



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

## GOVERNING BOARD MEETING

Tuesday, May 14, 2019

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

**Regular Session @ 6:30**

**OFFICIAL COPY**

Mr. Daniel Streeter, Superintendent

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





## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

*A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes*

### NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF THE GOVERNING BOARD OF EDUCATION

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **May 14, 2019**, at the **HUSD Transportation Training Facility**, located at **6411 N. Robert Road (Building 500), Prescott Valley, Arizona**.

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

### AGENDA

#### 6:30 REGULAR SESSION

1. **WELCOME AND CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
3. **ROLL CALL**
4. **AGENDA REVIEW/ACCEPT**
5. **CURRENT EVENTS**
  - A. Board
  - B. Superintendent
6. **CELEBRATING SUCCESSES**
  - Pages 1-5 A. Recognition of 2019 HUSD Retirees – Cole Young, Assistant Superintendent of Operations, and Ryan Gray, Governing Board President
  - Page 6 B. Recognition of the 2018-19 Yavapai County Education Foundation Teacher of the Year finalists and category winners from HUSD – Superintendent Streeter
  - Page 7 C. Golden Plate Winners – Jody Buckle & Pam Liuzzo – Food Services Department

**7. PUBLIC PARTICIPATION**

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

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

**8. CONSENT ITEMS**

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

Pages 8-12 **A. Personnel Recommendations**

Pages 13-16 **B. Governing Board Meeting Minutes of April 9, 2019** (audio recordings are posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))

Pages 17-235 **C. Financial/Business**  
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,673,330.30  
2. Approval of Payroll voucher(s) in the amount of \$ 2,878,275.63

Pages 236-244 **D. Monthly Budget Report**

Pages 245-250 **E. Monthly Student Activities Report**

Pages 251-310 **F. Request for approval of out-of-state travel for eligible Bradshaw Mountain High School HOSA (Future Health Professionals) students and their chaperones to Orlando, Florida, for the HOSA National Leadership Conference, June 18-23, 2019.**

Pages 311-323 **G. Request for approval of out-of-state travel for eligible 8<sup>th</sup> grade students and their chaperones to travel to Washington, D.C., May 25 – 29, 2020**

Pages 324-354 **H. Request for approval of out-of-state overnight travel for drama students at Bradshaw Mountain High School and their chaperone(s) to attend the National Thespian Festival in Lincoln, Nebraska, June 24-30 2019.**

Pages 355-357 **I. Request for approval of Waiver of Conflict of Interest regarding legal services provided by the Yavapai County Attorney (for agreements between Yavapai County and the District)**

Pages 358-364 **J. Request for approval of the revised 2018-19 Stipend Schedule**

Pages 365-371 **K. Request for approval to renew an intergovernmental agreement with the Town of Prescott Valley for a school resource officer for fiscal year 2019-20**

Pages 372-383 **L. Request for approval of Intergovernmental Agreement (IGA) renewal with Mayer Unified School District for special education services (Program for students with Emotional Disabilities/ED-P) – Foundations Academy**

Pages 384-390 **M. Request for approval to renew a Memorandum of Understanding between Humboldt Unified School District and United Way of Yavapai County for Catch-Up After School program for the 2019-2020 school year.**

Pages 391-401 **N.** Request for approval to revise two Job Descriptions for position in the Information Services Department

Pages 402-403 **O.** Gifts and donations

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

Pages 404-405 **A.** Update on Boys to Men Mentoring Program at Bradshaw Mountain High School.

Pages 406-415 **B.** Annual Wellness Report will be presented by Rebecca Kraxberger, HUSD Wellness Coordinator, and Pam Liuzzo, Nutritionist,

Pages 416-423 **C.** Discussion of the Board's issues of importance for consideration by the Arizona School Boards Association as their focus of legislative effort for fiscal year 2019-20

Pages 424-425 **D.** Discussion on Visual Arts Elective for elementary students beginning the 2019-2020 school year

Pages 426-427 **E.** Discussion on Transportation Department route changes for 2019-2020

**10. ACTION**

Pages 428-429 **A.** Discussion and possible action to approve the appointment of a community member to serve as the District's trustee to the Yavapai Unified Employee Benefit Trust beginning May 15, 2019

Pages 430-435 **B.** Discussion and possible action to approve a Student Placement agreement with Western Governors University.

Pages 436-440 **C.** Discussion and possible approval of new course at Bradshaw Mountain High School for 2019-2020 school year: Spanish 101

Pages 441-462 **D.** Discussion and possible action to approve a revised expenditure budget for fiscal year 2018-2019

Pages 463-466 **E.** Discussion and possible action to approve the revised Classified Job Placement Schedule for fiscal year 2019-20

Pages 467-468 **F.** Discussion and possible action to approve a change in FTE for Speech Language Pathologist

Pages 469-476 **G.** Discussion and possible action to approve renewal of school based counseling services IGA through Southwest Behavioral Health Services

Pages 477-484 **H.** Discussion and possible action to approve Classified Employee Work Agreement Language for 2019-2020 At-Will Classified-, Less Than 20-Hours/Week At-Will Classified-, Term Contract/12 Months Classified- and Term Contract/Less Than 12 Months Classified Employees

Pages 485-492 **I.** Discussion and possible action to approve IGA with Yavapai County Free Library District for Procurement of Reference/Other Library Books

**11. PERSONNEL**

Pages 493-498 **A.** Discussion and possible action to approve the issuance of 2019-20 classified work agreements

**12. ANNOUNCEMENTS**

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

June 4, 2019	6:30 p.m.	Regular Meeting	@ Transportation Facility
July 9, 2019	6:30 p.m.	Regular Meeting	@ Transportation Facility
August 13, 2019	6:30 p.m.	Regular Meeting	@ Glassford Hill Middle

**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).

# CELEBRATING SUCCESSES

## Item 6

- A. Recognition of 2019 Retirees
- B. Recognition of 2018-19 Yavapai County Education Foundation Teacher of the Year finalists and category winners
- C. Golden Plate Winners

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 6 A
FROM:	Cole Young, Assistant Superintendent-Operations	Reading
DATE:	May 14, 2019	Discuss X
SUBJECT:	Honoring of 2018-2019 Retiring HUSD Staff	Action
		Consent
<hr/>		
OBJECTIVE:	Celebrating Success	

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### **SUPPORTING DATA**

The Governing Board and Administration wish to recognize the valuable HUSD employees retiring at the conclusion of the 2018-2019 School Year. These outstanding individuals have provided indispensable services to the District in support of its academic mission.

### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board acknowledge our 2018-2019 retirees through the attached Resolution (Board President reads Resolution).

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, 759-5016



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

**RESOLUTION**

**ADOPTED BY THE GOVERNING BOARD  
OF THE HUMBOLDT UNIFIED SCHOOL DISTRICT  
MAY 14, 2019**

**HONORING  
HUSD RETIRING STAFF**

**WHEREAS, MRS. JUANA McDONALD RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING ONE YEAR OF OUTSTANDING SERVICE, AS AN ELL TEACHER AT LIBERTY TRADITIONAL SCHOOL.**

**WHEREAS, MRS. DENISE WOODWARD RETIRES IN JUNE 2019 AFTER COMPLETING ONE AND ONE-HALF YEARS OF OUTSTANDING SERVICE, AS AN ADMINISTRATIVE SECRETARY AT GRANVILLE ELEMENTARY SCHOOL.**

**WHEREAS, MS. PEGGY LONG RETIRED MAY 2018 AFTER COMPLETING TWO YEARS OF OUTSTANDING SERVICE, AS A TEACHER AT GRANVILLE ELEMENTARY SCHOOL.**

**WHEREAS, MS. PAULA PIERCE RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING TWO AND ONE-HALF YEARS OF OUTSTANDING SERVICE, AS AN MSP AIDE AT MOUNTAIN VIEW ELEMENTARY SCHOOL.**

**WHEREAS, MR. JACKSON BURTON RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING THREE YEARS OF OUTSTANDING SERVICE, AS AN MSP AIDE AT BRADSHAW MOUNTAIN HIGH SCHOOL.**

**WHEREAS, MR. JOSE ROSARIO RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING THREE YEARS OF OUTSTANDING SERVICE, AS A TEACHER AT GLASSFORD HILL MIDDLE SCHOOL.**

**WHEREAS, MRS. DORIS LAKE RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING FOUR YEARS OF OUTSTANDING SERVICE, AS AN MSP AIDE AT HUMBOLDT ELEMENTARY SCHOOL.**

**WHEREAS, MRS. VICKI WILLIAMS RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING FIVE YEARS OF OUTSTANDING SERVICE, AS LIBRARY COORDINATOR AT BRADSHAW MOUNTAIN HIGH SCHOOL.**

**WHEREAS, MR. MARTIN GREENBURG RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING FIVE YEARS OF OUTSTANDING SERVICE, AS A VAN DRIVER IN THE TRANSPORTATION DEPARTMENT.**

**WHEREAS, MR. PATRICK CONWAY RETIRED IN AUGUST 2018 AFTER COMPLETING SIX YEARS OF OUTSTANDING SERVICE, AS A CUSTODIAN AT BRADSHAW MOUNTAIN HIGH SCHOOL.**

**WHEREAS, MRS. VONDAL SANDUM RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING SIX YEARS OF OUTSTANDING SERVICE, AS A TITLE ONE AIDE AT GRANVILLE ELEMENTARY SCHOOL.**

**WHEREAS, Ms. DEBORAH WHEELER RETIRED IN MAY 2018 AFTER COMPLETING SIX AND ONE-HALF YEARS OF OUTSTANDING SERVICE, FORMERLY AS AN MSP AIDE AT COYOTE SPRINGS ELEMENTARY SCHOOL.**

**WHEREAS, MRS. KAREN LEVOSKY RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING SEVEN YEARS OF OUTSTANDING SERVICE, AS A TEACHER AT HUMBOLDT ELEMENTARY SCHOOL.**

**WHEREAS, MRS. SANDRA LEACH RETIRES IN JUNE 2019 AFTER COMPLETING NINE YEARS OF OUTSTANDING SERVICE, CURRENTLY AS A DISPATCHER IN THE TRANSPORTATION DEPARTMENT.**

**WHEREAS, MRS. PATRICE SPARKS RETIRED IN FEBRUARY 2019 AFTER COMPLETING TEN YEARS OF OUTSTANDING SERVICE, FORMERLY AS A SCHOOL NURSE AT GLASSFORD HILL MIDDLE SCHOOL.**

**WHEREAS, MR. RONALD FUSON RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING THIRTEEN YEARS OF OUTSTANDING SERVICE, CURRENTLY AS A TEACHER AT BRADSHAW MOUNTAIN HIGH SCHOOL.**

**WHEREAS, MR. WILLIAM DUNN RETIRED IN JUNE 2017 AFTER COMPLETING THIRTEEN YEARS OF OUTSTANDING SERVICE, FORMERLY AS A DRIVER AND PREVENTIVE MAINTENANCE TECHNICIAN IN THE FOOD SERVICES DEPARTMENT.**

**WHEREAS, MRS. LUANNE NIECE RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING NINETEEN YEARS OF OUTSTANDING SERVICE, AS A TEACHER AT COYOTE SPRINGS ELEMENTARY SCHOOL.**

**WHEREAS, MR. DAVID CAPKA RETIRED IN MAY 2018 AFTER COMPLETING NINETEEN YEARS OF OUTSTANDING SERVICE, FORMERLY AS A TEACHER AND CAREER & TECHNICAL EDUCATION (CTE) DIRECTOR AT BRADSHAW MOUNTAIN HIGH SCHOOL.**

**WHEREAS, MRS. JENISE JACKSON RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING NINETEEN YEARS OF OUTSTANDING SERVICE, AS A TEACHER AT COYOTE SPRINGS ELEMENTARY SCHOOL.**



WHEREAS, MRS. CLAUDIA STEWART RETIRED MARCH 2019 AFTER COMPLETING TWENTY-ONE YEARS OF OUTSTANDING SERVICE, FORMERLY AS AN ADMINISTRATIVE SECRETARY AT BRADSHAW MOUNTAIN HIGH SCHOOL.

WHEREAS, MRS. GAIL PEREIRA RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING TWENTY-TWO YEARS OF OUTSTANDING SERVICE, AS A TEACHER AT BRADSHAW MOUNTAIN MIDDLE SCHOOL.

WHEREAS, MRS. TAMMY GRAUBERGER RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING TWENTY-TWO YEARS OF OUTSTANDING SERVICE, AS A TEACHER AT HUMBOLDT ELEMENTARY SCHOOL.

WHEREAS, MRS. JANET MCGEARY RETIRES JUNE 2019 AFTER COMPLETING TWENTY-THREE YEARS OF OUTSTANDING SERVICE, CURRENTLY AS AN I.S. TECHNICIAN IN THE INFORMATION SERVICES DEPARTMENT.

WHEREAS, MRS. ANN CAREY RETIRES JUNE 2019 AFTER COMPLETING TWENTY-FIVE YEARS OF OUTSTANDING SERVICE, CURRENTLY AS THE LIBRARY COORDINATOR AT GLASSFORD HILL MIDDLE SCHOOL.

WHEREAS, MRS. JOANNE BINDELL RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING TWENTY-SIX YEARS OF OUTSTANDING SERVICE, CURRENTLY AS A TEACHER AT BRADSHAW MOUNTAIN MIDDLE SCHOOL.

WHEREAS, MR. GEORGE PONTE RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING TWENTY-SEVEN YEARS OF OUTSTANDING SERVICE, CURRENTLY AS A TEACHER AT BRADSHAW MOUNTAIN HIGH SCHOOL.

WHEREAS, MRS. NOVALENE KLOTZBACH RETIRES AT THE END OF THIS SCHOOL YEAR AFTER COMPLETING THIRTY-TWO YEARS OF OUTSTANDING SERVICE, AS A LIBRARY MEDIA SPECIALIST, AT MOUNTAIN VIEW ELEMENTARY SCHOOL.

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

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

**GOVERNING BOARD MEMBERS**

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

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 6 B
FROM:	Daniel Streeter, Superintendent	Reading
DATE:	May 14, 2019	Discuss X
SUBJECT:	2019 Yavapai County Education Foundation Teacher of the Year Awards	Action
		Consent
<hr/>		
OBJECTIVE:	Celebrating Successes	

### SUPPORTING DATA

From a field of 70 teacher nominees across Yavapai County narrowed down to 18, three teachers from Humboldt Unified School District were finalists in the 26<sup>th</sup> annual Yavapai County Teacher of the Year categories. Nominees were chosen by administrators and other school leaders and went through a rigorous application and interview process.

Award winners were announced Friday night, May 3, at an awards banquet hosted by Yavapai County Education Foundation at the Prescott Resort.

HUSD finalists and category winners (in bold print) include:

Grades K-8 Specialist Teacher:

Juana McDonald, Liberty Traditional School  
**Jessica Kissinger, Coyote Springs Elementary School**

Grades 6-8 Classroom Teacher:

**Katelyn Johnson, Glassford Hill Middle School**

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

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

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 6C

FROM: Jody Buckle, Director of Food and Nutrition Reading  
Pam Liuzzo, Nutritionist

DATE: May 14, 2019 Discuss X

SUBJECT: 2018 Golden Plate Winners Action

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OBJECTIVE: To Attract & Retain Highly Effective Employees

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### SUPPORTING DOCUMENTATION:

I am proud to announce that 5 of our schools received the 2018 Golden Plate Award.

Bradshaw Mountain Middle School (12 Years in a row) – Betty Long, Kitchen Manager  
2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007

Liberty Traditional School – Jeanne Hernandez, Kitchen Manager  
2018, 2016, 2015, 2014, 2012, 2011, 2010, 2007

Granville Elementary School – Jessica Nobre, Kitchen Manager  
2018, 2014, 2013, 2012, 2009, 2008, 2007

Humboldt Elementary School – Faith Cleaves, Kitchen Manager  
2018, 2017, 2016, 2015, 2012, 2011, 2010, 2008

Coyote Springs Elementary School – Patricia Burgess, Kitchen Manager  
2018, 2017, 2015, 2014

Only 175 golden plate awards were given this year in Yavapai County. For an establishment to receive this award they must meet 3 criteria:

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

Kudos to these managers and their teams.

Approved for transmittal to the Governing Board:

  
Daniel Streeter, Superintendent

Please direct questions to Jody Buckle, Director of Food and Nutrition, 928-759-5012 or Pam Liuzzo, Nutritionist 928-759-5014



# CONSENT

## Item 8A.

### Personnel Recommendations

**HUMBOLDT UNIFIED SCHOOL DISTRICT #22**  
**PERSONNEL DEPARTMENT**  
**Personnel Consent Agenda for Board Meeting on May 14, 2019**

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

Certified Staff

1. Davina Isenberg - Teacher Computer Science@ BMHS-W (5/24/2019)
2. Dustin Fechner - Teacher Physical Education @ BMHS-W (5/24/2019)
3. Gail Pereira - Teacher Science @ BMMS (5/24/2019 to return through ESI)
4. George Ponte - Teacher Social Studies @ BMHS-W (5/24/2019)
5. Heidi Owens - Teacher Grade 1 @ MVES (5/24/2019)
6. Jenise Jackson - Teacher Grade 4 @ CSES (5/24/2019)
7. Jessica Butcher - Teacher English @ BMHS-W (5/24/2019)
8. Joann Hayden - Teacher Resource @ SSO (5/24/2019)
9. Joanne Bindell - Teacher Resource @ BMMS (5/24/19 to return through ESI)
10. Jordan Cook - Teacher Physical Education @ LVES (5/24/2019)
11. Juana McDonald - Teacher ELD @ LTS (5/24/2019)
12. Justin Adair - Teacher @ LTS (5/24/2019)
13. Karrie Platt - Teacher Kindergarten @ GES (5/24/2019)
14. Lisa Busk - Teacher Grade 2 @ LVES (5/24/2019)
15. Luanne Niece - Teacher Grade 5 @ CSES (5/24/2019)
16. Mark Segarra - Teacher Resource @ GHMS (5/24/2019)

Classified Staff

1. Anthonette Garcia - Payroll Specialist (5/3/2019)
2. Cynthia Jimison - After School Program Aide (4/12/2019)
3. Dana Gehlen - Custodian @ LVES (3/25/2019)
4. Dawn Williams - Admin Secretary @ BMHS-W (5/10/2019)
5. Edward Lewis - Custodian @ HES (4/15/2019)
6. Iliana Mircheva-Dodova - Preschool Aide @ BFPS (5/24/2019)
7. Jackson Burton - Mod/Sev/Prof Aide @ BMHS-W (5/24/2019)
8. Jennifer McGill - Mod/Sev/Prof Aide @ MVES (5/24/2019)
9. Jordyne Duncan - Title 1 Aide @ GES (5/24/2019)
10. Kahlyn Porter - Mod/Sev/Prof Aide @ BMHS-W (5/24/2019)
11. Karl Howe - Bus Driver (4/17/2019)
12. Kyle Fulton - Mod/Sev/Prof Aide @ GES (5/3/2019)
13. Lorie Smith - F&N Assistant Manager (5/13/2019)
14. Marilyn Rivas-Tate - Mod/Sev/Pro Aide @ GES (5/24/2019)
15. Nancy Anderson - Preschool Aide @ BFPS (5/24/2019)
16. Paula Pierce - Mod/Sev/Pro Aide @ MVES (5/24/2019)
17. Sandra Berdu - Mod/Sev/Pro Aide @ GHMS (5/4/2019)
18. Shelly Bentz - Receptionist @ D.O. (5/1/2019)
19. Teresa Deady-Little - Title 1 Aide @ GES (4/5/2019)
20. Vondal Sandum - Title 1 Aide @ GES (5/24/2019)

Substitute + Staff

- |            |       |   |     |      |             |
|------------|-------|---|-----|------|-------------|
| 1. Michael | Hanig | - | Bus | Aide | (4/12/2019) |
|------------|-------|---|-----|------|-------------|



## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### PERSONNEL DEPARTMENT

#### Personnel Consent Agenda for Board Meeting on May 14, 2019

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

##### Certified Staff

1. Alexa Rae Stephens - Teacher Social Studies @ BMMS (replaces Eric Hall for 19-20)
2. Amy Ricca - Teacher Kindergarten @ HES (replaces Sheila Culhane for 19-20)
3. Andrea Strobel - Teacher Math @ BMHS-W (replaces Allison Smith for 19-20)
4. Audrey Truhe - Teacher Resource @ CSES (replaces Karen David for 19-20)
5. Cailyn Nash - Teacher Kindergarten @ HES (replaces Tammy Grauberger for 19-20)
6. Charles Johnston - Assistant Principal @ LTS (replaces Kimberly Yates for 19-20)
7. Clairinda Weatherwax - Assistant Principal @ BMHS-W (replaces Anthony Miller for 19-20)
8. Emily Torres - Teacher ELD @ LTS (replaces Juana McDonald for 19-20)
9. Erin Bueche - Teacher Grade 5 @ MVES (replaces Kendra Swenson for 19-20)
10. Jean Rodriguez - Teacher Extended Resource @ MVES (Courtney Krismer for 19-20)
11. Jocelyn Hawkins - Teacher Kindergarten @ GES (replaces Karrie Platt for 19-20)
12. Julie Weir - Teacher Math @ BMHS-W (replaces Jared Smith for 19-20)
13. Kevin Hutson - Teacher Grade 3 @ GES (replaces Mary Ticer for 19-20)
14. Lisa Frost - Teacher Grade 6 @ HES (replaces Karen Levosky for 19-20)
15. Lisa Groves - Teacher English @ BMHS-W (replaces Jessica Butcher for 19-20)
16. Mary Bruhn - Teacher Science @ BMHS-W (replaces Daniela Maldini for 19-20)
17. Miranda French - Teacher Resource @ HES (replaces Cathy Davis for 19-20)
18. Rhonda Thurlow-Hensler - Psychologist Intern (replaces Noelle Hutson for 19-20)
19. Sonya Spohn - Teacher Math @ BMHS-W (replaces Natali Sobczak for 19-20)
20. Stephani Roberts - Teacher Social Studies @ BMHS-W (replaces Ronald Fuson for 19-20)
21. Valerie Garcia - Teacher ELD @ LVES (replaces Lizbeth Merel for 19-20)

##### Classified Staff

1. Dennis Donnelly - 8 Hrs/Day - Custodian @ LVES (replaces Emery Dodd)
2. Desarae Martin - 7 Hrs/Day - Bus Driver (replaces Gary Sotelo)
3. Gene Apolar - 8 Hrs/Day - Custodian @ (.5) LVES & (.5) GHMS (replaces Dana Gehlen)
4. Heidi Scott - 2 Hrs/Day - After School Program Aide (replaces Cynthia Jimison)
5. Kate Johansen - 8 Hrs/Day - Admin Secretary @ GES (replaces Denise Woodward for 19-20)

##### Substitute + Staff

1. Dorothy Adams - AVID Tutor @BMHS-W (4/2/2019)
2. Myrian Nolasco - AVID Tutor @BMHS-W (4/11/2019)

#### **C. SUPPLEMENTAL CONTRACTS**

##### Overloads

1. NONE

##### Certified Stipends Specifically Listed on Board-approved 2018-2019 Stipend Schedule

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

1. Amy Van Winkle - Department Chair Art @ BMHS-W (for 19-20)
2. Charles Moller - Department Chair Physical Education @ BMHS-W (for 19-20)
3. Danielle Larson - Link Crew @ BMHS-W
4. David Capka - Department Chair CTE @ BMHS-W (for 19-20)
5. Denise Leveron - Department Chair English @ BMHS-W (for 19-20)
6. Gaylee Chilicky - Gardening Club Advisor @ LVES
7. Jared Smith - Link Crew @ BMHS-W
8. Karen Spencer - Elementary Track Coach @ HES

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### PERSONNEL DEPARTMENT

#### Personnel Consent Agenda for Board Meeting on May 14, 2019

9. Kellie Benware - Yearbook Advisor @ LVES
10. Kelly Van Kirk - Reading Club Advisor @ LVES
11. Kelly Van Kirk - Student Council Advisor @ LVES
12. Keri Deherrera - Department Chair Foreign Language @ BMHS-W (for 19-20)
13. Kristy Klein - Department Chair Counseling @ BMHS-W (for 19-20)
14. Linda Bennett - Department Chair Online School @ BMHS-W (for 19-20)
15. Lisa Busk - Rock and Mineral Club Advisor @ LVES
16. Michael Tannehill - Department Chair Social Studies @ BMHS-W (for 19-20)
17. Monique Apalategui - Elementary Track Coach @ LVES
18. Olga Moran - Cooking Advisor @ LVES
19. Sara Weathersby - Lego Club Advisor @ LVES
20. Shannon Gansz - Elementary Student Council Advisor @ MVES (for 19-20)
21. Tammy Davis - Elementary Track Coach @ LVES
22. Tiffany Church - Link Crew @ BMHS-W
23. Tiffany Church - Nat'l Honor Society Coordinator @ BMHS-W
24. Tracy Madler - Department Chair Science @ BMHS-W (for 19-20)
25. Valerie Young - Department Chair Math @ BMHS-W (for 19-20)
26. Valtie McKnight - Yearbook Advisor @ LVES

#### Other Stipends

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

1. Lindsey Buckle - Interact Club @ BMHS-W
2. Valerie Young - Mu Alpha Theta Coordinator @ BMHS-W

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

##### Certified

1. Allison McElwee - From Teacher Grade 4 @ MVES To Teacher Grade 3 @ MVES (replaces Denise Antonio for 19-20)
2. Courtney Krismer - From Teacher Extended Resource @ MVES To Teacher Grade 2 @ MVES (replaces Stephanie Debord for 19-20)
3. Denise Antonio - From Teacher Grade 3 @ MVES To Teacher Grade 4 @ MVES (replaces Allison McElwee)
4. Eric Hall - From Teacher Social Studies @ BMMS To Teacher Computer Science at BMHS-W (replaces Davina Isenberg for 19-20)
5. Ericka Dahm - From Teacher AVID @ GHMS To Teacher Language Arts @ GHMS (replaces Katelyn Johnson for 19-20)
6. Jared Friedrich - From Teacher Health @ GHMS To Teacher Language Arts @ GHMS (replaces Donte Edmundson for 19-20)
7. Joshua Schreiner - From Teacher Grade 5&6 Social Studies @ GES To Teacher Physical Education @ LTS (replaces Staci Morrell for 19-20)
8. Karen Davis - From Teacher Resource @ CSES To Teacher Extended Resource @ GES (replaces Rachel Pfeil for 19-20)
9. Karen Willis - From Teacher Resource @ MVES To Teacher Grade 1 @ MVES (replaces Heidi Owens for 19-20)
10. Laurie Schreffler - From Teacher Kindergarten @ MVES To Teacher Grade 1 @ MVES (position description is changing for 19-20 from Kindergarten to Grade 1)
11. Leone Brambila - From Teacher Gifted @ LTS To Teacher Grade 6 Social Studies @ LTS (replaces Donald Gagnon for 19-20)
12. Michele Mraz - From Teacher ELD & ELL @ MVES To Teacher Grade 6 @ MVES (replaces Heather Bates for 19-20)
13. Noelle Hutson - From Intern Psychologist @ SSO To Psychologist @ SSO (filled an open position)
14. Rachel Pfeil - From Teacher Extended Resource @ GES To Teacher Resource @ GES (replaces Christopher Boles for 19-20)



HUMBOLDT UNIFIED SCHOOL DISTRICT #22

*PERSONNEL DEPARTMENT*

Personnel Consent Agenda for Board Meeting on May 14, 2019

Classified

1. Emery Dodd - From 8 Hrs/Day Custodian @ LVES To 8 Hrs/Day Custodian @ HES (replaces Edward Lewis)
2. Kristy Betlan - From 7 Hrs/Day Resource Aide @ GES To Teacher Resource @ GHMS (replaces Jose Rosario for 19-20)
3. Stephanie Hawk Van Dyke - From 6.5 Hrs/Day Mod/Sev/Prof Aide @ MVES To 7 Hrs/Day Computer Lab Aide @ LVES (replaces Sara Weathersby for 19-20)

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

Certified

1. NONE

Classified

1. Lorrie Kolbe - From 8 Hrs/Day Preschool Aide to 6 Hrs/Day Preschool Aide @ BFPS (for 19-20)
2. Lorie Rasmussen - From 8 Hrs/Day Preschool Aide to 6 Hrs/Day Preschool Aide @ BFPS (for 19-20)
3. Paula Harrison - From 7 Hrs/Day Preschool Aide to 6 Hrs/Day Preschool Aide @ BFPS (for 19-20)
4. Sunni Hoskins - From 8 Hrs/Day Preschool Aide to 8 Hrs/Day Preschool Aide @ BFPS (for 19-20)

**F. Classified Staff - Volunteer Agreement Form For Stipends**

1. Denise Vaughn - CACFP Clerk @ Food Services
2. Jody Buckle - CACFP Director/Facilitator @ Food Services
3. Pamela Liuzzo - CACFP Menu Operations @ Food Services
4. Renita Taylor - CACFP Admin Secretary @ Food Services



# CONSENT

## Item 8B.

### Minutes

April 10, 2018

(audio minutes are available on the district website)

**HUMBOLDT UNIFIED SCHOOL DISTRICT #22**  
*A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes*

**Audio Minutes Table of Contents (with markers) – 04-09-2019**

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on April 9, 2019, at Bradshaw Mountain Middle School located at 12255 Turquoise Circle, Dewey, Arizona.

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

**AGENDA**

**6:30 PM REGULAR SESSION**

**Marker**

- |       |    |   |
|-------|----|---|
| 00:02 | 1. | <b>WELCOME AND CALL TO ORDER</b>  |
| 00:19 | 2. | <b>PLEDGE OF ALLEGIANCE/FLAG CEREMONY</b>   |
| 00:42 | 3. | <b>ROLL CALL</b>  |
| 00:56 | 4. | <b>AGENDA REVIEW/ACCEPT</b>   |
|       | 5. | <b>CURRENT EVENTS</b>   |
| 01:30 |    | A. Board  |
| 12:36 |    | B. Superintendent   |
|       | 6. | <b>CELEBRATING SUCCESSES</b>  |
| 16:57 |    | A. Hungry Kids Food Drive – Trophy Presentation – John Agan, Humboldt Education Foundation  |
| 23:51 |    | B. Humboldt Unified School District Spelling Bee Winner in the Yavapai County Spelling Bee – Tim Carter, Yavapai County School Superintendent   |
| 29:08 |    | C. HUSD VIPs – Jessica Bennett, Bradshaw Mountain Middle School Principal   |
|       |    | 1. Certified – Carissa Johnson  |
|       |    | 2. Classified – Johnny Chambless  |
|       |    | 3. Volunteer – Robert Walker  |
| 39:08 | 7. | <b>PUBLIC PARTICIPATION</b>   |
|       |    | 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.

**Marty Grossman, Prescott Valley Town Council – Acknowledgement re; Antelope Well project**

- 43:32 8. **CONSENT ITEMS**  
This section includes approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Upon the request of a Board member, a topic on the Consent Agenda may be removed from this segment of the meeting and discussed as a Regular Agenda item.

A. Personnel Recommendations

- B. Governing Board Meeting Minutes of March 5, 2019 (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 \$ 1,168,821.58
2. Approval of Payroll voucher(s) in the amount of \$ 4,093,595.81

D. Monthly Budget Report

E. Monthly Student Activities Report

F. Request for approval of the revised 2018-19 Stipend Schedule

- G. Request for approval of out-of-state travel for eligible Bradshaw Mountain High School DECA students and their chaperones to attend the International Conference to be held in Orlando, Florida, April 26 – May 1, 2019

H. Request to approve the revised 2019-2020 Sole Source Vendor Listing

I. Request for approval of Title I Summer School to be held June 3 – June 27, 2019

- J. Request for approval of the annual Retiree Re-employment Program and Client Service Contract with Educational Services, Inc. (ESI)

K. Gifts and donations

**ITEMS A-K PASSED UNANIMOUSLY**

- L. Request to approve Waiver of Conflict between Yavapai County Free Library District and HUSD – Procurement of Reference Materials

**ITEM L PASSED 4-0; COREY CHRISTIANS RECUSED HIMSELF**

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

- 46:57 A. School update from Bradshaw Mountain Middle School Principal, Jessica Bennett, to include:
- 2018-2019 Accomplishments
  - School focus areas for the 2018-2019 school year
  - BMMS launching points for 2019-2020 school year

- 01:04:18 B. 2018 Tax Credit Report – Cynthia Windham, Finance Director

- 01:05:56 C. Budget Update – Superintendent Dan Streeter

10. **ACTION**

- 01:33:00 A. Request for approval to renew an agreement with ASCEND (Autism Spectrum Center for Education and Neurological Development – a private day school) for special education students for fiscal year 2019-2020

**PASSED UNANIMOUSLY**

- 01:37:19 B. Discussion and possible action to approve 2019-2020 Certified, Psychologist, and Administrator contract language  
**PASSED UNANIMOUSLY**
- 01:38:56 C. Discussion and possible action to approve 2019-2020 Professional, Certified, Nurse, and Occupational Therapist/Physical Therapist salary schedules and contracts to be issued for staff members in these categories  
**PASSED UNANIMOUSLY**
- 01:42:34 D. Discussion and possible action to approve the Army JROTC program a BMHS for the 2019-2020 school year.  
**PASSED UNANIMOUSLY**
- 02:04:01 E. Discussion and possible action to amend the Yavapai Unified Employee Benefit Trust (YUEBT) Declaration of Trust Agreement.  
**PASSED UNANIMOUSLY**
- 02:04:01 F. Discussion and possible action to terminate HUSD's participation in the Yavapai Unified Employee Benefit Trust (YUEBT)  
**PASSED UNANIMOUSLY**
- 02:07:44 G. Discussion and possible action for HUSD to become a member of Kairos Health Arizona, Inc.  
**PASSED UNANIMOUSLY**
11. **PERSONNEL**
- 02:34:48 A. Discussion and possible action to approve the hiring of a new Assistant Principal of Operations and Resources / Athletic Director for Bradshaw Mountain High School for the 2019-20 fiscal year  
**PASSED UNANIMOUSLY**
- 02:36:41 B. Discussion and possible action to approve the hiring of a new Assistant Principal for Liberty Traditional School for the 2019-20 fiscal year  
**PASSED UNANIMOUSLY**
- 02:38:20 C. Discussion and possible action to approve the issuance of 2019-2020 certified contracts  
**PASSED UNANIMOUSLY**
- 02:39:27 D. Discussion and possible action to approve the issuance of 2019-2020 administrator and director contracts, and the 2019-2020 Administrative Salary Schedule  
**PASSED UNANIMOUSLY**
12. **ANNOUNCEMENTS**
- 02:40:56 A. Next Scheduled Board Meetings are:
- |              |           |                 |                           |
|--------------|-----------|-----------------|---------------------------|
| May 14, 2019 | 6:30 p.m. | Regular Meeting | @ Transportation Facility |
| June 4, 2019 | 6:30 p.m. | Regular Meeting | @ Transportation Facility |
| July 9, 2019 | 6:30 p.m. | Regular Meeting | @ Transportation Facility |

02:41:05 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).*



# CONSENT

## Item 8D.

### Monthly Budget Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8D  
FROM: Cynthia Windham  
Finance Director Reading  
DATE: May 14, 2019 Discuss  
SUBJECT: Monthly Budgets - Board Report Action

Consent X

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OBJECTIVE: Goal # Planning for Future Student Needs

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### SUPPORTING DATA:

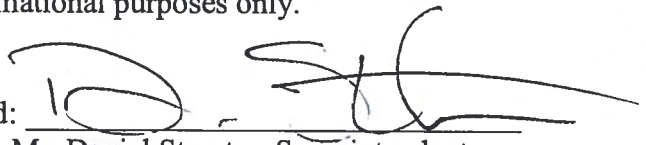
Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

### SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Cynthia Windham, Finance Director, (928)759-4027*



# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2018-2019

Account Number / Description

Expenditure Budget Balance Report							
Fiscal Year: 2018-2019		Summary Only		From Date: 7/1/2018	To Date: 8/30/2019		
Account Number / Description		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund: 001	MAINT & OPER FUNDS						
	Fund 001 Total:	\$34,325,076.06	\$25,358,209.16	\$25,358,209.16	\$8,966,866.90	\$7,164,525.41	\$1,802,341.49 5.25%
Fund: 011	CLASSROOM-BASE SAL						
	Fund 011 Total:	\$663,636.00	\$350,505.69	\$350,505.69	\$313,130.31	\$0.00	\$313,130.31 47.18%
Fund: 012	CLASSROOM-PERF PAY						
	Fund 012 Total:	\$1,492,082.99	\$0.00	\$0.00	\$1,492,082.99	\$0.00	\$1,492,082.99 100.00%
Fund: 013	CLASSROOM-OTHER						
	Fund 013 Total:	\$1,955,997.00	\$510,963.15	\$510,963.15	\$1,445,033.85	\$1,088.75	\$1,443,945.10 73.82%
Fund: 021	INDIAN GAMING-INSTRUCTION IMPROV						
	Fund 021 Total:	\$71,352.33	\$0.00	\$0.00	\$71,352.33	\$0.00	\$71,352.33 100.00%
Fund: 022	INDIAN GAMING-INSTRUCTIONAL IMPROV						
	Fund 022 Total:	\$271.00	\$0.00	\$0.00	\$271.00	\$0.00	\$271.00 100.00%
Fund: 024	INDIAN GAMING - INSTRUCTIONAL IMPROV						
	Fund 024 Total:	\$412,787.69	\$140,061.83	\$140,061.83	\$272,725.86	\$53,112.65	\$219,613.21 53.20%
Fund: 051	YAVAPAI CO. MATH & SCIENCE						
	Fund 051 Total:	\$387.72	\$387.72	\$387.72	\$0.00	\$0.00	\$0.00 0.00%
Fund: 052	CAROL M. WHITE GRANT- SPECIAL PROGRAM						
	Fund 052 Total:	\$1,316.41	\$1,316.41	\$1,316.41	\$0.00	\$0.00	\$0.00 0.00%
Fund: 053	YCESA - COMMON CORE						
	Fund 053 Total:	\$395.09	\$395.09	\$395.09	\$0.00	\$0.00	\$0.00 0.00%
Fund: 071	SEI - STRUCTURED ENGLISH IMMERSION						
	Fund 071 Total:	\$142,308.78	\$105,835.09	\$105,835.09	\$36,473.69	\$26,356.99	\$10,116.70 7.11%
Fund: 080	STUDENT SUCCESS FUNDING						

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2018-2019

☒ Summary Only

From Date: 7/1/2018

To Date: 8/30/2019

Account Number / Description

	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
<b>Fund 080 Total:</b>	\$59.28	\$59.28	\$59.28	\$0.00	\$0.00	\$0.00 0.00%
<b>Fund 110</b>						
TITLE 1 LEA						
<b>Fund 110 Total:</b>	\$1,779,006.91	\$998,992.51	\$998,992.51	\$780,014.40	\$257,242.10	\$522,772.30 29.39%
<b>Fund 111</b>						
TITLE 1 LEA						
<b>Fund 111 Total:</b>	\$10,877.92	\$10,877.92	\$10,877.92	\$0.00	\$0.00	\$0.00 0.00%
<b>Fund 112</b>						
TITLE 1-D NEGLECT/DELINQUENT(14/15)						
<b>Fund 112 Total:</b>	\$116,625.48	\$96,576.87	\$96,576.87	\$20,048.61	\$11,803.19	\$8,245.42 7.07%
<b>Fund 140</b>						
TITLE II-IMPROV TEACHER QUAL(14/15)						
<b>Fund 140 Total:</b>	\$377,106.24	\$100,150.55	\$100,150.55	\$276,955.69	\$16,772.27	\$260,183.42 68.99%
<b>Fund 162</b>						
TITLE IV-A STUDENT SUPPORT & ACADEMIC I						
<b>Fund 162 Total:</b>	\$29,999.99	\$0.00	\$0.00	\$29,999.99	\$17,617.75	\$12,382.24 41.27%
<b>Fund 190</b>						
TITLE III LEP PROGRAM						
<b>Fund 190 Total:</b>	\$28,540.00	\$18,724.02	\$18,724.02	\$9,815.98	\$2,999.75	\$6,816.23 23.88%
<b>Fund 195</b>						
TARGETED SUPPORT & IMPROVEMENT GRNT						
<b>Fund 195 Total:</b>	\$42,500.00	\$0.00	\$0.00	\$42,500.00	\$0.00	\$42,500.00 100.00%
<b>Fund 220</b>						
IDEA - BASIC - ENT						
<b>Fund 220 Total:</b>	\$1,330,175.80	\$755,704.49	\$755,704.49	\$574,471.31	\$242,769.13	\$331,702.18 24.94%
<b>Fund 221</b>						
IDEA - PRESCHOOL GRANT						
<b>Fund 221 Total:</b>	\$38,915.43	\$17,506.43	\$17,506.43	\$21,409.00	\$3,915.85	\$17,493.15 44.95%
<b>Fund 260</b>						
CTE BASIC GRANT						
<b>Fund 260 Total:</b>	\$39,175.51	\$39,175.16	\$39,175.16	\$0.35	\$0.00	\$0.35 0.00%
<b>Fund 261</b>						
CTE BASIC GRANT						
<b>Fund 261 Total:</b>	\$127,006.83	\$19,433.35	\$19,433.35	\$107,573.48	\$9,786.15	\$97,787.33

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2018-2019

Account Number / Description

Fund:	Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	To Date: 8/30/2019	
							Budget Balance	% Remaining Bud
								76.99%
Fund:	290	MEDICAID OUTREACH						
		Fund 290 Total:	\$66,345.20	\$36,880.98	\$29,464.22	\$17,091.15	\$12,373.07	18.65%
Fund:	291	MEDICAID DIRECT						
		Fund 291 Total:	\$1,651,681.49	\$551,439.80	\$1,100,241.69	\$135,203.14	\$965,038.55	58.43%
Fund:	318	YOUTH COUNT						
		Fund 318 Total:	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
Fund:	345	READING FIRST						
		Fund 345 Total:	\$162.00	\$0.00	\$162.00	\$0.00	\$162.00	100.00%
Fund:	349	NAT'L FOREST FEES						
		Fund 349 Total:	\$1,352,879.60	\$197,786.91	\$1,155,092.69	\$18,627.53	\$1,136,465.16	84.00%
Fund:	353	TAYLOR GRAZING						
		Fund 353 Total:	\$116,925.61	\$17,794.69	\$99,130.92	\$5,298.46	\$93,832.46	80.25%
Fund:	354	LEADERS FOR SCHOOL WELLNESS SUBGRAI						
		Fund 354 Total:	\$55,750.00	\$43,277.45	\$12,472.55	\$12,651.77	(\$179.22)	-0.32%
Fund:	374	E-RATE						
		Fund 374 Total:	\$115,196.35	\$0.00	\$115,196.35	\$0.00	\$115,196.35	100.00%
Fund:	400	CTE PRIORITY PROGRAM						
		Fund 400 Total:	\$43,752.16	\$21,252.78	\$22,499.38	\$3,583.24	\$18,916.14	43.23%
Fund:	435	ACADEMIC CONTESTS						
		Fund 435 Total:	\$1,125.00	\$0.00	\$1,125.00	\$0.00	\$1,125.00	100.00%
Fund:	450	GIFTED						
		Fund 450 Total:	\$4,310.89	\$0.00	\$4,310.89	\$0.00	\$4,310.89	100.00%

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2018-2019

Account Number / Description	Summary Only		From Date: 7/1/2018		To Date: 8/30/2019	
	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
<b>Fund: 456</b>	COLLEGE CREDIT BY EXAMINATION INCENTIV					
	<b>Fund 456 Total:</b>					
	\$18,161.05	\$0.00	\$0.00	\$18,161.05	\$15,075.00	\$3,086.05 16.99%
<b>Fund: 457</b>	RESULTS - BASED FUNDING					
	<b>Fund 457 Total:</b>					
	\$376,116.74	\$225,293.75	\$225,293.75	\$150,822.99	\$35,614.30	\$115,208.69 30.63%
<b>Fund: 485</b>	WRP					
	<b>Fund 485 Total:</b>					
	\$166,430.96	\$128,576.34	\$128,576.34	\$37,854.62	\$33,569.32	\$4,285.30 2.57%
<b>Fund: 486</b>	ABSTINENCE ED					
	<b>Fund 486 Total:</b>					
	\$0.01	\$0.01	\$0.01	\$0.00	\$0.00	\$0.00 0.00%
<b>Fund: 490</b>	COMP LIT GRANT					
	<b>Fund 490 Total:</b>					
	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00 100.00%
<b>Fund: 495</b>	K-12 Center Grant					
	<b>Fund 495 Total:</b>					
	\$200.53	\$200.53	\$200.53	\$0.00	\$0.00	\$0.00 0.00%
<b>Fund: 499</b>	RURAL ASSISTANCE					
	<b>Fund 499 Total:</b>					
	\$61,560.26	\$0.00	\$0.00	\$61,560.26	\$0.00	\$61,560.26 100.00%
<b>Fund: 500</b>	SCH PLANT- > 1 YR					
	<b>Fund 500 Total:</b>					
	\$210,410.54	\$109,352.39	\$109,352.39	\$101,058.15	\$18,986.85	\$82,071.30 39.01%
<b>Fund: 510</b>	FOOD SERVICE					
	<b>Fund 510 Total:</b>					
	\$3,152,456.80	\$2,074,349.53	\$2,074,349.53	\$1,078,107.27	\$733,270.74	\$344,836.53 10.94%
<b>Fund: 515</b>	CIVIC CENTER					
	<b>Fund 515 Total:</b>					
	\$187,649.33	\$60,550.61	\$60,550.61	\$127,098.72	\$7,040.39	\$120,058.33 63.98%
<b>Fund: 517</b>	BUS RENTAL					
	<b>Fund 517 Total:</b>					
	\$394,014.14	\$0.00	\$0.00	\$394,014.14	\$0.00	\$394,014.14 100.00%
<b>Fund: 520</b>	COMMUNITY SCHOOL					

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2018-2019

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2018	To Date: 8/30/2019		
		Budget	Range To Date	YTD	Balance	Budget Balance Encumbrance % Remaining Bud
<b>Fund 520 Total:</b>		\$3,100.00	\$0.00	\$0.00	\$3,100.00	\$0.00 \$3,100.00 100.00%
<b>Fund:</b> 521	EXTENDED KINDERGARTEN					
<b>Fund 521 Total:</b>		\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00 \$3,500.00 100.00%
<b>Fund:</b> 522	BEFORE/AFTER SCHOOL PROGRAM					
<b>Fund 522 Total:</b>		\$180,214.75	\$59,633.78	\$59,633.78	\$120,580.97	\$7,813.00 \$112,767.97 62.57%
<b>Fund:</b> 523	BRIGHT FUTURES PRESCHOOL					
<b>Fund 523 Total:</b>		\$186,210.67	\$114,863.13	\$114,863.13	\$71,347.54	\$19,181.67 \$52,165.87 28.01%
<b>Fund:</b> 525	AUX OPERATIONS					
<b>Fund 525 Total:</b>		\$762,044.56	\$282,620.68	\$282,620.68	\$479,423.88	\$68,846.14 \$410,577.74 53.88%
<b>Fund:</b> 526	ACT FEES TAX CRED					
<b>Fund 526 Total:</b>		\$810,514.87	\$191,909.08	\$191,909.08	\$618,605.79	\$61,037.40 \$557,568.39 68.79%
<b>Fund:</b> 527	SUMMER SCHOOL					
<b>Fund 527 Total:</b>		\$1,125.00	\$0.00	\$0.00	\$1,125.00	\$0.00 \$1,125.00 100.00%
<b>Fund:</b> 530	GIFTS & DONATIONS					
<b>Fund 530 Total:</b>		\$205,220.30	\$75,824.43	\$75,824.43	\$129,395.87	\$14,463.72 \$114,932.15 56.00%
<b>Fund:</b> 540	FINGERPRINT					
<b>Fund 540 Total:</b>		\$2,297.68	\$0.00	\$0.00	\$2,297.68	\$0.00 \$2,297.68 100.00%
<b>Fund:</b> 550	INSURANCE PROCEEDS					
<b>Fund 550 Total:</b>		\$328,408.03	\$15,737.85	\$15,737.85	\$312,670.18	\$1,065.65 \$311,604.53 94.88%
<b>Fund:</b> 551	INSURANCE - AEI					
<b>Fund 551 Total:</b>		\$50,343.74	\$2,765.83	\$2,765.83	\$47,577.91	\$1,880.07 \$45,697.84 90.77%
<b>Fund:</b> 555	TEXTBOOKS					
<b>Fund 555 Total:</b>		\$21,153.89	\$0.00	\$0.00	\$21,153.89	\$0.00 \$21,153.89 100.00%



# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2018-2019

☒ Summary Only

To Date: 8/30/2019

From Date: 7/1/2018

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
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Fund: 565	LITIGATION RECOVERY						100.00%
	Fund 565 Total:	\$25,807.76	\$0.00	\$25,807.76	\$0.00	\$25,807.76	100.00%
Fund: 570	INDIRECT COSTS						
	Fund 570 Total:	\$1,891,478.97	\$306,501.89	\$1,584,977.08	\$93,896.79	\$1,491,080.29	78.83%
Fund: 575	UNEMPLOYMENT INSURANCE						
	Fund 575 Total:	\$107,248.00	\$0.00	\$107,248.00	\$0.00	\$107,248.00	100.00%
Fund: 590	GRANT/GIFT TEACHER						
	Fund 590 Total:	\$21,630.10	\$0.00	\$21,630.10	\$0.00	\$21,630.10	100.00%
Fund: 595	SCHOOL BUS ADVERTISEMENT						
	Fund 595 Total:	\$5,726.00	\$0.00	\$5,726.00	\$0.00	\$5,726.00	100.00%
Fund: 596	JTED - MTN. INSTITUTE						
	Fund 596 Total:	\$545,680.00	\$108,491.61	\$437,188.39	\$38,464.88	\$398,723.51	73.07%
Fund: 610	CAPITAL OUTLAY						
	Fund 610 Total:	\$4,039,437.21	\$1,176,550.84	\$2,862,886.37	\$63,015.14	\$2,799,871.23	69.31%
Fund: 630	BOND BUILDING						
	Fund 630 Total:	\$514,583.18	\$39,940.00	\$474,643.18	\$30,058.54	\$444,584.64	86.40%
Fund: 650	GIFTS & DONATIONS						
	Fund 650 Total:	\$36,448.00	\$0.00	\$36,448.00	\$0.00	\$36,448.00	100.00%
Fund: 665	ENERGY REBATES						
	Fund 665 Total:	\$648,281.98	\$0.00	\$648,281.98	\$0.00	\$648,281.98	100.00%
Fund: 691	BUILDING RENEWAL GRANT - SFB						
	Fund 691 Total:	\$243,554.21	\$1,500.00	\$242,054.21	\$207,985.00	\$34,069.21	13.99%

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2018-2019

Account Number / Description

Fund:	850	STUDENT ACTIVITIES	Budget	Range To Date	YTD	Balance	Encumbrance	8/30/2019	
								Budget Balance	% Remaining Bud
		<b>Fund 850 Total:</b>	\$103,713.90	\$42,154.90	\$42,154.90	\$61,559.00	\$8,368.19	\$53,190.81	51.29%
		<b>Fund 855 Total:</b>	\$6,338,259.56	\$4,334,135.83	\$4,334,135.83	\$2,004,123.73	\$13,547.12	\$1,990,576.61	31.41%
		<b>Grand Total:</b>	\$68,040,311.48	\$38,744,260.34	\$38,744,260.34	\$29,296,051.14	\$9,473,625.19	\$19,822,425.95	29.13%

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:	May 14, 2019	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs	

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### SUPPORTING DATA:


Attached is the monthly 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: 2018-2019

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 7/1/2018

To Date: 9/30/2019

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$6,921.12	\$0.00	\$0.00	\$6,921.12	\$0.00	\$6,921.12	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$308.69	\$308.69	(\$308.69)	\$703.88	(\$1,012.57)	0.00%
850.610.1000.6810.110.1319	DUES AND FEES	\$0.00	\$1,046.37	\$1,046.37	(\$1,046.37)	\$0.00	(\$1,046.37)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$6,921.12	\$1,355.06	\$1,355.06	\$5,566.06	\$703.88	\$4,862.18	70.25%
	UNIT: LVES - 110	\$6,921.12	\$1,355.06	\$1,355.06	\$5,566.06	\$703.88	\$4,862.18	70.25%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$3,632.99	\$0.00	\$0.00	\$3,632.99	\$0.00	\$3,632.99	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$1,526.19	\$1,526.19	(\$1,526.19)	\$73.24	(\$1,599.43)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,632.99	\$1,526.19	\$1,526.19	\$2,106.80	\$73.24	\$2,033.56	55.97%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$2,733.72	\$0.00	\$0.00	\$2,733.72	\$0.00	\$2,733.72	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$952.11	\$952.11	(\$952.11)	\$47.89	(\$1,000.00)	0.00%
850.610.1000.6810.120.1362	DUES AND FEES	\$0.00	\$385.00	\$385.00	(\$385.00)	\$0.00	(\$385.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,733.72	\$1,337.11	\$1,337.11	\$1,396.61	\$47.89	\$1,348.72	49.34%
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	COURSE: SCIENCE - 1385	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	UNIT: BMMS - 120	\$6,743.00	\$2,863.30	\$2,863.30	\$3,879.70	\$121.13	\$3,758.57	55.74%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$12,621.48	\$0.00	\$0.00	\$12,621.48	\$0.00	\$12,621.48	100.00%
850.100.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$2,109.60	\$2,109.60	(\$2,109.60)	\$90.40	(\$2,200.00)	0.00%
850.610.1000.6810.125.1319	DUES AND FEES	\$0.00	\$240.30	\$240.30	(\$240.30)	\$0.00	(\$240.30)	0.00%
850.610.1000.6890.125.1319	MISC EXPENDITURES	\$0.00	\$4,171.00	\$4,171.00	(\$4,171.00)	\$0.00	(\$4,171.00)	0.00%
850.610.2790.6519.125.1319	TRANSP - PRIVATE	\$0.00	\$3,900.00	\$3,900.00	(\$3,900.00)	\$0.00	(\$3,900.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$12,621.48	\$10,420.90	\$10,420.90	\$2,200.58	\$290.40	\$1,910.18	15.13%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$964.26	\$0.00	\$0.00	\$964.26	\$0.00	\$964.26	100.00%
850.610.1000.6610.125.1362	GENERAL SUPPLIES	\$0.00	\$156.50	\$156.50	(\$156.50)	\$75.00	(\$231.50)	0.00%
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	\$964.26	\$541.50	\$541.50	\$422.76	\$75.00	\$347.76	36.06%
	UNIT: GHMS - 125	\$13,585.74	\$10,962.40	\$10,962.40	\$2,623.34	\$365.40	\$2,257.94	16.62%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$4,745.73	\$0.00	\$0.00	\$4,745.73	\$0.00	\$4,745.73	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$4,745.73	\$0.00	\$0.00	\$4,745.73	\$0.00	\$4,745.73	100.00%
	UNIT: HES - 131	\$4,745.73	\$0.00	\$0.00	\$4,745.73	\$0.00	\$4,745.73	100.00%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,906.52	\$0.00	\$0.00	\$2,906.52	\$0.00	\$2,906.52	100.00%
850.100.1000.6610.132.1319	GENERAL SUPPLIES	\$0.00	\$32.75	\$32.75	(\$32.75)	\$42.25	(\$75.00)	0.00%
850.610.1000.6890.132.1319	MISC EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$2,906.52	\$32.75	\$32.75	\$2,873.77	\$1,042.25	\$1,831.52	63.01%
	UNIT: MVES - 132	\$2,906.52	\$32.75	\$32.75	\$2,873.77	\$1,042.25	\$1,831.52	63.01%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$1,565.08	\$0.00	\$0.00	\$1,565.08	\$0.00	\$1,565.08	100.00%
850.100.1000.6610.133.1319	GENERAL SUPPLIES	\$0.00	\$110.33	\$110.33	(\$110.33)	\$74.46	(\$184.79)	0.00%
850.610.1000.6610.133.1319	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$6.83	(\$6.83)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,565.08	\$110.33	\$110.33	\$1,454.75	\$81.29	\$1,373.46	87.76%



# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2018-2019

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

From Date: 7/1/2018 To Date: 9/30/2019

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
UNIT: CSES - 133								
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$1,565.08	\$110.33	\$110.33	\$1,454.75	\$81.29	\$1,373.46	87.76%
850.100.1000.6000.134.1319	GENERAL SUPPLIES	\$3,121.34	\$0.00	\$0.00	\$3,121.34	\$0.00	\$3,121.34	100.00%
850.100.1000.6000.134.1319	GENERAL SUPPLIES	\$0.00	\$259.17	\$259.17	(\$259.17)	\$0.00	(\$259.17)	0.00%
850.610.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$302.03	\$302.03	(\$302.03)	\$186.97	(\$489.00)	0.00%
850.610.2190.6442.134.1319	EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	(\$1.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,121.34	\$561.20	\$561.20	\$2,560.14	\$187.97	\$2,372.17	76.00%
UNIT: LTS - 134								
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								
850.100.1000.6000.230.1311	GENERIC EXPENSE	\$1,365.47	\$0.00	\$0.00	\$1,365.47	\$0.00	\$1,365.47	100.00%
850.610.1000.6610.230.1311	GENERAL SUPPLIES	\$0.00	\$986.33	\$986.33	(\$986.33)	\$224.52	(\$1,210.85)	0.00%
850.610.1000.6810.230.1311	DUES AND FEES	\$0.00	\$115.62	\$115.62	(\$115.62)	\$0.00	(\$115.62)	0.00%
	COURSE: HOSA/SPORTS MEDICINE - 1311	\$1,365.47	\$1,101.95	\$1,101.95	\$263.52	\$224.52	\$39.00	2.86%
UNIT: HOSA/NURSING - 1316								
850.000.0000.1702.230.1316	RETURNED DEPOSITED CHECK (1700	\$0.00	\$40.00	\$40.00	(\$40.00)	\$0.00	(\$40.00)	0.00%
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$6,327.51	\$0.00	\$0.00	\$6,327.51	\$0.00	\$6,327.51	100.00%
850.100.1000.6810.230.1316	DUES AND FEES	\$0.00	\$12.00	\$12.00	(\$12.00)	\$0.00	(\$12.00)	0.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$564.55	\$564.55	(\$564.55)	\$300.00	(\$864.55)	0.00%
850.610.1000.6810.230.1316	DUES AND FEES	\$0.00	\$880.00	\$880.00	(\$880.00)	\$0.00	(\$880.00)	0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$1,596.00	\$1,596.00	(\$1,596.00)	\$650.00	(\$2,246.00)	0.00%
	COURSE: HOSA/NURSING - 1316	\$6,327.51	\$3,092.55	\$3,092.55	\$3,234.96	\$950.00	\$2,284.96	36.11%
UNIT: HOSA/NURSING - 1316								
850.000.0000.1701.230.1319	REFUND	\$0.00	\$130.00	\$130.00	(\$130.00)	\$0.00	(\$130.00)	0.00%
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$24,274.64	\$0.00	\$0.00	\$24,274.64	\$0.00	\$24,274.64	100.00%
850.100.2660.6164.230.1319	CLASSIFIED - OVER CONTRACT HRS	\$0.00	\$28.75	\$28.75	(\$28.75)	\$0.00	(\$28.75)	0.00%
850.100.2660.6221.230.1319	SOC SEC - OASDI	\$0.00	\$1.78	\$1.78	(\$1.78)	\$0.00	(\$1.78)	0.00%
850.100.2660.6222.230.1319	MEDICARE-HOSP INS	\$0.00	\$0.42	\$0.42	(\$0.42)	\$0.00	(\$0.42)	0.00%
850.100.2660.6231.230.1319	STATE RETIREMENT	\$0.00	\$3.35	\$3.35	(\$3.35)	\$0.00	(\$3.35)	0.00%
850.100.2660.6232.230.1319	LNG-TRM DISABILITY	\$0.00	\$0.04	\$0.04	(\$0.04)	\$0.00	(\$0.04)	0.00%
850.100.2660.6260.230.1319	WORKERS' COMP	\$0.00	\$1.09	\$1.09	(\$1.09)	\$0.00	(\$1.09)	0.00%
850.400.2710.6510.230.1319	STUDENT TRANS SVS	\$0.00	\$412.02	\$412.02	(\$412.02)	\$0.00	(\$412.02)	0.00%
850.610.1000.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$3,433.44	\$3,433.44	(\$3,433.44)	\$639.51	(\$4,072.95)	0.00%
850.610.1000.6810.230.1319	DUES AND FEES	\$0.00	\$190.00	\$190.00	(\$190.00)	\$0.00	(\$190.00)	0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$5,387.34	\$5,387.34	(\$5,387.34)	\$0.00	(\$5,387.34)	0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$336.00	\$336.00	(\$336.00)	\$0.00	(\$336.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$24,274.64	\$9,924.23	\$9,924.23	\$14,350.41	\$639.51	\$13,710.90	56.48%
UNIT: UPWARD BOUND WARRIORS - 1320								
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
UNIT: MU ALPHA THETA - 1361								
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$9,399.41	\$0.00	\$0.00	\$9,399.41	\$0.00	\$9,399.41	100.00%
850.400.2710.6510.230.1361	STUDENT TRANS SVS	\$0.00	\$197.07	\$197.07	(\$197.07)	\$0.00	(\$197.07)	0.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	\$0.00	\$4,035.06	\$4,035.06	(\$4,035.06)	\$230.74	(\$4,265.80)	0.00%
	COURSE: MU ALPHA THETA - 1361	\$9,399.41	\$4,232.13	\$4,232.13	\$5,167.28	\$230.74	\$4,936.54	52.52%

# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2018-2019

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2018 To Date: 9/30/2019

☐ 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	\$2,451.80	\$0.00	\$0.00	\$2,451.80	\$0.00	\$2,451.80	100.00%
850.610.1000.6610.230.1362	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$319.48	(\$319.48)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,451.80	\$0.00	\$0.00	\$2,451.80	\$319.48	\$2,132.32	86.97%
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	\$2,840.38	\$0.00	\$0.00	\$2,840.38	\$0.00	\$2,840.38	100.00%
850.610.1000.6610.230.1364	GENERAL SUPPLIES	\$0.00	\$1,374.95	\$1,374.95	(\$1,374.95)	\$0.00	(\$1,374.95)	0.00%
	COURSE: AVID - 1364	\$2,840.38	\$1,374.95	\$1,374.95	\$1,465.43	\$0.00	\$1,465.43	51.59%
850.000.0000.1701.230.1368	REFUND	\$0.00	\$45.00	\$45.00	(\$45.00)	\$0.00	(\$45.00)	0.00%
850.100.1000.6000.230.1368	GENERIC EXPENSE	\$3,568.79	\$0.00	\$0.00	\$3,568.79	\$0.00	\$3,568.79	100.00%
850.610.1000.6610.230.1368	GENERAL SUPPLIES	\$0.00	\$713.79	\$713.79	(\$713.79)	\$500.00	(\$1,213.79)	0.00%
850.610.1000.6890.230.1368	MISC EXPENDITURES	\$0.00	\$2,250.00	\$2,250.00	(\$2,250.00)	\$0.00	(\$2,250.00)	0.00%
	COURSE: DECA - 1368	\$3,568.79	\$3,008.79	\$3,008.79	\$560.00	\$500.00	\$60.00	1.68%
850.100.1000.6000.230.1375	GENERIC EXPENSE	\$6,063.07	\$0.00	\$0.00	\$6,063.07	\$0.00	\$6,063.07	100.00%
850.400.2710.6510.230.1375	STUDENT TRANS SVS	\$0.00	\$817.62	\$817.62	(\$817.62)	\$106.88	(\$924.50)	0.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES	\$0.00	\$53.86	\$53.86	(\$53.86)	\$598.75	(\$652.61)	0.00%
850.610.1000.6890.230.1375	MISC EXPENDITURES	\$0.00	\$327.50	\$327.50	(\$327.50)	\$0.00	(\$327.50)	0.00%
850.610.2190.6340.230.1375	TECHNICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
	COURSE: INTERACT - 1375	\$6,063.07	\$1,198.98	\$1,198.98	\$4,864.09	\$805.63	\$4,058.46	66.94%
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	\$642.01	\$0.00	\$0.00	\$642.01	\$0.00	\$642.01	100.00%
850.610.1000.6610.230.1383	GENERAL SUPPLIES	\$0.00	\$320.27	\$320.27	(\$320.27)	\$9.73	(\$330.00)	0.00%
850.610.1000.6810.230.1383	DUES AND FEES	\$0.00	\$70.00	\$70.00	(\$70.00)	\$0.00	(\$70.00)	0.00%
	COURSE: NATIONAL ART HONOR SOCIETY - 1383	\$642.01	\$390.27	\$390.27	\$251.74	\$9.73	\$242.01	37.70%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$180.97	\$0.00	\$0.00	\$180.97	\$0.00	\$180.97	100.00%
	COURSE: SKILLS USA COMMUNICATION MEDIA - 1398	\$180.97	\$0.00	\$0.00	\$180.97	\$0.00	\$180.97	100.00%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$4,708.97	\$0.00	\$0.00	\$4,708.97	\$0.00	\$4,708.97	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$2,161.01	\$2,161.01	(\$2,161.01)	\$538.99	(\$2,700.00)	0.00%
	COURSE: P.A.L.S. - 1403	\$4,708.97	\$2,161.01	\$2,161.01	\$2,547.96	\$538.99	\$2,008.97	42.66%
850.100.1000.6000.230.1405	GENERIC EXPENSE	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
	COURSE: BASEBALL - 1405	\$20.11	\$0.00	\$0.00	\$20.11	\$0.00	\$20.11	100.00%
850.100.1000.6000.230.1432	GENERIC EXPENSE	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
	COURSE: GIRLS BASKETBALL - 1432	\$215.67	\$0.00	\$0.00	\$215.67	\$0.00	\$215.67	100.00%
850.100.1000.6000.230.1469	GENERIC EXPENSE	\$60.69	\$0.00	\$0.00	\$60.69	\$0.00	\$60.69	100.00%
	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	\$62,542.12	\$26,484.86	\$26,484.86	\$36,057.26	\$4,218.60	\$31,838.66	50.91%



# Humboldt Unified School District No. 22

## 850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2018-2019

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2018 To Date: 9/30/2019

☐ Exclude Inactive Accounts with zero balance

Account Number

Description

GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
\$102,730.57	\$42,369.90	\$42,369.90	\$60,360.67	\$6,720.52	\$53,640.15 52.21%

Grand Total:

End of Report

# CONSENT

## Item 8F.

Out of State Travel  
BMHS – HOSA to Orlando, FL

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8F  
FROM: Nancy Vallely Reading  
DATE: May 14, 2019 Discuss  
SUBJECT: HOSA (Future Health Professionals) Field Trip to Action  
Orlando, FL for HOSA National Leadership  
Conference (Overnight/Out of State Travel) Consent X

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

SUPPORTING DATA: Bradshaw Mountain High School is requesting overnight/out of state travel to Orlando, FL for a field trip for HOSA students. These students will have the opportunity to participate in leadership activities and competitions in which to further their educational experience. This trip takes place June 18-23, 2019.

The break down of costs for this trip are as follows:

Item	Qty	Total
Hotel (bed, state & local tax)	2 student rooms	\$2,005.20
\$1,002.6/rm for 5 nights	6 students	\$3,030.00
Airline Tickets \$505 (Estimate) round trip		\$
Shuttle provided by hotel		
*Registration Fee	\$105.00 per student (6)	\$ 630.00
Meals/Travel/Room/Registration	1 Advisor 1 Chaperone	
Advisor/Chaperone	Registration for 2	\$ 210.00
	Meals/reimbursements	\$ 796.33
	Hotel 1 room	\$1,002.60
	Airfare 2 round trip	\$1,010.00
	Terra Travel Fee	\$ 350.00
	Total (estimate)	\$9,034.13

***Trip will be paid for through CTE grant and/or Mountain Institute (CTED). No cost to HUSD. \*Student registration Fees and meals will be paid for by students.***

### SUMMARY & RECOMMENDATION:

It is the recommendation of administration that that the Governing Board approve overnight travel for Nancy Vallely, HOSA Advisor at Bradshaw Mountain High School, 1 additional chaperone, and approximately 6 students on June 18-23, 2019 in Orlando, FL.

### Sample Motion:

*I move to approve out-of-state overnight travel for eligible Bradshaw Mountain High School HOSA students and their advisor/chaperones to attend the National Leadership Conference, being held in Orlando Florida, June 18-23, 2019.*

Approved for transmittal to the Governing Board:

  
Daniel Streeter, Superintendent

*Questions should be directed to: Nancy Vallely, BMHS (928) 759-4172*



**REQUEST FOR BOARD AGENDA ITEM**

Requested Meeting Date: March

Person / Organization Submitting Request: Nancy Vallely, BMHS HOSA Advisor

Date Submitted: April 8, 2019

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

**Student / Staff Recognition:** \_\_\_\_\_**Report:** \_\_\_\_\_**Consent Items:** \_\_\_\_\_**Discussion Items:** Out of State overnight travel to Orlando, Florida for BMHS HOSA to attend the 2019 HOSA International Leadership Conference**Action Items:** Out of State overnight travel to Orlando, Florida. For BMHS HOSA to attend the 2019 HOSA International Leadership Conference*Include all supporting materials when submitting to building administrator*

Materials include:

- ☒ Information about the project, position, etc.
- ☒ Justification for the request and/or academic standard that will be met
- ☒ Financial costs and funding source
- ☒ Number of students if applicable
- ☐ Approval by legal council if applicable

Administrative Approval: K. A. Moore Date: 4-8-19Education Services Administrative Approval: M. C. H. Date: 4/25/19Finance Administrative Approval: K. Schreiner Date: 04-24-19☒ Accepted for placement on agenda for: 5-14-19☐ Denied \_\_\_\_\_Superintendent's Office: [Signature] 4-25-19

## **REQUEST TO BOARD FOR STUDENT OUT-OF-STATE OR OVERNIGHT TRAVEL**

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

**Organization taking Field Trip:** **HOSA: Future Health Professionals**

---

**Date of field Trip:** **Tues. June 18 – Sun. June 23, 2019**

---

**High School:** **Bradshaw Mountain/MICTED**

---

**Place of field Trip:** **Orlando, FL**

---

**Approximately how many students:** **6**

**Where you are staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised?** All participating students are required to stay at Disney's Coronado Springs Resort, 1000 W Buena Vista Dr., Lake Buena Vista, and FL. 32830. (407) 939-1000. There is 24 hour security at the hotel. Estimated airfare costs are \$ 505.00 per ticket. Estimated total hotel cost is \$ 3,007.80. We will need 3 rooms (2 for students, 4 to a room, and 1 for advisor/chaperones).

**How is the trip being funded?** The trip will be paid by through a CTE grant and/or CTED (Mountain Institute) funding. All expenses will be covered with CTE grant monies, except student registration fees. There is no cost to HUSD. Students must pay their registration fees (\$105 per student).

**What is the cost for the trip (lodging/registration/transportation, etc)?** The estimated total cost of this trip (hotel, transportation, conference registration) is \$9,034.13.

**What is the cost for each student?** Students are responsible for the cost of meals and the Conference Registration fee (\$105 per student).

**Chaperones (student/adult ratio):** 1 adult per 10 students minimum (This is a HOSA requirement). We will have 2 adult chaperones for this trip and 6 students. If the number of students attending changes, we will adjust chaperones as needed.

**What determines the student's eligibility for attending?** Students who will be attending this conference are members in good standing in HOSA and have qualified through online state testing (locally Jan. 14-25, 2019) as the top scorers in the state of Arizona. Those students went on to compete at the AZ State level (April 22 through April 24, 2019) and finished in the top 3 in their category in Arizona. In addition, students must also have passing grades in all classes in order to travel with HOSA.

**How does the trip benefit the students and the teacher? What state standard is met with this activity?** HOSA is a national student organization endorsed by the Arizona Department of Education as an integral part of the Health Science Education Curriculum and is required for continued funding for CTE programs through the ADE. HOSA activities reinforce classroom instruction and connect students with the health care community. HOSA also plays a unique role in preparing students for further education and promotes career opportunities in health care. This HOSA leadership conference in addition, provides opportunities for health career students to develop, practice, and refine their leadership and team work skills.

***Curriculum Objective:***

Students will examine the roles and responsibilities of individuals in organizations, identify the characteristics of effective teams and effective team players, practice techniques to involve each member of the team, demonstrate teamwork, participate in career development events, practice effective meeting management skills, and exercise leadership skills.

***Student Outcomes:*** *After exposure to HOSA leadership events, students will develop a successful transition plan from high school to higher education and the professional world.*

**Type and Cost of Transportation:** Students and advisor/chaperones will be transported to Phoenix by personal transportation. They will then be transported by Airline (TBD). Once in Orlando, students will be transported by hotel/airline shuttle to and from hotel/airport. This cost will be covered by the CTE grant monies/CTED (Mountain Institute).

# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## STUDENT OVERNIGHT TRIP

### FINANCIAL INFORMATION

School: BMHS Organization/Group: BMHS HOSA

Sponsor's Name: Nancy Vallely Phone: 759-4172

Trip Date: June 18 – 23, 2019 Trip Location: Orlando, Florida

Trip Title: HOSA International Leadership Conference

Total Number of Attendees: 8 # Female Students 6 # Male Students 0 # Adults 2

<b>Cost of Trip: (Total Costs, <u>NOT</u> Per Participant Costs)</b>	
Event Registration	\$ 840.00
Transportation – Airfare – estimated airfare \$505 each	\$ 4,040.00
Lodging – 5 nights – \$1,002.60 per room - 3 rooms	\$ 3,007.80
Meals – 2 Chaperones – approx.	\$ 796.33
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify) no	\$
Other (specify) Terra Travel Fee	\$ 350.00
Other (specify)	\$
	12,480.40
	<b>Total Cost</b> \$ 9,034.13
<b>Funding for Trip:</b>	
Auxiliary	\$
Student Club	\$ 630.00
Tax Credit	\$
Booster Club	\$
Grant Basic Grant 261	\$ 3,158.93
Other (specify) Priority Grant 400	\$ 2,215.20
Other (specify) MICTED 596	\$ 3,030.00
	<b>Total Funding</b> \$ 9,034.13

Name of \*Chaperone(s): Nancy Vallely, Bill Vallely

\*Recommended chaperone/student ratio 1:10 - (Chaperones must be fingerprinted)

*This document must accompany the Request for Trip Approval Packet*





# International Leadership Conference Registration

June 19-22, 2019 | Orlando, Florida



# Registration Information

## Registration for HOSA's International Leadership Conference

Please read all registration information very carefully to avoid any difficulty when registering your delegation for this conference. Registration information can be found online at [ilc.hosa.org](http://ilc.hosa.org). For technical support, call 800.321.4672 or 972.874.0062, and HOSA will be happy to assist you.

\* Additional \$15.00 per participant Service Fee

### 2019 ILC Registration Fees:

- Student Members \$90
- Professional Members (Advisors) \$90
- Nonmembers (Guests & Family) \$90

The HOSA, Inc. Board of Directors voted that the registration fee for parents, spouses, family members, or anyone attending the ILC would be \$90.

- For liability reasons, all registered delegates **MUST** stay in an approved conference hotel. Delegates who are **NOT** staying in an approved conference hotel will be disqualified from all HOSA activities and events.
- Anyone who stays in a hotel room in the HOSA room block must be a registered ILC delegate.

No refunds will be paid. Substitutions by State Advisors are allowed until ILC official registration closes and is turned into CE Headquarters by 10 p.m. on Tuesday, June 18, 2019.

## ILC Registration Includes:

All General Sessions - Entertainment - Speakers - Educational symposiums - Industry Tours - Media Productions - Rentals - Recognition Program awards - Most transportation to and from Competitive Events (when necessary) - Registration materials - Conference Program - Awards Meeting Registration - Other General Conference Operating Expenses

## Important Reminders

- **Payment deadline:** Once a chapter advisor registers online and the state advisor verifies the information on OR after midnight on May 15, a chapter will be charged for everyone that is registered. **Cancellations after May 15 will not be refunded.**
- Any changes to names, spelling, competitive events, leadership workshops, etc. after May 15 **MUST** go through the state advisor. Chapters should **NOT** email HOSA directly. Only the state advisor can make any additions or substitutions to registrations after the deadline.
- **Membership Types** - Middle School, Secondary, Postsecondary/Collegiate, Professional, Alumni, or Guest/Family.

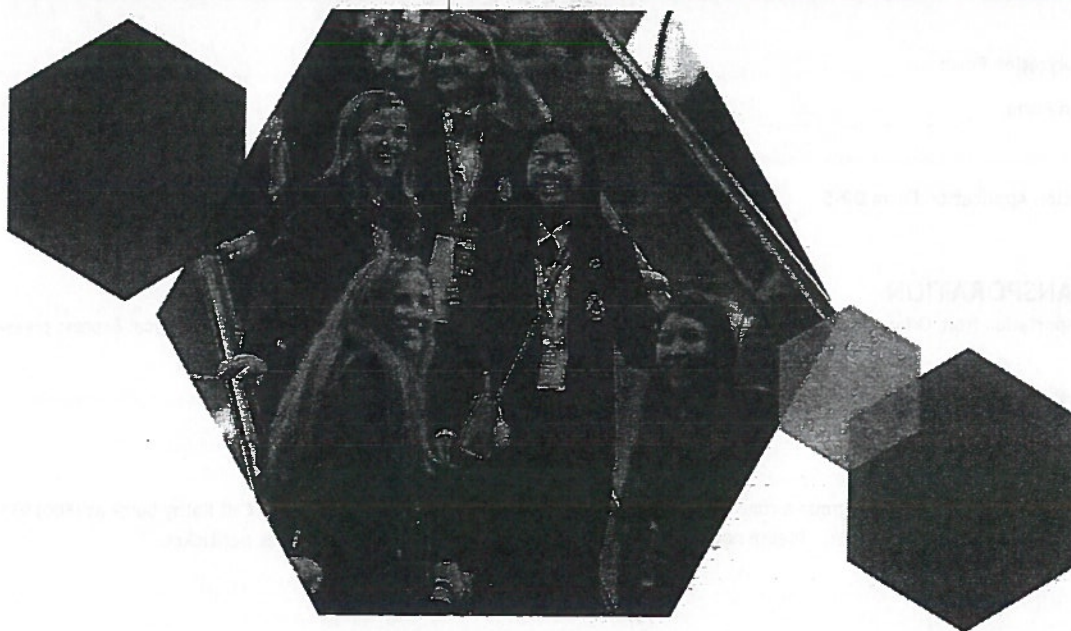
## Register Carefully

State advisors will verify registration periodically. Once delegates are verified, chapters will be charged for all registered delegates. Chapters will be billed for all delegates in the system at midnight on May 15, 2019.



## Online Conference Registration Instructions

1. Go to the HOSA website at [www.hosa.org](http://www.hosa.org)
2. Select **Login** in the top right corner of the HOSA home page
3. Select the link that says **access local chapter advisor**
4. Enter your Charter Number and Password to login
5. Select **Conference Registration** from the menu
6. You will be prompted to enter your Charter Number and Password again
7. Click on the box with the conference "ILC 2019" At the bottom of the next screen, select **Register Members**
8. After you select **Register Members**, a complete list of your affiliated students will appear. On the left side each student's name is a box with **Register** option. Click on the box to register that student for the conference. Click **save** at the bottom right corner of each student's registration page to complete the registration
9. You will need to do the following for each person:
  - Select the correct **Registration Type** from the list provided
  - Select the **Options/Activities** and/or **Competitive Event** the member will participate
  - To assure team members are placed on the correct team for competition, you must link team members together. The linking process is detailed below:
    - o Register the first competitor for the team event
    - o Register the second competitor. In the box beside the event that says **Select Team Members**, type the name of the first competitor registered
    - o The teammates name will populate in the box to link them together
    - o For events with more than 2 competitors, continue the process for each additional team member as detailed above
10. If you have individuals to register who are not affiliated HOSA members, use the **Register Family/Guest/Other** button in the bottom right corner of the screen
11. Once you have completed the registration for your chapter, you will click **Logout** in the top right corner of the webpage





# HOSA 42nd Annual International Leadership Conference

[CONFERENCE INFO](#) [TRAVEL](#) [COMPETITIVE EVENTS](#) [PARTICIPATE](#) [PARTNERS](#) [AWARDS](#)

## Travel Information

### HOTEL INFORMATION

#### Disney's Coronado Springs Resort

1000 W. Buena Vista Drive

Orlando, FL 32830

Rate: \$178.24 + 12.5% tax = \$200.52 per night

#### Disney's Caribbean Beach Resort

1114 Cayman Way

Orlando, FL 32830

Rate: \$178.24 + 12.5% tax = \$200.52 per night

#### Disney's Port Orleans Riverside

1251 Riverside Drive

Orlando, FL 32830

Rate: \$178.24 + 12.5% tax = \$200.52 per night

#### Disney's All-Star Sports

1699 W. Buena Vista Drive

Orlando, FL 32830

Rate: \$141 + 13.5% tax = \$160.04 per night

All properties are available for reservations at the link below. If you need 1-9 rooms please use the link for reservations. If you need more than 9 rooms please use the form provided by Disney available below. Please also find a Disney Credit Card Authorization Form, Disney Check Distribution Form and the Disney W9 Tax ID Form. Last, if you would like to apply for tax exemption in Florida the Florida Form DR-5 is available below.

### Hotel Reservation Link

[Disney Multi Room Form](#)

[Disney Credit Card Authorization Form](#)

[Disney Check Distribution Form](#)

[Disney W9 Tax ID](#)

[Florida State Tax Exemption Application Form DR-5](#)

### CONFERENCE TRANSPORTATION

Disney provides free transportation from Orlando International Airport to All Disney Hotels. For more information on Disney's Magical Express please use the link below.

### Disney's Magical Express

### AIRFARE

If you would like help in making your individual or group airline reservations, please contact Travel Leaders in Texas. Call Kathy Buick at (800) 933-8140 or (817) 820-1410 or email [kbuick@TLTravelagents.com](mailto:kbuick@TLTravelagents.com). Please note that Travel Leaders will charge a small agency fee per ticket.



# HOSA 42nd Annual International Leadership Conference

CONFERENCE INFO TRAVEL COMPETITIVE EVENTS PARTICIPATE PARTNERS AWARDS

## International Leadership Information

June 19-22, 2019

### HOSA 2019 ILC Promotional Video

The highlight of every year for HOSA members is the HOSA International Leadership Conference. The conference is held in June in different cities across the United States.

The HOSA International Leadership Conference includes:

- Four exciting general sessions
- HOSA University for members, state officers and advisors
- Exhibits presented by health organizations and associations
- Competitive events focused on leadership, professional and technical skills
- Annual business of the national student organization of HOSA by the national voting delegates
- Educational Symposium workshops presented by professional partners that provide information about current health care issues
- An opportunity to meet people from across the globe with similar career goals
- Fun, excitement, recognition, and opportunity for all HOSA members!



View the 2018 International Leadership Conference Program!

During the Opening Session, there will be a pyrotechnic display. If you have asthma, respiratory conditions, heart issues or other conditions which may affect breathing, you will want to miss the first 15 minutes of the Opening Session.

### Future HOSA International Leadership Conferences:

- 2019 - June 19-22 - Disney's Coronado Springs Resort, Orlando, Florida
- 2020 - June 24-27 - Houston Convention Center, Houston, Texas
- 2021 - June 23-26 - Disney's Coronado Springs Resort, Orlando, Florida

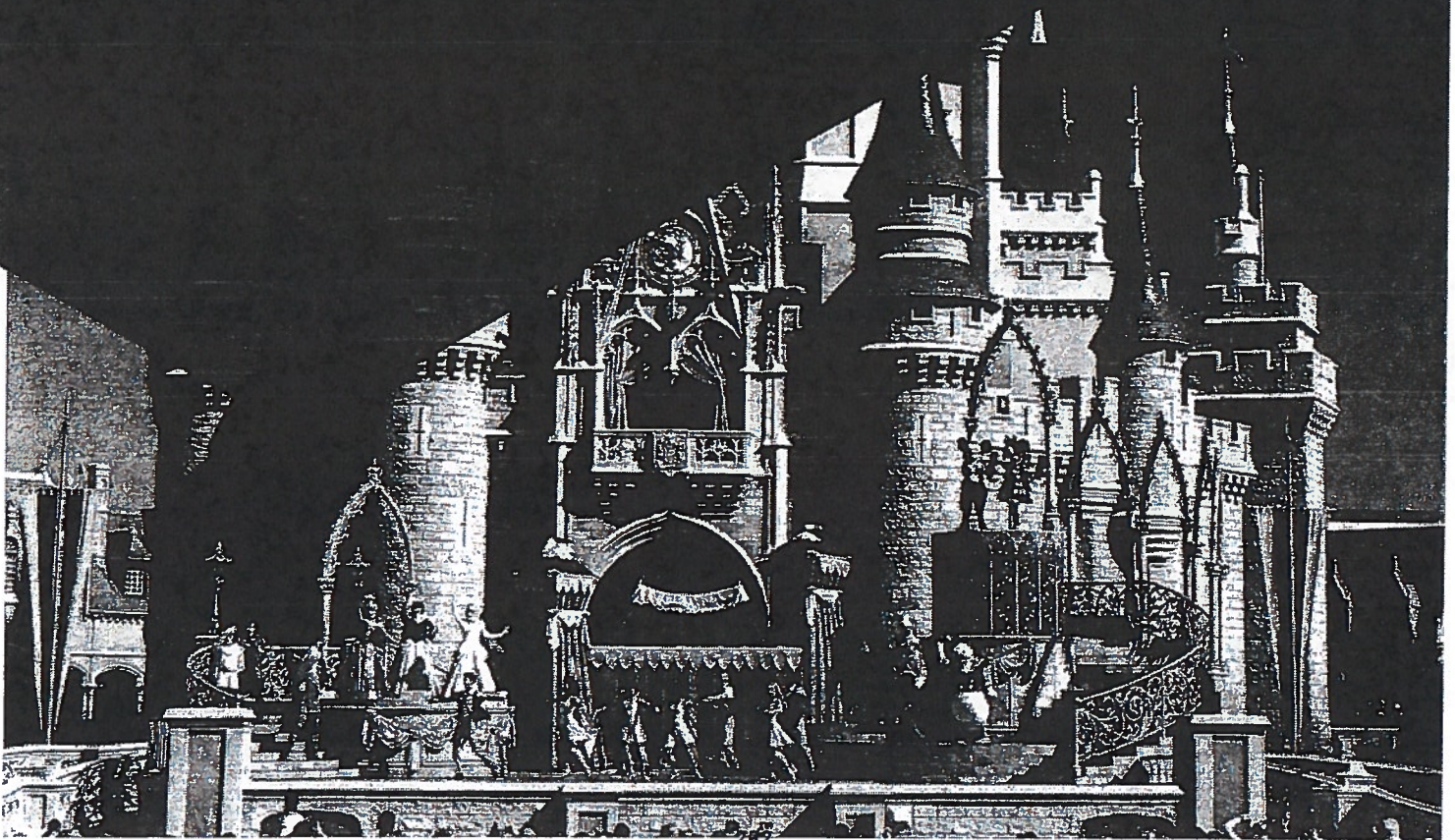




hosa<sup>®</sup> future  
health  
professionals

# Hotel & Travel Information

June 19-22, 2019 | Orlando, Florida





# Hotel Information

## International Leadership Conference Hotel List

### Disney's Coronado Springs Resort

1000 West Buena Vista Drive • Lake Buena Vista, FL 32830

Hotel Telephone: (407) 939-1000 • Fax: (407) 939-1001

### Disney's Port Orleans Riverside Resort

1251 Riverside Drive • Lake Buena Vista, Florida 32830-8514

Hotel Telephone: (407) 934-6000 • Fax: (407) 934-5777

### Disney's Caribbean Beach Resort

1114 Cayman Way • Lake Buena Vista, Florida 32830-8424

Hotel Telephone: (407) 934-5000 • Fax: (407) 934-5353

### Disney's All-Star Sports Resort

1000 West Buena Vista Drive • Lake Buena Vista, Florida 32830-8424

Hotel Telephone: (407) 934-5000 • Fax: (407) 934-5353

### Reservations contact information:

Reservations Link: [Disney Hotel Reservation Link](#)

Telephone: (407) 939-4686 • Fax: (407) 824-1980

## Hotel Registration Deadline is MAY 15, 2019

### Registration Information

The hotel has provided two methods for delegates to make room reservations.

**Option One:** online registration through the link provided on the registration form for schools needing 1-9 rooms. [Multi Room Form Link](#)

**Option Two:** Email or Fax the registration form that is included online at [ilchosa.org/travel](http://ilchosa.org/travel). If you need more than 9 rooms, please use the Excel form. It is recommended that if you use this reservation option that you follow up with the hotel by calling reservations and receiving your confirmation numbers.

#### Credit Card

Disney collects the first night's room and tax for all rooms when the reservations are made. The hotel does have a cancellation policy of 5 days prior to the scheduled arrival. If you cancel before 72 hours, your card will not be charged. [Disney Credit Card Authorization Form](#)

If an advisor does not wish to use a credit card to hold the rooms, a deposit check in the amount of the first night's lodging plus taxes must accompany the hotel registration form. This check will be deposited and credited to the total amount owed. [Disney Check Distribution Form](#)

If a school is going to pay the hotel bill by check or cash for their rooms at the time of the ILC, a credit card or room amount by cash or check will need to be paid at the time of hotel registration. Disney's W-9 can be found at the following link: [Disney W-9](#) 263



## ILC Hotel Parking Costs

Parking for registered conference attendees is complimentary at all Disney hotels.

## Additional Hotel Information

### Non-Smoking

All Disney resorts are non-smoking facilities. To preserve the pristine condition of its resort, smoking is prohibited in all guest rooms, restaurants, meeting rooms and interior public spaces. If you smoke, you will be charged a \$250 fee to return the room to its proper condition.

### Room Rates

The hotel room rates for Coronado Springs, Caribbean Beach and Port Orleans Riverside are \$178.24 Single, Double, Triple or Quad room plus 12.50% sales tax.

The hotel room rate for All-Star Sports is \$141 Single, Double, Triple or Quad room plus 13.50% sales tax.

### Tax Exemption

**TAX EXEMPT MUST BE FEDERAL FORM # 501-C3 or FLORIDA DR-5 TAX EXEMPT FORM**

In order to comply with government policies the Hotel must receive a copy from one of the above mentioned forms and payment must be from the tax exempt organization for more information please see [www.florida.gov](http://www.florida.gov).

### Check-In

Please be aware that early arrival at the hotel does not necessarily allow you to secure your rooms earlier than mid-afternoon. Check-in time is 3 p.m.

### Check-Out

Check-out time is 11 a.m.

### Additional Hotel Costs

Don't forget to tell your delegates about the additional costs incurred by making local telephone calls from a hotel. They should also be informed about movie costs, room service, and other incidental costs. The hotel will allow delegates to apply incidental charges, e.g., meals, calls, movie channel, room service, etc., to their rooms unless directed otherwise.

### Airfare

If you would like help in making your individual or group airline reservations, please contact Travel Leaders in Texas. Call Kathy Buick at (800) 933-8140 or (817) 820-1410 or email [kbuick@TLTravelagents.com](mailto:kbuick@TLTravelagents.com). Please note that Travel Leaders will charge a small agency fee per ticket.

### Disney's Magical Express Transportation

Disney's Magical Express picks you up and takes you from Orlando International Airport to your Disney Resort hotel, while Disney's luggage service delivers your bags from the plane to your room. Departing is also easy with Disney's Resort Airline Check-in Service and return



# Disney's Magical Express

## Disney's Magical Express – A Stress-Free Travel Service for HOSA Delegates

Make arrival at your meeting a relaxing experience with the latest innovation in Disney's legendary commitment to service and convenience: *Disney's Magical Express!* This special, complimentary shuttle and luggage delivery service takes you from the airport to your Disney Resort hotel.

### Here's how *Disney's Magical Express* works:

After receiving your guest room confirmation number, you will have the option of using Disney's online form or calling Disney's group reservation desk directly.

- Prior to arrival, you will be mailed an Airport Transportation Booklet containing special luggage tags which you will attach to your luggage before departure
- Upon arrival at Orlando International Airport, you will proceed directly to the Disney Airport Welcome Center in Terminal B
- You will board complimentary deluxe motor coach transportation to your Disney Resort hotel, while your luggage goes straight from the plane to your room
- At the end of your stay, you will enjoy the same convenience of *Disney's Magical Express* service from your Disney Resort hotel to Orlando International Airport

We hope you will enjoy the savings enjoyed by using *Disney's Magical Express!*

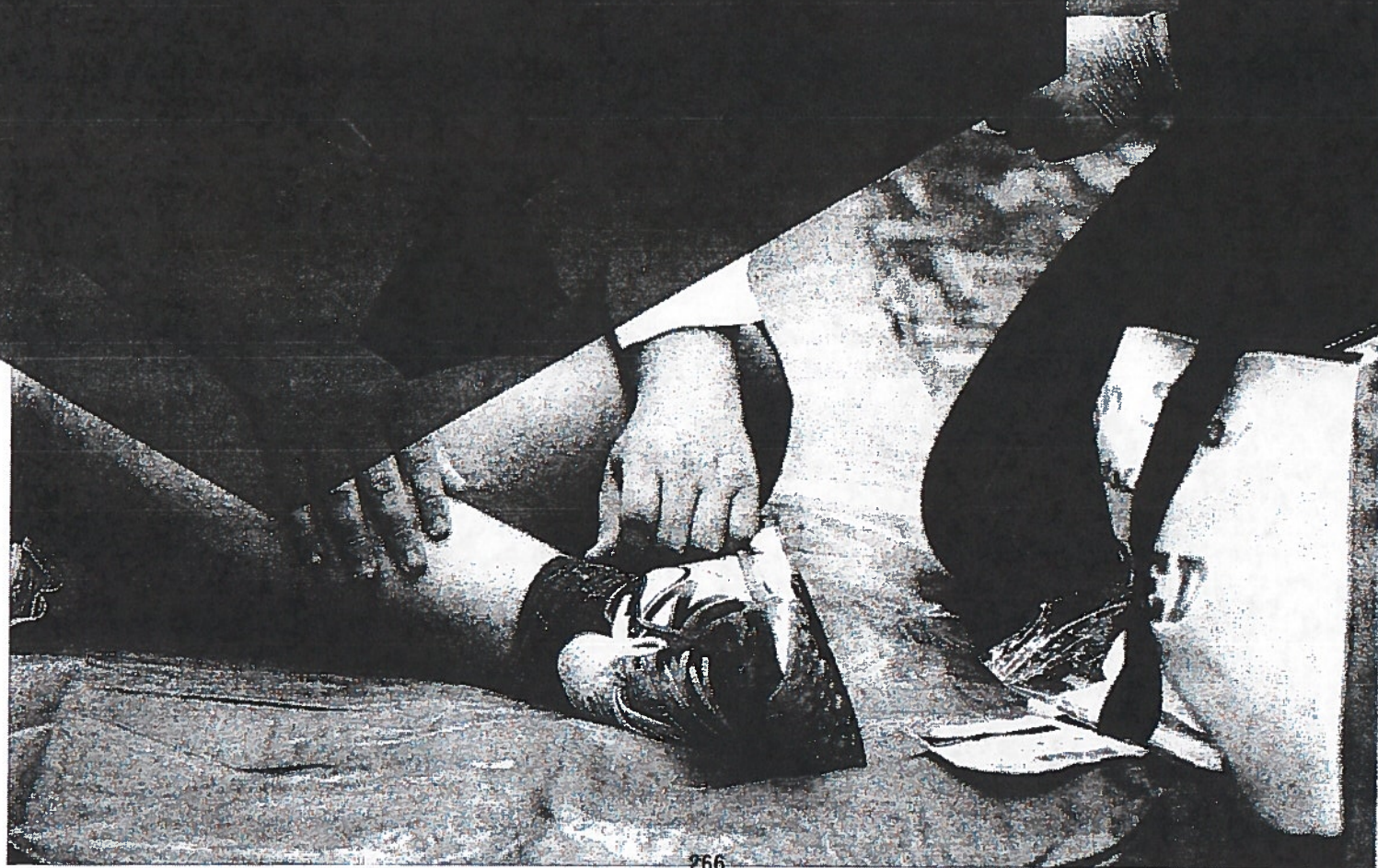






# Competitive Events Information

June 19-22, 2019 | Orlando, Florida





# 2019 Competitive Events Update

## Competition Eligibility Policy

Representing a chartered association as one of three competitors in an event at the ILC is an extraordinary honor. This privilege is an exciting experience with opportunities to share knowledge and hard work in order to be recognized for accomplishments. Therefore, it is the competitor's responsibility to arrive and compete as scheduled in the final ILC agenda that is in the ILC Program Book/Program App.

**Special accommodations will NOT be made for competitors who fail to arrive to their event on time;** therefore, you should remember:

- Orlando airport is one hour from the hotel (if there are no traffic problems). If you take the Magic Express, do not expect your luggage for a minimum of 4 hours after arrival.
- ILC housing is spread among 4 hotels. (When you receive your hotel assignment, check out the bus travel time from your hotel to the Coronado Springs Resort and if your event is not held at the Coronado Springs Resort, determine the travel time from Coronado Springs Resort to your competition site. Shuttle buses will be available continuously.)

**Reminder: make-up tests or other accommodations will NOT be given for late arrivals\*; missed bus; missed route; missed time; missed location; read the agenda wrong; etc.**

*\*Acts of God exception will be a considered on a case by case basis with the competitor and State Advisor.*

## New Photo ID Policy

Please remember, the new photo ID policy will be effective at ILC 2019. All competitors will be required to show a photo ID prior to the start of EACH ROUND of their event. A detailed listing of acceptable forms of photo ID can be found at: **Photo ID Policy**.

Per the General Rules and Regulations, item #32 A, (<http://www.hosa.org/GRR>) if a competitor fails to show the proper form of photo identification, they will be allowed to compete but will receive a **35 point** penalty deducted in Tabulations.

## Location of Events

Many of HOSA's competitions are being held at Disney's Coronado Springs Resort and Disney's Contemporary Resort. There will be continual shuttle buses between these two hotels; however, you should plan for extra time to get to your event location on time. Buses may take longer than expected, so plan accordingly. Remember, make-up tests or other special accommodations will **not** be given for late arrivals to competitions.



# 2019 Competitive Events Update

## Competitive Event Reminders and Helpful Hints

**Competitor Orientations** will take place directly before the Round One event. This means there will not be time between the Orientation and the start of the event to go back to your hotel room.

- o If you are in an event with appointment times, this means the first appointment times will be immediately following the conclusion of orientation. You may be the first to report, or you may be two hours later, depending on your random appointment assignment. You should prepare for both possibilities.

**Judging Appointment Times** – In events with appointment times, competitors will be given appointment times at the event orientation. Competitors should arrive to the “Report Room” (as listed in the conference program or on the HOSA app) 15 minutes prior to their given appointment time, not at the beginning of overall judging time for that event. Appointment times help manage the flow of the competitive events so competitors are not waiting hours for their presentation time with the judges.

**Round Two Information Sheets** have been created for competitors who advance to Round Two. These Round Two Information Sheets are one-page documents that explain all the details of Round Two, what to expect, where to go, and any special notes you may need as a competitor. These will be posted on the HOSA app, at CE Headquarters, and made available online when Round Two names are posted.

**Tests & Sharing Rooms** – Due to conference room availability, there are some tests that will be grouped together in the same room. Please be prepared to share testing rooms with other events and be prepared to follow event personnel instructions for how to check-in appropriately. Additionally, there may be some events who share one large ballroom for multiple sections.

## Middle School Division

The following events will be open to Middle School competitors at ILC 2019, use the link that follows to access middle school CE information: ***Middle School Competitive Events***

- |                                |                               |
|--------------------------------|-------------------------------|
| o Medical Terminology          | o Public Health               |
| o Medical Reading              | o Health Education            |
| o Nutrition                    | o Health Career Display       |
| o Health Career Exploration    | o Barbara James Service Award |
| o Extemporaneous Health Poster | o Outstanding HOSA Chapter    |
| o Healthy Lifestyle            | o HOSA Happenings             |
| o Prepared Speaking            | o HOSA Service Project        |
| o Speaking Skills              |                               |

Middle School events will be run the same way as Secondary and Postsecondary/Collegiate events. In most cases, the same judges, same section rooms and same report room will be used. Middle School competitors will only be judged against other Middle School competitors.



# Tips for Success in ILC Competitive Events

Preparation and understanding are the keys to success in HOSA competitive events. Our goal is for every competitor to have a positive event experience, and we believe that happens when competitors know what to expect and prepare to the best of their ability.

## Adapting to Change

When you compare state and international HOSA conferences, you are going to notice some differences. Hotel space is different, the number of competitors is different, and the materials/resources available are different. You may have had a prep room all to yourself in state competition, only to find two or more teams sharing the same prep room for international competition.

Here is what you need to remember:

- 1) We are doing the best that we can do given the space and time in which we have to work.
- 2) All the other competitors in your event are having a similar experience. Be cool, be prepared, and focus on doing your best!

## Scantrons and Pencils

Many HOSA events include a Round One test and the use of Scantron forms. Hotel tables are not smooth and will be covered with a tablecloth. You will need to place the Scantron ON THE TEST when you bubble.

Don't forget to bring two #2 pencils!

## Study the Guidelines

In order to be successful, you must follow the rules!

Read your guidelines at least three different times. We all miss things the first time we read the directions, and in HOSA competitive events, you don't want to miss a thing. And be sure to bring your copy of the guidelines to the event orientation.

## Team Events and Online Registration

The single biggest mistake advisors make during online registration is failing to properly link team members together in the event registration. It's very simple. Your first team member is registered by selecting the appropriate event and saving the registration. For the next team member you will select the event and then in the blank team member box you will type the first team member's name. Once the name appears in the box you can save and then you will see in the registration summary that both team members have the same team number. You will repeat this process for all team members of that event. If you see a ? or the team numbers do not match then the process has not been completed correctly. You can go back and edit the registration and make sure the team box has the correct name in it.

## Equipment, Supplies and Skills

It is a negative experience for the competitors and the judges when a HOSA member arrives at an event without the necessary equipment. It is even worse when the competitor walks into a room to perform a skill, and has no idea how to demonstrate the skill.

You should always check the event guidelines for the "Competitor Must Provide" box to see a listing of all the equipment you are required to bring. At the ILC, any of the skills in the guidelines can be part of the international event scenario. BE SURE you have mastered EVERY SKILL in the guidelines.

## Know the GRRs

GRR stands for "General Rules and Regulation." All competitors at the ILC are expected to know these rules and be familiar with them as they apply to all events. The rules can be found at: <http://www.hosa.org/GRR>



# Tallo-Powered by STEM Premier

On February 4, STEM Premier changed its name to Tallo. The platform's website and app are going to have a new look and feel, but the functionality will not change. Tallo will still be the safe, secure, and private service that benefits HOSA members. Tallo's expertise is connecting emerging talent with the path that is right for them. Tons of students find this helpful in the STEM field, but it is something students in every field deserve access to. Tallo is taking this STEM to be inclusive of all lifestyles, passions, and personalities. Tallo allows HOSA members to find everything they need to connect to the right opportunities for their future that matches their unique skills, talents, and abilities. HOSA members are able to connect with colleges and universities, review scholarship opportunities that total over \$20 billion dollars, and view internships and career information from leading corporations.

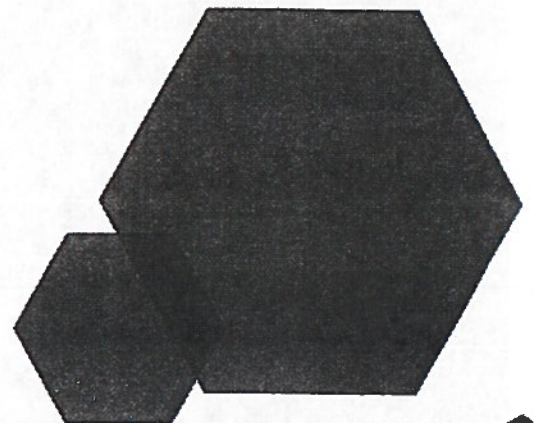
Many events now require materials be uploaded to Tallo-Powered by STEM Premier. Be sure to check your event guidelines for what is required – a copy of your portfolio? a copy of your photos? a copy of your research paper? All materials must be uploaded to Tallo by May 15, 2019 to receive the applicable points on the rating sheet. For more information, read your event guidelines and visit Tallo-Powered by STEM Premier Instructions.

If you are, make sure that you have created a profile and have viewed your state's opportunity on Tallo. The instructions can be found on [hosa.org/tallo](http://hosa.org/tallo) if you need assistance.

**Middle School Members in Health Education & Speaking Skills.** Health Education and Speaking Skills in the Middle School Division currently requires a Tallo upload (portfolio and eligibility form). Tallo-Powered by STEM Premier complies with the Children's Online Privacy Protection Act (COPPA); therefore, middle school HOSA members under the age of 13 would be required to obtain parental consent to utilize the Tallo-Powered by STEM Premier platform. Due to this reason, HOSA will not be requiring Middle School members in these events to upload materials to Tallo. **This change was announced January 31, 2019 via <http://www.hosa.org/guidelines>**

**Health Education** – The Health Education upload requirement to Tallo in the Middle School division only has been removed. Middle School teams are NOT required to upload their portfolio to Tallo and points will NOT be deducted for not uploading to Tallo.

**Speaking Skills** – The eligibility form in Speaking Skills for the Middle School division only will NOT be required to be uploaded to Tallo. If you are a Middle School competitor in Speaking Skills, you have the choice to either upload the eligibility form to Tallo (if you are 13+) or you may email the eligibility form to your State HOSA Advisor. Either option will be acceptable. If you are not sure who your State HOSA Advisor is, please talk to your local chapter advisor, go to <http://hosa.org/associations> and locate your state or email [hosa@hosa.org](mailto:hosa@hosa.org) to inquire.





\*Event Personnel Meetings are usually 45 minutes before the Round. Check the agenda for exact times and room locations.

\*Round One includes check-in time, orientation and event (test or judging).

Event	Round One Check-In Time	Round Two Appointments Begin	Projects Displayed
Biomedical Debate	Thursday 2:30 p.m.	Friday 8:30 a.m.	-
Biomedical Lab Science	Thursday 8:00 a.m.	Thursday 2:00 p.m.	-
CERT Skills	Thursday 9:00 a.m.	Thursday 5:00 p.m.	-
Clinical Nursing	Thursday 11:00 a.m.	Friday 1:00 p.m.	-
Clinical Specialty	Thursday 12:45 p.m.	-	-
Community Awareness	Thursday 7:45 a.m.	-	-
CPR/First Aid	Thursday 9:00 a.m.	Thursday 5:00 p.m.	-
Creative Problem Solving	Thursday 8:30 a.m.	Thursday 6:00 p.m.	-
Dental Science	Thursday 2:00 p.m.	Friday 8:00 a.m.	-
Dental Terminology	Thursday 6:00 p.m.	-	-
EMT	Thursday 12:00 p.m.	Friday 8:00 a.m.	-
Epidemiology	Friday 12:30 p.m.	-	-
Extemporaneous Health Poster	Friday 7:45 a.m.	-	-
Extemporaneous Writing	Friday 9:15 a.m.	-	-
Forensic Science	Thursday 8:30 a.m.	Friday 12:30 p.m.	-
Health Care Issues Exam	Wed 1:00 p.m.	-	-
Health Career Display	Friday 7:45 a.m.	Friday 1:30 p.m.	12:00-1:00 p.m.
Health Career Exploration- Middle School	Friday 9:00 a.m.	-	-
Health Career Photography	Thursday 5:30 p.m.	Friday 1:30 p.m.	Thursday 6:00-7:00 p.m.
Health Education	Thursday 5:45 p.m.	-	-
Healthy Lifestyle	Thursday 8:00 a.m.	Friday 1:30 p.m.	-
Home Health Aide	Thursday 8:00 a.m.	Thursday 2:00 p.m.	-
HOSA Bowl	Thurs 11:30 a.m.	Friday 9:00 a.m.	-
HOSA Happenings	-	-	Thursday 5:30-6:30 p.m.
Interviewing Skills	Friday 5:30 p.m.	-	-
Job Seeking Skills	Thursday 5:45 p.m.	-	-
KT Behavioral Health	Friday 9:00 a.m.	-	-
KT Human Growth & Development	Friday 9:00 a.m.	-	-
KT Medical Law & Ethics	Friday 9:00 a.m.	-	-
KT Nutrition – SS/PSC	Friday 12:00 p.m.	-	-
KT Nutrition – Middle School	Friday 9:00 a.m.	-	-
KT Pathophysiology	Friday 12:30 p.m.	-	-



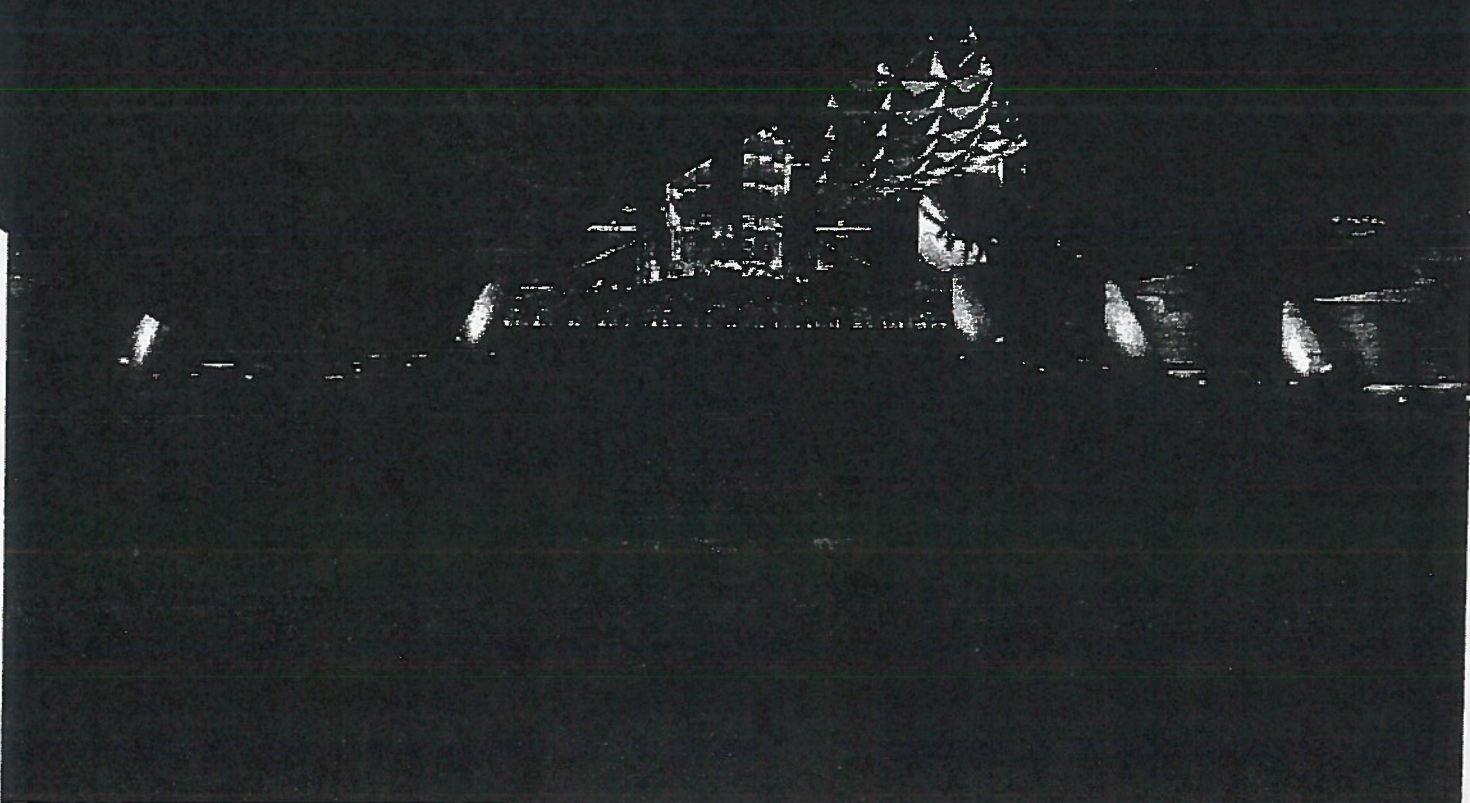
Event	Round One Check-In Time	Round Two Appointments Begin	Projects Displayed
KT Pharmacology	Friday 12:30 p.m.	-	-
KT Transcultural Health Care	Friday 9:00 a.m.	-	-
Life Support Skills	Thursday 5:45 p.m.	-	-
Medical Assisting	Thursday 11:00 a.m.	Friday 8:00 a.m.	-
Original Medical Innovation	Thursday 7:45 a.m.	Thursday 1:30 p.m.	11:30 a.m.-12:30 p.m.
Existing Medical Innovation	Thursday 7:45 a.m.	Thursday 1:30 p.m.	11:00 a.m.-12:00 p.m.
Medical Math	Thursday 5:00 p.m.	-	-
Medical Reading – SS/PSC	Thursday 3:00 p.m.	-	-
Medical Reading – Middle School	Friday 9:00 a.m.	-	-
Medical Spelling	Thursday 3:00 p.m.	Friday 7:45 a.m. (PSC) 8:30 a.m. (SS)	-
Medical Terminology – SS/PSC	Thursday 3:00 p.m.	-	-
Medical Terminology – Middle School	Friday 9:00 a.m.	-	-
MRC Partnership	Thursday 8:30 a.m.	-	-
Nursing Assisting	Thursday 11:00 a.m.	Friday 8:00 a.m.	-
Outstanding HOSA Chaptr	Thursday 5:30 p.m.	-	Thursday 5:30-6:30 p.m.
Parliamentary Procedure	Thursday 5:30 p.m.	Friday 8:30 a.m.	-
Personal Care	Thursday 8:30 a.m.	-	-
Pharmacy Science	Thursday 11:00 a.m.	Friday 1:00 p.m.	-
Physical Therapy	Thursday 2:00 p.m.	Friday 1:00 p.m.	-
Prepared Speaking	Friday 7:45 a.m.	-	-
Public Service Announcement	Thursday 12:45 p.m.	Friday 1:30 p.m.	-
Public Health	Thursday 7:45 a.m.	Friday 1:30 p.m.	-
Researched Persuasive Writing & Speaking	Thursday 12:45 p.m.	-	-
Speaking Skills	Friday 12:45 p.m.	-	-
Sports Medicine	Thursday 2:00 p.m.	Friday 8:00 a.m.	-
Vet Science	Thursday 2:00 p.m.	Friday 1:00 p.m.	-





# HOSA Day in Orlando

June 19-22, 2019 | Orlando, Florida





# Walt Disney World® Group & Convention Theme Park Tickets & Passes

**Base Ticket:** Base Tickets give each member of your travel party entry to one Walt Disney World® Theme Park a day each day of your ticket.

**Park Hopper® Option:** Add the Park Hopper® Option to your ticket to come and go through multiple Theme Parks on the same day for the entire length of your ticket.

**Park Hopper® Plus Option:** Enjoy all the benefits of the Park Hopper® Option plus admission to other exciting attractions at the Walt Disney World® Resort including Disney's Typhoon Lagoon Water Park, and/or Disney's Blizzard Beach Water Park.

**Bonus Visit:** Included in the full-day, multi-day (2 days or longer) tickets is one (1) complimentary bonus visit to an additional Disney Experience, valid at any one of the following: Disney's Typhoon Lagoon Water Park, Disney's Blizzard Beach Water Park, ESPN Wide World of Sports Complex, one round of golf at Disney's Oak Trail Golf Course, or one round of miniature golf before 4:00 p.m. at Disney's Winter Summerland Miniature Golf Course or Disney's Fantasia Gardens Miniature Golf Course!

