3,007.76		
FY 08/09	BMHS/W	Complete	575,237.33		
FY 08/09	BMHS/E	Complete	2,366,390.39		
	LTS	Cancel	5,485.97		
		Complete	1,629,970.03		
			14,282,129.55		14,282,129.55
					14,282,129.55
					(1,592,129.55)
					-13%
					Available Budget Balance - To Date

## CATEGORY 4 - Pupil Transportation

2,925,000.00

PAID/ENCUM  
Remaining Budget  
Balance

STATUS

Add Buses

TRANSP

HUDS Buses

Complete

2,923,937.14

2,923,937.14

2,923,937.14

Available Budget Balance - To Date

1,062.86  
0% Avail

## CATEGORY 5 - Transportation Facility

6,528,000.00

PAID/ENCUM  
Remaining Budget  
Balance

STATUS

FY 09-10

BMHS/E

Transportation Facility

Complete

4,992,599.04

4,992,599.04

Available Budget Balance - To Date

1,535,400.96  
24% Avail

Total Bond Proceeds

41,000,000.00

Total Expended/Committed - To-Date

39,515,321.26

Total Projected Unencumbered - To Date

1,484,678.74  
4%

## RECAP OF REMAINING CAPACITY

Unrestricted Use After Cost Overruns 177,229.00

Restricted Use After Cost Overruns 1,307,449.74  
Reserve for Turf Replacement (910,000.00)

Available for use 497,449.74

Total Remaining 1,484,678.74

Amt to be determined/based on need

## RECONCILING ITEM/ADJ

FY 06-07 1,329,672.52

FY 07-08 10,422,488.16

FY 08-09 17,631,639.01

FY 09-10 4,547,101.63

FY 10-11 2,882,082.57 net of SFB

FY 11-12 1,082,233.47

FY 12-13 747,137.72

FY 13-14 361,905.11

FY 14-15 147,861.06

FY 15-16 309,255.62

FY 16-17 53,093.76

Expended/Encumbered 39,514,470.63 Thru 6/30/17

Project Sheets 39,515,321.26

Reconciling Item (850.63)

