



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, December 10, 2019

**Mountain View Elementary School
8601 E. Loos Drive
Prescott Valley, AZ**

Regular Session @ 6:30

OFFICIAL COPY

Dr. Daniel Streeter, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

"To provide a comprehensive, world-class education for all students"

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **December 10, 2019**, at **Mountain View Elementary School**, located at **8601 E. Loos Drive, Prescott Valley, Arizona**.

- If authorized by a majority vote of the members of the Governing Board, any matter on the Open Meeting Agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The Board may also vote to convene in executive session to review and discuss issues marked with an asterisk (*). These sessions are not open to the public; however, Board decisions will be made in open public assembly.
- Members of the HUSD Governing Board who are not able to attend in person may participate via an electronic medium.
- The Agenda may be revised up to twenty-four (24) hours prior to the meeting. Revisions will be posted at the HUSD District Office located at 6411 N. Robert Road, Prescott Valley, Arizona, and on the district website www.humboldtunified.com and go to the Governing Board Tab.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Becky Cooley at (928)759-5007 or 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 PM REGULAR SESSION

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

6. **CELEBRATING SUCCESSES**

- Pages 1-4
- A. HUSD VIPs – Kim Grant, Mountain View Elementary School Principal
 1. Certified – Krista Bell
 2. Classified – Jona Loughmiller
 3. Volunteer – Delbert John

7. **PUBLIC PARTICIPATION**

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

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

8. CONSENT ITEMS

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

Pages 5-8 **A. Personnel Recommendations**

Pages 9-11 **B. Governing Board Meeting Minutes of November 12, 2019** (audio recordings are posted on the District's website at www.humboldtunified.com)

Pages 12-200 **C. Financial/Business**
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,068,189.61
2. Approval of Payroll voucher(s) in the amount of \$ 2,975,003.70

Pages 201-208 **D. Monthly Budget Report**

Pages 209-214 **E. Monthly Student Activities Report**

Pages 215-216 **F. Request for ratification of expenditures for Contracts, Work Agreements and supplementals from the 2013-2019 school years and November 2019-20 school year**

Pages 217-218 **G. Annual approval of Parent/Citizen/Booster organizations**

Pages 219-246 **H. Request for approval of out-of-state/overnight travel for GHMS Student Council students to participate in Youth Education Series Program at Disneyland in Anaheim, California, April 22-24, 2020.**

Pages 247-270 **I. Request for approval of out-of-state/overnight travel for GHMS students to participate in the Catalina Environmental Leadership Program Camp in Howlands Landing, Catalina, California, April 26-29, 2019**

Pages 271-337 **J. Request for approval of the Revised 2019-2020 Bradshaw Mountain High School Course Description Guide**

Pages 338-342 **K. Request for approval of the revised 2019-20 Stipend Schedule**

Pages 343-346 **L. Request for approval of the Rio Salado College Student Placement Agreement**

Pages 347-348 **M. Gifts and donations**

9. DISCUSSION ITEMS (no action will be taken)

Pages 349-350 **A. Report from Mountain View Elementary School Principal Kim Grant to include:**

- Trend Data
- Mountain View Focus
- Happenings at Mountain View
- Partnerships

Pages 351-352 **B. Report from ADM Group regarding 2019 District Facilities Assessment**

Pages 353-358 **C. Proposed CPR plan for Bradshaw Mountain High School**

Pages 359-362 **D. Proposed Testing Incentive Plan for Bradshaw Mountain High School**

10. ACTION

Pages 363-414 **A. Request for approval of the YUEBT Trust Termination Agreement**

Pages 415-422 **B. Request for approval of the proposed 2020-21, 2021-22 and 2022-23 District Calendars**

11. PERSONNEL

Pages 423-424 **A.** Request for approval to hire Arthur Studley as the Director of Finance/ Chief Financial Officer

Pages 425-426 ***B.** Discussion and possible action to approve the termination of classified employee Maria Chacon effective November 22, 2019
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel)]

Pages 427-428 ***C.** Annual evaluation of the Superintendent, Dr. Daniel Streeter
(Possible executive session pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel))

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

January 14, 2020	6:30 p.m.	Organizational & Regular Meeting	@ Granville Elem. School
February 11, 2020	6:30 p.m.	Regular Meeting	@ Bradshaw Mtn. High School
March 17, 2020	6:30 p.m.	Regular Meeting	@ Coyote Springs Elem. School

13. ADJOURNMENT

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

CELEBRATING SUCCESSES Item 6

A. HUSD VIPs – Mountain View Elementary School

1. Certified – Krista Bell
2. Classified – Jona Loughmiller
3. Volunteer – Delbert John



The Humboldt Schools.

Motivating achievement since 1906.

December 10, 2019

HUSD Certified Employee of the Month (VIP)- Mountain View Elementary School- Krista Bell

Mountain View Elementary School is honored and proud to recognize Krista Bell, a Title One teacher, as the December HUSD VIP. Mrs. Bell has been an educator for thirteen years; nine of those have been here at Mountain View. She always gives 110% of herself into her teaching and is here because of her love for education and her dedication to kids.

Mrs. Bell is a teacher who goes above and beyond for all students as well as her colleagues. She is a positive member of our team and highly collaborative. She strives to work with each grade level to make sure the Title One program is supporting their classroom efforts. She is always willing to step in and help any students that might be struggling, not just our Title One students. At any given time we can find her in a teacher's classroom helping to support their RTI efforts. She is highly dedicated to the students and staff she serves and does anything and everything for their success.

This past summer Krista spent her time to dive into the WonderWorks program to see how it would best serve the needs of our Title program. She came back with a contagious excitement to revitalize our program and continue to move students forward. Mrs. Bell is a strong advocate for supporting students through using WonderWorks in Title One. She worked to train our Title One staff on WonderWorks and set up lesson plans to accommodate for all Title groups. All of our Title staff knows that Krista will help them to get set up for their groups and that she will help problem solve any issues they may have. They know they are supported by Krista. She can also be found in multiple PLC meetings collaborating with teachers and discussing how to modify work to ensure student success.

David Boone, a Title One teacher, stated, " Krista Bell is a highly skilled and dedicated educator, and a truly wonderful person as well. She is thoughtful, intelligent, generous, and kind. Her commitment to providing high quality instruction to her students, and helping those around her to do the same, is inspiring. We are all so blessed to know her and work with her." Students were eager to share as well. One stated, "She is pretty!" Another student said, "She talks the questions out and gives us hints as we are working."

Mrs. Bell is involved in our school community as well. Our families see and appreciate the drive and dedication that she puts into everything she does here at Mountain View. We all feel the support, love, and dedication she has for her students.

It is my extreme pleasure to recommend Krista Bell as the December HUSD Certified VIP.



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December 10, 2019

HUSD Classified Employee of the Month (VIP)- Mountain View Elementary School- Jona Loughmiller

Mountain View Elementary School is honored and proud to recognize Jona Loughmiller, Art teacher, as the December HUSD VIP. Mrs. Loughmiller is in her 4th year here at Mountain View. She has also been a playground aide and special education paraprofessional here at Mountain View.

Mrs. Loughmiller is a positive, collaborative member of our campus who takes constant pride in working at Mountain View. This year she has energetically taken on being our art teacher. Jona was excited to hear that Mountain View would offer art this year and took the position with eagerness. She often is found looking for new ideas, with the support of the curriculum, to help the students and keep them interested and willing to try new things. To take it one step further, Jona incorporates literature to help students gain inspiration towards their project. She jumped in and transformed the room to make it look cheery and organized. Students can be heard stating how much they are enjoying doing art this year. One student was heard saying, "I am happy we have art this year, it is better than computers. Ms. Jona helps us when we need it and we get rewards when we are good."

She also volunteers to step in and mentor students when they are struggling and need adult support through our CICO program. The students know that Ms. Jona cares about them and wants them to succeed. Each morning she meets with the students and sets realistic daily goals so that the student can end the day on a positive note. She comes in positive each morning and leaves the same way each evening. You will not hear Mrs. Loughmiller complain about school, students, or life in general. Her happy demeanor is apparent everywhere she goes.

Mrs. Loughmiller enjoys working with our students and staff at Mountain View. The students look up to her and appreciate her calm demeanor. She always wants what is best for kids and our school. This also means meeting with our specials team often to collaborate on instructional strategies. Mrs. Loughmiller will not stop with good enough, she pushes students to do their best and models that through her work as well. Our school, students, and families are better because Mrs. Loughmiller has been a part of them.

It is my extreme pleasure to recommend Jona Loughmiller as the December HUSD Classified VIP.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
MOUNTAIN VIEW ELEMENTARY SCHOOL
8601 E. LOOS DR., PRESCOTT VALLEY, AZ 86314 • PHONE (928)759-4700 • FAX (928)759-4720



The Humboldt Schools.

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December 10, 2019

HUSD Volunteer of the Month (VIP)- Mountain View Elementary School- Delbert John

Mountain View Elementary School is honored and proud to recognize Delbert (DJ) John as the December HUSD Volunteer VIP. DJ is a parent of two students here at Mountain View who has stepped up to support our students in flag football and basketball.

Mr. John saw a need and stepped up. When DJ noticed that our flag football coach was on her own doing the coaching he jumped in to help. Mr. John showed up the next day for practice and helped lead our students to a successful season. One player stated, "Coach DJ is a motivator. He helps push me to my limits." Another student said, "Coach DJ teaches us to get better at sports. I am not the best at it, he sees me struggle and shows me how I can improve."

Mr. John made sure to teach our students the skills of flag football, but also helped them to understand the importance of good sportsmanship. This supported our school vision of creating well rounded students by showing elements of good character. But as if that wasn't enough, DJ saw that many students weren't bringing water, so he came with an ice chest full of water to each practice and game. Through this act, he modeled the traits of good character that he expected of the players.

Coach DJ has now stepped in to assist with coaching basketball. Again he saw the need and jumped in to help. DJ is an example of a Mountain View parent who wants to make sure our students have lots of opportunities. Not only is DJ helping, but his wife and boys are also always around to help as well. This is an amazing family that we are proud to call part of our Mountain View family.

It is my extreme pleasure to recommend Mr. Delbert John, as the December HUSD Volunteer VIP.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
MOUNTAIN VIEW ELEMENTARY SCHOOL
8601 E. LOOS DR., PRESCOTT VALLEY, AZ 86314 • PHONE (928)759-4700 • FAX (928)759-4720

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on December 10, 2019

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

Certified Staff

1. NONE

Classified Staff

1. Jack Curry - Custodian @ BMHS (11/1/2019)
2. Tracie Eliot - Preschool Aide @ BFPS (11/26/2019)
3. Kristine Grossman - Bus Aide (11/5/2019)
4. Kirsten Slora - Playground Aide @ CSES (12/3/2019)

Substitute + Staff

1. NONE

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

Certified Staff

1. Darrin Larsen - JROTC Teacher @ BMHS (New Position approved by the Board 4/2019)

Classified Staff

1. Kyla Archeta - 2 Hrs/Day-Homework/Activity Club Assistant @ After School Program (open position - unfilled)
2. LeeAnn Axcell - 6.5 Hrs/Day - SpEd Bus Aide (replaces Audrey Longoria-Hoover)
3. Jenny Croft - 6.5 Hrs/Day - Mod/Sev Pro Aide @ MVES (replaces Karen Morrison)
4. Kristina Davis-Thompson - 8 Hrs/Day - Library Coordinator @ BMHS (replaces Michael Derois)
5. Shawn Finnerty - 8 Hrs/Day - Custodian @ BMHS (replaces Keith Seitzer)
6. Tracie Flewellen - 6.5 Hrs/Day - Mod/Sev/Pro Aide @ CSES (replaces Lisa Kane)
7. Ernie Gonzales - 5.5 Hrs/Day - Bus Driver (vacated route - unfilled position)
8. Melissa Helmick - 8 Hrs/Day - High School Accounting Clerk @ BMHS (replaces Deanna Mooney)
9. Roxanne Hori - 6.5 Hrs/Day - Title One Aide @ GES (replaces Jordyne Duncan)
10. Laure Ingrao - 8 Hrs/Day - Library Coordinator @ BMHS (replaces Michael Derois)
11. Norma Jones - 7 Hrs/Day - F&N Worker @ MVES (replaces Renee Jolly)
12. Karen Nay - 3.9 Hrs/Day - Preschool Aide @ BFPS (replaces Jennifer Klouck)
13. Joan Ospina - 8 Hrs/Day - IS Technician (replaces Richard Brazil)
14. Zakhary Przybylski - 8 Hrs/Day - Custodian @ BMHS (replaces Jack Curry)
15. Jennifer Rice - 6.5 Hrs/Day - Mod/Sev/Pro Aide @ CSES (replaces Margaret Bohannon)
16. Pete Rodriguez - 6.75 Hrs/Day - Bus Driver (replaces Shannon Kelley)
17. Nicholas Schultz - 6 Hrs/Day - Preschool Aide @ BFPS (replaces Tracie Eliot)
18. Jessica Stringer - 6.5 Hrs/Day - Title One Aide @ MVES (replaces Lisa Krietenstein)
19. Janice Torres - 6.5 Hrs/Day - SpEd Bus Aide (replaces Erin Wadsworth)
20. Arthur Walker - 8 Hrs/Day - Custodian @ BMHS (replaces Emery Dodd)

Substitute + Staff

1. NONE

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on December 10, 2019

C. SUPPLEMENTAL CONTRACTS

Overloads

1. NONE

Certified Stipends Specifically Listed on Board-approved 2019-2020 Stipend Schedule

(M&O-\$10,512; Tax Credit-\$1,838; General Tax Credit- \$0.00; SPED-\$0.00; Other- \$4,800.00)

1. Kellie Benware - Yearbook Advisor @ LVES
2. Michelle Boxmeyer - CACFP Admin Secretary
3. Jody Buckle - CACFP Director/ Facilitator
4. Andrea Busk - Student Council Advisor @ LVES
5. William Grauberger - Wellness Coach @ GES
6. Pamela Liuzzo - CACFP Menu Operations
7. Sabrina Olson - Assistant Swimming Coach
8. Jaimie Perkins - Girls Freshman Basketball Coach @ BMHS
9. Andrea Valdez - Drama Club Advisor (.5) @ LVES
10. Joe Valdez - Boys JV Soccer Coach @ BMHS
11. Kelly Van Kirk - Drama Club Advisor (.5) @ LVES
12. Kelly Van Kirk - Student Council Advisor @ LVES
13. Denise Vaughn - CACFP Clerk
14. Karen Wagner - Child Study Coordinator @ LVES
15. Scott Wooley - Girls Basketball Assistant Coach @ BMHS

Other Stipends

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

1. NONE

D. IN-DISTRICT TRANSFERS

Certified

1. NONE

Classified

1. Donald Hanson - From 8 Hr/Day Custodian @ BMHS To 8 Hrs/Day - Lead Night Custodian @ BMHS (replaces Keith Seitzer)
2. Lisa Krietenstein - From 6.5 Hrs/Day - Title One Aide @ MVES To 6 Hrs/Day Family Resource Specialist (replaces Helene Tonnemacher)
3. Jeffery Lewis - From 3.9 Hrs/Day Bus Driver To 6 Hrs/Day - Bus Driver (replaces Tammy Thie)
4. Sondra Schmidt - From 3.9 Hrs/Day - Bus Driver To 6 Hrs/Day - Bus Driver (replaces Karla Bennett)

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

Certified

1. NONE

Classified

1. NONE

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on December 10, 2019

F. Classified Staff - Volunteer Agreement Form Stipends

1. NONE

G. District Professional Development - Travel (In and Out of State)

1. **Kellie Benware, Marissa Busk, Kristine Carnes, Chris Dalpiaz, Melinda Fulfer, Susan Funston, Shannon Gansz, Jenene Jackson, Tracy Madler, Michelle McFarland, and Guy Poland.**

Vertical Alignment: The New Arizona Science Standards Workshop

Location: Cottonwood, AZ

Date(s): November 15, 2019

Purpose: Developing skills as they relate to the transition to the new Science Standards during the 2020-2021 school year.

Funding Source: The training is being offered without a cost through the Yavapai County Educational Services Agency.

2. **Desiree Clark, Timothy Derickson, Kimberly Elias, Viola Jense, Katrina Kadah, Christopher Kawabata, Matthew Mraz, Jamy Myrmel, Gail Pereira, Michael Pritsos, Sunshine Rhone, Melinda Smiley, Alexa Stephens, Emily Streeter, Melissa Tannehill, and Ashley Tubera.**

Vertical Alignment: The New Arizona Science Standards Workshop

Location: Prescott, AZ

Date(s): December 13, 2019

Purpose: Developing skills as they relate to the transition to the new Science Standards during the 2020-2021 school year.

Funding Source: The training is being offered without a cost through the Yavapai County Educational Services Agency.

3. **Dr. Daniel Streeter, Superintendent; Christine Griffin, GES; Ryan Gray, HUSD Governing Board President; Richard Adler, HUSD Governing Board Vice President; Corey Christians, HUSD Governing Board Member; Paul Ruwald, HUSD Governing Board Member; Suzie Roth, HUSD Governing Board Member**

Arizona School Board Association/Arizona School Administrators Annual Conference (ASBA/ASA)

Location: Phoenix, AZ

Dates: December 17-19, 2019

Purpose: To attend the ASBA Annual Conference

Funding Source: M&O & Medicaid

4. **Dr. Daniel Streeter, Superintendent; Kort Miner, BMHS Principal; Danette Derickson, LTS Principal; Christine Griffin, GES Principal; Jessica Bennett, BMMS Principal**

American Association of School Administrators (AASA)

Location: San Diego, CA

Dates: February 13-15, 2020

Purpose: To attend the AASA 2020 National Conference on Education

Funding Source: Medicaid

CONSENT Item 8B.

Minutes

November 12, 2019

(audio minutes are available on the district website)

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

Audio Minutes Table of Contents (with markers) – 11-12-2019

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **November 12, 2019**, at **Lake Valley Elementary School** located at **3900 N. Starlight Drive, Prescott Valley, Arizona**.

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

AGENDA

6:30 PM REGULAR SESSION

Marker

- 00:04 1. **WELCOME AND CALL TO ORDER**
- 00:27 2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
- 00:52 3. **ROLL CALL** (Present: Ryan Gray, Richard Adler, Paul Ruwald, Corey Christians; Absent: Suzie Roth)
- 00:16 4. **AGENDA REVIEW/ACCEPT**
ACCEPTED UNANIMOUSLY AFTER REMOVING 3 GROUPS FROM ITEM 8F
- 02:12 5. **CURRENT EVENTS**
07:58 A. Board
 B. Superintendent
- 10:44 6. **CELEBRATING SUCCESSES**
 A. Presentation of Turquoise Star Award to Rich Adler, Governing Board Vice-President. The presentation will be made by Karen McClelland, from the Arizona School Boards Association (ASBA)
- 14:53 B. Humboldt Education Foundation (HEF) Grants – Process, winners and projects, Grant Cycle 2
- 19:46 C. HUSD VIPs – Aimee Fleming, Lake Valley Elementary School Principal
 1. Certified – Derek Evans
 2. Classified – Rebecca Perez
 3. Volunteer – Larry and Carol Henson
- 29:07 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.
- KIM STAMPER, LAKE VALLEY EMPLOYEE AND PARENT***
- 32:44 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 October 15, 2019 (audio recordings are posted on the District's website at www.humboldtunified.com)

C. Financial/Business

1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,077,069.57
2. Approval of Payroll voucher(s) in the amount of \$ 2,638,617.85

D. Monthly Budget Report

E. Monthly Student Activities Report

**35:33 F. Request to approve Parent/Citizen/Booster organizations for the 2019-2020 school year
PASSED UNANIMOUSLY (4-0) with REVISIONS MENTIONED ON AGENDA ACCEPT.**

G. Gifts and donations

ITEMS A, B, C, D, E AND ITEM G, PASSED UNANIMOUSLY (4-0)

9. DISCUSSION (no action will be taken)

36:39 A. Report from Lake Valley Elementary School Principal, Aimee Fleming, to include:

- Mission
- Trend Data
- LVES Focus
- Happening at LVES
- Partnerships

54:46 B. Bond update from Michael Lavalley, of Stifel, Nicolaus & Co., Inc.

1:27:17 C. Update on HUSD English Language (EL) Program

10. ACTION

1:37:45 A. Ratification of contracts, work agreement, and supplementals

11. ANNOUNCEMENTS

1:42:54 A. Next Scheduled Board Meetings are:

December 10, 2019	6:30 p.m.	Regular Meeting	@ Mountain View Elementary
January 14, 2020	6:30 p.m.	Regular Meeting	@ Granville Elementary
February 11, 2020	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain High

1:43:09 12. ADJOURNMENT

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CONSENT

Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8 D

FROM: Cynthia Windham
Finance Director Reading

DATE: December 10, 2019 Discuss

SUBJECT: Monthly Budgets - Board Report Action

Consent X

OBJECTIVE: Goal #2 - Planning for Future Student Needs

SUPPORTING DATA:

Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Cynthia Windham, Finance Director

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

☒ Summary Only

From Date: 7/1/2019

To Date: 11/25/2019

Account Number / Description

Fund:	001	MAINT & OPER FUNDS	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 001 Total:	\$35,292,511.64	\$11,386,848.75	\$11,386,848.75	\$23,905,662.89	\$20,811,504.64	\$3,094,158.25 8.77%
Fund:	011	CLASSROOM-BASE SAL						
		Fund 011 Total:	\$677,139.98	\$0.00	\$0.00	\$677,139.98	\$0.00	\$677,139.98 100.00%
Fund:	012	CLASSROOM-PERF PAY						
		Fund 012 Total:	\$1,476,645.64	\$0.00	\$0.00	\$1,476,645.64	\$0.00	\$1,476,645.64 100.00%
Fund:	013	CLASSROOM-OTHER						
		Fund 013 Total:	\$1,954,068.38	\$361.38	\$361.38	\$1,953,707.00	\$0.00	\$1,953,707.00 99.98%
Fund:	021	INDIAN GAMING-INSTRUCTION IMPROV						
		Fund 021 Total:	\$64,608.12	\$0.00	\$0.00	\$64,608.12	\$0.00	\$64,608.12 100.00%
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:	\$435,190.25	\$66,373.60	\$66,373.60	\$368,816.65	\$138,133.05	\$230,683.60 53.01%
Fund:	071	SEI - STRUCTURED ENGLISH IMMERSION						
		Fund 071 Total:	\$157,842.52	\$53,495.49	\$53,495.49	\$104,347.03	\$106,288.36	(\$1,941.33) -1.23%
Fund:	110	TITLE 1 LEA						
		Fund 110 Total:	\$395,371.00	\$139,821.62	\$139,821.62	\$255,549.38	\$14,448.24	\$241,101.14 60.98%
Fund:	111	TITLE 1 LEA						
		Fund 111 Total:	\$1,412,334.50	\$403,934.81	\$403,934.81	\$1,008,399.69	\$806,283.34	\$202,116.35 14.31%
Fund:	140	TITLE II-IMPROV TEACHER QUAL(14/15)						
		Fund 140 Total:	\$170,408.00	\$52,016.35	\$52,016.35	\$118,391.65	\$0.00	\$118,391.65 69.48%
Fund:	141	TITLE II-IMPROV TEACHER QUAL(15/16)						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

☒ Summary Only

From Date: 7/1/2019

To Date:

11/25/2019

Account Number / Description

	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund 141 Total:	\$272,032.37	\$37,613.16	\$37,613.16	\$234,419.21	\$63,713.24	\$170,705.97 62.75%
Fund 162						
162						
TITLE IV-A STUDENT SUPPORT & ACADEMIC I						
Fund 162 Total:	\$10,667.99	\$0.00	\$0.00	\$10,667.99	\$0.00	\$10,667.99 100.00%
Fund 163						
163						
TITLE IV-A, STUDENT SUPPORT & ENRICHME						
Fund 163 Total:	\$22,200.00	\$0.00	\$0.00	\$22,200.00	\$0.00	\$22,200.00 100.00%
Fund 190						
190						
TITLE III LEP PROGRAM						
Fund 190 Total:	\$42,763.00	\$0.00	\$0.00	\$42,763.00	\$489.28	\$42,273.72 98.86%
Fund 191						
191						
TITLE III LEP PROGRAM (FY20)						
Fund 191 Total:	\$31,408.68	\$8,100.28	\$8,100.28	\$23,308.40	\$6,574.10	\$16,734.30 53.28%
Fund 195						
195						
TARGETED SUPPORT & IMPROVEMENT GRN						
Fund 195 Total:	\$27,900.71	\$18,845.43	\$18,845.43	\$9,055.28	\$0.00	\$9,055.28 32.46%
Fund 196						
196						
TARGETED SUPPORT & IMPROVEMENT GRN						
Fund 196 Total:	\$42,500.00	\$0.00	\$0.00	\$42,500.00	\$0.00	\$42,500.00 100.00%
Fund 220						
220						
IDEA - BASIC - ENT						
Fund 220 Total:	\$1,012,999.93	\$316,198.98	\$316,198.98	\$696,800.95	\$675,501.35	\$21,299.60 2.10%
Fund 221						
221						
IDEA - PRESCHOOL GRANT						
Fund 221 Total:	\$27,230.98	\$7,955.50	\$7,955.50	\$19,275.48	\$11,022.24	\$8,253.24 30.31%
Fund 260						
260						
CTE BASIC GRANT						
Fund 260 Total:	\$109,058.87	\$10,556.37	\$10,556.37	\$98,502.50	\$8,686.25	\$89,816.25 82.36%
Fund 261						
261						
CTE BASIC GRANT						
Fund 261 Total:	\$107,128.84	\$54,309.27	\$54,309.27	\$52,819.57	\$659.71	\$52,159.86 48.69%
Fund 290						
290						
MEDICAID OUTREACH						
Fund 290 Total:	\$133,290.85	\$11,187.72	\$11,187.72	\$122,103.13	\$7,541.48	\$114,561.65

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020



Summary Only

From Date: 7/1/2019

To Date:

11/25/2019

Account Number / Description

	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund: 291						85.95%
MEDICAID DIRECT						
Fund 291 Total:	\$1,225,366.72	\$193,948.75	\$193,948.75	\$1,031,417.97	\$389,263.93	\$642,154.04
Fund: 349						52.41%
NAT'L FOREST FEES						
Fund 349 Total:	\$1,088,884.80	\$218,434.71	\$218,434.71	\$870,450.09	\$418,062.65	\$452,387.44
Fund: 353						41.55%
TAYLOR GRAZING						
Fund 353 Total:	\$87,713.00	\$11,303.35	\$11,303.35	\$76,409.65	\$20,561.99	\$55,847.66
Fund: 354						63.67%
LEADERS FOR SCHOOL WELLNESS SUBGRA						
Fund 354 Total:	\$55,750.00	\$17,694.39	\$17,694.39	\$38,055.61	\$38,000.79	\$54.82
Fund: 374						0.10%
E-RATE						
Fund 374 Total:	\$101,097.91	\$0.00	\$0.00	\$101,097.91	\$0.00	\$101,097.91
Fund: 400						100.00%
CTE PRIORITY PROGRAM						
Fund 400 Total:	\$26,082.31	\$6,056.95	\$6,056.95	\$20,025.36	\$7,569.50	\$12,455.86
Fund: 435						47.76%
ACADEMIC CONTESTS						
Fund 435 Total:	\$1,134.04	\$0.00	\$0.00	\$1,134.04	\$0.00	\$1,134.04
Fund: 450						100.00%
GIFTED						
Fund 450 Total:	\$4,116.46	\$1,251.34	\$1,251.34	\$2,865.12	\$2,737.05	\$128.07
Fund: 456						3.11%
COLLEGE CREDIT BY EXAMINATION INCENTIV						
Fund 456 Total:	\$21,596.43	\$0.00	\$0.00	\$21,596.43	\$0.00	\$21,596.43
Fund: 457						100.00%
RESULTS - BASED FUNDING						
Fund 457 Total:	\$74,213.08	\$31,310.14	\$31,310.14	\$42,902.94	\$12,453.74	\$30,449.20
Fund: 485						41.03%
WRP						
Fund 485 Total:	\$233,491.64	\$77,641.50	\$77,641.50	\$155,850.14	\$133,805.53	\$22,044.61
						9.44%