**1-Day Theme Park Tickets:** Single-day tickets will be valid for one admission to one theme park. Depending on which 1-day ticket selected, the ticket will either be valid for admission to Magic Kingdom® Park only, Epcot®, Disney's Hollywood Studios®, or Disney's Animal Kingdom® Park only. Each 1-day ticket is also priced by season.

Proof of a Florida residential address for each Guest age 18 or older is required for purchase and use of Florida Resident Tickets and Passes. [Click here for requirements.](#)

To talk to a Disney Ticket Representative or to place your order by phone please call (407) 566-5600.

Tickets are also available for purchase through the following link: [Disney Convention Tickets](#)





# Universal Studios Florida

Three great park experiences await at Universal Studios in Orlando. From the world of Harry Potter to Minion Mayhem, the Amazing Spider Man and so much more, Universal Studios has something for everyone!



## It Just Got Real

Hang on tight. Your heroes are about to burst through the screen and yank you into the story. You're the star here and you'll disappear into one jaw-dropping adventure after another. Dodge evil villains. Defend the earth. Face a fire-breathing dragon. Wander into animated worlds where characters you love are suddenly right beside you. Go beyond the screen, behind the scenes and jump into the action of your favorite films at the world's premier movie and TV based theme park.



## Climb In, Sit Down, And Hold On

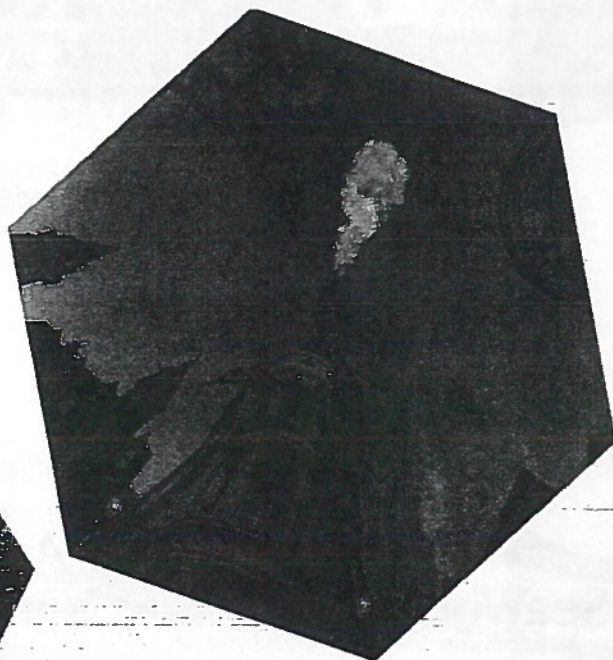
Prepare for a place where super heroes, beasts, and magical creatures stand before you. You're entering lands where everything is real. Explore a secret school of witchcraft and wizardry. Fly high above the city streets with a famous web slinger. Hide from hungry dinosaurs and hope you're not their next meal. And you can face the most colossal ape ever to walk the earth. Let the adventures begin.



## Live the Carefree Island Life

At this water theme park, thrills and relaxation flow in perfect harmony. And right now, the palm trees are still swaying, the Florida sun is shining and the crowds are lighter. It's the perfect place to step back into summer. Here, the TapuTapu™ wearable lets you hold your place in the ride lines and reveal wondrous surprises with just a wave of your wrist.

For information on tickets to Universal Studios Orlando please use the link that follows:  
[Universal Studios Orlando Tickets](#)





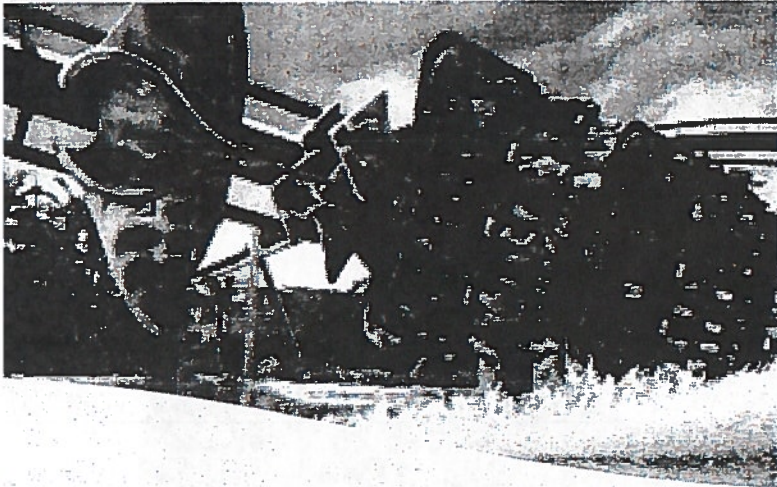
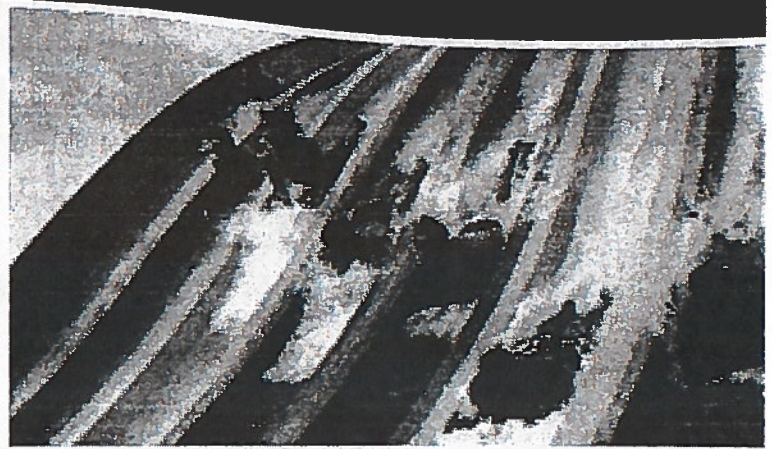


# SeaWorld®

PARKS & RESORTS ORLANDO

## Welcome to Orlando

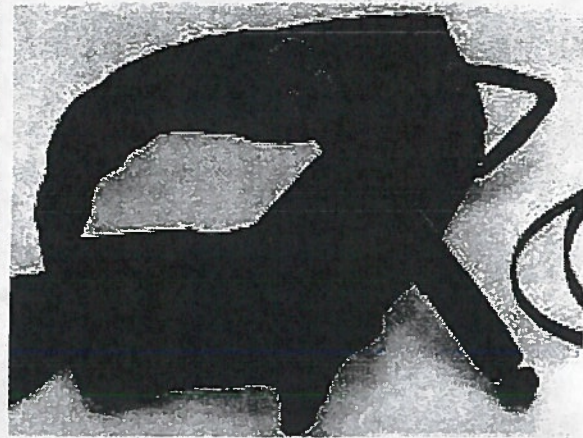
Be sure to enjoy exclusive discounts to our amazing parks.





# School Age Trauma Training

Disney's Coronado Springs Resort, Orlando, FL



HOSA is pleased to be a part of a research study that will be developing resources for teachers to prepare students to stop the bleed by using tourniquet kits. This research project is part of a national grant that is being administered by the National Center for Disaster Medicine and Public Health and the American Red Cross. The goal of the project is to prepare materials that will produce the best results possible for students to learn and retain the process for administering a tourniquet and stopping the bleed in a traumatic situation.

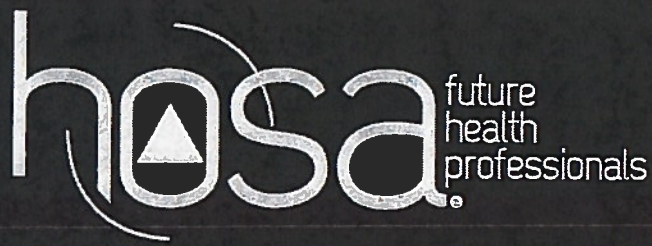
As part of this process, HOSA is asking students that are rising seniors or younger to participate in the study at the International Leadership Conference. If you plan on attending the Washington Leadership Academy this fall, we want you to participate. Those that participate will register for a time on Thursday or Friday and attend a session where you will watch a training video and then demonstrate using a tourniquet.

Students that have had Stop the Bleed training are not eligible to participate in this program. There are only 390 seats available for this training and registration will be on a first-come, first-served basis. We appreciate your willingness to be part of this very important project being conducted at the 2019 ILC.

The training will be Thursday, June 20 and Friday, June 21 with registration times each day at 8:00 a.m., 9:30 a.m., 11:00 a.m., 2:00 p.m., 3:30 p.m. and 5:00 p.m. SATT registration will be available as Options and Activities in the HOSA Conference Management System.







# Special Opportunities

June 19-22, 2019 | Orlando, Florida



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# Special Opportunities

Please be sure to review and take advantage of all the opportunities available.

## HOSA Talent Search

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HOSA is looking for talented singers, musicians or other special acts to participate at one of the General Sessions at the International Leadership Conference. If you are interested, please email a video link or YouTube link to [jeff.koeninger@hosa.org](mailto:jeff.koeninger@hosa.org) by March 15, 2019.

## Courtesy Corps

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Courtesy Corps members provide assistance, guidance, and information as necessary to offer the best possible service to conference delegates. Members will be assigned various tasks on a rotating basis for the Opening, Recognition and Closing Sessions. The Courtesy Corps MUST be dressed in HOSA uniform and be able to attend an orientation on Wednesday at 2:00 p.m. Specific assignments will be made at the Orientation. If you are interested in serving as a member of the Courtesy Corps, please contact your State Advisor.

## Workshop Ambassadors

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Workshop Ambassadors are an integral part of HOSA's Educational Symposium during the ILC. Workshop Ambassador duties include assisting with the workshop details such as: welcoming the presenter; serving as a greeter; introducing the speaker; ensuring workshop participants complete evaluations, and clearing the room and tidying up for the next presentation. The Workshop Ambassador MUST be dressed in HOSA uniform and be able to attend an orientation on Wednesday at 3:30 p.m. Specific assignments will be made at the orientation. If you are interested in serving as a Workshop Ambassador, please contact your State Advisor.

## Event Chaperones (Adults)

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HOSA enlists advisors and adult chaperones to serve as Event Chaperones for the Friday and Saturday night student events such as the HOSA Dance, Hypnotist or Magic Shows. All advisors and chaperones are encouraged to volunteer as an Event Chaperone. Please contact your State Advisor to indicate your willingness to help with this important conference function.

## New Advisor Coffee Talk

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On Wednesday morning, there will be a special meeting for new local and state advisors attending the International Leadership Conference for the first time. "Coffee Talk" is designed for first-year attendees only and will provide an opportunity to ask questions and learn how to take advantage of the opportunities offered at the ILC. Look in the ILC program for the time and location.



# Special Opportunities

## Running for HOSA Executive Council

- Have you ever wanted to do something that would give you the opportunity to make a difference?
- Do you want the opportunity to lead others into the future of health?
- Have you ever considered being a member of HOSA's Executive Council?

Qualifications for running for the Executive Council:

- o GPA of 2.0 or higher on a 4-point scale
- o Junior or Senior in high school (Secondary Division)
- o Postsecondary/Collegiate member (PS/C Division)

To apply, contact your HOSA State Advisor to request the HOSA Executive Council Candidate Application and submit your completed application on Tallo-Powered by STEM Premier, and email your YouTube introductory video, hi-resolution picture, and resume to [jeff.koeninger@hosa.org](mailto:jeff.koeninger@hosa.org) by May 15. Please Note: YouTube Videos, photos and resumes will be posted on the HOSA website.

## 13th Annual Washington Leadership Academy

### Join HOSA in our Nation's Capital!

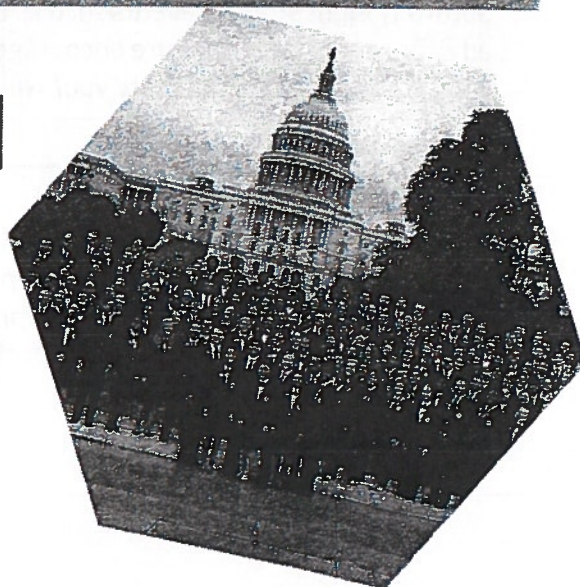
HOSA invites all state officers and local members to join us in Washington, D.C. for the ultimate leadership experience. This action-packed experience provides the highest level of leadership development for HOSA Future Health Professionals.

Saturday-Tuesday, September 21-24, 2019.

Registration Fee: \$500

Double Tree Crystal City Hotel Room Rate: \$191, plus tax

Learn more at [hosa.org/WLA](http://hosa.org/WLA)





# HOSA Scholarships



## HOSA Scholarship Application Process

Starting on February 4, 2019 STEM Premier changed their name to Tallo-Powered by Stem Premier. All the functions, features and, most importantly, your profiles will remain the same. The name is changing to include students outside the reach of STEM specific offerings.

HOSA is proud to partner with Tallo to provide our members with the opportunity to apply for scholarships. Scholarships are generously provided by HOSA partners. Through this application process, HOSA and its partners provide scholarships to HOSA members in a variety of career fields including:

- o Audiologist
- o Pharmacist
- o Dentist/Dental Hygienist
- o Nurse/Nurse Specialist
- o Allied Health (numerous occupations)
- o Physical Therapist
- o Doctor/Physician Assistant
- o Public Health
- o Speech Therapist/Speech-Language Pathologist
- o Nuclear Medicine
- o Occupational Therapist
- o Recreational Therapist
- o and others!

## Applying for a HOSA Scholarship is Easy

### 1. Join Tallo-Powered by STEM Premier

- o Go to [www.tallo.com/hosa](http://www.tallo.com/hosa)
- o Click the Start Your Free Profile button and create your account
- o All HOSA scholarships will be managed through STEM Premier
- o HOSA Members must have a STEM Premier account and apply within the application

### 2. Search For HOSA Scholarship

- o Select your account dashboard
- o Go to the scholarship section, click the search icon and search for HOSA under organization name
- o Select HOSA Scholarship from the results list

### 3. Apply For Scholarship

- o Follow the steps and provide required information (Your Tallo profile will act as a majority of your application!)
- o Please ensure that you have all of the requirements completed before submitting your application
- o Click Apply Now

The deadline for applying for scholarships is March 15, 2019





# Lead. Serve. Engage. Get the app for that, too.

At the International Leadership Conference, HOSA-Future Health Professionals will have an app to help keep you informed throughout the conference.

The app will feature:

- ILC Agenda
- Exhibitor Information
- Social Networking Feed
- Educational Symposium Information
- Schedule Building
- Surveys
- Maps
- Scavenger Hunt

Watch for an announcement on Facebook and Twitter when the app will become available for download.

Your National Executive Council believes with the help of technology we will be better prepared to Lead, Serve and Engage HOSA - Future Health Professionals in the future.

Available for:



**hosa** future  
health  
professionals  
Alumni Division

Build a professional network • Stay informed with HOSA's E-Magazine and Alumni Newsletter  
Judge at state and international leadership conferences • Present workshops at conferences  
Serve as a mentor to current HOSA members **Join today: [hosa.org/alumni](http://hosa.org/alumni)**

**HOSA - Future Health Professionals**





# Voting Delegate Experience

June 19-22, 2019 | Orlando, Florida





# 2019 Voting Delegate Process

Congratulations on your selection as an international HOSA Voting Delegate. This select group of individuals has a very important role guiding HOSA Future Health Professionals into the future. Please take full advantage of this great opportunity to be a part of HOSA history!

## Duties of the Voting Delegate

The duties of the Voting Delegates are of utmost importance to the operation of a functioning student organization. HOSA is student-led; therefore, students are responsible for the governing of the affairs associated with the organization. The purpose of a Voting Delegate:

- o Represent the chartered international association
- o Conduct business of the organization, (i.e., HOSA Service Project selection)
- o Elect the Executive Council

Voting Delegate duties are to:

- o Review and act upon the business of the organization as presented by the Executive Council and the HOSA, Inc. Board of Directors
- o Enact proposed changes to the HOSA Bylaws
- o Approve the Nominating Committee's Report
- o Elect the Executive Council
- o Represent their chartered association

## Educational Process of the HOSA Voting Delegate

The Voting Delegate process is an opportunity for members to direct the work of the organization. It is important for delegates to maintain focus on serving the best interests of members in each chartered association. Since delegates represent each of the chartered associations and bring to the process a variety of experiences and perspectives, it can be challenging for members to understand the impact of the business on the agenda as they synthesize the varying viewpoints for the sake of progress.

Therefore, it is recommended that the Voting Delegate be charged with learning about their role and responsibilities prior to, and during the ILC to maximize the potential of each delegate.

## Voting Delegate Eligibility

Voting Delegates will be ineligible to compete in competitive events at the ILC but a track of educational activities is available for participation and competition. Voting Delegates CAN participate and compete in the National Geographic Learning, a part of Cengage HOSA Academic Testing Center where winners will be announced at the Grand Awards Session on Saturday as well as Recognition Events except for Healthcare Issues Exam where recognition will take place at the Recognition Session on Friday evening.



## Voting Delegate Time Allotment

**Voting Delegate Involvement at the ILC – total 8 Hours plus state caucus time**

- Orientation 3 hours
- Breakfast 2.5 hours
- Business Meeting 2.5 hours

### **Voting Delegate Work at the International Leadership Conference**

HOSA will need the name and email address of each Voting Delegate so a Voting Delegate Packet can be emailed to each person instead of sending to the state advisor to disseminate.

**Prior to ILC Arrival, Voting Delegates will be asked to:**

- o Read the Voting Delegate Packet
- o Review all officer applicant's online YouTube links and resumes.

### **During ILC**

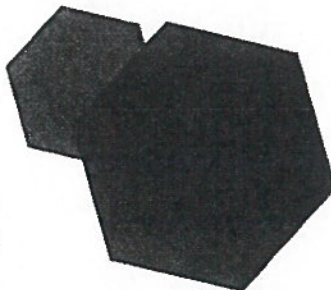
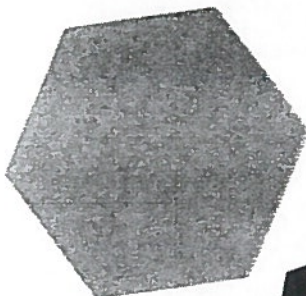
There will be three (3) Voting Delegate sessions during ILC: Briefing (3 hours), Meet the Candidate (2.5 hours), Business Session (2.5 hours)

**Wednesday, June 19, 1:00 – 4:00 PM Briefing (3 hours) Conducted by the Voting Delegate Coordinator**

- o Icebreaker
- o Set Expectations
- o Role/Responsibility/Purpose
- o Examining How Voting Delegate Work Supports the HOSA Mission
- o What is a Chartered Association Caucus? How Does It Work?
- o Understanding Parliamentary Procedure Used at the ILC Business Session
- o Prepare Questions for the Officer Candidates at Meet the Candidates
- o VIP Speaker (optional)

At 2:00 PM, the Executive Council will come to the meeting and present the slate of candidates from the Nominating Committee.

- o After the slate is presented, the Voting Delegates will continue with their meeting.





## Voting Delegate Time Allotment

### Thursday, June 20, 9:00 – 11:30 AM Meet the Candidates (2.5 hours)

- o Continental Breakfast (will be served)
- o Closed Session with Voting Delegates
- o Conducted by Executive Council and Voting Delegate Coordinator

Voting Delegates will meet Candidates. Executive Council will conduct this activity.

### Open Forum – Informal “Meet the Candidates” Session

11:30 AM – 12:30 PM 1 hour

Candidates will be stationed around the room and Voting Delegates, as well as any HOSA member, can attend to meet the officer candidates in an open forum. Candidates will talk informally to the Voting Delegates and HOSA members as individuals or in a group setting.

### Thursday Afternoon

Candidates will campaign, and Voting Delegates will meet with candidates and with their state officer team and other members from their state in an organized manner and/or caucus.

### Friday Morning June 21 – Business Meeting (2.5 hours)

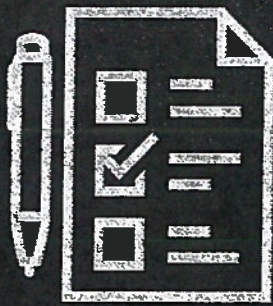
8:30 – 11:00 a.m. Note: the rationale for moving the Business Session to Friday is to give more time for the candidate to campaign and the Voting Delegate more time to caucus with his/her chartered association. If the Voting Delegate is not competing, this session can be held during competition time.

### Friday Evening – Recognition Session

7:30 p.m.

Announcement of new Executive Council





## National Geographic Learning Academic Testing Center for Future Health Professionals

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National Geographic Learning is partnering with HOSA-Future Health Professionals to launch the Academic Testing Center at the 2019 International Leadership Conference. The Academic Testing Center will provide HOSA delegates the opportunity to demonstrate their basic knowledge in preparation to become future health professionals.

### Who can participate:

- Secondary Division Members
- Postsecondary/Collegiate Division Members
- Alumni Members

### Academic Testing Center Goal:

The ILC goal is to provide as many delegates as space permits with the opportunity to participate in a test in the Academic Testing Center.

### First Year Eligibility:

For the first year, HOSA members will be eligible to pre-register for a maximum of two tests and will be slotted, space available. Since space is limited at Disney's Coronado Springs Resort, priority will be:

- Priority #1: Voting Delegates
- Priority #2: Executive Council Candidates
- Priority #3: HOSA University Delegates
- Priority #4: Open Delegates  
(Open delegates are not slotted in any HOSA-sponsored activities.)
- Priority #5: Competitive Event Delegates

### Process:

Delegates will pre-register for the Academic Testing Center and indicate one or two preferred choices for testing. This registration process will happen in the **HOSA Conference Management System** when you register for the 2019 International Leadership Conference. Delegates will receive an Academic Test Schedule prior to the ILC. If space is available at testing sessions, HOSA members may register for additional subjects in addition to the two pre-registered.



The Academic Testing Center will provide a testing environment for 250 HOSA members each session for a 60-minute period for four days for a total of 5,750 test-takers. Seating and test time will be assigned. Go to El Paso Registration Desk to register for open seats on Tuesday, Wednesday, Thursday and Friday.

The Academic Testing Center schedule for Tuesday, Wednesday, Thursday and Friday. (Wednesday will be a shortened day finishing at 3:30 PM):

#### Sample Schedule Format:

- o 8:00 – 8:15 Test Takers Enter
- o 8:15 – 8:20 Orientation
- o 8:20 – 9:20 Test Time (60 minutes maximum)
- o 9:20 – 9:30 Test Takers Depart

#### Testing Time Choices:

- o 8:00 – 9:30 AM Enter / Depart Times
- o 9:30 – 11:00 AM Enter / Depart Times
- o 11:00 – 12:30 PM Enter / Depart Times
- o 12:30 – 2:00 PM Enter / Depart Times
- o 2:00 – 3:30 PM Enter / Depart Times
- o 3:30 – 5:00 PM Enter / Depart Times

#### Testing Areas:

The eleven (11) basic tests provided by Cengage for the Academic Testing Center include:

Subject	Book Title (Cengage)	ISBN
Anatomy and Physiology	Body Structures and Functions, 13E	9781305511361
Medical Math	Mathematics for Health Sciences: A Comprehensive Approach	9781435441101
General Chemistry	Chemistry AP Edition, 10th	9781305957732
Organic Chemistry	Introduction to General, Organic and Biochemistry, 12th	0781337571357
Biochemistry	Introduction to General, Organic and Biochemistry, 12th	9781337571357
Biology	Biology: The Unity and Diversity of Life, 15th AP Edition	9781337408592
Microbiology	Microbiology: Practical Applications and Infection Prevention, 1st Edition	978113369642
Physics College	Physics AP Edition, 11th	9781305965393
Human Heredity	Human Heredity: Principles and Issues, 11th	9781305251052
Allied Health Statistics	Basic Allied Health Statistics and Analysis, 4th Edition	9781133602705
Bioengineering	Image Processing, Analysis and Machine Vision, 4th Edition	9781133593607

#### Recognition:

- A Certificate of Participation
- HOSA Advisors will receive a Certificate of Excellence for HOSA members ranking in the Top Ten.
- Top Ten will be recognized on stage at the Grand Awards Ceremony on Saturday, June 22 at 5:00 PM with 1st, 2nd and 3rd place receiving special recognition. (The Top 10 winners in each academic subject area will be recognized in the Grand Awards Ceremony with Teamwork and Leadership Categories.)

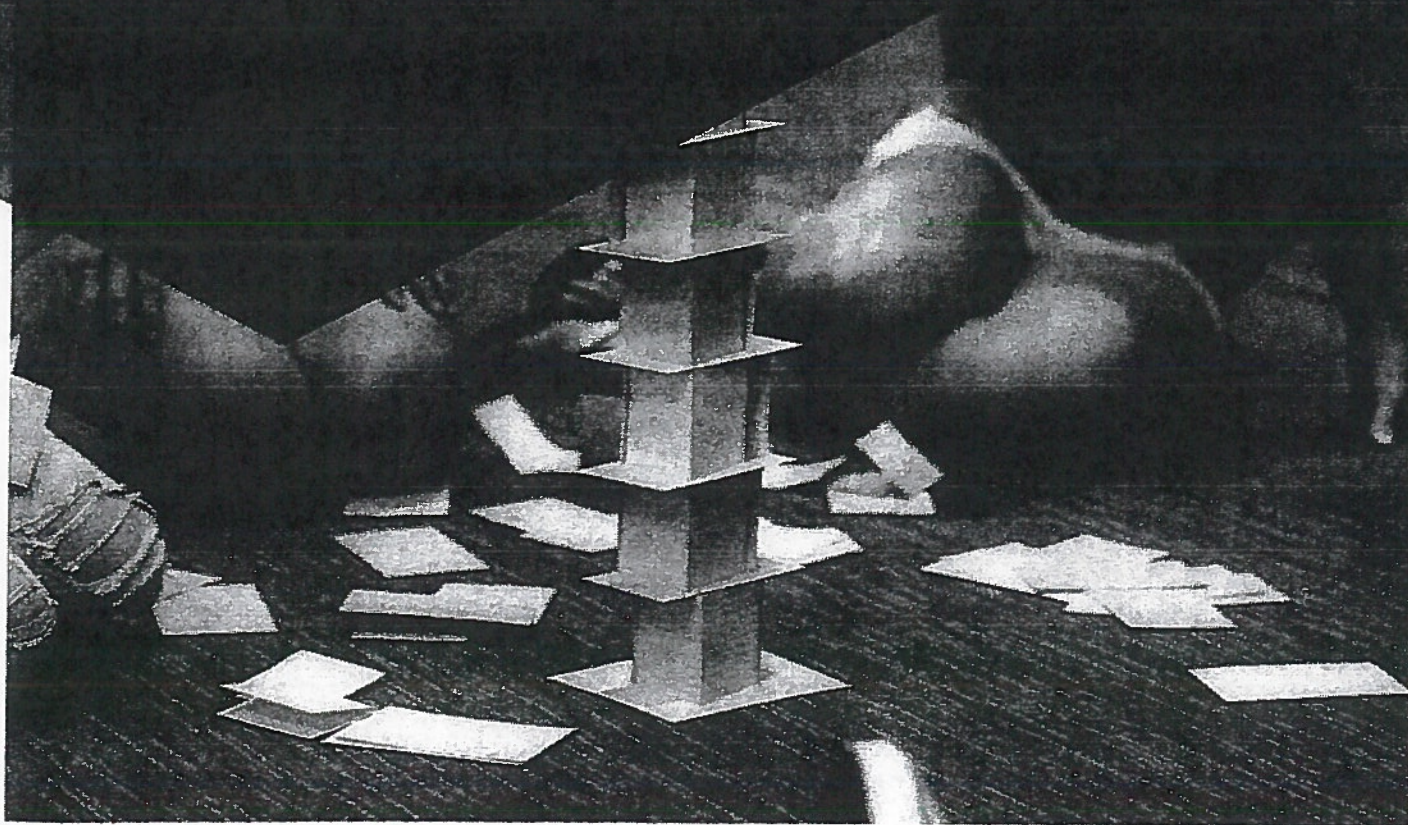
Don't forget to sign up when you register for HOSA's International Leadership Conference in Orlando, Florida, June 19-22! You will want to be one of the first-ever participants and Top Ten winners in the National Geographic Learning Academic Testing Center for Future Health Professional!





# Professional Development and HOSA University

June 19-22, 2019 | Orlando, Florida





# Advisor's Corner

## Continuing Education Units offered at HOSA's International Leadership Conference

HOSA will be offering Continuing Education Units (CEUs) for educators. If you are interested in receiving credit, please go to [ilc.hosa.org](http://ilc.hosa.org) to download a CEU information packet and get started.

CEU certificates will be awarded by HOSA-Future Health Professionals. Chapter advisors should check with their local school administration or state advisor to determine if these CEUs are recognized for meeting state teaching licensure requirements.

- The CEUs offered are "Education" CEUs and not nursing or other professional agency CEUs. The CEU certificate indicates 10 hours = 1 CEU. If your school system measures units by the hour, the certificate will show the hours.
- Advisors must complete 10 hours of staff development to earn one (1) CEU or 20 hours to earn two (2) CEUs.
- A maximum of 20 hours or two (2) CEUs will be awarded per person; partial credit will not be awarded.

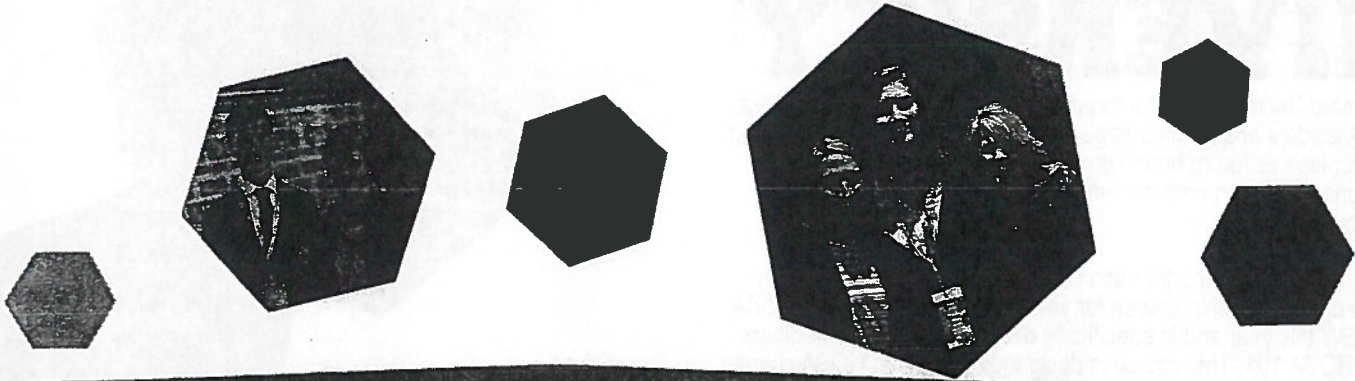
You will be able to choose from the following options:

A.	Conference Registration and Activities	Varies	5 hours
B.	Competitive Event Management	Varies	5 hours
C.	Advisor Sessions:		
	Local and State Advisor Orientation	Wednesday	1 hour
	New Advisor Coffee Talk	Wednesday	1 hour
	HOSA University: (401: New Advisor or	Friday	4 hours
	501: Advanced Chapter Advisor)	Friday	4 hours
D.	Educational Symposiums Multiple workshops are offered. Each workshop attended will earn 1 hour with a maximum of 6 hours total.	Varies	1 - 6 hours
E.	Special Sessions:		
	Business Session	Friday	2 hours
	Recognition Session	Friday	2 hours
F.	HOSA Expo Multiple exhibits are part of HOSA's expo. To earn hours for this activity advisors must visit 5, 10 or 15 exhibitors.	Varies	1-3 hours



## Advisor Staff Development Objectives

Completion of specific learning objectives will result in earned contact hours. Upon completion of the stated objectives and evaluation forms, the advisor will be awarded a certificate of credit before leaving the conference.



### Objectives for Advisor staff development opportunities at the 2019 ILC are:

1. Apply rules and procedures for ILC registration.
2. Prepare students for all aspects of conference involvement.
3. Network with health science education teachers from other schools and states.
4. Participate in the HOSA ILC Opening Session.
5. Discuss products and services with professionals at the HOSA Exposition.
6. Discuss rules and procedures for a specific competitive event.
7. Analyze roles and responsibilities of the competitor, judge, and event personnel.
8. Carry out duties of the event manager or section leader for an assigned event.
9. Evaluate a competitive event in regard to processes, results, and competitor reaction.
10. Identify management structure and adult leaders of HOSA.
11. Analyze conference activities and opportunities for students and advisors.
12. Discuss roles and responsibilities of the chapter advisor at the ILC.
13. Attend and actively participate in two educational symposium workshops.
14. Analyze 2019 conference rules.
15. Identify session components: Executive Council report, HOSA State of the Association, and committee reports.
16. Discuss pros and cons of new business items.
17. Evaluate candidate speeches.
18. Analyze role of the Executive Council in the implementation of the Recognition Session.
19. Evaluate HOSA services that are recognized at the international level through the Recognition Session.
20. Identify recognition opportunities for HOSA members through Recognition Category events.
21. Evaluate results of the HOSA Executive Council Election process.
22. Review guidelines of the event you are selected to judge.
23. Participate in judge orientation.
24. Judge a selected event using the event rating sheet (rubric) or by following event guidelines.
25. Evaluate the judge experience.
26. Evaluate ILC strengths and weaknesses and provide feedback to HOSA Management, thereby developing an understanding of why certain processes are in place, and provide suggestions for processes that can be improved.
27. Develop a plan for managing a HOSA chapter as an integral part of the health science curriculum.





# UNIVERSITY

HOSA Leadership University is structured to support members, at all levels, to grow HOSA leaders and to encourage HOSA members to make the most of their opportunities as future health professionals. Each session is uniquely designed so that members can build on their foundation of leadership knowledge.

Read carefully the descriptions for each course before enrolling to ensure you chose the right leadership course for you! HOSA 102, Advanced HOSA Member, is NEW this year and is specifically designed for HOSA members that attended HOSA 101. This course is designed for aspiring HOSA chapter leaders who have not yet served as a chapter officer. HOSA 101 is not required prior to attending HOSA 102 but it would be extremely helpful to have the knowledge-base of HOSA 101 prior to enrolling in HOSA 102.

## STUDENT LEADERSHIP DEVELOPMENT

### HOSA 100

#### Middle School Members

Friday, June 21

Time: 1:00 PM - 4:00 PM

Cost: \$25 fee for materials

[Lunch is not included.]

**HOSA 100 is specifically designed for middle level HOSA members!** HOSA 101 is designed to introduce HOSA's middle level members to the fundamentals of leadership and a basic understanding of HOSA – Future Health Professionals. This course features high energy activities that not only strive to build confidence in each member but also demonstrate and teach leadership qualities and team building practices to future health professionals!

#### LEARNING OBJECTIVES:

- To give participants an understanding of basic leadership fundamentals
- To use the experiential learning model as a way to teach leadership concepts to middle level members
- To provide a basic overview of HOSA – Future Health Professionals
- To create a learning environment that promotes teamwork, the use of communication and listening skills and the building of self-confidence and trust among members

### HOSA 101

#### Local Members

Thursday, June 20

Time: 12:30 PM - 3:30 PM

Cost: \$25 fee for materials

[Lunch is not included.]

**HOSA 101 is for all HOSA members who strive to increase their HOSA knowledge and are not yet a chapter officer!** HOSA 101 will focus on building a strong foundation of HOSA knowledge so members can better understand HOSA – Future Health Professionals and learn how they can be the best possible HOSA member. Defining HOSA, learning to communicate the mission and their place in the organization, and beginning to identify their leadership qualities makes this course the perfect start for a future health professional.

#### LEARNING OBJECTIVES:

- To understand the mission, purpose, and values of HOSA – Future Health Professionals
- To be able to articulate the definition of HOSA – Future Health Professionals and what it means to a HOSA member
- To interact with other HOSA members to discover their personal leadership characteristics and how they specifically relate to HOSA – Future Health Professionals
- To set goals for how they can contribute to their HOSA chapter

### HOSA 102

#### Advanced Leadership

Thursday, June 20

Time: 1:00 PM - 4:00 PM

Cost: \$25 fee for materials

[Lunch is not included.]

**HOSA 102 is for advanced HOSA members who are aspiring local chapter leaders who have not yet served as a chapter officer!** This course builds on the knowledge learned in HOSA 101 and focuses on identifying specific leadership strengths, so members can begin to prepare to move into one of the leadership roles HOSA – Future Health Professionals offers. HOSA 102 attendees will refine their personal HOSA story, as well as identify their leadership strengths as they establish goals that will set them on the right track to chapter leadership success.

#### LEARNING OBJECTIVES:

- To have a further understanding of HOSA – Future Health Professionals, including identifying and understanding chapter protocol as it relates to the state and international level
- To understand the importance of being able to network with others
- To identify leadership strengths to gain a better understanding of areas to improve and to identify where in the local chapter your strengths can be an asset
- To set defined SMART goals with identifiable action steps so members can begin their leadership journey





## STUDENT LEADERSHIP DEVELOPMENT

### HOSA 201

#### Chapter Officers

Thursday, June 20

Time: 8:00 AM - 11:00 AM

Cost: \$25 fee for materials

[Lunch is not included.]

HOSA 201 is designed for those who have been and are planning to continue as a local chapter officer! HOSA 201 will focus on defining officer roles and responsibilities, recruitment and retention of HOSA members, and chapter meeting management. Other areas of emphasis will be placed on identifying specific leadership styles that will assist in forming productive committees, delegating tasks, and resolving conflicts resulting in a high-performing local HOSA chapter.

#### LEARNING OBJECTIVES:

- To understand the roles and responsibilities of a local HOSA chapter leader
- To learn the importance of and new ways to recruit and retain chapter members
- To practice effective meeting management so chapter meetings are productive and enjoyable
- To gain knowledge and understanding of their personal leadership style
- To learn how to effectively manage conflict, give feedback, and delegate tasks to members

### HOSA 301

#### State Officers

Tuesday, June 18

Time: 1:00 PM - 4:00 PM

Cost: \$25 fee for materials

[Lunch is not included.]

HOSA 301 is designed for State Officers only! This HOSA University features hands-on activities in designing and facilitating educational experiences for HOSA members at the chapter, regional, and state level. This unique learning model gives State Officers the opportunity to create and design unique experiential learning activities for workshop participants at the various chapter visits, events, and conferences in their state. Specific attention will be given to learning expert facilitation techniques that will elevate their workshops to the next level.

#### LEARNING OBJECTIVES:

- To gain a better understanding of how workshop participants understand and process information by exploring the experiential learning model
- To have the opportunity to participate in and develop hands-on activities that are designed to complement and reinforce their specific workshop learning objectives
- To draw upon their existing knowledge of workshop facilitation while learning new techniques to engage audiences of all sizes and room configurations
- To network and work collaboratively with other HOSA members to generate new ideas and creative delivery techniques for educational workshops for HOSA members

## ADVISOR LEADERSHIP DEVELOPMENT

### HOSA 401

#### New Chapter Advisors

Friday, June 21

Time: 8:30 AM - 12:00 PM

Cost: \$50 fee for materials

[Lunch is not included.]

HOSA 401 is designed to provide the new HOSA chapter advisor (less than three years of experience) with tools to effectively integrate HOSA learning activities into the health science curriculum. Successful future health professionals will need more than just the knowledge and technical skills. Chapter advisors can learn to provide a balanced academic, technical, leadership, and teamwork skills through HOSA strategies and successful chapter activities.

### HOSA 501

#### Advanced Chapter Advisor

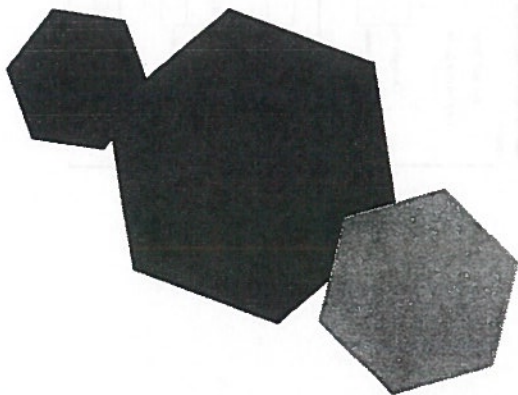
Friday, June 21

Time: 1:00 - 4:00 PM

Cost: \$50 fee for materials

[Lunch is not included.]

HOSA 501 is designed to equip HOSA advisors with tools to develop, practice and refine skills in the areas of advocacy, creativity, fundraising, community involvement, ethical behavior, project management, and public relations. Learn new strategies and skills to advance your HOSA chapter to a higher level.



**hosa** future  
health  
professionals

**UNIVERSITY**



# Welcome to HOSA National Convention 2019

Email completed rooming list to: [HOSA.Reservations@djsneyworld.com](mailto:HOSA.Reservations@djsneyworld.com)

Rooming list must be attached in Microsoft Excel format (list) only. Rooming lists will NOT be accepted in PDF format or via Fax. Incomplete lists will NOT be processed.

Rooms will not be booked until we receive the faxed Credit Card Authorization Form, also found on the HOSA site. Please fax to 407-939-1012.

Please allow up to 72 Business Hours for your rooming list to be booked. Lists will be booked in the order they were received.

## SCHOOL INFORMATION

**RESORT REMINDERS**  
All four preference fields must be completed. Do not duplicate. Subject to availability, Resort assignment and/or blocking is NOT guaranteed.

### DISNEY RESORT PREFERENCE

1.	2.	3.	4.
----	----	----	----

### PRE-ARRIVAL PRIMARY SCHOOL CONTACT

Name	
Mailing Address	
City, State, Zip Code	
E-Mail Address	
Daytime Phone	
Cell Phone	

### ON-SITE CONTACT & RESORT INFORMATION

On-Site School Chaparrone 1	Estimated Resort Arrival Time
Name	
Cell Phone	
On-Site School Chaparrone 2	Transportation Type to Resort
Name	
Cell Phone	

### IMPORTANT BOOKING INFORMATION

- Each room accommodates a maximum party of four guests - no rollaway beds.
- Each room will be charged a one (1) Night Room and Tax Deposit
- CANCELLATION POLICY: In order to receive a refund of your deposit, including credit card deposit transactions, notification of cancellation must be received at least five days prior to your arrival date
- Individual Guest Names MUST be received by June 4, 2019
- Modifications after June 14, 2019 but before check-in must be done through our Group Reservations Department at 407-939-4636

### If Paying by Check

- If you will be paying via check, a Credit Card is still required. The Credit Card will be processed with one (1) Night Room and Tax per reservation. This will be refunded upon processing of the check. If payment is in full, please use the HOSA Check Distribution Form with the check when sending payment. Address information on where to send the checks will be on the distribution form.

### Tax Exempt

- If your group is Tax Exempt you will need to provide the Tax Exempt form at check-in at the resort on day of arrival.
- The tax amount will be deducted at the time the form is received by the Front Desk at check-in.
- All pricing below will include taxes.
- The W9 form will be located on the HOSA website.

## FOR DISNEY RESERVATIONS USE ONLY

### Disney's Coronado Springs Resort

Resort Booked:

### TEAM COUNTS

Adults  
Students  
Total Guests  
Total Rooms

### PAYMENT INFORMATION

School Total	\$	-
Amount Paid	\$	-
Balance Due	\$	-

## ROOMING LIST

Room 1		Room 2		Room 3	
Arrival Date	# of Nights	Arrival Date	# of Nights	Arrival Date	# of Nights
Departure Date		Departure Date		Departure Date	
Chaperone		Chaperone		Chaperone	
School Name		School Name		School Name	
Guest 1	Guest 2	Guest 1	Guest 2	Guest 1	Guest 2
Guest 3	Guest 4	Guest 3	Guest 4	Guest 3	Guest 4
Special Requests (Optional, Not Guaranteed)		Special Requests (Optional, Not Guaranteed)		Special Requests (Optional, Not Guaranteed)	
First Name		First Name		First Name	
Last Name		Last Name		Last Name	
Guest Age		Guest Age		Guest Age	
Title		Title		Title	

DISNEY RESERVATIONS USE ONLY	
Status	
Reservation #	
Room Total	
Amount Paid	
Balance Due	

DISNEY RESERVATIONS USE ONLY	
Status	
Reservation #	
Package Total	
Amount Paid	
Balance Due	

DISNEY RESERVATIONS USE ONLY	
Status	





## Medical Liability Release Form

**DIRECTIONS:** Due to legal restrictions, it is necessary that all delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend the 2019 HOSA International Leadership Conference. This form should be returned to the HOSA Chapter Advisor who will forward all forms to the State Advisor. In turn, the HOSA State Advisor will make a copy for his/her files and mail the original forms to HOSA-Future Health Professionals. Please check with your state advisor for the state due date, which will be prior to May 15.

### PLEASE TYPE OR PRINT ALL INFORMATION

*Delegate Parent/Guardian*

Delegate Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Cell# \_\_\_\_\_

Home Address \_\_\_\_\_

Parent/Guardian/Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Student's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Physician's Address \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Telephone Number Home \_\_\_\_\_ Work \_\_\_\_\_

Local Advisor \_\_\_\_\_ School Name \_\_\_\_\_

Student is covered by group or medical insurance \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, complete the following information:

Name of insured \_\_\_\_\_ Insurance Company \_\_\_\_\_

Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergies \_\_\_\_\_ e. Physical Handicap \_\_\_\_\_

b. Convulsions \_\_\_\_\_ f. Medicine Reactions \_\_\_\_\_

c. Blackouts \_\_\_\_\_ g. Disease of any kind \_\_\_\_\_

d. Heart/lung problems \_\_\_\_\_ h. Other (Be specific) \_\_\_\_\_

If currently taking medication, please provide the following information:

Name of medication \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the HOSA, Inc. Board of Directors, the HOSA-Future Health Professionals Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

☐ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Applicable for delegates under the age of 18 and must be signed by the parent or legal guardian)

Delegate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_



## HOSA Consent and Conduct Form

A good reputation enables members to take pride in their organization. HOSA members have earned an excellent reputation over the years. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Member behavior during the ILC reflects credit to you, your school/college, your state and HOSA.
2. Member conduct is the responsibility of the chapter advisor. Keep your chapter advisor informed of your activities and location at all times. HOSA ILC name badges shall be worn during all HOSA functions. Do not leave your hotel room without your name badge.
3. Members are expected to attend all general sessions and all scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew means that each person must be in their room by the posted curfew.)
6. Members responsible for stealing or vandalism, each member and his/her parents will be expected to pay any and all damages.
7. Members attending the International Leadership Conference (ILC) may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
8. The ILC is a non-smoking conference. Smoking is only allowed in designated areas. Show respect to roommates.
9. Members who disregard the rules will be subject to disciplinary action and will be sent home at their expense. Parents and school/college administrators will be notified.
10. Any long distance phone calls, charges to the room, etc. will be the responsibility of the member and/or parents.
11. Members are to abide by the ILC Attire Policy at all business sessions, general sessions, competitive events and other ILC activities.
12. As a member attending the International Leadership Conference (ILC), permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by HOSA.
13. Members attending the ILC are granted permission to participate in the Stop-the-Bleed educational research conducted by the National Center for Disaster Medicine and Public Health and endorsed by HOSA-Future Health Professionals. This study will not collect personally identifiable information except your name. At the end of the study, you will be asked about basic demographic information that will not be linked to you in any way. You will not be exposed to any hazardous materials, chemicals, medications or body fluids. There is no risk of personal injury that is greater than participating in normal daily activities. You will not be required to move/lift anything greater than 20 pounds and no part of this study will require strenuous physical activity. There is no compensation for participating in this study. Participation is totally voluntary. You may choose to stop participating at any point by informing your observer. The purpose of this study is to evaluate students' ability to learn and perform bleeding control techniques.
14. Members participating in the Academic Testing Center are granted permission to take the academic tests. (Applicable for delegates under the age of 18 and must be signed by a parent or legal guardian.)

**GENERAL SESSION PROTOCOL:** The general sessions should be enthusiastic but delegates must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. States that do not adhere to general session protocol will be asked to send a representative to a special meeting of the HOSA Executive Council.

**I understand and will adhere to HOSA's Dress Code Policy for all general sessions and for social activities. I have read the Code of Conduct for the HOSA ILC and agree to abide by these rules.**

Name of Student \_\_\_\_\_  
Print Name Signature Date

Parent/Guardian \_\_\_\_\_  
Print Name Signature Date

School Official: \_\_\_\_\_  
Print Name Signature Date

**Humboldt Unified School District #22**  
**Participation in \_\_\_\_\_ Consent Form**

Student Name: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

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

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

Participation in the Activity involves risks of injury due to certain inherent dangers that cannot be eliminated regardless of the care taken to avoid them. These injuries include, but are not limited to: physical contact with other individuals; contact with the ground, surfaces, fixtures, and equipment; and strenuous exertions, quick movements, and changes of speed, which place stress on the cardiovascular, muscular, and skeletal systems. The specific injury risks vary from (1) minor injuries such as scratches, bruises, and sprains, to (2) major injuries such as eye injury or loss of sight, joint injuries, back injuries, heart attacks, heat stroke and concussions to (3) catastrophic injuries including paralysis and death. I acknowledge that I have read and understand this warning.

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

I understand and acknowledge that instructors for the above-listed activities may have been hired by the school district as contractors for the sole purpose of providing the extracurricular activity(ies) described above and may not be employees of the district.

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

I have read and understand the foregoing information and acknowledgments.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date



**Humboldt Unified School District #22**  
**Medical Release and Consent**

Student Name: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

Home Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Doctor: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

# Medical Liability Release Form

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## PLEASE TYPE OR PRINT ALL INFORMATION

### *Delegate Parent/Guardian*

Delegate Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Cell# \_\_\_\_\_  
Home Address \_\_\_\_\_  
Parent/Guardian/Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_  
Student's Physician \_\_\_\_\_ Phone \_\_\_\_\_  
Physician's Address \_\_\_\_\_  
Alternate Contact \_\_\_\_\_  
Telephone Number Home \_\_\_\_\_ Work \_\_\_\_\_  
Local Advisor \_\_\_\_\_ School Name \_\_\_\_\_  
Student is covered by group or medical insurance \_\_\_\_ Yes \_\_\_\_ No  
If yes, complete the following information:  
Name of insured \_\_\_\_\_ Insurance Company \_\_\_\_\_  
Group # \_\_\_\_\_ Policy # \_\_\_\_\_  
Please completely describe any medical condition which may recur or be a factor in medical treatment:  
a. Allergies \_\_\_\_\_ e. Physical Handicap \_\_\_\_\_  
b. Convulsions \_\_\_\_\_ f. Medicine Reactions \_\_\_\_\_  
c. Blackouts \_\_\_\_\_ g. Disease of any kind \_\_\_\_\_  
d. Heart/lung problems \_\_\_\_\_ h. Other (Be specific) \_\_\_\_\_  
If currently taking medication, please provide the following information:  
Name of medication \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the HOSA, Inc. Board of Directors, the HOSA-Future Health Professionals Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

- ☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.
- ☐ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Applicable for delegates under the age of 18 and must be signed by the parent or legal guardian)

Delegate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_



# HOSA Consent and Conduct Form

A good reputation enables members to take pride in their organization. HOSA members have earned an excellent reputation over the years. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Member behavior during the ILC reflects credit to you, your school/college, your state and HOSA.
2. Member conduct is the responsibility of the chapter advisor. Keep your chapter advisor informed of your activities and location at all times. HOSA ILC name badges shall be worn during all HOSA functions. Do not leave your hotel room without your name badge.
3. Members are expected to attend all general sessions and all scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew means that each person must be in their room by the posted curfew.)
6. Members responsible for stealing or vandalism, each member and his/her parents will be expected to pay any and all damages.
7. Members attending the International Leadership Conference (ILC) may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
8. The ILC is a non-smoking conference. Smoking is only allowed in designated areas. Show respect to roommates.
9. Members who disregard the rules will be subject to disciplinary action and will be sent home at their expense. Parents and school/college administrators will be notified.
10. Any long distance phone calls, charges to the room, etc. will be the responsibility of the member and/or parents.
11. Members are to abide by the ILC Attire Policy at all business sessions, general sessions, competitive events and other ILC activities.
12. As a member attending the International Leadership Conference (ILC), permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by HOSA.
13. Members attending the ILC are granted permission to participate in the Stop-the-Bleed educational research conducted by the National Center for Disaster Medicine and Public Health and endorsed by HOSA-Future Health Professionals. This study will not collect personally identifiable information except your name. At the end of the study, you will be asked about basic demographic information that will not be linked to you in any way. You will not be exposed to any hazardous materials, chemicals, medications or body fluids. There is no risk of personal injury that is greater than participating in normal daily activities. You will not be required to move/lift anything greater than 20 pounds and no part of this study will require strenuous physical activity. There is no compensation for participating in this study. Participation is totally voluntary. You may choose to stop participating at any point by informing your observer. The purpose of this study is to evaluate students' ability to learn and perform bleeding control techniques.
14. Members participating in the Academic Testing Center are granted permission to take the academic tests. (Applicable for delegates under the age of 18 and must be signed by a parent or legal guardian.)

**GENERAL SESSION PROTOCOL:** The general sessions should be enthusiastic but delegates must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. States that do not adhere to general session protocol will be asked to send a representative to a special meeting of the HOSA Executive Council.

**I understand and will adhere to HOSA's Dress Code Policy for all general sessions and for social activities. I have read the Code of Conduct for the HOSA ILC and agree to abide by these rules.**

Name of Student \_\_\_\_\_

*Print Name* *Signature* *Date*

Parent/Guardian \_\_\_\_\_

*Print Name* *Signature* *Date*

School Official: \_\_\_\_\_

*Print Name* *Signature* *Date*

## REQUISITION

Date: March-19

WHITE - Accts. Pay      YELLOW - Receiving Clerk      PINK - Department      GOLDEN - School Site





Bradshaw Mountain High School/MICTED/Nursing Services

HOSA: Future Health Professionals

*Officer Meeting Minutes*

*February 6, 2019*

Time: 7:07

Business Conducted:

Online testing results to be released this week

Member meeting planned

Old Business:

- Online testing results to be released this week

New Business:


Leigha moved to open a PO to HOSA for \$630 for ILC registration. Each student will pay the \$105 registration fee. We will amend once exact numbers are known. Motion seconded by Nicole. Motion passed unanimously.

Member meeting February 6

- Icebreaker-That's me
- Talk about online testing
- Talk about changes in competitions and themes
- Talk about member recognition
- Talk about SLC

Adjournment Time:

7:40am



Andrea Torres, Secretary Pro Tem



Nancy Vallely, RN, Advisor



# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## REQUISITION

(This is **NOT** a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order **MUST** be in Place **BEFORE** Purchasing/Placing an Order)

Date: March 20, 2019

*copy*

### Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic Grant

### VENDOR INFORMATION

Name: Bill Vallely  
Address: 6000 E. Long Look Dr  
Prescott Valley AZ 86314

Phone: 928-759-4100

Fax:

E-Mail:

### SHIPPING INFORMATION

Name: Dave Capka  
Address: 6000 E. Long Look Drive

Prescott Valley, AZ 86314

Phone: 928-759-4199

Fax: 928-759-4120

Attn: Dave Capka

Requisitioned By: Dave Capka

Department: CTE

Budget Code(s): 261-354-2190-6580-230-1510

Admin. Approval:

District Approval:

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			HOSA Nationals Travel Reimbursement		\$0.00
5		2190-6582	Breakfast	\$11.00	\$55.00
6		2190-6582	Lunch	\$14.00	\$84.00
5		2190-6582	Dinner	\$29.00	\$145.00
2		2190-6584	Bagage (No Reimbursement if Southwest)	\$25.00	\$50.00
					\$0.00
					\$0.00
					\$0.00
			June 18 to June 23, 2019		\$0.00
			Orlando Fl		\$0.00
Misc. Information:				Sub-total	\$334.00
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$334.00</b>

### IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).

☐ If a check is being requested, a Check Request Form is included.

☐ If quotes are required, the Quote Documents are included.

☐ Information provided is accurate, complete and legible.

☐ Tax and Shipping charges are included.

☐ White, Yellow and Pink copies are included.

Insurance: Workers' Comp: License: Fingerprint Cd: Background Ck: Auto Ins: W-9:

### DISTRICT USE ONLY

Faxed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No	Yes	Other Info:	
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

305 PINK - Department

GOLDEN - School Site

**HUMBOLDT UNIFIED SCHOOL DISTRICT #22****REQUISITION**

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
 (A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Date: March 20, 2019

Copy

**Please Indicate One of the Following Categories**

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic Grant

**VENDOR INFORMATION****SHIPPING INFORMATION**

Name: Nancy Vallely	Name: Dave Capka
Address: 6000 E. Long Look Dr Prescott Valley AZ 86314	Address: 6000 E. Long Look Drive Prescott Valley, AZ 86314
Phone: 928-759-4100	Phone: 928-759-4199
Fax:	Fax: 928-759-4120
E-Mail:	Attn: Dave Capka

Requisitioned By: Dave Capka	Admin. Approval:
Department: CTE	District Approval:
Budget Code(s): 261-354-2213-6580-230-1510	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			HOSA Nationals Travel Reimbursement		\$0.00
5		2213-6582	Breakfast	\$11.00	\$55.00
6		2213-6582	Lunch	\$14.00	\$84.00
5		2213-6582	Dinner	\$29.00	\$145.00
2		2213-6584	Bagage ( No Reimbursement if Southwest)	\$25.00	\$50.00
1		2213-6581	Mileage to Airport (round trip) 96.2 x 2 = 193.8 x .445	\$86.33	\$86.33
6		2213-6581	Parking at Airport (6 days at \$7 per Day)	\$7.00	\$42.00
					\$0.00
			June 18 to June 23, 2019		\$0.00
			Orlando Fl		\$0.00
Misc. Information:				Sub-total	\$462.33
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$462.33</b>

**IMPORTANT - PLEASE REVIEW**

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).

☐ If a check is being requested, a Check Request Form is included.