## CAPITAL PLAN PROJECTS

## FY 2016-17 & FY 2017-18

### PROJECTS COMPLETED/IN PROGRESS

2523	1451	1/1/2017	Bradshaw Mountain High East	Retrofit Gym Flooring	\$6,000.00	Suns Pd
3531		1/1/2017	Bradshaw Mountain High East	Walk In Temperature Monitor	\$30,000.00	
3540		1/1/2017	Bradshaw Mountain High East	HVAC Retrofit 437 - BMHS-E	\$6,835.00	
3544		1/1/2017	Bradshaw Mountain High East	HVAC Retrofit 7.5 Ton at 423.	\$12,694.00	
3545		1/1/2017	Bradshaw Mountain High East	Retrofit staff parking lot Building 400.	\$117,804.00	
2407	1453	1/1/2017	Bradshaw Mountain High West	Upgrade Cafe Tables (25).	\$25,000.00	
2572	1637	1/1/2017	Bradshaw Mountain High West	Retrofit Carpeting - Student safety -	\$11,507.00	
2578	1534	1/1/2017	Bradshaw Mountain High West	Retrofit Campus Intercom.	\$40,000.00	
3251	1167	1/1/2017	Bradshaw Mountain High West	Replacement HVAC (10 Ton) at Kitchen - Retrofit 2007.	\$10,000.00	
3509	Quote	1/1/2017	Bradshaw Mountain High West	Retrofit HVAC at Kitchen - 6 Ton Climate Master.	\$12,901.79	
3515	Quote	1/1/2017	Bradshaw Mountain High West	Retrofit HVAC Library	\$7,706.00	
3516		1/1/2017	Bradshaw Mountain High West	Retrofit Backstop Controls Main Gym.	\$9,920.00	
3517		1/1/2017	Bradshaw Mountain High West	Retrofit asphalt surfaces along Tennis Courts for safety.	\$7,206.00	
3523		1/1/2017	Bradshaw Mountain High West	Intercom replacement heads.	\$37,980.00	
3534		1/1/2017	Bradshaw Mountain High West	Retrofit carpet at rooms F114, F207 and E201.	\$11,927.00	
3535		1/1/2017	Bradshaw Mountain High West	Retrofit Boys Locker Room Showers.	\$14,177.00	
2332	1015	1/1/2017	Bradshaw Mountain Middle School	Upgrade Kitchen Equipment. Warmer.	\$5,000.00	
3546		1/1/2017	Bradshaw Mountain Middle School	Retrofit Fire Lane for safety.	\$17,000.00	
2588	345	1/1/2017	Coyote Springs Elementary	Retrofit 30 square feet failed Asphalt West parking lot.	\$3,112.00	
3058	348	1/1/2017	Coyote Springs Elementary	Exterior painting.	\$30,000.00	
3526		1/1/2017	Coyote Springs Elementary	CSES Intercom Modifications	\$6,000.00	
3542		1/1/2017	Coyote Springs Elementary	Retrofit HVAC at 222 Computer Lab.	\$8,487.00	
3511	HACI Quote	1/1/2017	Glassford Hill MS	Retrofit Server Room A/C	\$7,000.00	
3518		1/1/2017	Glassford Hill MS	Retrofit Parking Lot Surfaces (except Bus Lane).	\$390,000.00	
3522		1/1/2017	Glassford Hill MS	New Fire Alarm System	\$145,353.00	
3098	1680	1/1/2017	Granville Elementary	Seal Main Parking - Retrofit large cracks with new asphalt.	\$54,000.00	
3529		1/1/2017	Humboldt Elementary	New Door Keys - all buildings.	\$5,000.00	
3533		1/1/2017	Humboldt Elementary	Retrofit carpet at room 10.	\$4,507.00	
3536		1/1/2017	Humboldt Elementary	Carpet Extractor.	\$3,105.00	
3512	Quote	1/1/2017	Information Technology	I.T. Equipment - Borderlan	\$7,200.00	
3519		1/1/2017	Information Technology	Laptop Cart LVES	\$37,450.00	
3520		1/1/2017	Information Technology	Google Server	\$7,000.00	
3521		1/1/2017	Information Technology	Google Software	\$14,430.00	
3525		1/1/2017	Information Technology	Purchase refurbished computers.	\$30,000.00	
3528		1/1/2017	Information Technology	APC Hardware - I.T. Dept	\$25,000.00	
2488	256	1/1/2017	Lake Valley Elementary	Retrofit Main Parking Lot - Double Seal Coat	\$8,320.00	
3435		1/1/2017	Lake Valley Elementary	Paint exterior surfaces and flashings.	\$24,000.00	
3446	274	1/1/2017	Lake Valley Elementary	New HVAC Hall by Gym Southwest.	\$7,000.00	
2473	Quotes	1/1/2017	Lake Valley Elementary	Retrofit Playground Turf - Grass.	\$27,000.00	Add'l \$ required
3505	Virco quote	1/1/2017	Lake Valley Elementary	Purchase 40 student chairs.	\$1,116.00	
3527		1/1/2017	Lake Valley Elementary	Classroom remodeling.	\$18,000.00	
3530		1/1/2017	Lake Valley Elementary	New Milk Cooler	\$2,500.00	
3537		1/1/2017	Lake Valley Elementary	Carpet Extractor.	\$3,105.00	
3538		1/1/2017	Lake Valley Elementary	Storage Building and Concrete Foundation.	\$7,200.00	Leaking issues \$
2592	499	1/1/2017	Liberty Traditional	Retrofit 109,000 feet North and South Parking Lots - Double Seal Coat	\$15,624.00	
2993	1726	1/1/2017	Liberty Traditional	Landscaping Retrofit at Buildings B and C.	\$7,434.00	
3103	1291	1/1/2017	Liberty Traditional	Classroom HVAC upgrades.	\$11,000.00	
3133	1478	1/1/2017	Liberty Traditional	Add New Ovens - Rational Equipment	\$25,000.00	
3141	1477	1/1/2017	Liberty Traditional	Add New Ice Machine.	\$2,500.00	
3383	470	1/1/2017	Liberty Traditional	Repairs to Windows/Doors and Painting Interior/Exterior.	\$9,000.00	
3507	Quote	1/1/2017	Liberty Traditional	Retrofit Fire Alarm	\$200,000.00	
3524		1/1/2017	Liberty Traditional	Building Evaluation.	\$5,000.00	