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

Account Number / Description

Expenditure Budget Balance Report									
Fiscal Year: 2019-2020			Summary Only		From Date: 7/1/2019		To Date: 11/25/2019		
Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Budget
Fund:	499	RURAL ASSISTANCE							
		Fund 499 Total:	\$4,068.54	\$0.00	\$0.00	\$4,068.54	\$0.00	\$4,068.54	100.00%
Fund:	500	SCH PLANT- > 1 YR							
		Fund 500 Total:	\$128,246.14	\$9,243.35	\$9,243.35	\$119,002.79	\$40,028.85	\$78,973.94	61.58%
Fund:	510	FOOD SERVICE							
		Fund 510 Total:	\$2,718,462.17	\$966,964.22	\$966,964.22	\$1,751,497.95	\$1,834,979.58	(\$83,481.63)	-3.07%
Fund:	515	CIVIC CENTER							
		Fund 515 Total:	\$155,155.00	\$40,886.04	\$40,886.04	\$114,268.96	\$8,655.60	\$105,613.36	68.07%
Fund:	522	BEFORE/AFTER SCHOOL PROGRAM							
		Fund 522 Total:	\$163,641.25	\$30,028.57	\$30,028.57	\$133,612.68	\$52,980.32	\$80,632.36	49.27%
Fund:	523	BRIGHT FUTURES PRESCHOOL							
		Fund 523 Total:	\$146,349.14	\$54,823.39	\$54,823.39	\$91,525.75	\$90,304.11	\$1,221.64	0.83%
Fund:	525	AUX OPERATIONS							
		Fund 525 Total:	\$694,526.26	\$122,304.64	\$122,304.64	\$572,221.62	\$100,403.67	\$471,817.95	67.93%
Fund:	526	ACT FEES TAX CRED							
		Fund 526 Total:	\$626,500.68	\$55,189.30	\$55,189.30	\$571,311.38	\$53,827.56	\$517,483.82	82.60%
Fund:	530	GIFTS & DONATIONS							
		Fund 530 Total:	\$157,303.12	\$9,863.39	\$9,863.39	\$147,439.73	\$7,191.67	\$140,248.06	89.16%
Fund:	540	FINGERPRINT							
		Fund 540 Total:	\$5,661.43	\$0.00	\$0.00	\$5,661.43	\$0.00	\$5,661.43	100.00%
Fund:	550	INSURANCE PROCEEDS							
		Fund 550 Total:	\$315,648.28	\$0.00	\$0.00	\$315,648.28	\$0.00	\$315,648.28	100.00%
Fund:	551	INSURANCE - AEI							

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

Account Number / Description

Expenditure Budget Balance Report									
Fiscal Year: 2019-2020			Summary Only		From Date: 7/1/2019		To Date: 11/25/2019		
Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
Fund:	555	TEXTBOOKS	\$50,250.14	\$2,106.40	\$2,106.40	\$48,143.74	\$6,016.87	\$42,126.87	83.83%
Fund 551 Total:									
Fund:	565	LITIGATION RECOVERY	\$21,246.01	\$0.00	\$0.00	\$21,246.01	\$0.00	\$21,246.01	100.00%
Fund 555 Total:									
Fund:	570	INDIRECT COSTS	\$26,154.34	\$0.00	\$0.00	\$26,154.34	\$0.00	\$26,154.34	100.00%
Fund 565 Total:									
Fund:	575	UNEMPLOYMENT INSURANCE	\$1,496,778.86	\$262,482.02	\$262,482.02	\$1,234,296.84	\$531,201.66	\$703,095.18	46.97%
Fund 570 Total:									
Fund:	590	GRANT/GIFT TEACHER	\$108,840.32	\$0.00	\$0.00	\$108,840.32	\$0.00	\$108,840.32	100.00%
Fund 575 Total:									
Fund:	595	SCHOOL BUS ADVERTISEMENT	\$21,928.90	\$0.00	\$0.00	\$21,928.90	\$0.00	\$21,928.90	100.00%
Fund 590 Total:									
Fund:	596	JTED - MTN. INSTITUTE	\$5,810.91	\$0.00	\$0.00	\$5,810.91	\$0.00	\$5,810.91	100.00%
Fund 595 Total:									
Fund:	610	CAPITAL OUTLAY	\$1,032,308.63	\$89,798.75	\$89,798.75	\$942,509.88	\$138,875.33	\$803,634.55	77.85%
Fund 596 Total:									
Fund:	630	BOND BUILDING	\$3,202,243.00	\$1,417,549.26	\$1,417,549.26	\$1,784,693.74	\$662,977.41	\$1,121,716.33	35.03%
Fund 610 Total:									
Fund:	650	GIFTS & DONATIONS	\$317,148.64	\$296,451.93	\$296,451.93	\$20,696.71	\$786.10	\$19,910.61	6.28%
Fund 630 Total:									
Fund:	665	ENERGY REBATES	\$13,737.85	\$0.00	\$0.00	\$13,737.85	\$0.00	\$13,737.85	100.00%
Fund 650 Total:									
Fund:	665	ENERGY REBATES	\$341,231.82	\$0.00	\$0.00	\$341,231.82	\$0.00	\$341,231.82	
Fund 665 Total:									
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Fund 596 Total:									

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

Account Number / Description

			<input checked="" type="checkbox"/> Summary Only	From Date: 7/1/2019	To Date: 11/25/2019	Budget Balance	
						Encumbrance	% Remaining Bud
		Budget	Range To Date	YTD	Balance		
Fund:	691	BUILDING RENEWAL GRANT - SFB					100.00%
		Fund 691 Total:	\$294,955.00	\$180,560.00	\$114,395.00	\$114,395.00	\$0.00
Fund:	700	DEBT SERVICE FUNDS					0.00%
		Fund 700 Total:	\$3,793,300.00	\$0.00	\$3,793,300.00	\$0.00	\$3,793,300.00
Fund:	850	STUDENT ACTIVITIES					100.00%
		Fund 850 Total:	\$88,954.06	\$17,752.98	\$71,201.08	\$10,698.41	\$60,502.67
Fund:	855	EMPLOYEE INSURANCE					68.02%
		Fund 855 Total:	\$3,454,428.44	\$2,070,593.21	\$1,383,835.23	\$0.00	\$1,383,835.23
		Grand Total:	\$66,179,898.57	\$18,751,857.29	\$47,428,041.28	\$27,326,622.60	\$20,101,418.68
							30.37%

End of Report

CONSENT

Item 8E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 E
FROM:	Cynthia Windham, Executive Director of Finance	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs	

SUPPORTING DATA:

Attached is the monthly Student Activities Report.

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

SUMMARY & RECOMMENDATION:

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

Approved for transmittal to the Governing Board:


Dr. 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: 11/30/2019

☒ 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	\$7,691.91	\$0.00	\$0.00	\$7,691.91	\$0.00	\$7,691.91	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$932.60	\$932.60	(\$932.60)	\$0.00	(\$932.60)	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	\$7,691.91	\$1,978.97	\$1,978.97	\$5,712.94	\$0.00	\$5,712.94	74.27%
	UNIT: LVES - 110	\$7,691.91	\$1,978.97	\$1,978.97	\$5,712.94	\$0.00	\$5,712.94	74.27%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$3,797.78	\$0.00	\$0.00	\$3,797.78	\$0.00	\$3,797.78	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$1,526.19	\$1,526.19	(\$1,526.19)	\$0.00	(\$1,526.19)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,797.78	\$1,526.19	\$1,526.19	\$2,271.59	\$0.00	\$2,271.59	59.81%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$3,233.72	\$0.00	\$0.00	\$3,233.72	\$0.00	\$3,233.72	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$952.11	\$952.11	(\$952.11)	\$0.00	(\$952.11)	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	\$3,233.72	\$1,337.11	\$1,337.11	\$1,896.61	\$0.00	\$1,896.61	58.65%
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	COURSE: SCIENCE - 1385	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	UNIT: BMMS - 120	\$7,407.79	\$2,863.30	\$2,863.30	\$4,544.49	\$0.00	\$4,544.49	61.35%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$12,963.05	\$0.00	\$0.00	\$12,963.05	\$0.00	\$12,963.05	100.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$2,136.38	\$2,136.38	(\$2,136.38)	\$0.00	(\$2,136.38)	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	\$12,963.05	\$10,447.68	\$10,447.68	\$2,515.37	\$0.00	\$2,515.37	19.40%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$1,041.44	\$0.00	\$0.00	\$1,041.44	\$0.00	\$1,041.44	100.00%
850.610.1000.6610.125.1362	GENERAL SUPPLIES	\$0.00	\$164.77	\$164.77	(\$164.77)	\$0.00	(\$164.77)	0.00%
850.610.1000.6810.125.1362	DUES AND FEES	\$0.00	\$462.18	\$462.18	(\$462.18)	\$0.00	(\$462.18)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$1,041.44	\$626.95	\$626.95	\$414.49	\$0.00	\$414.49	39.80%
	UNIT: GHMS - 125	\$14,004.49	\$11,074.63	\$11,074.63	\$2,929.86	\$0.00	\$2,929.86	20.92%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$5,025.02	\$0.00	\$0.00	\$5,025.02	\$0.00	\$5,025.02	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$5,025.02	\$0.00	\$0.00	\$5,025.02	\$0.00	\$5,025.02	100.00%
	UNIT: HES - 131	\$5,025.02	\$0.00	\$0.00	\$5,025.02	\$0.00	\$5,025.02	100.00%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$3,071.31	\$0.00	\$0.00	\$3,071.31	\$0.00	\$3,071.31	100.00%
850.100.1000.6610.132.1319	GENERAL SUPPLIES	\$0.00	\$32.75	\$32.75	(\$32.75)	\$0.00	(\$32.75)	0.00%
850.610.1000.6890.132.1319	MISC EXPENDITURES	\$0.00	\$750.00	\$750.00	(\$750.00)	\$0.00	(\$750.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,071.31	\$782.75	\$782.75	\$2,288.56	\$0.00	\$2,288.56	74.51%
	UNIT: MVES - 132	\$3,071.31	\$782.75	\$782.75	\$2,288.56	\$0.00	\$2,288.56	74.51%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$1,729.87	\$0.00	\$0.00	\$1,729.87	\$0.00	\$1,729.87	100.00%
850.100.1000.6610.133.1319	GENERAL SUPPLIES	\$0.00	\$184.79	\$184.79	(\$184.79)	\$0.00	(\$184.79)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,729.87	\$184.79	\$184.79	\$1,545.08	\$0.00	\$1,545.08	89.32%
	UNIT: CSES - 133	\$1,729.87	\$184.79	\$184.79	\$1,545.08	\$0.00	\$1,545.08	89.32%

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

☐ Exclude Inactive Accounts with zero balance

From Date: 7/1/2018 To Date: 11/30/2019

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$3,434.80	\$0.00	\$0.00	\$3,434.80	\$0.00	\$3,434.80	100.00%
850.100.1000.6610.134.1319	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	\$389.72	\$389.72	(\$389.72)	\$0.00	(\$389.72)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$3,434.80	\$648.89	\$648.89	\$2,785.91	\$0.00	\$2,785.91	81.11%
	UNIT: LTS - 134	\$3,434.80	\$648.89	\$648.89	\$2,785.91	\$0.00	\$2,785.91	81.11%
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$764.71	\$0.00	\$0.00	\$764.71	\$0.00	\$764.71	100.00%
	COURSE: STUDENT COUNCIL - 1319	\$764.71	\$0.00	\$0.00	\$764.71	\$0.00	\$764.71	100.00%
	UNIT: GRANVILLE ELEMENTARY SCHOOL - 135	\$764.71	\$0.00	\$0.00	\$764.71	\$0.00	\$764.71	100.00%
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)	\$0.00	(\$986.33)	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	\$0.00	\$263.52	19.30%
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	\$6,553.51	\$0.00	\$0.00	\$6,553.51	\$0.00	\$6,553.51	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	\$674.45	\$674.45	(\$674.45)	\$0.00	(\$674.45)	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	\$2,561.00	\$2,561.00	(\$2,561.00)	\$0.00	(\$2,561.00)	0.00%
	COURSE: HOSA/NURSING - 1316	\$6,553.51	\$4,167.45	\$4,167.45	\$2,386.06	\$0.00	\$2,386.06	36.41%
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	\$24,453.44	\$0.00	\$0.00	\$24,453.44	\$0.00	\$24,453.44	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	\$3,755.45	\$3,755.45	(\$3,755.45)	\$0.00	(\$3,755.45)	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%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$733.00	\$733.00	(\$733.00)	\$0.00	(\$733.00)	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	\$24,453.44	\$10,979.24	\$10,979.24	\$13,474.20	\$0.00	\$13,474.20	55.10%
850.100.1000.6000.230.1320	GENERIC EXPENSE	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
	COURSE: UPWARD BOUND WARRIORS - 1320	\$37.29	\$0.00	\$0.00	\$37.29	\$0.00	\$37.29	100.00%
850.100.1000.6000.230.1361	GENERIC EXPENSE	\$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	\$4,265.80	\$4,265.80	(\$4,265.80)	\$0.00	(\$4,265.80)	0.00%
850.610.1000.6810.230.1361	DUES AND FEES	\$0.00	\$1,824.11	\$1,824.11	(\$1,824.11)	\$0.00	(\$1,824.11)	0.00%
	COURSE: MU ALPHA THETA - 1361	\$9,399.41	\$6,286.98	\$6,286.98	\$3,112.43	\$0.00	\$3,112.43	33.11%

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: 11/30/2019

☒ 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
850.100.1000.6000.230.1362	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	\$319.48	\$319.48	(\$319.48)	\$0.00	(\$319.48)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,451.80	\$319.48	\$319.48	\$2,132.32	\$0.00	\$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	\$2,865.38	\$0.00	\$0.00	\$2,865.38	\$0.00	\$2,865.38	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	\$2,865.38	\$1,374.95	\$1,374.95	\$1,490.43	\$0.00	\$1,490.43	52.02%
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)	\$0.00	(\$713.79)	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	\$0.00	\$560.00	15.69%
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)	\$0.00	(\$817.62)	0.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES	\$0.00	\$423.80	\$423.80	(\$423.80)	\$0.00	(\$423.80)	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	\$99.12	\$99.12	(\$99.12)	\$0.00	(\$99.12)	0.00%
	COURSE: INTERACT - 1375	\$6,063.07	\$1,668.04	\$1,668.04	\$4,395.03	\$0.00	\$4,395.03	72.49%
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	\$743.01	\$0.00	\$0.00	\$743.01	\$0.00	\$743.01	100.00%
850.610.1000.6610.230.1383	GENERAL SUPPLIES	\$0.00	\$492.91	\$492.91	(\$492.91)	\$0.00	(\$492.91)	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	\$743.01	\$562.91	\$562.91	\$180.10	\$0.00	\$180.10	24.24%
850.100.1000.6000.230.1398	GENERIC EXPENSE	\$313.44	\$0.00	\$0.00	\$313.44	\$0.00	\$313.44	100.00%
850.610.1000.6810.230.1398	DUES AND FEES	\$0.00	\$132.47	\$132.47	(\$132.47)	\$0.00	(\$132.47)	0.00%
	COURSE: SKILLS USA COMMUNICATION MEDIA - 1398	\$313.44	\$132.47	\$132.47	\$180.97	\$0.00	\$180.97	57.74%
850.100.1000.6000.230.1403	GENERIC EXPENSE	\$4,766.47	\$0.00	\$0.00	\$4,766.47	\$0.00	\$4,766.47	100.00%
850.610.1000.6610.230.1403	GENERAL SUPPLIES	\$0.00	\$2,523.56	\$2,523.56	(\$2,523.56)	\$0.00	(\$2,523.56)	0.00%
	COURSE: P.A.L.S. - 1403	\$4,766.47	\$2,523.56	\$2,523.56	\$2,242.91	\$0.00	\$2,242.91	47.06%
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	\$63,262.89	\$32,125.82	\$32,125.82	\$31,137.07	\$0.00	\$31,137.07	49.22%

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: 11/30/2019

☐ Exclude Inactive Accounts with zero balance

Description

Account Number

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Grand Total:

\$106,392.79

\$49,659.15

\$49,659.15

\$56,733.64

\$0.00

\$56,733.64 53.32%

End of Report

CONSENT

Item 8F.

Ratification of Expenditures

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 F
FROM:	Cole Young, Assistant Superintendent-Operations	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Ratifications of Expenditures for Contracts/Work Agreements & Supplementals	Action
		Consent X
OBJECTIVE:	Board Governance	

SUPPORTING DATA:

This is the approval of ratifications of all Contracts, Work Agreements and supplementals from the 2013-2019 school years and a November update to the 2019-2020 school year.

Information related to Contract, Work Agreements and Supplementals are matters of public record and available at the District Office upon request.

SUMMARY & RECOMMENDATION

Sample Motion:

I move to approve the ratification of all Contracts, Work Agreements and Supplementals from the 2013-2019 school years and November updates of the 2019-2020 school year.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, Assistant Superintendent (759-5016)

CONSENT

Item 8G.

Annual Approval of Parent/ Citizen/Booster Organizations

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8G
FROM:	Dr. Daniel Streeter, Superintendent	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Annual approval of Parent/Citizen/Booster organizations	Action
		Consent X
<hr/> OBJECTIVE: Board Goal #3: To Increase Parental & Community Engagement <hr/>		

SUPPORTING DATA

Governing Board Policy KJA requires that Parent/Citizen/Booster organizations seeking to be approved by the school and District must be approved by the Governing Board. Parent/Citizen/Booster organizations must provide:

- A. Name of the organization and school affiliation.
- B. Written statement of purpose.
- C. A current list of officers including their corresponding contact information.
- D. Bylaws.
- E. If applicable, a copy of the Articles of Incorporation, including the organization's 501(c)(3) "Not for Profit" status letter from the Internal Revenue Service. Parent/citizen organizations can obtain their own 501(c)(3) determinations from the Internal Revenue Service.
- F. Employer Identification Number.
- G. Certificate of Insurance (one million dollar [\$1,000,000] policy) naming the District as additional insured.

The following organizations have submitted the required documentation and they are on file with the District's Finance Department.

- BMHS Baseball Spirit Boosters
- CSES PTO
- GES PTO

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve recognition for the listed organizations for the 2019-2020 school year.

Sample Motion

I move to approve recognition of the Parent/Citizen/Booster organizations as presented for the 2019-2020 school year.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Dr. Daniel Streeter, 928-759-4000

CONSENT

Item 8H.

GHMS Out of State Travel - Youth Education Series Program in Disneyland, Anaheim, CA

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8 H

FROM: Mary Supergan, Glassford Hill Middle School Reading

DATE: December 10, 2019 Discuss

SUBJECT: Approval for Youth Education Series Program Consent X

OBJECTIVES

Goal #1- Raise the Level of Student Achievement
Specifically...

Standard 1 - Contributes to the overall effort of a group**Level IV (Grades K-12)**

- Knows the behaviors and skills that contribute to team effectiveness
- Works cooperatively within a group to complete tasks, achieve goals, and solve problems
- Demonstrates respect for others' rights, feelings, and points of view in a group
- Identifies and uses the individual strengths and interests of others to accomplish team goals
- Helps the group establish goals, taking personal responsibility for accomplishing such goals
- Contributes to the development of a supportive climate in groups
- Actively listens to the ideas of others and asks clarifying questions
- Takes the initiative in interacting with others

Standard 2 - Uses conflict-resolution techniques**Level IV (Grades K-12)**

- Communicates ideas in a manner that does not irritate others.
- Identifies goals and values important to opponents and demonstrates the ability to compromise.

Standard 3 - Works well with diverse individuals and in diverse situations**Level IV (Grades K-12)**

- Works well with those of the opposite gender, of differing abilities, and from different age groups
- Works well with those from different ethnic groups, of different religious orientations, and of cultures different from their own
- Understands the concept of customer service

Standard 4 - Displays effective interpersonal communication skills

Level IV (Grades K-12)

- Demonstrates appropriate behaviors for relating well with others (e.g., empathy, caring, respect, helping, friendliness, politeness)
- Exhibits positive character traits towards others, including honesty, fairness, dependability, and integrity
- Uses nonverbal communication such as eye contact, body position, and gestures effectively
- Demonstrates attentive listening by clarifying messages received (e.g., paraphrasing, questioning)
- Responds to speaker appropriately

Standard 5 - Demonstrates leadership skills

Level IV (Grades K-12)

- Understands one's own role as a leader in various situations
- Knows the qualities of good leaders
- Knows a variety of leadership strategies
- Demonstrates and applies leadership skills and qualities

SUPPORTING DATA:

Key Learning Points


After completing "Disney's Approach to Leadership and Teamwork", students will:

- Tap into their personal leadership skills and learn how to apply them in a team setting.
- Discuss the importance of diversity and respect for the ideas and contributions of others.
- Develop and display effective interpersonal communication skills.
- Brainstorm for creative ideas and solutions to a given problem.
- Apply different ideas, perspectives and approaches to a project.
- Gain the confidence and determination to overcome obstacles and accomplish goals.
- Lead a project to completion while maintaining a positive attitude.
- Learn from past leaders and build upon their skills

SUMMARY & RECOMMENDATION:

"Disney's Approach to Leadership and Teamwork" is a 3-hour program in which students will discover the Disney way of working and the management skills used to lead a Cast of thousands. Students in grades 6-12 will practice overcoming obstacles by working as a team and thinking creatively to develop solutions. Exercises designed to reinforce courage, curiosity and constancy aim to give students the confidence to set goals and accomplish their dreams.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to:

Mary Supergan, Glassford Hill Middle School
928-759-4600

REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: December 10, 2019 @ MVES

Person / Organization Submitting Request: Mary Supergan/GHMS Student Council

Date Submitted:

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: Out of State/Overnight Field Trip Approval

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: M. Lee Date: 11/1/2019

Education Services Administrative Approval: _____ Date: _____

Finance Administrative Approval: Kay Schenk (RAH) Date: 11/12/19

☒ Accepted for placement on agenda for: 12-10-19

☐ Denied _____

Superintendent's Office: [Signature]

**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 Glassford Hill Middle School

Date of Field Trip April 22nd to April 24th, 2020

Place of Field Trip Youth Education Series - Main Entrance at California Adventure

Approximately how many students: 25

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?

Students will travel with Charter transportation during the night on Wednesday, April 22, 2020. They will arrive to Anaheim on Thursday April 23rd in time to eat breakfast at a restaurant just outside the park. Students will enter Disneyland at park opening and begin the Disney Youth Education Series (YES) program "Creating a Leadership Legacy" approximately 15 minutes after park opening.

The program will include three instructors from *Disneyland Imagineers* and a ratio of 1 chaperone per 10 students. After the conclusion of the "Y.E.S." program, Students will be supervised by the accompanying chaperones at a ratio of 1 chaperone per 10 students. Students will again travel during the night on Thursday, April 23 to arrive in Prescott Valley the morning of Friday, April 24 in time to eat breakfast at a local restaurant.

Bus Drivers will have lodging after the students are dropped off at the park at a Disneyland® Resort Good Neighbor Hotel just outside of the park and will return to the park after their required rest time in order to transport the students back to Prescott Valley.

How is the trip being funded?

Monies will be raised through student fundraising and \$150 payment from each student.

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

Transportation:

\$4313

Program:

\$2375

Substitutes:

\$360

Total cost not including meals is \$7048

(Students will be responsible for the additional costs of their meals, etc.)

What is the cost for each student?

\$150 plus meals

Chaperones (student/adult ratio):

Minimal chaperone requirement is one per every ten students. Chaperones are no cost. Mary Supergan, Melissa Tannehill and Robert Supergan are Chaperones.

What determines the student's eligibility for attending?

GHMS 7th and 8th grade students that are enrolled as active members of the GHMS Student Council will be invited to attend. Students who demonstrate poor character during the year may be excluded pending coordinator discretion since a trip of this magnitude requires students have a high sense of responsibility.

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

Teachers/Chaperones will design a project for the students that bring them together through teamwork and determination. Students will break up into groups and have designated responsibilities to create a unique experience in completing their project after the guided instruction for independent application facilitated by HUSD chaperones/staff.

Because it takes a combination of both imagination and engineering, Imagineers come in all forms. Artists, writers, architects, landscapes architects, engineers, model builders, construction managers, technicians, designers and a whole range of other talents make up the Imagineering team. It takes a lot of teamwork between all of these different specialists to be able to make dreams come true. Students will learn the value of each other's talents while collaborating in order to complete their project.

OVERVIEW

"Creating a Leadership Legacy" is a three hour leadership experience through the Disneyland Resort. Students will discover the Disney way of working and the management skills used to lead a Cast of thousands. Students in grades 7-12 will practice overcoming obstacles by working as a team and thinking creatively to develop solutions in this 3-hour program. Exercises designed to reinforce courage, curiosity and constancy aim to give students the confidence to set goals and accomplish their dreams.

LEARNING OUTCOMES

After completing "Creating a Leadership Legacy" Students will be able to:

- Tap into their personal leadership skills and learn how to apply them in a team setting.
- Discuss the importance of diversity and respect for the ideas and contributions of others.
- Develop and display effective interpersonal communication skills.
- Brainstorm for creative ideas and solutions to a given problem.
- Apply different ideas, perspectives and approaches to a project.
- Gain the confidence and determination to overcome obstacles and accomplish goals.
- Lead a project to completion while maintaining a positive attitude.
- Learn from past leaders and build upon their skills

Vocabulary List

- **Courage** - Mental or moral strength to venture, persevere and withstand danger, fear and difficulty
- **Curiosity** - A desire to investigate and learn
- **Confidence** - Faith or belief that one will act in a right, proper or effective way
- **Constancy** - Steadfastness of mind under duress
- **Diverse** - Differing one from another
- **Imagination** - The ability to form mental images of things or events
- **Reputation** - The position one occupies or the standing that one has in the opinion of others
- **Character** - The combination of moral and other traits which make one the kind of person one is
- **Brainstorming** - Stimulating creative thinking by spontaneous participation in discussion
- **Leadership** - The ability to lead
- **Teamwork** - Cooperative or coordinated effort of a group of persons acting together as a team
- **Trust** - Reliance on the integrity, strength, ability or surety of a person or thing
- **Communication** - The act or process of communicating
- **Perspective** - A mental view or outlook
- **Collaborate** - To work with another; to cooperate
- **Plan** - To make plans for
- **Delegate** - To commit or entrust to another
- **Motivate** - To move someone to action
- **Active Listening** - A way of listening and responding to another person that
- **Respect** - Esteem for or a sense of the worth or excellence of a person

Suggested Questions

- What does it mean if you are willing to “think out of the box” or “dwell in the possibilities?”
- What is the benefit of doing this?
- What is leadership?
- What makes a good leader?
- Who has influenced you the most throughout your lifetime?
- Why?
- What qualities do they exemplify?
- Who is Walt Disney?
- What adversity/challenges did Walt Disney overcome as a child?
- What challenges have you had throughout your lifetime?
- What adversity/challenges did Walt Disney overcome as a young adult?
- What adversity/challenges did Walt Disney overcome when building Disneyland?
- Why is it important to be an active listener?
- Compare and contrast the difference between character and reputation?