☐ If quotes are required, the Quote Documents are included.

☐ Information provided is accurate, complete and legible.

☐ Tax and Shipping charges are included.

☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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**DISTRICT USE ONLY**

Faxed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Other Info:		
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

306 PINK - Department

GOLDEN - School Site



# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## REQUISITION

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Date: March 20, 2019

*copy*

### Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other MI JTED

### VENDOR INFORMATION

### SHIPPING INFORMATION

Name: Terra Travel	Name: Dave Capka
Address: 13466 N 7th Street	Address: 6000 E. Long Look Drive
Phoenix Az 85022	
	Prescott Valley, AZ 86314
Phone: 602-375-1707	Phone: 928-759-4199
Fax: 602-375-2715	Fax: 928-759-4120
E-Mail:	Attn: Dave Capka

Requisitioned By: Dave Capka	Admin. Approval:
Department: CTE	District Approval:
Budget Code(s): 596-354-2790-6519-230-1510	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			HOSA Nationals Travel Reimbursement		\$0.00
					\$0.00
6			Student Plane Tickets (estimate)	\$505.00	\$3,030.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
			June 18 - June 23, 2019		\$0.00
			Orlando Fl		\$0.00
Misc. Information:				Sub-total	\$3,030.00
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$3,030.00</b>

### IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

- ☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).
- ☐ If a check is being requested, a Check Request Form is included.
- ☐ If quotes are required, the Quote Documents are included.
- ☐ Information provided is accurate, complete and legible.
- ☐ Tax and Shipping charges are included.
- ☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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### DISTRICT USE ONLY

Faxed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No	Yes	Other Info:	
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

307 PINK - Department

GOLDEN - School Site

# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## REQUISITION

(This is **NOT** a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order **MUST** be in Place **BEFORE** Purchasing/Placing an Order)

Date: March 20, 2019

*Copy*

### Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic Grant 261

### VENDOR INFORMATION

### SHIPPING INFORMATION

Name: Terra Travel	Name: Dave Capka
Address: 13466 N 7th Street	Address: 6000 E. Long Look Drive
Phoenix Az 85022	
	Prescott Valley, AZ 86314
Phone: 602-375-1707	Phone: 928-759-4199
Fax: 602-375-2715	Fax: 928-759-4120
E-Mail:	Attn: Dave Capka
Requisitioned By: Dave Capka	Admin. Approval:
Department: CTE	District Approval:
Budget Code(s): 261-354-2190/2213-6584-230-1510	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			HOSA Nationals Travel Reimbursement		\$0.00
					\$0.00
2			Plane Tickets (estimate)	\$505.00	\$1,010.00
			Advisor/Chaperone		\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
			June 18 - June 23, 2019		\$0.00
			Orlando Fl		\$0.00
Misc. Information:				Sub-total	\$1,010.00
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$1,010.00</b>

### IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

- ☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).
- ☐ If a check is being requested, a Check Request Form is included.
- ☐ If quotes are required, the Quote Documents are included.
- ☐ Information provided is accurate, complete and legible.
- ☐ Tax and Shipping charges are included.
- ☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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### DISTRICT USE ONLY

Faxed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No	Yes	Other Info:	
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

308 PINK - Department

GOLDEN - School Site



# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## REQUISITION

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Date: March 20, 2019

*Copy*

### Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Priority 400

### VENDOR INFORMATION

### SHIPPING INFORMATION

Name: Terra Travel	Name: David Capka
Address: 13466 N. 7th Street	Address: 6000 E. Long Look Drive
Phoenix Az 85022	
	Prescott Valley, AZ 86314
Phone: 602-375-1707	Phone: 928-759-4199
Fax: 602-375-2715	Fax: 928-759-4120
E-Mail:	Attn: David Capka

Requisitioned By: Dave Capka	Admin. Approval:
Department: CTE	District Approval:
Budget Code(s): 400-354-2190-6890-230-1510	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
					\$0.00
			HOSA National Competition		\$0.00
10			Hotel Rooms (5 nights) Students-Includes Tax	\$200.52	\$2,005.20
			(2 rooms X 5 nights = 10)		\$0.00
			Orlando FL		\$0.00
			June 18 to June 23, 2019		\$0.00
					\$0.00
					\$0.00
			See Attached Information		\$0.00
					\$0.00
Misc. Information:				Sub-total	\$2,005.20
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$2,005.20</b>

### IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

- ☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).
- ☐ If a check is being requested, a Check Request Form is included.
- ☐ If quotes are required, the Quote Documents are included.
- ☐ Information provided is accurate, complete and legible.
- ☐ Tax and Shipping charges are included.
- ☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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### DISTRICT USE ONLY

Faxed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Other Info:		
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable      YELLOW - Receiving Clerk      PINK - Department      GOLDEN - School Site

## REQUISITION

(This is **NOT** a Purchase Order - this is a Request for a Purchase Order)  
 (A Purchase Order **MUST** be in Place **BEFORE** Purchasing/Placing an Order)

Date: March 20, 2019

C-27

## Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525. 526. 580) <input checked="" type="checkbox"/> Other Basic Grant 261

## VENDOR INFORMATION

## SHIPPING INFORMATION

Name: Terra Travel	Name: David Capka
Address: 13466 N. 7th Street	Address: 6000 E. Long Look Drive
Phoenix Az 85022	
	Prescott Valley, AZ 86314
Phone: 602-375-1707	Phone: 928-759-4199
Fax: 602-375-2715	Fax: 928-759-4120
E-Mail:	Attn: David Capka

Requisitioned By: Dave Capka	Admin. Approval:
Department: CTE	District Approval:
Budget Code(s): 261-354-2190-6580-230-1510	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
					\$0.00
			HOSA National Competition		\$0.00
5			Hotel Rooms (5 nights) <del>Students</del> Includes Tax	\$200.52	\$1,002.60
			(1 rooms X 5 nights = 5)		\$0.00
1			Terra Travel Fee	\$350.00	\$350.00
			June 18 to June 23, 2019		\$0.00
			Orlando Fl		\$0.00
					\$0.00
			See Attached Information		\$0.00
					\$0.00
Misc. Information:				Sub-total	\$1,352.60
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$1,352.60</b>

## IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).

☐ If a check is being requested, a Check Request Form is included.

☐ If quotes are required, the Quote Documents are included.

☐ Information provided is accurate, complete and legible.

☐ Tax and Shipping charges are included.

☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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## DISTRICT USE ONLY

Faxed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Other Info:	
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

310 PINK - Department

GOLDEN - School Site



# CONSENT

## Item 8G.

Out of State Travel  
8<sup>th</sup> Grade - Washington, D.C.

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 G
FROM:	Danette Derickson, Liberty Traditional School Principal	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	2020 HUSD 8 <sup>th</sup> Grade Field Trip – Washington D.C.	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #1 – Student Achievement	

### SUPPORTING DATA:

As a District, we would like to continue to provide our eighth grade students the opportunity to participate in an annual capstone field trip to Washington D.C., once school dismisses for the year. This experience would provide students real-world connection to the information they have been learning about throughout their educational journey. Students will strengthen their understanding of the branches of government and their function as they witness our national government in action at the US Capitol Building, Supreme Court, and White House. They'll develop a stronger sense of history and the steps taken to ensure Democracy as they tour Arlington National Cemetery and Memorials dedicated to the remembrance of those who have sacrificed so much on behalf of our nation.

This experience is one that will not only resonant with our students for a lifetime, but will also focus in on the following content objectives:

- Understand how conflict and cooperation between the 13 colonies contributed to the success of the American Revolution.
- Understand how the Articles of Confederation, the Constitution, and other important documents formed a foundation for American democracy.
- Strengthen understanding of Government Structure/Citizenship
- Understand the goals and purpose of the Constitution.
- Identify and analyze the duties of the 3 branches of our government.
- Gain an appreciation of our government and its heritage

This trip is designed to supplement the curriculum and is not mandatory for students to attend. This excursion is designed to offer a comprehensive experience to our students by maximizing our four touring days within Washington D.C. with a customized, action-packed itinerary aligned with the aforementioned objectives. This can only be accomplished through the use of a reputable and experienced tour operator focused in student travel programs.

Within this packet, we have provided you the necessary logistics concerning this trip and are happy to answer any questions that you may have in anticipation of this event.

### SUMMARY & RECOMMENDATION:

**Sample Motion:** *I move that we approve the May 2020 eighth grade HUSD field trip to Washington D.C. with the understanding that it is participant funded.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Danette Derickson, Principal of Liberty Traditional School (759-4505)



## REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: March 5, 2019

Person / Organization Submitting Request: Danette Derickson

Date Submitted: February 4, 2019

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

**Student / Staff Recognition:**

**Report:** \_\_\_\_\_

**Consent Items:** Humboldt Unified School District, 8<sup>th</sup> Grade Trip, Washington DC

**Discussion Items:** \_\_\_\_\_

**Action Items:** \_\_\_\_\_

*Include all supporting materials when submitting to building administrator*

Materials include:

- ☒ Information about the project, position, etc.
- ☒ Justification for the request and/or academic standard that will be met
- ☒ Financial costs and funding source
- ☒ Number of students if applicable
- \_\_\_\_ Approval by legal council if applicable

Administrative Approval: \_\_\_\_\_

Date: April 16, 2019

Education Services Administrative Approval: \_\_\_\_\_

Date: 4/18/19

Finance Administrative Approval: \_\_\_\_\_

Date: 04-17-19

☒ Accepted for placement on agenda for: 5-14-19 ☐ Denied \_\_\_\_\_

Superintendent's Office: \_\_\_\_\_

Revised 04/02/2018

## REQUEST TO BOARD FOR STUDENT OUT-OF-STATE TRAVEL

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

Organization taking field trip HUMBOLDT UNIFIED SCHOOL DISTRICT, 8<sup>TH</sup> GRADE

Date of field trip May 25-29, 2020

Place of field trip WASHINGTON DC

Approximately how many students 50

Where are you staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised?  
Cost of the hotel is included in event registration; hotel will have security.

How is the trip being funded? Participant funded

What is the cost for the trip (lodging/registration/transportation, etc.)? \$85,000

What is the cost for each student? \$1700.00

Chaperones (student/adult ratio) – 1 adult for every 10 students is recommended  
Danette Derickson, Teresa Herman, Eric Hall, Jason Redmon

What determines the student's eligibility for attending? 8<sup>th</sup> grade student, passes the 8<sup>th</sup> grade standards, no more than 3 discipline referrals during the school year, ability to fund the trip through scholarships, tax credit, fundraisers or personal funding

How does the trip benefit the students and the teacher? What state standard is met with this activity? Better understanding of SS standards, travel experience to show opportunities. RH. 3, 6, 7, 8; SI. 1, 3, 6.3, 7.3, 8.3

Curriculum objectives: Engage in collaboration, study historical events in U S history, and evaluate effects of those events

Student outcomes: Identify, analyze and describe series of events and outcomes

Type and cost of transportation: HUSD Transportation to/from airport, \$303.64



**HUMBOLDT UNIFIED SCHOOL DISTRICT #22**  
**STUDENT OVERNIGHT TRIP**  
**FINANCIAL INFORMATION**

School: HUMBOLDT UNIFIED SCHOOL DISTRICT Organization/Group: 8<sup>TH</sup> GRADE

Sponsor's Name: DANETTE DERICKSON Phone: 928-759-4505

Trip Date: MAY 25-29, 2020 Trip Location: WASHINGTON DC Trip Title: 8<sup>TH</sup> GRADE DC TRIP

Total Number of Attendees: 55 # Female Students: 25 # Male Students: 25 # Adults: 5

<b>Cost of Trip: (Total Costs, <u>NOT</u> Per Participant Costs)</b>	
Event Registration <del>\$1700</del> <sup>\$</sup> PER PARTICIPANT PRIOR TO 10-31-19)	\$ 85,000.00
Transportation (TO/FROM AIRPORT)	\$ 303.64
Lodging	\$
Meals	\$
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify)	\$
Other (specify)	\$
Other (specify)	\$
<b>Total Cost</b>	\$ 85,303.64
<b>Funding for Trip:</b>	
Auxiliary	\$
Student Club	\$
Tax Credit	\$
Booster Club	\$
Grant	\$
Other (specify) - PARTICIPANTS	\$ 85,000.00
Other (specify) - HUSD	\$ 303.64
<b>Total Funding</b>	\$ 85,303.64

Name of \*Chaperone(s): DANETTE DERICKSON, TERESA HERMA, JASON REDMON. Eric Hall

\*Recommended chaperone/student ratio 1:10 - (Chaperones must be fingerprinted)

This document must accompany the Request for Trip Approval Packet



## Discover D.C. with WorldStrides

*An Educational Travel Program for  
Liberty Traditional School*

### PROGRAM INCLUSIONS (Included in base trip price)

#### Safety Features and On-site Team

- Night supervision on each hotel floor with students
- WorldStrides hotel coordinator at the hotel during entire stay
- WorldStrides Name Tags with detailed emergency contact information for all participants
- 24/7 in-hotel medical care/medical consultation through an exclusive partnership with George Washington Hospital Department of Emergency Medicine
- Comprehensive liability coverage
- \$1 million USTOA Travelers Assistance Program
- Accident, medical, and dental coverage for participants
- Access to staffed WorldStrides offices in Washington, D.C.
- Hospitality suite available at hotel each evening for Program Leader and chaperones

#### Educational Components for Students and Teachers

- Educational activities with a specially-trained and licensed Course Leader
- Educational materials, including student journals and teacher support materials
- Opportunity for students to earn high school credit
- Program Leader can earn free professional development

#### All-inclusive Planning and Financial Services

- Paper and electronic registration, as well as promotion materials for parents and students
- Accounting services provided by WorldStrides
- Complete customer support for parents
- Discounted pricing is available for the family of Program Leader and chaperones
- Free trip for Program Leader and/or chaperones for each

#### Transportation, Accommodations, Sightseeing, and Meals

- Round-trip transportation
- Red-eye Flight
- Ground transportation to and from all activities
- Quality hotel accommodations (quad occupancy for students)
- Three hearty meals per full day
- All admissions, fees, and gratuities for scheduled activities

### ITINERARY OVERVIEW\*

**Day One:** Arrive in Washington, D.C.

**Day Two:** Washington, D.C.

**Day Three:** Washington, D.C.

**Day Four:** Washington, D.C.

**Day Five:** Washington, D.C., and depart for home

\*Please see the enclosed sample itinerary for in-depth program highlights.

### PROGRAM INFORMATION

Program Leader: Danette Derickson

**Departure Date:** May 25, 2020

**Return Date:** May 29, 2020

**Number of Days:** 4 Sightseeing Days, 3 Hotel Nights

**Departure Airport:** Phoenix Sky Harbor International Airport (PHX)

**Registration Deadline:** TBD

### PROGRAM PRICING INFORMATION

Early Registration Trip Price: \$1699  
(Includes a \$49 non-refundable deposit)

**ADDITIONAL ITEMS** (not included in base trip price)

Families can purchase an optional Full Refund Program for parents and students in case of cancellation.

**Discoveries**



## 2018 DC TRIP- DAILY SCHEDULE

### **FYI:**

- You will want to bring a small day pack for carrying around DC. Small enough to fit your phone, money and the souvenirs you purchase. There may be times that no bags are allowed in a building, so be ready to put your phone and money in your pocket.
- Guys are not allowed in girl's rooms and girls are not allowed in guy's rooms- EVER.
- You NEED a buddy. Choose a buddy before we leave and you will be with that buddy for most of the trip (unless you're in different rooms or have different seat assignments on the plane.)
- You MUST be on time during every meeting point; breakfast, lunch, rejoining the group at various museums... If you delay the group in any way you will be assigned to an adult chaperone for the remainder of the day.

### **Meet at Liberty:**

- Monday, May 28
- 7:45 PM
- We will leave no later than 8:15

### **Return to Liberty:**

- Friday, June 1
- 10:30 PM

### **Breakfast:**

- Wed/Thur- meet in the breakfast room at 7:00 AM
- Friday- meet in breakfast room at 6:45 AM

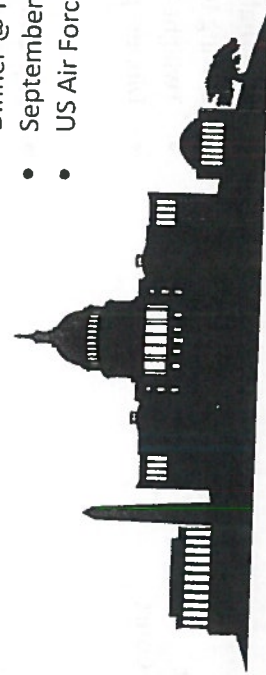
### **Evening Meeting:**

- We will have an evening meeting each evening when we return to the hotel to discuss daily highlights and give you time to call home.
- Lights out at 10:00 PM

*Note:* Daily schedules may change due to long lines and/or weather.

### **Tuesday:**

- Breakfast at the airport when we land
- Mt Vernon- Home of George Washington
- Lunch @ Roy Rogers- Belle View
- Smithsonian- Air and Space
- Holocaust Museum
- World War II Memorial
- Dinner @ Nandos Peri Peri
- September 11 Memorial (Pentagon)
- US Air Force Memorial



### Wednesday:

- Lincoln Memorial
- Korean War Memorial
- Vietnam Memorial
- View Washington Monument
- Lunch @ L'Enfant Plaza Food Court

- Ford Theatre tour
- National Portrait Gallery
- Driving tour of Embassy Row
- Twilight Tattoo (<http://twilight.mdw.army.mil/>)
- Dinner- picnic dinner on grounds of Twilight Tattoo

### Thursday:

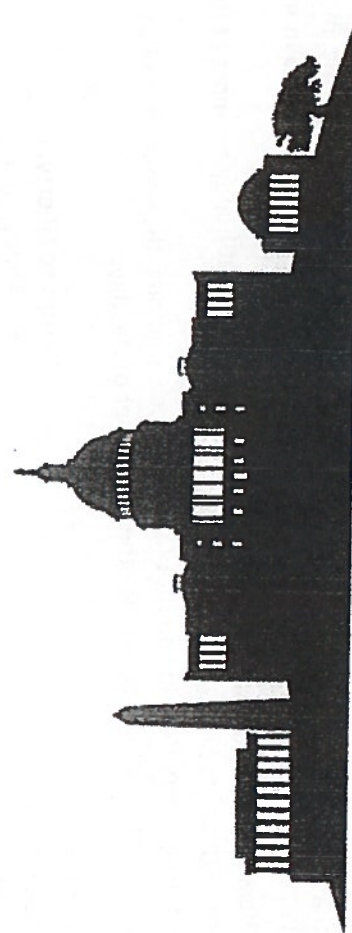
- Arlington National Cemetery
- Tomb of the Unknown Soldier
- Iwo Jima Memorial
- Lunch @ Pentagon City Mall
- US Capital Visitor Center
- Library of Congress

- Supreme Court
- Dinner @ Pizzeria UNO Union Station
- Martin Luther King Jr Memorial
- Franklin D Roosevelt Memorial
- Jefferson Memorial
- Law Enforcement Memorial

### Friday:

- Load luggage when check out of hotel
- White House photo stop
- Newseum
- National Archives

- US History Smithsonian
- Lunch @ Reagan International Trade Center Food Court
- Head to the airport
- Dinner @ airport- get it to go and eat on plane.





**Humboldt Unified School District #22**  
**Participation in \_\_\_\_\_ Consent Form**

Student Name: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

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

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

Participation in the Activity involves risks of injury due to certain inherent dangers that cannot be eliminated regardless of the care taken to avoid them. These injuries include, but are not limited to: physical contact with other individuals; contact with the ground, surfaces, fixtures, and equipment; and strenuous exertions, quick movements, and changes of speed, which place stress on the cardiovascular, muscular, and skeletal systems. The specific injury risks vary from (1) minor injuries such as scratches, bruises, and sprains, to (2) major injuries such as eye injury or loss of sight, joint injuries, back injuries, heart attacks, heat stroke and concussions to (3) catastrophic injuries including paralysis and death. I acknowledge that I have read and understand this warning.

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

I understand and acknowledge that instructors for the above-listed activities may have been hired by the school district as contractors for the sole purpose of providing the extracurricular activity(ies) described above and may not be employees of the district.

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

I have read and understand the foregoing information and acknowledgments.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Humboldt Unified School District #22**  
**Medical Release and Consent**

Student Name: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

Home Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Doctor: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_



(This is NOT a Purchase Order - This is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

- Copy -

~~321~~  
PTNK - Department

Features	Ed Travel	WorldStrd	EduStar
<b>Air fare</b>	yes	yes	yes
<b>Tour van</b>	yes	yes	yes
<b>Hotel</b>	yes	yes	yes
<b>Meals</b>	12	12	9
<b>Gratuity</b>	yes	yes	no
<b>Tour guide</b>	yes	yes	yes
<b>Admissions</b>	yes	*yes	yes
<b>Security</b>	yes	yes	yes
<b>Lesson Plans</b>	no	yes	no
<b>PD</b>	no	yes	no
<b>Insurance</b>	yes	yes	yes
<b>Days/Nts</b>	3d/3n	3.5d/3n	3d/3n
<b>Dr available</b>	yes- at clinic	*yes-on call	no
<b>Total Sites</b>	28	28	21
<b>Total \$</b>	\$1,619.00	\$1,699.00	\$1,199

Tentative Date- May 29-June2

totals based on 30 students and 3 chaperones

\*yes- WorldStrides has more admission fees than the other companies due to different sites visited

WorldStrides is set up for AZ tax credit

\* World Strides Dr will come to us



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# CONSENT

## Item 8H.

Out of State Travel  
BMHS – Nat'l Thespian Festival,  
Lincoln, NE

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board

Item # 8 H

FROM: Jantina Russell

Reading

DATE: 05/14/2019

Discuss

SUBJECT: International Thespian Festival

Action

Consent X

---

OBJECTIVE: Goal #1 – Student Achievement

---

### SUPPORTING DATA

- Rationale and trip information
- Financial information (including purchase orders, quotes, etc)
- Registration fee schedule
- Event schedule and safety information

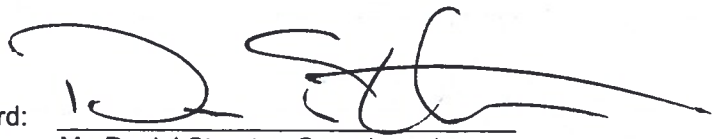
### SUMMARY & RECOMMENDATION

Students qualified for national competition at the National Thespian Festival in June. Ms. Russell would like to travel to the festival in Lincoln, NB to attend the festival. It is her request that the trip be approved.

### Sample Motion

I move to approve the request for out of state travel to allow Ms. Russell to take students to the National Thespian Festival in Lincoln Nebraska in June 2019.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

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



MAR 18 AM

MAR 21 2019

APR -8 2019

## REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: \_\_\_\_\_

Person / Organization Submitting Request: Jantina Russell

Date Submitted: March 8, 2019

Please indicate under which Agenda Item your request will be listed. Items should be discussion before action when ever possible.

Student / Staff Recognition: \_\_\_\_\_

Consent Items: Out of State, Overnight Travel

Discussion Items: \_\_\_\_\_

Action Items: \_\_\_\_\_

*Include all supporting materials when submitting to building administrator*

Materials include:

- ☒ Information about the project, position, etc.
- ☒ Justification for the request
- ☒ Financial costs and funding source
- ☒ Number of students if applicable
- ☐ Approval by legal council if applicable

Administrative Approval: [Signature] Date: 3-8-19

District Administrative Approval: [Signature] Date: 4/18/19

Finance Administrative Approval: [Signature] Date: 04-15-19

☒ Accepted for placement on agenda for: 5-14-19

☐ Denied \_\_\_\_\_

Superintendent's Office: [Signature]

## REQUEST TO BOARD FOR STUDENT OUT-OF-STATE TRAVEL

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

**Organization taking field trip** Stage Craft/Drama

**Date of field trip** June 24-30, 2019

**Place of field trip** University of Nebraska, Lincoln

**Approximately how many students** 4

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

We will stay in the dormitories at eh University. Cost is included in the price of registration. There is security on each floor in the form of teachers and chaperones (we are all required to submit to background checks and undergo safety training) as well as University staff.

**How is the trip being funded?** Auxiliary funds, CTE Funds

**What is the cost for the trip (lodging/registration/transportation, etc.)?** \$8,133.84

**What is the cost for each student?** Students have been asked to contribute \$400.00 towards the costs as well as money for meals on travel days.

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

Jantina Russell and Francisco Ortiz

**What determines the student's eligibility for attending?** Qualifying for National competition at our regional festival.

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

**Curriculum objectives:** Enhancing and expanding their knowledge of performance and stage craft through hands on experiences with industry professionals.

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

**Type and cost of transportation:** Airfare and District vehicle – \$2,053.88



# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## STUDENT OVERNIGHT TRIP

### FINANCIAL INFORMATION

School: Bradshaw Mountain HS Organization/Group: Stage Craft/Drama

Sponsor's Name: Jantina Russell Phone: 928-759-4052

Trip Date: June 24-30, 2019 Trip Location: Lincoln Nebraska

Trip Title: International Thespian Festival

Total Number of Attendees: 6 # Female Students: 2 # Male Students: 2 # Adults: 2

<b>Cost of Trip: (Total Costs, NOT Per Participant Costs)</b>	
Event Registration –	\$ 5,720.00
Transportation	\$ 2,053.88
Lodging “Lodging is part of the package deal in the registration costs”	\$
Meals – Students will pay for their own food. Grants will pay for Advisor and chaperone	\$ 81.60
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify) Yes, Wednesday & Thursday	\$
Other (specify) Misc. expenses – Parking, luggage, shuttle	\$ 278.36
Other (specify)	\$
<b>Total Cost</b>	<b>\$ 8,133.84</b>
<b>Funding for Trip:</b>	
Auxiliary	\$ 4,824.00
Student Club	\$
Tax Credit	\$
Booster Club	\$
Grant Basic – 261	\$ 1,281.96
Other (specify) Priority – 400	\$ 2,027.88
Other (specify) MI JTED – 596	\$
<b>Total Funding</b>	<b>\$ 8,133.84</b>

Name of \*Chaperone(s): Jantina Russell, Francisco Ortiz

\*Recommended chaperone/student ratio 1:10 - (Chaperones must be fingerprinted)

*This document must accompany the Request for Trip Approval Packet*

YOUR  
PLACE  
TO  
SHINE



INTERNATIONAL  
THESPIAN  
FESTIVAL

EDUCATIONAL THEATRE  
AND ARTS

JUNE 24-29

2019

**Basic Fee - Double occupancy, Monday, June 24 arrival:**

Inducted Thespians: \$840.

Non-member students: \$870.

Adults: \$840.

**Single occupancy, Monday, June 24 arrival:**

Adults only: \$995.

**All week, activities-only fees (housing and meals off campus):**

Inducted Thespians: \$604.

Non-member students: \$634.

Adults: \$604.

The basic fee includes:

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

Payments received after May 1 will incur late fees and must be paid by certified check, money order, MasterCard, Visa, Amex, or Diners Club.

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

International Thespian Festival

PO Box 645541

Cincinnati, OH 45264-5541

**Auditions Fee**

The fee to participate in either college auditions or Thespian scholarship auditions is \$46 per student. This fee must be paid on the ITF registration site. Applications for college auditions and Thespian scholarship auditions must be



completed on the Academic Works website.

## Change fee

The online registration has the ability to make cancellation and additions or substitutions to your delegation. There is a \$15 fee for each added or substituted delegate as well as each activity or item changed from the original registration.

## Individual Events fee

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

## Late registration fee

There is a \$200 fee for registering between May 2 and June 21. This is a per delegate charge. This fee is in addition to the basic registration cost. Payments made during this period must be by certified check, money order, MasterCard, Visa, Amex, or Diners Club.

## Onsite late fee

There is a \$250 fee for registering at ITF beginning June 24. Since there is limited space, EdTA recommends calling to confirm availability. This is a per delegate charge. This fee is in addition to the basic registration cost. Payments must be by certified check, money order, MasterCard, Visa, Amex, or Diners Club.

## Unaffiliated school fee

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

## All-week, activities-only fee

Delegates not requiring housing or meals on campus may receive admission to all ITF activities and a t-shirt. The cost is \$604 for inducted Thespians and adults, and \$634 for non-member students.

## Daily activities-only fee

For \$120, a delegate is admitted to one day's ITF activities. Meals are not included.

## Professional Development Intensives (PDIs)

The fee is \$250 per PDI per adult.

## Session activities-only fee

For \$40, a delegate may participate in a single session, morning, afternoon, or evening. Available onsite only. No more than two session passes may be purchased per day, per person.

## Student Leadership Training fee

The fee is \$60 per student.

## Substitution fee

Prior to May 1, there is a \$30 fee for substitutions. This includes two change fees: one \$15 fee for the add and another \$15 fee for the cancellation. Substituting a member of the same gender assures housing with the rest of your troupe. Substitutions are allowed prior to the start of ITF, Monday, June 24. Submit substitutions in writing to the EdTA National Office. Include \$30 for each substitution and a new consent form signed by the substitute's parent or guardian.

### Tech Challenge fee

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

### Cancellation fee

There is a \$100 cancellation fee per person, prior to May 1. **There is no refund for cancellations received after May 1.** Requests for cancellations must be made in writing to the EdTA National Office no later than May 1. Refund checks (minus the per delegate \$100 cancellation fee) will be issued to the school and sent by August 1.

Privacy Policy

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## TRAVEL AND SCHEDULE INFO

All delegates should have adequate health and travel insurance. Directors are encouraged to check these carefully before accepting the responsibility of chaperoning any delegate.

The Festival registration desk will be open 9:30 a.m. to 9:00 p.m. on Monday, June 24, and 8:30 a.m. to 7:30 p.m. on Tuesday, June 25. The schedule will kick off with an opening production, presented twice, once at 6:30 p.m. and again at 9:00 p.m. Plan your weekly schedule carefully using the International Thespian Festival program. Festival check-out is 10:00 a.m. on Sunday, June 30.

### Event schedule

Tentative yellow/blue track schedules are now available for the 2019 International Thespian Festival. These schedules are subject to revision.

### Air travel

United Express and Delta fly into the Lincoln airport, a ten-minute drive from the UNL campus. Airline and airfare choices broaden if you choose to fly in and out of the Omaha airport, which is about an hour drive from Lincoln.

### Transportation to and from the airport

Busbank - Special pricing for Thespians. Click [here](#) for quote and to reserve.

Windstar Lines Inc. - 888.494.6378

Arrow Stage Lines - 402.731.1900

### Bus to and from your location

Busbank - Special pricing for Thespians. Click [here](#) to get a quote.

Greyhound Bus Lines - 844.477.8747

### Train

Amtrak - 800.872.1477

### Rental cars

- Budget Car Rental, 800.527.0700. At Lincoln airport, 402.474.2800.
- Avis Car Rental, 800.331.1212. At Lincoln airport, 402.474.1202.
- National Car Rental, 800.227.7368. At Lincoln airport, 402.474.4301.
- Hertz Car Rental, 800.654.3131. At Lincoln airport, 402.474.4079.

### When you arrive

Go to the Lied Center at 12th and Q Streets. Do not unload passengers or luggage. The troupe director and one student should report to the registration desk in the Lied Center lobby to pick up ITF materials.

The registration desk will be open Monday from 9:30 a.m. to 9:00 p.m. and Tuesday from 8:30 a.m. to 7:30 p.m. For troupes arriving after 9:00 p.m. on Monday, residence hall assignments will be posted on the Lied Center lobby doors. Late arriving troupes can check in at the 24-hour desk in their dorm.

Registration packets will be distributed only to troupe directors. Students arriving before her/his troupe director will be asked to wait. Directors will receive registration packets when all fees have been paid in full. Any balance due on site must be paid by money order, traveler's check, cash, MasterCard, Visa, Amex, or Diners Club. Personal checks will not be accepted.

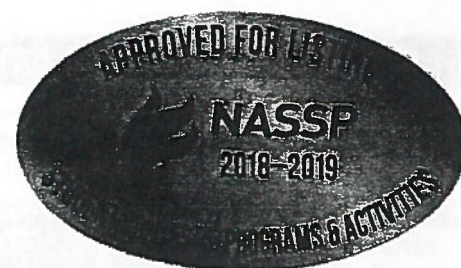
## Parking

All vehicles parked on the UNL campus must have a parking pass. There is no parking fee. Passes may be picked up at the 24-hour desk in your residence hall. Vehicles without a parking pass may be ticketed or towed. Heavy vehicles are required to park in the remote parking lot just south of the Devaney Sports Center. The entrance is off Court Street. Vehicles violating UNL's no-parking zones will be towed.

Privacy Policy

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Find your light! The International Thespian Festival, produced by the Educational Theatre Association, is a weeklong immersion in the theatre arts specially for high-achieving middle and high school drama students and their teachers. Setting the standard for participatory educational theatre experiences, ITF broadens horizons, enriches learning, and celebrates the creativity of theatre students and teachers alike.

The preferred summer theatre experience for more than 50 years, ITF showcases outstanding school theatre productions on four professional stages and offers a wealth of learning and presentation opportunities encompassing all theatrical disciplines. It's your place to shine!

- Students and teachers can select from hundreds of rigorous and engaging workshops taught by experts in their field. Topics include acting and performing, lighting, sets, sound, makeup, costume design and construction, directing, stage management, dance, and playwriting. More specialized subjects may include puppetry, stage combat, commedia dell'arte, and more.
- Students can meet with recruiters from dozens of top college and university theatre programs from across the country to interview and audition for admission and for thousands of dollars in scholarships.



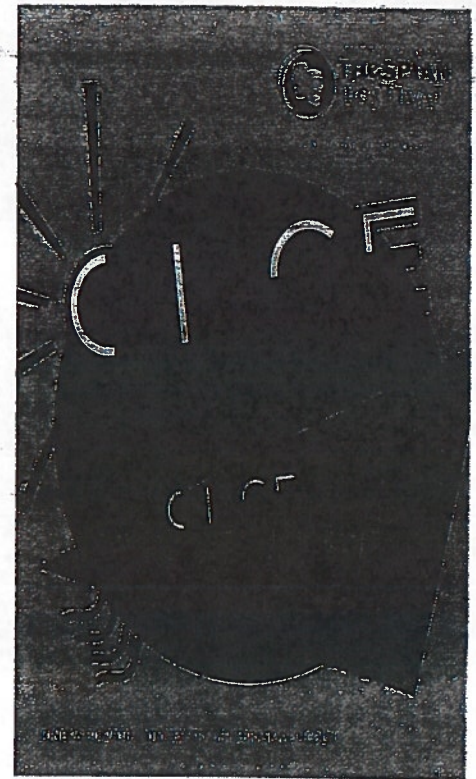
To learn more about what the 2019 International Thespian Festival may offer, check out the 2018 ITF program for information on workshops, events, and activities!



- Inducted Thespians who qualify at their chapter conference event can participate in National Individual Events, a special program of the International Thespian Society that assesses and recognizes significant student achievement in theatre.
- Teachers can hone their skills both as theatre artists and as educators in workshops and may earn continuing education and graduate credit by taking a Professional Development Intensive seminar.

## DEADLINES & IMPORTANT DATES

<b>SEPTEMBER 1</b>	Applications for awards, grants, and scholarships open
<b>OCTOBER 1</b>	Next Generation Works (Playworks, Musicalworks, Filmworks, Edgeworks) submissions open
<b>DECEMBER 1</b>	Linda Wise Grant application closes
<b>JANUARY 15</b>	Next Generation Works (Playworks, Musicalworks, Filmworks, Edgeworks) submissions due Deadline to submit an ITF workshop
<b>FEBRUARY 1</b>	<b>ITF Registration open!</b>  Send a Troupe to Festival 2018 grant application due Outstanding School Award and Honorary Thespian Award applications due Leadership Grant, Doug Finney Festival Grant, Longstreth Grant applications due International Thespian Officers application open
<b>APRIL 1</b>	Peritz, Yeatman, Fowler, President's Leadership, Eaglesman, and Board of Directors scholarship applications due International Thespian Officers application due Next Generation Works finalists notified
<b>APRIL 15</b>	Main stage cast and crew registration deadline Main stage proof of performance rights due
<b>MAY 1</b>	<b>Deadline to register for ITF (Must include FULL payment)</b>  College additions applications due Thespian scholarships awarded at festival application due Chapter Select acceptance and technical requirements due Chapter Select proof of permission to perform due Freestyle Theatre application due National Individual Events registration deadline National Individual Events proof of permission to perform due ITF candidates announced Tech Challenge registration deadline
<b>MAY 15</b>	Festival's Got Talent application due
<b>JUNE 24-29</b>	<b>International Thespian Festival, 2019</b>
<b>JUNE 1</b>	Next Generation Works stage manager and Dream Team applications due
<b>FOR EXHIBITORS MAY 3</b>	Exhibitor registration deadline Colleges attending and tours registration deadline Shop and catering space reservation deadline



## Latest Discussions



### RE: Costume Construction Supplies/Budget Question

By: Melissa Mintzer, one month ago

I don't think so. The rubric requires an expense sheet - and the value of each item used must be factored ...





## AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for Educational Theatre Association to obtain a complete consumer report:

<b>FULL, LAST NAME</b> Russell	<b>FULL FIRST NAME</b> Jantina	<b>FULL MIDDLE NAME</b> Ruth
<b>STREET ADDRESS</b> 1626 Dancing Star Way		
<b>CITY</b> Prescot	<b>STATE</b> AZ	<b>ZIP</b> 86301
<b>GENDER*</b> F	<b>RACE*</b> Caucasian	<b>BIRTHDATE</b> 10-27-1975
<b>OTHER OR FORMER NAMES</b> (Maiden names, married names, surnames, etc.) Moulton- Maiden		

*\* This information will be used for background screening purposes only.*

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and furnish to Educational Theatre Association any records or information referenced in the provided disclosure statement for employment related purposes;
- 2) You authorize Educational Theatre Association ongoing procurement of any records or information, reports and records at any time during your employment, or volunteer engagement, to the extent allowed by law;
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish Educational Theatre Association and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- 5) You understand and agree that in connection with your employment, or volunteer engagement, your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

<b>CUSTOMER SIGNATURE</b> <i>Jantina Russell</i>	<b>DATE</b> 3/21/2018
---	--------------------------

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For California applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For Minnesota applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For Oklahoma applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

**California Applicants:** Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.

California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

**Maine Applicants:** Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.

- (i) Placed in a situation that endangers his or her life or physical or mental health;
- (ii) Cruelly confined or cruelly punished;
- (iii) Deprived of necessary food, clothing, shelter, or care;
- (iv) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (v) Sexually abused; or
- (vi) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions;

Nebraska Revised Statute 28-711(Summary): (1) When any physician, medical institution, nurse, school employee, social workers, or any other person has reasonable cause to believe that a youth has been subjected to abuse or neglect or observes such youth being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper local law enforcement agency, the local Department of Health and Human Services or by calling the statewide hotline number at 1-800-652-1999.

Nebraska Revised Statute 28-716 (Summary): Persons participating in an investigation or making a report of youth abuse or neglect shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements.

Nebraska Revised Statute 28-717 (Summary): Any person who willfully fails to make any report required by the law shall be guilty of a Class III misdemeanor.

I verify that I have not been convicted of any of the following:

- a. Any drug distribution activity or felony drug possession
- b. Any sexual offense
- c. Assault, including domestic violence related incidents
- d. Child abuse, molestation or other crime involving endangerment of a minor
- e. Murder
- f. Kidnapping
- g. Or any other felony or crime involving moral turpitude.

I have read, understand, and am willing to comply with all that is stated within the five pages of the UNL Youth Activities Safety Policy Activity Worker Guidelines.

<b>SIGNATURE</b> Jantina Russell		<b>STATE</b> AZ	<b>DATE</b> 3/21/2018
<b>FIRST NAME</b> Jantina	<b>MIDDLE NAME</b> Ruth	<b>LAST NAME</b> Russell	

International Thespian Festival 2018 is presented by the International Thespian Festival, LLC  
2343 Auburn Avenue, Cincinnati, Ohio 45219





EDUCATIONAL THEATRE  
ASSOCIATION

## DISCLOSURE REGARDING CONSUMER REPORTS

### **Educational Theatre Association will Obtain a Background Check**

You acknowledge and understand that in connection with your volunteer application with Educational Theatre Association (including any independent contract for services) or when deciding whether to modify or continue your ongoing involvement, we may obtain a "consumer report" and/or an "investigative consumer report" on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

### **Consumer Report Defined**

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for involvement. A common term for a consumer report is a "background check report."

### **Investigative Consumer Report Defined**

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

### **Reports May Contain**

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

### **Your Rights as a Consumer**

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1's files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied a volunteer position based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to:

Trak-1 | Consumer Relations | 7131 Riverside Parkway | Tulsa, Oklahoma 74136

800-600-8999 | CustomerCare@trak-1.com



**INTERNATIONAL  
THESPIAN  
FESTIVAL**

EDUCATIONAL THEATRE  
ASSOCIATION

## 2018 Consent and Acceptance form 0000487266

The International Thespian Festival, LLC. requires that this form be completed in full for each delegate (students and adults) attending International Thespian Festival at the University of Nebraska-Lincoln and signed by a parent or legal guardian. Enter Delegate's name exactly as it appears on registration form. *Every delegate must complete this form by May 1, 2018.*

### DELEGATE INFORMATION

<b>LAST NAME</b> Russell		<b>FIRST NAME</b> Jantina	<b>MIDDLE NAME</b> Ruth	<b>BIRTHDATE</b> 10-27-1975	<b>GENDER</b> F
<b>STREET ADDRESS (Home)</b> 1626 Dancing Star Way				<b>PRIMARY PHONE NO.</b> 928.710.0411	
<b>CITY</b> Prescott		<b>STATE</b> AZ		<b>ZIP CODE</b> 86301	
<b>PARENT/GUARDIAN/NEXT OF KIN (First and last name)</b> Darle or Le Moulton			<b>RELATIONSHIP</b> Parents		<b>PHONE NO.</b> 928.775.2122
<b>PRIMARY EMERGENCY CONTACT (First and last name)</b>			<b>RELATIONSHIP</b>		<b>PHONE NO.</b>
<b>SECONDARY EMERGENCY CONTACT (First and last name)</b>			<b>RELATIONSHIP</b>		<b>PHONE NO.</b>
<b>NAME OF TROUPE DIRECTOR OR CHAPERONE (Chaperone must be 21 years or older)</b> Jantina Russell					<b>TROUPE</b> 6017

### MEDICAL INFORMATION

**ALLERGIES TO FOOD AND/OR MEDICATIONS (IF NONE, please indicate)**

none

**MEDICATIONS CURRENTLY BEING TAKEN (IF NONE, please indicate)**

none

**PAST ILLNESSES OR INFORMATION NECESSARY IN AN EMERGENCY (IF NONE, please indicate)**

none

### I CONSENT TO MEDICAL TREATMENT

The undersigned hereby gives permission and consents to International Thespian Festival, LLC. and its Organizers to provide routine first aid, supervise the self-administration of over-the-counter and prescription medications and to seek medical assistance and/or treatment on behalf of the Delegate in the event that an illness or injury requiring such medical assistance and/or treatment occurs while the Delegate is attending or participating in the International Thespian Festival, LLC. In the event that reasonable attempts to contact the individuals listed above are unsuccessful, the undersigned hereby authorizes and consents to (1) the administration of any treatment deemed necessary by the physician listed below or, if unavailable, such other licensed physician or other healthcare provider as may be available and (2) the transfer of the Delegate to the nearest hospital or other medical facility for emergency medical evaluation, care and treatment. The indemnification in Section I below shall expressly cover any claims related to the actions by the International Thespian Festival, LLC. and its Organizers in (1) providing such routine first aid or supervision and (2) seeking such medical evaluation, care and treatment, and in providing any information reasonably requested by such emergency medical providers for purposes of providing or billing for services.

**SIGNATURE OF PARENT/GUARDIAN OR DELEGATE OVER 18 YEARS OF AGE**

Jantina Russell

**DATE**

3/21/2018



**FAMILY PHYSICIAN****NAME**

William DeVito

**CHECK IF NONE**☐**PHYSICIAN PHONE NO. (10-digit)**

928.776-6400

**STREET ADDRESS****CITY****STATE****ZIP CODE****HEALTH INSURANCE COMPANY****INSURANCE COMPANY NAME**

Meritain

**POLICY HOLDER NAME**

Jantina Russell

**POLICY ID#**

1606345752

**GROUP/PLAN #**

13851

**INSURANCE COMPANY STREET ADDRESS**

PO Box /86\*54

**CITY**

Richardson

**STATE**

TX

**ZIP CODE**

75085

**PRESCRIPTION INSURANCE****PROVIDER NAME****PROVIDER PHONE NO. (10-digit)****Rx GROUP #****Rx BIN #****ID #****ADDITIONAL TERMS OF AGREEMENT****I. RELEASE & INDEMNIFICATION**

The undersigned hereby releases and agrees to indemnify, save and hold harmless International Thespian Festival, LLC., the Educational Theatre Association, its programs, Chapter and other Group Affiliates, and all respective officers, employees, agents and representatives of the aforementioned entities (each an "Organizer" and collectively the "Organizers") from and against any and all claims, demands, causes of actions, losses, liabilities, judgments, damages, costs and expenses (including reasonable attorneys' fees) resulting from the Delegate listed above participating in International Thespian Festival, LLC.. The undersigned shall give each Organizer prompt written notice of any claim or facts or circumstances that might give rise to any claim for indemnification. The undersigned further agrees to be responsible for Delegate while traveling to and from International Thespian Festival, LLC. including any expenses incurred by the Delegate, caused by the Delegate and/or any personal injuries which may occur to the Delegate. The undersigned authorizes the Delegate to be released to the Troupe Director or Chaperone listed on Page 1 of this form.

**II. RULES AND REGULATIONS**

The undersigned agrees that the Delegate shall abide by International Thespian Festival, LLC. security rules and regulations. The undersigned understands that, if the Delegate violates security rules and regulations, the Delegate may be returned home, and the undersigned (or parents and/or legal guardians) may be financially responsible for all necessary costs incurred while sending Delegate home and no refunds will be granted.



# UNIVERSITY OF NEBRASKA LINCOLN

## YOUTH ACTIVITY SAFETY POLICY

### REVISED NOVEMBER 11, 2014



#### Overview

The University of Nebraska-Lincoln (UNL) has a strong interest in protecting the safety of youth on our campus; therefore, in 2012, the campus implemented a *Youth Activity Safety Policy* in order to provide a safe, educational and enjoyable activity/program experience for all participants. This policy provides minimum specific guidelines for activities sponsored by UNL and for activities sponsored by other organizations but held on UNL's campus. Except as noted herein, UNL units may, on their own, adopt policies that are stricter than the policies listed in this document. If activities cannot meet these guidelines, prior written approval from the UNL Vice Chancellor for Business and Finance is needed before such activities may be held on the UNL campus. UNL reserves the right to discontinue an activity if found to be in violation of this policy.

#### Definitions

**Youth Activity** – Any learning environment, activity, clinic, or conference sponsored by, or held on property owned or controlled by, UNL that includes close interactions with youths, with or without parental supervision/oversight. This includes visits by youth staying overnight for campus activities.

**Activity Contract** – A legal document required for any non-UNL Sponsoring Organization using UNL facilities for a Youth Activity.

**Activity Director** – A person who plans, directs and supervises Youth Activity programs and staff.

**Activity Support Staff** – Any person who provides support services for Youth Activities such as food service, custodial, maintenance, etc.

**Activity Worker** – Includes directors, coaches, assistant coaches, trainers, student assistants, staff, faculty, counselors, chaperones, officials, referees, and teachers, and any other adults and students acting as supervisors/mentors/workers in a paid, unpaid or volunteer status, as part of a Youth Activity.

**Sponsoring Organization** - Any person, business or organization supporting a Youth Activity by providing financial support to the Youth Activity and accepting liability for such Youth Activity. Sponsoring Organizations may already be part of UNL (UNL Sponsoring Organizations) or they may be outside organizations coming to UNL for the Youth Activity (non-UNL Sponsoring Organizations).

**Youth** – Any person under the age of 19, excluding full- and part-time NU students, participating in a Youth Activity.

#### Youth Activity Director and Sponsoring Organization Requirements for Holding Youth Activities at UNL

All Youth Activity Directors and Sponsoring Organizations are responsible for the safety of the workers and participants for the duration of the Youth Activity. They are responsible for the behavior of the Activity Workers and Activity Support Staff and adherence by all those involved to this policy and all other applicable University policies. Youth Activity Directors and Sponsoring Organizations using UNL facilities or property for Youth Activities must meet the following requirements.

1. All Youth Activity Directors must complete a Registration form prior to the activity. This Form must be approved by the Dean/Director, or their approved designee, and the Vice Chancellor of Business and Finance prior to the start of the Youth Activity. It is recommended that the Registration Form be completed thirty (30) days in advance of the Youth Activity.
2. All Youth Activities held at UNL must comply with this *Youth Activity Safety Policy* or receive a waiver from the policy. UNL Sponsoring Organizations must comply with this policy in its entirety. Non-UNL Sponsoring Organizations must comply with this policy or seek a waiver from the policy by providing alternative guidelines to UNL that are approved in writing by the UNL Vice Chancellor for Business and Finance. Activity Directors may request modifications to the policy, but modifications must be approved by UNL's Vice Chancellor for Business and Finance. It is recommended that the Registration Form be completed thirty (30) days in advance of the Youth Activity.
3. All Youth Activities must comply with University policies, including weapons, drug and alcohol policies. These policies



**III. INTELLECTUAL PROPERTY RELEASE**

The undersigned hereby assigns to the Educational Theatre Association all copyrights and other intellectual property rights in artwork, text, music, software, video, choreography and other types of work ("Works") created by the undersigned specifically for the undersigned's participation in the events or activities of the Organizers. The undersigned waives all rights in such Works under the Visual Artists Rights Act of 1990 and agrees to sign all further documents or instruments necessary to vest in the Educational Theatre Association all rights, title and interest in the aforementioned Works and intellectual property. The intellectual property rights hereby assigned to the Educational Theatre Association and waived by the undersigned do not include rights of the undersigned in works that pre-exist the undersigned's participation in the events or activities of the Organizers.

**IV. PHOTO/VIDEO RELEASE**

The undersigned irrevocably consents to being photographed or being recorded by means of video or audio tape recording by the Organizers, or a designated representative of the Organizers. These photographs and/or recordings can be used, without compensation to undersigned and/or the Delegate, in any public display, publication or media, or website, or in any manner or form, and at any time by the Organizers in promotion of the mission to promote the theatrical arts and have theatre arts recognized in all phases of education. The undersigned releases the Organizers, and their employees, agents, representatives, associates, Board of Director members, and consultants from any liability in connection with the use of such photographic, video and/or audio materials.

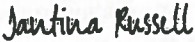
**V. AUTHORIZATION**

I consent to the use or disclosure of protected health information by the International Thespian Festival, LLC. or its Organizers, or any third party health care provider, for the purpose of analyzing, diagnosing, and providing treatment to the above stated Delegate, obtaining payment for health care services rendered or to be rendered, or to conduct health care operations. A copy of this consent is as valid as the original. I authorize my insurance benefits to be paid directly to the International Thespian Festival, LLC. or its Organizers, or any third party health care provider. I assume full responsibility for and agree to pay for all services rendered or to be rendered. I understand I have a right to receive a copy of this consent upon request, and to revoke this consent in writing at any time except to the extent that the Organizers, or another third party health care provider, has taken action in reliance on this consent. This authorization is valid one year from the date signed or through the term of coverage of the policy, and during the required period to process the claims.

**VI. YOUTH ACTIVITY SAFETY POLICY**

International Thespian Festival, LLC. has implemented a Youth Activity Safety Policy to provide a safe environment for youths participating in activities, clinics, and conferences. This policy will help to protect participating youths from potential misconduct incidents and help provide a safe, educational, and enjoyable activity/program experience.

The Delegate and the Delegate's parent and/or legal guardian have read, understand and agree to be bound by the above provisions, as evidenced by their signatures below:

SIGNATURE OF PARENT/GUARDIAN OR DELEGATE OVER 18 YEARS OF AGE	DATE
	3/21/2018

can be found at: <http://bf.unl.edu/policies/>.

4. All Activity Contracts must be approved by UNL's Vice Chancellor for Business and Finance.
5. It is the responsibility of the Activity Director to ensure all Activity Workers have received a copy (electronic or paper) of the *Activity Worker Guidelines*. Revisions to this form are not allowed. In addition, the Activity Director must ensure that all Parents/Guardians receive a *Parent/Guardian Information Form* approved by the UNL Vice Chancellor for Business and Finance.
6. Activity Workers and Activity Support Staff must successfully pass a Sex Offender Registry Check for the state(s) in which they currently reside. No Activity Worker or Activity Support Staff can be listed on any Sex Offender Registry. Sex Offender Registry Checks must be conducted at least annually. The Sponsoring Organization is responsible for ensuring the checks are completed. Activity Directors must maintain an updated list of Activity Workers and Activity Support Staff noting the date that the Sex Offender Registry Checks were completed. These checks are free.

The Nebraska Sex Offender Registry website: <http://www.sor.nebraska.gov>

The National Sex Offender Public website: <http://www.nsopw.gov/core/Portal.aspx>

7. All Youth Activities must have or arrange for access to individuals that are certified in Adult & Youth CPR and First Aid within reasonable proximity to the Youth Activity in case of an emergency. Individuals may be on staff such as trainers, nurses, or trained staff, or Youth Activities may arrange for pre-determined access to medical facilities such as UNL's Health Center or other area clinics or hospitals. In the case of an emergency or accident involving youth, Parents/Guardians will be notified, following notification of the appropriate emergency personnel.
8. Non-UNL Sponsoring Organizations will be required to have general liability coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate that names the Board of Regents of the University of Nebraska as an additional insured. If a Youth Activity is an athletic activity, the general liability coverage must include participant liability in the amount of \$1,000,000. Certificates of insurance must be sent to UNL's Risk Management Director for review at least 30 days prior to the start of the Youth Activity. A non-UNL Sponsoring Organization's Youth Activity may not begin without certificate of insurance approval by the UNL Risk Management Director.
9. All Youth Activity materials and publications must prominently note the name, address, and phone number of the Sponsoring Organization. The Youth Activity address may be a UNL address for purposes of receiving activity registrations and materials.

## Activity Worker and Activity Support Staff Eligibility

As this policy makes clear, UNL is committed to providing a safe and secure environment for youth on the UNL campus. Accordingly, every Sponsoring Organization hosting a Youth Activity is responsible for ensuring that an Activity Worker or Activity Support Staff does not have a criminal background that would disqualify the individual from participating in the Youth Activity. Options may include a question on an activity application or a criminal history background check.

It is expected that all Sponsoring Organizations will comply with the guidance from the U.S. Equal Employment Opportunity Commission regarding consideration of conviction records in hiring<sup>1</sup> and that all UNL Sponsoring Organizations will comply with Neb. Rev. Stat. § 48-202<sup>3</sup>. The following convictions generally will render an Activity Worker or Activity Support Staff ineligible to participate in Youth Activities:

- a. Any sexual offense;
- b. Felony assault, including domestic violence related incidents;
- c. Child abuse, molestation or other crime involving endangerment of a minor;
- d. Murder; or
- e. Kidnapping.

Other convictions, such as misdemeanor assault, drug distribution activity, felony drug possession, and any other felony or crime

<sup>1</sup> UNL units must follow these guidelines related to Activity Worker and Activity Support Staff eligibility and may not create their own guidelines

<sup>2</sup> Under EEOC guidance, in making hiring decisions, employers must consider the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct and /or completion of the sentence, and the nature of the job held or sought. If a determination is made that an individual should not be hired due to a conviction, the individual must be given an opportunity to provide additional information. Sponsoring Organizations must also comply with the Fair Credit Reporting Act (FCRA), if applicable.

<sup>3</sup> Section 48-202 states that a public employer generally must determine whether an applicant meets minimum employment qualifications before asking the applicant to disclose information concerning the applicant's criminal history.



involving moral turpitude, may also render an Activity Worker or Activity Support Staff ineligible to participate in Youth Activities. UNL Administration reserves the right to deny any Activity Worker or Activity Support Staff participation in the Youth Activity should the Administration, in its sole discretion, determine that the Activity Worker or Activity Support Staff has engaged in behavior that disqualifies the individual from participating in the Youth Activity.

## Vehicle Travel

1. Any Activity Worker employed by UNL who will be responsible for transporting youth by vehicle must undergo and pass a Driving Record Check as required by the UNL Transportation Safety policy. Non-UNL Activity Workers who transport youth must have a valid driver's license and be approved by the Activity Director to transport youth.
2. Activity Workers should avoid any one-on-one transportation of youth.
3. If one-on-one travel will occur, the Activity Worker is encouraged to contact his/her supervisor or designee immediately before departure and immediately upon arrival at the destination.

## Activity Worker/Youth Interaction

1. A ratio of at least one adult supervisor to every 15 youth is required, with a minimum of two adult supervisors regardless of size of activity. At least one adult supervisor of the same sex as the youth is required.
2. When in bathrooms or locker rooms, Activity Workers must be the same gender as the youth. Activity Workers showering or bathing with youths is strictly prohibited under all circumstances. Activity Workers will not be in the shower or bath areas with youth except during extreme medical emergencies.
3. Youths will not be unsupervised in the residence halls at night.
4. Taking pictures of youth or posting pictures or information about youth to social media sites without parent/guardian permission is prohibited.
5. Use of an Activity Worker's personal room, office or home for interacting/meeting alone with youth that are affiliated with the Youth Activity is prohibited. Activity Workers are prohibited from meeting youth off-site or off hours. Exceptions require parent/guardian written approval and the Activity Director's approval in advance.
6. All activity workers are expected to exercise appropriate supervision of youth. Oversight may vary based on the activity, the age of participants, the location of the event, etc.

Questions regarding this policy can be addressed to the Assistant Vice Chancellor, Business and Finance at 402-472-3217.

## Reporting Requirements for Child Abuse and Neglect, Including Sexual Assault

Nebraska statutes require any person who suspects or is aware of any child abuse or neglect, including sexual assault, to report such abuse, neglect, or assault to law enforcement or the Department of Health and Human Services (DHHS). Law enforcement is likewise required to notify DHHS of any such incidents reported to them. All Activity Directors, Activity Workers, and Activity Support Staff are required to notify the University Police Department at 402-472-2222 immediately when these situations are suspected.