3543	1/1/2017	Liberty Traditional	Retrofit HVAC at Band Classroom.	\$6,192.00
2373 331	1/1/2017	Mountain View Elementary	Upgrade Front Parking Lots 35,000 feet Front & West	\$86,144.00
3510 HACI Quote	1/1/2017	Mountain View Elementary	Retrofit Piping Insulation	\$40,000.00
3532	1/1/2017	Mountain View Elementary	Carpet retrofit room 10.	\$3,663.00
2677	1/1/2017	Mountain View Elementary	Retrofit Roofing	\$380,000.00 SFB Approved #3876
2429 1414	1/1/2017	Transportation	Seal Coat and Striping Employee Parking Lot.	\$5,000.00
2454 1684	1/1/2017	Transportation	Retrofit Staff Parking - replace 280 square feet asphalt.	\$1,160.00
3324 1709	1/1/2017	Transportation	Replacement Bus Engines (2) as needed.	\$20,000.00
3514 \$3557 - P.O	1/1/2017	Transportation	HVAC FILTERS -	\$3,557.00
2615 #N/A	1/1/2017	Transportation	Replacement Unit S89/05 (201171) - 72 pass.	\$140,000.00
3548	1/1/2017	Transportation	Purchase two vans and one pickup truck.	\$100,000.00
		<b>Projects Completed/In Progress</b>	<b>FY 16/17 &amp; FY 17/18</b>	<b>\$2,320,816.79</b>

Walk-Thru

## PROJECTS PENDING/PLACEHOLDERS

2430 106	1/1/2017	Bradshaw Mountain High East	Seal Coat (2) Main Parking area 38,410 square feet	\$8,040.00
2530 1450	1/1/2017	Bradshaw Mountain High East	Retrofit Gym Bleachers - Safety.	\$2,000.00
3555	1/1/2017	Bradshaw Mountain High East	Retrofit stairs - anti corrosion finish.	\$20,000.00
2505 1689	1/1/2017	Bradshaw Mountain High East	Retrofit HVAC Water Pumps (1995 Equipment).	\$7,100.00
2513 1268	1/1/2017	Bradshaw Mountain High West	Retrofit Heating/Cooling Gym.	\$60,000.00
2734 1138	1/1/2017	Bradshaw Mountain High West	Replacement HVAC Northwest Hallway.	\$7,000.00
3086 #N/A	1/1/2017	Bradshaw Mountain High West	East Cooling Tower Replacement.	\$230,000.00 SFB Proj when broken
3549	1/1/2017	Bradshaw Mountain High West	Install Sidewalk Bison Lane Gate.	\$5,000.00
3552	1/1/2017	Bradshaw Mountain High West	Paint bottom side staircases - anti corrosion retrofit.	\$10,000.00
3554	1/1/2017	Bradshaw Mountain High West	Retrofit Roofing - Storm damage.	\$125,000.00
2347 1102	1/1/2017	Bradshaw Mountain Middle School	Upgrade Interior/Exterior Surfaces and to include Windows/Doors	\$25,000.00
2356 1033	1/1/2017	Bradshaw Mountain Middle School	Upgrade Interior Surfaces at Classrooms.	\$25,000.00
2415 1097	1/1/2017	Bradshaw Mountain Middle School	Upgrade 2001 Intercom System - Control Unit, cables, speakers.	\$55,000.00
2518 1491	1/1/2017	Bradshaw Mountain Middle School	Retrofit Gym Hardwood Flooring.	\$6,000.00
2571 1525	1/1/2017	Bradshaw Mountain Middle School	Retrofit CCTV System.	\$65,000.00
3178 1029	1/1/2017	Bradshaw Mountain Middle School	Replacement HVAC at 701/Choir.	\$7,000.00
3179 1028	1/1/2017	Bradshaw Mountain Middle School	Replacement HVAC at 700 Choir.	\$7,000.00
3107 1517	1/1/2017	Bradshaw Mountain Middle School	Chip seal front parking lots and crack fill.	\$40,000.00
3598	1/1/2017	Bradshaw Mountain Middle School	Retrofit Tile at Administration.	\$5,000.00
2465 1673	1/1/2017	Coyote Springs Elementary	Retrofit Metal Modular Walkway - Safety.	\$9,151.00
3362 337	1/1/2017	Coyote Springs Elementary	Replacement 1982 Gas Boiler (25yr).	\$70,000.00
3400 1621	1/1/2017	Coyote Springs Elementary	Purchase Modular with 2 classrooms.	\$75,000.00
2717 630	1/1/2017	District Office - 69	Replacement HVAC unit at Ste A.	\$7,000.00
2496 552	1/1/2017	Glassford Hill MS	Retrofit Intercom.	\$55,000.00
2549 1687	1/1/2017	Glassford Hill MS	Retrofit Exterior Surfaces and Paint with long wear Acrylic finish.	\$10,000.00
2591 1690	1/1/2017	Glassford Hill MS	Retrofit 1987 HVAC Water Pumps.	\$15,000.00
3032 1298	1/1/2017	Glassford Hill MS	General Maintenance at Weight Room Bldg.	\$50,000.00
3110 1504	1/1/2017	Glassford Hill MS	CCTV System.	\$65,000.00
2371	1/1/2017	Glassford Hill MS	Upgrade HVAC Piping/Pumps and Cooling Towers.	\$120,000.00 SFB Approved #4457
3576	1/1/2017	Glassford Hill MS	Retrofit sidewalks by Main Entrance.	\$5,000.00
2363 568	1/1/2017	Granville Elementary	upgrade Intercom System.	\$50,000.00
3401 1622	1/1/2017	Granville Elementary	Purchase Modular Classrooms (2).	\$75,000.00
2355 804	1/1/2017	Humboldt Elementary	Upgrade Interior/Exterior Finishes - anti corrosion paints.	\$25,000.00
2550 787	1/1/2017	Humboldt Elementary	Retrofit Exterior Surfaces and Paint - to include Facia	\$10,000.00
2723 798	1/1/2017	Humboldt Elementary	Replacement HVAC unit at Classrooms 5A/5B - G section.	\$7,000.00
2867 760	1/1/2017	Humboldt Elementary	Replacement HVAC at Classroom 20.	\$7,000.00
2868 767	1/1/2017	Humboldt Elementary	Replacement HVAC at Classroom 19.	\$7,000.00
3148 1484	1/1/2017	Humboldt Elementary	Add New Food Steamer Equipment.	\$12,000.00
3600	1/1/2017	Humboldt Elementary	Retrofit Restroom Sinks.	\$5,000.00
3601	1/1/2017	Humboldt Elementary	Retrofit Fixture Building Restrooms west side.	\$5,000.00