Important Historical Figures to Investigate

- Walt Disney
- John Wooden
- Eleanor Roosevelt
- Sir Isaac Newton
- John Quincy Adams

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

School: Glassford Hill Middle School Organization/Group: Student Council

Sponsor's Name: Mary Supergan Phone: 928-759-4600

Trip Date: 4/22/20 to 4/24/20 Trip Location: Disneyland Trip Title: Disney Youth Education Series

Total Number of Attendees: 28 # Female Students 17 # Male Students 8 # Adults 3

Cost of Trip: (Total Costs, <u>NOT</u> Per Participant Costs)	
Event Registration	\$ 2375.00
Transportation	\$ 4313.00
Lodging	\$
Meals	\$
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify) - Yes - 2 substitutes for 2 days each	\$ 360.00
Other (specify)	\$
Other (specify)	\$
Total Cost	\$ 7048.00
Funding for Trip:	
Auxiliary	\$
Student Club	\$ 7048.00
Tax Credit	\$
Booster Club	\$
Grant	\$
Other (specify)	\$
Other (specify)	\$
Total Funding	\$ 7048.00

Name of *Chaperone(s): Mary Supergan, Melissa Tannehill, and Robert Supergan

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

This document must accompany the Request for Trip Approval Packet

Type and cost of Transportation:

Charter transportation holds 38 passengers = \$4313

GHMS Student Council Meeting Minutes

10/23/2019

1. Roll Call

- a. Present: Logan May, Bethany Buchanan, Anne Stoddard, Louisa Hale, Tyler Vallely, Stella St. Clair, Ben Galeana, Kierra Allen, Charisma Araiza, London Bonelli, Audrey Brambilla, Charles Buchanan, Daniella Cruz, Abigail Ingerson, Ethan Janzen, Madison Koters, Ava Lee, Carmen Marquez, AJ Mraz, Logan Pace, Allyiah Parra, Ella Poitras, Giselle Serrano, Lily Weeks, Kaden Polk.
- b. Absent: None

2. Reading of Previous Meeting Minutes by Logan May

3. Reports – Red Ribbon/Spirit Week, End of Quarter Assembly, SC Bulletin Board, Kindness Campaign, Community Service, Recycling, and February Dance.

4. Agenda Items

a. Agenda Item #1- Approving the purchase orders for the Disney Leadership Trip

The Student Council discussed and voted to approve the necessary purchase orders for the annual GHMS Disney Leadership Trip (April 22 – April 24, 2020). Two purchase orders were approved.

The first purchase order is to Master's Touch Charter Bus Company in the amount of \$4313. This will cover the round trip transportation to Disneyland Resort in Anaheim, California.

The second purchase order is to the Disney Youth Education Series in the amount of \$2375. This will purchase tickets for the Disney Youth Education Series program for 40 students. Chaperone's tickets are free.

The third purchase order in the amount of \$360 will pay for the cost of 2 substitute teachers for April 23 & 24. The subs will fill in for Mrs. Supergan and Mr. Supergan who are chaperoning the Disney Leadership Trip. Each sub is \$90 per day. (2 subs X 2 days = \$360 total)

Action Taken: Vote

Motioned By: Logan Pace Seconded By: Charisma Araiza Did the Motion carry? Yes

b. Agenda Item #2 – Approving raising of Mrs. Supergan's PO by \$600

The Student Council discussed and voted to approve raising of Mrs. Supergan's PO by \$600

Action Taken: Vote

Motioned By: Audrey Brambilla Seconded By: AJ Mraz Did the Motion carry? Yes

5. Agenda Items for Next Meeting: Name the Hallways, Door Decorating, Penny Wars

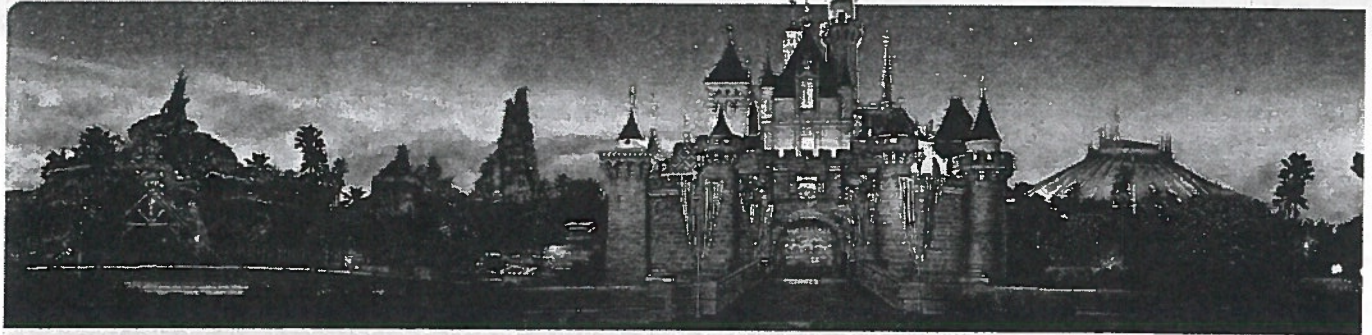
6. Approval of Meeting Minutes

Student Council Chairman: Mary M. Supergan date: 10-23-19

Student Council Officer: Tyler Vallely date: 10-23-19

⚠ Important Update

Please review our , which changed on September 26, 2019.

Your Cart

	Unit Price	Quantity	Price
<input type="checkbox"/> Theme Park Tickets			
1-Day YES Value Ticket with Admission to 1 Park - Participant Only	\$95.00	25	\$2,375.00
<input type="checkbox"/> DLR Complimentary Tickets			
1-Day YES Ticket with Admission to 1 Park - Complimentary Guest		2	
Subtotal			\$2,375.00 USD



Register Now (<https://www.disneyyouth.com/programs/registration/DLR/youth-education-series>)

Creating a Leadership Legacy | Disney Youth Education Series

Overview (<https://www.disneyyouth.com/programs/education/education-series/creating-a-leadership-legacy-disneyland/overview/>)

Students learn how to develop their own leadership legacy to become confident in their ability to accomplish goals and be motivated to achieve the impossible.

For groups of 10 or more.

 Disneyland Resort, California

 Year-Round

 Middle–Junior High
High School

 Starting Price **\$90⁰⁰_{USD}**

Program Overview

Creating a Leadership Legacy, is a 3-hour leadership experience through Disney California Adventure Park that enables anyone age 12 and up to discover Walt Disney's secret to making dreams come true. Students learn how to develop their own leadership legacy, become confident in their ability to accomplish goals and be motivated to achieve the impossible. They are challenged to discover their personal brand, develop core values, have the courage to step out of their comfort zones and understand the importance of diversity as they explore the park and experience exciting attractions.

Key Learning Points

After completing Creating a Leadership Legacy, students will be able to:

- Identify and apply their core values
 - Understand the importance of personal branding and integrity
 - Develop interpersonal communication and career skills
 - Understand the difference between verbal and non-verbal communication
 - Learn from past leaders and build upon their skills
 - Understand the importance of risk-taking
 - Developing their self-esteem
 - Discuss the importance of personal ownership
 - Identify and apply techniques to overcome obstacles
 - Find the courage and determination to accomplish goals and believe in their dreams
- All programs subject to availability. Program content, times, attractions and locations subject to change due to inclement weather, availability or group dynamics. Students must meet minimum age/grade requirements.*

► **SHOW MORE LINKS**

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Children's Online Privacy Policy (<https://disneyprivacycenter.com/kids-privacy-policy/english/>)

Interest-Based Ads (<http://preferences-mgr.truste.com/?type=disneycolor&affiliateId=115>)

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Disney Youth Education Series Ticket Package Worksheet

2020

HELPFUL TIPS & HINTS

STEP 1: Go to our *Disney Youth Education Series* Online Ticket Store

*** FEEL FREE TO USE THE INCLUDED TICKET PACKAGE WORKSHEET AS AN ADDITIONAL GUIDE TO ASSIST YOU ***

- Copy and paste the following URL into your browser to order your *Disney Youth Education Series* tickets:
DisneyURL.com/DLRYesDIR
- Select the date of your Group's visit.
 - » Date for One-Day ticket use must be the date of your program.
 - » One-Day *Disney Youth Education Series* Package (One-Day, One-Park or *Park Hopper*®) may qualify for discount pricing. Please refer to the Value Day Calendar for details.
- For Multi-day tickets, please enter the first date you will be using your tickets.
 - » Tickets must be used on the days of your program(s).
 - » Multi-day *Disney Youth Education Series* tickets may visit the *Disneyland*® Resort Theme Parks during the 14-day date range indicated on the tickets, and only for the number of days purchased. The date range indicated on your tickets is based on the "First Date of Use" information you provide on your *Disney Youth Education Series* online ticket order.
 - » Three-, four-, and five-day packages are not valid for Magic Morning early admission.

Reminder:

- Only *Disney Youth Education Series* tickets may be used for participation in the *Disney Youth Education Series*.
 - » Annual Pass, Cast Member or other non-*Disney Youth Education Series* admission options cannot be used for participation in the *Disney Youth Education Series*.

STEP 2: Placing Your Ticket Order

- Select the ticket type.
 - » Not everyone needs to be on the same ticket, but Participants must purchase the minimum number of days required for their program(s).
- Select the number of tickets you wish to order for that specific ticket type.
- Choose if the selected tickets are for Participants (left option), or for Guests (right option).
 - » Guest tickets are for Guests ages 3 and up visiting the Park with your group, but who are not *Disney Youth Education Series* Participants, Chaperones, or Instructors/Group Leaders. Tickets for additional Guests are intended for use on the same dates as the Group's visit.
- Any time you wish to add different Participant or Guest tickets to your order, please choose the option *Continue Shopping for Theme Park Tickets*.
- If you are adding a program to your Multi-day package you will add the upgrades under the "Extras" tab.
 - » Additional programs can only be added to multi-day packages. Three-, four-, and five-day packages include two programs.
 - » Additional *Disney Youth Education Series* programs must be purchased for each Participant as applicable.



Disney Youth Education Series 2020

Ticket Package Worksheet

HELPFUL TIPS & HINTS

Placing Your Ticket Order continued...

- Chaperone tickets will be automatically added to your order (maximum of one Chaperone per 10 Participants).
 - » Chaperone package type is based on the type of package purchased by the majority of the Participants.
- Instructor/Group Leader tickets will be added to your order by a Ticketing Specialist upon reviewing your order.
 - » Each group may receive one complimentary Instructor/Group Leader package for every 30 Participants.
 - » Director package type is based on the type of package purchased by the majority of the Participants.

STEP 3: Checking Out

- Fill out all required fields.
- Payment is not required when you order, but we recommend paying as soon as possible to ensure your tickets arrive in advance and avoid a late order processing fee.
 - » Our offices have changed so please confirm you have the correct mailing address if you will be mailing in your payment.
- Methods of Payment:
 - » Credit Card (Visa, MasterCard, American Express, Discover).
 - » Organizational check, cashier's check or money order (make payable to *Disneyland® Resort*).
 - » When paying with credit card, check or money order, you are limited to two forms of payment (i.e. two separate checks, two different credit cards, etc.)
 - » Personal checks and purchase orders are not accepted.
 - » **Mailing Address for Checks:**
Disneyland® Resort Travel Sales Center
Group Travel Operations - Ticket Sales and Services
222 S. Harbor Blvd.
Ste 400
Anaheim, CA 92805
- Ticket orders will be automatically shipped with Free Shipping.
- Late orders (orders placed less than 10 days prior to arrival and/or funds that are not received on time) will be subject to a \$25 processing fee and will require authorization.

Questions?

For questions regarding tickets, call (714) 520-7053. Ticketing Specialists are available Monday through Friday, 9:00 am-4:00 pm PT.



Disney Youth Education Series Ticket Package Worksheet

2020

****NOT AN ORDER FORM**** - This worksheet is a guide to assist with cost calculations. Place your order online at DisneyURL.com/DLRyesDIR

Instructor & Chaperone Packages

Each group may receive one complimentary instructor package per every 30 participants. Chaperone packages are offered one per every ten participants. The type of package is based on the majority of participant packages purchased.

Complimentary Instructor Packages
1 per every 30 participants.

NUMBER OF INSTRUCTORS

1

Complimentary Chaperone Packages
1 per every 10 participants.

NUMBER OF CHAPERONES

2

Participant Package Options

	QTY.		VALUE		
One-Day, One-Park Package Includes <i>Disney Youth Education Series</i> experience plus admission to <i>Disneyland® Park</i> or <i>Disney California Adventure® Park</i> on the same day. Ticket must be used in the same Park where experience takes place.		x	\$120	=	\$
One-Day, One-Park Package (Value Day Pricing) Includes <i>Disney Youth Education Series</i> experience plus admission to <i>Disneyland® Park</i> or <i>Disney California Adventure® Park</i> on same day. Ticket must be used in the same Park where experience takes place. Value day pricing is only available on certain days, see calendar for details.	25	x	\$95	=	\$2375
One-Day Park Hopper® Package Includes <i>Disney Youth Education Series</i> experience plus admission to both <i>Disneyland® Park</i> or <i>Disney California Adventure® Park</i> on the same day, including re-entry privileges on such day.		x	\$170	=	\$
One-Day Park Hopper® Package (Value Day Pricing) Includes <i>Disney Youth Education Series</i> experience plus admission to both <i>Disneyland® Park</i> or <i>Disney California Adventure® Park</i> on the same day, including re-entry privileges on such day. Value day pricing is only available on certain days, see calendar for details.		x	\$145	=	\$
Two-Day Park Hopper® Package ⁵ Includes <i>Disney Youth Education Series</i> experience plus admission for two days to both <i>Disneyland® Park</i> or <i>Disney California Adventure® Park</i> , including re-entry privileges on such days. A second program may be added for an additional fee. Restrictions apply.		x	\$225	=	\$
Three-Day Park Hopper® Package ⁵ Includes admission to <i>Disneyland® Park</i> and <i>Disney California Adventure® Park</i> for three days plus up to two (2) <i>Disney Youth Education Series</i> programs. Tickets are not valid for Magic Morning early admission.		x	\$290	=	\$
Four-Day Park Hopper® Package ⁵ Includes admission to <i>Disneyland® Park</i> and <i>Disney California Adventure® Park</i> for four days plus up to two (2) <i>Disney Youth Education Series</i> programs. Tickets are not valid for Magic Morning early admission.		x	\$330	=	\$
Five-Day Park Hopper® Package ⁵ Includes admission to <i>Disneyland® Park</i> and <i>Disney California Adventure® Park</i> for five days plus up to two (2) <i>Disney Youth Education Series</i> programs. Tickets are not valid for Magic Morning early admission.		x	\$365	=	\$

Experience Add-ons

	QTY.		VALUE		
Additional Experience Add-on (per Participant)¹ \$50 Three-, four- and five-day packages include two programs. Additional programs can only be added to multi-day tickets (pending availability). One-day tickets are limited to one program.		x		=	\$
Translator Add-on (per Translator) \$165 In the event that your group requires a translator and you cannot provide your own, <i>Disney Youth Education Series</i> can provide one or more at an additional cost (pending availability). One (1) translator is required for every 16 Participants.		x		=	\$

Sub-Total
(Pg. 3)

\$ 2375

¹ Minimum numbers apply. ⁵ Multi-day tickets valid only during dates printed on tickets.



Disney Youth Education Series Ticket Package Worksheet

2020

****NOT AN ORDER FORM**** - This worksheet is a guide to assist with cost calculations. Place your order online at DisneyURL.com/DLRyesDIR

Additional Guest Tickets

An "Additional Guest" is a Guest visiting the Park at the same time as the group, but who is not a Disney Youth Education Series Participant, Chaperone, or Instructor. Tickets for "Additional Guests" are intended for use on the same date(s) as the Group's visit.

	QTY.		VALUE		
One-Day, One-Park Ticket Includes one day admission to either <i>Disneyland</i> ® Park or <i>Disney California Adventure</i> ® Park.		X	\$120	=	\$
One-Day, One-Park Ticket (Value Day Pricing) Includes one day admission to either <i>Disneyland</i> ® Park or <i>Disney California Adventure</i> ® Park. Value Day pricing is only available on certain days, see calendar for details.		X	\$95	=	\$
One-Day Park Hopper® Includes one-day admission to both Theme Parks.		X	\$170	=	\$
One-Day Park Hopper® (Value Day Pricing) Includes one-day admission to both Theme Parks. Value Day pricing is only available on certain days, see calendar for details.		X	\$145	=	\$
Two-Day Park Hopper® ^s Includes two-day admission to both Theme Parks.		X	\$225	=	\$
Three-Day Park Hopper® ^s Includes three-day admission to both Theme Parks.		X	\$290	=	\$
Four-Day Park Hopper® ^s Includes four-day admission to both Theme Parks.		X	\$330	=	\$
Five-Day Park Hopper® ^s Includes five-day admission to both Theme Parks.		X	\$365	=	\$

Additional Options

<i>Disneyland</i> ® Resort Gift Cards Flexible stored value card available in any denomination between \$5 and \$1,000. May be utilized at select <i>Disneyland</i> ® Resort food, beverage and merchandise locations. Other restrictions apply.	QTY.	VALUE	
	X		= \$
<i>Disneyland</i> ® Resort Dining Cards Flexible stored value card available in any denomination between \$5 and \$1,000. May be utilized at most food and beverage locations inside the Theme Parks of the <i>Disneyland</i> ® Resort. Other restrictions apply.	QTY.	VALUE	
	X		= \$

Accepted Methods of Payment

- Credit card (Visa, MasterCard, American Express, Discover), organization check, cashier's check, money order, or cash.
- Checks should be made payable to: "*Disneyland*® Resort."
 - » Personal checks, temporary checks, and purchase orders will not be accepted.
 - » Separate checks will not be accepted.

Mailing Address for Checks:

Disneyland® Resort Travel Sales Center
Group Travel Operations - Ticket Sales and Services
222 S. Harbor Blvd.
Ste 400
Anaheim, CA 92805

Sub-Total
(Pg. 3)

\$

Sub-Total
(Pg. 4)

\$

**GRAND
TOTAL**

\$ 2375

For questions regarding tickets, call
(714) 520-7053. Ticketing Specialists
are available Monday through Friday,
9:00 am- 4:00 pm PT.

^sMulti-day tickets valid only during dates printed on tickets.

Disney Leadership Itinerary

4/22/20

10:00 pm – Arrive at GHMS – don't get her earlier

10:30 pm – Depart GHMS Parking Lot

4/23/20

6am – Arrive at Disneyland (McDonalds across the street from Disneyland). The bus will stay until students are changed and have all the things they are taking.

6:15-7:30am Breakfast at McDonalds

7:45- Walk to Disney California Adventure

8 am – Walk to Downtown Disney to look around

9:30 – Line-up outside California Adventure (Students will break into groups led by a staff member/chaperone)

10:00 – 2:00 am – Disney Youth Education Series "Creating a Leadership Legacy"

2:00pm – 5:00pm Breakout session 1

5:00 pm - All group meeting at Fountain

5:30pm- 9:00 pm – Breakout session 2

9:00 pm - All group meeting at Fountain and walk to Downtown Disney to shop

9:30 pm – 10:30 pm – Shop at Downtown Disney

10:30 pm – Back to McDonalds

11:00 pm – Leave back to Prescott Valley

4/24/20

6 am – Arrive at Prescott Valley IHOP for breakfast and parent pickup.

What to bring

- Money for all meals, snacks and souvenirs – no meals are provided
- Orange Shirt to wear for "Creating a Leadership Legacy" – GHMS Dress Code Applies for the day
- Snacks & Water
- Small Backpack
- Sun Screen
- Light Jacket
- Comfortable closed toed walking shoes (Disney Requirement)
- Pillow, blanket, and comfy clothes for the bus ride
- NO UKELELES ALLOWED (or any other instrument)

Transportation Quotes:

1. Master's Touch - \$4313.00
 - a. One 38 Passenger Bus. Both drivers lodging & gratuity included in quote.
2. Tour West America - They will not do "turnaround" trips.
3. Metropolitan Shuttle - No busses available for our trip.
4. Southwest Charters - They will not do "turnaround" trips.

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: _____

Dear Student & Parent/Guardian,

Congratulations! As a member of the GHMS Student Council, your student has earned the opportunity to attend the Disney Youth Education Leadership Program this April! This will be the 8th consecutive year that GHMS Leaders have had the chance to attend this program. This is an incredible opportunity for your student to learn leadership skills from one of the premier companies in the world. They will participate in activities and learn skills that we hope will stay with them for years to come, and help them succeed in leadership positions in the future. It will also be a lot of fun!

Please carefully read through the information provided below and make yourself aware of the commitments required to attend. We will be having a short, informational meeting in late January/Early February at 6:00 in the GHMS Library, so that parents and STUCO members can ask any questions they may have and pay their fee.

Trip Itinerary: (Itinerary is tentative, and could have slight changes)

Students will leave GHMS at 10:30 pm on the night of Wednesday, April 22, 2020

Students will arrive at California Adventure the morning of Thursday, April 23, 2020

Students will depart California Adventure 30 min after closing time on the night of Thursday, April 23, 2020

Students will arrive back in Prescott Valley by ~6 am on the morning of Friday, April 24, 2020

*Students will arrive at the Prescott Valley IHOP on 4/24: Parents will pick students up from IHOP

**Students will be excused from school on Thursday 4/23 and Friday 4/24

A detailed and finalized itinerary packet given out at the informational meeting

Trip Cost

The total cost of the trip this year will be \$150 per student. That amount will cover round trip, charter bus transportation to and from Disneyland Resort, the Disney Youth Education Series Program, and a 1-Day Disneyland ticket for your student. There has been an increase in the amount due to new laws about "turnaround" trip. We now have to have two drivers and provide them both with a room and a tip.

All Students attending the trip will need to have **paid in full NO LATER THAN THURSDAY, MARCH 5th**. If a student has not turned in money by that date, their spot may be offered to someone else!

Students will be responsible for providing their own money for food and souvenirs while on the trip.

Students in Good Standing

Students must be in **Good Standing** to attend the trip. Students who lose their **Good Standing** status before the trip may be removed at the discretion of the GHMS administration and/or club sponsor. Please refer to the GHMS Student Handbook for complete details. Glassford Hill Middle School students are considered to be in good standing unless one of the following applies: academically ineligible, 5 unexcused tardies or absences, discipline concerns (including 3 or more RLC referrals or any office referral)

Parent Informational Meeting

A Student/Parent Informational Meeting will be scheduled before the trip. This meeting will give parents the opportunity to ask questions regarding the trip. The staff will provide a complete overview of the trip itinerary, medical considerations, and outline student/parent expectations. This meeting **will be mandatory for both student and parent/guardian**. More information about this meeting will be sent home at an appropriate time.

We hope that all students invited to participate in this unique experience will be able to attend. Our students have worked very hard all year, and we are looking forward to rewarding them with this exciting opportunity for fun and learning. Please consider the information outlined in this letter and feel free to contact your club sponsor with any questions or concerns.

Sincerely,

GHMS Student Council Sponsor:

Mary Supergan (mary.supergan@humboldtunified.com) 928-759-4639

PLEASE FILL OUT THE FORM BELOW AND RETURN TO YOUR CLUB SPONSOR,

GHMS

Parent/Student Commitment Letter

My Child _____ **will not** be attending the Disney Trip

Parent Signature: _____

I give permission for:

(Name) _____ (Grade) _____

to attend the 2020 GHMS Disney: Leadership Trip on April 22, 2020 through April 24, 2020

I understand that this form is binding to all requirements. I also understand that this trip has additional costs to cover meals/drinks/souvenirs for my child.

Please check and initial each item.

Initials _____ My child will be participating in the 2020 GHMS Trip to Disneyland April 22 – April 24

Initials _____ I understand the financial obligations of the trip.

Initials _____ I understand that my child needs to maintain his or her Good Standing status in accordance with the GHMS Student Handbook.

Initials _____ I understand that a violation of the GHMS Handbook and/or Trip rules during the trip will result in disciplinary action.

Initials _____ I understand that a GHMS Medical form needs to be submitted before the trip.

Initials _____ I understand that my child and one parent/guardian are expected to attend the Trip Meeting in late January/early February at 6:00 in the GHMS Library.

Initials _____ I understand this is a focused field trip requiring my student to complete pre-trip activities, participate in an independent learning project while at the park, and complete the post-trip project per the requirements of their Leadership Club expectations.

Student/Parent Guardian Information

Parent/Guardian phone numbers where you can be reached:

Home: _____

Cell: _____

Parent e-mail address: _____

Parent Permission – Student Acknowledgement

By signing this commitment form, I understand and agree to the requirements of the trip as stated above.

Parent/Guardian Signature: _____ **Name** _____ **Date:** _____

(Please print) _____

Student Signature: _____ **Name** _____ **Date:** _____

(Please print) _____

**HUMBOLDT UNIFIED SCHOOL DISTRICT #22
FIELD TRIP PERMISSION FORM**

Date: February 7, 2020

To the Family of Students in the Student Council at Glassford Hill Middle School:

Mrs. Supergan is planning a field trip to Disneyland on April 22nd through the 24th.

The time of departure is 10:30 pm on Wednesday, April 22nd. The date and estimated time of return is 6:00 am on Friday, April 24th.

The purpose of the field trip is to attend the Disney Youth Education Series on Leadership.

****Transportation will be provided by: Master's Touch Charter Service**

Sincerely, _____
(Trip Sponsor)

My signature below indicates my desire to have my child _____
accompany the GHMS Student Council & NJHS on the field trip noted above.

I realize that the District's liability insurance only covers injury if negligence is proven against the School District; and that in other circumstances, the student's insurance will provide coverage.

MEDICAL RELEASE

In case of accident or serious illness, I request the school/trip sponsor to contact me. If I cannot be reached, I hereby authorize the school/trip sponsor to call the physician indicated below and follow his/her instructions. If it is not possible to contact this physician, the school/trip sponsor may make whatever arrangements are necessary.

I have legal custody or control of my child and grant permission for any emergency treatment and/or hospital services that may be rendered to said minor under the general or specific direction of:

Dr. _____ Telephone _____ or hospital emergency
department physician.