### NOTICE TO ALL ACTIVITY DIRECTORS, ACTIVITY WORKERS, AND ACTIVITY SUPPORT STAFF:

If you suspect any child abuse or neglect, including sexual assault:

1. You must report it,
2. You should give as much information about the circumstances as possible,
3. You are immune from liability from any civil or criminal liability if you have reported the information in good faith, and
4. If you know of child abuse, neglect, or sexual assault but are not reporting it, you are breaking the law.

Reference: Nebraska Revised Statutes 28-710; 28-711; 28-716; 28-717:

Nebraska Revised Statute 28-710: (b) Child abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

# EXAMPLE

## Humboldt Unified School District #22 Participation in \_\_\_\_\_ Consent Form

Student Name: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

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

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

Participation in the Activity involves risks of injury due to certain inherent dangers that cannot be eliminated regardless of the care taken to avoid them. These injuries include, but are not limited to: physical contact with other individuals; contact with the ground, surfaces, fixtures, and equipment; and strenuous exertions, quick movements, and changes of speed, which place stress on the cardiovascular, muscular, and skeletal systems. The specific injury risks vary from (1) minor injuries such as scratches, bruises, and sprains, to (2) major injuries such as eye injury or loss of sight, joint injuries, back injuries, heart attacks, heat stroke and concussions to (3) catastrophic injuries including paralysis and death. I acknowledge that I have read and understand this warning.

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

I understand and acknowledge that instructors for the above-listed activities may have been hired by the school district as contractors for the sole purpose of providing the extracurricular activity(ies) described above and may not be employees of the district.

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

I have read and understand the foregoing information and acknowledgments.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date



**Humboldt Unified School District #22**  
**Medical Release and Consent**

Student Name: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Home Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Doctor: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Copy -

VENDOR INFORMATION	SHIPPING INFORMATION
Name: International Thespian Festival	Name: Deanna Mooney
PO Box 654451	Address: 6000 E. Long Look Drive
Cincinnati, OH 45264-5541	Prescott Valley, AZ 86314
Phone: 513-421-3900	Phone: 928-759-4195
Fax: 513-421-7077	Fax: 928-759-4120
email address:	Attn: Ruth Ann Atherton

Budget Code(s): 525.100.1000.6890.230.1373

**PLEASE NOTE:PLEASE PROVIDE JANTINA RUSSELL WITH PO NUMBER**

\_\_\_\_ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).

     If a check is being requested, a Check Request Form is included.

\_\_\_ If quotes are required, the Quote Documents are included.

Information provided is accurate, complete and legible.

\_\_\_Tax and Shipping charges are included.

DISTRICT USE ONLY				
axed.	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Other Info:		
BID:	REP:	Requisition	Rec'd Date:	



# REQUISITION

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Date: February 15, 2019

*COPY*

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Priority

## VENDOR INFORMATION

## SHIPPING INFORMATION

Name: International Thespian Festival	Name: David Capka
Address: PO Box 654451	Address: 6000 E. Long Look Drive
Cincinnati, OH 45264-5541	
	Prescott Valley, AZ 86314
Phone: 513-421-3900	Phone: 928-759-4199
Fax: 513-421-7077	Fax: 928-759-4120
E-Mail:	Attn: David Capka

Requisitioned By: Dave Capka	Admin. Approval: <i>[Signature]</i>
Department: CTE	District Approval:
Budget Code(s): 400/261-364-2190-6360-230-1560	

1990. 2240. 2240. 2240.

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
					\$0.00
2		400/2190-6360	International Thespian Festival Registrations 995.00	<del>\$840.00</del>	<del>\$1,680.00</del>
			Advisor/Chaperone Registrations		\$0.00
1		261/2213-6360	Registration for Jantina Russell Professional Development	\$250.00	\$250.00
					\$0.00
					\$0.00
			June 24 - June 30, 2019		\$0.00
			See Attached Information		\$0.00
					\$0.00
Misc. Information:				Sub-total	<del>\$1,930.00</del>
				Shipping	
				Tax	
				TOTAL	<del>\$1,930.00</del>

## IMPORTANT - PLEASE REVIEW

2240. 2240.

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

- ☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).
- ☐ If a check is being requested, a Check Request Form is included.
- ☐ If quotes are required, the Quote Documents are included.
- ☐ Information provided is accurate, complete and legible.
- ☐ Tax and Shipping charges are included.
- ☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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## DISTRICT USE ONLY

Fixed Assets?	Mailed:	E-Mailed:	Phone:	By:
	No	Yes	Other Info:	
ETD:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

PINK - Department

GOLDEN - School Site

## REQUISITION

Date:01/10/2019

- Copy -



## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## REQUISITION

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Date: February 15, 2019

Copy

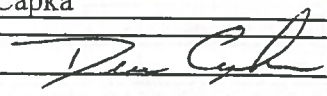
## Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic 261

## VENDOR INFORMATION

## SHIPPING INFORMATION

Name: Terra Travel	Name: David Capka
Address: 13466 N. 7th St	Address: 6000 E. Long Look Drive
Phoenix Az 85022	
	Prescott Valley, AZ 86314
Phone: 602-375-1707	Phone: 928-759-4199
Fax: 602-375-2715	Fax: 928-759-4120
E-Mail:	Attn: David Capka

Requisitioned By: Dave Capka	Admin. Approval: 
Department: CTE	District Approval:
Budget Code(s): 261-364-2190-6584-230-1560	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			International Thespian Festival		\$0.00
					\$0.00
2			Web Fare Ticket - round trip airfare Phoenix to Omaha	\$336.00	\$672.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
			Omaha Nebraska June 24 - June 30 2018		\$0.00

Misc. Information:

Sub-total	\$672.00
Shipping	
Tax	
<b>TOTAL</b>	<b>\$672.00</b>

## IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).

☐ If a check is being requested, a Check Request Form is included.

☐ If quotes are required, the Quote Documents are included.

☐ Information provided is accurate, complete and legible.

☐ Tax and Shipping charges are included.

☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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## DISTRICT USE-ONLY

Filed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Other Info:	
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

350 PINK - Department

GOLDEN - School Site

# REQUISITION

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Date: February 15, 2019

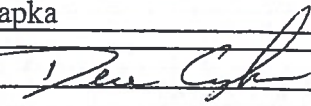
- Copy -

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525. 526. 580) <input checked="" type="checkbox"/> Other 400

## VENDOR INFORMATION

## SHIPPING INFORMATION

Name: Transportation	Name: David Capka
Address:	Address: 6000 E. Long Look Drive
	Prescott Valley, AZ 86314
Phone:	Phone: 928-759-4199
Fax:	Fax: 928-759-4120
E-Mail:	Attn: David Capka
Requisitioned By: Dave Capka	Admin. Approval: 
Department: CTE	District Approval:
Budget Code(s): 400-364-2710-6510-230-1560	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			International Thespian Festival		\$0.00
1			Van will park at Airport	\$37.88	\$37.88
					\$0.00
			Phoenix		\$0.00
			June 24 - 30, 2019		\$0.00
					\$0.00
					\$0.00
			See Attached Information		\$0.00
					\$0.00
Disc. Information:				Sub-total	\$37.88
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$37.88</b>

## IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

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- ☐ If a check is being requested, a Check Request Form is included.
- ☐ If quotes are required, the Quote Documents are included.
- ☐ Information provided is accurate, complete and legible.
- ☐ Tax and Shipping charges are included.
- ☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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## DISTRICT USE ONLY

Fixed Assets?	Mailed:	E-Mailed:	Phone:	By:
No	Yes	Other Info:		
BID:	RFP:	Requisition Rec'd Date:		

HITE - Accts. Payable

YELLOW - Receiving Clerk

351

PINK - Department

GOLDEN - School Site



HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
VEHICLE REQUEST

REQUESTS FOR ATHLETIC / FIELD TRIPS MUST BE COMPLETE AND SUBMITTED TO  
TRANSPORTATION DEPT. NO LESS THAN 7 DAYS PRIOR TO SCHEDULED TRIP DATE.  
PURCHASE ORDER MUST BE RECEIVED BY TRANSPORTATION NO LESS THAN 72 HOURS PRIOR TO TRIP.  
..... NO PURCHASE ORDER NO TRIP.....

DATE SUBMITTED: \_\_\_\_\_

QUOTED PRICE: 37.88

VEHICLE TYPE REQUESTED & # OF EACH: \_\_\_\_\_ 14 pass. ☒ 6 or 7 pass. \_\_\_\_\_  
WHITE BUS ☒ VAN \_\_\_\_\_ BUS \_\_\_\_\_

(AZ 39 month uncertified driver's license report required for all van or white bus usage)

PURPOSE OF TRIP: International Thesman Festival

NUMBER OF STUDENTS: 4 GRADE: 11 & 12 NUMBER OF ADULTS: 2

SPECIAL EQUIPMENT & # OF EACH: \_\_\_\_\_ WHEELCHAIR \_\_\_\_\_ SEATBELT \_\_\_\_\_ HARNESS

ADDITIONAL EQUIPMENT: Luggage

LEAVING FROM: Bemis

DESTINATION: Phoenix Sky Harbor

DESTINATION ADDRESS: 3400 Sky Harbor Blvd Phoenix AZ 85034

DESTINATION PHONE # & CONTACT NAME: \_\_\_\_\_

DEPARTURE DATE: June 24, 2019 DEPARTURE TIME: 6:00am

MUST BE AT DESTINATION BY...TIME: 9:00am (Event/Performance Time)

RETURN DATE: June 30, 2019 LEAVE DESTINATION TIME: 5:00pm

RETURN TO SCHOOL TIME: 7:30pm

ADDITIONAL STOPS: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

TRIP SPONSORS ARE RESPONSIBLE FOR INFORMING STUDENTS OF CONDUCT RULES FOR THE RIDE.  
SPONSOR SHALL ENSURE THAT DRIVER AND PASSENGERS IN SCHOOL OWNED VEHICLES USE SEAT BELTS  
WHERE PROVIDED. THE DRIVER / SPONSOR SHALL ENSURE ALL PASSENGERS COMPLY.

SPONSOR'S NAME (PRINT) Jantina Russell PHONE: 759-4100

CELL PHONE # 928-710-0411 CLASS EXT. 4052

ATHLETIC DIRECTOR/ PRINCIPAL'S SIGNATURE: Larry Miller

TRANSPORTATION USE ONLY DATE: \_\_\_\_\_ BY: \_\_\_\_\_

TRIP # \_\_\_\_\_ P.O. # \_\_\_\_\_ APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

Revised 05/2013

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## REQUISITION

(This is **NOT** a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order **MUST** be in Place **BEFORE** Purchasing/Placing an Order)

Date: February 15, 2019

- Copy -

## Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic 261

## VENDOR INFORMATION

## SHIPPING INFORMATION

Name: Jantina Russell	Name: David Capka
Address: 6000 E. Long Look D.r Prescott Valley Az 86314	Address: 6000 E. Long Look Drive Prescott Valley, AZ 86314
Phone: 928-759-4100	Phone: 928-759-4199
Fax:	Fax: 928-759-4120
E-Mail:	Attn: David Capka

Requisitioned By: Dave Capka	Admin. Approval:
Department: CTE	District Approval:
Budget Code(s): 261-364-2190-6582-230-1560	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			International Thespian Festival -- Travel Reimbursement		\$0.00
					\$0.00
					\$0.00
1		2190-6582	Lunch	\$12.75	\$12.75
1		2190-6582	Dinner	\$28.05	\$28.05
					\$0.00
7		2190-6583	Parking at Phoenix Sky Harbor Up to \$7 per day	\$7.00	\$49.00
2		2190-6584	Bags checked in at airport (1 bag each way)	\$25.00	\$50.00
2		2190-6583	Shuttle too and from airport in Nebraska	\$32.34	\$64.68
			Lincoln Nebraska June 24 - June 30 2018		\$0.00

Misc. Information:	Sub-total	\$204.48
	Shipping	
	Tax	
	<b>TOTAL</b>	<b>\$204.48</b>

## IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

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☐ Information provided is accurate, complete and legible.

☐ Tax and Shipping charges are included.

☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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## DISTRICT USE ONLY

Fixed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No	Yes	Other Info:	
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

353 PINK - Department

GOLDEN - School Site



# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

## REQUISITION

(This is NOT a Purchase Order - this is a Request for a Purchase Order)  
(A Purchase Order MUST be in Place BEFORE Purchasing/Placing an Order)

Date: February 15, 2019

*Copy*

### Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic 261

### VENDOR INFORMATION

Name: Francisco Ortiz  
Address: 6000 E. Long Look D.r  
Prescott Valley Az 86314  
Phone: 928-759-4100  
Fax:  
E-Mail:

### SHIPPING INFORMATION

Name: David Capka  
Address: 6000 E. Long Look Drive  
Prescott Valley, AZ 86314  
Phone: 928-759-4199  
Fax: 928-759-4120  
Attn: David Capka

Requisitioned By: Dave Capka

Admin. Approval:

Department: CTE

District Approval:

Budget Code(s): 261-364-2190-6582-230-1560

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			International Thespian Festival -- Travel Reimbursement		\$0.00
					\$0.00
					\$0.00
1		2190-6582	Lunch	\$12.75	\$12.75
1		2190-6582	Dinner	\$28.05	\$28.05
					\$0.00
					\$0.00
2		2190-6584	Bags checked in at airport (1 bag each way)	\$25.00	\$50.00
2		2190-6583	Shuttle too and from airport in Nebraska	\$32.34	\$64.68
			Lincoln Nebraska June 24 - June 30 2018		\$0.00
Misc. Information:				Sub-total	\$155.48
				Shipping	
				Tax	
				<b>TOTAL</b>	<b>\$155.48</b>

### IMPORTANT - PLEASE REVIEW

Turn-around time for purchase order generation is 10 business days, after a correctly completed purchase order requisition is received at the District Office. To avoid processing delays, please review the following checklist:

☐ If the request is for a conference, camp, tournament etc., the brochure/documentation is included (to provide dates, destination, purpose, required approvals, etc.).

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☐ If quotes are required, the Quote Documents are included.

☐ Information provided is accurate, complete and legible.

☐ Tax and Shipping charges are included.

☐ White, Yellow and Pink copies are included.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
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### DISTRICT USE ONLY

Faxed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	No	Yes	Other Info:	
BID:	RFP:	Requisition Rec'd Date:		

WHITE - Accts. Payable

YELLOW - Receiving Clerk

354 PINK - Department

GOLDEN - School Site





# CONSENT Item 8I.

## Conflict of Interest Waiver



## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 81
FROM:	Cole Young, Assistant Superintendent - Operations	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	Waiver of Conflict of Interest regarding agreements with Yavapai County	Action
		Consent X
<hr/>		
OBJECTIVE:	Board Governance	

---

### **SUPPORTING DATA**

The Yavapai County Attorney's Office (YCAO) provides legal services to Yavapai County departments including the Yavapai County School Superintendent. The YCAO recognizes that Humboldt Unified School District may have independent legal counsel; nonetheless, the YCAO also maintains an attorney-client relationship with the District and may periodically provide legal advice to it pursuant to A.R.S. 11.532. The District's "client" status does not change even if it uses independent legal representation.

The YCAO, like all other attorneys and law offices, is subject to the rules of professional conduct. These rules include directives as to when an attorney may provide legal representation to a client, if at all, when that representation may conflict with the current or prior representation of another client. In some circumstances, a lawyer may proceed with representation if all affected parties provide a written waiver of the conflict of interest after being informed of the consequences of such a waiver.

It is possible that all parties to the following agreements may eventually ask the YCAO for legal services:

- E-Rate
- Substitute Teacher Consolidation
- Data Hosting
- Nursing, therapy (including, but not limited to, physical, occupational, and speech), psychology, counseling, behavioral health, autism screening, and special education services

### **SUMMARY & RECOMMENDATION**

The District has not requested that the YCAO provide legal services for the referenced matters and generally refers to independent legal counsel.

The YCAO requests that the District waive the conflict in the event that we request legal services from the YCAO, thereby enabling the YCAO to provide services to both entities if requested and if such dual representation is appropriate.

It is recommended that the waiver(s) be authorized by the governing board.

### **Sample Motion**

*I move to authorize the Waiver(s) of Conflict of Interest regarding agreements (listed above) through Yavapai County entered into for fiscal year 2019-20.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, 759-5016



## WAIVER OF CONFLICT OF INTEREST

Re: Waiver of Conflict regarding agreements with Yavapai County through the Yavapai County School Superintendent entered into during Fiscal Year (FY) 2019-2020 concerning the following services:

- E-Rate;
- Substitute Teacher Consolidation;
- Data Hosting; and
- Nursing, therapy (including, but not limited to, physical, occupational, and speech), psychology, counseling, behavioral health, autism screening, and special education.

The Governing Board of Humboldt Unified School District No. 22, having reviewed the conflict of interest letter dated February 8, 2019, from Deputy County Attorney Joy L. Biedermann of the Yavapai County Attorney's Office (the "YCAO"), affirms that it is fully informed and it consents to and understands the implications of waiving the conflict of interest of the YCAO between Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22, both of which are clients of the YCAO.

Therefore, the Governing Board of Humboldt Unified School District No. 22 approves the waiver of the conflict of interest and authorizes the YCAO to proceed with preparation and review of and provide legal services related to the above-referenced matter(s) on behalf of Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22, if requested and if such dual representation is appropriate. The Governing Board of Humboldt Unified School District No. 22 also authorizes the YCAO to review or draft agreements, including any additional contracts, intergovernmental agreements, follow-on agreements, amendments, renewals, or extensions between Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22 entered into during FY 2019-2020 concerning the following services:

- E-Rate;
- Substitute Teacher Consolidation;
- Data Hosting; and
- Nursing, therapy (including, but not limited to, physical, occupational, and speech), psychology, counseling, behavioral health, autism screening, and special education.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Humboldt Unified School District No. 22

By: \_\_\_\_\_  
Governing Board President





# CONSENT

## Item 8J.

Revised 2018-19

Stipend Schedule

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board  
FROM: Cole Young, Assistant Superintendent-Operations  
DATE: May 14, 2019  
SUBJECT: Approval of the revised 2018-19 Stipend Schedule

Item #

85

Reading

Discuss

Action

Consent X

---

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

---

**SUPPORTING DATA**

The following are additions to the Stipend Schedule for 2018-19:

- Mu Alpha Theta Coordinator @ BMHS-W (Tax-Credit)
- Interact Club @ BMHS-W (Tax Credit)


**SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve the revised 2018-19 revised Stipend Schedule.

**Sample Motion**

I move to approve the attached revised Stipend Schedule for the 2018-19 school year.

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, 759-5016



## 2018-2019 STIPEND SCHEDULE

Calculation Base Amount = \$24,500.00		Category 1 = 12%	Category 2 = 10%	Category 3 = 7.5%	Category 4 = 5%	Category 5 = 2.5%	Board Approved (4-9-19)			
POSITION TYPE							STIPEND CATEGORIES AND RATES			
FOOTBALL (Fall Season)							YEARS	YEARS	YEARS	YEARS
							0-3	4-6	7+	
							CATEGORY			
							Number of Positions	*Funding Source		
August-October	Football - Head Coach						1	M/O	1	\$ 2,940.00 \$ 3,822.00 \$ 4,704.00
	Football - Assistant Coach						5	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Football - Assistant Coach - Additional						2	Tax Credit	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Football - Flag Football - Elementary						1 per building	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
	Weight Room Coach - HS (3 seasons)						1 per season	Tax Credit	4	\$ 1,225.00 \$ 1,592.50 \$ 1,960.00
BASKETBALL	Basketball Boys - Head Coach						1	M/O	1	\$ 2,940.00 \$ 3,822.00 \$ 4,704.00
	Basketball Boys - Assistant Coach						1	Tax Credit	1	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Basketball Girls - Head Coach						1	M/O	1	\$ 2,940.00 \$ 3,822.00 \$ 4,704.00
	Basketball Girls - Assistant Coach						1	Tax Credit	1	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Basketball Boys - JV Coach						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Basketball Girls - JV Coach						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Basketball Boys - Freshman						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Basketball Girls - Freshman						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Basketball Boys - 8th Grade						1 per building	M/O	4	\$ 1,225.00 \$ 1,592.50 \$ 1,960.00
	Basketball Girls - 8th Grade						1 per building	M/O	4	\$ 1,225.00 \$ 1,592.50 \$ 1,960.00
October-December	Basketball - Assistant Coach - MS						Per Trigger #	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
	Basketball Boys - Elementary						1 per building	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
	Basketball Girls - Elementary						1 per building	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
	Basketball Girls - Elementary (Co-ed, if needed)						1 per building	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
WRESTLING (Winter Season)	Wrestling - Head Coach						1	M/O	2	\$ 2,450.00 \$ 3,185.00 \$ 3,920.00
	Wrestling - JV Coach						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Wrestling - Assistant Coach - HS						Per Trigger #	Tax Credit	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Wrestling - Combined Middle School Coach						1	M/O	4	\$ 1,225.00 \$ 1,592.50 \$ 1,960.00
	Wrestling - Assistant Coach - MS						Per Trigger #	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
	Wrestling - Combined Elementary Coach						1	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
VOLLEYBALL (Fall Season)	Volleyball - Head Coach						1	M/O	1	\$ 2,940.00 \$ 3,822.00 \$ 4,704.00
	Volleyball - JV Coach						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Volleyball - Freshman Coach						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Volleyball - Middle School						1 per building	M/O	4	\$ 1,225.00 \$ 1,592.50 \$ 1,960.00
	Volleyball - Assistant Coach MS						Per Trigger #	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
January-February	Volleyball - Elementary						1 per building	Tax Credit	5	\$ 612.50 \$ 796.25 \$ 980.00
BASEBALL (Spring Season)	Baseball - Head Coach						1	M/O	1	\$ 2,940.00 \$ 3,822.00 \$ 4,704.00
	Baseball - Assistant Coach						1	Tax Credit	1	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Baseball - JV Coach						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
	Baseball - Freshman Coach						1	M/O	3	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00
SOFTBALL (Spring Season)	Softball - Head Coach						1	M/O	1	\$ 2,940.00 \$ 3,822.00 \$ 4,704.00
	Softball - Assistant Coach						1	Tax Credit	1	\$ 1,837.50 \$ 2,388.75 \$ 2,940.00

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



Marching Band Assistant - High School (90+ students)		Per Trigger #	Tax Credit	4	5	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Music Director - Elementary		1 per building	M/O			\$ 612.50	\$ 796.25	\$ 980.00
*Elementary Choir stipend requires minimum of three (3) after school and/or evening events per year.								
<b>STUDENT COUNCIL (School Year)</b>								
Student Council Advisor - High School		1						
Student Council Advisor - Middle School		1 per building	M/O	3		\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Student Council Advisor - Elementary		1 per building	M/O	4		\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
<b>YEARBOOK (School Year)</b>								
Yearbook Advisor - High School		1						
Yearbook Advisor - Middle School		1 per building	M/O	3		\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
<b>DRAMA (School Year)</b>								
Drama Advisor - High School		1						
*HS Drama stipend requires minimum of ten (10) after school and/or evening events per year.								
Drama Technical Advisor - HS		1						
*HS Drama Tech stipend requires minimum of eight (8) after school and/or evening events per year.								
Drama Advisor - Middle School		1 per building	M/O	4		\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
*MS Drama stipend requires minimum of six (6) after school and/or evening events per year.								
<b>HIGH SCHOOL (School Year)</b>								
Advanced Ed - Co-Chair		2						
CTSO Advisor - High School (Deca (1), Skills (1), HOSA (2) Thespian (1))		5	JTED	3		\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Department Chair (LA, Math, Science, Social Studies) - High School		1 per core class	M/O	3		\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
AVID Coordinator - High School		1						
Department Chair (except LA, Math, Science, Social Studies) - High School		1 per department	M/O	3		\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Graduation Sponsor - High School		1						
Prom Sponsor - High School		1						
High School Speech/Forensics/Mock Trial Advisor		1						
Calculus Camp Instructor		1						
Link Advisor (3)		1						
*Clubs/Program* stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.		3	Yavapai College/ Embry-Riddle	4		\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
<b>MIDDLE SCHOOL (School Yr.)</b>								
Athletic Director - Middle School		1 per building	M/O	4		\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Reading Counts - Middle School		1 per building	M/O	5		\$ 612.50	\$ 796.25	\$ 980.00
Student Advisor Group Leader - Middle School		6	MGI Grant	other		\$ 612.50	\$ -	\$ -
Team Leader - Middle School								
BMMS (3)								
GHMS (4)								
LTS (1)		7th, 8th, Elective		5		\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
AVID Coordinator - Middle School		7th, 8th, Elective/Honors						
*Clubs/Program* stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.		7/8 Combo						
Coach Cheer @ LTS		1 per building	M/O			\$ 1,850.00		
<b>ELEMENTARY SCHOOL (School Yr.)</b>								
Coach Cheer @ LTS			Tax Credit			\$ 612.50		
Art Program Advisor @ GVES						X		
Drama Club Advisor @ GVES								
After School Science Explorer Advisor @ GVES								
After School Robotics @ GVES (.5)								
National Jr. Honor Society @ BMMS -								
Yearbook Advisor @ CSES								
Advanced Math Teacher @ GVES								
Choir Advisor @ GVES								
Science Olympiad @ LTS								
Science Olympiad @ LTS								
Lego Robotics Advisor @ LTS								
Fitness Program Advisor @ LVES								

[illegible]



<b>OVERLOADS</b>	Class Overload: High School	1/5 of Salary	M/O			
	Class Overload: Middle School	1/5 of Salary	M/O			
	Class Overload: Elementary School	1/7 of Salary	M/O			
	Class Overload:(Other)	1/x of Salary	M/O			
<b>CACFP Budget</b>	CACFP Director/ Facilitator	\$1,000				
	CACFP Menu operations	\$1,000				
	CACFP Clerk	\$1,000				
	CACFP Administrative Secretary	\$1,000				
<b>Wellness Grant Stipends</b>	Wellness Coach Granville Elementary School	\$1,000				
	Wellness Coach Liberty Traditional School	\$1,000				
	Wellness Coach Mountain View Elementary School	\$1,000				
	Wellness Coach Coyote Springs Elementary School	\$1,000				
<b>GUIDELINES</b>	Wellness Coach Lake Valley Elementary School	\$1,000				
	Wellness Coach Humboldt Elementary School	\$1,000				
	*Funding sources may vary					
	Continuous years of in-house experience in a "position type" will count for horizontal movement.					
	Head high school coaches new to the District may be granted up to five (5) years credit for coaching experience in the same sport at previous schools.					
	High school assistant coaches, JV Coaches, and Freshman Coaches new to the District may be granted up to three (3) years credit for coaching experience in the same sport at previous schools.					





# CONSENT

## Item 8K.

### IGA Renewal

### Town of PV - SRO

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8K
FROM:	Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	Intergovernmental Agreement with the Town of Prescott Valley and HUSD for School Resource Officer at Bradshaw Mountain High School	Action Consent X
<hr/> OBJECTIVE: Goal #2 – To Focus on Planning for Future Student Needs <hr/>		

### **SUPPORTING DATA:**

Please find attached the Intergovernmental Agreement (IGA) between the Town of Prescott Valley and Humboldt Unified School District outlining the stipulations as it relates to the School Resource Officer at Bradshaw Mountain High School. Section 1 under "Terms of Agreement; Renewals," provides for automatic renewal should both parties agree to renew without amendment. The only change to the IGA from the previous school year was a change in salary in accordance with the employment contract held by the Prescott Valley Police Department for annual cost of living increase. This agreement is for one year beginning July 1, 2019, and ending June 30, 2020, unless expressed in writing from either party.

The agreement has been reviewed and approved by district legal counsel.

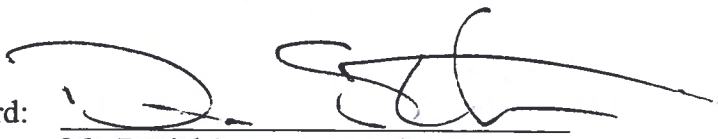
### **SUMMARY & RECOMMENDATION:**

The Administration recommends acceptance and approval of the IGA between the Town of Prescott Valley and Humboldt Unified School District.

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

*I move to approve renewal of the Intergovernmental Agreement between Humboldt Unified School District and Prescott Valley Police Department for a School Resource Officer for the 2019-20 school year.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation at 759-4010*



**INTERGOVERNMENTAL SERVICE AGREEMENT SCHOOL RESOURCE OFFICER**

**Humboldt Unified School District  
Town of Prescott Valley**

THIS AGREEMENT, entered into this date, July 1<sup>st</sup>, 2018 by and between the TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona (hereinafter "Town"), and the HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22 OF YAVAPAI COUNTY, ARIZONA, a unified school district and political subdivision of the State of Arizona (hereinafter "District");

WITNESSETH:

WHEREAS, ARS §15-341 (A) (5) authorizes school district governing boards to prescribe the curricula for promotion and graduation of pupils; and

WHEREAS, ARS §15-341(A)(16) authorizes school district governing boards to provide for adequate supervision over pupils in instructional and non-instructional activities by certificated or non--certificated personnel; and

WHEREAS, ARS §9-240(B) (12) authorizes town councils to prescribe the powers and duties of police officers, and

WHEREAS, ARS § 11-952 authorizes two or more public agencies (including towns and school districts) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in § 11-952; and

WHEREAS, the District and the Town jointly participate in arranging for a School Resource Officer for Bradshaw Mountain High School who will provide law-related education as a guest instructor, in-service instruction to faculty and staff, attendance at school functions, and response to service calls during school hours; and

WHEREAS, the District Governing Board and the Town Council find that this Intergovernmental Service Agreement complies with each of the requirements of ARS § 11-952 and is otherwise consistent with the health, safety and welfare needs of the community;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto enter into this Intergovernmental Service Agreement as follows:

Section 1.       TERMS OF AGREEMENT; RENEWALS. The term of this IGA shall expire one year from July 1<sup>st</sup>, 2018, with an automatic renewal for a successive one-year term for two additional years. However, either Party may provide written notice of its intent not to renew or continue the IGA for the subsequent year to the other Party no later than sixty (60) days prior to the end of the then-current term.

Section 2.       PURPOSE. The purpose of this Intergovernmental Service Agreement is to continue the implementation of a School Resource Officer position in Bradshaw Mountain High School by arranging for one Town police officer to serve as School Resource Officer to, among other things, provide law-related education to students at Bradshaw Mountain High School as guest instructor, provide in-service instruction to the faculty and staff, attend school-related functions, and address calls for police

service from the schools during school hours that would normally require a response from regular patrol officers or respond to other needs as outlined by a Police supervisor.

Section 3. PERFORMANCE. The performance commitments of the respective parties are as follows:

The District shall –

- (a) provide necessary space for the assigned School Resource Officer, including a secured office space at Bradshaw Mountain High School;
- (b) coordinate scheduling with the assigned officer and his Town supervisor;
- (c) instruct teachers, administrators and staff on how to assist the School Resource officer as needed;
- (d) provide regular evaluations of the effectiveness and on-going needs of the officer;
- (e) provide the School Resource Officer with access to necessary audio-visual, computer and related equipment; and
- (f) provide the School Resource Officer with training that can enhance his ability to serve the students and staff.

The Town shall—

- (a) ensure through its Police Department that a qualified officer of its choice is made available as a School Resource Officer. In so doing, the Police Department shall make every effort to find qualified substitutes or make arrangements to reschedule classes if the officer is unavailable for any reason;
- (b) ensure that the assigned police officer is appropriately attired and present a professional image;
- (c) ensure that the assigned police officer is properly trained and oriented to fulfill the requirements of these positions;
- (d) allow the assigned police officers the time to
  - (1) properly prepare for classroom presentations;
  - (2) informally interact with pupils, outside of class; and
  - (3) participate in District staff orientation, faculty meetings, and in-service activities;
- (e) provide necessary supervision and evaluation of the assigned officers' performance so as to ensure an adequate level of performance; and
- (f) use funds provided by the District to defray the costs of providing these police officers to the District.

Section 4. BUDGETING AND FINANCING. The District and the Town shall each provide for its own costs under this Agreement, except that the District shall pay one half (1/2) the costs of salaries and benefits for one School Resource Officer. The District and the Town shall each include in their annual budgets the necessary appropriations to meet the cost of their respective performances



hereunder. In the event the salary and/or benefits of the officer are raised by the Town beyond customary increases to include cost of living, merit, and/or benefit increases during the term of this Agreement, any additional amounts shall be paid by the Town. Payments shall be made at times and in increments mutually agreed-to by the parties, but no more often than quarterly.

Section 5.      **TERMINATION.** This Agreement may be terminated by either party for any reason whatsoever, effective upon receipt of written notice. In the event of termination prior to the full term of this Agreement, if the District has paid to the Town the salary amount set forth in Section 4 above, the Town shall prorate said amount based on the remaining term of this Agreement and shall return the unearned portion to the District within 60 calendar days. In the event of termination prior to the full term of this Agreement, if the District has not yet paid the salary amount set forth in Section 4 above, the District shall prorate said amount based on the remaining term of this Agreement and shall pay the earned portion to the Town within 60 calendar days.

Section 6.      **INDEMNIFICATION.** Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnitee") for, from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious / derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

Section 7.      **NO PARTNERSHIP; NOT EMPLOYEES.** Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the Town's Police Department and the District. Rather, the assigned personnel of the Town's Police Department are independent contractors for purposes of Article 2, Chapter 7, Title 12, Arizona Revised Statutes.

Solely for purposes of workers compensation, ARS §23-1022(O) and (E) shall apply and the Town shall be solely liable for the payment of workers' compensation benefits for the assigned police officer providing services under this Agreement.

Section 8.      **NOTICES.** All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3<sup>rd</sup>) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

District:            Humboldt Unified School District No. 22  
6411 North Robert Road  
Prescott Valley, AZ 86314  
Attn: Superintendent

Town:                Prescott Valley Police Department  
7601 E. Civic Circle  
Prescott Valley, AZ 86314  
Attn: Police Chief

Section 9.      **FURTHER INSTRUMENTS.** Each party hereto shall, promptly upon the request of the other, have acknowledged and delivered to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 10. AMENDMENT AND CONSTRUCTION. This agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

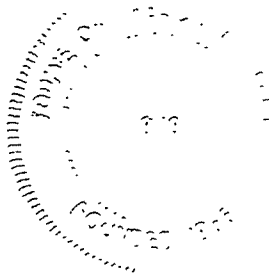
Section 11. CONFLICT-OF-INTEREST. This Agreement may be canceled pursuant to ARS §38-511 in the event of a conflict-of-interest as described therein.

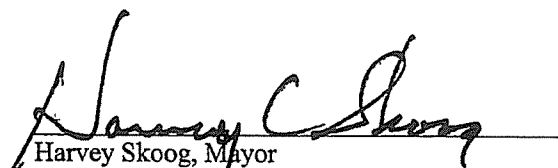
Section 12. LEGAL ARIZONA WORKERS ACT COMPLIANCE. Both parties hereby warrant that they will at all times during the term of the Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. §23-214 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach of the contract, and the parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor, subcontractor or employee of either who performs work pursuant to this Agreement verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

Section 13. APPLICABLE LAW. The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Arizona. The courts of the State of Arizona shall have jurisdiction over any action arising out of this IGA and over the parties, and the venue shall be the Yavapai County Superior Court, Yavapai County

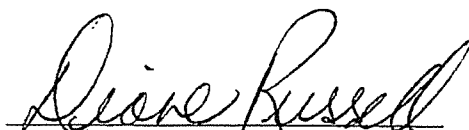
IN WITNESS WHEREOF, the parties hereto have executed this Intergovernmental Service Agreement by and through their authorized representatives.

TOWN OF PRESCOTT VALLEY, a municipal corporation of Arizona, (Town)



  
Harvey Scoog, Mayor

ATTEST:

  
Diane Russell, Town Clerk




  
Ivan Legler, Town Attorney

APPROVED

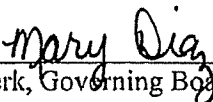
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Humboldt Unified School District  
Governing Board

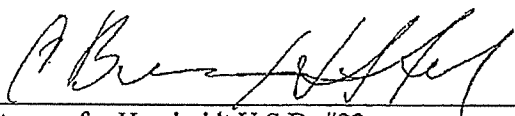
HUMBOLDT UNIFIED SCHOOL DISTRICT  
NO. 22 of YAVAPAI COUNTY, ARIZONA, a  
unified school district and political subdivision  
of the State of Arizona, (District)

  
President, Governing Board  
Richard Adler

ATTEST:

  
Clerk, Governing Board

The forgoing Intergovernmental Service Agreement has been submitted to me as Attorney for the Humboldt Unified School District No. 22 of Yavapai County, Arizona, for review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the Town under the laws of Arizona.

  
Attorney for Humboldt U.S.D. #22

\_\_\_\_\_  
Deputy Yavapai County Attorney





# CONSENT

## Item 8L.

IGA Renewal  
Foundations Academy

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8L
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	Intergovernmental Agreement (IGA) renewal with Mayer Unified School District (MUSD) for special education services (Program for students with Emotional Disabilities/ED-P) - Foundations Academy	Action Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	

### SUPPORTING DATA

During the 17-18 school year, the District was unable to secure a properly certified full-time special education teacher for our ED-P (emotional disability private day classes for elementary and middle school age students). At that time we entered into an agreement with Mayer Unified School District to contract services for students whose IEP requires an ED-P setting.

The cost of services for the Mayer program is \$25,000 per student, billed quarterly. The IGA allows for HUSD to terminate the agreement with a 30-day notice. For the 19-20 school year, the agreement was adjusted to decrease the minimum amount due to a twelve student minimum, which is a potential savings of \$50,000 compared to the 18-19 agreement. This agreement has been reviewed by our legal counsel.

HUSD is responsible for providing transportation and participating in the development of the student's IEP.

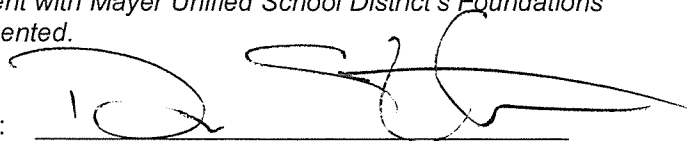
### SUMMARY & RECOMMENDATION

The Foundations Academy will allow our students to access the appropriate services specified in their IEP, through this IGA.

### Sample Motion

*I move to renew the Intergovernmental Agreement with Mayer Unified School District's Foundations Academy for the school year 2019-2020 as presented.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Patty Bitsilly, 759-4031



## Intergovernmental Agreement

**Date:** \_\_\_\_\_, 2019

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

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

### **RECITALS:**

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

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

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

### **AGREEMENT:**

The District and MUSD agree as follows:

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

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

**1.2** MUSD shall develop individualized programming for each student.

**1.3** MUSD shall inform the District in a timely manner concerning: (1) student individualized-education-program (IEP) meetings, triennial-review meetings, and other required or appropriate meetings; (2) coordination of each student’s transportation

needs; (3) the District's financial responsibility for ED-P services provided to the student; and (4) the student's performance and progress, to be addressed in quarterly updates.

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

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

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

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

1.8 MUSD shall provide related services of physical therapy, occupational therapy, counseling, and speech therapy to the extent appropriate according to each student's IEP for the basic program rate of \$300,000.00/year for up to twelve (12) students, and an additional \$25,000.00/student/year for enrollment over twelve (12) up to sixteen (16) students - as indicated in Exhibit 2, subject to the provisions of Section 8. Additional cost: unless otherwise agreed in writing, any other related services, required by a student's IEP including but not limited to services of a one-on-one aide, will be provided by MUSD, at MUSD or another arranged location, and billed to District at actual cost.

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

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

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

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



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

**2.2** The District shall provide the services of a school psychologist as needed.

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

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

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

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

**5. Duration.** This Intergovernmental Agreement's term is (FY 2019-20), unless terminated earlier as provided in Item 9.

**6. Payments.** MUSD shall invoice the District quarterly for amounts due as set forth in Exhibit 2. Within 30 days after MUSD invoices the District, the District shall pay MUSD the invoiced amount. For each quarter that an additional student, above the base level of twelve (12), attends MUSD's program for eight school days or more, the District shall pay MUSD a full quarterly payment. If the additional student attends MUSD's program for seven days or less in any quarter, the District shall pay MUSD the prorated program cost for seven days.

7. **Transportation.** The District and MUSD will work together to the extent feasible to provide transportation for students to and from MUSD on an individualized student basis. The entity providing the transportation and supervision at the time of an incident is the party that is responsible for risk and expense. District assumes all transportation costs and responsibility for transportation of students unless transportation is specifically assumed for specific students by MUSD. For example, MUSD may agree to transport a specific student from Point A to MUSD on a MUSD bus. If the student will be late for or absent from the program, the District representative shall promptly notify the designated MUSD personnel. The District shall notify MUSD of any student infractions on the ride to or from MUSD's program on the day of the infraction.

8. **Capacity.** The Parties acknowledge and agree that state requirements limit ED-P classrooms to a maximum of twelve (12) students with a teacher, paraprofessional, and third staff member available for crisis/behavior management, with a maximum four (4) year age range unless granted exception. The MUSD reserves the option of capping the classroom at eleven (11) students to allow for later enrollment or identification of a new ED-P student in MUSD. This Agreement provides for acceptance of up to sixteen (16) students from District, as also indicated in Exhibit 2. Additional ED-P students from District may be accepted by MUSD subject to available capacity in an ED-P classroom as determined by MUSD. If enrollment is proposed more than half way through any quarter, MUSD may admit the student commencing the next quarter, or earlier based on a prorated fee.

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

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

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



**12. Insurance.** Throughout this Intergovernmental Agreement's term, the parties shall maintain property and liability insurance applicable to all activities pursuant to this Agreement available to them through the Arizona School Risk Retention Trust or other Insurer.

**13. Waivers of Subrogation.**

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

**14. Miscellaneous Provisions.**

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

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

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

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

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

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

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

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

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

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

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



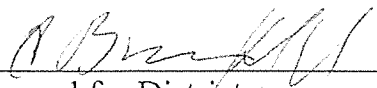
This Intergovernmental Agreement is effective on the date approved by the District's governing board.

Dated \_\_\_\_\_, 2019

**District:**

Humboldt Unified School District No. 22

Approved as to form:

  
\_\_\_\_\_  
Counsel for District

By \_\_\_\_\_  
Name: Daniel Streeter  
Title: Superintendent

Dated 4/3/19, 2019

**MUSD:**

Mayer Unified School District No. 43

Approved as to form:

By: \_\_\_\_\_  
Name: Dean Slaga  
Title: Superintendent

\_\_\_\_\_  
Counsel for MUSD

# Exhibit 1

## Verification of Eligibility

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Exhibit 2

MUSD Foundation Academy agrees to enroll twelve (12) students in the ED-P Program from District.

The base level program fee shall be \$300,000.00\* per year for up to twelve (12) students, invoiced quarterly, to include special education and related services of occupational therapy, physical therapy, counseling, and speech therapy services to the extent appropriate according to each student's IEP, as described in Item 1.8. Each additional student, up to sixteen (16) students, shall be an additional \$25,000.00 per student\* per year. Additional students above sixteen (16) may be accepted only by signed written Addendum mutually agreed upon by the District and MUSD.

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

Students who will attend:

_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2019
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2019
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2019
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2019
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2019
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2019
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2019

## Exhibit 3

### Foundations Academy (MUSD) Parental Acknowledgment

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

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

\_\_\_\_\_  
Printed name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



# CONSENT

## Item 8M.

### United Way MOU Renewal

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 M
FROM:	Dr. Rob Bueche, Executive Director of Federal Program and School Innovation	Reading
DATE:	5/14/19	Discuss
SUBJECT:	Memorandum of Understanding between HUSD and United Way of Yavapai County	Action
		Consent X
OBJECTIVE:	Goal #2 – To Focus on Planning for Future Student Needs	

### **SUPPORTING DATA:**

The purpose of this agreement is to accept a grant amount of \$12,000 from the United Way of Yavapai County. The grant will offer to the Humboldt Unified School District a program known as Catch-Up After School, where students who are identified as having a need for literacy skills will receive additional assistance twice a week for a total of eight weeks. The program has successfully run in the Humboldt Unified School District since the 2014-2015 school year.

Attached for your approval is the 2019-2020 agreement. New language is underlined and deleted language is ~~struck through~~. The only changes were to the year of the agreement.

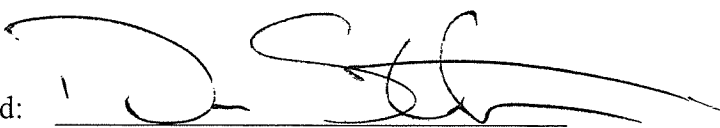
### **SUMMARY & RECOMMENDATION:**

It is recommended that the Governing Board approve the agreement between Humboldt Unified School District and United Way of Yavapai County, for the 2019-2020 school year.

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

*I move to approve renewal of the Memorandum of Understanding between Humboldt Unified School District and United Way of Yavapai County, for the 2019-2020 school year.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation at 759-4010*





## United Way of Yavapai County, Inc.

143 N. McCormick St, Suite 201, Prescott, AZ 86301 Phone: 928-778-6605  
P O Box 12935, Prescott, AZ 86304-2395 [www.yavapaiuw.org](http://www.yavapaiuw.org)

April 3, 2019

Humboldt Unified School District, Catch-up program: \$12,000.00

The United Way of Yavapai County is excited to continue to address community needs through our partnerships with organizations such as yours. As stewards for generous United Way donors, we are charged with the responsibility to assure proper and effective use of funds. Thank you for your help accomplishing and communicating this. We will be sending six month and year end reports with instructions. Keep in mind these reports will be asking for:

Funding Sources: Report funding for the supported program that comes from United Way and alternate sources.

Expenses: How are funds being applied? If there has been a repurposing of funds from the original planned or into another program, it must be reported.

Demographics: Please try to capture the demographics of the directly served as best as possible and confirm that these figures agree with the total population reached.

Outcomes: Report the size of audience and the number of successful outcomes; e.g., 80% of a target population of 80 students between 12 and 18 years of age will have a better understanding of the impact of drugs on school performance as measured by a post seminar questionnaire.

We recognize the time and amount of work that goes into this reporting and appreciate your efforts. We thank you helping us continue to support the programs that touch the lives of so many people Yavapai County.

Best regards,

UNITED WAY OF YAVAPAI COUNTY

*Our mission is to unite people, organizations and resources to improve the lives and build communities throughout Yavapai County.*



United Way of  
Yavapai County

## Partner Agency Memorandum of Understanding (MOU)

Agency Name: Humboldt Unified School District

Program Name: Catch-Up After School Program

Grant Amount: \$12,000.00

### Duration

The Period of Performance of this Memorandum of Understanding (MOU) is April 2019 to March 2020.

### Purpose & Intent

The purpose of this MOU is to define and formalize the agreement between United Way of Yavapai County (UWYC) and Agency/Program named above.

The intent of the MOU is to set the cooperative basis of any and all obligations between the UWYC and above reference Agency/Program relative to the United Way's 2018 Community Impact Grant Funds. A clear understanding and mutual acceptance of the respective roles and responsibilities of the Agency/Program named above and the UWYC are essential to their joint effort to meet the critical needs of Yavapai County residents.

### General Provisions

**Agency** referenced above agrees to adhere to the following terms associated with accepting program grant funds from the UWYC:

1. Agency agrees to deliver the program(s) described in its grant application and that the funds received from the UWYC will be used for operational and program expenditures for the approved program(s) as described in the Agency's grant application. Agency acknowledges that funding is not transferable to another program without prior, written approval of the UWYC Board of Directors.
2. If the Agency eliminates the UWYC funded program during the MOU period of performance, or if the need for the funded program is lessened, the Agency is to notify the UWYC in a timely manner so that appropriate action can be taken.



3. During the MOU period of performance, the Agency will inform the UWYC in a timely manner of all budgetary changes that affect programs and services conducted by the Agency.
4. Agency agrees to comply with the terms of accountability set by the UWYC, that is submission of the **Interim Community Impact Grant Report, at six months** and **Year-end Community Impact Grant Report** at twelve months. Agency also agrees to permit and cooperate with audits of any program funded by UWYC.
  - **NOTE:** Agencies that fail to submit a Final Community Impact Grant Report will not be eligible for funding in the subsequent grant cycle.
5. Agency agrees to identify itself year-round in every practical manner as a recipient of UWYC support through the display of UWYC's logo on its property, the inclusion of the UWYC logo on all funded program promotional publications and website, recognition of UWYC at events, and provide acknowledgement of UWYC funding in press releases.
6. Agency acknowledges that the amount of grant funding actually allocated to it may not be equal to the amount originally awarded. The Agency understands the difference between award and funds disbursed is dependent upon a number of factors including, but not limited to, change in economic factors, percentage of pledges actually collected or received by the UWYC and compliance by the Agency with all provisions of this MOU. **Furthermore, the Agency understands and agrees that the UWYC Board of Directors may alter the amount disbursed to the Agency during the award period based on the Agency's non-compliance with the provisions of this MOU or substantial change in local economy.**
7. Agency agrees to report in writing in a timely manner to the Executive Director of the UWYC any investigation by any police agency, any government treasury department investigation or any other regulatory agency investigation (particularly regarding allegations of financial or managerial misconduct or allegations of criminal misconduct by the agency or by any member of its board or staff.) The Agency further agrees that the UWYC will be advised in a timely manner of any adverse accountant or auditor reports or remedial financial recommendations.
8. Agency agrees to support and assist with the fundraising campaign of the UWYC through volunteer involvement (including availability of staff and/or clients for speaking engagements) and will ask the Agency's Board of Directors, volunteers and staff members to consider providing financial support of the annual UWYC fundraising campaign.
9. Agency will offer services or programs within Yavapai County.
10. Agency will be registered and in good standing with the Arizona Secretary of State and the IRS as a 501(c)(3) organization or will be a recognized educational entity that can receive non-profit contributions, complying with all applicable regulation, bylaws and articles.
11. Agency will allow access to program and financial records to representatives of UWYC if requested.

12. United Way Worldwide requires that all funded Agencies certify that all UWYC funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.

**In compliance with the USA PATRIOT Act and other counterterrorism laws, The UWYC requires that each agency certify the following:**

***"I hereby certify on behalf of (agency) that all UWYC funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders."***

Agency's signature on this MOU indicates compliance with the above statement.

**UWYC** agrees to adhere to the following during the MOU period of performance:

13. UWYC will respect the agency's autonomy and right to determine its own policies, procedures and programs in meeting its mission and vision statements.
14. UWYC will conduct a fundraising campaign to meet the needs of the community.
15. UWYC will allocate funds through an annual Community Impact Grant process that requires review and reporting procedures to ensure accountability and effectiveness of funded programs.
16. UWYC will provide adequate and unbiased review of grant applications to ensure expenditures of funds meet priority needs of the community and support the UWYC missions.
17. UWYC will follow accepted accounting principles and have an annual independent audit completed.
18. UWYC will promote each funded agency by name/program and services to the community.
19. UWYC will disburse approved grant funds as indicated under item #6 above.

### **Termination**

Failure to comply with the provisions of this MOU may result in termination of grant funds and/or Partner Agency status. Termination shall be accomplished at any time through a vote of the UWYC Board of Directors and a written notice detailing reasons for termination sent to the Agency via certified mail.



Agency may terminate this MOU at any time by sending via certified mail a written notice to UWYC. Any unused UWYC funds will be returned to UWYC in a timely manner. Good faith efforts will be made to reimburse UWYC any funds that were spent but that will not fulfil the program objectives for which the funding was given. The UWYC reserves the right to discuss any Agency's decision to terminate this agreement with the Agency's Executive Committee.

### **Agreement**

UWYC will attend to the provisions outlined within this document, and signing below affirms its commitment to do so. The signature of Agency representative(s) indicates its commitment to the same. Before grant funding can be released, UWYC must have this signed document on file.

**This MOU has been read and approved.**

### **Agency**

Executive Director

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature and Date

President of the Board

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature and Date

### **United Way of Yavapai County**

Executive Director

Annette Olson, Executive Director

Print Name and Title

\_\_\_\_\_  
Signature and Date



United Way of  
Yavapai County

143 N. McCormick, Suite 201  
Prescott, AZ 86301 Phone (928) 778-6605





# CONSENT

## Item 8N.

### Revised Job Descriptions- Information Services

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8N
FROM:	Cole Young, Assistant Superintendent - Operations	Reading
DATE:	5/14/2019	Discuss
SUBJECT:	Approval to Revise Classified IT Job Descriptions - IS Specialist and IS Technician	Action
		Consent X

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OBJECTIVE: Goal 2: Planning for Future Student Needs

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### **SUPPORTING DATA:**

A recent review of IT job descriptions revealed the need to update the current descriptions to include relevant duties and responsibilities of the IS Specialist and IS Technician. These job descriptions were previously approved by the Board in 2014. Since then, there has been a restructuring of the department to include the duties and responsibilities of the IS Technician and IS Specialist. During the reorganization of the department last year, a Network Administrator position was approved by the Board. The changes suggested would realign the job descriptions with the department's organizational chart and place the roles and responsibilities within the industry expectations of said positions.

Relevant job descriptions not only provide a clear understanding of what job responsibilities are required of each employee, but also provide an accounting of how District resources are being spent to fill the various positions.


### **SUMMARY & RECOMMENDATION**

Attached, you will find two (2) proposed job descriptions and the changes made to the old job descriptions for the following positions: IS Specialist and IS Technician. These proposed job description revisions reflect no change in job classifications and have no budgetary impact to the District.

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

I move to approve the revised IS Specialist and IS Technician job descriptions as presented.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Cole Young, Assistant Superintendent (759-5016) & Patrick Keeling, Director of Informational Services (759-5024)*



## JOB DESCRIPTION

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**JOB TITLE:** IS SPECIALIST  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Director of Information Technology  
**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Level 9  
**SUPERVISORY DUTIES:** none  
**APPROVED ON:** xx/xx/2019

**SUMMARY:** Works with Information Services staff and school staff to deploy and maintain district technology resources. Assists the Director of Technology with the oversight and operation of Districts' technology support team. Serves as an information resource to students and staff regarding Information Technology services and capabilities.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Installs and deploys new technology resources as directed by the Director of Technology
- Assigns and prioritizes work orders for field technicians
- Continually monitors outstanding work orders and technician workloads
- Works with Director of Technology to monitor work order timeliness and quality
- Completes technology work orders as assigned
- Refers unresolved technology infrastructure concerns to the District Network Administrator
- Assists teachers and other site staff with the use of available district technology resources
- Answers technical support phone calls and responds to emergency issues as needed
- Assists the Director of Technology in developing a district and building level long-term replacement schedule for technology hardware
- Generally provides 2nd tier support, but also mentors and assists field technicians and Helpdesk
- Monitor in-office parts and supply inventory, order parts as needed, monitor supply budget with the Director of Technology
- Works with the Director of Technology to develop project plans and timelines
- Provides oversight for IT deployment and upgrade projects
- May be assigned other special technology projects by the Director of Technology and Network Administrator
- Provides remote assistance, as well as hands on assistance, to end users to diagnose and troubleshoot technology issues
- Works with Director of Technology and District departments to evaluate, select, onboard and deploy new technology resources as needed
- Works with other members of the District's Information Services department to determine / evaluate future district technology needs
- Keeps up to date on software programs used by the District and instructs students and staff on new programs and their operation
- Attends ongoing technology (software and hardware) training as directed and necessary
- May assist with bench hardware repair, system imaging and upgrades
- Works with the Director of Technology to monitor software licensing compliance
- Forwards relevant information received from all sources to the school administration and staff, when appropriate
- Responsible for the security, upkeep, operation and care of all assigned equipment

### **KNOWLEDGE, SKILLS & ABILITIES:**

- A thorough knowledge of the use and utilization of technology in educational environments
- Ability to generate production work with speed and accuracy and to meet timelines
- Understanding of Server 2008, 2012 and 2016, Windows 7/10 operating systems

## JOB DESCRIPTION

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- Understanding of Google Chrome devices, Android devices and the G Suite Administration console
- Basic understanding of Active Directory and Group Policy
- Basic understanding of Windows PowerShell, VB Scripts and CLI environments
- Ability to identify and troubleshoot network, server and workstation issues
- Ability to communicate effectively verbally and in writing
- Ability to work independently and as part of a team
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

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

- High School diploma or equivalent
- Vocational/Associate Degree or college coursework with specialization in technology preferred
- Three years' experience in technology support
- A+, Network+, MTA, and Project+ certifications preferred, other technology certifications desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook as well as those identified above.