Walk-Thru

Walk-Thru

Walk-Thru

Walk-Thru

Walk-Thru

Walk-Thru

Walk-Thru

3602	1/1/2017	Humboldt Elementary	Retrofit Playground Benches.	Walk-Thru	\$5,000.00
2482 1548	1/1/2017	Information Technology	Retrofit Network I.T. Cabling.		\$20,000.00
2500 1547	1/1/2017	Information Technology	Retrofit I.T. Server Equipment.		\$35,000.00
2581 1521	1/1/2017	Information Technology	Retrofit Computer Equipment.		\$9,000.00
2587 1682	1/1/2017	Lake Valley Elementary	Retrofit 8,270 square feet asphalt New 4" pavement.		\$10,000.00
2683 300	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm. 403.		\$7,000.00
2684 279	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm. 201.		\$7,000.00
2685 304	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 407.		\$7,000.00
2686 303	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 406.		\$7,000.00
2687 301	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 404.		\$7,000.00
2688 298	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 402.		\$7,000.00
2689 297	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 401.		\$7,000.00
2690 291	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 400.		\$7,000.00
2691 290	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 309.		\$7,000.00
2692 287	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 306.		\$7,000.00
2693 284	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 304.		\$7,000.00
2694 272	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 106.		\$7,000.00
2695 265	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 105.		\$7,000.00
2696 266	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 104.		\$7,000.00
2697 267	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 103.		\$7,000.00
2698 269	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 102.		\$7,000.00
2699 270	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 101.		\$7,000.00
2700 271	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 100.		\$7,000.00
2701 294	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Library East side.		\$7,000.00
2703 299	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Classroom addition north of Rm 402.		\$7,000.00
2706 296	1/1/2017	Lake Valley Elementary	Replacement of HVAC at 400 Commons.		\$7,000.00
2707 293	1/1/2017	Lake Valley Elementary	Replacement of HVAC at 300 Commons.		\$7,000.00
2776 275	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm. 208.		\$7,000.00
2777 302	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 405.		\$7,000.00
2778 289	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 308.		\$7,000.00
2779 288	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 307.		\$7,000.00
2780 285	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 305.		\$7,000.00
2781 283	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 303.		\$7,000.00
2782 1296	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 202.		\$7,000.00
2796 295	1/1/2017	Lake Valley Elementary	Replacement HVAC at Nurse Rm. 5.		\$7,000.00
2819 292	1/1/2017	Lake Valley Elementary	Replacement HVAC at Library West side.		\$7,000.00
2937 280	1/1/2017	Lake Valley Elementary	New HVAC at Kitchen - North Unit.		\$7,000.00
2962 277	1/1/2017	Lake Valley Elementary	New HVAC at Cafeteria - South Unit.		\$7,000.00
2963 276	1/1/2017	Lake Valley Elementary	New HVAC at Cafeteria - North Unit.		\$7,000.00
3156 1474	1/1/2017	Lake Valley Elementary	Add Double Reach In Refrigerator.		\$10,000.00
3219 282	1/1/2017	Lake Valley Elementary	Replacement HVAC at 301/302.		\$7,000.00
3438 281	1/1/2017	Lake Valley Elementary	New of HVAC Kitchen South Unit.		\$7,000.00
3447 273	1/1/2017	Lake Valley Elementary	New HVAC Hall by Gym Southeast.		\$7,000.00
3547	1/1/2017	Lake Valley Elementary	Retrofit carpeting at 300 and 400 Commons and at Administration.	Walk-Thru	\$30,000.00
3560	1/1/2017	Lake Valley Elementary	Retrofit Low Slope roofing.	Walk-Thru	\$200,000.00 SFB Pending #4445
3132 1480	1/1/2017	Liberty Traditional	Add New Tilt Skillet.		\$15,000.00
3566	1/1/2017	Liberty Traditional	Retrofit Roofing and Rain Gutters.	Walk-Thru	\$100,000.00
3572	1/1/2017	Liberty Traditional	Retrofit HVAC/Electrical at Classrooms.		\$200,000.00 SFB Pending #4459
2497 1502	1/1/2017	Mountain View Elementary	Retrofit Intercom System.		\$30,000.00
3579	1/1/2017	Mountain View Elementary	Retrofit sidewalks east side.	Walk-Thru	\$25,000.00
2627 1399	1/1/2017	Transportation	Replacement Unit 95/1 (201196) - 84 pass.		\$140,000.00
2632 1394	1/1/2017	Transportation	Replacement Unit 92/1 (201179) - 84 pass.		\$140,000.00
<b>Projects Pending/Placeholders</b>					<b>\$2,621,291.00</b>
<b>FY 16/17 &amp; FY 17/18</b>					