Parent/Legal Guardian (Please Print)

Name _____ Telephone _____

Home Address _____

Signature or Parent/Legal Guardian _____

NOTE: This form is available in Spanish if needed.

****Indicate 'Walking' if not using transportation.**

*****THIS FORM MUST ACCOMPANY THE STUDENT ON THE TRIP, I.E. IN TEACHER'S POSSESSION.**

Humboldt Unified School District #22
FIELD TRIP MEDICAL UPDATE &
PERMISSION SLIP FROM PARENTS

Student Name _____ Date of Birth _____
Contact Person _____ Relationship _____
Home Ph. _____ Work Ph _____ Cell Ph _____
Insurance Name _____ # _____

1. Does your child have any health issues or needs, which may need consideration while on the field trip? If yes explain:

2. Check all that apply:

My child has:

_____ No health problems

_____ Serious allergy to: _____

_____ Parent will send student with an Epi-Pen

_____ Please take student's Epi-pen from the School Health Office

_____ Asthma

_____ Parent will send student with an inhaler

_____ Please take inhaler from the School Health Office

_____ ADD/ADHD

_____ Parent will give the teacher appropriate doses of medication in the original prescription container.

_____ I have provided a single dose in an appropriate labeled prescription container to the School Nurse for the field trip. Please obtain it from the School Health Office.

_____ Diabetic

****Please contact School Nurse to discuss arrangements.**

_____ Parent will send student with appropriate supplies, insulin and meter for field trip.

_____ Parent will provide additional snacks and juice.

3. My child will need the following medication on the field trip. I will deliver it to the Teacher / School Health Office in the original labeled container.

Medication name _____

Dose _____ Route _____ Time _____

Medication name _____

Dose _____ Route _____ Time _____

Medication name _____

Dose _____ Route _____ Time _____

Medication name _____

Dose _____ Route _____ Time _____

_____ You have my permission to assist/supervise my child in taking the medications listed/checked above.

_____ I understand that a chaperone, teacher or other responsible adult designated by the Principal *may* carry my child's medication (**excluding administration of insulin).

Parent/Guardian Signature _____

Date _____

PLEASE COMPLETE AND SIGN THE INFORMATION ON THE FRONT SIDE OF THE FORM →

HUMBOLDT UNIFIED SCHOOL DISTRICT #22 REQUISITION

~ Copy ~

(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: 10-31-19

Please Indicate One of the Following Categories	
<input type="checkbox"/> Auxiliary	<input checked="" 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)	<input type="checkbox"/> INCLUDES ALL FUNDS WITH THE EXCEPTION OF 503, 525, 550 <input type="checkbox"/> Other

VENDOR INFORMATION	SHIPPING INFORMATION
Name: Disneyland Resort Travel Sales Center	Name: GHMS HUSD
Address: 222 S. Harbor Blvd. Ste 400	Address: 6901 Panther Path
Group Travel Operations - ticket Sales & Service	Prescott Valley, AZ 86314
Phone: 714 520 7053/800 854 8671	Phone: (928) 759-4600
Fax:	Fax: (928) 759-4620
E-Mail: DRL_Lead_Dept@disney.com	Attn:
Requisitioned By: Mary Supergan	Admin. Approval: [Signature]
Department: Student Council	District Approval:
Budget Code(s): 850.610.1000.0890.125.1319	

Qty	Unit	Product Code	Description	Unit Price	Ext. Pri
			Disney Youth Education Series		2375.00
			\$ 95.00 per student X 25 Students		
			Open PO not to exceed \$ 2375.00		

Misc. Information:	
Additional Address	Sub-total
Anaheim, CA 92805	Shipping
	Tax
	TOTAL 2375.00

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 Ch	Auto Insurance	W-9
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DISTRICT USE ONLY					
Faxed:		Mailed:		E-Mailed:	
Fixed Asset?		Other Info:		By:	
No <input type="checkbox"/>		Yes <input type="checkbox"/>			
BID:		RFP:		Requisition Rec'd Date:	

WHITE - Accts. Payable YELLOW - Purchasing 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: 10-31-19

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input checked="" 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)	<input type="checkbox"/> Other

VENDOR INFORMATION

SHIPPING INFORMATION

Name: Master's Touch Christian Charter Service	Name: GHMS HUSD
Address: 6550 E. 2nd St. Suite A Prescott Valley, AZ 86314	Address: 6901 Panther Path Prescott Valley, AZ 86314
Phone: 928-759-0206	Phone: (928) 759-4600
Fax:	Fax: (928) 759-4620
E-Mail: Charters@masters touch tours .com	Attn:

Requisitioned By: Mary Supergun	Admin. Approval: [Signature]
Department: Student Council	District Approval:
Budget Code(s): 950.610.2790.6519.125.1319	

Qty	Unit	Product Code	Description	Unit Price	Ext. Pri
			38. Passenger Bus for trip to Disneyland		4313.00
Open PO Not to exceed \$ 4313.00					

Misc. Information:	Sub-total
* Please sign and return Contract	Shipping
* Cut a Check for \$431.00 for deposit	Tax
	TOTAL 4313.00

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 Ch.	Auto Insurance	W-9
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DISTRICT USE ONLY

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

WHITE - Accts. Payable

YELLOW - Purchasing

PINK - Department

GOLDEN - School Site

CONSENT

Item 8I.

**GHMS Out of State Travel -
Environmental Leadership
Program Camp, Catalina, CA**

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 I
FROM:	Glassford Hill Middle School	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Approval for Catalina Island field trip	Action
		Consent X

OBJECTIVE: Goal #1- Raise the Level of Student Achievement Specifically within the following standard:
Strand 4: Life Science
Life science expands students' biological understanding of life by focusing on the characteristics of living things, the diversity of life, and how organisms and populations change over time in terms of biological adaptation and genetics.
This understanding includes the relationship of structures to their functions and life cycles, interrelationships of matter and energy in living organisms, and the interactions of living organisms with their environment.

SUPPORTING DATA

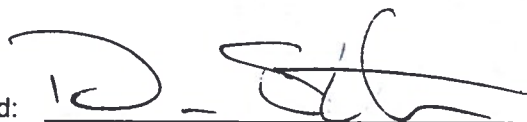
Upon completion of this program, students will be able to compare the symbiotic and competitive relationships of organisms with an oceanic ecosystem. Additionally, students will analyze the relationships among various organisms and their environment while learning basic snorkeling skills and techniques to help them study and learn about the ocean environment. Finally, students are also introduced to the classification, anatomy, behavior, and other adaptive features of fish and various marine mammals.

SUMMARY & RECOMMENDATION

It is recommended that the board approve this trip to Catalina Island for GHMS, April 26th-April 29th, 2020. I move to approve the Catalina Island field trip for Glassford Hill Middle School as presented.

\$15,914: Total Costs using Master's Touch and the Mountain and Sea Educational Adventures

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: *Natasha Pacheco, (928)759-4629*

REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: October 15, 2019

Person / Organization Submitting Request: Natasha Pacheco & Nathan Roberts @ Glassford Hill Middle School

Date Submitted: September 12, 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: Out of State/Overnight field trip approval

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
- ☐ N/A Approval by legal council if applicable

Administrative Approval: 

Date: 11/19/19

Education Services Administrative Approval: _____

Date: _____

Finance Administrative Approval: Kay Schenck (KOA)

Date: 11/19/19

☒ Accepted for placement on agenda for: 

12-10-19

☐ Denied

Superintendent's Office:

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #
FROM:	Glassford Hill Middle School	Reading
DATE:	September 12, 2019	Discuss
SUBJECT:	Approval for Catalina Island field trip	Action X

OBJECTIVE: Goal #1- Raise the Level of Student Achievement Specifically within the following standard:
 Strand 4: Life Science
 Life science expands students' biological understanding of life by focusing on the characteristics of living things, the diversity of life, and how organisms and populations change over time in terms of biological adaptation and genetics.
 This understanding includes the relationship of structures to their functions and life cycles, interrelationships of matter and energy in living organisms, and the interactions of living organisms with their environment.

SUPPORTING DATA

Upon completion of this program, students will be able to compare the symbiotic and competitive relationships of organisms with an oceanic ecosystem. Additionally, students will analyze the relationships among various organisms and their environment while learning basic snorkeling skills and techniques to help them study and learn about the ocean environment. Finally, students are also introduced to the classification, anatomy, behavior, and other adaptive features of fish and various marine mammals.

SUMMARY & RECOMMENDATION

It is recommended that the board approve this trip to Catalina Island for GHMS, April 26th-April 29th, 2020. I move to approve the Catalina Island field trip for Glassford Hill Middle School as presented.

\$15,914: Total Costs using Master's Touch and the Mountain and Sea Educational Adventures

Approved for transmittal to the Governing Board:

 Mr. Daniel Streeter, Superintendent

Questions should be directed to: *Natasha Pacheco*

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 _____ Glassford Hill Middle School _____

Date of field trip: Sunday, April 26th-Wednesday April 29th, 2020 _____

Place of field trip: Mountain and Sea Educational Adventures, Whites Landing, Catalina Island, CA

Approximately how many students: 33

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?

Mountain and Sea Educational Adventures, Whites Landing, Cost of hotel/lodging: \$10,629.00 including meals and lodging.

-Teachers, chaperones and MSEA staff are around students during the day and with students for supervision.

How is the trip being funded?

Participant Funded

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

Total Cost (including students and chaperones):

\$15,914

What is the cost for each student?

\$482

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

3

What determines the student's eligibility for attending?

8th grade students, students are not on failure or retention list.

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

The trip benefits the students and teachers by providing an opportunity to learn about marine life and ecosystems in a "hands-on" educational manner. It also provides students and teachers opportunities to collaborate in a non-traditional classroom manner.

Curriculum objectives:

Goal #1- Raise the Level of Student Achievement Specifically within the following standard:

Strand-4: Life Science

Life science expands students' biological understanding of life by focusing on the characteristics of living things, the diversity of life, and how organisms and populations change over time in terms of biological adaptation and genetics.

This understanding includes the relationship of structures to their functions and life cycles, interrelationships of matter and energy in living organisms, and the interactions of living organisms with their environment.

Student outcomes:

Upon completion of this program, students will be able to compare the symbiotic and competitive relationships of organisms with an oceanic ecosystem. Additionally, students will analyze the relationships among various organisms and their environment while learning basic snorkeling skills and techniques to help them study and learn about the ocean environment. Finally, students are also introduced to the classification, anatomy, behavior, and other adaptive features of fish and various marine mammals.

Type and cost of transportation:

Charter Bus (Master's Touch): \$5,015.00

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

STUDENT OVERNIGHT TRIP

FINANCIAL INFORMATION

School: Glassford Hill Middle School Organization/Group: GHMS 8th Grade

Sponsor's Name: Natasha Pacheco & Nate Roberts Phone: 928-759-4600

Trip Date: 4/26-4/29/2020 Trip Location: Catalina Island, CA, (Whites Landing - Mountain and Sea Adventures Camp)

Trip Title: GHMS 8th Grade Catalina Trip

Total Number of Attendees: 36 # Female Students 17 # Male Students 16 # Adults 3

Cost of Trip: (Total Costs, NOT Per Participant Costs)	
Event Registration	\$10,629
Transportation	\$5,015
Lodging	\$ included
Meals	\$ included
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify) Yes	\$ 270
Other (specify)	\$
Other (specify)	\$
Total Cost	\$ 15,914
Funding for Trip:	
Auxiliary	\$
Student Club	\$
Tax Credit	\$
Booster Club	\$
Grant	\$
Other (specify) Participant Funded	\$ 15914
Other (specify)	\$
Total Funding	\$15,914

Name of *Chaperone(s): Natasha Pacheco (Teacher), Nate Roberts (Teacher), Kelsey Hoult (Teacher)

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

Chaperones

1. **Natasha Pacheco – 8th Grade SS Teacher @ GHMS**
2. **Nate Roberts – 8th Grade Math Teacher @ GHMS**
3. **Kelsey Hoult – iCA Teacher @ GHMS**

Mountain And Sea Adventures (MSA): The Premier Sea Camp on Catalina Island.




If you ever have the chance to eaves drop on the conversations between the island's locals you will discover that Whites Landing is the most beautiful and desirable cove on the island, and MSA has the great privilege to share it as a premiere location with your students.

Enjoy kayaking, snorkeling, hiking, and the longest sandy beach on the island. For groups big or small, we welcome you to Whites Landing on Catalina Island!

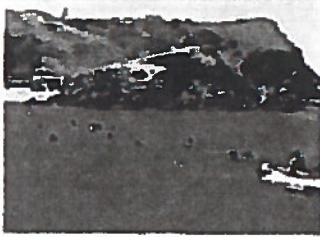


An Outdoor Education Program in Southern California Unlike Any Other!

- World-class snorkeling!
- 4 marine ecosystems visible in a single snorkel!
- Scenic outdoor classrooms set in the beauty of a nature preserve!
- Learn to keep a field journal and utilize the scientific method to conduct actual field research!
- Our program builds character in youth!
- Easy and streamlined registration and pre camp experience!

Highlight #1	Highlight #2	Highlight #3
THE MOST BEAUTIFUL COVE ON CATALINA!	LONGEST NATURAL SANDY BEACH ON THE ISLAND!	BREATHTAKING SNORKELING SESSIONS!
		
With multiple sandy beaches, several marine ecosystems, a wide canyon with a plethora of plant and wildlife, all surrounded by the untouched beauty of nature, Whites Landing is a real treasure for nature enthusiasts.	Whites Landing is home to the widest canyon and longest sandy beach on the island. This gives your students the opportunity to explore a wide diversity of island ecosystems including an abundance of flora and fauna.	Whites Landing is among the top three most desired snorkeling locations in California. This activity gives your students the chance to experience another world of spectacular beauty beneath the surface of the ocean.

Our Marine Science Program



Whites Landing is the premier site for all of our educational experiences. From our 100' observation tower to our 100' observation tower.

MSA is located at Catalina Island, which is known to be the most beautiful resource in California and is one of the top 10 snorkeling spots in the world. Crystal clear water hosts abundant sea life found nowhere else in the world.

Students visiting during their overnight field trip are guided through a hands on educational experience as they explore the inspiring world of marine biology and natural sciences. Our plankton trawl lab, microscopes lab, and touch tanks are a few of the amenities that make this an unparalleled outdoor educational experience for your students. Learn more about our program details by calling (310) 519-3172 ext 980.

Why A Class Field Trip to Catalina Island?

With an abundance of native and endemic flora and fauna, world-class snorkeling, and multiple outdoor classrooms set in the natural beauty of Catalina, MSA's marine biology camp at Whites Landing is a rare

opportunity to experience all the best that the island has to offer.

We host groups and classes of all sizes. Come for a three day field trip, or stay for a whole week! When you bring your group to MSA's program at Whites Landing you are giving them the chance to engage in the ongoing field research that we are involved in. Each individual student learns how to implement the scientific method, how to keep a field journal, take organized field notes, and develop their own hypothesis. There is no better place to begin developing a life long passion for the wonderful world of natural science!



Whites Landing is the premier site for all of our educational experiences. From our 100' observation tower to our 100' observation tower.

Benefits Of MSA's Sea Camp Program

- **Noted as one of the top ten places to dive in the world!**
- **Longest sandy beach on Catalina Island.**
- **Multiple marine ecosystems visible in a single snorkeling session.**
- **Located in a nature preserve with island fox, bison, deer, bald and golden eagles and an endless variety of migratory birds.**
- **Comfortable tents, well maintained facilities and freshly prepared food.**

SPEAK WITH A REPRESENTATIVE TODAY:

Phone: (310) 519-3172 ext 980

Email: Office@MountainAndSea.org

Office Hours: Monday - Friday, 9am-5pm (PST)

Catalina Island Trip: GHMS April 26-29th, 2020

Approximated Itinerary: full details will not be provided until our first payment is made

4/26/20

11:00pm- Depart GHMS parking lot (arrive around 10:30pm)

4/27/20

7:00 am- Arrive at Long Beach docks

7:15 am- 8:15 am -Line up for ferry

8:30 am- Take the ferry to Catalina Island at Whites Landing

12:00pm-1:00pm- lunch

1:00 pm-3:00 pm- Hike over to our camp and get set up

4:00 pm-5:30 pm- All group meeting and dinner

5:30pm- Orientation Snorkel- This introductory snorkel session focuses on acclimating students to wetsuits, snorkel gear and the marine environment.

7:30 pm- Tide pooling/plankton- An introduction into the study of common species found in the local tide pools through the use of observation and study exploration. The activity period also includes a discussion of plankton's role in the ecosystem and analysis of live plankton with the use of a video-monitor microscope system. (2-3 group rotation)

9:00pm- Get ready for bed

10:00 pm- Lights out

4/28/20

7:00 am- Breakfast

8:00 am-12:00pm- Squid dissection- Students learn the external and internal anatomy of the squid via a lively, organized group dissection (two students partner to dissect one squid)

12:00-1:00pm - lunch

1:00-pm-5:00pm- Breakout sessions including shark labs, snorkeling, kayaking, touch labs and other activities.

5:00 pm-6:00pm- Dinner

6:00pm-9:00pm-Discovering sharks- A presenting designed to introduce students to the lives of sharks and dispel frightening myths and rumors associated with these creatures. Students will also get the opportunity to pet and feed the sharks in the aquaria as well.

9:00pm-10:00pm- Getting ready for bed and lights out

4/29/20

7:00am- Breakfast

8:00am-10:00am- terrestrail hike - a hilly hike used to teach about island ecology and catalina's ecosystem, flora, fauna, and early inhabitants. Incorporated into the hike are many games and activity stations used as learning tools.4

10:00AM-12:00AM-Packing up and getting back to the harbor

11:00pm- load onto the ferry(lunch provided)

1:00 pm- Arrive at the long beach port

1:30 pm- Meet with the driver with all of our belongings

2:00pm- Head home

7:00pm- Food Stop: Eat dinner at fast food restaurant(Palm Springs or nearest exit at approximately this time

-Student pay

Rest of the evening-drive home

4/29/20

Around 11:00pm- Arrive at GHMS. Students are released to their parents.

Catalina Camp Quotes

Mountain and Sea Educational Adventures: \$10,629

\$295.95 per student

\$295.95 per chaperone

33 students + 3 chaperones = \$10,629

***Price includes food, lodging and activities, transportation to island.**

Catalina Environmental Leadership Program (CELP): \$13,200

\$282 per student

\$141 per chaperone

4 chaperones + 33 students= \$9,870

***Price includes food, lodging and activities.**

***Price does not include transportation to and from the island (between \$55- \$90 each person)**

Estimated additional cost: \$2035-\$3330

Emerald Bay Outdoor Academy: \$11,700

\$325 per camper for the three day camp

3 chaperones + 33 campers= \$11,700

***Camp price includes all food, lodging, and transportation from Long Beach to the Island.**

Catalina Island Transportation Quotes

Master's Touch: \$5,015

****Quote includes driver's lodging for the duration of the trip, taxes and gratuity.**

US Coachways: \$5,728

-Transportation Cost: \$5,544

- Lodging/Parking: \$92 X 2 nights = \$184

Metropolitan Shuttle: \$5,580

-Transportation cost: \$4,750

-Lodging: \$59 X 2 nights = \$118

- Fuel Charges/Gratuity/Parking fees = \$712 (15%)

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: _____

**FIRST REVISED ADDENDUM TO AGREEMENT FOR CONTRACTED SERVICES
BETWEEN HUMBOLDT UNIFIED SCHOOL DISTRICT
AND
MOUNTAIN AND SEA EDUCATIONAL ADVENTURES**

Whereas Humboldt Unified School District wishes to avail itself of the services of Mountain and Sea Educational Adventures through the Contracted Services Agreement, and whereas Mountain and Sea Educational Adventures wishes to legally contract with Humboldt Unified School District;

Now, therefore, the parties hereby enter into the following addendum to the Agreement for Contracted Services:

Customer Name shall be changed from "Glassford Hill Middle School" to "Humboldt Unified School District."

Paragraph 1 of the "TERMS" presently states, "1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Mountain and Sea Educational Adventures, its director, employees, and agents (hereinafter referred to as releasees") from all liability to the undersigned and all his or her personal representatives, assigns, heirs and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence of the releasees or otherwise while the undersigned or such children are in anyway involved in or participating in any programs organized by or affiliated with Mountain and Sea Educational Adventures." This paragraph shall be amended to read:

1. MUTUAL INDEMNIFICATION AND HOLD HARMLESS. To the extent legally permissible, the Humboldt Unified School District and Mountain and Sea Educational Adventure will mutually protect, indemnify, and hold each other harmless from any costs, losses, claims, demands, suits, actions, payments and judgments, or other liabilities or expenses, including legal and attorney's fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the errors, acts or omissions of those involved in this Agreement.

Paragraph 2 of the "TERMS" presently states, "2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the undersigned or such children in anyway participating in, observing or engaging in any programs organized by or affiliated with Mountain and Sea Educational Adventures whether caused by the negligence of the releasees or otherwise." This paragraph shall be amended to read:

2. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representation, statement or inducement apart from the foregoing written agreement have been made.

Paragraph 3 of the "TERMS" presently states, "THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR THE RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to the negligence of the releasee or otherwise while in anyway participating in, observing, or engaging in any program organized by or affiliated with Mountain and Sea Educational Adventures." This paragraph shall be amended to read:

3. THE UNDERSIGNED HEREBY ASSUME FULL RESPONSIBILITY FOR THE RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to the negligence of the undersigned in observing, or engaging in any program organized by or affiliated with Mountain and Sea Educational Adventures.

Paragraph 4 of the "TERMS" presently states, "4. THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect." This paragraph shall be amended to read:

4. THE UNDERSIGNED further agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Arizona and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

IN WITNESS WHEREOF, the parties have executed this Addendum to the AGREEMENT FOR CONTRACTED SERVICES and to the underlying agreement on the dates indicated below:

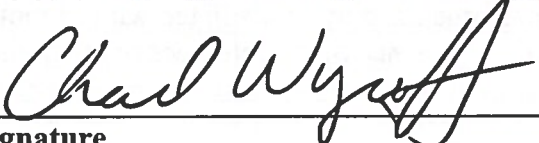
HUMBOLDT UNIFIED SCHOOL DISTRICT

Signature

Date Signed

PRINT NAME

MOUNTAIN AND SEA EDUCATIONAL ADVENTURES



Signature

11/19/2019
Date

Chad Wycoff VPO

PRINT NAME

CONTRACTED SERVICES

CUSTOMER NAME	Glassford Hill Middle School	LOCATION (Highlighted)	Catalina Island Camp, Mountain Camp, Ship Program
CONTRACT / INVOICE	050216EBC1100E LSIIDV	REMIT TO:	Mountain and Sea Adventures Pre-Camp Customer Care PO Box 950 San Pedro CA, 90733 office@mountainandsea.org FAX 866.665.8821
CAMP DATES	April 27, 2020 - April 29, 2020	CONTACT DATA:	310.519.3172 x980 office@mountainandsea.org
1st INSTALLMENT DUE (3 months prior)	January 28, 2020	1st INSTALLMENT AMOUNT	\$4,814.50
2nd INSTALLMENT DUE (6 weeks prior)	March 16, 2020	2nd INSTALLMENT AMOUNT	\$4,814.50
YOUTH COUNT	33	YOUTH RATE	\$295.25
ADULT COUNT	3	ADULT RATE	\$295.25
Additional Charges/Terms	Discount - 1 free Chaperone with Early Deposit Discount - \$75 off 1 Chaperone for every 25 students if 1st Installment is made on time.	BALANCE (after deposit) If your invoice is under \$5000 = \$500 Deposit Invoice \$5,000-\$20,000 = \$1,000 Deposit Invoice over \$20,000 = \$1,500 Deposit	\$9,629.00

TEACHER/LEADER DISCOUNT **Teacher discounts will only be given when signed contracts are received at least 3 months before camp date. First and second installments must be received on or before the due dates as listed here. **

Please read the following contract carefully, sign and return a copy immediately.

ADDITIONAL INFORMATION:

CATALINA ONLY: Ferry tickets are included in quoted fees. Due to ferry service restrictions, MSA reserves the right to change the camp date for any group of fewer than 75 people. A minimum of 90 days will be given to groups in the event of a date change.

IF SPECIAL TRANSPORTATION IS NEEDED, the contracted institution will be responsible for all participants. Special transportation fees are as follows: To Two Harbors: \$75 To Avalon: \$150

In addition, due to the rising cost of fuel, all ferry trips are subject to a fuel surcharge. The current surcharge is included in the rate above. Surcharge is subject to increase based on the current market price of fuel.

TERMS

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Mountain and Sea Educational Adventures, its director, employees, and agents (hereinafter referred to as "releases") from all liability to the undersigned and all his or her personal representatives, assigns, heirs and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence of the releaseses or otherwise while the undersigned or such children are in anyway involved in or participating in any programs organized by or affiliated with Mountain and

Sea Educational Adventures.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the undersigned or such children in anyway participating in, observing or engaging in any programs organized by or affiliated with Mountain and Sea Educational Adventures whether caused by the negligence of the releasees or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR THE RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to the negligence of the releasee or otherwise while in anyway participating in, observing, or engaging in any program organized by or affiliated with Mountain and Sea Educational Adventures.

4. THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

5. THE UNDERSIGNED agrees to allow Mountain and Sea Educational Adventures to film or photograph your child solely for the purpose of marketing our program. Any derivation from this must be arranged in writing one month before the date that programming commences.

6. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

ACCURACY OF COUNT: Your school group is responsible for your final count of total participants. If this final count exceeds a 10% drop in the numbers stated above, then your school must pay for the total shown above. Your final count must be sent to our office 6 weeks prior to the date of your camp. You will not be refunded for illness, late arrivals, or early departures.

CANCELLATIONS: Cancellations up to 90 days prior to the camp's start date will be refunded, minus the deposit. All cancellations 60 days prior to the camp's start date will be refunded 50% of the full fee, excluding the deposit. All cancellations 30 days or less prior to the camp's start date are not refundable and must be paid in full by the school. All cancellations must be submitted in writing.

PAYMENT: Unpaid balances will be charged at 10% APR. Any damages to camp or MSA property must be paid for before campers leave camp. There will be TWO installment payments required. Each installment is one half of the total balance, less the \$500 deposit already received. Installment payment dates are listed above. There is a 3% charge for using a credit card.

PRICING AND ADDITIONAL FEES: Prices are determined well in advance and rarely change, as there are fixed costs associated with our vendors, such as food and housing. Mountain and Sea Educational Adventures does reserve the right to increase the price of a trip, up to 5%, if costs such as fuel, food and lodging accommodations increase after trip prices have been set. There is a 3% charge for using a credit card.

ADDITIONAL FORMS REQUIRED: Medical forms, waivers, list to bring, and prep materials are sent to you upon receipt of your deposit. These are due on arrival on your scheduled date.

ADDITIONAL CHARGES: There will be an additional charge of \$125 if the number of students drops below 12 for a 3 day camp. There will be an additional charge of \$200 if the number of students drops below 12 for a 5 day camp.