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

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

### **WORK ENVIRONMENT:**

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

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



## JOB DESCRIPTION

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**JOB TITLE:** IS SPECIALIST  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Director of Information Technology  
**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Level 9  
**SUPERVISORY DUTIES:** none  
**APPROVED ON:** xx/xx/2014

**SUMMARY:** Works with Information Services staff and school staff to deploy and maintain district technology resources. and Assists the Director of Technology with the oversight and operation of District's networks, technology infrastructure and servers **technology support team**. Serves as an information resource to students and staff regarding Information Technology services and capabilities.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Installs and deploys ~~ongoing~~ new technology resources as directed by the Director of Technology
- ~~Evaluates, Assigns and prioritizes and addresses server and network level issues~~ **work orders for field technicians**
- **Continually monitors outstanding work orders and technician workloads**
- **Works with Director of Technology to monitor work order timeliness and quality**
- Completes technology work orders as assigned
- ~~Evaluates, deploys, and maintains current district servers, and network devices as directed~~
- Refers unresolved technology ~~infrastructure concerns~~ problems to the Director of Technology **District Network Administrator**
- Assists teachers and other site staff with the use of all available district technology resources
- Answers technical support phone calls and responds to emergency issues **as needed**
- Assists the Director of Technology in developing a district and building long-term replacement schedule for technology hardware
- ~~Assists, oversees and manages technology upgrade projects~~
- Generally provides 2nd tier support, but also mentors and assists ~~Level 1 technicians~~ **field technicians and Helpdesk**
- **Monitor in-office parts and supply inventory, order parts as needed, monitor supply budget with the Director of Technology**
- **Works with the Director of Technology to develop project plans and timelines**
- **Provides oversight for IT deployment and upgrade projects**
- May be assigned other special technology projects by the Director of **Technology and Network Administrator**
- Provides remote assistance, as well as hands on assistance, ~~at times, via phone or computer link to end users to diagnose and troubleshoot certain technology issues~~
- **Works with Director of Technology and District departments to evaluate, select, onboard and deploy new technology resources as needed**
- Works with other members of the District's Information Services department to determine / evaluate future district technology needs
- Keeps up to date on software programs used by the District and instructs students and staff on new programs and their operation
- Attends ongoing technology (software and hardware) ~~computer~~ training as directed and necessary
- May assist with bench hardware repair, system imaging and upgrades
- **Works with the Director of Technology to monitor software licensing compliance**
- ~~Passes on~~ **Forwards** relevant information received from all sources to the school administration and staff, when appropriate
- ~~Arranges for the installation of hardware devices and software programs as needed~~
- Responsible for the security, upkeep, operation and care of all assigned equipment

## JOB DESCRIPTION

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### **KNOWLEDGE, SKILLS & ABILITIES:**

- ~~Ability to operate computer related hardware and software programs~~
- A thorough knowledge of the use and utilization of technology in educational environments
- Ability to generate production work with speed and accuracy and to meet timelines
- Understanding of Server 2008, **2012 and 2016** and ~~server 2012~~, Windows 7/**10** & operating systems
- **Understanding of Google Chrome devices, Android devices and the G Suite Administration console**
- Basic understanding of Active Directory and Group Policy
- ~~Basic understanding of SQL 2005 and 2008 a plus~~
- ~~Basic understanding of Macintosh workstations and servers~~
- Basic understanding of Windows PowerShell and ,VB Scripts **and CLI environments**
- Ability to **identify and** troubleshoot ~~complex~~ network, server and workstation issues
- Ability to communicate effectively verbally and in writing
- ~~Ability to do detailed mathematical computations~~
- **Ability to work independently and as part of a team**
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

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

- High School diploma or equivalent
- Vocational/Associate Degree or college coursework with specialization in technology preferred
- Three years' experience in ~~the field of~~ technology support ~~preferred~~
- A+, Network+, ~~Cisco CCENT~~ and MCSA MTA and Project+ certifications preferred, other technology certifications desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook as well as those identified above.

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

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

### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors **in classrooms and offices**. The noise level in



## JOB DESCRIPTION

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the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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## JOB DESCRIPTION

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**JOB TITLE:** IS TECHNICIAN  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Director of Information Technology  
**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Level 7  
**SUPERVISORY DUTIES:** none  
**APPROVED ON:** xx/xx/2019

**SUMMARY:** Works with Information Services staff and school staff to deploy and maintain district technology resources. Assists the IS Specialist and Director of Technology with the oversight and operation of District Instructional technology and operational support technology. Serves as an information resource to students and staff regarding Information Technology services and capabilities.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Installs and deploys new technology resources as directed
- Troubleshoots issues with workstations, laptops, Chrome devices, printers, peripherals, LCD projectors, sound systems, interactive classroom technology and basic network devices
- Installs and troubleshoots various software resources
- Evaluates, prioritizes and addresses hardware, software, and network connectivity problems
- Completes technology work orders as assigned
- Refers unresolved technology problems to the IS Specialist
- Assists teachers and other site staff with the use of available district technology resources
- Answers technical support phone calls and responds to emergency issues as needed
- Assists with technology upgrade projects
- Generally provides 1st tier support, but also mentors and assists the Helpdesk Technician
- May be assigned other special technology projects by the IS Specialist or Director of Technology
- Provides remote assistance, as well as hands-on assistance to end users to diagnose and troubleshoot certain technology issues
- Works with other members of the District's Information Services department to determine / evaluate future district technology needs
- Attends ongoing technology (software and hardware) training as directed and necessary
- Assists with bench hardware repair, system imaging and upgrades
- Shares relevant information received from all sources to the school administration and staff, when appropriate
- Assists in arranging for the installation of hardware devices and software programs as needed
- Responsible for the security, upkeep, operation and care of all assigned equipment

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of the use and utilization of technology in educational environments
- Ability to generate production work with speed and accuracy and to meet timelines
- Basic understanding of Windows-based devices
- Basic understanding of Chrome and Android devices
- Operational understanding of network principles such as DHCP and DNS
- Ability to communicate effectively verbally and in writing
- Ability to work independently and as part of a team
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of



## JOB DESCRIPTION

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situations

- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

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

- High School diploma or equivalent
- Vocational/Associate Degree or college coursework with specialization in technology preferred
- Two years' experience in the field of technology preferred
- A+, Network+ certifications preferred, other technology certifications desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook as well as those identified above.

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

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## JOB DESCRIPTION

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**JOB TITLE:** IS TECHNICIAN  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Director of Information Technology  
**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Level 7  
**SUPERVISORY DUTIES:** None  
**APPROVED ON:** ~~xx/xx/2014~~

**SUMMARY:** Works with Information Services staff and school staff to deploy and maintain district technology resources. ~~and Assists the IS Specialist and Director of Technology with the oversight and operation of District networks, technology infrastructure and servers~~ **Instructional technology and operational support technology.** Serves as an information resource to students and staff regarding Information Technology services and capabilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Installs and deploys ~~ongoing~~ new technology resources as directed by the ~~Director of Technology~~
- Troubleshoots issues with workstations, laptops, **Chrome devices**, printers, peripherals, LCD projectors, sound systems, interactive classroom technology and basic network devices
- Installs and troubleshoots various software ~~titles~~ **resources**
- Evaluates, prioritizes and addresses hardware, software, and network connectivity problems
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- Works with other members of the District's Information Services department to determine / evaluate future district technology needs
- ~~Keeps up to date on software programs used by the District and instructs students and staff on new programs and their operation~~
- Attends ongoing technology (software and hardware) ~~computer~~ training as directed and necessary
- ~~May~~ **Assists** with bench hardware repair, system imaging and upgrades
- ~~Passes on~~ **Shares** relevant information received from all sources to the school administration and staff, when appropriate
- Assists in arranging for the installation of hardware devices and software programs as needed
- Responsible for the security, upkeep, operation and care of all assigned equipment

### KNOWLEDGE, SKILLS & ABILITIES:

- ~~Ability to operate computer related hardware and software programs~~
- Knowledge of the use and utilization of technology in educational environments
- Ability to generate production work with speed and accuracy and to meet timelines
- Basic understanding of ~~computer workstations and servers~~ **Windows-based devices**
- **Basic understanding of Chrome and Android devices**
- **Operational understanding of network principles such as DHCP and DNS**
- Ability to communicate effectively verbally and in writing
- **Ability to work independently and as part of a team**



## JOB DESCRIPTION

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- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

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

- High School diploma or equivalent
- Vocational/Associate Degree or college coursework with specialization in technology preferred
- Two years' experience in the field of technology preferred
- A+, Network+ certifications preferred, other technology certifications desirable
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# CONSENT

## Item 80.

### Gifts & Donations

## **GIFTS & DONATIONS – May 14, 2019**

Barbara Park Memorial Literacy Grant  
11226 N. 23<sup>rd</sup> Avenue, Phoenix 85029

Donated \$500 each to Humboldt Elementary School, Lake Valley Elementary School & Mountain View Elementary School for Book Purchases  
With a donor's combined value of \$1,500

Home Depot

5500 E. State Route 69, Prescott Valley 86314

Donated gardening supplies for the habitat garden at Mountain View Elementary School  
With a donor's value of \$500

Life Point Church

10160 E. State Route 69, Prescott Valley 86314

Donated \$216.26 to Lake Valley Elementary School to sponsor a field trip

M I Windows & Doors

7555 E. State Route 69, Prescott Valley 86314

Donated Banners and \$1,500 to Bradshaw Mountain High School (for installation of banners)  
With a donor's value of \$1,500

Timothy McGhee

5372 N. Long Rifle Road, Prescott Valley 86314

Donated 2 picnic tables, 1 small tricycle, 3 bubble machines, 3 containers of bubble mixture, 2 pool noodles, 2 toss across, 2 water dispensing jugs to Bright Futures Preschool  
With a donor's value of \$500

Robert and Valerie Myrick

2082 Traditions Drive, Prescott 86303

Donated Wal-Mart gift cards to the Family Resource Center of HUSD for homeless students  
With a donor's value of \$100

Don Nace

12200 E. State Route 69, Lot 168, Dewey 86327

Donated 3 sets of golf clubs to Bradshaw Mountain High School  
With a donor's value of \$150

Gary and Teri Przygocki

968 Gomez Street, Dewey 86327

Donated Emergency Preparedness Kits for STEAM class at Mountain View Elementary School  
With a donor's value of \$692.13

Nicholas Sacchetti

1282 S. Manzanita Hill Road, Prescott 86303-5108

Donated \$2000 to Liberty Traditional School for use of Science Olympiad or STEM Lab

Kathy Schuhmacher

10965 S. Cobalt Rd. #522, Mayer 86333

Donated Items for STEAM Emergency Preparedness class at Mountain View Elementary School  
With a donor's value of \$72.48

Marilyn Stone

7714 E. Paseo Hermoso, Prescott Valley 86314

Donated \$100 to the Food Services Department of HUSD for use by all sites (Cafeteria Angel Accounts), and  
Donated two \$50 Wal-Mart gift cards to the HUSD Family Resource Center for use by needy students  
With a combined donor's value of \$200



# DISCUSSION

## Item 9A.

Update on Boys to Men  
Mentoring Program

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Nicole Balzarini, School Psychologist BMHS Patty Bitsilly, Director of Special Services	Reading
DATE:	May 14, 2019	Discuss X
SUBJECT:	Boys to Men Mentoring Program Update	Action
		Consent

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

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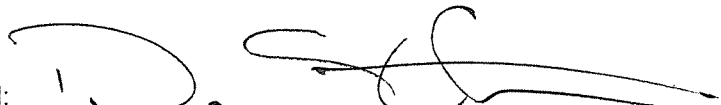
### **SUPPORTING DATA**

An update on the Boys to Men Mentoring Program at Bradshaw Mountain High School will be presented by Nicole Balzarini.

### **Sample Motion**

*Presented for informational purposes only – no action needed.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Patty Bitsilly, 759-4031*



# DISCUSSION

## Item 9B.

### Annual Wellness Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9B**

FROM: Rebecca Kraxberger, HUSD Wellness Coordinator Reading  
Pamela Liuzzo, HUSD Nutritionist

DATE: May 14, 2019 Discuss X

SUBJECT: 2018-19 School Health Advisory Council (SHAC) Action  
Annual Report  
Consent

---

OBJECTIVE: Goal: To Increase Parental and Community  
Engagement

---

### **SUPPORTING DATA:**

Reporting of annual evaluation of Wellness Policy per section JL © of our Board Policy.  
Reporting of our School Health Advisory Council Findings.

### **School Health Advisory Council (SHAC)**

The SHAC is a group of individuals who represent both the school and the community and advocate for wellness initiatives in HUSD. With the addition of the LSW Subgrant, Wellness Coaches from 6 schools were offered a stipend to represent their schools at the SHAC meetings as well as work on grassroots level wellness initiatives at their schools. These coaches for the 18-19 SY are:

1. LTS- Staci Morrell
2. LVES- Monique Apalategui
3. MVES- Sarah Feeney
4. GES- Jessica Nobre
5. HES- Lissette Morales
6. CSES- Katherine (Katie) Rogge

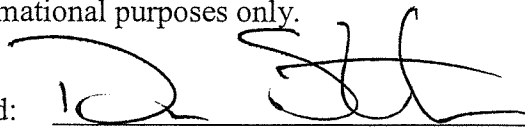
The SHAC had 5 meetings scheduled the 18-19 SY; 9/17/18, 11/5/18, 1/14/19, 3/18/19, 5/13/19. At each meeting the attendees provide advice on aspects of the school health policies and programs.

Each meeting has had an average of 7 attendees, mainly consisting of each school's wellness coach, our community partner, Yavapai County Community Health Services and Wellness Coordinator, Rebecca Kraxberger.

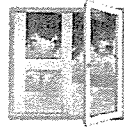
### **SUMMARY & RECOMMENDATION:**

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to:* Rebecca Kraxberger & Pamela Liuzzo (928)759-5017



# The Humboldt Schools.

*Motivating achievement since 1906.*

## School Health Advisory Council (SHAC) Annual Report (2018-19)

This SHAC report contains the health & wellness highlights of SY18-19 and the goals for SY19-20.

The SHAC plays an important role in communicating the connection between health and student learning to parents, school administrators, and community stakeholders. The SHAC's goal is to make the healthy choice the easy choice by implementing wellness initiatives and providing health knowledge and skills to students so that they might be healthy for their lifetime. When students are physically well, they are more likely to be present, engaged and learn.

### Evaluation of the Food Service Program

#### RECIPIENT OF GOLDEN PLATE AWARDS

- We are proud to announce that five of our schools received the 2018 Golden Plate Award!
- This award recognizes safe food handling practices.
- Only 174 Yavapai County food establishments were awarded Yavapai County's Golden Plate Award for 2018.

To be eligible, an owner or operator needs to meet three criteria:

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

#### ***Congratulations!***

##### **Coyote Springs Elementary School**

2018, 2017, 2015, 2014

##### **Liberty Traditional School (4 years in a row)**

2018, 2016, 2015, 2014, 2012, 2011, 2010, 2007

##### **Humboldt Elementary School (4 years in a row)**

2018, 2017, 2016, 2015, 2012, 2011, 2010, 2008

##### **Granville Elementary School**

2018, 2016, 2014, 2013, 2012, 2009, 2008, 2007

##### **Bradshaw Mountain Middle School (12 years in a row)**

2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007

### Review of all food and beverages sold

- **Nutritional analysis** of menus is completed on a weekly basis.
- All a la carte foods and beverages are analyzed to ensure they meet the Smart Snack Standards.
- Even with the expected increase in per meal cost & minimum wage, the Child Nutrition department is looking forward to implementing continued changes brought to the

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

MR. DANIEL STREETER, SUPERINTENDENT

6411 N. ROBERT ROAD, PRESCOTT VALLEY, AZ 86314 • PHONE 928.759.4000 • FAX 928.759.4020



program by the signing of the Healthy Hunger Free Kids Act of 2010 and the required implementation of the changes for school year 2019-20.

- **Menu selections** continue to include lean meats, whole grains, fresh fruits and vegetables offered daily on our garden bars, while providing the students multiple healthy entrée options.

### **Assessment of School Environment Regarding Wellness Issues**

#### **Leaders for School Wellness Subgrant**

HUSD was one of three school districts in AZ that was awarded the Leaders for School Wellness Subgrant. The grant allowed for the hire of designated Wellness Coordinator, Rebecca Kraxberger, RD, SNS, who has been utilizing the HUSD Local Wellness Policy and ADE's Activity and Assessment Tool as the framework to:

1. Offer appealing and nutritious school meals using Smarter Lunchroom techniques.
2. Provide nutrition education to all 4th & 5th graders at data reporting grant schools.
3. Build school environments that promote healthy eating.
4. Support HUSD in implementing multilevel interventions to improve elementary student nutrition knowledge and attitudes that shape behaviors and align with the 2015 Dietary Guidelines for Americans.

Two schools, Coyote Springs Elementary School & Lake Valley Elementary School, were selected as representatives for implementation & data collection of the grant.

#### **School Health Advisory Council (SHAC)**

The SHAC is a group of individuals who represent both the school and the community and advocate for wellness initiatives in HUSD. With the addition of the LSW Subgrant, Wellness Coaches from 6 schools were offered a stipend to represent their schools at the SHAC meetings as well as work on grassroots level wellness initiatives at their schools. These coaches for the 18-19SY are:

1. LTS- Staci Morrell
2. LVES- Monique Apalategui
3. MVES- Sarah Feeny
4. GES-Jessica Nobre
5. HES- Lissette Morales
6. CSES- Katherine (Katie) Rogge

The SHAC had 5 meetings scheduled the 18-19 SY; 9/17/18, 11/5/18, 1/14/19, 3/18/19, 5/13/19. At each meeting the attendees provide advice on aspects of the school health policies and programs.

Each meeting has had an average of 7 attendees, mainly consisting of each school's wellness coach, our community partner, Yavapai County Community Health Services and Wellness Coordinator, Rebecca Kraxberger.

#### **Local Wellness Policy Best Practices**

This year in order to assist our schools with implementing wellness initiatives at their sites, Local Wellness Policy Best Practices have been developed and posted on the HUSD Wellness webpage. Posted with these Best Practices are several resources to support the Best Practices.

It is our desire to award each school H3 School recognition for their implementation of these best practices. A H3 School goes above and beyond the requirements of the HUSD Wellness

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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Policy to implement Healthy, Happy, Humboldt Best Practices. Our proposed recognition is as follows:

Schools that implement 50% of the recommended best practices earn Bronze Apple recognition  
Schools that implement 60% of the recommended best practices earn Silver Apple recognition  
Schools that implement 70% of the recommended best practices earn Gold Apple recognition  
Schools that implement 80% of the recommended best practices earn Platinum Apple recognition

### **Wellness Policy Evaluation**

In order to evaluate wellness our HUSD schools will complete the ADE's School Level Activity & Assessment Tool. They received this assessment via Google Forms. This assessment gives each school principal the opportunity to read the wellness policy & recommended best practices while answering questions about their schools adherence to the policy. Findings are posted on our department website under Student Wellness. This assessment distributed March 27, 2019 was due from schools by May 3, 2019.

### **Wellness Promotions, Activities & Programs**

#### **Healthy, Happy, Humboldt**

Our wellness brand, Health, Happy, Humboldt was created to market our wellness initiatives and programs to the HUSD community

#### **Monthly Newsletter**

The Healthy, Happy, Humboldt Wellness Newsletter, written by Rebecca Kraxberger, is distributed to the HUSD community on a monthly basis. The newsletter includes information on SHAC meetings, a feature on our schools and their wellness initiatives/success stories, health & nutrition information, and district wellness activities. The Newsletter is available electronically to all and in print to LVES & CSES.

#### **Coyote Springs Cafe Remodel**

This year the Coyote Springs cafe underwent a remodel. Paint & labor were donated from the community and new tables/furniture was purchased by the Food & Nutrition department. This remodel helps to support Smarter Lunchroom Techniques strategies which studies show increase student meal participation, improve consumption of healthy foods, and reduce food waste. An open seating model has been adopted by the cafe, in which students are allowed to select whatever seat they would like to sit in, instead of sitting in an assigned seat. A "Grand Re-Opening Event" for the cafe will be held in April to celebrate these amazing changes at Coyote Springs!

#### **Free breakfast for all students, all year long at Lake Valley and Mountain View Elementary School.**

Due to the high free & reduced rates at these two schools, the Child Nutrition Department continues to offer "Non Pricing" meals at breakfast at Lake Valley and Mountain View Elementary school for the past three school years. This means that all students, regardless of their income, receive breakfast at no charge. Lunch continued to be \$0.40 for students who qualify for reduced meals and \$2.35 for students who did not qualify for free or reduced meals. HUSD's Child Nutrition department absorbed the cost that would have otherwise been paid by students. Even though this is a sacrifice the Child Nutrition Department believes it is important because eating a healthy breakfast is linked to improved concentration, better test scores, increased energy, a higher intake of vitamins and minerals, and a healthier body weight. Non-Pricing is optional to school food departments that run

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under the (USDA) United States Department of Agriculture. This program can save families that do not qualify for free or reduced meals about \$235.00 per year, per student and \$54.00 for families that qualify for reduced meal prices per year, per student.

### **Sharing Tables**

A Sharing Table is a place where students can place unopened food and drinks that they choose not to consume. This provides an opportunity for other students to take additional helpings of food or beverages from the Sharing Table at no cost to them. Sharing tables were implemented in all HUSD school cafeterias. Using sharing tables is an innovative strategy to encourage the consumption of nutritious foods and reduce food waste.

### **Dairy Council of Arizona Summer Food Service Program 2018 Grant Recipient.**

The Food & Nutrition Program received \$8,000.00 from the Dairy Council of Arizona. This grant allowed us to purchase games, exercise equipment and nutrition education items. These items really set our Summer Food Program apart. Dairy Council® of Arizona recognizes the importance of a healthy, nutritious summer feeding program on the health of Arizona children. Summer feeding provides the nutritional bridge between the end of one school year and the beginning of a new school year. Dairy Council® of Arizona is committed to assisting schools increase participation in their summer feeding programs so students return to school in the fall, healthy and ready to learn.

### **Farm to Summer Week Challenge**

The Farm to Summer Challenge encouraged schools participating in the Summer Food Program to complete activities that focused on nutrition & agriculture education, utilizing local foods in meals and celebrating summer season crops. The CN Department rose to this challenge by serving foods made with AZ Grown produce including; fresh carrot juice, cantaloupe smoothies, and carrot cake. They also partnered with The Prescott Valley Farmers Market who visited each Summer Food School and provided samples of fresh produce as well as educated our students on produce that is grown in our area. Pam, our HUSD nutritionist even dressed up as a carrot to participate in a jump rope competition they had during the Summer Food Program!

### **Farm to Summer Week Challenge Award Winner**

The Child Nutrition Department received an award from the ADE for Top Performance in the State of AZ for the Farm to Summer Week Challenge 2018.

### **“Why I need a New Bike” Essay Contest**

The contest was held during the summer of 2018 thanks to the grant that our Child Nutrition Department received from the Arizona Dairy Council of Arizona. This grant allowed us to purchase over 25 bicycles as well as bike locks, tire pumps, helmets, bells and other accessories, to give away to the winners of the essay contest.

### **HUSD Hungry Kids**

F&N Director, Jody Buckle and Nutritionist, Pam Liuzzo are on the HUSD Hungry Kids committee and will continue to help support them in their efforts to help feed our students in need.

### **Clean Label**

Clean label means making a product using as few ingredients as possible, and making sure those ingredients are items that consumers recognize and consider wholesome. In a continuing effort to provide nutritious foods to our students, we search for and include cleaner labeled products to serve to our students.

### **National School Lunch Week**

National School Lunch Week was October 15th – 19th. High School students had the opportunity to win a new bike by entering our "How will a new bike help me to be a better student" essay contest. We were able to give away 6 bicycles to High School students.



### **Taste Tests**

HUSD Nutritionist, Pam & HUSD Wellness Coordinator, Rebecca held several taste tests throughout the school year both in classrooms during nutrition education and in the cafeteria. Students were able to taste, jicama, zucchini, watermelon and recipes that they developed themselves! We also partner with Food Corps and Yavapai County Health Services to offer vegetable taste tests at several schools

### **Culinary Demos for Families**

Two culinary demos for families were held this year. The first was at CSES on 10/16/18. We partnered with The Humane Society to host a culinary demo held in conjunction with the CSES Curriculum Night. 3 recipes were prepared and sampled. 44 parents, students & staff attended. The 2nd will be at LVES on 5/15/19. We are partnering with Slow Food Prescott to host a culinary demo in conjunction with a LVES PTO meeting. We will prepare an Italian Vegetarian Stir Fry.

### **National School Breakfast Week 2019**

To celebrate National School Breakfast Week we held a "How School Breakfast Helps Launch Your Day" art contest. Students were asked to draw a picture of how school breakfast gives them a great start to the day. 14 winners were selected and received a Chick-Fil-A gift cards (donated by Chick Fil A) and a certificate of recognition.

### **Nutrition Education**

HUSD Nutritionist, Pam, reached over 65 classrooms this school year. Pam teaches students several different health & nutrition related subjects including; the five food groups, the importance of physical activity, how to read a food label, hydration, diabetes, CVD, bone health, skin cancer, GMO's and eating disorders.

In addition to Pam's nutrition education, ALL 4th & 5th graders at LVES & CSES received Nutrition Education utilizing the USDA Serving Up MyPlate Curriculum. This nutrition education was provided by HUSD Wellness Coordinator, Rebecca, Pam & HUSD community partner, Yavapai County Health Services.

### **Classroom Physical Activity**

We sought to increase classroom physical activity by hosting 2 GoNoodle Contests.

GoNoodle is an online program that is a great way to give students a quick burst of physical activity, which can help keep them focused throughout a long academic day. The benefits of physical fitness and relaxation on learning are well documented, and GoNoodle provides teachers with a fun, interactive way to get students moving. In addition, our community partner, Yavapai Regional Medical Center, sponsors a GoNoodle Plus membership for all HUSD schools. The 1st contest was held in November and our winner that logged the most GoNoodle Plus minutes was Coyote Springs. Their prize was breakfast for their staff from Wildflower Bakery donated by YRMC & GoNoodle. The 2nd contest is being held March 1-April 30. The winner will receive use of the GoNoodle Champ Costume for a school wide assembly and GoNoodle Temporary tattoos for each student. In addition, YRMC donated leather bound journals for the teachers at the winning school and a \$50 Visa Gift card for the teacher with the most minutes!

### **HUSD Health Challenge**

HUSD Nutritionist, Pam organizes a four to eight week challenge that focuses on heart healthy habits. This challenge is open to all employees and their families. We had 15 participants and Holly Quesenberry was our first place winner!

### **Health & Wellness Widgets & Resources**

Health and wellness widgets are available under the "nutrition tips" tab of our website.

### **Appearances on Radio and Television programs**

In order to promote our new Wellness Program, Healthy, Happy, Humboldt, Rebecca & Pam made several appearance on radio & TV including: "Hammer Time" radio show with Sandy Griffith, KQNA's Talk of the Town, Q&A with DJ Fone, Leeza Live & Local, & the PV

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Chamber's Talk of the Town with Marnie Uhl. We are currently making & will make future appearances to market & promote the HUSD Summer Food Service Program.

#### **HUSD Child Nutrition Facebook Page**

The Child Nutrition Facebook page promotes the healthy meals we serve, posts the weekly/monthly menus, shares pictures all the wonderful meals that we prepare, shares nutrition information and sometimes, just to share funny pictures.

#### **Healthy, Happy, Humboldt Facebook Page & Instagram Account**

Healthy, Happy, Humboldt's social media accounts help to promote and support wellness initiatives at a school and the district level.

#### **Recess Before Lunch**

Mountain View offers recess before lunch. Recess before Lunch has proven to increase consumption of meals and improve classroom behavior. We encourage all of our K-6<sup>th</sup> grade schools to offer recess before lunch.

#### **Partners for Healthy Students program:**

HUSD partners with Yavapai Regional Medical Center in the Partners for Healthy Students program. This program provides free health care to eligible students and their siblings.

#### **Yavapai County Community Health Services**

Participates in the School Health Advisory Council in order to strengthen the committee and execute grant dollars geared towards student health and wellness. The SHAC also encourages all schools to sign up to be a Yavapai Healthy School Champion. Coyote Springs Elementary was awarded the recognition as the 2018 Yavapai Healthy School. Granville Elementary received third place in 2019.

#### **School Gardens and Habitats**

School gardens continue to be a popular and growing trend in several HUSD schools. Coyote Spring Habitat is state certified which means that produce grown in the garden can be utilized in the school cafeteria. This allowed us to be able to taste test the zucchini grown in the habitat with the Coyote Springs Students. LVES invited the Wellness Coordinator to taste test several fruits & vegetables so they could determine what next to plant in their habitat.

#### **Classroom Celebration Activity Pack**

Teachers can rent the activity pack for free if they promise not to serve foods/beverages with minimal nutritional value. The pack includes the following: Classic Flying Discs (6) Fleece Balls (6), Square Beanbags (12) Ribbon Wands (6), Assorted Balls (10), Small Parachute (12 handles) Large Parachute (20 handles), Ultra Catch Scoops (6 sets) Jump Twists (15)

#### **Angel Accounts**

Angel Accounts are utilized by the Child Nutrition Department to help pay off student meal debt. These accounts are funded through generous donations from our community, churches, parents and staff.

#### **Bright Futures Cafe Opens on the East Campus**

We opened up our Bright Futures Cafe which serves meals to our Bright Futures Preschool Students, as well as caters to all the NACOG preschool schools in Prescott Valley.

#### **Free Breakfast for Veterans**

For Veterans Day, the Yavapai Chapter of the School Nutrition Association of Arizona provided a free breakfast at all our schools to all veterans and those on active duty.

#### **Unveil Your School Milk Carton Art Contest**

In honor of 19 years of world school milk day, students were encouraged to draw on milk cartons or make something out of milk cartons.

#### **Fuel Up to Play 60 Funding**

Granville, Coyote Springs & Humboldt Elementary Schools applied for and were awarded over \$11,000 of funding from Fuel Up to Play 60. This funding will support strategies that will help to increase access to healthy eating and physical activity opportunities for their

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students during the 18-19SY. Each school picked different strategies for their individual schools that would work for them the best, such as buying new playground equipment. However, ALL of them made updates to their cafeterias with part of the funding. This will make these cafeterias a more appealing and healthy atmosphere for our students to eat in! Congratulations!!! Coyote Springs, Lake Valley, Humboldt & Mountain View Elementary Schools have submitted funding applications for the 19-20SY. If awarded that would mean another \$16,000 to be used toward wellness initiatives in our schools!

#### **Professional Development for CN Staff**

Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule requires a minimum amount of professional for all, school nutrition program directors, managers, and staff. The HUSD Child Nutrition Department has completed over 485 professional development hours between the 61 staff members! This PD allows our school nutrition staff to be vital resources to families, teachers, administrators, and other school stakeholders, offering knowledge and expertise in the many facets of child nutrition and nutrition education opportunities which impact student growth and educational success.

#### **Child & Nutrition Staff Awards**

Michelle Broxmeyer (CSES), Therese Schmidt (LTS) & Faith Cleaves (HES) received Classified employee of the month at their perspective schools.

#### **Summer Food Program**

The 2019 Summer Food Program will be offered at 4 sites; Lake Valley Elementary, Mountain View Elementary, Humboldt Elementary and Coyote Springs Elementary. The Summer Food Program allows any child ages 0-18 to eat breakfast and lunch for free regardless of family income. We are hoping to continue in our tradition of partnering with our community partners to encourage attendance and participation in this valuable program.

#### **Feedback of students, parent/guardians and community**

- The Child Nutrition Director and the District Nutritionist are in the schools daily. This time is spent communicating with the students regarding their preferences.
- Parents/Guardians are encouraged to participate in the School Health Advisory Council. Food and Nutrition staff's email addresses and phone numbers are made available in multiple locations including the website and our brochure.
- The community is encouraged to participate in the School Health Advisory Council. Nutrition education is offered to the parents and the community by the Nutritionist & Wellness Coordinator through the Family Resource Center.

#### **Goals for the 2019-20 School Health Advisory Council**

- Increase wellness throughout the district through the Leaders for School Wellness Grant that we received.
- Increase awareness and compliance with the HUSD's Wellness Policy
- Encourage staff to model healthy eating and physical activity behaviors and/or discourage unhealthy behaviors in the school to enhance student wellness
- Increase nutrition education in the cafeteria through posters, staff and Smarter Lunchroom strategies.
- Have another HUSD school win Yavapai County's Healthy School Award.
- Increase the amount of fruit & vegetable taste tests with students in the cafeteria.
- Partner with the Family Resource Center to host a Back to School Resource & Wellness Fair.

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

**We would like to thank the Board members for their commitment to wellness of our HUSD students & community.**

# DISCUSSION

## Item 9C.

### ASBA

### 2020 Political Agenda

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9C
FROM:	Arizona School Boards Association and Board President Ryan Gray	Reading
DATE:	May 14, 2019	Discuss X
SUBJECT:	Determination of the Board's issues of importance for consideration by the Arizona School Boards Association as their focus of legislative effort	Action
OBJECTIVE:	Board Governance	

### **SUPPORTING DATA:**

Each year the Arizona School Boards Association (ASBA) compiles a list of concerns from school districts. The Association is asking for the board's top five priorities. The proposals will be compiled by ASBA staff and provided to the ASBA Legislative Committee for consideration. The Committee will create a draft document that will be circulated to all governing boards and superintendents. This draft agenda will be the basis for discussion and final approval at the official Delegate Assembly on Saturday, September 7. An official HUSD delegate will be selected at a later date.


#### Attachments:

- Memo from Sam Richards, Legislative Committee Chair
- ASBA 2019 Political Agenda - Final
- HUSD 2019 Issues for Consideration (submitted to ASBA May 2018)
- Form - Issues for Legislative Committee Consideration – 2020 Political Agenda

### **SUMMARY & RECOMMENDATION:**

The Board is requested to discuss issues for consideration by ASBA. A list of the top five priorities will be compiled and submitted to ASBA on or before the deadline of May 24.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Ryan Gray at [ryan.gray@humboldtunified.com](mailto:ryan.gray@humboldtunified.com)





## MEMORANDUM

MEMO TO: GOVERNING BOARD MEMBERS AND SUPERINTENDENTS

FROM: SAM RICHARDS, Legislative Committee Chair

DATE: March 29, 2019

SUBJECT: SUBMISSION OF PROPOSED ISSUES FOR CONSIDERATION FOR THE 2020 POLITICAL AGENDA

I look forward to serving as your Legislative Committee Chair as we prepare for the Delegate Assembly and work to create a Political Agenda for the upcoming legislative session. I'm honored to be a part of this important process and look forward to hearing your proposals.

As you know, your input to the Legislative Committee is critical. This year we ask that you take a moment to review the current 2019 Political Agenda and reaffirm your top five priorities. Furthermore, you may submit two additional priorities you would like the Legislative Committee to consider. [Click here](#) to submit the form online or [here](#) to download the pdf version. Once submitted, these proposals will be compiled by staff and provided to the ASBA Legislative Committee for consideration. The Committee will then create a draft document that will be circulated to all governing boards and superintendents. This draft agenda will be the basis for discussion and final approval at the official Delegate Assembly on Saturday, September 7<sup>th</sup>. The timeline is as follows:

- Friday, May 24<sup>th</sup> – Proposed Items Due
- Friday June 14<sup>th</sup> – Legislative Committee meets
- Week of June 17<sup>th</sup>– Legislative Committee recommendations sent to all governing board members and superintendents
- Saturday, September 7<sup>th</sup> – Delegate Assembly (Saturday morning following the Law Conference)

**As a reminder, you should schedule this item on an upcoming Board agenda for discussion. Please remember, only one submission per District and it must reflect the collective will of the Board. These proposals are due by the close of business on Friday, May 24, 2019.**

As you are aware, the 2019 Delegate Assembly will determine the positions of the Arizona School Boards Association for any future Special Sessions of the current legislature and for the Second Regular Session of the Fifty-Fourth Legislature. In addition to submitting proposals, your board has the opportunity to help craft ASBA's advocacy stances by registering your district's delegate. Your delegate will represent your district at the Delegate Assembly, a critical meeting where the views of your district can be represented and discussed. The Delegate Assembly will be held on Saturday, September 7<sup>th</sup> at the JW Marriott Scottsdale Camelback Inn.

Thank you for your active participation in ASBA. If you have any questions, please call Chris Kotterman, Director of Governmental Relations at 602-254-1100 or 800-238-4701. You can also reach him by email at [ckotterman@azsba.org](mailto:ckotterman@azsba.org); he is happy to help answer any questions you may have. **Once again, all proposals are due by May 24, 2019.**

## GOVERNMENTAL RELATIONS



### Adequately and Equitably Fund District Schools to at Least the National Median per Pupil Funding.

- Provide additional state funding for nationally competitive salaries to attract, recruit, and retain talented teachers and staff.
- Revise the School Finance formula to:
  - Provide a stable, dedicated revenue source less reliant on the general fund or annual legislative appropriation.
  - Ensure the formula addresses the unique financial needs of schools serving students in poverty and in rural schools.
- Fully fund full-day kindergarten and include kindergarten students in the override calculations.
- Advocate to preserve and protect the voters' original intent of Prop 301.
- Provide adequate ongoing resources to ensure district equipment and facilities are maintained and comply with at least minimum school facility standards.
- Accelerate full restoration of district additional assistance (DAA) funding.
- Provide new school construction funding for site acquisition, design, and construction before existing schools exceed their maximum capacity and become overcrowded.

- Eliminate unfunded mandates and administrative burdens.
- Return desegregation funding to a primary tax levy.
- Conduct an exceptional student services cost study to provide greater equity in funding and access for exceptional student services within the public-school system.
- Adequately fund the cost of student transportation.
- Provide funding for preschool programs.
- Reform current year funding to a system that provides districts with appropriate stable annual budgeting ability and technical reliability.
- Prorate funding over the entire school year among all schools that a student has attended during the year for any student that changes enrollment during the year but has not moved.
- Provide funding to individual districts to implement locally directed school safety initiatives.

### Preserve and Strengthen Local Control

- Maximize local control and flexibility in managing funds and programs.
- Maintain board control of all secondary property tax levies for district schools.
- Change "override/budget increase" language to better reflect what voters are being asked to support.
- Allow school districts greater flexibility in the divestiture or use of taxpayer-funded assets.

- Preserve elected governing boards as the final authority in selecting qualified vendors to provide products or services to school districts.
- Allow districts the option to operate individual schools for 200-day years and increase accompanying funding.
- Oppose legislative intrusion on school site budgeting decisions.
- Maintain exclusive local authority over any measure that would propose to consolidate and/or unify any number of school districts into a larger school district.

### Improve Outcomes for All Students

- Increase the compulsory attendance age from 16 to 18 years.
- Enact research-based reform of the English Language Learner model of instruction to improve student achievement that does not segregate English Language Learners from English speaking peers; integrates reading, writing and oral language instruction; and incorporates multiple assessment measures to demonstrate English proficiency.
- Fully restore 9th grade CTE/JTED eligibility and funding to allow students to explore career fields and/or certification completion.
- Allow JTEDs to serve students through age 21 regardless of graduation status.

- Support policy that recognizes and respects teaching as a profession.
- State standardized testing shall not be used for any purpose other than a year over year measurement of student growth in the tested subject.
- Support policy that protects school district employees and students from discrimination based on sexual orientation and gender identity.

### Require Public Accountability for Taxpayer Dollars Spent on Education

- Establish financial and academic transparency for all institutions that accept public funds.
- Repeal any program that gives public funds for private schools, vouchers (Empowerment Scholarship Accounts) and private school subsidies (Student Tuition Organizations) and prevent any future expansion.
- Require comparative classroom spending audits for school districts and all other institutions that accept public funds and define "classroom spending" as both instructional spending and student support spending.
- Require consistency in the recusal of a board member from a decision in which the member or the member's employer stands to benefit financially.
- Enforce financial requirements and seek recovery of improperly received and/or expended public funds by charter and private schools and organizations.



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## Arizona School Boards Association 2019 Political Agenda

Adequately and Equitably Fund District Schools to at  
Least the National Median per Pupil Funding.

Preserve and Strengthen Local Control

Improve Outcomes for All Students

Require Public Accountability for Taxpayer Dollars Spent on Education

ASBA leadership and members of the association's  
Governmental Relations and Legal Services staff  
guide the political agenda process.



DR. TIMOTHY L. OGLE  
Executive Director



LAWRENCE ROBINSON  
2019 President



CHRIS KOTTERMAN  
Director of Governmental  
Relations and Public Affairs



LEIGH JENSEN  
Governmental Relations  
Associate



CHRIS THOMAS  
General Counsel / Associate  
Executive Director of Legal  
and Policy Services

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**Humboldt Unified School District #22**  
**Issues for Legislative Committee Consideration – 2019 Political Agenda**

The Governing Board of Humboldt Unified School District presents the following issues to the ASBA Legislative Committee as discussed by the Governing Board at their regular meeting held on May 8, 2018.

**TOP FIVE**

1. Provide a permanent, dedicated funding source for teacher and other staff compensation sufficient to raise the pay to the national median.

Rationale: Funding must be sustainable and not subject to yearly fluctuations in the economy.

2. Fully restore Students First (SFB) funding for building renewal and new construction of school facilities.

Rationale: Districts currently have no mechanism for achieving these initiatives if no bond is in place. Given the severe reduction in DAA, capital needs are reaching critical levels.

3. Establish full financial and academic transparency including procurement and public hearings for budgets for all institutions that accept public funds.

Rationale: Transparency is critical to maintain equitable funding and financial accountability.

4. Change “override/budget increase” language to better reflect what voters are being asked to support, i.e.; “local support initiative.”

Rationale: Voters are often confused by the existing language, and think that districts “overspend” their allowable budgets.

5. Expand and increase Proposition 301 in order to address large class sizes and increased staff compensation.

Rationale: Current funding increases will not be enough to address the issue of large class sizes. District schools are at a distinct disadvantage when it comes to class sizes as we do not have the ability to “cap” enrollment, as charter schools do.

**ADDITIONAL ITEM**

6. Fully fund the DAA funding stream per State formula.

Rationale: Although this has been promised to be achieved within five years, districts have needs now. Funding overall to districts remains one billion dollars below 2008 levels and should be restored ASAP.

**ISSUES FOR LEGISLATIVE COMMITTEE CONSIDERATION –**

**2020 POLITICAL AGENDA**

The Governing Board of \_\_\_\_\_ School District presents the following issue(s) to the ASBA Legislative Committee as adopted by the Governing Board on \_\_\_\_\_

**Top Five Priorities**

**Rationale**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional items for consideration**

**Rationale**

1. \_\_\_\_\_
2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please include the rationale for each proposed item. This will help provide context during the Legislative Committee discussion.**

**PLEASE RETURN BY: MAY 24, 2019**

ASBA FAX #: 602.254.1177 OR EMAIL: [gmooss@azsba.org](mailto:gmooss@azsba.org)

Prefer to complete this form online? [Click here.](#)

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# DISCUSSION

## Item 9D.

Visual Arts Elective  
for Elementary Students

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9D
FROM:	Cole Young, Assistant Superintendent - Operations	Reading
DATE:	5/14/2019	Discuss X
SUBJECT:	Visual Arts Elective for Elementary Students beginning the 2019-2020 School Year	Action
		Consent
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	
	Goal #2: To Focus on Planning for Future Student Needs	

### **SUPPORTING DATA:**

The Strategic Arts Committee will be providing a presentation concerning the introduction of a new offered elective in elementary schools throughout HUSD for the 2019-2020 school year - Visual Arts.

The Strategic Arts Committee is made up of the following dedicated professionals:

- LeeAnn Jack - Granville Elementary School
- Jenene Jackson - Mountain View Elementary School
- Diane Lerette - Mountain View Elementary School
- Mary Davis - Glassford Hill Middle School
- Kathy Davis - Liberty Traditional School
- Christine Griffin - Granville Elementary School
- Gwen Walton - Humboldt Elementary School
- Ashley Tetreault - Bradshaw Mountain Middle School
- Cole Young - District Office

The presentation will include the following:

The Charge of the Committee

Vision/Mission

Journey

Website

Resources

Scope and Sequence

Standards

Lesson Plans

Supplies

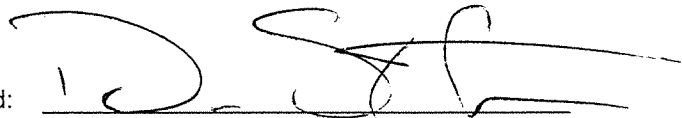
Professional Development (PLC)

Implementation

### **SUMMARY & RECOMMENDATION**

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

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, Assistant Superintendent (759-5016)

# DISCUSSION

## Item 9E.

### Transportation Department Route Changes



**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board

Item # 9E

FROM: Daniel Streeter, Superintendent

Reading

DATE: May 14, 2019

Discuss X

SUBJECT: Transportation Route Changes

Action

Consent

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

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**SUPPORTING DATA:**

Discussion regarding changes to Transportation Department routes and services based on budget reduction.

**SUMMARY & RECOMMENDATION:**

Discussion only – no action.

***Sample Motion:***

Approved for transmittal to the Governing Board

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Daniel Streeter, Superintendent – (928)759-4000*

# ACTION

## Item 10A.

### YUEBT Appointment

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 A
FROM:	Daniel Streeter, Superintendent	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	Appointment of community member to position of Trustee for the Yavapai Unified Employee Benefit Trust (YUEBT)	Action X Consent
OBJECTIVE:	Board Governance	

### **SUPPORTING DATA:**

Each member organization, Humboldt Unified and Prescott Unified School Districts, nominates one community member who is not a Board Member nor an employee of the organization to serve as a Trustee for the Yavapai Unified Employee Benefit Trust.

Scott Smith, who has served in this role, submitted his resignation as a Trustee of YUEBT on April 15, 2019.

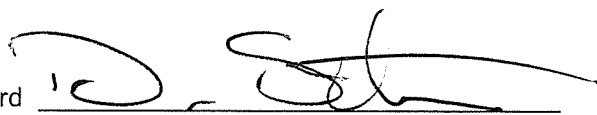
### **SUMMARY & RECOMMENDATION:**

It is recommended that the HUSD Governing Board appoint a community member to serve as a Trustee to YUEBT through the claims run-out period.

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

*I move to appoint Robert Walker to serve as the Humboldt Unified School District Trustee to Yavapai Unified Employee Benefit Trust beginning on May 15, 2019. For the record, it should be noted that the appointee is married to a Humboldt Unified School District employee.*

Approved for transmittal to the Governing Board

  
Mr. Daniel Streeter, Superintendent

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



# ACTION

## Item 10B.

Agreement with Western  
Governor's University

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 B
FROM:	Cole Young, Assistant Superintendent	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	WGU Student Placement Agreement	Action X
		Consent

---

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

---

### **SUPPORTING DATA:**

This three-year student placement agreement allows for Western Governors (WGU) University students to partner with Humboldt Unified to assist in completing their course of study/ field experience as required by the university. Either party is eligible to terminate this contract at any time upon thirty (30) days written notice. This agreement allows access of HUSD teachers to provide mentorship to WGU aspiring educators.


### **SUMMARY & RECOMMENDATION**

This MOU has been vetted by our District's legal counsel and is true to form, if the governing board should so move to approve.

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

I move to approve the WGU Student Placement Agreement through February 29, 2024.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Cole Young, Assistant Superintendent (759-5016)*



# Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

## STUDENT TEACHING LETTER OF AGREEMENT

### Tier 1: Primary Partner

This Student Teaching Letter of Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (WGU), and Humboldt Unified School District ("District"), and is effective as of the date of the last signature below ("Effective Date").

Thank you for working with Western Governors University (WGU) for the placement of student teachers. Our goal is to establish a relationship of collaboration that benefits your district/school and WGU Teacher Candidates, and that allows us to work together for continuous improvement. We look forward to working together for the benefit of your future educators.

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), and the WGU Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP). WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements.

#### A. Mutual Expectations

A Primary Partner is a district/school where WGU places Teacher Candidates for a Field Experience with Cooperating Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes. The school administrator and Cooperating Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each cohort and will receive an invitation to participate in an annual focus group.

#### B. Cooperating Teacher Standards

District, with the input of WGU, will provide the Teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Cooperating Teacher that meets the following minimum requirements:

- Holds a teaching credential or license for the subject area and/or grade level being taught;
- Has a minimum of 3 years of teaching experience with strong evaluations;
- Demonstrates a positive impact on student learning in the classroom;
- Demonstrates ability to serve as a positive role model and mentor;
- Demonstrates actions related to leadership qualities and collaborating with others;
- Successfully and with positive impact mentored teacher candidates, colleagues, and/or adults;
- Uses a computer to correspond with WGU staff and complete online evaluation forms; and
- Consistently models the dispositions and ethical considerations expected of WGU Teacher Candidates:
  - caring and considerate
  - affirming of diversity and cross-culturally competent
  - reflective practitioner
  - equitable and fair
  - committed to the belief that all students can learn
  - collaborative



- technologically proficient
- professional leadership

### **C. WGU Responsibilities**

WGU will:

- Select qualified Teacher Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in Field Experiences.
- Pay an honorarium per Teacher Candidate, either directly to the Cooperating Teacher or to the District, for the Cooperating Teacher's services. The Cooperating Teacher may also receive professional development hours connected to the successful completion of WGU Cooperating Teacher training.
- Require Teacher Candidates to have completed a background check acceptable to District prior to participating in Field Experience activities.
- Provide opportunities for feedback regarding improvement of WGU Teacher Candidate preparation.
- Provide professional development training to Cooperating Teachers regarding WGU processes and procedures.
- Maintain an online site for support, resources, and training for Cooperating Teachers.
- Facilitate a Cohort Seminar in which Teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.

### **D. District Responsibilities**

District, or school administrator, will:

- Nominate one or more qualified Cooperating Teacher(s) by providing a completed copy of the Student Teacher Acceptance Form to the WGU Field Placement Team.
- Allow the Clinical Supervisor access to the host school and classroom for the specific purpose of observing Teacher Candidates.
- Provide Teacher Candidates with any District policies and procedures to which they are expected to adhere to during the Field Experience and while on District premises.
- Through the involvement of the Cooperating Teacher, participate with the Clinical Supervisor and Teacher Candidates in two evaluations: one mid-way through Student Teaching, and a Final Evaluation at the end of Student Teaching. WGU shall be responsible for the format of the evaluations.
- Provide Teacher Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Field Experience.
- Provide, when possible, opportunities for Teacher Candidates to use technology to enhance student learning and monitor student progress and growth.
- Provide, when possible, opportunities for Teacher Candidates to experience working with diverse student populations including English Language Learners and Students with Exceptional Learning Needs.
- Encourage Cooperating Teachers to participate in WGU's training, held for each cohort (Fall or Spring) when a new Teacher Candidate is assigned, to understand WGU's policies, processes, procedures, and how to mentor adult learners.
- Encourage Cooperating Teachers to participate annually in WGU's Evaluation Form Calibration.
- Encourage administrators and Cooperating Teachers to participate in WGU's Feedback Surveys (offered at the end of the Spring and Fall Cohorts) to report on Teacher Candidate quality and preparation and to provide program feedback to WGU for continuous improvement.

### **E. Additional Terms**

- **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching.
- **Designation of Representative.** Each party shall designate a representative to serve as a point of contact between the parties for communication and coordination of Student Teaching.
- **Education Records.**
  - District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, WGU hereby designates District as a “school official” with a legitimate educational interest in such records.
  - WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student’s parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.
- **Video Recordings.** During Student Teaching, Teacher Candidates may be required to submit video recordings of their classroom teaching performance (recordings). Such recordings are designed to assist Teacher Candidates in improving their instruction and allow WGU to evaluate Teacher Candidate performance. Although student images may appear in the recordings, the primary focus is on the instruction and not the students or other adults in the classroom. The recordings will not be made public and will be uploaded to a secure site to be scored by WGU evaluators. WGU will instruct Teacher Candidates: (i) on appropriate protocol to submit recordings for evaluation; (ii) that no part of the recordings should be used for any personal or professional purposes outside of performance evaluation; and (iii) that recordings be destroyed once the evaluation is completed. District understands that Teacher Candidates are not employees or agents of WGU and that any further precautions regarding the privacy of District’s students should be agreed directly between the District and Teacher Candidates.
- **Right to Accept or Terminate a Placement.** District may refuse to accept for placement, or may terminate the placement, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify WGU in writing and shall state the reasons for such decision.
- **WGU Insurance.** WGU warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District’s request, shall provide a certificate of insurance as evidence of coverage. WGU shall maintain, at its sole expense, workers’ compensation insurance as required by law.
- **Professional Liability Insurance.** Teacher Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Field Experience with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties.
- **Non-Discrimination.** Both parties agree to fully comply with all applicable non-discrimination laws of District’s state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, Vietnam-era veteran status, or any other basis protected by law.
- **Entire Agreement.** This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification shall be valid unless in writing and signed by both parties. No Teacher Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.

## F. Definitions

For the purposes of this Agreement, capitalized terms will have the following meanings:

- Teacher Candidate refers to a student enrolled in a WGU program leading to an education credential.
- Cooperating Teacher (or host teacher) refers to a district employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Cooperating Teacher may or may not be a Clinical Supervisor.
- Clinical Supervisor refers to a present or former employee of District, retired educator, or any other individual meeting the criteria of "supervisor" established by WGU for this position, and engaged by WGU or District, to supervise a Teacher Candidate's progress during a minimum of six observations. WGU shall be responsible for the selection, assignment, training, and compensation of Clinical Supervisors. WGU welcomes nominations of Clinical Supervisors by the district/school.
- Preclinical Experience refers to the active participation by a Teacher Candidate in a wide range of in-classroom experiences in order to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching. Students reflect on and document at least 75 hours of in-classroom observations (15 hours of which must involve direct engagement with students in a classroom) leading up to Student Teaching.
- Student Teaching (or demonstration teaching) refers to the greater of the WGU full-time and continuous requirement of 12 weeks (16 weeks for special education) or the State's and/or District's minimum requirement for Student Teaching. Student Teaching shall satisfy all applicable WGU and State requirements.
- Field Experience refers collectively to the Preclinical Experience and Student Teaching.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

### WGU

By: Carrie A. Pottenger

Title: Director, Teachers College Field Experience

Date: Apr 24, 2019

For notice purposes, contact:

Terry Miller

Project Manager, Field Experience Outreach

Western Governors University

4001 South 700 East, Suite 700

Salt Lake City, UT 84107-2533

Phone: (385) 428-5217

Fax: (801) 401-7961

[fieldplacement@wgu.edu](mailto:fieldplacement@wgu.edu)

### DISTRICT

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

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

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

For notice purposes, contact:

Name: \_\_\_\_\_

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

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

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

City/State/Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



# ACTION

## Item 10C.

New Course Approval at  
BMHS: Spanish 101

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 C
FROM:	Kort Miner, BMHS Principal	Reading
DATE:	4/29/2019	Discuss
SUBJECT:	Approval of new course: Spanish 101	Action X
		Consent

---

OBJECTIVE: 1. To Raise the Level of Student Achievement

---

### **SUPPORTING DATA**

Dual credit course offered in conjunction with Yavapai College. This course explores the acquisition of the fundamentals of speaking, writing, listening, and reading of Spanish, as well as an introduction to the culture of the Spanish-speaking world. (Spanish 102 will now be a second semester course. The progression from Spanish 101 to 102 will provide continuity of the Spanish curriculum.)


### **SUMMARY & RECOMMENDATION**

Spanish 101 is designed to provide quality higher learning and cultural resources for the diverse populations of Yavapai County. Building on the foundation students already have from previous coursework and experience, Spanish 101 aims to acquire Spanish language skills for student use in the future.

### **Sample Motion**

I move to approve Spanish 101 as a one-semester course worth one credit. The course will be offered at Bradshaw Mountain High School beginning in the 2019-2020 school year.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Laura Goligoski, BMHS Assistant Principal, (928) 759-4134

Humboldt Unified School District #22  
BUDGET REQUEST FORM  
NEW COURSE/SECTIONS COSTS OFFERINGS  
FY 2019-2020

School: Bradshaw Mountain High School

Department: Foreign Language

Course Title: Spanish 101

Grade Level : 10-12

Type of Credit: Dual-Enrolled

Semester/Year: Semester

Prerequisite: Y/N - Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements, including the successful completion of ACCUPLACER/Reading Proficiency requirement.

Course Description: Dual credit course offered in conjunction with Yavapai College. This course explores the acquisition of the fundamentals of speaking, writing, listening, and reading of Spanish, as well as an introduction to the culture of the Spanish-speaking world. (Spanish 102 will now be a second semester course. The progression from Spanish 101 to 102 will provide continuity of the Spanish curriculum.)

Submitted By: Kort Miner

Date: 4/29/2019

Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**NEW TEXTBOOKS REQUIRED**

(Not previously adopted)

Y/**N**

YES \_\_\_\_\_

(Date of display)

**ADDITIONAL TEXTBOOKS REQUIRED**

(Currently using adopted texts)

Y/**N**

**TEXTBOOKS**

\*TITLE OF TEXTBOOK: Spanish 101 textbook TBD by Yavapai College

ISBN# \_\_\_\_\_

PUBLISHER \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ X \_\_\_\_\_ = \$ 0  
(# of students) (cost per unit)

*\*Multiple items add second sheet, if necessary*

Student

FUNDING SOURCE

**WORKBOOKS**

\*WORKBOOKS REQUIRED \_\_\_\_\_ YES/**NO**

TITLE OF WORKBOOK \_\_\_\_\_ ISBN# \_\_\_\_\_

PUBLISHER \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
(# of students) (cost per unit)

*\*Multiple items add second sheet, if necessary*

FUNDING SOURCE



### COMPUTER/SUPPLIES/OTHER EQUIPMENT

\*ITEM DESCRIPTION: No additional equipment needed

ESTIMATED COST: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
(# of students) (cost per unit)

\*Multiple items add second sheet, if necessary

FUNDING SOURCE

### FURNITURE

\*ITEM DESCRIPTION: No additional furniture needed

ESTIMATED COST: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
(# of students) (cost per unit)

ITEM DESCRIPTION \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
(# of students) (cost per unit)

\*Multiple items add second sheet, if necessary

FUNDING SOURCE

### COURSE FEE

FEE \$ 10/YC credit

BOARD APPROVAL DATE \_\_\_\_\_

NEW STAFF: YES ☒ NO

FTE \_\_\_\_\_

OVERLOAD \_\_\_\_\_

SALARY \_\_\_\_\_

BENEFITS \_\_\_\_\_

ESTIMATED COST: \$ \_\_\_\_\_

FUNDING SOURCE

PROFESSIONAL DEVELOPMENT \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

FUNDING SOURCE

INTERNAL USE	
6642	Textbooks
6643	Instructional Aids Student Software Workbooks
6644	Books & Aids Non Student Use Non-Credit Enrichment
673x	Furniture & Equipment 6730 < \$1,000 Individual Item 6731 > \$1,000 Individual Item
6737	Technology Hardware Non-Instructional Software

**TOTAL ESTIMATED COST: \$10 per student fee**

## Spanish 101

### COURSE DESCRIPTION:

SPA 101. Beginning Spanish I (4).



**SPA 1101.** Fundamentals of speaking, writing, listening, and reading of Spanish. Introduction to the culture of the Spanish-speaking world. Prerequisite: Reading Proficiency. Four lecture.