## FY 2016-17 &amp; FY 2017-18

\$6,000.00	Suns Pk	\$6,000.00
\$6,835.00		\$6,835.00
\$12,694.00		\$12,694.00
\$3,117,804.00		\$3,117,804.00
\$25,000.00		\$25,000.00
\$11,507.00		\$11,507.00
\$40,000.00		\$40,000.00
\$10,000.00		\$10,000.00
\$12,901.79		\$12,901.79
\$7,706.00		\$7,706.00
\$9,920.00		\$9,920.00
\$7,206.00		\$7,206.00
\$37,980.00		\$37,980.00
\$11,927.00		\$11,927.00
\$14,177.00		\$14,177.00
\$5,000.00		\$5,000.00
\$17,000.00		\$17,000.00
\$3,112.00		\$3,112.00
\$30,000.00		\$30,000.00
\$6,000.00		\$6,000.00
\$8,487.00		\$8,487.00
\$7,000.00		\$7,000.00
\$390,000.00		\$390,000.00
\$1,145,353.00		\$1,145,353.00
\$54,000.00		\$54,000.00
\$5,000.00		\$5,000.00
\$4,507.00		\$4,507.00
\$3,105.00		\$3,105.00
\$7,200.00		\$7,200.00
\$37,450.00		\$37,450.00
\$7,000.00		\$7,000.00
\$14,430.00		\$14,430.00
\$30,000.00		\$30,000.00
\$25,000.00		\$25,000.00
\$8,320.00		\$8,320.00
\$24,000.00		\$24,000.00
\$27,000.00		\$27,000.00
\$1,116.00		\$1,116.00
\$18,000.00		\$18,000.00
\$2,500.00		\$2,500.00
\$3,105.00		\$3,105.00
\$7,200.00	Leaking	\$7,200.00
\$15,624.00		\$15,624.00
\$7,434.00		\$7,434.00
\$11,000.00		\$11,000.00
\$25,000.00		\$25,000.00
\$2,500.00		\$2,500.00
\$9,000.00		\$9,000.00
\$200,000.00		\$200,000.00
\$5,000.00		\$5,000.00