Mountain Camps: Bad weather can result in the cancellation of zipline or other activities. If an activity is cancelled due to weather, an alternative activity will be provided. No refund will be given in these cases.

MSA store revenue helps to keep our prices lower. Schools/groups who wish to limit store use or to opt out of having the store altogether will be charged an additional fee (\$3 per camper/night for restricted use; \$5 per camper/night for store closure). We must be notified at least 6 weeks in advance for any store closures or limited access for your group. We will not be able to accommodate any store hour restrictions or requests after the six week deadline.

I, _____ (representative of the group or institution)
(SIGNATURE) agree to the terms stated within. I have read and understand the entire contract.

PRINT NAME: _____

DATE SIGNED: _____

Charter
Contract

Master's Touch

Christian Charter Service and Tours
6550 E. 2nd Street, Ste-A Prescott Valley, AZ 86314
Office: (928)759-0206 S Fax: (928)759-0238

PICK-UP INFORMATION:		CCO#	00426-1
Group Name: <u>Glassford Hill Middle School</u>		Email: <u>nathan.roberts@humboldtunified.com</u>	
Contact: <u>Nathan Roberts</u>		Phone: <u>712-904-9555</u>	Cell: _____
Depart Date: <u>4/26/2020</u>	Return Date: <u>4/29/2020</u>		
Load Time: <u>10:30 PM</u>	Load Time: <u>2:30 PM</u>		
Departure: <u>11:00 PM</u>	Departure: <u>3:00 PM</u>		
Arrival: <u>6:00 AM</u>	Arrival: <u>11:59 PM</u>		

Pick-up Loc: Glassford Hill Middle School
Address: 6901 E Panther Path City, ST, Zip: Prescott Valley, AZ 86314
Destination: Catalina Express
Address: Berth 95 (at Swinford & Harbor Blvd.) City, ST, Zip: San Pedro, CA 90731

BILLING INFORMATION		P.O. #
Company Name:	<u>Glassford Hill Middle School</u>	
Billing Address:	<u>6901 Panther Path</u>	
City, State, Zip:	<u>Prescott Valley, AZ 86314</u>	
Phone:	<u>712-904-9555</u>	Fax: _____ Email: <u>nathan.roberts@humboldtunified.com</u>

CHARTER FEES						
Coach Description	Bus	Rate	=	Total		
38 passenger	1	5,015.00	=	5,015.00	Deposit Due:	<u>\$500.00</u>
42 Passenger	0	0.00	=	0.00	Deposit due date:	<u>9/17/2019</u>
52-56 Passenger	0	0.00	=	0.00	Balance due:	<u>\$4,515.00</u>
Subcontracted Coach	0	0.00	=	0.00	Balance due date:	<u>4/16/2020</u>
Misc. Charges:	0	0.00	=	0.00		
				Total: <u>5,015.00</u>		

Please supply the following to Master's Touch Tours by: 4/16/2020

Cancel Deadline: 4/16/2020

☒

Final Itinerary
Bus Parking/Pass/Fees

☒

Onboard Group Leaders Info
Map.Directions

☐

Hotel Information
Entry/Attraction Fees or waiver

Special Information: Thank you for choosing Master's Touch Christian Charter Services, LLC. Please review this contract to make sure that it is as requested. We will need the names and cell phone numbers of the on-board sponsors. Please return the signed contract with deposit in order to confirm your date. Please go over the coach rules with your on-board sponsors prior to the trip. The rules DO also apply to the sponsors.

The Finest of Service. The Fairest of Price

- ~A \$500.00 deposit and a signed contract is required to confirm your reservation. Full payment is due 10 working days prior to trip date. Cancellation must be received 10 working days prior to your trip date. Cancellations received less than 72 hours prior to your trip will forfeit your deposit.
 - ~Any changes to your itinerary must be approved by our office prior to your trip, and may result in additional charges or require an additional driver to be assigned to your trip at an additional charge.
 - ~ Your group is responsible for any parking fees, tolls, or entrance fees, and any other charges not directly related to the transportation of passengers.
 - ~ Drivers must abide by legal driving and on-duty time restrictions which are: ten(10) hours maximum driving time per day, and 15 hours of total on-duty time per day. On-duty time is "any time your group has access to the coach". There must be nine (9) hours of off duty time per driver between drop-off and pick-up of your group (no access to coach).
 - ~ Adult sponsors (21 years or older) are responsible to go over the rules of the coach and for the conduct of the youth under their supervision. Adult sponsors must be at the pick-up point prior to the Load Time. No youth will be allowed on the coach without an adult sponsor.
 - ~ The lead adult sponsor for each coach will perform a pre-trip inspection prior to loading any passengers to preview the condition of the coach. At the end of the trip, the same adult sponsor will perform a post-trip inspection to ensure the coach is in the same condition in which it was received.
 - ~ We must have the name and cell phone number of at least one adult sponsor per coach who will be on the trip.
 - ~ No wet bodies will be allowed on the coach. If your itinerary includes a trip to the beach, pool, or skiing, each passenger will be required to bring a dry change of clothes, towel, and a beach bag or black trash bag to contain wet clothing under the coach.
 - ~ All passengers are required to remain seated once the coach approaches any city or while in mountainous terrain.
 - ~ Items Prohibited onboard our coaches either by law, or company policy; glass containers, alcoholic beverages, drugs deemed illegal by any agency, smoking or Chewing tobacco, chewing gum, sunflower seeds or any variety of nuts in the shell. Snacks not listed are permitted. Individual coolers or bags are also permitted on the coach kept under your seat. Larger items may be stored underneath the coach in the luggage compartment. You may bring bottled water or soft drinks in resealable plastic bottles. Any group chartering a Master's Touch coach assumes full responsibility for damage incurred on the coach by their passengers.
 - ~ We have DVD players on all of our coaches. You are allowed and welcome to bring G, PG or PG-13 videos to show, but "R" rated, "NR" (Not Rated), Un-Rated movies, or movies with inappropriate/excessive language will not be tolerated. Please ensure that your movies are age appropriate for your group.
 - ~ We request that you not use hair spray, perfumes, or any aerosol sprays on the coach in consideration of those who may have allergies or asthma, and to prevent damage to the windows and upholstery.
 - ~ Master's Touch Tours reserves the right to cancel service at any time, and at any safe location during your trip, if it is found that any alcohol, or any substance deemed illegal by any agency was either consumed, brought on board, or stored anywhere on our coaches regardless of the container, and local law enforcement will be contacted.
- Master's Touch Tours is a drug & alcohol free workplace.***

Your signature confirms that you have read and approve the conditions of Charter set by Master's Touch Christian Charter Service and Tours.

I have read and agree to the above conditions.

X _____

Group Representative Signature	Please Print Name	Date
--------------------------------	-------------------	------

X _____

MTT Representative Signature	Please Print Name	Date
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Ⓢ Driver Gratuity is Included Ⓢ

The Finest of Service. The Fairest of Price

(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: 8/20/19

DATE: 8/20/19	
Please Indicate One of the Following Categories	
<input type="checkbox"/> Auxiliary <input checked="" type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	<input type="checkbox"/> Student Activities (Include signed & dated minutes) (INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 140) <input type="checkbox"/> Other

VENDOR INFORMATION		SHIPPING INFORMATION	
Name: Mountain & Sea Educational Adventures	Name: GHMS/HUSD		
Address: P.O. Box 950	Address: 6901 Panther Path		
San Pedro, CA 90733	Prescott Valley, AZ 86314		
Phone: (310) 519-3172 x 9-80	Phone: (928) 759-4600		
Fax:	Fax: (928) 759-4620		
E-Mail:	Attn:		

Requisitioned By:	Admin.
Department:	Admin. Approval:
Budget Code(s):	District Approval:

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			27 4/20 - 4/29/20 Camp Lodging		10,629.00
			Open PO		
Misc. Information:					
				Sub-total	
				Shipping	
				Tax	
				TOTAL	10,629.00

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	Back ground Ch.	Auto Insurance	W-9
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DISTRICT USE ONLY				
Faxed:		Mailed:		E-Mailed:
Fixed Asset?	No _____	Yes _____	Other Info:	Phoned: _____ By: _____

BID.	REP:	Requisition Rec'd Date:
WHITE - Assets Payable	YELLOW - Purchasing	PINK - Departments
		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: 8/20/19

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input checked="" type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chan) (If using the general fund #1350, include signed & dated Site Council Minutes)	<input type="checkbox"/> Other

VENDOR INFORMATION	SHIPPING INFORMATION
Name: <u>Masters Touch</u>	Name: <u>GHMS/HUSD</u>
Address: <u>6550 E. 2nd St., Ste A</u>	Address: <u>6901 Panther Path</u>
<u>Prescott Valley, AZ 86314</u>	<u>Prescott Valley, AZ 86314</u>
Phone: <u>(928) 759-0206</u>	Phone: <u>(928) 759-4600</u>
Fax: <u>(928) 759-0238</u>	Fax: <u>(928) 759-4620</u>
E-Mail:	Attn:

Requisitioned By:	Admin. Approval:
Department:	District Approval:
Budget Code(s):	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			<u>4/26-4/29/20</u>		<u>5015.00</u>
			<u>Transportation to Long Beach for Catalina Trip</u>		
			<u>Open PO</u>		

Misc. Information:	Sub-total	
	Shipping	
	Tax	
	TOTAL	<u>5015.00</u>

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 Insurance	W-9
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DISTRICT USE ONLY

Faxed:	Mailed:	E-Mailed:	Phoned:	By:
Fixed Asset?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Other Info	

BID:	RFP:	Requisition Rec'd Date:
------	------	-------------------------

WHITE Accts Payable YELLOW Purchasing PINK Department GOLDEN School Site

CONSENT

Item 8J.

Revised 2019-2020 BMHS Course Description Guide

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8J
FROM:	Kort Miner, Bradshaw Mountain High School Principal	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Proposed (Revised) 2019-2020 BMHS Course Description Guide	Action
		Consent X
OBJECTIVE:	Board Goal #1: To Raise the Level of Student Achievement Board Goal #2: To Focus on Planning for Future Student Needs	

SUPPORTING DATA

For your approval is the proposed (revised) 2019-2020 Bradshaw Mountain High School Course Description Guide. This guide has multiple purposes for students and families when planning for course selection in the subsequent school year, understanding the many educational pathways available, fees for courses, and graduation requirements. It also provides answers to questions concerning a student's four-year plan of study at BMHS. This is being presented to you in December in efforts of meeting the needs of those families making decisions for the children's next steps when attending BMHS. This information also needs to be available for new enrollments as well as during ECAP meetings at the high school. This guide allows for HUSD to address many questions that parents and students may have and makes a complete description of BMHS course offerings, fees, and educational pathways available to the community.

The Course Description Guide has the following changes from the original 2019-2020 version:


- Updated course titles to reflect more inclusive practices for the Special Education population at BMHS;
- Transition from a separate Special Education department listing to Special Education courses included in existing departments where course credit is earned.

SUMMARY & RECOMMENDATION

Sample Motion

I move to approve the revised Bradshaw Mountain High School 2019-2020 Course Description Guide.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Kort Miner, Bradshaw Mountain High School Principal (759-4100), Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation (759-4000), & Patty Bitsilly, Director of Special Services (759-4040)

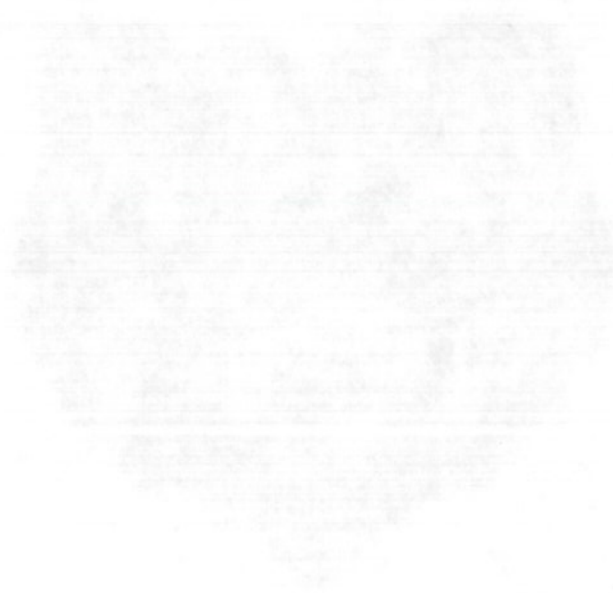
BRADSHAW MOUNTAIN HIGH SCHOOL



Course Description Guide 2019-2020

BRADSHAW MOUNTAIN

HIGH SCHOOL



COURSE DESCRIPTION

2014-2015

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Mission of the School Counseling Department

School Counseling is an integral part of the total education process at Bradshaw Mountain High School. Our mission is to provide all students the opportunity to become responsible adults by delivering a comprehensive competency-based school counseling program that will contribute to their success in school and beyond.

School Counseling Curriculum

The Bradshaw Mountain High School counseling program promotes and enhances student learning in the following domains:

- Academic development
- Career development
- Personal/social development

The school counseling curriculum is composed of organized objectives and is delivered by school counselors in classrooms, small group settings, and individually. It is sequential in nature and designed to meet the developmental needs of all students to ensure that every student receives an equal opportunity to participate fully in the educational process.

Program benefits

For Students:

- Relates educational program to future success
- Facilitates career exploration and development
- Assists in acquiring knowledge of self (abilities, skills, and interests)
- Assures equitable access to educational opportunities

For Parents:

- Provides support for parents in advocating for their child's academic, career, and personal/social development
- Develops a system for their child's long-range planning and learning
- Increases opportunities for parent/school interaction

Annual Nondiscrimination Notification

Humboldt Unified School District does not discriminate on the basis of sex, race, color, national origin, age, or disability in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. Humboldt Unified School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available, such as business, CNA, sports medicine, graphic design, and fire science (Film & TV/Digital Photography, Nursing, Sports Med, Technical Theatre, Networking, Marketing & MICTED).

The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Humboldt Unified School District also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Director of Federal Programs

Robert Bueche

6411 N. Robert Rd.

Prescott Valley, AZ 86314

(928) 759-4000

robert.bueche@humboldtunified.com

Principal

Kort Miner

6000 E. Long Look Dr.

Prescott Valley, AZ 86314

(928) 759-4000

kort.miner@humboldtunified.com

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Translation Services

Any school document or information can be translated as needed. Contact the English Language Department at 928-759-4047. Cualquier documento de la escuela y la información que se puede traducir como sea necesario. Contacte el departamento de idioma inglés al 928-759-4047.

Graduation

The Humboldt Unified School District provides a graduation ceremony for students who have met state and district requirements. Participation in commencement exercises is encouraged but is not mandatory. Students who have successfully completed the credit and administrative requirements for graduation are eligible to participate in commencement exercises.

To receive a Bradshaw Mountain High School diploma, a student must:

1. Complete a minimum of 22 credits before the ceremony.
2. Pass all academic requirements for graduation.
3. Complete all administrative procedures required.

Valedictorian/Salutatorian

Valedictorian and Salutatorian are the top 1% of the senior class based on the following criteria:

1. Weighted letter grades from courses taken since the beginning of 9th grade (the first year after 8th grade) from an accredited high school through the first semester of senior year (7 semesters total).
2. Grades earned on the student's first attempt.
3. In the case of a tie, the valedictorian is awarded to the student who has the highest number of weighted A's.
4. Student must attend BMHS as a full-time student both semesters of their senior year (fourth year after 8th grade).
5. Salutatorian makes up the remaining 1% of senior class.

GPA/Class Rank

1. Class ranking is determined each semester beginning with the completion of the first semester of the freshmen year and ending with the completion of the first semester of the senior year.
2. Class rank is based on the unweighted grades earned in regular education classes.
3. Total grade points begin accumulating with the ninth grade. Grade points are divided by total units attempted to produce the cumulative grade point average. Students are ranked according to grade point average.
4. Weighted courses are offered at a 5.0 grading scale (A=5 points, B=4 points, C=3 points, D=2, F=0).
5. Unweighted courses are offered at a 4.0 grading scale (A=4 points, B=3 points, C=2 points, D=1, F=0).

Student Records

Students requesting official or unofficial transcripts should go to www.parchment.com to request an official transcript at a small cost.

Changes to student information such as address, telephone number, and emergency contact must be made by filling out the Student Information Change Form.

Legal documentation is required for all guardianship, student name, and marital status changes.

Test Out/Credit Transfer Procedures

Bradshaw Mountain High School students must fulfill the academic requirements for high school graduation. Test out and credit transfer procedures exist in order to measure student learning and knowledge. **Test out procedures are not an option for BMHS students who wish to earn credit for courses that have not yet been taken.**

Test out procedures for courses at Bradshaw Mountain High School are as follows:

1. There may be a \$25 fee for each test taken.
2. Students desiring to test out of a course must contact the department chair of that subject.
3. Each "test for credit" may have two segments:
 - A. A work portfolio in which the student will produce projects, labs, etc.
 - B. A test
4. Students may attempt to test out only once for credit in any course.
5. Students may not test out for credit in a class in which they are currently enrolled.
6. Students may not test out for credit as a method of repeating the course. (See Credit Recovery Policy)
7. All test outs must be completed by the end of the second week of each semester, unless it is due to a transfer situation where a grade has yet to be assigned.

Testing

State required tests:

- AzMERIT for English 9 thru 11 and Math Algebra 1 thru Algebra 2.
- Arizona's Instrument to Measure Standards (AIMS) Science.
- Assessments to measure the standards have been adopted by the State Board of Education and are administered to all students as a requirement for graduation. Students begin AzMerit testing in the spring of their 9th grade year and AIMS in their 9th or 10th grade year depending on when they take biology.
- Beginning with the class of 2017, all students in the state of Arizona must complete and pass a civics test prior to graduation. This test may be given and passed beginning in middle school.
 - **NOTE:** The test dates and requirements are subject to change (per Arizona Department of Education).

College and Military Admissions Testing:

- PSAT/NMSQT - Fall of 10th and/or 11th grade (predecessor to the SAT test)
- ACT - Spring of 11th grade; if missed, fall of 12th grade
- SAT - Spring of 11th grade; if missed, fall of 12th grade
- Armed Services Vocational Aptitude Battery (ASVAB) – Fall of 11th grade; if missed, fall of 12th grade

Advanced Placement:

Designated AP courses (AP) – Spring of 10th, 11th and 12th grade

Grade Level Placement

Grade level placement is determined by the school year the student begins ninth grade. The cohort/graduation year is calculated by adding four years to the year in which the student entered the ninth grade. Once set, the cohort year does not change regardless of credits earned.

Class Schedules

Incoming 9th grade class schedules are determined by 8th grade teacher recommendation and 9th grade course requirements with parent signature/approval. All other student schedules are determined during a parent/student/counselor Education Career Action Plan (ECAP) meeting Fall of 9th grade.

ECAP (Education and Career Action Plan)

An ECAP reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals. Every student in grades 9-12 shall develop an ECAP in consultation with a school counselor and parent/guardian. The student ECAP may be revised throughout high school to ensure that the student has the opportunity to study careers of his/her choice. Parents and students may review their ECAP at www.azcis.intocareers.org. Each spring students receive a printout of their selected courses for teacher and parent signature/approval. This signed course selection sheet must be returned to your advisor/counselor for completion.

Revisions to ECAP

Each spring students receive a printout of their selected courses for teacher and parent signature/approval. This signed course selection sheet must be returned to your counselor for completion.

Late Enrollment and Audit Policy

Any student entering BMHS after the 10th day of school each semester without transfer grades is enrolled on an audit basis for that semester. Auditing means that the student is required to attend class, participate in classroom activities, complete all homework and take tests just as if they are receiving credit. Teachers will enter an "AU" into the gradebook upon the student's entrance in the course. At the end of the semester, the "AU" may be removed and the final exam given for letter grade credit if the teacher determines that the student has shown that he/she knows the material studied in class.

Pre-Registration and New Registration

Bradshaw Mountain High School students pre-register in the spring of the currently enrolled year. New student registration begins two weeks prior to the beginning of school.

Schedule Corrections

Students may request to add/drop a course within the first 10 days of each semester. Schedule corrections may be made under the following circumstances:

1. Satisfying graduation requirements
2. Incomplete schedule
3. Balancing of class size
4. Completion of credit recovery courses
5. Teacher recommendation for student placement
6. Cancellation of class
7. A conflict of two classes offered only in the same period

If a student has enough credits to withdraw from a class while maintaining full-time status (six classes for fresh – juniors, five classes for seniors, or seven classes with an Early Bird), he/she may request this within the first 20 days of each semester without penalty. Any course dropped **after the 20th day** will reflect a W/F (withdraw/fail) on the official transcript, which will adversely affect GPA and Arizona Inter-Scholastic Association (AIA) eligibility. If, as a result, a new class is added, no credit will be granted for that class.

Homeschooled Students

Bradshaw Mountain High School welcomes homeschooled students. If a student was home schooled for at least one semester and wishes to earn credit for the courses completed, the parent must provide BMHS with a transcript or a list of courses covered, and books and materials used. All home school credits are evaluated by administration to determine Pass/Fail or letter grade. *Homeschooled students may participate in extracurricular activities* as long as they meet enrollment/attendance zone requirements.

Homebound Students

In the case of a serious medical condition, a student may be eligible for homebound services. . Students who must be absent from school due to an extended illness (90 days) may be eligible with medical documentation from a physician. The school nurse should be contacted to obtain the homebound packet. Once the student has a completed application, medical documentation and a meeting with school administration, homebound services may begin.

Special Education Services

Humboldt Unified School District provides a full continuum of special education supports and services to eligible students as stated on their Individual Education Program (IEP) under IDEA. Each eligible students will be enrolled in classes based on the services listed on their IEP. The student may take a general education class, a co-taught general education class (taught by a general education teacher and a special education teacher) or a class taught by a special education teacher. **Please note: Course titles are found within the course description for each class and on the schedule and transcript of the student(s) enrolled in these classes. The key for the course titles is listed at the end of each department where applicable.**

Advanced Placement (AP)

Advanced Placement (AP) is a national program, which Bradshaw Mountain High School offers in cooperation with the College Board to provide students the opportunity to pursue rigorous coursework, which research demonstrates increases students' chances for long-term success. It is a program of credit by examination for college level studies pursued in high school. Advanced Placement courses are open to all students in high school and may provide college level credit based on their performance on an exam at the end of the course. Students who excel in a given subject may take the AP exam without enrolling in the AP course. The College Board charges a set fee for each exam.

AP exams are scored on a scale of 1 to 5. Students who earn a 4 or 5 on an AP exam will have their BMHS 1st and 2nd semester grades changed to an A; a score of 3 will result in the student's course grade being increased one letter grade for both semesters. A score of 1 or 2 will not affect the student's course grade. A grade of F in the course will not be changed regardless of the AP exam score.

AP Academy

The AP Academy is a school within a school that is designated for students interested in pursuing the AP Diploma. The AP Academy is by application only. Please contact the school for more information.

Class Level Placement

Students in AP, Pre-AP, and Honors courses have until the first quarter report to determine if the accelerated level is appropriate. If not, level change paperwork must be initiated through the teacher at that time.

BMHS Pre-AP Program

The mission of the Pre-AP Program at Bradshaw Mountain High School is to provide enriched opportunities for academic excellence to highly motivated students. Through a comprehensive plan of instruction across grade levels and content areas, students will experience curriculum that emphasizes analytical thinking, creative inquiry, and independent learning. Pre-AP classes provide a strong foundation for AP coursework. Pre AP courses are weighted on a 5.0 grading scale.

Dual Enrollment Program

Humboldt Unified School District and Yavapai Community College (YCC) offer a cooperative program to junior and senior students to earn dual high school and college credits. Dual credit courses are offered on the high school campus during the student's regularly scheduled day. Enrollment requires that students receive an appropriate score on a skills assessment and/or have the required college course prerequisite. These courses are \$10/Yavapai College credit, and students are required to purchase required textbooks or other resources. Students will have to register as a Yavapai student. **NOTICE: A student's grade earned in a college credit class WILL affect eligibility for future financial aid! This includes dual enrollment courses taken during high school.**

Dual Credit courses at Bradshaw Mountain High School are limited. For an explanation of dual credit courses, see the specific department section of this booklet.

NCAA/NAIA Eligibility

All high school athletes who desire to enroll and compete as college freshmen in a Division I or Division II institution must complete the NCAA Initial Eligibility Center Release Form or the NAIA Eligibility Center Release Form **at the end of the junior year**. For more information and to register, go to www.ncaa.org/eligibilitycenter or www.playnaia.org. Register to take the ACT and/or SAT and use the NCAA Eligibility Center code "9999" and for the NAIA Eligibility Center use code "9876." Visit the counseling office to have your transcript uploaded and to learn more about a submission of a fee waiver.

Grades

Semester grades are final. Parents/ guardians wishing to discuss grades should contact the teacher by leaving a message on their voicemail or by email. Parents are encouraged to access this information through FAMILY LINK on the district website.

Grading Scale

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59-below = F

I = Incomplete

AU = Audit

NC = No Credit

FamilyLink

Parents and students can access information, such as: attendance, grades, schedule and the school calendar through the internet by logging into the Humboldt Unified School District website (www.humboldtunified.com). Information on how to access Family Link is available in the advisement department.

Progress Reports/Report Cards

Progress reports are distributed to students every 4.5 weeks. Semester grades are mailed at the conclusion of fall and spring semesters, showing credit earned on transcript.

Incompletes (I)

Students who receive an incomplete (I) at the end of the semester must make up the required work **within two weeks** or the grade will default to an F (fail). Extreme emergencies may provide an exception to this policy and are considered on a case-by-case basis. Administrative approval is needed for an incomplete to be given as a final grade on the report card.

Loss of Credit (NC)

Students who are absent (**excused and unexcused**) more than 9 school days per semester will receive NO CREDIT (NC) for that class. Students have the right to appeal the Loss of Credit. Contact the Attendance Office for additional information.

Credit Recovery

Students who have failed courses or wish to improve their grades may do so online through our credit recovery program. Students must complete their online registration with their advisor. Seniors must complete all credit recovery coursework by the first week in May in order to participate in the graduation ceremony. There is a fee charged for all credit recovery courses.

ACADEMIC REQUIREMENTS FOR HIGH SCHOOL GRADUATION

	BMHS Diploma	Silver Diploma*	Gold Diploma*	AP Academy Diploma*
REQUIRED CORE COURSES				
ENGLISH	4 credits	4 credits	4 credits	4 credits
MATHEMATICS	4 credits	4 credits	4 credits	4 credits
SCIENCE	3 credits	3 credits	3 credits	3 credits
WORLD HISTORY AND GEOGRAPHY	1 credit	1 credit	1 credit	1 credit
U.S. HISTORY	1 credit	1 credit	1 credit	1 credit
AMERICAN GOVERNMENT	0.5 credit	0.5 credit	0.5 credit	0.5 credit
ECONOMICS	0.5 credit	0.5 credit	0.5 credit	0.5 credit
ADDITIONAL CORE CREDIT*	not necessary	1 credit	1 credit	not necessary
OTHER REQUIRED COURSES				
PHYSICAL EDUCATION	1 credit	1 credit	1 credit	1 credit
CAREER AND TECHNICAL EDUCATION	1 credit	1 credit	1 credit	1 credit
FINE ARTS	1 credit	1 credit	1 credit	1 credit
ELECTIVES	5 credits	4 credits	4 credits	4 credits
ACADEMY PREP	not necessary	not necessary	not necessary	1 credit
FOREIGN LANGUAGE	not necessary	2 credits	2 credits	2 credits
MEET STATE TESTING REQUIREMENTS	Yes	Yes	Yes	Yes
TOTAL	22	24	24	24

ALL STUDENTS MUST MEET THE ACADEMIC REQUIREMENTS FOR THE BMHS DIPLOMA, which includes meeting the requirements for state-mandated testing.