### COURSE CONTENT:

1. Formulaic expressions (e.g., Of course!)
2. Courtesy expressions (e.g., Thank you, good evening)
3. Basic needs
4. Question formation and interrogative words
5. Basic biographical information (e.g., name, age, origin, profession, phone number, address)
6. Telling time
7. Comparisons
8. Descriptions of activities
9. Narrations of daily routines
10. Descriptions of objects, places, and people
11. Spanish phonetic and stress systems
12. Spanish spelling system
13. Accent marks in Spanish
14. Reading authentic Spanish passages that relate to basic survival vocabulary and/or current events
15. Components of the Spanish-speaking culture: physical (e.g., personal space, customs), non-verbal (e.g., gestures), geographical (e.g., maps), and the arts (e.g., music, arts)

### LEARNING OUTCOMES:

1. Use and respond to formulaic expressions and courtesy expressions (e.g., Of course!, Thank you), formulate questions to satisfy basic needs (e.g., What time is it?) and express basic needs (e.g., I'm looking for the bus to Guadalajara). (1-4)
2. Describe objects, places, and people. (10)
3. Express basic biographical information on oneself and others (e.g., name, age, origin, profession, phone number, address). (5)
4. Narrate daily activities and routines of oneself and others (e.g., At seven, I wake up, shower, and shave. After I get dressed and eat breakfast, I go to the university). (6-10)
5. Respond and contribute to very simple face-to-face conversations with limited spontaneity using frequently used expressions and learned vocabulary. (1-10)
6. Apply the Spanish alphabet and phonetic system, the rules of stress, and the rules of accent marks. (11-13)
7. Identify components of the Spanish-speaking culture: physical (e.g., personal space, customs), non-verbal (e.g. gestures), geographical (e.g., maps), and the arts (e.g., music, arts). (14-15)

### REQUIRED ASSESSMENT:

1. An impromptu oral (i.e., speaking) exam, interview, or presentation
2. An aural (i.e., listening) exam or demonstration





# ACTION

## Item 10D.

Revised Expenditure Budget

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10D  
FROM: Cynthia Windham, Finance Director Reading  
DATE: May 14, 2019 Discuss  
SUBJECT: Revised #2 – FY 18/19 Expenditure Budget Action X

---

OBJECTIVE: Board Governance

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### SUPPORTING DATA:

Per ARS 15-905; school districts are required to submit a revised budget by May 15<sup>th</sup> of the current budget year.

The District is required to present a final budget revision by May 15, 2019 to reflect the 100<sup>th</sup> day current ADM calculations due to current year funding requirements. A mid-year adjustment was submitted in December 2018.

The following are the highlights of the annual revised budgeted calculation adjustments:

### MAINTENANCE & OPERATION:

- *Decrease* in student enrollment (ADM) net of approximately 169 (equivalent to appx. 198 in weighted student count) in the current-year resulting in a net decrease of \$1,074,970
- Project increases in tuition revenue from the Arizona School for the Deaf and Blind of approx. \$20,000 (will be adjusted to actual upon receipt)
- Increase in projected Budget Balance Carryforward from FY 17-18 of \$496,705
- Transfer of \$514,315 to Energy Savings Account to fund lease payment for equipment upgrades
- ADM Audit Adjustment decrease of \$62,805

Adopted Budget: \$35,460,460

Total Amount of Net Decrease: 1,135,385

Revised #2 Budget: \$34,325,075

**CAPITAL (DISTRICT ADDITIONAL ASSISTANCE):**

- Increase in projected Budget Balance Carryforward from FY 17-18 of \$63,048
- Increase of interest earned of \$4,445
- Increase to final ADM previous year \$11,869

Adopted Budget: \$3,960,076

Total Amount of Net Increase 79,362

Revised #2 Budget: \$ 4,039,438

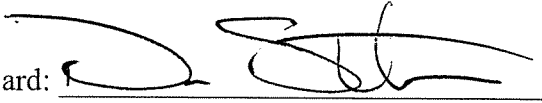
**SUMMARY & RECOMMENDATION:**

**It is recommended that the Governing Board approve revised budget for FY 18/19 and the realignment of subsections, as presented.**

**Sample Motion:**

*I move to approve the final revised budget for fiscal year 2018-19 and the realignment of subsections, as presented.*

Approved for transmittal to the Governing Board:



Mr. Daniel Streeter, Superintendent

*Questions should be directed to Cynthia Windham, Finance Director (928) 759-4000*



FY 2019

STATE OF ARIZONA

SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET  
DISTRICTWIDE BUDGET

Revised #2

Version

## BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2019 was

Proposed

June 26, 2018

Adopted

July 10, 2018

Revised

May 14, 2019

Date

## REVENUES AND PROPERTY TAXATION

1. Total Budgeted Revenues for Fiscal Year 2018 \$ 16,519,442

2. Estimated Revenues by Source for Fiscal Year 2019 (excluding property taxes)

Local	1000	\$	5,754,398
Intermediate	2000	\$	3,915,017
State	3000	\$	6,333,515
Federal	4000	\$	2,655,152
TOTAL		\$	18,658,082

3. District Tax Rates for Prior and Budget Fiscal Years (A.R.S. §15-903.D.4)

Primary Tax Rate:	Prior FY 2018	Est. Budget FY 2019
Secondary Tax Rates:	4.2110	4.0553

M&O Override		
Special Program Override		
Capital Override		
Class A Bonds		
Class B Bonds	0.9521	0.8519
CTED	0.0500	0.0500
Desegregation		
Total Secondary Tax Rate	1.0021	0.9019

## TOTAL BUDGETED EXPENDITURES AND AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

	Budgeted Expenditures	Budget Limit
1. Maintenance and Operation Fund (from pages 1, line 30 and 7, line 11)	\$ 34,325,075	\$ 34,325,075
2. Unrestricted Capital Fund (from pages 4, line 10 and 8, line A.12)	\$ 4,039,437	\$ 4,039,438
3. Federal Projects Other Than Impact Aid (from Budget, page 6, Federal Projects, line 18 minus line 16)		\$ 7,281,368
4. Total Aggregate School District Budget Limit (sum of lines 1 through 3)		\$ 45,645,881

## AVERAGE TEACHER SALARIES (A.R.S. §15-903.E, amended by Laws 2018, Ch. 285, §10)

1. Average salary of all teachers employed in FY 2019 (budget year)	\$ 41,187
2. Average salary of all teachers employed in FY 2018 (prior year)	\$ 36,609
3. Increase in average teacher salary from the prior year	\$ 4,578
4. Percentage increase	12.5%

Comments on average salary calculation (Optional):

The calculation takes into consideration the average teacher salary obtain from District payroll records + 12.5% to be given in FY 18-19. The District also projects to issue an addition \$7,000 in Prop 301 monies to teachers in FY18-19 that is not included in the above calculation. These amounts will be revised, as necessary.

5/3/2019 1:22 PM



The FY 2019 budget file for the version described above will be uploaded via

the Common Logon on ADE's website by

May 15, 2019

Type the Date as MM/DD/YYYY

Business Manager Signature

Supertintendent Signature

Mr. Daniel Streeter

Superintendent Name (Typed Name)

Ms. Cynthia Windham

Business Manager Name (Typed Name)

District Contact Employee:

Cynthia Windham

Telephone:

928-759-4027

Email: [nthia.windham@humboldtunified.org](mailto:nthia.windham@humboldtunified.org)

## DISTRICT CONTACT INFORMATION

Prefix	First Name	Last Name	Suffix	Email Address	Telephone Number
Mr.	Daniel	Streeter		daniel.streeter@humboldtunified.com	928-759-4000
Mr.	Cole	Young		cole.young@humboldtunified.com	928-759-5016
Mrs.	Cynthia	Windham		cynthia.windham@humboldtunified.com	928-759-4027
Mrs.	Leticia	Barker		leticia.barker@humboldtunified.com	928-759-4012
Mrs.	Rebecca	Cooley		rebecca.cooley@humboldtunified.com	928-759-4004
Mrs.	Leticia	Barker		leticia.barker@humboldtunified.com	928-759-4012
Mrs.	Leticia	Barker		leticia.barker@humboldtunified.com	928-759-4012
Mr.	Kenneth	Fox		kenneth.fox@humboldtunified.com	928-759-5192
Mr.	Ryan	Gray		ryan.gray@humboldtunified.com	928-759-5007
Mr.	Richard	Adler		richard.adler@humboldtunified.com	928-759-5007
Mrs.	Suzie	Roth		suzie.roth@humboldtunified.com	928-759-5007
Mr.	Paul	Ruwald		paul.ruwald@humboldtunified.com	928-759-5007
Mr.	Corey	Christians		corey.christians@humboldtunified.com	928-759-5007

Superintendent  
 Executive Assistant to Superintendent  
 Chief Financial Officer  
 Business Manager  
 School District Employee Report (SDER) Coordinator  
 SPED Data Reporting Coordinator  
 AzEDS/ADM Data Coordinator  
 Transportation Data Reporting Coordinator  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member  
 Governing Board Member

SELECT from Dropdown

Tyler Technologies (Schoolmaster)

Infinite Visions

www.humboldtunified.com

Student Information Systems (SIS) Vendor

Accounting Information System

District's website home page address

xpenditures	FTE	Prior FY	Budget FY	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/Decrease
									Prior FY 2018	Budget FY 2019	
10 Regular Education	233.47	243.61		10,697,034	3,811,699	395,079	125,114	1,224	15,376,308	15,030,150	-2.3%
1000 Instruction											
2000 Support Services	26.25	26.25		1,192,469	440,650	14,707	5,367	550	1,188,764	1,653,743	39.1%
2100 Students	19.01	18.01		856,359	279,895	12,037	6,400	18,455	975,079	1,173,146	20.3%
2200 Instructional Staff	3.00	3.00		302,233	86,227	88,265	6,700	19,867	468,903	503,292	7.3%
2300 General Administration	27.00	28.00		1,416,543	458,264	153,879	2,593	539	1,616,684	1,877,939	16.2%
2400 School Administration	18.95	17.95		671,097	247,046	922,901	90,976	39,337	1,162,015	1,202,335	3.5%
2500 Central Services	47.50	48.00		1,270,566	581,217		918,550	119	4,229,825	3,693,353	-12.7%
2600 Operation & Maintenance of Plant											
2900 Other	0.85	0.00		54,198	13,863	1,375	500		61,527	69,936	13.7%
3000 Operation of Noninstructional Services	0.00	0.00		42,005	8,456				51,198	50,461	-1.4%
10 School-Sponsored Coextrricular Activities	1.00	1.00		180,677	38,971			11,225	217,216	230,873	6.3%
20 School-Sponsored Athletics	0.00	0.00									
30 Other Instructional Programs	0.00	0.00									
30, 800, 900 Other Programs	377.03	385.82		16,683,181	5,966,288	1,588,243	1,156,200	91,316	25,347,519	25,485,228	0.5%
Regular Education Subtotal (lines 1-13)											
30 and 300 Special Education	87.37	101.76		2,746,373	1,240,520	271,113	6,625	1,000	3,616,779	4,265,631	17.9%
1000 Instruction											
2000 Support Services	18.50	16.85		915,377	275,243	143,298	600	350	1,609,054	1,334,868	-17.0%
2100 Students	2.00	2.00		145,142	41,590	2,300	12,973	200	201,960	202,205	0.1%
2200 Instructional Staff	0.00	0.00									
2300 General Administration	0.60	0.60			2,849	27,054			40,227	29,903	-25.7%
2400 School Administration	0.00	0.00				4,220	0	150	4,420	4,370	-1.1%
2500 Central Services	0.00	0.00				75	841		916	916	0.0%
2600 Operation & Maintenance of Plant	0.00	0.00									
2900 Other	0.00	0.00									
3000 Operation of Noninstructional Services	120.61	120.61		3,806,892	1,560,202	448,360	22,039	1,700	5,474,656	5,839,193	6.7%
30 Subtotal (lines 15-23)	58.30	58.42		1,443,925	675,899	165,735	457,950	215	2,786,637	2,743,724	-1.5%
30 Pupil Transportation											
10 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	0.00	0.00		0	0	0	0	0	0	0	0.0%
30 Dropout Prevention Programs	0.00	0.00									
40 Joint Career and Technical Education and Vocational Education Center	4.00	4.00		0	0	0	0	0	0	0	0.0%
50 K-3 Reading Program	4.00	4.00		189,179	63,828	1,740	3,183		230,490	250,930	11.5%
Total Expenditures (lines 14, and 24-29)	551.80	568.85		22,123,177	8,265,217	2,204,078	1,639,372	93,231	33,839,302	34,325,075	1.4%
(Cannot exceed page 7, line 11)											

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.



SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Programs 200 and 300)

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY
1. Total All Disability Classifications	5,183,843	5,542,579
2. Gifted Education	0	0
3. Remedial Education	0	0
4. ELL Incremental Costs	0	0
5. ELL Compensatory Instruction	0	0
6. Vocational and Technical Education (non-CTED)	250,579	296,614
7. Career Education (non-CTED)	0	0
8. Career Technical Education (CTED)	0	0
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	5,434,422	5,839,193

Proposed Ratios for Special Education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 17  
Staff-Pupil 1 to 5

Estimated FTE Certified Employees

(A.R.S. §15-903.E.2)

Prior FY	Budget FY
338.00	337.00

Expenditures Budgeted for Audit Services

M&O Fund - Nonfederal	6350	55,550.00
All Funds - Federal	6330	

FY 2019 Performance Pay (A.R.S. §15-920)

Amount Budgeted in M&O Fund for a Performance Pay Component

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Expenditures Budgeted in the M&O Fund for Food Service

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) \$ 68,061

(This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a))

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 6810, 6890	Supplies 6600	Interest on Short-Term Debt 6850	Prior FY 2018	Budget FY 2019	% Increase/ Decrease
<b>Classroom Site Fund 011 - Base Salary</b>								
1000 Regular Education								
1. 2100 Support Services - Students	485,046	103,076				461,217	588,122	27.5% 1.
2. 2200 Support Services - Instructional Staff						0	0	0.0% 2.
3. Program 100 Subtotal (lines 1-3)						461,217	588,122	0.0% 3.
4. 200 and 300 Special Education								27.5% 4.
5. 1000 Instruction	61,154	11,975				123,665	73,129	-40.9% 5.
6. 2100 Support Services - Students						0	0	0.0% 6.
7. 2200 Support Services - Instructional Staff						0	0	0.0% 7.
8. Program 200 and 300 Subtotal (lines 5-7)						123,665	73,129	-40.9% 8.
9. Other Programs (Specify)								
10. 1000 Instruction	1,990	395				1,620	2,385	47.2% 9.
11. 2100 Support Services - Students						0	0	0.0% 10.
12. 2200 Support Services - Instructional Staff	1,990	395				1,620	2,385	47.2% 11.
13. Other Programs Subtotal (lines 9-11)								0.0% 12.
14. Total Expenditures (lines 1, 8, and 12)	548,190	115,446				586,502	663,636	13.2% 13.
<b>Classroom Site Fund 012 - Performance Pay</b>								
100 Regular Education								
14. 1000 Instruction	1,102,460	238,017				1,193,675	1,340,477	12.3% 14.
15. 2100 Support Services - Students						0	0	0.0% 15.
16. 2200 Support Services - Instructional Staff						0	0	0.0% 16.
17. Program 100 Subtotal (lines 14-16)						1,193,675	1,340,477	12.3% 17.
18. 200 and 300 Special Education								
19. 1000 Instruction	125,290	24,531				156,000	149,831	-4.0% 18.
20. 2100 Support Services - Students						0	0	0.0% 19.
21. 2200 Support Services - Instructional Staff						0	0	0.0% 20.
22. Program 200 and 300 Subtotal (lines 18-20)						156,000	149,831	-4.0% 21.
23. Other Programs (Specify)								
24. 1000 Instruction	1,490	295				0	1,785	-- 22.
25. 2100 Support Services - Students						0	0	0.0% 23.
26. 2200 Support Services - Instructional Staff						0	0	0.0% 24.
27. Other Programs Subtotal (lines 22-24)								-- 25.
28. Total Expenditures (lines 17, 21, and 25)	1,229,240	262,843				1,349,675	1,492,083	10.6% 26.
<b>Classroom Site Fund 013 - Other</b>								
100 Regular Education								
27. 1000 Instruction	1,320,682	339,661				1,611,269	1,660,343	3.0% 27.
28. 2100 Support Services - Students						0	0	0.0% 28.
29. 2200 Support Services - Instructional Staff						108,200	160,000	47.9% 29.
30. Program 100 Subtotal (lines 27-29)						1,719,469	1,820,343	5.9% 30.
31. 200 and 300 Special Education								
32. 1000 Instruction	110,185	21,576				75,000	131,761	75.7% 31.
33. 2100 Support Services - Students						0	0	0.0% 32.
34. 2200 Support Services - Instructional Staff						0	0	0.0% 33.
35. Program 200 and 300 Subtotal (lines 31-33)						75,000	131,761	75.7% 34.
36. 500 Dropout Prevention Programs								
37. 1000 Instruction						0	0	0.0% 35.
38. Other Programs (Specify)								
39. 1000 Instruction	3,250	644				1,850	3,894	110.5% 36.
40. 2100, 2200 Support Serv. Students & Instructional Staff						0	0	0.0% 37.
41. Other Programs Subtotal (lines 36-37)						1,850	3,894	110.5% 38.
42. Total Expenditures (lines 30, 34, 35, and 38)	1,434,117	361,881				1,796,319	1,955,998	8.9% 39.
43. Total Classroom Site Funds (lines 13, 26, and 39)	3,211,547	740,170				3,732,496	4,111,717	10.2% 40.

The district has budgeted an amount in Fund 011 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 012 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

The district has budgeted an amount in Fund 013 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.

FUND 610

UNRESTRICTED CAPITAL OUTLAY (UCO) FUND

Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832	Interest (4) 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/ Decrease
							Prior FY 2018	Budget FY 2019	
Unrestricted Capital Outlay Override (1)	1.						0	0	0.0%
Unrestricted Capital Outlay Fund 610 (6)	2.						1,396,452	863,652	-38.2%
1000 Instruction		85,900	178,765						
2000 Support Services									
2100, 2200 Students and Instructional Staff	3.	9,171	36,951				13,889	46,122	232.1%
2300, 2400, 2500, 2900 Administration	4.	74,657	297,172				405,275	371,829	-8.3%
2600 Operation & Maintenance of Plant	5.					30,000	30,000	30,000	0.0%
2700 Student Transportation	6.	2,096	20,000				2,088	22,096	938.2%
3000 Operation of Noninstructional Services (5)	7.						0	0	0.0%
4000 Facilities Acquisition and Construction	8.					2,705,738	4,740,004	2,705,738	-42.9%
5000 Debt Service	9.						0	0	0.0%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	171,824	532,888	0	0	2,735,738	6,587,708	4,039,437	-38.7%

The district has budgeted an amount in the UCO Fund which is less than the Unrestricted Capital Budget Limit as calculated on Page 8 of 8 by \$1.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(2) Detail by object code:

6641 Library Books	Unrestricted
6642 Textbooks	Capital Outlay
6643 Instructional Aids	359,672
673X Furniture and Equipment	239,315
673X Vehicles	138,256
673X Tech Hardware & Software	10,500
	384,132

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211.

(3) Includes principal on Capital Equity Fund loans of \_\_\_\_\_, principal on capital leases of \_\_\_\_\_, and principal on bonds of \_\_\_\_\_

(4) Includes interest on Capital Equity Fund loans of \_\_\_\_\_, interest on capital leases of \_\_\_\_\_, and interest on bonds of \_\_\_\_\_



## OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [(A.R.S. §15-904.(B))]

Expenditures	UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620 (2)	
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY
<b>Total Fund Expenditures</b>	1.	6,387,708	4,039,437	514,583	0	0	0	0
<b>Select Object Codes Detail (1)</b>								
6150 Classified Salaries	2.	0	0		0	0	0	0
6200 Employee Benefits	3.	0	0		0	0	0	0
6450 Construction Services	4.	4,756,188	2,735,738	514,583	0	0	0	0
6710 Land and Improvements	5.	0	0		0	0	0	0
6720 Buildings and Improvements	6.	0	0		0	0	0	0
673X Furniture and Equipment	7.	19,320	138,256	0	0	0	0	0
673X Vehicles	8.	0	10,500	0	0	0	0	0
673X Technology Hardware & Software	9.	915,222	384,132	0	0	0	0	0
6831, 6832 Redemption of Principal	10.	0	0		0	0	0	0
6841, 6842, 6850 Interest	11.	0	0		0	0	0	0
<b>Total (lines 2-11)</b>	12.	5,690,730	3,268,626	514,583	0	0	0	0
Total amounts reported on lines 2-11 above for:								
Renovation	13.	4,944,804	2,735,738	493,983			0	0
New Construction	14.	0	0	0	0	0	0	0
Other	15.	870,212	0	20,600	0	0	0	0
<b>Total (lines 13-15, must equal line 12)</b>	16.	5,815,016	2,735,738	514,583	0	0	0	0

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2019

## SPECIAL PROJECTS

## FEDERAL PROJECTS

1. 100-130 ESEA Title I - Helping Disadvantaged Children
2. 140-150 ESEA Title II - Prof. Dev. and Technology
3. 160 ESEA Title IV - 21st Century Schools
4. 170-180 ESEA Title V - Promote Informed Parent Choice
5. 190 ESEA Title III - Limited Eng. & Immigrant Students
6. 200 ESEA Title VII - Indian Education
7. 210 ESEA Title VI - Flexibility and Accountability
8. 220 IDEA Part B
9. 230 Johnson-O'Malley
10. 240 Workforce Investment Act
11. 250 AEA - Adult Education
12. 260-270 Vocational Education - Basic Grants
13. 280 ESEA Title X - Homeless Education
14. 290 Medicaid Reimbursement
15. 374 E-Rate
16. 378 Impact Aid
17. 300-399 Other Federal Projects (Besides E-Rate & Impact Aid)
18. Total Federal Project Funds (lines 1-17)

## STATE PROJECTS

19. 400 Vocational Education
20. 410 Early Childhood Block Grant
21. 420 Ext. School Yr. - Pupils with Disabilities
22. 425 Adult Basic Education
23. 430 Chemical Abuse Prevention Programs
24. 435 Academic Contests
25. 450 Gifted Education
26. 456 College Credit Exam Incentives
27. 457 Results-based Funding
28. 460 Environmental Special Plate
29. 465-499 Other State Projects
30. Total State Project Funds (lines 19-29)
31. Total Special Projects (lines 18 and 30)

## INSTRUCTIONAL IMPROVEMENT FUND (020)

1. Teacher Compensation Increases
2. Class Size Reduction
3. Dropout Prevention Programs (M&O purposes)
4. Instructional Improvement Programs (M&O purposes)
5. Total Instructional Improvement Fund (lines 1-4)

FTE		TOTAL ALL FUNCTIONS	
Prior FY	Budget FY	Prior FY	Budget FY
6000	13.49	32.46	1,906,510
6000	0.60	1.09	377,106
6000	0.00	0.00	0
6000	0.00	0.00	30,000
6000	0.00	0.00	0
6000	0.00	0.00	54,438
6000	0.00	0.00	71,040
6000	0.00	0.00	0
6000	0.00	0.00	0
6000	24.94	16.00	1,369,091
6000	0.00	0.00	0
6000	0.00	0.00	0
6000	0.00	0.00	0
6000	0.81	0.00	165,419
6000	0.00	0.00	166,182
6000	5.61	5.61	1,664,410
6000	0.00	0.00	1,718,026
6000	0.00	0.00	220,117
6000	0.00	0.00	115,196
6000	2.88	2.00	1,401,280
6000	48.33	57.16	6,802,775
6000	0.00	0.00	43,752
6000	0.00	0.00	0
6000	0.00	0.00	0
6000	0.00	0.00	0
6000	0.00	0.00	0
6000	0.00	0.00	1,105
6000	0.00	0.00	1,125
6000	0.00	0.00	4,311
6000	0.00	0.00	18,161
6000	0.00	0.00	376,117
6000	0.00	0.00	0
6000	3.00	3.00	235,092
6000	3.00	3.00	229,292
6000	51.33	60.16	672,758
6000	86,432	71,352	7,954,126

Prior FY	Budget FY
6000	71,352
6000	271
6000	0
6000	412,788
6000	484,411

## OTHER FUNDS

1.	050 County, City, and Town Grants	6000	1,800	2,100
2.	071 Structured English Immersion (1)	6000	396,391	142,309
3.	072 Compensatory Instruction (1)	6000	0	0
4.	500 School Plant (2)	6000	229,157	210,411
5.	510 Food Service	6000	2,618,371	3,152,457
6.	515 Civic Center	6000	163,321	187,649
7.	520 Community School	6000	3,060	238,565
8.	525 Auxiliary Operations	6000	669,795	762,045
9.	526 Extracurricular Activities Fees Tax Credit	6000	711,249	811,640
10.	530 Gifts and Donations	6000	203,842	205,220
11.	535 Career & Tech. Ed. & Voc. Ed. Projects	6000	0	0
12.	540 Fingerprint	6000	3,250	2,298
13.	545 School Opening	6000	0	0
14.	550 Insurance Proceeds	6000	300,000	378,752
15.	555 Textbooks	6000	20,412	21,154
16.	565 Litigation Recovery	6000	18,000	25,808
17.	570 Indirect Costs	6000	1,831,945	1,891,479
18.	575 Unemployment Insurance	6000	115,980	107,248
19.	580 Teacherage	6000	0	0
20.	585 Insurance Refund	6000	0	0
21.	590 Grants and Gifts to Teachers	6000	22,000	21,630
22.	595 Advertisement	6000	5,700	5,726
23.	596 Career Technical Education	6000	530,680	545,680
24.	639 Impact Aid Revenue Bond Building	6000	0	0
25.	650 Gifts and Donations-Capital	6000	41,131	36,448
26.	660 Condemnation	6000	0	0
27.	665 Energy and Water Savings	6000	25,221	648,282
28.	686 Emergency Deficiencies Correction	6000	0	0
29.	691 Building Renewal Grant	6000	15,174	243,554
30.	700 Debt Service	6000	3,563,006	3,793,300
31.	720 Impact Aid Revenue Bond Debt Service	6000	0	0
32.	Other	6000	5,280,432	6,338,260
INTERNAL SERVICE FUNDS 950-989				
1.	9 Self-Insurance	6000	0	0
2.	955 Intergovernmental Agreements	6000	0	0
3.	9 OPEB	6000	0	0
4.	9	6000	0	0

(1) From Supplement, line 10 and line 20, respectively.

(2) Indicate amount budgeted in Fund 500 for M&amp;O purposes

\$ 210,411

DISTRICT NAME Humboldt Unified School District COUNTY YAVAPAICTD NUMBER 13022000VERSION Revised #2CALCULATION OF FY 2019 GENERAL BUDGET LIMIT  
(A.R.S. §15-947.C)

		A. Maintenance and Operation	B. Unrestricted Capital Outlay
*1. FY 2019 Revenue Control Limit (RCL) (from Work Sheet E, line X, or Work Sheet F, line III)	\$ <u>31,608,612</u>	\$ <u>30,608,612</u>	\$ <u>1,000,000</u>
*2. (a) FY 2019 District Additional Assistance (DAA) (from Work Sheet H, lines VII.E.1 and VII.F.1)	\$ <u>2,653,876</u>		
(b) DAA Reduction for State Budget Adjustments (from Work Sheet H, lines VII.E.2 and VII.F.2)	<u>1,714,749</u>		
(c) Total DAA (line 2.a minus 2.b)	\$ <u>939,127</u>	<u>927,258</u>	<u>11,869</u>
*3. FY 2019 Override Authorization (A.R.S. §§15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Work Sheets K and K2)			
(a) Maintenance and Operation			
(b) Unrestricted Capital Outlay			
(c) Special Program			
*4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Work Sheet K)			
*5. Tuition Revenue (A.R.S. §§15-823 and 15-824)			
Local (Do not include full-day kindergarten or summer school tuition)			
(a) Individuals and Other Private Sources			
(b) Other Arizona Districts		<u>20,000</u>	
(c) Out-of-State Districts and Other Governments			
State			
(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)			
*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)			
*7. Increase Authorized by County School Superintendent for Accommodation Schools (not to exceed Work Sheet S, line II.B.5) (A.R.S. §15-974.B)			
8. Budget Increase for:			
(a) Desegregation Expenditures (A.R.S. §15-910.G-K)			
* (b) Tuition Out Debt Service (from Work Sheet O, line I4) (A.R.S. §15-910.M, as amended by Laws 2018, Ch. 283, §2)		<u>0</u>	
* (c) Budget Balance Carryforward (from Work Sheet M, line 9) (A.R.S. §15-943.01)		<u>3,346,325</u>	
(d) Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)			
(e) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2017 (A.R.S. §15-910.N, as amended by Laws 2018, Ch. 283, §2)			
* (f) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)			
* (g) FY 2018 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.f) (A.R.S. §15-920)		<u>0</u>	
(h) Excessive Property Tax Valuation Judgments (A.R.S. §§42-16213 and 42-16214)			
* (i) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §§15-923 and 15-947)			
*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.			
(a) Prior Year Over Expenditures/Resolutions:			
(b) Decrease for Transfer from M&O to Energy and Water Savings Fund			
(c) Increase for Energy and Water Savings Fund Transfer to M&O		<u>(514,315)</u>	
(d) Noncompliance Adjustment			
(e) ADM/Transportation Audit Adjustment		<u>(62,805)</u>	
(f) Other:			
*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)			<u>243,250</u>
11. FY 2019 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)		\$ <u>34,325,075</u>	
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line A.11)			\$ <u>1,255,119</u>

\* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.



**CALCULATION OF FY 2019 UNRESTRICTED CAPITAL BUDGET LIMIT AND CLASSROOM SITE FUND BUDGET LIMIT**  
 (A.R.S. §15-947.D and A.R.S. §15-978)

**UNRESTRICTED CAPITAL BUDGET LIMIT**

A. 1. FY 2018 Unrestricted Capital Budget Limit (UCBL) (from FY 2018 latest revised Budget, page 8, line A.12)	\$ 6,588,317
2. Total UCBL Adjustment for prior years as notified by ADE on BUDG75 report (For budget adoption, use zero.)	\$ (574)
3. Adjusted Amount Available for FY 2018 Capital Expenditures (line A.1 + A.2)	\$ 6,587,743
4. Amount Budgeted in Fund 610 in FY 2018 (from FY 2018 latest revised Budget, page 4, line 10)	\$ 6,587,708
5. Lesser of line A.3 or the sum of line A.4 and any positive adjustment on line A.2	\$ 6,587,708
6. FY 2018 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ 3,855,345
7. Unexpended Budget Balance in Fund 610 (line A.5 minus A.6) If negative, use zero in calculation, but show negative amount here in parentheses. --	\$ 2,732,363
8. Interest Earned in Fund 610 in FY 2018	\$ 51,956
9. Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F)	\$
10. Adjustment to UCBL for FY 2019 (A.R.S. §15-905.M) Include year(s) and descriptions, as applicable. (a) Prior Year Over Expenditures/Resolutions:	\$
(b) ADM/Transportation Audit Adjustment	\$
(c) Other:	\$
11. Amount to be Used for Capital Expenditures (from page 7, line 12)	\$ 1,255,119
12. FY 2019 Unrestricted Capital Budget Limit (lines A.7 through A.11) (1)	\$ 4,039,438

**CLASSROOM SITE FUND BUDGET LIMIT**

	Fund 011	Fund 012	Fund 013	Total Fund 010
B. 1. FY 2018 Classroom Site Fund Budget Limit (from FY 2018 latest revised Budget, page 8, line B.7)	586,502	1,349,675	1,796,319	3,732,496
2. FY 2018 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	487,156	994,783	978,894	2,460,833
3. Unexpended Budget Balance (line B.1 minus B.2)	99,346	354,892	817,425	1,271,663
4. Interest Earned in the Classroom Site Fund in FY 2018	632	9,875	11,257	21,764
5. FY 2019 Classroom Site Fund Allocation (provided by ADE, based on \$423) Enter the total allocation in the Total Fund 010 column. Funds 011, 012, and 013 will automatically calculate.	563,658.00	1,127,316.00	1,127,316.00	2,818,290.00
6. Adjustments to FY 2019 Classroom Site Fund Budget Limit (2)				0
7. FY 2019 Classroom Site Fund Budget Limit (Sum of lines B.3 through B.6) (3)	663,636	1,492,083	1,955,998	4,111,717

(1) The amount budgeted on page 4, line 10 cannot exceed this amount.

(2) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years.

(3) The amounts budgeted on page 3, lines 13, 26, 39, and 40 cannot exceed the respective amounts on this line.



BUDGET WORK SHEETS  
FOR FISCAL YEAR 2019

	WORK SHEET TITLE	PAGE
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B.	Support Level Weights and PSD-12 Weighted Student Counts. . . . .	2
C.	Base Support Level and Base Revenue Control Limit . . . . .	3
C2.	Weighted Student Count: AOI Students . . . . .	4
D.	Transportation Support Level and Transportation Revenue Control Limit . . . . .	5
E.	District Support Level and Revenue Control Limit . . . . .	6
<del>F.</del>	Consolidation/Unification Assistance. . . . .	6
<del>G.</del>	District Additional Assistance High School Student Count (Type 03) . . . . .	6
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J.	Equalization Base and Assistance . . . . .	8
<del>K.</del>	Small School Adjustment Phase Down Limit . . . . .	9
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<del>L.</del>	Impact Aid Fund (ESEA, Title VIII) . . . . .	11
M.	Maintenance and Operation Fund Budget Balance Carryforward . . . . .	12
<del>O.</del>	Tuition Out for High School Students . . . . .	13
<del>S.</del>	Equalization Assistance for an Accommodation School . . . . .	14

**B. WORK SHEET FOR FY 2019 SUPPORT LEVEL WEIGHTS AND PSD-12 WEIGHTED STUDENT COUNTS**  
(A.R.S. §§15-943 and 15-943.02)

**A. Unweighted Student Count**

All districts must complete lines A.1 through A.5 below.

Districts will use prior year ADM (line A.1) on Work Sheet H to calculate DAA in accordance with A.R.S.

§15-961. Districts will use estimated current year ADM (lines A.2 through A.5) to calculate the Group A weighted student count on this work sheet that will be included in the calculation of the Base Support Level on Work Sheet C.

**Prior Year ADM (A.R.S. §15-901)**

1. FY 2018 100th-Day ADM (to Work Sheet H)

**Current Year ADM (A.R.S. §15-943)**

2. FY 2019 Estimated Non-AOI Student Count

3. FY 2019 Estimated AOI Full-Time Student Count

4. FY 2019 Estimated AOI Part-Time Student Count

5. Total FY 2019 Estimated Student Count

PSD	K-8	9-12	TOTAL
46,965	3,862.395	1,584.894	5,494.254
37,367	3,700.070	1,569.761	5,307.198
	0.000	18.663	18.663
	0.000	0.000	0.000
37,367	3,700.070	1,588.424	5,325.861

B. Support Level Weights for Districts (Group A Weights)	DESIGNATED AS ISOLATED		NOT DESIGNATED AS ISOLATED	
	K-8	9-12	K-8	9-12
Student Count 0.001-99.999 (from line A.5)				
Support Level Weight	1.559	1.669	1.399	1.559
Student Count 100.000-499.999				
Student Count Constant	500.000	500.000	500.000	500.000
Student Count (from line A.5)	-			
Difference	=			
Weight Adjustment Factor	x 0.0005	0.0005	0.0003	0.0004
Support Level Weight Increase	=			
Support Level Weight	+ 1.358	1.468	1.278	1.398
Adjusted Support Level Weight	=			
Student Count 500.000-599.999				
Student Count Constant	600.000	600.000	600.000	600.000
Student Count (from line A.5)	-			
Difference	=			
Weight Adjustment Factor	x 0.0020	0.0020	0.0012	0.0013
Support Level Weight Increase	=			
Support Level Weight	+ 1.158	1.268	1.158	1.268
Adjusted Support Level Weight	=			
Student Count 600.00 or More (from line A.5)				
Support Level Weight			1.158	1.268
Career Technical Education District				
Support Level Weight (A.R.S. §15-943.02)				1.339

**C. PSD-12 WEIGHTED STUDENT COUNT**

Section A student count multiplied by Section B support level weight.

- PSD
- K-8
- 9-12
- Total Group A Weighted Student Count (to Work Sheet C and C2)

Non-AOI Student Count	AOI Full-Time Student Count	AOI Part-Time Student Count	Section B Support Level Weight	Non-AOI Weighted Student Count	AOI Full-Time Weighted Student Count	AOI Part-Time Weighted Student Count
37,367			x 1.450	= 54,182		
3,700.070	0.000	0.000	x 1.158	= 4,284.681	0.000	0.000
1,569.761	18.663	0.000	x 1.268	= 1,990.457	23.665	0.000
5,307.198	18.663	0.000		6,329.320	23.665	0.000



**C. WORK SHEET FOR FY 2019 BASE SUPPORT LEVEL (BSL) AND BASE REVENUE CONTROL LIMIT (BRCL)**

(A.R.S. §§15-808, 15-943, 15-943.02, and 15-944.E)

**WEIGHTED STUDENT COUNT**

I. A. FY 2019 Non-AOI Student Count (from Work Sheet B, line C.4)

Non-AOI Student Count	x	Group B Support Level Weight	=	Non-AOI Weighted Student Count
5,307.198				6,329.320

B. Student Count Add-ons

1. Hearing Impairment
2. K-3
3. K-3 Reading
4. English Learners (ELL)
5. MD-R, A-R, and SID-R
6. MD-SC, A-SC, and SID-SC
7. Multiple Disabilities Severe Sensory Impairment
8. Orthopedic Impairment (Resource)
9. Orthopedic Impairment (Self Contained)
10. Preschool-Severe Delay
11. DD, ED, MIID, SLD, SLI, & OHI
12. Emotional Disability (Private)
13. Moderate Intellectual Disability
14. Visual Impairment
15. Total Add-on Count (I.B.1 through I.B.14)

1.000	x	4.771	=	4.771
1,432.313	x	0.060	=	85.939
1,432.313	x	0.040	=	57.293
180.447	x	0.115	=	20.751
39.024	x	6.024	=	235.081
29.109	x	5.833	=	169.793
10.000	x	7.947	=	79.470
1.410	x	3.158	=	4.453
7.180	x	6.773	=	48.630
2.445	x	3.595	=	8.790
510.043	x	0.003	=	1.530
13.200	x	4.822	=	63.650
9.440	x	4.421	=	41.734
0.000	x	4.806	=	0.000
3,667.924				821.885
				7,151.205
				(I.A + I.B.15, this column)

II. FY 2019 Non-AOI Weighted Student Count

AOI Weighted Student Count	x	Funding Ratio	=	Adjusted AOI Weighted Student Count
23.672	x	95%	=	22.488
0.000	x	85%	=	0.000

III. FY 2019 AOI FT Weighted Student Count (from Work Sheet C2, line II)

IV. FY 2019 AOI PT Weighted Student Count (from Work Sheet C2, line IV)

**CALCULATION OF BSL AND BRCL**

V. Total Weighted Student Count (line II + III + IV)

VI. A. Base Level Amount \$3,960.07 - To include Teacher Compensation, use Base Level of \$4,009.57

(A.R.S. §§15-901, as amended by Laws 2018, Ch. 285, §9, and 15-952)

B. Increase for 200 Days of Instruction (line VI.A x 5%) (A.R.S. §15-902.04) Check here ☐ to calculate.

C. Adjusted FY 2019 Base Level Amount (line VI.A + VI.B) (to Work Sheet K, line I.G and II.G)

VII. Result (line V x VI.C)

VIII. Teacher Experience Index (TEI) (If actual TEI is less than 1.0000 use 1.0000)

IX. Result (line VII x VIII)

X. Increase for Tuition Loss Adjustment (from all copies of Work Sheet A, line I.I)

XI. Increase for Student Revenue Loss Phase-Down (from Work Sheet A, line II)

XII. FY 2017 Nonfederal Audit Service Actual Expenditures (I) \$ 56,470.00 x 1.00 = \$ 56,470.00

XIII. FY 2019 BSL and BRCL (sum lines IX through XII) (to Work Sheet E, line I)

7,173.693
\$ 4,009.57
\$ 4,009.57
\$ 28,763,424.24
1.0000
\$ 28,763,424.24
\$
\$
\$ 56,470.00
\$ 28,819,894.24

Portion of line IX amount from total K-3 and total K-3 Reading weighted student counts:

K-3	\$ 344,578.44
K-3 Reading	\$ 229,720.29

(1) A.R.S. §15-914.F allows districts to increase the BSL if financial and compliance audit costs will be incurred for the budget year.

Enter the FY 2017 nonfederal audit expenditures on line XII.

Enter the FY 2017 federal audit expenditures from all funds to the right (should agree to FY 2017 AFR).

\$ 56,470.00

Enter the total FY 2017 audit expenditures from all funds to the right.

\$ 56,470.00

Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO) in the amounts reported on Line XII or in this footnote.

**C2. WORK SHEET FOR FY 2019 WEIGHTED STUDENT COUNT: AOI STUDENTS**

(A.R.S. §§15-808, and 15-943)

**Note:** To be completed by school districts that offer AOI instruction.

**AOI FULL-TIME (FT) WEIGHTED STUDENT COUNT**

I. A. FY 2019 AOI FT Student Count (from Work Sheet B, line C.4)

B. Student Count Add-ons

1. Hearing Impairment
2. K-3
3. K-3 Reading
4. English Learners (ELL)
5. MD-R, A-R, and SID-R
6. MD-SC, A-SC, and SID-SC
7. Multiple Disabilities Severe Sensory Impairment
8. Orthopedic Impairment (Resource)
9. Orthopedic Impairment (Self Contained)
10. Preschool-Severe Delay
11. DD, ED, MIID, SLD, SLI, & OHI
12. Emotional Disability (Private)
13. Moderate Intellectual Disability
14. Visual Impairment
15. Total Add-on Count (I.B.1 through I.B.14)

AOI FT Student Count	x	Group B Support Level Weight	=	AOI FT Weighted Student Count
18.663				23.665
0.000	x	4.771	=	0.000
0.000	x	0.060	=	0.000
0.000	x	0.040	=	0.000
0.010	x	0.115	=	0.001
0.000	x	6.024	=	0.000
0.000	x	5.833	=	0.000
0.000	x	7.947	=	0.000
0.000	x	3.158	=	0.000
0.000	x	6.773	=	0.000
0.000	x	3.595	=	0.000
2.011	x	0.003	=	0.006
0.000	x	4.822	=	0.000
0.000	x	4.421	=	0.000
0.000	x	4.806	=	0.000
2.021				0.007
				23.672
				(I.A + I.B.15, this column)

II. FY 2019 AOI FT Weighted Student Count

**AOI PART-TIME (PT) WEIGHTED STUDENT COUNT**

III. A. FY 2019 AOI PT Student Count (from Work Sheet B, line C.4)

B. Student Count Add-ons

1. Hearing Impairment
2. K-3
3. K-3 Reading
4. English Learners (ELL)
5. MD-R, A-R, and SID-R
6. MD-SC, A-SC, and SID-SC
7. Multiple Disabilities Severe Sensory Impairment
8. Orthopedic Impairment (Resource)
9. Orthopedic Impairment (Self Contained)
10. Preschool-Severe Delay
11. DD, ED, MIID, SLD, SLI, & OHI
12. Emotional Disability (Private)
13. Moderate Intellectual Disability
14. Visual Impairment
15. Total Add-on Count (III.B.1 through III.B.14)

AOI PT Student Count	x	Group B Support Level Weight	=	AOI PT Weighted Student Count
0.000				0.000
0.000	x	4.771	=	0.000
0.000	x	0.060	=	0.000
0.000	x	0.040	=	0.000
0.000	x	0.115	=	0.000
0.000	x	6.024	=	0.000
0.000	x	5.833	=	0.000
0.000	x	7.947	=	0.000
0.000	x	3.158	=	0.000
0.000	x	6.773	=	0.000
0.000	x	3.595	=	0.000
0.000	x	0.003	=	0.000
0.000	x	4.822	=	0.000
0.000	x	4.421	=	0.000
0.000	x	4.806	=	0.000
0.000				0.000
				0.000
				(III A + III.B.15, this column)

IV. FY 2019 AOI PT Weighted Student Count

D. WORK SHEET FOR FY 2019 TRANSPORTATION SUPPORT LEVEL (TSL) (A.R.S. §§15-945, as amended by Laws 2018, Ch. 285, §11, and 15-816.01) AND  
TRANSPORTATION REVENUE CONTROL LIMIT (TRCL) (A.R.S. §15-946)

TABLE I

Approved Daily Route Miles per Eligible Student Transported	FY 2019 State Support Level per Route Mile
I. 0.5 or Less	2.64
II. More than 0.5, through 1.0	2.16
III. More than 1.0	2.64

TABLE II FACTORS

Approved Daily Route Miles per Eligible Students Transported	Unified or an Accommodation School that offers instruction in grades 9-12 or a Common School District Not in a High School District (Type 01, 02, or 03)	Common School District within a High School District or an Accommodation School that does not offer instruction in grades 9-12 (Type 01 or 04)	High School District (Type 05)
I. 1.0 or Less	0.15	0.10	0.25
II. More than 1.0	0.18	0.12	0.30

TSL CALCULATION

I. Approved Daily Route Miles per Eligible Student Transported	
A. FY 2018 Approved Daily Route Miles	4,044.000
B. Number of Eligible Students Transported in FY 2018	2,271.000
C. Approved Daily Route Miles per Eligible Student Transported (I.A ÷ I.B)	1.781
II. To and From School Support Level	
A. Annual Route Miles (Line I.A x 180 or 200, as applicable)	<input type="checkbox"/> Check here if approved for 200 Days of Instruction 727,920.000
B. State Support Level per Route Mile (use Table I based on I.C)	\$ 2.64
C. 1. FY 2018 Annual Expenditure for Bus Tokens	\$ 0.00
2. FY 2018 Annual Expenditure for Bus Passes	\$ 0.00
D. To and From School Support Level [(II.A x II.B) + II.C.1 + II.C.2]	\$ 1,921,708.80
III. Academic Education, Career and Technical Education, Vocational Education, and Athletic Trips Support Level	
A. Factor from Table II (based on I.C and district type)	0.180
B. Academic Education, Career and Technical Education, Vocational Ed., and Athletic Trips Support Level (II.A x II.B x III.A)	\$ 345,907.58
IV. Extended School Year Support Level for Pupils with Disabilities	
A. Actual Route Miles traveled in July and August 2017 to Transport Pupils w/Disabilities for Extended School Year	4,588.000
B. Estimated Route Miles Traveled in June 2018 to Transport Pupils w/Disabilities for Extended School Year	2,012.000
C. Total Extended School Year Route Miles (IV.A + IV.B)	6,600.000
D. State Support Level per Route Mile (use Table I based on I.C)	\$ 2.64
E. Extended School Year Support Level for Pupils with Disabilities (IV.C x IV.D)	\$ 17,424.00
V. FY 2019 TSL (lines II.D + III.B + IV.E) (to Work Sheet E, line IV)	\$ 2,285,040.38
VI. Support Level Change	
A. FY 2018 Transportation Support Level	\$ 2,142,037.74
B. Transportation Support Level Change (If result is negative, enter 0) (V- VI.A)	\$ 143,002.64

TRCL CALCULATION

VII. FY 2018 Transportation Revenue Control Limit	\$ 2,788,717.62
VIII. FY 2019 Transportation Revenue Control Limit	
A. Preliminary FY 2019 Transportation Revenue Control Limit (VI.B + VII)	\$ 2,931,720.26
B. 120% of FY 2019 Transportation Support Level (V x 1.20)	\$ 2,742,048.46
C. Adjusted FY 2019 Transportation Revenue Control Limit (if line VIII.A is greater than line VIII.B use line VII, otherwise use line VIII.A.)	\$ 2,788,717.62
D. FY 2019 Transportation Revenue Control Limit (the greater of line V or VIII.C) (to Work Sheet E, line IX)	\$ 2,788,717.62



**E. WORK SHEET FOR FY 2019 DISTRICT SUPPORT LEVEL (DSL) AND  
REVENUE CONTROL LIMIT (RCL) (A.R.S. §§15-947, 15-905.J, and 15-951)**

**CALCULATION OF THE DSL**

I. FY 2019 Base Support Level/Base Revenue Control Limit (from Work Sheet C, line XIII)	\$ 28,819,894.24
II. Tuition Out for High School Students at budget adoption (from Work Sheet O, Part II, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ 0.00
III. Adjustment for Increase/(Decrease) in Tuition Out for High School Students after budget revision (from Work Sheet O, line 15)	\$ 0.00
IV. FY 2019 Transportation Support Level (from Work Sheet D, line V)	\$ 2,285,040.38
V. FY 2019 District Support Level (sum of lines I through IV)	\$ 31,104,934.62

**CALCULATION OF THE RCL**

VI. FY 2019 Base Support Level/Base Revenue Control Limit (from line I above)	\$ 28,819,894.24
VII. Tuition Out for High School Students at budget adoption (from Work Sheet O, Part II, line 13) [Applies only to tuition for high school students if the District of Residence is a common school NOT within a high school district (Type 03).]	\$ 0.00
VIII. Adjustment for Increase/(Decrease) in Tuition Out for High School Students after budget revision (from Work Sheet O, line 15)	\$ 0.00
IX. FY 2019 Transportation Revenue Control Limit (from Work Sheet D, line VIII.D)	\$ 2,788,717.62
X. FY 2019 Revenue Control Limit (sum of lines VI through IX) (to Budget, page 7, line 1)	\$ 31,608,611.86

**F. WORK SHEET FOR FY 2019 CONSOLIDATION/UNIFICATION ASSISTANCE  
(A.R.S. §§15-912 and 15-912.01)**

I. Consolidation/Unification Increase for Transitional Costs incurred in first year	
II. FY 2019 District Support Level (line I + Work Sheet E, line V)	\$ 0.00
III. FY 2019 Revenue Control Limit (line I + Work Sheet E, line X) [to Budget, page 7, line 1]	\$ 0.00

**G. WORK SHEET FOR FY 2019 DISTRICT ADDITIONAL ASSISTANCE HIGH SCHOOL STUDENT COUNT FOR  
COMMON SCHOOL DISTRICTS NOT WITHIN A HIGH SCHOOL DISTRICT (TYPE 03)  
(A.R.S. §15-951.C)**

I. High School Student Count Tuitioned Out (from Work Sheet O, Part I or Part III, line 6)	0.000
II. High School Student Count Transported by District of Residence to District of Attendance	
III. 50% of High School Student Count Transported by District of Residence to District of Attendance (Line II x .5) (to Work Sheet H, line V.A column 9-12)	0.000

**H. WORK SHEET FOR FY 2019 DISTRICT ADDITIONAL ASSISTANCE (DAA)**  
(A.R.S. §§ 15-951.C, 15-961, 15-962.01, and 15-963.B, and Laws 2018, Ch. 285, §27)

**TABLE TO CALCULATE DAA PER STUDENT COUNT**

	K-8	9-12
I. Student Count: .001 - 99.999 (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)		
DAA per Student Count	\$ 544.58	\$ 601.24
II. Student Count: 100.000 - 499.999		
A. Student Count Constant	500.000	500.000
B. Student Count (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	- 0.000	- 0.000
C. Difference	= 0.000	= 0.000
D. Weight Adjustment Factor	x 0.0003	x 0.0004
E. Support Level Weight Increase	= 0.000	= 0.000
F. Support Level Weight	+ 1.278	+ 1.398
G. Adjusted Support Level Weight	= 0.000	= 0.000
H. Support Level Amount	x \$ 389.25	x \$ 405.59
I. DAA per Student Count	= \$ 0.00	= \$ 0.00
III. Student Count: 500.000 - 599.999		
A. Student Count Constant	600.000	600.000
B. Student Count (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)	- 0.000	- 0.000
C. Difference	= 0.000	= 0.000
D. Weight Adjustment Factor	x 0.0012	x 0.0013
E. Support Level Weight Increase	= 0.000	= 0.000
F. Support Level Weight	+ 1.158	+ 1.268
G. Adjusted Support Level Weight	= 0.000	= 0.000
H. Support Level Amount	x \$ 389.25	x \$ 405.59
I. DAA per Student Count	= \$ 0.00	= \$ 0.00
IV. Student Count: 600.000 or More & CTED (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)		
DAA per Student Count	\$ 450.76	\$ 492.94

**CALCULATIONS FOR DAA**

	PSD	K-8	9-12
V. District Additional Assistance			
A. FY 2019 Student Count (2018 ADM) (from Work Sheet B, line A.1 and Work Sheet G, line III for type 03 districts)	46.965	3,862.395	1,584.894
B. DAA per Student Count (from Table above)	x \$ 450.76	x \$ 450.76	x \$ 492.94
C. Unadjusted DAA (V.A x V.B)	= \$ 21,169.94	= \$ 1,741,013.17	= \$ 781,257.65
VI. District Additional Assistance Growth Factor			
A. FY 2019 Student Count (2018 ADM) (from Work Sheet B, line A.1 and Work Sheet G, line II for type 03 districts)		5,494.251	
B. FY 2018 Student Count (2017 ADM)		÷ 5,411.961	
C. FY 2019 DAA Growth Factor (VI.A ÷ VI.B)		= 1.0152	
VII. District Additional Assistance			
A. Unadjusted DAA (from line V.C)	\$ 21,169.94	\$ 1,741,013.17	\$ 781,257.65
B. DAA Growth Factor (if line VI.C is < or = 1.05, use 1.0, if > 1.05, use 1 plus 50% of the increase)	x 1.0000	x 1.0000	x 1.0000
C. FY 2019 DAA with growth factor applied (VII.A x VII.B)	= \$ 21,169.94	= \$ 1,741,013.17	= \$ 781,257.65
D. DAA for High School Textbooks			
1. FY 2019 9-12 Student Count (2018 ADM) (from Work Sheet B, line A.1)			1,584.894
2. Support Level Amount for Textbooks			x \$ 69.68
3. DAA for Textbooks (VII.D.1 x VII.D.2)			= \$ 110,435.41
E. 9-12 DAA (including capital transportation adjustment from line VII.G below)			
1. FY 2019 9-12 DAA (9-12 lines VII.C + VII.D.3) (to Budget, page 7, line 2.a)			= \$ 891,693.06
2. 9-12 DAA Capital Transportation (line VII.G) & State Budget Reductions Adjustments (to Budget, page 7, line 2.b)			- \$ 526,103.07
3. FY 2019 9-12 DAA (VII.E.1-VII.E.2) (to Work Sheet J, line II.E)			= \$ 365,589.99
F. PSD and K-8 DAA (including capital transportation adjustment from line VII.G below)			
1. FY 2019 PSD and K-8 DAA (PSD and K-8 line VII.C) (to Budget, page 7, line 2.a)			= \$ 1,762,183.11
2. PSD and K-8 DAA Capital Transportation (line VII.G) & State Budget Reduction Adjustments (to Budget, page 7, line 2.b)			- \$ 1,188,646.26
3. FY 2019 PSD and K-8 DAA (VII.F.1-VII.F.2) (to Work Sheet J, line II.E)			= \$ 573,536.85
G. Capital Transportation Adjustment A.R.S. §15-963.B	\$	\$	\$

J. WORK SHEET FOR EQUALIZATION BASE AND ASSISTANCE (A.R.S. §§15-971.A and .B and 15-992)

	PSD-8	9-12
I. A. Total FY 2019 PSD and K-8 Weighted State Aid Student Count		
1. PSD (from Work Sheet B, line C.1)	54.182	
2. K-8 (from Work Sheet B, line C.2, Total Non-AOI and AOI Counts)	4,284.681	
B. Total FY 2019 PSD-8 and 9-12 Weighted State Aid Student Count (Total Non-AOI and AOI Counts)	4,338.863 (I.A.1 + I.A.2)	2,014.122 (from Work Sheet B, line C.3)
C. Total FY 2019 Weighted State Aid Student Count (line I.B PSD-8 column + 9-12 column)		6,352.985
D. PSD-8 and 9-12 Factors (line I.B + line I.C)	0.6830	0.3170
II. A. Lesser of District Support Level (DSL) or Revenue Control Limit (RCL) (from Work Sheet E, line V or X, or Work Sheet F, line II or III) (to Work Sheet S, line I.A)	\$ 31,104,934.62	
B. Tuition Out for High School Students (Type 03 Districts Only) (from Work Sheet E, line II for budget adoption and total of lines II and III for budget revision)	- \$ 0.00	
C. Adjusted DSL/RCL (II.A - II.B)	\$ 31,104,934.62	
D. DSL/RCL PSD-8 and 9-12 Allocation (line I.D x II.C)	\$ 21,244,670.35	\$ 9,860,264.27
E. FY 2019 District Additional Assistance (from Work Sheet H)	\$ 573,536.85 (from Work Sheet H, line VII.F.3)	\$ 365,589.99 (from Work Sheet H, line VII.E.3)
F. Tuition Out for High School Students (Type 03 Districts Only) (from Work Sheet E, line II for budget adoption and total of lines II and III for budget revision)		\$ 0.00
G. FY 2019 Equalization Base (II.D + II.E (+ 9-12 II.F for Type 03 only))	\$ 21,818,207.20	\$ 10,225,854.26
III. A. 2018 Primary Assessed Valuation ÷ 100	\$ 4,213,674.00	\$ 4,213,674.00
B. 2018 Salt River Project (SRP) Valuation ÷ 100	\$ 900.00	\$ 900.00
C. 2018 Government Property Lease Excise Tax Assessed Valuation ÷ 100	\$	\$
D. TOTAL Valuation (III.A + III.B + III.C)	\$ 4,214,574.00	\$ 4,214,574.00
E. Qualifying Tax Rate	x \$ 1.9679	x \$ 1.9679
F. Qualifying Levy (III.D x III.E)	\$ 8,293,860.17	\$ 8,293,860.17
G. FY 2019 Equalization Assistance (II.G - III.F)	\$ 13,524,347.03	\$ 1,931,994.09
IV. Additional Tax in Districts Ineligible for Equalization Assistance, Amount to be Levied and Paid to the State (50% of line III.F - II.G)	\$ 0.00	
V. Additional State Aid to Education (ASAE) Information for Department of Revenue		
A. Dropout Prevention Program (from page 1, line 27)	\$ 0.00	
B. Tuition-Out Debt Services (from Work Sheet O, Part I, column A x column B)	\$ 0.00	
C. Adjustment for Tuition Loss (from Work Sheet C, line X and XI)	\$ 0.00	
D. Liabilities in Excess of School Budget (from TNT Work Sheet, line 13)	\$ 0.00	
E. Vocational M&O Expenses (from page 1, line 28)	\$ 0.00	
F. Adjacent Ways (from TNT Work Sheet, line 12)	\$ 0.00	
G. Phase Down Small School Budget Limit Exemption (based on Work Sheet K, only if \$50,000 option is used without an election)	\$ 0.00	



**M. WORK SHEET FOR CALCULATION OF THE FY 2019 MAINTENANCE AND OPERATION (M&O) FUND  
BUDGET BALANCE CARRYFORWARD (A.R.S. §15-943.01)**

1.	a.	General Budget Limit (GBL) (from FY 2018 latest revised Budget, page 7, line 11)	\$	33,839,302.00
	b.	Adjustments to the GBL from FY 2018 BUDG75	\$	37,504.00
	c.	Adjusted GBL	\$	33,876,806.00
2.	a.	Budgeted M&O expenditures (from FY 2018 latest revised Budget, page 1, line 30, Total Budget Year Column)	\$	33,839,302.00
	b.	Adjustments to the GBL (from line 1.b)	\$	37,504.00
	c.	Adjusted Budgeted Expenditures	\$	33,876,806.00
3.		Lesser of the Adjusted GBL (line 1.c) or the Adjusted Budgeted Expenditures (line 2.c)	\$	33,876,806.00
4.		M&O actual expenditures	\$	30,530,481.00
5.		Budget Balance (line 3 minus line 4) (If negative, use zero, and do not complete the remainder of this Work Sheet. Any negative amount is shown here in parentheses.)	\$	3,346,325.00

**Note:** For lines 6.a through 6.f deduct the FY 2018 actual expenditures from the budget amount. If the result is negative, enter zero.