3543	1/1/2017	Liberty Traditional	Retrofit HVAC at Band Classroom.	
2373 331	1/1/2017	Mountain View Elementary	Upgrade Front Parking Lots 35,000 feet Front & West	\$6,192.00
3510 HACI Quote	1/1/2017	Mountain View Elementary	Retrofit Piping Insulation	\$86,144.00
3532	1/1/2017	Mountain View Elementary	Carpet retrofit room 10.	\$40,000.00
2677	1/1/2017	Mountain View Elementary	Retrofit Roofing	\$3,663.00
2429 1414	1/1/2017	Transportation	Seal Coat and Striping Employee Parking Lot.	\$380,000.00 SFB Approved #3876
2454 1684	1/1/2017	Transportation	Retrofit Staff Parking - replace 280 square feet asphalt.	\$5,000.00
3324 1709	1/1/2017	Transportation	Replacement Bus Engines (2) as needed.	\$1,160.00
3514 \$3557 - P.O	1/1/2017	Transportation	HVAC FILTERS -	\$20,000.00
2615 #N/A	1/1/2017	Transportation	Replacement Unit S89/05 (201171) - 72 pass.	\$3,557.00
3548	1/1/2017	Transportation	Purchase two vans and one pickup truck.	\$140,000.00
			<b>FY 16/17 &amp; FY 17/18</b>	<b>\$100,000.00</b>
				<b>\$2,320,816.79</b>

Walk-Thru

## PROJECTS PENDING/PLACEHOLDERS

2430 106	1/1/2017	Bradshaw Mountain High East	Seal Coat (2) Main Parking area 38,410 square feet	\$8,040.00
2530 1450	1/1/2017	Bradshaw Mountain High East	Retrofit Gym Bleachers - Safety.	\$2,000.00
3555	1/1/2017	Bradshaw Mountain High East	Retrofit stairs - anti corrosion finish.	\$20,000.00
2505 1689	1/1/2017	Bradshaw Mountain High West	Retrofit HVAC Water Pumps (1995 Equipment).	\$7,100.00
2513 1268	1/1/2017	Bradshaw Mountain High West	Retrofit Heating/Cooling Gym.	\$60,000.00
2734 1138	1/1/2017	Bradshaw Mountain High West	Replacement HVAC Northwest Hallway.	\$7,000.00
3086 #N/A	1/1/2017	Bradshaw Mountain High West	East Cooling Tower Replacement.	\$230,000.00 SFB Proj when broken
3549	1/1/2017	Bradshaw Mountain High West	Install Sidewalk Bison Lane Gate.	\$5,000.00
3552	1/1/2017	Bradshaw Mountain High West	Paint bottom side staircases - anti corrosion retrofit.	\$10,000.00
3554	1/1/2017	Bradshaw Mountain High West	Retrofit Roofing - Storm damage.	\$125,000.00
2347 1102	1/1/2017	Bradshaw Mountain Middle School	Upgrade Interior/Exterior Surfaces and to include Windows/Doors	\$25,000.00
2356 1033	1/1/2017	Bradshaw Mountain Middle School	Upgrade Interior Surfaces at Classrooms.	\$25,000.00
2415 1097	1/1/2017	Bradshaw Mountain Middle School	Upgrade 2001 Intercom System - Control Unit, cables, speakers.	\$55,000.00
2518 1491	1/1/2017	Bradshaw Mountain Middle School	Retrofit Gym Hardwood Flooring.	\$6,000.00
2571 1525	1/1/2017	Bradshaw Mountain Middle School	Retrofit CCTV System.	\$65,000.00
3178 1029	1/1/2017	Bradshaw Mountain Middle School	Replacement HVAC at 701/Choir.	\$7,000.00
3179 1028	1/1/2017	Bradshaw Mountain Middle School	Replacement HVAC at 700 Choir.	\$7,000.00
3107 1517	1/1/2017	Bradshaw Mountain Middle School	Chip seal front parking lots and crack fill.	\$40,000.00
3598	1/1/2017	Bradshaw Mountain Middle School	Retrofit Tile at Administration.	\$5,000.00
2485 1673	1/1/2017	Coyote Springs Elementary	Retrofit Metal Modular Walkway - Safety.	\$9,151.00
3362 337	1/1/2017	Coyote Springs Elementary	Replacement 1992 Gas Boiler (25yr).	\$70,000.00
3400 1621	1/1/2017	Coyote Springs Elementary	Purchase Modular with 2 classrooms.	\$75,000.00
2717 630	1/1/2017	District Office - 69	Replacement HVAC unit at Ste A.	\$7,000.00
2496 552	1/1/2017	Glassford Hill MS	Retrofit Intercom.	\$55,000.00
2549 1687	1/1/2017	Glassford Hill MS	Retrofit Exterior Surfaces and Paint with long wear Acrylic finish.	\$10,000.00
2591 1690	1/1/2017	Glassford Hill MS	Retrofit 1987 HVAC Water Pumps.	\$15,000.00
3032 1298	1/1/2017	Glassford Hill MS	General Maintenance at Weight Room Bldg.	\$50,000.00
3110 1504	1/1/2017	Glassford Hill MS	CCTV System.	\$65,000.00
2371	1/1/2017	Glassford Hill MS	Upgrade HVAC Piping/Pumps and Cooling Towers.	\$120,000.00 SFB Approved #4457
3576	1/1/2017	Glassford Hill MS	Retrofit sidewalks by Main Entrance.	\$5,000.00
2363 568	1/1/2017	Granville Elementary	Upgrade Intercom System.	\$50,000.00
3401 1622	1/1/2017	Granville Elementary	Purchase Modular Classrooms (2).	\$75,000.00
2355 804	1/1/2017	Humboldt Elementary	Upgrade Interior/Exterior Finishes - anti corrosion paints.	\$25,000.00
2550 787	1/1/2017	Humboldt Elementary	Retrofit Exterior Surfaces and Paint - to include Facia	\$10,000.00
2723 798	1/1/2017	Humboldt Elementary	Replacement HVAC unit at Classrooms 5A/5B - G section.	\$7,000.00
2867 760	1/1/2017	Humboldt Elementary	Replacement HVAC at Classroom 20.	\$7,000.00
2868 767	1/1/2017	Humboldt Elementary	Replacement HVAC at Classroom 19.	\$7,000.00
3148 1484	1/1/2017	Humboldt Elementary	Add New Food Steamer Equipment.	\$12,000.00
3600	1/1/2017	Humboldt Elementary	Retrofit Restroom Sinks.	\$5,000.00
3601	1/1/2017	Humboldt Elementary	Retrofit Fixture Building Restrooms west side.	\$5,000.00