***Class of 2016 & beyond** – the full-time, four-year AVID student waives the 1.0 additional core credit requirement for Silver/Gold Diploma.

***Gold and Silver Diploma candidates** will take a 1.0 additional credit in any of the college core areas – English, math, science, social studies, foreign language, or fine arts.

***Gold, Silver, and AP Academy Diploma candidates (class of 2020 and beyond)** will take four years of mathematics, including 1.0 math credit during the senior year.

***Silver Diploma**

1. Earn 24 credits with a grade of "C" or better in all classes in which they have been enrolled as a high school student.
2. Take four years of mathematics, including 1.0 math credit during the senior year.

***Gold Diploma**

1. Earn 24 credits with a "C" or better in all classes in which enrolled as a high school student.
2. Take four years of mathematics, including 1.0 math credit during the senior year.
3. Receive a 3 or better on at least two AP tests by the end of junior year.
4. Take a minimum of four AP classes in four years of high school.

***AP Diploma**

1. Earn 24 credits with a "C" or better in all classes in which enrolled as a high school student.
2. Take four years of mathematics, including 1.0 math credit during the senior year.
3. Take at least six AP courses throughout the four years of high school.
4. Remain in the AP Academy.

ENGLISH

BMHS offers a variety of English courses centered on the Arizona State Standards to help students prepare for their ultimate post-high school goals. Four credits of English are required for graduation. Pre-AP and AP courses are demanding, but open to all students.

English 9

Grade: 9

Fee: none

Prerequisite: none

English credit

Year: 1.0 credit

This course uses the myPerspectives program to deepen students' understanding of the elements of fiction, nonfiction, poetry, and drama through the study of short stories, novels, poems, plays, historical documents, and nonfiction selections. Students analyze and compare fiction and nonfiction selections with a focus on comprehensive and analytical strategies. Students will learn how to improve their fiction, nonfiction, functional, explanatory, and argumentative writing skills. Students work collaboratively and independently to master the skills practiced within the whole class learning in order to prepare for their future courses and state testing requirements. *Course titles: English 9, English 9 E, English 9 M, English 9 CC, English 9 SS*

Pre-AP English 9

Grade: 9

Fee: none

Prerequisite: none

English credit

Year: 1.0 credit

Successful completion of summer reading required

Pre-AP English 9 is a comprehensive reading and writing class designed with rigorous lessons to prepare students for Pre-AP English 10 and state testing requirements. Students will learn how to annotate and gather textual evidence while analyzing short stories, novels, poems, plays, historical documents, and nonfiction selections. Students will be required to read 8 - 10 books and complete Book Cards over the course of the school year. There will be a focus on improving both academic and personal vocabulary. Students will also learn how to improve their fiction, nonfiction, functional, explanatory, and argumentative writing skills.

English 9 - 180/Read 180

Grade: 9

Fee: none

Placement: determined by test scores

English/Elective credit

Year: 1.0 credit for each course

READ 180 is a specialized reading course designed to enable identified high school students to improve reading comprehension, increase understanding of narrative and expository text structures including academic reading, functional reading, informational reading and technical reading, in order to learn more effectively from subject-matter textbooks in science, history/social studies, math, and English. Students are introduced to narrative and expository organizational patterns, as well as the academic language used in the aforementioned content classes. This is accomplished through an intensive 2-hour block class every day that utilizes software, independent reading, and whole and small group instruction.

English 10

Grade: 10

Fee: none

Prerequisite: none

English credit

Year: 1.0 credit

This course uses the myPerspectives program to deepen students' understanding of the elements of fiction, poetry, and nonfiction through the study of short stories, novels, various poems, historical documents, and varied nonfiction selections. Students analyze and compare fiction and nonfiction selections with a special focus on comprehensive and analytical strategies. Students work collaboratively and independently to master the skills practiced within the whole class learning. Students continue to work toward mastery while working through the myPerspectives units and completing the reading and writing assignments found in their workbooks, online, and through class participation. *Course titles: English 10, English 10 E, English 10 M, English 10 CC, English 10 SS*

Pre-AP English 10

Grade: 10

Fee: none

English credit

Year: 1.0 credit

Prerequisite: Successful completion of Pre-AP English 9 or teacher recommendation

This is a rigorous, fast-paced course that serves as a transition into the AP English and AP Capstone courses and is relevant for both college and career readiness. Students will continue to refine their close reading, analytical writing, and language skills introduced in Pre-AP English 9. Students will read closely and analyze a range of complex literary and informational texts, recognize the importance of textual evidence and incorporate it effectively in writing and speaking, and understand how writers and speakers use specific words and sentences to move the thoughts, emotions, and actions of readers and listeners. Completion of assigned summer reading is required.

English 11

Grade: 11

Fee: none

English credit

Year: 1.0 credit

Prerequisite: English 10 or grade-level placement

This course covers American literature from the revolutionary war era to the present. Students study the styles, techniques, philosophies and ideas of major American writers, as well as the historical setting and cultural aspects which influenced their works. Students regularly write brief formative assessments – quick writes, journals, and reader responses, as well as more formal essays: a documented critique/analysis with an argumentative voice and an expository essay that is a “think-piece” in which the students develop their own perspectives on issues. *Course titles: English 11, English 11 E, English 11 M, English 11 CC, English 11 SS*

AP English Language and Composition

Grades: 11-12

Fee: AP exam fee

English credit

Year: 1.0 credit

Prerequisite: Successful completion of Pre-AP English 10, AP English Literature and Composition, or teacher recommendation

This challenging course prepares students for the Advanced Placement exam in English Language and Composition and aligns to an introductory college-level rhetoric and writing curriculum. This course emphasizes evidence-based analytic and argumentative essays, requiring to students to evaluate, synthesize, and cite sources to support their arguments. Additionally, students read and analyze rhetorical elements and their effects in non-fiction texts, including graphical images as text, essays, and speeches from many disciplines and time periods.

AP English Literature and Composition

Grades: 11-12

Fee: AP exam fee

English credit

Year: 1.0 credit

Prerequisite: Successful completion of Pre-AP English 10, AP English Language and Composition, or teacher recommendation

This challenging course prepares student for the Advanced Placement Exam in Literature and aligns with an introductory college-level literary analysis course. This is the course for literature lovers who want to broaden and enrich their vocabulary, learn to read more closely and critically, and discover and deepen their understanding of how a writer uses language and literary strategies to convey meaning and deepen our reading pleasure. A wide variety of texts, ranging from the Greek classics and Shakespeare through contemporary literature, are studied. Students will learn to write rhetorical analyses of both poetry and prose and use text to support literary arguments of theme, characterization, symbolism, and so on.

English 12

Grade: 12

Fee: none

English credit

Year: 1.0 credit

Prerequisite: English 11 or grade-level placement

This course focuses on British literature as it relates to contemporary society, as well as some selections from world literature and American literature. Students practice writing narrative, expository research, and documented essays about various genres of literature, ranging from the Anglo-Saxon period to the twentieth century. The writing components of this class emphasize the writing process and good editing, which includes grammar, usage, and mechanics. *Course titles: English 12, English 12 E, English 12 M, English 12 CC, English 12 SS*

College English 101

Grade: 12

Fee: \$10/YC credit

English credit

Semester: 0.5 credit

Placement: Satisfactory fulfillment of

YC credit: 3.0 credits with grade of C or higher

all Yavapai College Dual Enrollment requirements

Students compose expository and argumentative essays for specific audiences with emphasis on the process of writing, reading, critical thinking and introduction to research and documentation. The main focus of the course is the argumentative process, with a minimum of 4500 words of "formal" student writing.

College English 102

Grade: 12

Fee: \$10/YC credit

English credit

Semester: 0.5 credit

Prerequisite: Grade of "C" or higher in ENG 101

YC credit: 3.0 credits with grade of C or higher

Students continue to hone their reading, research, writing, and critical thinking skills often through, but not exclusive to, the lens of literary analysis. This course includes researching and writing several critical essays with a minimum of 5000 words of "formal" student writing.

AP CAPSTONE DIPLOMA AND AP SEMINAR AND RESEARCH CERTIFICATE

Grade: 11-12

English/Elective credit

Fee: AP exam fee

Semester: 0.5 credit

The College Board's AP Capstone is an innovative college-level program based on two new courses – AP Seminar and AP Research – that complement and enhance discipline-specific AP courses.

The program provides students with an opportunity to engage in challenging scholarly practice of the core academic skills necessary for successful college completion. The ability to think independently, write effectively, research, collaborate, and learn across disciplines is essential for success in college, career, and beyond.

Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing will receive the AP Capstone Diploma.

Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams will receive the AP Seminar and Research Certificate.

AP Seminar (Component I)

Prerequisite: Recommended successful completion of

Pre-AP English 9 and 10, pre-AP/AP science and social studies

AP Seminar is the foundational course of the AP Capstone program and engages students in cross-curricular conversations that explore the complexities of academic and real-world topics and issues by analyzing divergent perspectives. Using an inquiry framework, students practice reading and analyzing articles, research studies, and foundational literary and philosophical texts; listening to and viewing speeches, broadcasts, and personal accounts; and experiencing artistic works and performances. Students learn to synthesize information from multiple sources, develop their own perspectives in research-based written essays, and design and deliver oral and visual presentations, both individually and as part of a team. Ultimately, the course aims to equip students with the power to analyze and evaluate information with accuracy and precision in order to craft and communicate evidence-based arguments.

Students in AP Seminar will complete a team project and presentation, an individual research-based essay and presentation, and an end-of-course exam.

AP Research (Component II)

Prerequisite: Successful completion of AP Seminar

AP Research builds on the foundational skills developed in AP Seminar, allowing students to deeply explore an academic topic, problem, or issue of individual interest. Through this exploration, students design, plan, and conduct a year-long research based investigation to address a research question. In this course, students further their skills acquired in AP Seminar by understanding research methodology; employing ethical research practices; and accessing, analyzing, and synthesizing information as they address a research question.

Students in AP Research will complete an academic paper, prepare a presentation and oral defense of their research.

Bradshaw Mountain High School looks forward to the addition of the AP Capstone program with great enthusiasm and expectation! We know the addition of these programs will challenge our bright young learners and introduce them to new learning that will prepare them for whatever path they choose to pursue beyond Bradshaw Mountain High School!

Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

SHELTERED ENGLISH IMMERSION

Per Arizona Revised Statute 15-756.01, HUSD is required to offer research-based programs of Structured English Immersion language instruction to English Language Learners enrolled in the District. English Language Development instruction includes an emphasis on the English language itself in the areas of grammar, listening, speaking, reading, and writing. English Language Learners in schools with 20 or fewer ELL students in a three-grade span or intermediate-level students may be placed on Individual Language Learner Plans (ILLPs). Students are placed in SEI classes and/or Language Arts classes based on guidelines established by the Arizona Department of Education.

SEI English Reading/Writing/Grammar

Grades: 9-12

Fee: none

Placement: determined solely by

Arizona English Language Learner Assessment (AZELLA) scores.

There is a strong focus on phonology (pronunciation and the sound system), morphology (structure and forms of words, syntax (English word order rules), lexicon (vocabulary), grammar, and semantics (the contextual use of English).

English or SEI credit

Elective credit for additional SEI courses

Year: 1.0 credit/course

MATHEMATICS

The classes of 2018 and beyond are required to take four credits of mathematics which are to include: Algebra I, Geometry, Algebra II and one year of significant math beyond Algebra II. **ALL BRADSHAW MOUNTAIN HIGH SCHOOL STUDENTS ARE REQUIRED TO TAKE A MATH COURSE ALL FOUR YEARS THEY ARE IN HIGH SCHOOL, POSSIBLY EARNING MORE THAN 4 CREDITS BEFORE GRADUATING.**

College-bound students: Arizona universities currently require a minimum of **four years** of math: Algebra I, Geometry, Algebra II and one higher math for which Algebra II is a prerequisite.

RECOMMENDED SEQUENCE			
	High School Diploma	College Prep	Advanced Placement
9	Algebra IA or Algebra I	Algebra I	Pre-AP Geometry or Pre-AP Algebra II
10	Algebra IB or Geometry	Geometry	Pre-AP Geometry or Pre-AP Algebra II or Pre-Calculus (MAT 187)*
11	Geometry or Algebra II	Algebra II	Pre-AP Algebra II or Pre-Calculus (MAT 187)* or AP Stats or AP Calculus AB
12	Business/Technical Math or Advanced Mathematics or Algebra II	Advanced Mathematics/ College Algebra (MAT 152)* or AP Statistics or Pre-Calculus (MAT 187)*	Pre-Calculus (MAT 187)* or AP Statistics or AP Calculus AB or AP Calculus BC

* Dual credit OPTION available

Note: Students may shift from one sequence to the appropriate level in another sequence at semester based on grades and test scores with a teacher recommendation and parent approval. See individual course requirements for prerequisites.

Yavapai College Requirements for Dual Enrollment:

1. Students need to meet the YC standards for math and reading. They can accomplish this by:
2. Having qualifying SAT or ACT scores (either math or reading or both), OR
3. A qualifying score on both the math AND reading Accuplacer test

Recommended Math Supplies:

1. A compass, protractor, and ruler for Geometry.
2. Several spiral notebooks with college-ruled paper and graph paper.
3. A graphing calculator (TI-84) is recommended for math classes Algebra II and higher, and all Pre-AP classes.
4. A scientific calculator is recommended for Algebra 1 and higher.

Algebra I A

Grades: 9-12

Fee: none

Math credit

Year: 1.0 credit

Placement: Teacher recommendation only

Students will be placed in this course through teacher recommendation only. Students will take the entire year to study the topics covered in the first semester of Algebra I. Algebra IA includes the study of the following topics: graphing stories, structures of expressions, number systems and sets, algebraic operations, equations and inequalities, algebraic fractions, systems with two variables, graphing, linear and exponential sequences, functions and their graphs, and transformations of functions. *Course titles: Algebra 1A, Algebra 1A E, Algebra 1A M, Algebra 1A CC, Algebra 1A SS*

Algebra I B

Grades: 10-12

Fee: none

Math credit

Year: 1.0 credit

Placement: Teacher recommendation only

Students will be placed in this course through teacher recommendation only. Students will take the entire year to study the topics covered in the second semester of Algebra I. Algebra IB includes the study of the following topics: Graphing, Piecewise and Exponential functions, Quadratic Expressions, Equations, Functions, and Their Connection to Rectangles, Using Different Forms for Quadratic Functions, Function Transformations and Modeling. *Course titles: Algebra 1B, Algebra 1B E, Algebra 1B M, Algebra 1B CC, Algebra 1B SS*

Algebra I

Grades: 9-12

Fee: none

Math credit

Year: 1.0 credit

Prerequisite: *The majority of incoming freshmen will enroll in this course.

This course provides students experiences with problem solving and patterns, graphing and solving linear equations and inequalities. Students will work with quadratics, polynomials and other non-linear functions. They will be introduced to descriptive statistics. *Course titles: Algebra 1, Algebra 1 E, Algebra 1 M, Algebra 1 CC, Algebra 1 SS*

Geometry

Grades: 10-12

Fee: none

Math credit

Year: 1.0 credit

Prerequisite: Successful completion of Algebra I

Geometry is the study of the relationships between points, lines, and planes. Geometry requires students to develop logical reasoning and problem solving skills as they study the Geometry topics such as constructions, angles, proofs, transformations, congruence, similarity, triangles, trigonometry, perpendicular lines, parallel lines and planes, quadrilaterals, the Pythagorean Theorem, polygons, coordinate geometry, perimeter, area, surface area, volume, and circles. The deductive method of proof is emphasized throughout the course and the understanding and use of Algebra skills are relied upon throughout these topics. *Course titles: Geometry, Geometry E, Geometry M, Geometry CC, Geometry SS*

Pre-AP Geometry

Grades: 9-10

Fee: none

Math credit

Year: 1.0 credit

Prerequisite: Successful completion of Algebra I in 8th grade and/or teacher recommendation, “B” or higher in Algebra I

Pre-AP Geometry is designed specifically for those students who have shown exceptional talent in Algebra I. The curriculum is the same as regular Geometry, but may proceed at a more accelerated pace with a more in-depth coverage of all topics. Greater emphasis is placed on college and AP testing preparation. (See Geometry) **Note: Students may accept the challenge of taking Pre-AP courses at any point in their high school career; however, should the student’s average drop below a C at semester, the student may be placed in regular college preparatory math.**

Algebra II

Grades: 10-12

Fee: none

Math credit

Year: 1.0 credit

Prerequisite: Successful completion of Algebra I (or IA & IB) plus Geometry with a passing grade

Algebra II is a course that uses the skills and concepts learned in Algebra I, and emphasizes facility with algebraic expressions and forms, especially linear and quadratic forms, powers and roots, and functions based on these concepts: Students study logarithmic, trigonometric, polynomial, and other special functions both for their abstract properties and as tools for modeling real-world situations. There is also a strong emphasis on rational expressions throughout the year. (Note: A graphing calculator is required.) *Course titles: Algebra II, Algebra II E, Algebra II M, Algebra II CC, Algebra II SS*

Pre-AP Algebra II

Grades: 10-12

Fee: none

Math credit

Year: 1.0 credit

Prerequisite: Algebra I, Geometry, teacher recommendation, “C” or higher in Pre-AP Geometry or “B” or higher in Geometry

Pre-AP Algebra II is designed specifically for those students who have shown exceptional talent in Algebra I and Geometry. The curriculum is rigorous and is taught at an accelerated pace to prepare students for Precalculus. Students utilize the skills and concepts from Algebra I to progress into: linear and quadratic expressions, equations, graphing; radical, exponential, and logarithmic expressions and equations; polynomial operations and functions; matrix operations and manipulation; statistical analysis and probability; conic sections and their graphs; trigonometric functions and equations. There is also a strong emphasis on rational expressions throughout the year. **Note: Students may accept the challenge of taking Pre-AP courses at any point in their high school career; however, should the student’s average drop below a C at semester, the student may be placed in regular college preparatory math.**

Business/Technical Math

Grade: 12

Fee: none

Math credit

Year: 1.0 credit

Prerequisite: Successful completion of Algebra II with a "D" or lower or grade level placement

In this course, students explore specific uses of mathematics in today's business and technological world. Emphasis is placed on skills used in occupations in the Prescott Valley and surrounding areas. Basic algebra and geometry skills are reviewed through the use of technology (computers and graphing calculators). This class is designed for seniors only and is recommended for non-college bound students. **Colleges do not recognize this class as a math credit.** Topics covered include: gross and net pay, federal, state and local taxes, budgeting, banking services, loans, credit cards, finance charges, comparison shopping, homeownership, investments, business statistics and probability. This course counts as one of the four year math requirements with significant mathematics content including compound interest, amortization and spreadsheets. *Course titles: BTM, BTM E, BTM M, BTM CC, BTM CC, BTM SS*

Advanced Math

Grades: 11-12

Fee: none

Math credit

Semester: 0.5 credit

Prerequisite: Successful completion of Algebra II with a "C" or better

Modeling of applications using linear, quadratic, exponential and logarithmic functions. Introduction to solving systems of equations using matrices. Introduction to personal finance topics, checking and savings accounts, credit cards, monthly payments, and taxes. (Note: A graphing calculator is **required**.) This course is not offered for dual enrollment. It is high school credit only.

College Algebra (MAT 152)*

Grades: 11-12

Fee: \$10/college credit

Math credit

Semester: 0.5 credit

Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements

Modeling of applications using linear, quadratic, exponential and logarithmic functions. Introduction to solving systems of equations using matrices. Introduction to personal finance topics, checking & savings accounts, credit cards, monthly payments, and taxes. Duplicate credit for MAT 152 and/or MAT 187 will not be awarded. (Note: A graphing calculator is **required**.) (Yavapai College: 3 credit hours)

Precalculus (MAT 187)*

Grades: 10-12

Fee: \$10/college credit

Math credit

Year: 1.0 credit

Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements

This course is designed for the student with a strong background in high school mathematics. Topics covered include: functions (linear, quadratic, exponential, rational, circular and logarithmic), trigonometry, vectors, and analytical geometry. Topics from college algebra and trigonometry essential to the study of calculus and analytic geometry will also be covered. Duplicate credit for MAT 142 and/or MAT 152 will not be awarded. This course is a year-long dual enrollment course. **Once a student has enrolled, the student may not drop the course.** Credit is earned at Yavapai College only after successfully completing the entire year with an average score of a "C" or better. (Note: A graphing calculator is required) (Yavapai College: 5 credit hours)

AP Calculus AB

Grades: 11-12

Math credit

Fee: AP Exam Fee/Optional Camp Fee

Year: 1.0 credit

Prerequisite: Successful completion of Precalculus with a grade of "C" or better

AP Calculus consists of two semesters of high school academic work that is comparable to the first semester calculus courses in colleges and universities. This course emphasizes the study of limits, derivatives, and integration. It is **expected** that students who take this class seek college credit and/or placement by attempting the AP Calculus AB Exam. Students who successfully complete the course and examination may receive credit and/or advanced placement for a one-semester introductory college calculus course. (**Please note:** 1) A graphing calculator is required and 2) AP Calculus students who participate in AP Calc Camp will incur a fee.)

AP Calculus BC

Grades: 11-12

Math credit

Fee: AP Exam Fee/Optional Camp Fee

Year: 1.0 credit

Prerequisite: Successful completion of AP Calculus AB with a grade of "C" or better

AP Calculus BC includes all AP Calculus AB topics with additional topics of parametric equations, polar functions, vector equations, and polynomial approximations and series. It is **expected** that students who take this class seek college credit and/or placement by attempting the AP Calculus BC Exam. Students who successfully complete the course and examination may receive credit and/or advanced placement for a one-semester introductory college calculus course. (**Please note:** 1) A graphing calculator is required and 2) AP Calculus students who participate in AP Calc Camp will incur a fee.)

AP Statistics

Grades: 11-12

Math credit

Fee: AP Exam Fee/Optional Camp Fee

Year: 1.0 credit

Prerequisite: Successful completion of Algebra II with a grade of "C" or better

The purpose of this course is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Students are exposed to four broad conceptual themes:

- ❖ Exploring Data: Observing patterns and departures from patterns
- ❖ Planning a Study: Deciding what and how to measure
- ❖ Anticipating Patterns in Advance: Producing models using probability and simulation
- ❖ Statistical Inference: Confirming models

It is expected that students who take this class seek college credit and/or placement by attempting the AP Statistics Exam. Students who successfully complete the course and examination may receive credit and/or advanced placement for a one-semester introductory college statistics course. (**Please note:** 1) A graphing calculator is required and 2) AP Statistics students who participate in AP Stats Camp will incur a fee.)

Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

SOCIAL STUDIES

World History and Geography

Grade: 10

Social Studies credit

Fee: none

Year: 1.0 credit

Prerequisite: none

Students will first review the basic concepts of geography and throughout the year will see the influence that geography has on the development of Western and Non-Western civilizations. Through careful study, the student is introduced to the study of the past and is encouraged to explore its relevancy to the present. The course is broken down into the following units: Foundations of Western and Non-Western Civilizations – Ancient and Medieval life, Transition to Modern Times – Renaissance, Reformation, and the Rise of Nation States; Revolutions and the Rise of the Nationalism; The Industrial Revolution; World Wars and Totalitarianism; The world from 1945 to present. *Course titles: World History, World History E, World History M, World History CC, World History SS*

AP World History

Grade: 10

Social Studies credit

Fee: AP exam fee

Year: 1.0 credit

Placement: Recommended to have completed Pre-AP English 9 with a C or better, or an A or B in English 9

This AP course presents the social, political, and economic history of world civilizations at a college level of instruction. Students use primary and secondary sources as well as geography concepts to engage in a thorough study, analysis, and evaluation of the chronology, context, and interpretations of the history or world civilizations. This course prepares students to pass the Advanced Placement Exam in World History for college credit, therefore the academic demands of this class are exacting and challenging.

United States History

Grade: 11

Social Studies credit

Fee: none

Year: 1.0 credit

Prerequisite: Completion of World History

This course is a survey of the people and events that influenced the development of the United States of America. Students follow the history of our nation and the democratic way of life from the times of colonization to the present. *Course titles: U.S. History, U.S. History E, U.S. History M, U.S. History CC, U.S. History SS*

AP United States History

Grade: 11

Social Studies credit

Fee: AP exam fee

Year: 1.0 credit

Placement: Recommended to have completed Pre-AP English 10 with a C or higher, or an A or B in English 10

This is an in-depth study of the history of the United States through the use of critical thinking skills, analysis and discussion. Students write a variety of essays in class using historical documents and their knowledge of the history of America. A substantial semester project is required. This course prepares students for the Advanced Placement Exam in United States History, for which college credit may be earned.

American Government

Grade: 12

Fee: none

Prerequisite: Completion of World and U.S. History

This course covers the origin and philosophy behind the creation of our Constitution. It includes an exploration of the three different branches of the national government as well as state government. The course also discusses political campaigns, voting, the federal bureaucracy, Supreme Court cases, original documents, current government issues, and past government crises. Included is a newspaper portfolio project related to government concepts. *Course titles: Am. Govt, Am. Govt E, Am. Govt M, Am. Govt CC, Am. Govt SS*

Social Studies credit

Semester: 0.5 credit

AP United States Government and Politics

Grade: 12

Fee: AP exam fee

Placement: Completion of World and U.S. History

This course covers the origin and philosophy behind the creation of our Constitution. It includes an exploration of the three different branches of the national government and a comparison with the functions of the state governments. The course also discusses political campaigns, voting, the federal bureaucracy, original documents, current government issues, and past government crises.

Social Studies credit

Year: 1.0 credit

Economics

Grade: 12

Fee: none

Prerequisite: Completion of World and U.S. History

This course covers the basics of macroeconomics, such as the law of supply & demand, capitalism, inflation, recession, monetary policy, international trade and unemployment. It also covers microeconomics, such as credit, investing, banking, insurance and government regulatory programs. *Course titles: Econ, Econ E, Econ M, Econ CC, Econ SS*

Social Studies credit

Semester: 0.5 credit

AP Economics

Grade: 12

Fee: AP exam fee

Placement: Completion of World and U.S. History

This course covers the basics of macroeconomics, such as the law of supply and demand, capitalism, inflation, recession, monetary policy, international trade and unemployment. It also covers microeconomics, such as credit, investing, banking, insurance and government regulatory programs. Students in this class can take either the AP Macroeconomics or AP Microeconomics test, or both.

Social Studies credit

Year: 1.0 credit

AP Psychology

Grades: 10-12

Fee: AP exam fee; \$10 lab fee

Prerequisite: none

The AP Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. They also learn about the ethics and methods psychologists use in their science and practice. This course prepares students for the Advanced Placement exam in Psychology, for which college credit may be earned.