		FY 2018 Budget	Actual	Unexpended Budget
6.	a.	Special Program Override	\$ 0.00 - \$	= \$ 0.00
	b.	Desegregation	\$ 0.00 - \$	= \$ 0.00
	c.	Tuition Out Debt Service	\$ 0.00 - \$	= \$ 0.00
	d.	Dropout Prevention Programs	\$ 0.00 - \$	= \$ 0.00
	e.	Joint Career and Technical Ed. and Voc. Ed. Center	\$ 0.00 - \$	= \$ 0.00
	f.	Performance Pay	\$ 0.00 - \$	= \$ 0.00
	g.	Total Budget Balance Deductions [Add lines 6.a through 6.f.]		= \$ 0.00
7.		Budget Balance after Deductions (If negative, enter zero. The district does not have any budget balance to carry forward.) (line 5 minus line 6.g)		\$ 3,346,325.00
8.		Enter the amount of Budget Balance Carryforward transferred to the School Opening Fund (not to exceed the lesser of line 7 or the FY 2018 M&O Fund ending cash balance)		\$
9.		Actual Budget Balance Carryforward to be used in M&O Fund (line 7 minus line 8) [to Budget, page 7, line 8(c)]		\$ 3,346,325.00

# ACTION

## Item 10E.

### Revised Classified Job Placement Schedule

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 E
FROM:	Cole Young, Assistant Superintendent-Operations	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	Classified Job Placement Schedule Revision	Action X
		Consent

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OBJECTIVE: Goal #4: Attract & Retain Highly Effective Employees

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### **SUPPORTING DATA**

A review of three positions by the Classified Minimum Wage Sub Committee were brought to Meet and Confer and approved as a recommendation to the Board for placement revision on the Classified Job Placement Schedule. The subcommittee's findings revealed that after examining the job descriptions and scope of responsibilities required of the positions, the original placements were not in alignment with appropriate compensation and needed revision. The following positions are recommended for revision:

F&N Clerk Coordinator moved from Level 3 to Level 4  
Registrar - Campus HS moved from Level 3 to Level 4  
Secretary - Counseling HS moved from Level 3 to Level 4

In addition and due to the reorganization of the finance department, the following positions need to be added to the Classified Job Placement Schedule. The following positions were previously approved by the Board.

Budget Tech/Cash Mgmt. (Board Approved) - Level 9  
Procurement Specialist (Board Approved) - Level 9

The following position will be removed from the Classified Job Description Placement Schedule as it was a position that was dissolved during the Board approved Finance reorganization plan.

Clerk - Acct Budget Tech Level 6 Removed (Board Approved)

Finally, As a reminder, On November 8, 2016 the voters of Arizona approved proposition 206, the Fair Wages and Healthy Families Act. The proposition requires that employers increase the minimum wage to \$12.00/hr. by January 1, 2020. The 2019-2020 Classified Job Placement Schedule reflects the final phase in of minimum wage.

### **SUMMARY & RECOMMENDATION.**

A further review of the job descriptions and scope of responsibilities above show that each position should be moved to a different Level on the Classified Job Placement Schedule as well as adding those positions that have been recently Board approved.

### **Sample Motion**

*I move to approve the revised Classified Job Placement Schedule as presented*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, 759-5016



# HUMBOLDT UNIFIED SCHOOL DISTRICT

*Dan Streeter, Superintendent*

6411 N. Robert Road. Bldg. 100 Prescott Valley, AZ 86314 ph. (928) 759-4000 fax (928) 759-4020

## CLASSIFIED PERSONNEL CLASSIFICATIONS

2018-2019

### LEVEL 1 - \$ 11.00

Aide - Afterschool Program  
Aide - Bus - Regular  
Aide - Bus - SPED  
Aide - Bus -SPED - Van Driver  
Aide - Playground  
Aide - Resource  
Aide - ELL  
Custodians  
F & N Worker (I & II)

### LEVEL 2 - \$11.50

Aide - Preschool  
Aide - Title I  
Aide- Moderate/ Severe profound  
Aide- YTP Program Specialist  
Campus Security  
Clerk- Receiving  
F&N Clerk  
F&N Cook  
Groundskeeper  
Lead Night Custodian  
Receptionist- Campus

### LEVEL 3 - \$12.00

Aide - Computer Lab  
Bus Driver(Reg & SpEd)  
F&N Assistant Manager  
F&N Clerk Coordinator  
F&N Manager (K-8)  
Family Resource Specialist  
Lead Maintenance Custodian (K-8)  
Library Media Specialist  
Night Preventive Maintenance Custodian  
Receptionist- DO  
Registrar- Campus  
Secretary- Attendance  
Secretary- Counseling  
Secretary- ELL Assessment

### LEVEL 4 - \$12.50

Clerk- Accounting High School  
Conduct Coordinator  
F&N Driver/ Preventative Maint Tech  
F&N Manager (HS)  
IS Help Desk Technician  
Library Coordinator  
Route Coordinator  
Training Coordinator  
Transportation Dispatcher

### LEVEL 5 - \$13.00

Afterschool Program Coordinator  
Clerk - Acctg Auxiliary operations  
Lead Mtnc Custodian (HS)  
Personnel Technician  
Registrar- Special Services  
Secretary - Admin F&N  
Secretary - Admin Special Services  
Secretary- Admin Transportation  
Secretary- Administrative Campus

### LEVEL 6 - \$13.50

Accounts Payable/ Fixed Assets Coordinator  
Secretary - Admin Public Relation/ ED SVCS  
Secretary - Fed Prgms/ School Improvement  
Student Information Coordinator

### LEVEL 7 - \$14.00

Benefits Coordinator  
Clerk - Acctg Budget Technician  
IS Technician  
Payroll Coordinator  
Payroll Specialist  
Personnel Coordinator

### LEVEL 8 - \$14.50

District Maintenance Technician  
Mechanic

### LEVEL 9 - \$15.50

CTE Specialist  
IS Specialist

### LEVEL 10 - \$16.50

Admin Sec/ Supt /Gov Bd  
Facilities Coordinator  
Lead Mechanic

# HUMBOLDT UNIFIED SCHOOL DISTRICT

*Dan Streeter, Superintendent*

6411 N. Robert Road. Bldg.100 Prescott Valley, AZ 86314 ph. (928) 759-4000 fax (928) 759-4020

## CLASSIFIED JOB PLACEMENT SCHEDULE

2019-2020

### **LEVEL 1 - \$ 12.00**

Aide - Afterschool Program  
Aide - Bus - Regular  
Aide - Bus - SPED  
Aide - Bus -SPED - Van Driver  
Aide - Playground  
Aide - Resource  
Aide - ELL  
Custodians  
F & N Worker (I & II)

### **LEVEL 2 - \$12.50**

Aide - Preschool  
Aide - Title I  
Aide- Moderate/ Severe profound  
Campus Security  
Clerk- Receiving  
F&N Clerk  
F&N Cook  
Groundskeeper  
Lead Night Custodian  
Receptionist- Campus

### **LEVEL 3 - \$13.00**

Aide - Computer Lab  
Bus Driver(Reg & SpEd)  
F&N Assistant Manager  
F&N Manager (K-8)  
Family Resource Specialist  
Lead Maintenance Custodian (K-8)  
Library Media Specialist  
Night Preventive Maintenance Custodian  
Receptionist- DO  
Secretary- Attendance  
Secretary- ELL Assessment  
Transition from School - Work Technician

### **LEVEL 4 - \$13.50**

Conduct Coordinator  
F&N Clerk Coordinator  
F&N Driver/ Preventative Maint Tech  
F&N Manager (HS)  
IS Help Desk Technician  
Library Coordinator  
Registrar- Campus  
Route Coordinator  
Secretary- Counseling  
Training Coordinator  
Transportation Dispatcher

### **LEVEL 5 - \$14.00**

Afterschool Program Coordinator  
Classified Personnel Technician  
Clerk - Acctg Auxiliary Operations  
Clerk- Acctg High School  
Lead Mtnce Custodian (HS)  
Registrar- Special Services  
Secretary - Admin F&N  
Secretary - Admin Special Services  
Secretary- Admin Transportation  
Secretary- Administrative Campus

### **LEVEL 6 - \$14.50**

Accounts Payable/ Fixed Assets Coordinator  
Secretary - Admin Public Relation/ ED SVCS  
Secretary - Fed Prgms/ School Improvement

### **LEVEL 7 - \$15.00**

Benefits Coordinator  
Clerk - Acctg Budget Technician  
IS Technician  
Payroll Coordinator  
Payroll Specialist  
Personnel Coordinator

### **LEVEL 8 - \$15.50**

District Maintenance Technician  
Mechanic

### **LEVEL 9 - \$16.50**

Budget Tech/Cash Mgmt.  
CTE Specialist  
IS Specialist  
Procurement Specialist

### **LEVEL 10 - \$17.50**

Admin Sec/ Supt/Gov Bd  
Facilities Coordinator  
Lead Mechanic

# ACTION

## Item 10F.

FTE Change  
SLP/SLP-A



## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 F
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	Change FTE from SLP-A to SLP	Action X
		Consent

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

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### **SUPPORTING DATA**

The Special Services Department currently has an open .35 FTE Speech Language Pathologist (SLP) position. In addition, we have a full-time SLP-A staff member who is in the process of becoming an SLP and will need to be placed in a position for an SLP for the 19-20 school year to complete the Clinical Fellowship Year.

In an effort to retain qualified, exceptional staff, the Special Services Department is proposing to combine the .35 SLP open position with the SLP-A position for two years at an SLP FTE of .8 to allow this staff member to continue as an HUSD employee. This would not be an additional cost to the district when you consider the salary of an SLP at .35 FTE and the salary of a full-time SLP-A. In two years, which is when it is projected that there will be a full-time SLP position open, this SLP would move into the full-time position and the .8 SLP would revert back to an SLP-A position.

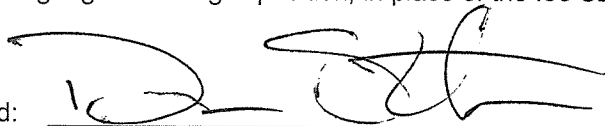
### **SUMMARY & RECOMMENDATION**

It is recommended to combine the .35 FTE Speech Language Pathologist position and the 1.0 Speech Language Pathologist Assistant position to a .8 FTE Speech Language Pathologist.

### **Sample Motion**

I move to approve the creation of a .8 Speech Language Pathologist position, in place of the .35 SLP and 1.0 SLP-A.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Patty Bitsilly, 759-4031

# ACTION

## Item 10G.

Agreement Renewal –  
Southwest Behavioral Health  
Services

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 G
FROM:	Cole Young, Assistant Superintendent - Operations	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	School-Based Counseling Services IGA Renewal	Action X
		Consent

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OBJECTIVE:	Goal 1: Student Achievement
	Goal 2: Planning for Future Student Needs

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### **SUPPORTING DATA**

This is a renewal of the IGA approved by the Board last June when Southwest Behavioral & Health Services (SBH) along with Yavapai County Education Service Agency (YCESA) were willing to partner with Glassford Hill Middle School to offer school-based counseling services for students during the 2018-19 school year. This program was housed at Glassford Hill by providing an in kind donation of an office for the full-time clinician provided. Southwest Behavioral employed and compensated one licensed clinician (Bachelor or Doctoral level) to provide school-based counseling services to all students at Glassford Hill Middle School.

Funding is provided by students' private insurance, ACCESS, sliding fee scale and grants from YCESA. Parents will be contacted prior to any students receiving initial services.

Glassford Hill continues to believe collaboration with Southwest Behavioral & Health Services will aid in their students social emotional health allowing our students to fully access their education opportunities.

### **SUMMARY & RECOMMENDATION**

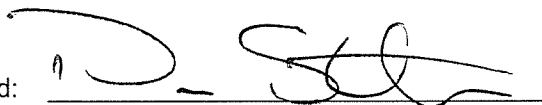
Southwest Behavior & Health Services and YCESA are offering to fund school-based counseling services for the 2019-20 school year at Glassford Hill Middle School. Glassford Hill will provide an in-kind donation of an office space and house the program. All Glassford Hill students will be eligible for the school-based counseling services. Payment will be made through student's private insurance, ACCESS and a sliding fee scale.

The terms and conditions of this IGA have not been changed from its initial approval a year ago.

### **Sample Motion**

I motion that the school-based counseling services at Glassford Hill Middle School be approved for the 2019-20 school year.

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Beth Denman 928-759-4607 or 806-215-1679 or Cole Young, Assistant Superintendent - Operations*



## MEMORANDUM OF UNDERSTANDING

Contract # 1053

**Humboldt Unified School District** (herein "District") and **Southwest Behavioral Health Services, Inc. dba Southwest Behavioral & Health Services**, an Arizona nonprofit corporation (herein "SBH") hereby agree to the following Terms and Conditions:

1. **PURPOSE.** This Agreement supports SBH's desire to provide mental health services, substance abuse counseling, and parenting skills training, including individual, group, family counseling services (herein "Services") to students and families within the District.
2. **SBH AGREES TO:**
  - A. Make Services available on school campuses for students who are enrolled in SBH Services.
  - B. Support teachers and school personnel in identifying students and families who are in need of behavioral health services.
  - C. Provide Services to students and families who are either eligible or ineligible for Arizona Health Care Cost Containment System (herein "AHCCCS") coverage.
  - D. Assist families with enrollment for AHCCCS.
  - E. Provide Services to students and families who will pay for Services out-of-pocket (herein "Private Pay"). Students and families receiving Private Pay Services will sign a Private Pay Agreement with SBH. The Rate Schedule for Private Pay is outlined in Exhibit A.
  - F. Work in collaboration with families, teachers, and school personnel to aid students and families in reaching their service plan goals.
  - G. Upon request, provide updates to School Administration and Board regarding the progress and impact of programs and Services.
3. **DISTRICT AGREES TO:**
  - A. Provide adequate office and classroom space in order for SBH to effectively administer programs and Services.
  - B. Work in collaboration with SBH to aid students and families in reaching their service plan goals.

4. **TERM.** The term of this Agreement shall be from **May 25, 2019** through **May 31, 2020**. This Agreement is not subject to automatic renewal.
5. **TERMINATION.** Either party may, at any time and without defaulting on this Agreement, terminate in whole, or any part, this Agreement for convenience by providing a thirty (30) day written notice to the other party.
6. **RELATIONSHIP BETWEEN PARTIES.** SBH and District are independent entities. No relationship of employer-employee exists between SBH, District, and their agents. The Parties understand and agree that they shall not in any manner represent or hold out as acting or being authorized to act on behalf of the other Party. SBH and District will retain exclusive control of their respective employees.
7. **INSURANCE.** The District and SBH shall maintain insurance to cover its operations and properties throughout the term of this Agreement. Any insurance maintained by SBH will apply in excess of, and not contribute to, insurance maintained by the District. SBH shall provide District with proof of liability insurance.
8. **CONFIDENTIALITY.** During the execution of this Agreement, the Parties may gain access, gain exposure, or acquire confidential information of clients (herein referred to as "Confidential Information").
  - H. **Confidentiality Obligations.** The Parties, including their employees, agents, or representatives shall (i) not disclose to any third party the Confidential Information acquired during the execution of this Agreement, unless otherwise permitted by this Agreement, (ii) only permit use of the Confidential Information by employees, agents, and representatives who need the Confidential Information to complete performance under this Agreement, and (iii) advise each of their employees, agents, and representatives of their obligations to keep the Confidential Information private. The Parties agree that they shall be bound by and shall abide by all applicable Federal and State statutes and regulations pertaining to the confidentiality of client records or information.
  - I. **Confidentiality Exception.** The Parties shall not use or disclose any Confidential Information for any purpose not associated with the Parties' responsibilities under this Agreement, unless the Party receives written consent from the client, client's attorney, or legal guardian.
9. **INDEMNIFICATION.** Each Party to this Agreement shall hold harmless, and indemnify the other Party and its directors, officers, agents, sub-contractors, employees and volunteers against any and all losses, liabilities, damages, injuries, claims, suits, demands and legal proceedings including any direct, indirect or consequential loss, liability, damage, or expense, but not including attorneys' fees, unless awarded by a court of competent jurisdiction, arising out of or in connection with the intentional, willful, wanton, reckless or

negligent conduct arising from or to the extent alleged to be in connection with the Services to any Indemnified Party and any third party. However, neither Party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or willful misconduct. Any claim involving contributory negligence shall be handled so that each party is responsible and liable for its share of the damages and defense cost associated therewith, in proportion to its share of negligence.

**10. NOTICES.** Unless otherwise provided for in this Agreement, notices shall be provided in writing. Notices may be made in electronic or hard copy format, so long as the specified guidelines are followed.

- A. **Electronic Notices.** Electronic notices must be sent via electronic mail. Notice is deemed given when the notice is sent. Electronic notices to SBH shall be sent to: [contracts@sbhservices.org](mailto:contracts@sbhservices.org). Electronic notices to District shall be sent to: [Daniel.streeter@humboldtunified.com](mailto:Daniel.streeter@humboldtunified.com).
- B. **Hard Copy Notices.** Hard copies notices must be sent by registered or certified mail with delivery confirmation. Notice is deemed given upon confirmed delivery. Notices to SBH shall be sent to: Southwest Behavioral Health Services, Inc.; 3450 North 3<sup>rd</sup> Street, Phoenix, AZ 85012; Attention: Contracts Department. Notice to District shall be sent to: Humboldt Unified School District; 6411 N. Robert Road, Prescott Valley, AZ 86315; Attention: Daniel Streeter, Superintendent.

**11. GOVERNING LAW AND VENUE.** The validity, interpretation, and performance of this Agreement shall be governed by the laws of the State of Arizona. The venue for any legal action arising out of this Agreement shall be held in a court of competent jurisdiction in Maricopa County in the State of Arizona.

**12. COMPLIANCE WITH LAW.** The Parties agree that this Agreement shall, at all times, comply with applicable local, State, and Federal law.

- A. **Equal Opportunity Affirmative Action.** SBH shall not maintain or provide racially segregated facilities at any establishment under its control. SBH agrees to comply with all applicable State and Federal Equal Opportunity, immigration, and affirmative action requirements.
- B. **Nondiscrimination.** The Parties shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4 and 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities. The Parties shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement of employment of qualified persons because of physical or mental handicap, and the Americans with Disabilities Act.
- C. **Fingerprinting.** District will have, at all times, a complete and accurate written list of all employees and agents of SBH who will be provided access to District sites on a



regular basis under this Agreement; SBH will be required to have a completed fingerprint clearance card in accordance with A.R.S. § 15-512(H), and a criminal background check for each person granted access to District sites on an intermittent basis; and SBH will ensure that its employees and agents follow guest or visitor rules at District sites

- D. **Workers' Compensation.** An employee of either Party shall be deemed an "employee" of both Parties while performing pursuant to this Agreement, for purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any worker's compensation benefits which may accrue. Each Party shall post a notice pursuant to the provisions of A.R.S. § 23-906 in substantially the following form: All employees are hereby further notified that they may be required to work under the jurisdiction or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or Contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of workers' compensation.
- E. **Changes in Law.** If prior to the expiration of the term of this Agreement, applicable Federal, State, or local laws are enacted and affect either Party's performance or ability to perform under this Agreement, then the Parties may modify this Agreement within thirty (30) days after the legislation is effective.
- F. **Appropriations.** If during the term of this Agreement, a regulatory body, including the Arizona Department of Behavioral Health Services and/or Human Services, Arizona Health Care Cost Containment System (AHCCCS), Regional Behavioral Health Authority, other funding sources, or the Internal Revenue Service determines that this Agreement is illegal, jeopardizes SBH's tax exempt status, or otherwise materially affects SBH's business, the applicable provisions of this Agreement shall be deemed null and void.
- G. **Severability.** If any of the provisions contained in this Agreement are deemed invalid, illegal, or unenforceable in any respect under any applicable statute or rule of law, then such provisions shall be deemed inoperative to the extent that it is invalid, illegal, or unenforceable, and the remainder of this Agreement shall continue in full force and effect.

13. **DISPUTE RESOLUTION.** Any claim or controversy arising out of this Agreement will be resolved, to the fullest extent possible and in accordance with the law through informal meetings and discussions held in good faith between appropriate representatives of the parties. Any remaining claim or controversy will be resolved through mediation. Either party may initiate mediation by providing the other party a written request for mediation, setting forth the subject of the dispute and the relief requested. The parties will cooperate with one another in selecting a mediator. The parties agree they will participate in the mediation in good faith. Each party will bear its own costs and expenses, including its own attorneys' fees. Each party will bear an equal share of the mediator's fees and any administrative mediation costs. All offers, promises, conduct, and statements, whether oral or written,

made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator made during mediation, are confidential, privileged, and inadmissible for any purpose, including impeachment, in any other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

14. **WAIVER.** No delay or failure to exercise any right, power, or privilege under this Agreement shall impair any such right, power, or privilege or be construed as a waiver of any default.
15. **NO PUBLICITY.** The Parties shall not advertise, publish or disclose to any third party or use any trademarks or trade names in any press release, promotional materials, advertisements, without a written consent signed by all Parties
16. **ASSIGNMENT.** This Agreement shall not be assigned in whole or in part by any of the Parties without the express, written consent of all Parties.
17. **ENTIRETY.** This Agreement contains the entire contract between the Parties. All prior negotiations between the Parties are merged into this Agreement. There are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by all Parties.
18. **SIGNATURE AUTHORITY.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

**Southwest Behavioral Health Services, Inc.**

**Humboldt Unified School District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## EXHIBIT A

### Southwest Behavioral Health Services, Inc. SELF PAY FEE AGREEMENT

Consumer Name: \_\_\_\_\_

**I understand that my full fee payment is due and payable at the time of service, even if I have insurance, and acknowledge that I am responsible for any and all charges for services received.** I understand that by choosing to self-pay for services, I have waived my right to have the services billed to my insurance company and Southwest Behavioral Health Services will not provide me with a superbill of self-pay services rendered. **I further agree to pay a \$25 fee FOR APPOINTMENTS MISSED OR CANCELLED WITHOUT A 24-HOUR NOTICE.** I understand that payments are **due at time of service** with cash, credit/debit card, cashier's check or money order (NO personal checks will be accepted). I also understand that any medications that may be prescribed are my full financial responsibility.

#### Self-Pay Rates

Description	Billing Frequency	Private Pay Rate	Description	Billing Frequency	Private Pay Rate
Initial Intake/Assessment	Per visit	\$200.00	Psychiatric Evaluation	Per visit (1 hours)	\$250.00
Individual Counseling	Per hour	\$100.00	Medication Monitoring	Per visit (20 to 30 min)	\$100.00
Family Counseling/Family Coaching	Per hour	\$100.00	Case Management	Per 30 min	\$25.00
Group Counseling	Per hour	\$25.00	Health Promotion	Per hour	\$25.00
Psychological Testing/ Evaluation	Per visit (2 hours)	\$200.00	Vocational Services (on site)	Per hour	\$25.00

#### Sliding Fee Schedule



# ACTION

## Item 10H.

### Contract Language for Classified Work Agreements

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 H  
FROM: Cole Young, Assistant Superintendent - Operations Reading  
DATE: May 14, 2019 Discuss  
SUBJECT: Approval of Classified Employee Work Agreement Action X  
Language - *At-Will Classified Employees, Less Than 20  
Hours/Week At-Will Classified Employees, Term Contract  
for Classified Employees/12 Months, Term Contract for  
Classified Employees/Less Than 12 Months*

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OBJECTIVE: Board Governance

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### SUPPORTING DATA:

Attached, you will find proposed 2019-2020 language for *At-Will Classified Employees* and *Less Than 20 Hours/Week At-Will Classified Employees* work agreements.

At the May 6, 2019 Combined Professional and Support Staff Meet & Confer Committee Meeting, the Committee voted to recommend the proposed work agreement language for the *At-Will Classified Employees* and *Less Than 20 Hours/Week At-Will Classified Employees* be brought to the HUSD Governing Board for ratification for the 2019-2020 school year.

In addition to obvious changes in date ranges, no language has been changed from last year's issuance based on advice from our legal counsel.

Within the work agreement language provides for additional compensation based on Board action, if additional revenues become available to the District through legislative appropriation. Classified Staff will receive at least a 2% increase pending the funding from the state through inflationary dollars.

As a reminder, on November 8, 2016 the voters of Arizona approved proposition 206, the Fair Wages and Healthy Families Act. The proposition requires that employers increase the minimum wage to \$12.00/hr. by January 1, 2020.

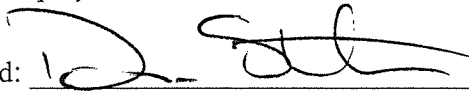
### SUMMARY & RECOMMENDATION:

Our legal counsel has reviewed the classified contract language for the 2019-2020 school year and has made no changes from last year's issuance. Legal counsel approves of the language within the work agreements and finds it true to form, if the governing board so moves.

It is recommended that the Governing Board:

*Move to approve the attached 2019-20 contract language for work agreements for At-Will Classified-, Less Than 20 Hours/Week At-Will Classified-, Term Contract/12 Months Classified- and Term Contract/Less Than 12 Months Classified Employees*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Cole Young - Assistant Superintendent - Operations @ 759-5016*

**CLASSIFIED STAFF AT WILL NOTICE 2019-20**

This Classified Indefinite Term At-Will Notice of Employment is between the Humboldt Unified School District #22 ("the District"), by and through its Governing Board, and the employee named above (the "Employee").

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. You will receive fringe benefits, if any, as approved annually by the Board pursuant to District policy. A work schedule for the position is available on the HUSD website, which includes information on holidays and non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, food handler license, bus driver license, or other certification for position described. You are expected to comply with the requirements of the job description and Board policies while employed by the District. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

Your employment may be terminated by the District or by you, with or without cause, upon giving the other party written notice. Termination by the District is effective upon Board action. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies.

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY  
SIGNING  
(ELECTRONICALLY OR IN WRITING) AND RETURNING ONE COPY, UNALTERED,  
TO THE HUMAN RESOURCES DEPARTMENT WITHIN FIFTEEN (15) DAYS OR THIS  
OFFER WILL BE NULL AND VOID.

---

EMPLOYEE'S SIGNATURE

---

DATE



**CLASSIFIED STAFF AT WILL NOTICE LESS 20 HOURS A WEEK 2019-2020**

This Classified Indefinite Term At-Will Notice of Employment is between the Humboldt Unified School District #22 ("the District"), by and through its Governing Board, and the employee named above (the "Employee").

You are hereby notified that pursuant to action taken at a meeting of the Humboldt Unified School District's Governing Board, you have been employed for the position listed above, commencing on the Start Date and paid at the hourly rate as listed above. A work schedule for the position is available on the HUSD website, which includes information non-work days. No guarantee of a particular schedule of work, or a minimum number of days or hours, is provided by this Notice of Employment.

Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, food handler license, bus driver license, or other certification for position described. You are expected to comply with the requirements of the job description and Board policies while employed by the District. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.

Your employment may be terminated by the District or by you, with or without cause, upon giving the other party written notice. Termination by the District is effective upon Board action. No legitimate expectation of continued employment is created by this employment, understandings with the Board or its agents, or interpretations of Board policies.

PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE OF EMPLOYMENT BY SIGNING (ELECTRONICALLY OR IN WRITING) AND RETURNING ONE COPY, UNALTERED, TO THE HUMAN RESOURCES DEPARTMENT WITHIN FIFTEEN (15) DAYS OR THIS OFFER WILL BE NULL AND VOID.

---

EMPLOYEE SIGNATURE

---

DATE

## **TERM CONTRACT FOR CLASSIFIED EMPLOYEE 12 MONTHS 2019-20**

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22 ("District"), Yavapai County, Arizona, this classified term certain appointment contract is made and entered into by and between the Governing Board and the above-named employee ("Employee"). The terms of the contract, salary amount, number of days and position are as follows:

1. General. Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.

2. Compensation. In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2019-20 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.

3. Funding and Possible Reductions. This contract and the salary above are offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2019-2020. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2019-2020 school year. If so, one or more of the following may occur:

A. A reduction in the number of staff.

B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).

C. A reduction in assigned work hours of not to exceed 10%.

D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

4. Employee Resignation - Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. Employees who leave without approval by the Board are considered absent without leave and will not be entitled to further salary. Resignation from this term contract without Board approval in advance will be considered unprofessional conduct and noted in the Employee's personnel records unless Employee submits evidence that resignation is for circumstance beyond the Employee's control.

5. Governing Law. This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

6. Benefits. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

7. Documentation. This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy. Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, or other certification for the position described. Employee agrees that District may place the employee on an unpaid leave of absence during any time that the employee does not hold and maintain required documentation or a fingerprint clearance card as required for the position.

8. Background/Fingerprint Check/Arrest. This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

THIS CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN FIFTEEN (15) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

\_\_\_\_\_  
EMPLOYEE:

\_\_\_\_\_  
GOVERNING BOARD PRESIDENT:

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



## **TERM CONTRACT FOR CLASSIFIED EMPLOYEE LESS THAN 12 MONTHS 2019-20**

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22 ("District"), Yavapai County, Arizona, this classified term certain appointment contract is made and entered into by and between the Governing Board and the above-named employee ("Employee"). The terms of the contract, salary amount, number of days and position are as follows:

1. General. Employee, in accepting this agreement, agrees to fulfill the requirements of the above named position as defined by any relevant job description, policy and procedures of the District now in effect or as amended. The Superintendent or the Board shall have the right to transfer the employee to another position as the best interests of the District may require. Employee is hired for the period designated. The designated days of the school calendar may be changed due to unforeseen circumstances requiring closure. The number of contract days will remain the same.

2. Compensation. In consideration of said services satisfactorily performed, the District agrees to pay Employee the salary listed above. Employee shall also be entitled to those additional benefits pertaining to the position as are approved by the Board. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2019-20 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.

3. Funding and Possible Reductions. This contract and the salary above are offered based on the District's preliminary assumptions concerning funding levels for fiscal year 2019-2020. However, funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2019-2020 school year. If so, one or more of the following may occur:

A. A reduction in the number of staff.

B. A reduction in salary or wages of not to exceed 10% (but not below minimum wage).

C. A reduction in assigned work hours of not to exceed 10%.

D. A furlough of up to three (3) days, unpaid, may be required on days for which Employee would normally receive pay. A furlough may or may not be implemented in addition to a pay or hours reduction under B or C.

4. Employee Resignation - Any request of resignation or request to be released from this contract by the Employee must be approved by the Board. Employees who leave without approval by the Board are considered absent without leave and will not be entitled to further salary. Resignation from this term contract without Board approval in advance will be considered unprofessional conduct and noted in the Employee's personnel records unless Employee submits evidence that resignation is for circumstance beyond the Employee's control.

5. Governing Law. This contract shall be governed exclusively by the laws of the United States and the State of Arizona, District policies, rules and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

6. Benefits. Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board.

7. Documentation. This contract is contingent upon Employee furnishing and maintaining to the satisfaction of the District, all required documentation, licenses and certifications for the position as required by applicable law and District policy. Your employment is contingent upon any documentation required by law or District policy for the position, which may include fingerprint clearance, driver's license, or other certification for the position described. Employee agrees that District may place the employee on an unpaid leave of absence during any time that the employee does not hold and maintain required documentation or a fingerprint clearance card as required for the position.

8. Background/Fingerprint Check/Arrest. This contract is conditioned upon satisfactory results of the background investigation required by A.R.S. § 15-512. The cost of a fingerprinting check may be charged to the Employee. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, of Section B, or which may or does result in the revocation of Employee's driving privileges.

This contract was delivered electronically

THE ACCEPTANCE OF THIS CONTRACT MUST BE RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN FIFTEEN (15) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

\_\_\_\_\_  
EMPLOYEE:

\_\_\_\_\_  
GOVERNING BOARD PRESIDENT:

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# ACTION

## Item 10I.

New IGA with Yavapai  
County Free Library District



## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10 I
FROM:	Cole Young, Assistant Superintendent - Operations	Reading	
DATE:	May 14, 2019	Discuss	
SUBJECT:	Yavapai County Free Library District - Procurement of Reference or Other Library Books Agreement (IGA)	Action	X
		Consent	
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs		

### SUPPORTING DATA:

The agreement before you allows Humboldt Unified to purchase reference or other library books through the services provided by the Yavapai County Free Library District. The Yavapai Free Library District has access to various vendors to obtain better pricing and discounts. This pricing will allow for more purchasing power when locating resources needed for the students of HUSD.

This agreement is automatically renewed on an annual basis up to a maximum of five (5) years with approval of the Board. HUSD has 30 days to terminate the agreement in writing, at any time, and for any reason.


### SUMMARY & RECOMMENDATION:

This agreement has been vetted and approved by HUSD legal counsel.

### Sample Motion:

*I move to approve the Intergovernmental agreement with the Yavapai County Free Library District for the procurement of reference or other library books as presented.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

*Questions should be directed to: Cole Young, Assistant Superintendent - 759-5016*

**INTERGOVERNMENTAL AGREEMENT  
FOR THE PROCUREMENT OF REFERENCE OR OTHER LIBRARY BOOKS  
PURSUANT TO A.R.S § 15-362(C)  
BETWEEN YAVAPAI COUNTY FREE LIBRARY DISTRICT  
AND HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22**

This Intergovernmental Agreement for the Procurement of Reference or Other Library Books Pursuant to A.R.S. § 15-362(C) (hereinafter this "IGA") is made and entered into February 1, 2019, by and between the Yavapai County Free Library District, a special taxing subdivision of the State of Arizona (hereinafter "DISTRICT"), and Humboldt Unified School District No. 22, a political subdivision of the State of Arizona (hereinafter "HUSD"). DISTRICT and HUSD may each be referred to individually as a "Party" or "party," and collectively as the "Parties" or "parties."

**RECITALS**

**WHEREAS**, DISTRICT is a special taxing subdivision of the State of Arizona established in 1987 for the purpose of providing library services to participating town and city libraries and unincorporated areas of Yavapai County, pursuant to A.R.S. §§ 48-3901 *et seq.*; and,

**WHEREAS**, DISTRICT is authorized to exercise the powers granted generally to municipal corporations by the constitution and laws of the State of Arizona, pursuant to A.R.S. § 48-3902; and,

**WHEREAS**, DISTRICT is a county free library district established and maintained pursuant to A.R.S. § 11-901; and,

**WHEREAS**, HUSD is authorized to enter into this IGA with DISTRICT pursuant to A.R.S. § 15-342(13); and,

**WHEREAS**, HUSD wishes to join together with DISTRICT for the procurement of reference or other library books from various vendors to obtain better pricing and discounts pursuant to A.R.S. § 15-362(C); and,

**WHEREAS**, DISTRICT and HUSD are public agencies of the State of Arizona as defined in A.R.S. § 11-951; and,

**WHEREAS**, the Parties are authorized and wish to enter into this IGA for joint or cooperative action pursuant to A.R.S. § 11-952.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, and other good and valuable consideration, the Parties agree as follows:

1. **Term of IGA.** The initial term of this IGA shall commence on February 1, 2019, and shall terminate on June 30, 2019, unless sooner terminated or further extended pursuant to the provisions of this IGA. Thereafter, this IGA will automatically renew for supplemental one-year terms from July 1

through June 30 for up to a maximum of five (5) one-year terms.

## **2. Termination.**

- a. Termination for Convenience/Without Cause.** The Parties may terminate or cancel this IGA at any time for any reason, with or without just cause, with thirty (30) days written notice to the other party specifying the termination date.
- b. Conflict of Interest.** This IGA is subject to cancellation pursuant to A.R.S. §38-511, the pertinent provisions of which are incorporated herein by reference.

## **3. DISTRICT Obligations.**

- a.** DISTRICT agrees to assist HUSD and its schools with the procurement of reference or other library books or the extension services of such library pursuant to A.R.S. § 15-362(C).
- b.** DISTRICT agrees to assist HUSD and its schools in their procurement of reference or other library books at discounts DISTRICT receives from its vendors and contracts.
- c.** DISTRICT shall invoice and collect from HUSD or its schools all sums, including taxes, in advance of the DISTRICT's purchase of any reference or other library books on behalf of HUSD or its schools.
- d.** DISTRICT shall invoice HUSD or its schools any later assessed charges and taxes not collected by DISTRICT in advance of the DISTRICT's purchase of any reference or other library books on behalf of HUSD or its schools.

## **4. HUSD Obligations.**

- a.** HUSD agrees to coordinate with the DISTRICT Director if it chooses to procure reference or other library books or the extension services of such library pursuant to A.R.S. § 15-362(C) through DISTRICT contracts utilizing DISTRICT's discounts.
- b.** HUSD agrees to allow its schools to procure reference or other library books or the extension services of such library pursuant to A.R.S. § 15-362(C) through DISTRICT vendors and contracts utilizing DISTRICT's discounts.
- c.** HUSD or its schools shall pay DISTRICT all sums, including taxes, due for any reference or other library books DISTRICT procures on behalf of HUSD or its schools through DISTRICT contracts in advance of DISTRICT ordering such reference or other library books. The amount expended to procure reference or other library books or the extension services of such library pursuant to A.R.S. § 15-362(C) shall not exceed two percent (2%) of the total of HUSD's school district budget for the school year during which the services are utilized.



- d. HUSD is responsible for and shall pay within thirty (30) days of the date of any invoice from DISTRICT all charges and taxes, including any later assessed charges and taxes, for any reference or other library books or the extension services of such library procured by DISTRICT on behalf of HUSD or its schools through DISTRICT contracts.

5. **Insurance.** The parties shall maintain appropriate insurance. Certificates of Insurance shall be provided to a party upon request.
6. **Mutual Indemnification.** To the maximum extent permitted by law, each Party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other Party, its officers, officials, agents, employees, or volunteers (as "Indemnitee") from and against any and all claims, losses, liability, costs or expenses to which any Indemnitee may become subject under any theory of liability whatsoever, including reasonable attorney's fees, court costs and the costs of appellate proceedings arising out of actions taken in performance of this IGA (hereinafter collectively referred to as "Claims") to the extent that such Claims are caused by the acts, omissions, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Indemnitor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree.
7. **Property Disposition Clause.** The Parties do not anticipate the joint acquisition of property attributable to the exercise of each Party's duties and obligations pursuant to this IGA. Any property acquired during the term of this IGA shall be returned to the purchasing Party no more than thirty (30) calendar days from the effective date of termination of this IGA.
8. **Notices.** All notices under this IGA must be in writing and sent to the appropriate person. Notices will be deemed properly given if sent by certified U.S. mail, postage prepaid, return receipt requested, addressed as follows:

**DISTRICT:**

Yavapai County Free Library District  
Attn: Corey Christians, Director  
1971 Commerce Center Circle, Suite D  
Prescott, AZ 86301

**HUSD:**

Humboldt Unified School District  
Attn: Daniel Streeter, Superintendent  
6411 N. Robert Road  
Prescott Valley, AZ 86314

DISTRICT AND HUSD shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other Party. Notice is effective on the date of actual receipt or three days after the date of mailing, whichever is earlier

9. **Relationship of Parties.** Nothing contained in this IGA shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this IGA, be entitled or eligible, by reason of this IGA, to participate in any benefits or privileges given or extended by the other Party to its employees. Neither party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income

taxes for itself or any of its employees.

- 10. Waiver.** No waiver of any default of DISTRICT or HUSD hereunder shall be implied from any omission or refusal to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in such express waiver and that only for the time and to the extent therein stated. One or more waivers by DISTRICT or HUSD of any term of this IGA shall not be construed as a waiver of a subsequent breach or default of the same covenant, term or condition.
- 11. Governing Law.** This IGA shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona.
- 12. Material Change in Law or Regulation.** Any changes in the governing laws, rules, or regulations that do not materially affect the parties' obligations under this IGA will apply but do not require an amendment. In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this IGA or the relationship among the parties hereto, either party may propose amendments to this IGA to bring this IGA into conformity with such laws. If the Parties are unable to reach agreement on the renegotiation of this IGA within thirty (30) days of the initiation of negotiations, then either party may terminate this IGA upon written notice to the other party.
- 13. Severability/Unenforceable Provisions.** In the event that any of the provisions of this IGA are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this IGA are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 14. Alternative Dispute Resolution.** In the event of any dispute, the Parties will immediately attempt to resolve the dispute prior to taking formal action. Pursuant to A.R.S. § 12-1518, disputes under this IGA shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.
- 15. Waiver of Jury Trial.** The Parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this IGA.
- 16. Legal Arizona Workers Act Compliance.** The Parties hereby warrant that they will at all times during the term of this this IGA comply with all federal immigration laws applicable to their employment of their employees and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the "State and Federal Immigration Laws"). A breach of the foregoing warranty shall be deemed a material breach, and the parties shall have the right to terminate this IGA for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor or subcontractor employee who performs work pursuant to this IGA to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

- 17. Non-Discrimination.** The Parties shall comply with the Office of the Arizona Governor Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- 18. Americans With Disabilities Act.** HUSD shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
- 19. Parol Evidence.** This IGA is intended by the Parties as a final and complete expression of their agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this IGA.
- 20. Entire Agreement.** This IGA contains the entire, integrated agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This IGA supersedes and merges all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this IGA must be in writing and signed by all Parties.
- 21. Execution in Counterparts.** This IGA may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. Each of the Parties may sign any number of copies of this IGA. Each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.
- 22. Legal Agreement.** This IGA is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this IGA, each person signing this IGA represents and warrants that he or she is duly authorized and has the legal capacity to execute this IGA and understands the meaning of all terms contained herein and agrees to their application and enforceability.

### APPROVALS

IN WITNESS WHEREOF, the Parties have caused this IGA to be executed by their duly authorized officials.

**DISTRICT:** Yavapai County Free Library District

\_\_\_\_\_  
Randall W. Garrison, Chairman, Board of Directors

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



DETERMINATION OF COUNSEL: Pursuant to A.R.S. Section 11-952(D), the foregoing IGA has been reviewed by the undersigned attorney for DISTRICT, who has determined that this IGA is in proper form and is within the powers and authority granted under the laws of the State of Arizona to DISTRICT.

\_\_\_\_\_  
Joy L. Biedermann, Deputy Yavapai County Attorney

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

**HUSD:** Humboldt Unified School District No. 22

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name and Title

DETERMINATION OF COUNSEL: Pursuant to A.R.S. Section 11-952(D), the foregoing IGA has been reviewed by the undersigned attorney for HUSD, who has determined that this IGA is in proper form and is within the powers and authority granted under the laws of the State of Arizona to HUSD.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name and Law Firm Name

# PERSONNEL

## Item 11A.

Classified  
Work Agreements

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11 A
FROM:	Cole Young, Assistant Superintendent-Operations	Reading
DATE:	May 14, 2019	Discuss
SUBJECT:	Approval to Issue 2019-20 Work Agreements to Current 2018-19 Classified Employees	Action X
		Consent
<hr/>		
OBJECTIVE:	Board Governance	

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### **SUPPORTING DATA**

In preparation for the 2019-20 school year, all current classified staff positions were reviewed to determine whether they were needed to support District programs and practices and whether there were funds to support the positions next year. Based on current information, it is recommended that 2019-2020 work agreements be issued to those 2018-19 classified employees listed on the attached *Recommend to Rehire Classified Employees for 2019-2020* document.

Should future financial issues require changes to the above staffing, most all of the employees listed are on *classified at-will indefinite term work agreements* that may be terminated by providing notice to the employee. Further, a few other recommendations may follow once staffing, evaluation, and enrollment issues are clarified.


### **SUMMARY & RECOMMENDATION**

It is the recommendation of administration that the issuance of work agreements be approved.

### **Sample Motion**

*I move to approve the issuance of 2019-2020 work agreements to the classified employees listed on the attached Recommend to Rehire Classified Employees for 2019-2020 document.*

Approved for transmittal to the Governing Board:

  
Mr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, 759-5016





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## CLASSIFIED STAFF RECOMMENDED FOR REHIRE FOR 2019-2020

### BRADSHAW MOUNTAIN HIGH SCHOOL

BARROS, CYNTHIA L  
BROADHURST, JENNIFER T  
BYERS, KARRA E  
CARLSON, LUCINDA K  
CASPERSON, BRONTE J  
CLARK, NANA M  
CLIFFORD, MELINDA A  
CONWAY, CHRISTOPHER A  
CONWAY, EMILY P  
CONWAY, MAUREEN P  
CRAWFORD, JOHNATHAN M  
ELICH, STEVEN  
EMBURY, DEVON  
FOLEY, ALMA D  
GRANT, DAVID N  
HANSON, DONALD L  
HARMON, CYNTHIA M  
HERRIOTT, COLLEEN  
KAIN, CRYSTAL L  
LATTA, CRYSTAL L  
LEMOND, TRACY A  
LIBBY, ANTHONY P  
LLEWELLYN, TAMMY J  
MOONEY, DEANNA  
PARDO, MARY T  
PETTIT, ANDREW  
PORTER, TRISTA  
PRIMITERRE, KEVIN  
ROBERTSON, DAVID  
ROBERTSON, JESSICA L  
SALT, MILDRED  
SCHAETZLE, LINDA  
SEITZER, KEITH  
SPENCER, JULIE K  
TERRY, CHRISTINA  
THOMAS, HOPE  
WASCHER, TIMOTHY

### BMH SCHOOL-EAST & BRIGHT FUTURES PRESCHOOL

BIDDERMAN, KATHRIN  
DUTTON, AMY  
FLOYD, CHRISTINE M  
GUZMAN, LIBIERT S  
HARRISON, PAULA J  
HOSKINS, SUNNI D  
JENSEN, MEGAN N  
KOLBE, LORRIE A  
LEMP, KYLEE S  
RASMUSSEN, LORIE A  
RUSSO, LAURA H  
ZAVALETA, ANITA A

### AFTER-SCHOOL PROGRAM

DALTON, MELODY A  
GEST, SUSAN L  
KRUCEK, TERESE M  
SCOTT, HEIDI N

### BRADSHAW MOUNTAIN MIDDLE SCHOOL

BITSILLY, JUSTIN K  
CHAMBLESS, JOHNNY R  
CHRISTY, WILLIAMS A  
GRIFFEE, KIMBERLEY A  
HOOVER, KIMBERLY  
KOLBE, DELBERT W JR  
LINDBERG, DARLA D  
REYES, ANDRIA E  
SCANTAMBURLO-HALL, GISELLE B  
TIMMONS-CROFUTT, LORI A  
WILSON, NANCY

### COYOTE SPRINGS ELEMENTARY SCHOOL

AGUILAR, RAYMON  
AMADO, LUCIA H  
BAILEY, TERESA K

BALDWIN, ROBERTA  
BARDON, CHRISTINA  
BEATTIE, LEE  
BRUHN, ERIC  
COLOMBO, DIANA E  
DEROIS, ELIZABETH K  
GEORGE, LUCINDA A  
HASH, TIINA M  
KANE, LISA A  
KNOX, CHRISTINE S  
LEE, JENNIFER N  
MC GILL, MARICELA M  
SCHEFFERT, TRACEY I  
SMITH, STEPHANIE M  
VOGEL, JENNIFER  
WILLIAMS, KERI L  
WILLIAMSON, EUAL D  
WOODRUFF, LEIGH A

### GLASSFORD HILL MIDDLE SCHOOL

APOLINAR, GENE  
ELLIOTT, SHANNON L  
FREEMAN, CANDAS K  
GUZMAN, JENNIFER L  
HULL, JOAN GOODWIN  
KELSEY, TODD C  
MADSEN, APRIL K  
MARCH, VERONICA  
PASALICH, LISA  
PORTER, PAUL E  
RACKELY, PHYLLIS D  
REARDON, MICHAEL O  
SARTOR, MICHELLE D  
SORIANO, MARY L

COLE YOUNG, ASSISTANT SUPERINTENDENT OF OPERATIONS

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

6411 N. ROBERT ROAD, BUILDING 100, PRESCOTT VALLEY, AZ 86314

OFFICE 928.759.4000 • FAX 928.759.4020





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## CLASSIFIED STAFF RECOMMENDED FOR REHIRE FOR 2019-2020

### GRANVILLE ELEMENTARY SCHOOL

DEKENS, FAITH H  
FOREMAN, MARK D  
FULFER, JOHN R  
GUEST, LADAWN  
HOWARD, KENT D  
HYNES, JANE E  
MANKER, JAMES T  
MC CARTHY, PATRICIA L  
RODTS, KATHLEEN M  
SAWYER, MEGAN L  
TISDALE, JAYME L

### HUMBOLDT ELEMENTARY SCHOOL

BUCIO, COLLEEN K  
CHISHOLM, JULIE  
DODD, EMERY  
FERRIS, ANGELA C  
FIELD, KELLI A  
JAQUES, LAURIE T  
JUAREZ, LENA M  
KROB, TIMOTHY A  
MATHENY, LEAH A  
MILLER, PENNY L  
MORALES, CARLA  
PITT, DESIRAE A  
RATZLAFF, GAYAN S  
RAY, DONNA J  
REYNOLDS, DEBRA K  
SCHMIDT, JAKOB A  
THOMPSON, TINA C  
UNDERWOOD, DONALD G

### LAKE VALLEY ELEMENTARY SCHOOL

APOLINAR, GENE  
BABCOCK, MELISSA M  
CERTAIN, BYRON  
DITTBRENNER, CAROL  
ECKLE, CHRISTINA L  
HERRIN, GEORGE A  
LAJEUNESSE, JORDAN B  
MONY, MARC H  
NEU, LARKYN D  
NORTHUP, ANA M  
PEREZ, REBECCA L  
PETERS, PATRICIA L  
PRITCHETT, IRENE  
PRITCHETT, STEVEN W  
ROGERS, MARGARET J  
STAMPER, COURTNEY L  
STAMPER, KIMBERLEE K  
VALDEZ, ANDREA C  
WAGNER, BENN A  
WOOD, ADIEREN M

### LIBERTY TRADITIONAL SCHOOL

CHAMPLIN, LIANA  
CHANNEY, SHANNON L  
CULVER, RACHEL  
DES JARLAIS, BOBBI JO  
DIMMER, HELEN G  
ESPINOSA, JOHN S  
HAYWOOD, LISA M  
HERMAN, TERESA  
HUNT, HAROLD D  
KENNER, RICHARD E  
KUEHL, JACQUELINE K  
MCGOLDRICK, THOMAS R  
MINARDI, STACI C  
OVERHOLT, SUSAN K  
RATHBUN, KENNETH C  
STOOKS, AMY M  
VALTIERRA, GLORIA E

### MOUNTAIN VIEW ELEMENTARY SCHOOL

ASBURY, THERESA A  
BEAUDRY, SUSAN L  
CASTRO, MARIA O  
CATES, AARON J  
CLARK-SMITH, SHELLY A  
DELAMATER, JENNIFER R  
GRIFFIN, DEBORAH K  
HAWK VAN DYKE, STEPHANIE K  
JENNINGS, MARIANNE R  
KLOTZBACH, NOVALENE  
KRIETENSTEIN, LISA  
LEWIS, LATISHA S  
LINDLEY, DEBORAH L  
LOPEZ, KENIAH I  
LOUGHMILLER, TOJONA A  
LOVE, ANNAMARIA K  
LYON, LEANNA

### SPECIAL SERVICES

KING, CARRIE C  
RIGGS, HEATHER A

### MAINTENANCE

BERRY, TIMOTHY A  
FISCHER, DEBORAH A  
GIBBS, JODIE L  
GIESE, JUSTIN A  
GRINTER, CHRISTINE  
KNABE, CHRISTOPHER S  
PETERS, KEVIN D  
RAMIREZ, MANUEL R  
SALAS, ROLANDO  
WURTZ, JOHN G

COLE YOUNG, ASSISTANT SUPERINTENDENT OF OPERATIONS

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## CLASSIFIED STAFF RECOMMENDED FOR REHIRE FOR 2019-2020

### DISTRICT OFFICE

ARNTZEN, JEANNETTE J  
ATHERTON, RUTHANN  
BARKER, LETICIA P-S  
BERARDI, ROBIN L  
BOSSART, KYLE M  
CHIARAVALLOTI, JOSEPH A  
COOLEY, REBECCA L  
ESTRADA, AMANDA B  
FAIRCHILD, KATHERINE T  
GARCIA, STEPHANIE A  
HARTSHORN, TAMI M  
JOHNSON, SHEA D  
LEE, KELLY J  
MARCUS, STACY L  
MONTIERTH, KATHLEEN  
PLUMB, JACKIE M  
TONNEMACHER, HELENE L  
VELAZQUEZ, ANGELA M  
WALKER, PATRICIA R

### FOOD SERVICES

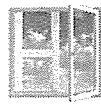
AIKEN, PATRICIA M  
ARMON, HALEY  
BAEIGHKLEY, JULEE M  
BAILEY, LINDA J  
BEHM, SHALOM R  
BELL, SVETLANA V  
BROXMEYER, MICHELLE  
BURGES, PATRICIA M  
CHATTERSON, CATHERINE M  
CLEAVES, FAITH B  
COSTANZI, STACY  
DECKER, TERESA A  
DUNN, WILLIAM E  
ESTRUCH, MIKE J  
FARMER, JENNIFER A  
GIRARDIN, SHARON L  
GOMEZ, ELBA Y  
GONZALEZ, EDIZA J  
HADLEY, BARBARA I  
HARRIS, DIANE S  
HERNANDEZ, JEANNE M  
HERRERA VALENZUELA, PERLA J  
JOLLY, RENEE D  
JONES, CONNIE M  
MC CAULEY, KIMBERLY A  
MORAN, OLGA M  
MUNOZ, MARIA G  
NOBRE, JESSICA L  
OLIVARRIA RODRIGUEZ, CLAUDIA E  
ONSAGA, MARISSA  
PETERSON, LUPE E  
PETRO, BRENDA J  
REMLING, NICHOLE  
RENDON, NORA E

### RENTERIA, ELISA C

ROBERTS, DIANE L  
SANCHEZ, KIMBERLY A  
SCHMIDT, THERESE M  
STAMPER, RYAN A  
TAMMO, RANA S  
TARR, ROBIN  
TAYLOR, RENITA V  
TIMM, KATHERINE  
TOM, ANITA L  
URZUA-POLLOCK, CAROLINA  
VAUGHN, DENISE E  
WACHS, ELAINE M  
WHITMAN, VIRGINIA  
WISE, KRISTEN J  
YARMOLIK GIBBS, IRYNA S







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## CLASSIFIED STAFF RECOMMENDED FOR REHIRE FOR 2019-2020

### TRANSPORTATION

AINSWORTH, JAMES  
ANDERSON, PAMELA J  
ANGLIN, KRYSTAL L  
BARBA, LACIE J  
BENNETT, KARLA M  
BERGMAN, LISA E  
BLEDSOE, WILLIAM T  
BORK, EDWARD J  
BRANNON, JOHN M  
BUTLER, TERI J  
CONSOLE, SUSAN B  
DEGEER, TRACY A  
DUNN-BENBROOKS, CAROL A  
EHRlich, MARIA ELENA  
FUERST, DOREEN  
GANSZ JR, RANDY G  
GARCIA, YADIRA M  
GREENBANK, JAMES I  
GRUMBO, DORI J  
GUNN, SUSAN I  
HALE, VICKIE A  
HARDIE, THOMAS L  
HERSKOVETS, BERNAT H  
JAMISON, SUSAN P  
JENSEN, DANNY D  
KELLEY, SHANNON P  
LAWRENCE, KRISTEN E  
LONGORIA-HOOVER, AUDREY  
LOVELL, HEATHER N  
MARTIN, DESARAE L  
MARTIN, KIMBERLY D  
MC CORD, SHANNON  
MC KENNA, DANIEL  
MURPHY, KEN  
MUYLE, KAREN R  
NICHOLSON, DAVID B  
PAMER, FRED F  
PETERSON, DANIEL E  
PODRAZA, JOHN M  
POIRIER, TWYLLA J  
RAMIREZ, ARTHUR R  
RAMIREZ, BRANDON  
RAMIREZ, CELINA M  
RICKMAN, CAROL A  
ROMERO, JOHN JR  
ROSS, CHRISTIE  
SCHICK, TERESA A  
SCHWARTZ, KEVIN D  
STALLARD, WAYNE  
STEINGRABER, KENNETH L  
STILLION, JESSICA A  
THIE, TAMMY S  
THORN, BONNIE J  
VILLAIN, LAURIE A  
WADSWORTH, ERIN E  
WAGNER, CHARLES  
WAGNER, DONNA  
WEHRWEIN, ANDREW A  
WELCH, STEPHEN  
WHITE, SHELLEY L  
WILLIS, JEAN L  
WILSON, MICHAEL J  
WORONES, RICHARD W JR



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