Walk-Thru

Walk-Thru

Walk-Thru

Walk-Thru

3602	1/1/2017	Humboldt Elementary	Retrofit Playground Benches.	Walk-Thru	\$5,000.00
2482	1548	1/1/2017	Information Technology	Retrofit Network I.T. Cabling.	\$20,000.00
2500	1547	1/1/2017	Information Technology	Retrofit I.T. Server Equipment	\$35,000.00
2561	1521	1/1/2017	Information Technology	Retrofit Computer Equipment	\$9,000.00
2587	1882	1/1/2017	Lake Valley Elementary	Retrofit 8,270 square feet asphalt New 4" pavement.	\$10,000.00
2663	300	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm. 403.	\$7,000.00
2684	279	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm. 201.	\$7,000.00
2685	304	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 407.	\$7,000.00
2686	303	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 406.	\$7,000.00
2687	301	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 404.	\$7,000.00
2688	298	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 402.	\$7,000.00
2689	297	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 401.	\$7,000.00
2690	291	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 400.	\$7,000.00
2691	290	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 309.	\$7,000.00
2692	287	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 306.	\$7,000.00
2693	284	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 304.	\$7,000.00
2694	272	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 303.	\$7,000.00
2695	265	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 106.	\$7,000.00
2696	266	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 105.	\$7,000.00
2697	267	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 104.	\$7,000.00
2698	269	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 103.	\$7,000.00
2699	270	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 102.	\$7,000.00
2700	271	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Rm 101.	\$7,000.00
2701	284	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Library East side.	\$7,000.00
2703	299	1/1/2017	Lake Valley Elementary	Replacement of HVAC at Classroom addition north of Rm 402.	\$7,000.00
2706	296	1/1/2017	Lake Valley Elementary	Replacement of HVAC at 400 Commons.	\$7,000.00
2707	293	1/1/2017	Lake Valley Elementary	Replacement of HVAC at 300 Commons.	\$7,000.00
2776	275	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm. 208.	\$7,000.00
2777	302	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 405.	\$7,000.00
2778	289	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 308.	\$7,000.00
2779	288	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 307.	\$7,000.00
2780	285	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 305.	\$7,000.00
2781	283	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 303.	\$7,000.00
2782	1296	1/1/2017	Lake Valley Elementary	Replacement HVAC at Rm 202.	\$7,000.00
2796	295	1/1/2017	Lake Valley Elementary	Replacement HVAC at Nurse Rm. 5.	\$7,000.00
2819	292	1/1/2017	Lake Valley Elementary	Replacement HVAC at Library West side.	\$7,000.00
2937	280	1/1/2017	Lake Valley Elementary	New HVAC at Kitchen - North Unit.	\$7,000.00
2962	277	1/1/2017	Lake Valley Elementary	New HVAC at Cafeteria - South Unit.	\$7,000.00
2963	276	1/1/2017	Lake Valley Elementary	New HVAC at Cafeteria - North Unit.	\$7,000.00
3156	1474	1/1/2017	Lake Valley Elementary	Add Double Reach In Refrigerator.	\$10,000.00
3219	282	1/1/2017	Lake Valley Elementary	Replacement HVAC at 301/302.	\$7,000.00
3438	281	1/1/2017	Lake Valley Elementary	New of HVAC Kitchen South Unit.	\$7,000.00
3447	273	1/1/2017	Lake Valley Elementary	New HVAC Hall by Gym Southeast.	\$7,000.00
3547		1/1/2017	Lake Valley Elementary	Retrofit carpeting at 300 and 400 Commons and at Administration.	\$30,000.00
3560		1/1/2017	Lake Valley Elementary	Retrofit Low Slope roofing.	\$200,000.00 SFB Pending #4445
3132	1480	1/1/2017	Liberty Traditional	Add New Tilt Skillet.	\$15,000.00
3566		1/1/2017	Liberty Traditional	Retrofit Roofing and Rain Gutters.	\$100,000.00
3572		1/1/2017	Liberty Traditional	Retrofit HVAC/Electrical at Classrooms.	\$200,000.00 SFB Pending #4459
2497	1502	1/1/2017	Mountain View Elementary	Retrofit Intercom System.	\$30,000.00
3579		1/1/2017	Mountain View Elementary	Retrofit sidewalks east side.	\$25,000.00
2627	1399	1/1/2017	Transportation	Replacement Unit 95/1 (201196) - 84 pass.	\$140,000.00
2632	1394	1/1/2017	Transportation	Replacement Unit 92/1 (201179) - 84 pass.	\$140,000.00
<b>Projects Pending/Placeholders</b>					<b>\$2,621,291.00</b>
<b>FY 16/17 &amp; FY 17/18</b>					