Elective credit

Year: 1.0 credit

Civil War History

Grades: 11-12

Fee: none

Prerequisite: none

Elective credit

Semester: 0.5 credit

This course is a detailed examination of the American Civil War. The course is broken down into four major units: Pre-Civil War, causes of the Civil War, Battles, and the Period of Reconstruction.

Medieval History

Grades: 11-12

Fee: none

Prerequisite: none

Elective credit

Semester: 0.5 credit

This course is a detailed examination of the Middle Ages. The course is broken down into four major units: the Roman Empire, the Early Medieval Period, Late Medieval Period, and the Renaissance.

Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

SCIENCE

**Bradshaw Mountain offers comprehensive lab-based science courses.
Our offerings range from the study of the earth to AP Physics.**

Geoscience

Grade: 9

Fee: \$5 lab fee

Prerequisite: none

This course is the conventional entry course in science. It offers an in-depth process study of the earth and the universe. It enhances a student's understanding and appreciation of astronomy, geology, and meteorology. Classroom activities include lectures, laboratory experiences, and individual activities. *Course titles: Geoscience, Geoscience E, Geoscience M, Geoscience CC, Geoscience SS*

Lab Science credit

Year: 1.0 credit

Pre-AP Geoscience

Grade: 9

Fee: \$5 lab fee

Placement: Should maintain a C average

Pre-AP Geoscience covers the same areas as Geoscience, with more depth and at a faster pace. This allows more time to include additional studies of historical geology and earth resources. This course is rigorous and requires student self- motivation and self-direction.

Lab Science credit

Year: 1.0 credit

Biology

Grades: 10-12

Fee: \$10 lab fee

Prerequisite: none

This is a process-oriented course that includes a brief history of biology and technological developments. Areas of study include the scientific method, an introduction to basic chemistry, cell structure and reproduction, the nature of membranes, photosynthesis and cellular respiration, genetics, microbiology, botany, and general ecology. Classroom activities include laboratory and microscope technique, discussion, and lecture. *Course titles: Biology, Biology E, Biology M, Biology CC, Biology SS*

Lab Science credit

Year: 1.0 credit

Pre-AP Biology

Grades: 9-10

Fee: \$10 lab fee

Placement: Should maintain a C average

This is a rigorous course for anyone wishing to enroll in AP Biology. The course will examine such disciplines as genetics, evolution, ecology, microbiology and biotechnology. Some other major topics include scientific method, classification, cell structure and function, cell reproduction, DNA, RNA and protein synthesis. Lab use will accompany the biotechnology, genetics and microbiology sections. This course is rigorous and requires student self-motivation and self-direction.

Lab Science credit

Year: 1.0 credit

AP Biology

Grades: 10-12

Fee: AP exam fee; \$20 lab fee

Lab Science credit

Year: 1.0 credit

Prerequisite: Biology/Pre-AP Biology and Chemistry/Pre-AP Chemistry

The AP Biology course is a rigorous, second-year biology course designed to be the equivalent of an introductory college biology course. This course will put a great deal of emphasis on data collection and interpretation, problem solving and critical thinking. Participation in discussions, cooperative groups and laboratory investigations is expected.

Chemistry

Grades: 10-12

Fee: \$10 lab fee

Lab Science credit

Year: 1.0 credit

Prerequisite: Successful completion of Algebra I

Chemistry is the study of the composition and structure of matter, and the reactions that matter experiences. Students are guided to develop an atomic and molecular interpretation of the properties and behavior of matter. To accomplish these goals, students write and use chemical equations, work in the laboratory, and use mathematics to determine amounts of matter involved in reactions. Laboratory safety is taught and reinforced throughout the course. *Course titles: Chemistry, Chemistry E, Chemistry M, Chemistry CC, Chemistry SS*

Pre-AP Chemistry

Grades: 10-12

Fee: \$10 lab fee

Lab Science credit

Year: 1.0 credit

Placement: Should maintain a C average

Pre-AP Chemistry is designed for students who are interested in pursuing a career in engineering, medicine, or the sciences. Like general chemistry, the course includes the study of the composition and structure of matter, and the reactions that matter experiences, however the pace is faster and the level of difficulty is greater; it covers all of the topics of general chemistry, as well as acid-base reactions and thermochemistry. Laboratory safety is taught and reinforced throughout the course.

AP Chemistry

Grades: 10-12

Fee: AP exam fee; \$20 lab fee

Lab Science credit

Year: 1.0 credit

Prerequisite: Chemistry/Pre-AP Chemistry and Algebra II

AP Chemistry is a rigorous, second-year chemistry course that is appropriate for the student who has successfully completed a first-year chemistry course and Algebra 2. The curriculum is aligned to that of a first-year college chemistry course. Laboratory investigations are an integral part of the AP Chemistry class. Students will have an opportunity to take the AP exam for college credit near the end of the course in May.

Physics

Grades: 11-12

Fee: \$10 lab fee

Lab Science credit

Year: 1.0 credit

Prerequisite: Successful completion of Algebra II

Physics is the study of the relationship that exists between matter and energy – including what matter and energy are, and how they affect each other. A course in physics will provide a student with the necessary background to pursue a degree in engineering, architecture, the physical sciences, as well as the basic knowledge required to understand how machines function. Physics includes the fields of acoustics, electromagnetism, mechanics, modern physics, optics, and thermodynamics. Students will solve the problems of physics, and will perform experiments to introduce and validate physics theory. *Course titles: Physics, Physics E, Physics M, Physics CC, Physics SS*

Pre-AP Physics

Grade: 11-12

Fee: \$10 lab fee

Placement: Should maintain a C average

Physics is the study of matter and energy, and the interactions between the two. It includes the fields of acoustics, electromagnetism, mechanics, modern physics, optics, and thermodynamics. Students will perform experiments to introduce and validate physics theory.

Lab Science credit

Year: 1.0 credit

AP Physics 1

Grades: 11-12

Fee: AP exam fee; \$20 lab fee

Placement: Should maintain a C average

AP Physics 1 is algebra-based and equivalent to a first-semester college course in algebra-based physics. The course covers Newtonian mechanics (including rotational dynamics and angular momentum); work, energy, and power; and mechanical waves and sound.

Lab Science credit

Year: 1.0 credit

AP Physics 2

Grades: 11-12

Fee: AP exam fee; \$20 lab fee

Placement: Should maintain a C average

AP Physics 2 is Algebra based and is equivalent to a second-semester college course in algebra-based physics. The course covers fluid mechanics; thermodynamics; electricity and magnetism; optics; and atomic and nuclear physics.

Lab Science credit

Year: 1.0 credit

Environmental Science

Grades: 11-12

Fee: \$10 lab fee

Prerequisite: Successful completion of Biology

Environmental science is an interdisciplinary academic field that integrates physical and biological sciences, to the study of the environment, and the solution of environmental problems. Environmental science provides an integrated, quantitative, and interdisciplinary approach to the study of environmental systems. Related areas of study include environmental studies and environmental engineering. Environmental studies incorporate more of the social sciences for understanding human relationships, perceptions and policies towards the environment. Environmental engineering focuses on design and technology for improving environmental quality. This class may not count as a lab science to colleges/universities outside the state of Arizona.

Course titles: Environmental Science, Environmental Science E, Environmental Science M, Environmental Science CC, Environmental Science SS

Lab Science credit

Year: 1.0 credit

Anatomy & Physiology

Grades 11-12

Fee: \$20

Science credit

Year: 1.0 credit

Prerequisite: Biology

This is a one-year, content-oriented course that includes the study of medical terminology and anatomy and physiology of the major human body systems. Its purpose is to prepare the student for all Allied Health programs, including CNA and Sports Medicine, as well as fulfilling the requirements for a high school lab science credit. Areas of study include medical terminology, scientific method, homeostatic control mechanisms, human body structure and function, chemistry of life, cells and tissues, and the organ systems (integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive). This class will also utilize laboratory work including microscope and dissection labs.

Course titles: Anatomy and Physiology, Anatomy and Physiology E, Anatomy and Physiology M, Anatomy and Physiology CC, Anatomy and Physiology SS

Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

FOREIGN LANGUAGE

BMHS offers Spanish and French. These courses fulfill college admission requirements and allow for advanced study.

Students who are planning on attending a four-year year university should keep the following in mind:

- For regular admission, most universities require two years of study of the same language, and some require three.
- Some degree plans require further foreign language courses at the college level, and some universities reward credit for high school coursework if the student can demonstrate proficiency, either by testing or by performance in a college course.
- The student should keep in mind that the amount of time elapsed between the last course taken in high school and the first opportunity for testing or coursework at the university could affect his or her performance, so for some students it may be advisable to take language courses later in high school rather than sooner.
- Placements tests will determine students' placement in the correct language level course only. Placement tests are **not** a test out procedure.
- Native Spanish and French speakers should strongly consider taking a language other than their native language.

Spanish 1

Grades: 9-12

Fee: none

Prerequisite: none

Spanish 1 students learn to communicate in Spanish through writing and vocabulary acquisition while speaking, listening and reading. Not intended for native speakers. *Course titles: Spanish 1, Spanish 1 E, Spanish 1 M, Spanish 1 CC, Spanish 1 SS*

Foreign Language/Elective credit

Year: 1.0 credit

Spanish 2

Grades: 9-12

Fee: none

Prerequisite: Successful completion of Spanish 1 with a C or higher

Students study Hispanic culture, geography, and history in the native language. As part of their overall assessment, students read, write, and demonstrate speaking and listening proficiencies. *Course titles: Spanish 2, Spanish 2 E, Spanish 2 M, Spanish 2 CC, Spanish 2 SS*

Foreign Language/Elective credit

Year: 1.0 credit

Spanish 102

Grades: 9-12

Fee: \$10/credit

Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements, including the successful completion of Spanish 1

Dual credit course offered in conjunction with Yavapai College. This course assumes a basic/novice level of Spanish language acquisition and Latin American cultural norms. This course focuses on the development of speaking, writing, listening, and reading proficiency in Spanish at the intermediate level. Includes culture of the Spanish-speaking world.

Foreign Language/Elective credit

Semester: 1.0 credit for each course

YC credit: 3.0 credits with grade of C or higher

Pre-AP Spanish 3

Grades: 11-12

Elective credit

Fee: none

Year: 1.0 credit

Prerequisite: Successful completion of Spanish 2 with a "C" or better

Students study the cultures of different Spanish speaking countries while further developing their speaking, listening, reading, and writing skills.

AP Spanish

Grade: 12

Elective credit

Fee: none

Year: 1.0 credit

Prerequisite: Successful completion of Pre-AP Spanish 3 with a "C" or better

Through the study of history, culture, and customs, students develop a greater degree of mastery in basic Spanish language skills. Reading materials include classical and contemporary literature.

French 1

Grades: 9-12

Foreign Language/Elective credit

Fee: none

Year: 1.0 credit

Prerequisite: none

In this course, students will first begin to develop aural and oral skills, then read and write and say familiar words, commands, phrases, short sentences, and basic questions. They will learn to use predictable language in familiar settings. They will start to develop cultural awareness and the ability to recognize the products, practices and perspectives of the culture. *Course titles: French 1, French 1 E, French 1 M, French 1 CC, French 1 SS*

French 2

Grades: 9-12

Foreign Language/Elective credit

Fee: none

Year: 1.0 credit

Prerequisite: Successful completion of high school French 1 with a C or higher

In this course, students will continue to develop aural and oral skills and read and write familiar words, commands, phrases, short sentences, and basic questions. They will continue to learn predictable language in familiar settings. They will start to develop cultural awareness and the ability to recognize the products, practices and perspectives of the culture. Students in this course will be required to complete additional and more challenging performance assessment tasks for each unit of study. They will also have the constant reinforcement of the basics learned in French 1: numbers, letters, basic phrases of communication, etc. *Course titles: French 2, French 2 E, French 2 M, French2 CC, French 2 SS*

French 3

Grades: 9-12

Foreign Language/Elective credit

Fee: none

Year: 1.0 credit

Prerequisite: Successful completion of high school French 2 with a C or higher

Coursework includes higher level reading materials, writing exercises, oral presentations and a variety of advanced oral interaction. Emphasis is placed on conversational fluency in increasingly complex situations.

Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

PHYSICAL EDUCATION

Girls P.E.

Grades: 9-12

Fee: \$25 P.E. uniform

Prerequisite: none

P.E. credit

Year: 1.0 credit

Involves the introduction of recreational and lifetime activities, which includes improving one's knowledge and skills through daily participation in team sport activities such as: flag football, brisketball, ultimate frisbee, soccer, handball, basketball, softball and floor hockey. In addition, students will be introduced to the basic principles of physical fitness. These principles will be taught in a way that encourages students to perform and improve on an individual basis. Their level of fitness will be measured through the use of the Presidential Physical Fitness Test throughout the course of the year according to the standard for their age.

Recommendation: Students should try to find a proper, comfortable athletic shoe that provides support for the arch and ankles. This will reduce the risk of injury to the ankles, knees and heel. Course titles: Girls PE, Girls PE E, Girls PE M, Girls PE CC, Girls PE SS

Girls Weight Training

Grades: 10-12

Fee: \$25 P.E. uniform

Prerequisite: Successful completion of Girls P.E. This course is repeatable.

P.E./Elective credit

Year: 1.0 credit

Students will be introduced to the basic principles of resistance training. This will involve learning the correct technique, major muscle groups, and a variety of equipment that can be used to train. In addition, students will learn a variety of resistance training methods to incorporate into their lifestyle. *Course titles: Girls Weight Training, Girls Weight Training E, Girls Weight Training M, Girls Weight Training CC, Girls Weight Training SS*

Boys P.E.

Grades: 9-12

Fee: \$25 P.E. uniform

Prerequisite: none

P.E. credit

Year: 1.0 credit

Involves the introduction of recreational and lifetime activities, which includes improving one's knowledge and skills through daily participation in team sport activities such as: flag football, brisketball, ultimate frisbee, handball, basketball, softball and speed ball. In addition, students will be introduced to the basic principles of physical fitness. These principles will be taught in a way that encourages students to perform and improve on an individual basis. Their level of fitness will be measured through the use of the Presidential Physical Fitness Test throughout the course of the year according to the standard for their age. *Recommendation: Students should try to find a proper, comfortable athletic shoe that provides support for the arch and ankles. This will reduce the risk of injury to the ankles, knees and heel. Course titles: Boys PE, Boys PE E, Boys PE M, Boys PE CC, Boys PE SS*

Boys Weight Training

Grades: 10-12

Fee: \$25 P.E. uniform

Prerequisite: Successful completion of Boys P.E. This course is repeatable.

P.E./Elective credit

Year: 1.0 credit

Students will be introduced to the basic principles of resistance training. This will involve learning the correct technique, major muscle groups, and a variety of equipment that can be used to train. In addition, students will learn a variety of resistance training methods to incorporate into their lifestyle. *Course titles: Boys Weight Training, Boys Weight Training E, Boys Weight Training M, Boys Weight Training CC, Boys Weight Training SS*

Athletic Physical Education

Grades: 10-12

Fee: none

P.E./Elective credit

Semester: 0.5 credit

Prerequisite: Varsity head coach, administrative, and parental approval required. This course is repeatable.

Athletic P.E. is designed for the varsity athlete who wants to improve their sport specific skills during the season, and participate in an extensive training program during the off-season. Freshman may participate in Athletic PE after they have successfully made a varsity team and with coach approval.

Adaptive PE

Grades: 9-12

Fee: none

Physical Education credit

Year: 1.0 credit

Prerequisite: Placement determined by a students Individual Education Program (IEP).

Students experience an alternative to general P.E. due to challenges related to disability. Activities are structured around the needs of the student.

Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

FINE & PERFORMING ARTS

ART

Intro to Art and Design

Grade: 9-12

Fee: \$30

Prerequisite: none

Fine Art credit

Year: 1.0 credit

Students will explore the elements and principles of art and design through a variety of mediums. Students will solve visual problems. Art history and appreciation are included. *Course titles: Art, Art M*

Drawing & Painting

Grade: 10-12

Fee: \$40

Prerequisite: Intro to Art & Design

Fine Art credit

Year: 1.0 credit

This course teaches advanced painting and drawing techniques. Experimentation is encouraged, with an emphasis on watercolor and acrylic painting. First semester is an exploration of media and technique and the second semester focuses on the development of a portfolio to assist in admittance to a higher art education and/or art related occupations. *Course titles: Drawing and Painting, Drawing and Painting M*

Advanced Drawing & Painting

Grade: 11-12

Fee: \$50

Prerequisite: Drawing & Painting or by instructor approval

Fine Art credit

Year: 1.0 credit

This is for serious art students who have successfully taken Drawing & Painting and want to expand their knowledge of various techniques. Art History is explored by experimenting with different types of art styles from classical to modern.

Ceramic and 3-D Sculpture

Grade: 10-12

Fee: \$40

Prerequisite: Intro to Art and Design

Fine Art credit

Year: 1.0 credit

Students will explore various 3-D designs by solving visual problems. Basic ceramic arts are discovered through handbuilding and use of potter's wheel. A variety of other sculptural materials will be explored in addition to clay. Glazing and firing procedures are examined. Art movements and history are included. *Course titles: Ceramic and 3-D Sculpture, Ceramic and 3-D Sculpture M*

Advanced Ceramic and 3-D Sculpture

Grade: 11-12

Fee: \$50

Prerequisite: none

Fine Art credit

Year: 1.0 credit

This course is a further investigation into various methods of clay forming (hand-building and wheel throwing) and other sculpture methods. A wide variety of materials will be explored in addition to clay. More advanced techniques of construction, glazing and firing is explored. Sculptures are made using more advanced techniques and varied materials.

AP Studio Art/Drawing & Painting or 3-D Design

Grade: 11-12

Fine Art credit

**Fee: \$20 course fee and \$30 portfolio fee
for a total of \$50; AP exam fee**

Year: 1.0 credit

Prerequisite: 70% C or higher in previous art course and instructor approval, with portfolio

This course is designed for students who are highly motivated in the study, experimentation and creation of art. The exam incorporates submission of a portfolio of student artwork to the AP College Board. This requires the production of a large volume of consistently high quality work. Course may be repeated for credit if a student develops a new portfolio and different portfolio. Open to students that will engage in Studio Art courses in a post- secondary learning institute.

INSTRUMENTAL MUSIC

Marching Band

Grades: 9-12

Fine Art credit; Semester 1: 0.5 credit OR

Fee: \$50

PE credit; Semester 1: 0.25 PE/0.25 Fine Arts

**Shoes: TBD (required of all freshmen and
as needed for grades 10-12)**

(PE credit ONLY if taken all four years.)

Prerequisite: Participation in middle/high school band or director approval.

Students in this course must also be enrolled in Concert Band, Drumline/Percussion, or Color Guard

This first-semester course is offered to wind players, percussionists and color guard members with previous band experience or director's approval. It is designed to further the student's education in instrumental music, provide school spirit and entertainment at sporting events, and show community involvement through participation in local parades and other events. Students interested in participating in the marching band must attend band camp two weeks before school begins. They must also understand that being a member of the band is a considerable time commitment, and requires dedication and perseverance from both the student and parents. All performances and practices are required as a part of the student's grade. There may also be additional expenses required of students for instrument accessories, food, lodging and other travel expenses throughout the semester. *Course titles: Marching Band, Marching Band M*

Wind Ensemble

Grades: 9-12

Fine Art credit

Fee: \$50 school instrument usage fee (if applicable)

Semester 1: 0.5 credit

All other fees are paid as part of concurrent marching band enrollment.

Prerequisite: Previous participation in middle/high school band or director approval.

Students in this course must be enrolled in Marching Band.

This first semester elective course is open to all woodwind and brass players with previous band experience or director's approval. It is designed to further the student's education in instrumental music as well as provide opportunities to perform locally. The content of the course is devoted primarily to preparing the music for marching band, the December holiday concert and Regional Band audition preparation. All rehearsals and performances are required as a part of the student's grade. Please refer to the description for marching band as it pertains to this class (i.e. additional expenses, rehearsals and band camp). *Course titles: Wind Ensemble, Wind Ensemble M*

Concert Band

Grades: 9-12

Fee: \$50

Fine Art credit

Semester 2: 0.5 credit

Prerequisite: Participation in middle/high school band or director approval.

This second semester elective course is open to all woodwind and brass players with previous band experience or director's approval. It is designed to further the student's education in instrumental music as well as provide opportunities to perform locally. The content of the course is devoted to Regional Band audition preparation, concert festival preparation, two concerts, and a performance at graduation. All rehearsals and performances are required as a part of the student's grade. *Course titles: Concert Band, Concert Band M*

Drumline/Percussion

Grades: 9-12

Fee: \$50

Fine Art credit

Year: 1.0 credit

Prerequisite: Previous participation in middle/high school band or director approval. Audition required for Drumline placement (late April or early May). Students in this course must be enrolled in Marching Band.

This elective course is open to percussionists with prior experience or director's approval. It is designed to further the students' music education by providing instruction in this specialized area of the band. First semester is devoted primarily to drumline and front ensemble instruction as it relates to the BMHS marching band, preparation for the December concert, and Regional audition preparation. Second semester is devoted primarily to Percussion Ensemble work, where students will have the opportunity to improve their skills on a wide range of percussion instruments, as well as a Regional Band audition preparation, concert festival preparation, two concerts, and a performance at graduation. All rehearsals and performances are required as part of a student's grade. Please refer to the description for marching band as it pertains to this class (i.e. additional expenses, rehearsals and band camp).

Color Guard/Winter Guard

Grades: 9-12

Fee: \$50/course

Fine Art credit

Semester: 0.5 credit/course

Prerequisite: Audition or Teacher approval and concurrent enrollment in Marching Band

This semester elective course is open to all auditioned students and is designed to further students' music education through the medium of dance, choreography and movement. Students will learn how to use flags, rifles and other equipment in a routine designed to visually enhance the marching show. All rehearsals and performances are required as a part of the student's grade. Please refer to description for marching band as it pertains to this class (i.e. additional expenses, rehearsals and band camp).

Jazz Ensemble

Grades: 9-12

Fee: \$50

Fine Art credit

Year: 1.0 credit

\$50 school instrument usage fee (if applicable)

Prerequisite: Audition and director approval only

This course is open to advanced wind and percussion players who audition or are placed by the director. The course is designed to expose students to intermediate and advanced jazz music and further students' music education by means of this difficult and dynamic genre. The content of the course is devoted to preparation for four quarterly concerts, jazz festival preparation, and other community performances as opportunities arise. As the course meets outside of the normal school day, students will need to understand the commitment this elite ensemble requires, and all rehearsals and performances are required as a part of the student's grade.

String Orchestra

Grades: 9-12

Fee: \$50

Fine Art credit

Year: 1.0 credit

Prerequisite: none (prior musical experience strongly suggested)

This course provides a performance medium for beginning to advanced string instrumentalists. No prior experience is required but the class moves quickly so beginning students will need to be very motivated, and prior experience is suggested. The content of the course is devoted to preparation for four quarterly concerts, Regional orchestra audition preparation, orchestra festival preparation, and other community performances as opportunities arise. The school does own a few instruments, but they are distributed on a first-come/first-serve basis. Violinists must provide their own instrument. All rehearsals and performances are required as a part of the student's grade. *Course titles: String Orchestra, String Orchestra M*

Guitar 1

Grades: 9-12

Fee: \$25 course fee

Fine Art credit

Year: 1.0 credit

Prerequisite: none

This course is open to all high school students wanting to learn how to play the guitar. There is classroom instruction in music theory, note reading, basic chords and chord progression. Students have the opportunity to learn rock, folk, classical and Blues guitar. Students are required to provide an acoustic guitar.

Guitar 2

Grades: 10-12

Fee: \$25 course fee

Fine Art credit

Year: 1.0 credit

Prerequisite: Successful completion of Guitar Level One with a grade of C or higher or pass off on basic skills test given by instructor.

This course is designed to improve the basic skills learned in level one and extend your abilities to read music; play finger-style, flatpick, and classical; play as a member of an ensemble and individually; and learn/apply music theory concepts as they relate to the guitar. Students will have the opportunity to play rock, folk, classical and Blues guitar. There will also be extended opportunities for ensemble performances during the year. Students are required to provide their own acoustic guitar.

VOCAL MUSIC

Note on fees for participation in choirs:

Each year, part of the fees collected go toward paying for cleaning of tuxedos and gowns. Participation fees vary by choir and help to purchase new performance attire, entrance fees, and expenses involving travel to festivals and other performances, and towards paying for instrumental accompaniments. All performances are mandatory. Grades are based on performances and personal commitment to the group demonstrated by participation in each daily rehearsal, attitude, cooperation, and effort, in addition to personal vocal development and some written work. Special uniform dress is required for performances. **NOTE:** Chorus students who wish to go to extracurricular activities may pay a range in fees throughout the year. Overnight trips may require payment for hotel and food.

Concert Choir

Grades: 9-12

Fee: \$30

Prerequisite: none

Fine Art credit

Year: 1.0 credit

The Concert Choir is a mixed ensemble of male and female singers and is open to those students who desire to improve their vocal abilities and prepare for possible entrance into the advanced choirs. Daily rehearsals will focus on musicianship skills, vocal health and development, intermediate level theory and sight reading and other choral music concepts and curriculum. The repertoire will include SAB literature and possible SATB literature depending on the personnel in the choir. This ensemble will be scheduled for at least four public concerts per year and will have opportunities for festivals and travel. An audition with the instructor or teacher recommendation is required for entrance into this choral group. *Course titles: Concert Choir, Concert Choir M*

Women's Chorus

Grades: 9-12

Fee: \$30

Prerequisite: none

Fine Art credit

Year: 1.0 credit

This course is a large, all-female group open to any freshman through senior who wishes to explore their singing voice, learn to read music and perform with a group in public concerts and festivals. Daily rehearsals focus on the skills of healthy vocal development, basic understanding of music theory and sight singing concepts and preparation for performances. There will be a minimum of four required performances as well as opportunities for festivals and travel. There is no audition required to be a member of this choral group. All freshman girls are required to be in this choir their first year at BMHS. Sophomore girls with little or no choral experience should also begin their studies here. *Course titles: Women's Chorus, Women's Chorus M*

Women's Ensemble

Grades: 10-12

Fee: \$40

Prerequisite: Approval by audition. Advanced degree of proficiency in vocal technique and music theory is preferred. Must have previous musical experience.

Fine Art credit

Year: 1.0 credit

This course is an outlet for students who are prepared for a more intense commitment to choir and are ready to pursue more difficult and more acapella choral literature. This smaller female ensemble requires daily rehearsal, which include intensive study of advanced SSA/SSAA repertoire in preparation for public performances, which are mandatory and in-depth study of music reading and sight-singing. Grades are based on performances and personal commitment to the group demonstrated by rehearsal ethic, attitude, cooperation, and effort, in addition to personal vocal development and some written work. Special uniform dress is required for performances. This group will travel to festivals, work with guest conductors, and may be called upon to perform for community events.

Chamber Singers

Grades: 10-12

Fee: \$40

Prerequisite: Approval by audition. Advanced degree of proficiency in vocal technique and music theory is preferred. Must have some previous musical experience.