# ACTION

## Item 10A.

### Policy Suspension

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10A
FROM:	Daniel Streeter, Superintendent	Reading	
DATE:	October 17, 2017	Discuss	
SUBJECT:	Temporary Suspension of Policy BAA – Evaluation of School Board / Board Self-Evaluation	Action	X
		Consent	

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA:**

Policy BAA states that that Board may meet at least annually, not later than October 30, for the purpose of appraising its functioning as a board and to evaluate board performance. A special board meeting will be scheduled in the near future for this purpose.

Because the evaluation will be conducted later than the date specified in Policy BAA, it is requested that the policy be temporarily suspended.

Policy BGF – Suspension/Repeal of Policy allows temporary or permanent suspension of a policy by a majority vote of board members present at a regular or special meeting.

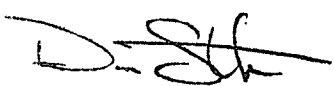
### **SUMMARY & RECOMMENDATION:**

It is recommended that Policy BAA be temporarily suspended.

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

*I move to approve temporary suspension of Policy BAA – Evaluation of School Board/Board Self-Evaluation.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Mary Diaz, 759-5007



# ACTION

## Item 10B.

ASBA Policy Advisories  
588-602

(2<sup>nd</sup> Reading)

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **10B**  
FROM: Daniel Streeter, Superintendent Reading X  
DATE: October 17, 2017 Discuss  
SUBJECT: Policy Review –Arizona School Boards Association (ASBA) Action X  
Policy Advisories 584-587 - Second Reading

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OBJECTIVE: Board Governance

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### **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 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 Second Reading of suggested changes to the policies that were included in ASBA Policy Advisories 588-601. The First Reading was held during a regular meeting of the Governing Board on September 12, 2017. Advisories regarding exhibits and/or regulations that were included in the First Reading are not included in the Second Reading as they do not require Board action.

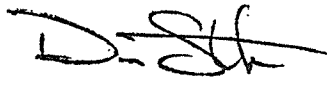
ASBA's Policy Advisory Discussion may be found on the page(s) immediately prior to the documents which are to be considered by the Governing Board for adoption as a policy. HUDS administrative recommendations are also included.

Upon approval these policies will become effective immediately and will be added to the current Policy Manual.

### **Sample Motion:**

*I move to adopt the policies listed above as presented by ASBA.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to:

Mary Diaz, 759-5007

Section B

Cole Young, 759-5019

Section I

Ken Fox, 759-5192

Section E

Rob Bueche, 759-4010

Section J,K

Jim Bogner, 759-4006

Section G

## **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>
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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 Identify 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

<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>
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## **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.

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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.

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## **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.

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## **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.

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***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.

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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.

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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.

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### **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

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.

**GDFA ©  
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.

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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.

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- 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.

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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.

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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

*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.

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## **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>
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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

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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.

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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.

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## **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:

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- 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

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## **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.

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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.

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***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.*

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- 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.

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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.

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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

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## **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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