Fine Art credit

Year: 1.0 credit

Daily rehearsals will include intensive study of advanced SATB repertoire with emphasis in Renaissance, Baroque, and Contemporary choral literature, in preparation for public performance. In-depth study of music theory principles and sight-singing are also emphasized. Grades are based on performances and personal commitment to the group demonstrated by rehearsal ethic, attitude, cooperation, and effort, in addition to

personal vocal development and some written work. This group will travel to festivals, work with guest conductors, and may be called upon to perform for community events. All performances and rehearsals are mandatory.

THEATER

Introduction to Theater and Film

Grades: 9-12

Fine Art/CTE credit

Fee: \$15 supply fee

Year: 1.0 credit

Prerequisite: none

Emphasis is placed on the history of drama, classic plays, basic stage terminology, building a foundation of performance techniques and the history of film in American culture. Students are expected to perform and complete projects within the classroom context including individual and group performances. Participation in productions outside of class is NOT required, although opportunities are available for those that are interested. *Course titles: Introduction to Theater and Film, Introduction to Theater and Film M*

Beginning Drama

Grades: 10-12

Fine Art credit

Fee: \$15 script and supply fee

Year: 1.0 credit

Prerequisite: Audition with director

Students continue building on the basics of all aspects of theater and performance learned in the introduction class, with particular emphasis on characterization and preparing for public performances. Students are required to participate in the class production. *Course titles: Beginning Drama, Beginning Drama M*

Intermediate Drama

Grades: 10-12

Fine Art credit

Fee: \$15 script and supply fee

Year: 1.0 credit

Prerequisite: Successful completion of Introduction to Theater and Film with a C average and audition with director

Students continue building on the basics of all aspects of theater and performance learned in the introduction class, with particular emphasis on characterization and preparing for public performances. Students are required to participate in the class production.

Advanced Drama

Grades: 11-12

Fine Art credit

Fee: \$25 script and supply fee; includes required shirt

Year: 1.0 credit

Prerequisite: Successful completion of Intermediate Drama and audition with director

The advanced course is designed to fine-tune a student's performance skills, and focuses on public performance. Other elements of theatrical production will be taught, including playwriting, directing, auditioning and improvisational skills. Students are required to participate in several competitions throughout the year including the Arizona Thespian Conference and the Northern Arizona Festival of Theater. Other events and productions are required which include, but not limited to, Young Playwrights Festival, Children's Theatre, Senior Directed One-Acts, Improv Olympics and scene night. Additional fees for competitions and events may be charged and mandatory events often include nights and weekends. Off campus field trips to watch community productions or other theatrical events will be available and are not mandatory.

Stage Craft 1

Grades: 9-12

Fee: \$15 course material fee

Prerequisite: none

CTE/Fine Art credit

Year: 1.0 credit

This course will teach the basics of theater production including all aspects of design and implementation including lighting, sound, costuming, makeup, sets, management, props, and rigging. Students will have the opportunity to participate in school theatrical productions to further enhance their understanding of concepts learned in class.

Stage Craft 2

Grades: 10-12

Fee: \$15 course material fee

CTE/Fine Art credit

Year: 1.0 credit

Prerequisite: Successful completion of Technical Theater 1 with a C average or higher and an interview with the director.

Students will further enhance their skills in all areas of theatrical production learned in Stage Craft 1. Emphasis will be placed on design and employment for the productions of the BMHS Theatrical Troupe. Involvement in productions is required which includes night and weekend commitments. Second year students in Stage Craft program will compile a professional portfolio and have the opportunity to compete in events at the Arizona Thespian State Conference and the Northern Arizona Festival of Theater. Additional fees for the competitions may be charged. Special focus in the course is given to college and career readiness in the field of theatrical production

Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

CAREER & TECHNICAL EDUCATION

Annual Nondiscrimination Notification

Humboldt Unified School District does not discriminate on the basis of sex, race, color, national origin, age, or disability in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. Humboldt Unified School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available, such as business, CNA, sports medicine, graphic design, and fire science (Film & TV/Digital Photography, Nursing, Sports Med, Technical Theatre, Networking, Marketing & MICTED).

The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Humboldt Unified School District also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Athletic Director
Clairinda Weatherwax
6000 E. Long Look Dr.
Prescott Valley, AZ 86314
(928) 759-4100
clairinda.weatherwax@humboldtunified.com

Principal
Kort Miner
6000 E. Long Look Dr.
Prescott Valley, AZ 86314
(928) 759-4000
kort.miner@humboldtunified.com

El Distrito Unificado de las Escuelas Humboldt no discrimina en ninguna forma en lo que se refiere a lo relacionado con el sexo, la raza, el color de la piel, la nacionalidad, la edad o incapacidad física en la participación en sus programas y/o actividades y también provee acceso igual a los niños Scouts y a los otros grupos que son designados para gente joven. El Departamento de Educación Técnica y de Carreras Universitarias del Distrito Unificado de Escuelas Humboldt no discrimina la inscripción o el acceso a cualquier programa disponible tales como: Fotografía digital, de películas y televisión, de enfermería, de medicina de deportes, de teatro técnico, de conexión de redes, de mercadotecnia, y en MICTED*. La falta de un buen conocimiento del idioma de ingles no es una barrera para la admisión o la participación en las actividades y en los programas del Distrito. El Distrito tampoco discrimina en lo relacionado con contratos de trabajo o de empleos. Las siguientes son las personas que han sido designadas y encargadas para hacer la investigación necesaria con respecto a las disciplinas que existen en contra de cualquier clase de discriminación.

Career Pathways

Bradshaw Mountain High School provides comprehensive “Career and Technology Education Programs” designed to prepare all students for the future. The programs not only offer students an opportunity to see relevance in their school courses, but also:

- Provide integration of critical skills identified by business and industry, which include: Thinking Skills, Applied Academic Skills, Life Management Skills, Technology Skills and other career-related skills valued by employers.
- Offer a planned sequence of career development experiences to assist students in making career and advanced educational decisions. The curriculum is competency-based and includes skills necessary for employment in the program areas.
- Teach by using technology.
- Present students with the opportunity to be involved in work-based learning activities in which students can use and improve their career-related skills.
- Allow early release for cooperative classes (co-op) designed for students to have on-the-job training in conjunction with classroom instruction.

Yavapai County

Bradshaw Mountain also offers students an opportunity to enroll in articulated Career and Technical Programs. Students can earn college credits by taking articulated courses (marked with the symbol *). Students must meet the following requirements:

- Earn at least a “B” in each articulated course.
- Enroll at Yavapai College within two years after high school graduation.
- Apply for Tech Prep status at Yavapai College at the time of admission to the college.
- Successfully complete a minimum of six credit hours at Yavapai College in required credits for the articulated program.

NURSING SERVICES

The Nursing Assistant program at BMHS prepares students to perform technical services involved with planning, organizing, and directing processes related to the provision of nursing assisting services. An integrated approach to teaching and learning is provided as students develop interpersonal relations, career development skills and technical knowledge and skills associated with nursing assisting and the pathway into other health careers. Students will have the opportunity to participate in teams, solve problems, think critically and implement effective solutions. This program is designed and delivered as a coherent sequence of experiences using technical instruction, academic foundations, experiential learning and a supervised occupational experience. Upon successful course completion, students are eligible for application to the AZ State Board of Nursing for nursing assistant certification and employment. Five (5) college credit hours are possible at completion of CNA program with a 75% or higher through Dual Enrollment at Yavapai College. Career and Technical Student Organization (HOSA) standards will be an integral part of this program.

Certified Nursing Assistant - Fundamentals

Grades: 12

Fee: \$30

CTE credit

Semester: 1.25 credit (2-period block)

Prerequisite: Successful completion of Anatomy and Physiology with a C or higher in both semesters;

Application to program; Instructor interview/approval; Current Health Care Provider (professional) CPR Certification; Current First Aid Certification

CNA Fundamentals prepares students to apply academic, employability and technical knowledge and skills related to common industry standards and practices of nursing assisting within the nursing profession. Students will focus on fundamental knowledge and skills essential to the development of personal, professional, leadership and career success qualities of a patient care provider. This class is a two-period block.

CNA Fundamentals SKILLS LAB provides students the opportunity to apply CNA Fundamental knowledge from the classroom setting into the hands-on skill portion of the program. All students must be in good health with documented physical ability to lift 50 pounds safely. Students must also be able to see and hear well in order to master the skills required to provide safe, quality care as a CNA. Reasonable accommodations for persons with documented (IEP/504) disabilities will be made. Skills lab is a MANDATORY after-school class, one day a week per student for three and one half (3 ½) hours. The student's day will be assigned at the beginning of the program in August. This class is a graded class and is required for the student to advance into the clinical portion of the program.

The District does not provide health insurance for student participation in the CNA program. Students participate at their own risk. Parents/guardians are encouraged to purchase supplemental insurance and/or ensure that their private health insurance is adequate.

Certified Nursing Assistant - Advanced Applications

Grades: 12

Fee: \$108 for CNA State Board Exam at completion of program (optional)

CTE credit

Semester: 1.25 credit (2-period block)

Prerequisite: Successful completion of Certified Nursing Assistant – Fundamentals with a grade of 75% or higher; Successful completion of Certified Nursing Assistant – Fundamentals SKILLS LAB with a grade of 75% or higher)

CNA Advanced Applications is a continuation of the CNA Fundamentals class and prepares students to apply advanced academic and technical knowledge and skills related to nursing assisting in a variety of settings within the nursing profession. This course builds on previously learned program content and focuses on essential nursing assistant knowledge, skills and work- based learning to develop students as safe and competent patient care providers. This class is a two- period block.

CNA Advanced Applications CLINICAL allows the student to demonstrate their knowledge and skill level by performing safe basic nursing care and is required by the Arizona State Board of Nursing. All students must be in good health with documented physical ability to lift 50 pounds safely. Students must also be able to see and hear well in order to master the skills required to provide safe, quality care as a CNA. Reasonable accommodations for persons with documented (IEP/504) disabilities will be made. Clinical is a MANDATORY after school class, one day a week (per student), for four and one half (4 1/2) hours. The student's day will be assigned at the beginning of the program in August. This class is held off-site within the Tri-City Area (specific locations TBD); transportation is not provided. This class is Pass/Fail and is required for the student to be eligible for application to the Arizona State Board of Nursing for nursing assistant certification and employment. Please note, students will also be required to complete after school skills lab hours in addition to clinical hours during 2nd semester.

**On completion of the CTE Program and passing of the State Assessment, the student shall receive a MICTED cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.*

MARKETING, MANAGEMENT, AND ENTREPRENEURSHIP

Computer Science

Grades: 9

Fee: none

Prerequisite: none

Elective credit

Year: 1.0 credit

This course is designed to provide students with an in-depth knowledge of Computer Systems and exposes students to relevant applications. The course will provide a familiarization with the Microsoft Suite including Microsoft Word, Excel Publisher and PowerPoint. The course will cover the introduction to the concept of Software Development, Data Analysis and the ethical impacts of Computing technology on business practices. The class will also cover employability skills, learn problem solving and organization skills.

Marketing 1

Grades: 10-11

Fee: \$10

Prerequisite: none

CTE credit

Year: 1.0 credit

This course expands on the seven functions of Marketing. These functions include selling, promotion, product/service management, pricing, information management, distribution and financing. The course also contains marketing fundamental concepts from understanding consumer behavior and target marketing to business ethics and careers in marketing.

Marketing 2

Grades: 11-12

Fee: \$20

Prerequisite: Marketing 1

CTE Credit

Year: 1.0 credit

This course elaborates on the concepts covered in Marketing 1 with a greater focus on preparing general marketing tools such as: promotional project, business operation plans, business management plans, entrepreneurship projects, marketing representative plans, and professional selling projects. Students in this course also engage in virtual business simulation from sports and entertainment marketing to management and retail sales.

*On completion of the CTE Program and passing of the State Assessment, the student shall receive a MICTED Cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.

WORK EXPERIENCE

Diversified Cooperative Education (DCE) Class

Grades: 12

CTE credit

Fee: none

Year: 1.0 credit

Prerequisite: Previous CTE courses or currently enrolled in a CTE Program

This course focuses on interpersonal relationships at work, teamwork and leadership skills, technology, and communication skills needed in the workplace.

DCE Work Experience

Grade: 12

CTE credit

Fee: none

Year: Up to 3.0 credits

Prerequisite: Completion of a CTE Program (minimum of 2 CTE Credits)

Diversified Cooperative Education (DCE) permits students to obtain work release if they have completed a vocational program and have a job related to the program. The student will receive 1 credit for class seat time and 1 credit per semester for continued work experience. *Instructor approval required.

CTE Internship

Grades: 12

CTE credit

Fee: none

Sem: 1.0 credit

Prerequisite: Completion of Related CTE Program;

Marketing II/Production Studio/CNT (minimum of 2 CTE credits)

Seniors can translate their career and technical skills into professional work experience. Local businesses can provide program related internships that offer real work experiences, skills and the opportunity to earn credit, while students build their resume. Students must complete 120 hours to receive credit. There is limited seat time for this program. *Instructor approval required.

COMMUNICATION MEDIA TECHNOLOGIES

Broadcast Television and Film 1

Grade 10-12

CTE credit

Fee: \$10

Year: 1.0 credit

Students in this course learn the basic fundamentals of digital photography, videography and non-linear editing systems. Students use Adobe based computer application systems such as Photoshop and Premiere Pro to create photo and video projects, which include stop-motion animation, short videos and public service announcements. Students develop their writing and editing skills while expanding their understanding of the media industry and available career options.

Broadcast Television and Film 2

Bradshaw Mountain Morning News

Grade: 11-12

CTE credit

Fee: \$10

Year: 1.0 credit

Prerequisite: Successful completion of Broadcast TV and Film I with a C or better.

Students continue their professional development by creating and broadcasting daily news announcements for the school campus. Students produce, record and edit digital video commercials and promotional packages of school events, commercials and news packages. Students develop their leadership abilities through participation in the state-recognized Career and Technical Student Organization, SkillsUSA. Upon completion of the class, students can take the Adobe Premiere Pro Certification exam for professional employment and education beyond high school.

*On completion of the CTE Program and passing of the State Assessment, the student shall receive a MICTED Cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.

Digital Photography I

Grades: 10-12

Elective credit

Fee: \$10

Year: 1.0 credit

Prerequisite: none

The Digital Photography program teaches students to combine technology and creativity skills while learning photography and editing skills in Adobe Lightroom and Photoshop. Students start the program using digital cameras to learn photo framing and composition. Students explore the history of photography and the technological advancements that have impacted our society. Students will also develop journalistic writing skills, while developing a photography portfolio demonstrating technical skill and creativity.

Yearbook/Digital Photography 2

Grade: 11-12

CTE credit

Fee: \$10

Year: 1.0 credit

Prerequisite: Successful completion of Digital Photography 1 with a grade of C or better.

Students continue advancing their photography skills and knowledge by continuation of the yearbook development and publication. Students completing this program will be prepared to enter the workforce and/or post-secondary education, where they will be able to apply the skills necessary to be in Digital Photography while also having a strong portfolio to support their knowledge and skill. Students learn leadership skills and develop their leadership abilities through participation in the state-recognized Career and Technical Student Organization, SkillsUSA.

Multimedia Independent Study

Grades: 11-12

CTE credit

Fee: \$10

Year: 1.0 credit

Prerequisite: Successful completion of Broadcast Television Film 1 and 2 or Digital Photography 1 and 2 with a grade of C or better.

Students serve as mentors to the incoming production crew of Broadcast TV & Film 2, and then become their own production company within the classroom, demonstrating mastery of the technical skills required by the professional industry. An integrated approach to teaching and learning is recommended as students develop

interpersonal relations, career development skills, Workplace Employability Skills and technical knowledge and skills.

SPORTS MEDICINE AND REHAB SERVICES

Sports Medicine I

Grade: 11-12

CTE credit

Fee: \$40 (HOSA)

Year: 1.0 credit

Prerequisite: Anatomy and Physiology

An advanced lecture-laboratory course designed for students interested in athletic training, medicine, physical therapy, exercise science and/or other related paramedical fields. Students will examine the causes, prevention, evaluation, management, and rehabilitation of various sport related conditions. Topics regarding research, kinesiology, nutrition, pharmacology, exercise science and implementation of sports medicine programs will also be investigated. Enrolled students will be required to work as student athletic trainers. Students will be required to work after school, weekends and will be supervised by the school's athletic trainer.

Sports Medicine II

Grade: 11-12

CTE credit

Fee: \$40 (HOSA)

Year: 1.0 credit

Prerequisite: Sports Med I

This course offers instruction and practical application in the skills of a personal trainer as well as the techniques necessary for the prevention and care of athletic injuries. Field experience will be required as students work with athletes as they learn the role and function of athletic training and personal training. Students will be required to work after school, weekends and will be supervised by the school's athletic trainer.

*On completion of the CTE Program and passing of the State Assessment, the student shall receive a MICTED Cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.

INFORMATION TECHNOLOGY

Computers and Networking I

Grades: 10-12

CTE credit

Fee: \$10/college credit

Year: 1.0 credit

Prerequisite: Concurrent enrollment in Alg. II

YC credit: 7.0 credits with grade of C or higher

This is a dual enrollment course with Yavapai College. Students earn seven (7) college credits. Must maintain a grade of "C" or better to remain in the program.

Students learn how to install, manage and support personal computers and network servers. Hands- on activities provide students with the skills to build, upgrade, and repair personal computers and install and configure desktop and server operating systems. Students become "administrators" of the classroom network while learning the concepts and procedures involved with computer and network management. Equivalent college courses are CNT-110: A+ Computer Technician Certification and CNT-120: Exploring Network Operating Environment.

Computers and Networking II

Grades: 10-12

Fee: \$10/college credit

Prerequisite: Computers and Networking I or teacher recommendation.

CTE credit

Year: 1.0 credit

YC credit: 7.0 credits with grade of C or higher

This is a dual enrollment course with Yavapai College. Students earn seven (7) college credits. Students learn the skills necessary to install, manage, and support a computer network. With hands-on exercises, students learn to install network cables and configure both wired and wireless networks. Topics include network cabling, security, network protocols, and operating systems. Equivalent college courses are CNT-100: Introduction to Networking Technologies and CNT-115: Networking Technologies Certification.

Cybersecurity

Grades: 10-12

Fee: \$10/college credit

Recommended: Concurrent enrollment or completion of CNT I and/or II

CTE credit

Year: 1.0 credit

Cybersecurity Technician Certificate

This certificate is designed to provide students with the skills required to install, configure, and secure a small to medium-sized network. Emphasis is on cybersecurity technologies and implementation. Students are prepared for the CompTIA Security+ certification. Successful students will have the skills required to gain employment in entry-level positions in the information technology field specializing in cybersecurity.

Program Requirements

CNT 100 Computer Networking Technologies I

CNT 105 Cybersecurity Principles

CNT 110 A+ Computer Technician Certification

CNT 115 Computer Networking Technologies II

CNT 135 Security+: Implementing and Maintaining Network Security

CNT 105 - Cybersecurity Principles

Foundation knowledge and essentials skills in all security domains in the cyber world - information security, systems security, network security, mobile security, physical security, ethics and laws, related technologies, defense and mitigation techniques used in protecting businesses.

CNT 135 - Security+: Implementing and Maintaining Network Security

Network security concepts, communication security, network infrastructure security, basics of cryptography and operational/organizational security. Emphasis on network authentication and authorization, securing network devices and services, virus remedies, preventing network attacks, and securing remote access. Prepares students for the Comp/TIA Security+ certification.

Software Development 1

Grade: 10-11

Fee: none

Prerequisite: Computer Science

Elective credit

Year: 1.0 credit

This course focuses on applying problem-solving and critical thinking involved in the process of Software Development. The course introduces students to coding using the JavaScript language and explores program coding, analysis and debugging. Network security issues related to privacy and ethical issues in computer security will be covered in this course.

*On completion of the CTE Program and passing of the State Assessment, the student shall receive a MICTED Cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.

Software Development 2

Grade: 10-11

Fee: none

Prerequisite: Software Development 1

Elective credit

Year: 1.0 credit

This course elaborates on the concepts covered in Software Development 1 with a greater focus on applying problem-solving and critical thinking involved in the process of Software Development. The course introduces students to coding using the JavaScript language and explores program coding, analysis and debugging. Network security issues related to privacy and ethical issues in computer security will be covered in this course.

*On completion of the CTE Program and passing of the State Assessment, the student shall receive a MICTED Cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.

CAREER TECHNICAL EDUCATION DISTRICT

Mountain Institute Career Technical Education District (MICTED) is a cooperative effort among local school districts. Mountain Institute provides a wide variety of additional Career and Technical Education (CTE) courses at their central campus while students concurrently attend their high school for graduation. Several CTED classes earn Yavapai College (YC) credits.

Students who drop MICTED courses after the first scheduled day of classes may be held accountable for reimbursing MICTED for all tuition/fees paid to Yavapai College for college credit.

Students taking CTED may need to take a zero hour. Some BMHS students participating in CTED may attend a morning session from 6:45-9:15 am. Some BMHS students participating in CTED attend afternoon sessions from 1:45-4:15 pm. Students participating in CTED classes may need to take (a)n online course(s).

****Students taking CTED must complete the entire year in order to receive high school credit for CTED.**

The district does not provide health insurance for student participation in the CNA program. Students participate at their own risk. Parents/guardians are encouraged to purchase supplemental insurance and/or ensure that their private health insurance is adequate.

Aviation Technology I & II

Grade: 11-12

Prerequisites: none

CTE credit

Year: 2.5 credits

YC credits: 33

Each class is a year long and will earn a student 2.5 high school credits a year. Are you fascinated by the world of flight? Aviation Technology is designed for you. In two years you will receive FAA ground school certifications in air traffic control, fixed wing flight and helicopters. Instruction includes professional-grade flight simulation, and in your fourth semester you'll be offered the option to actually fly a glider simulation, and in your fourth semester you'll be offered the option to actually fly a glider.

****Students must travel to be in this program.**

Transportation Technologies (Auto Repair) I & II

Grades: 11-12

Prerequisites: none

CTE credit

Year: 2.5 credits

YC credits: 28

Each class is a year long and will earn a student 2.5 high school credits a year. Take a minute and think about having absolutely no automobiles... yikes – Now wake up from that nightmare. Without trained personnel in Transportation Technologies/Auto Repair, taking a long time to run an errand is an understatement. This industry must continually adapt to an ever-changing technology in transportation.

****Students must travel to be in this program.**

Welding Technologies I & II

Grades: 11 & 12

Prerequisites: none

CTE credit

Year: 2.5 credits

YC credits: 20

Each class is a year long and will earn a student 2.5 high school credits a year. Do you want a career that is critical to the nation's well-being? Do you want to learn one of the few remaining crafts used in manufacturing and construction today? Pursuing a career in the Welding Profession means that you will become skilled in high-tech manufacturing applications using the newest developed materials. Skilled welders are needed across many industries, such as energy production, highway transportation, manufacturing, military applications, architecture and more.

****Students must travel to be in this program.**

Pre-Engineering (Precision Machine/Robotics) I & II

Grades: 11-12

Prerequisites: Algebra II or concurrent enrollment in Algebra II

CTE credit

Year: 3 credits

YC credits: 29

Each class is a year long and will earn a student 3 HS credits a year. Without the Engineering Industry we would still be taking our horse and buggy to school. This industry has been vital in technically advancing our world. Are you intrigued by how things work? Do you think about how to make things better? If so, sign up today for the Pre-Engineering Program of Study! Learn about designing and making parts that are used in every other industry in the world giving people safer and better lives.

****Students must travel to be in this program.**

Medical Assisting I & II

Grades: 11-12

Prerequisite: none

CTE credit

Year: 2.5 credits

YC credits: 5

Each class is a year long and will earn a student 2.5 high school credits a year. The course content includes an overview of current U.S. healthcare delivery systems and professions including behaviors for success, customer service, and quality improvement. Its purpose is to prepare the student for all Allied Health programs, including Medical Professions II, Certified Nursing Assistant and Sports Medicine. Three (3) college credit hours are possible with a 75% or higher through Dual Enrollment at Yavapai College. Membership in the Career and Technical Student Organization (HOSA) will be required and its standards will be an integral part of this class.

****Students must travel to be in this program.**

Culinary Arts I & II

Grades: 11-12

Prerequisite: none

CTE credit

Year: 2.5 credits

YC credits: 16

Each class is a year long and will earn a student 2.5 HS credits a year. In this program you'll learn culinary arts

application and hospitality through the focus of American and International cuisine, using professional cooking and baking methods. Students will become proficient in menu planning, use of equipment and time management practices for meal service. In Culinary Arts I students will learn culinary Basics and Hot Foods. In Year II students will learn breakfast and Garde manager and baking and pastries.

****Students must travel to be in this program.**

Drafting & Design I & II

Grades: 11-12

CTE credit

Prerequisite: none

Year: 2.5 credits

Each class is a year long and will earn a student 2.5 HS credits a year. Students learn to use a broad range of material and are trained to imagine structures that answer the human need for both beauty and practically. If this sounds like a great way to earn a living, join the Drafting and Design class via distance learning and learn how to use computer programs (CAD) to design homes and commercial and civic structures.

****Students must travel to be in this program.**

Electrical Line Worker I & II

Grades: 11-12

CTE credit

Prerequisite: none

Year: 2.5 credits

YC credits: 22

Each class is a year long and will earn a student 2.5 HS credits a year. A line worker constructs and maintains electric power transmission and distribution facilities. The term is also used for those who install and maintain telephone, telegraph, cable TV and more recent fiber optic lines. Power linemen work on electrically energized (live) and de-energized (dead) power lines.

****Students must travel to be in this program.**

NON-DEPARTMENTAL

Peer Tutor

Grade: 11-12

Fee: None

Elective credit

Year: 1.0 credit

Prerequisite: Teacher Recommendation; 2.5 GPA; Administrative Approval

This class is open to students who have demonstrated the capability to help teachers and their students within the class setting. The student will be available to assist the teacher in daily organizational tasks, as well as assisting students within the class with their peer tutor. The student will gain experience in the daily teaching routine, as well as the interaction with students.

Teacher Aide

Grades: 11-12

Fee: none

Elective credit

Semester: 0.25 credit

Prerequisite: 2.5 GPA; Teacher approval

Acceptance is by mutual agreement and for the benefit of both the student and teacher. A student's workload may be rather light and at that time they are expected to do homework or study. The appropriate forms must be filled out in the counseling office. Clerical skills are desired. This position is graded as pass/fail.

Office/Counselor Aide

Grades: 11-12

Fee: none

Elective credit

Semester: 0.5 credit

Prerequisite: 2.5 GPA; Administrative approval

Acceptance is by mutual agreement and for the benefit of both the student and staff member. This position requires contact with the public. The student's behavior and grooming must be appropriate for representing the school. Clerical skills are desired. This position is graded as pass/fail.

Library Aide

Grades: 11-12

Fee: none

Elective credit

Semester: 0.5 credit

Prerequisite: 2.5 GPA; Administrative approval

This position needs to be mutually agreed upon by the student and librarian. As a library aide, one will learn how a library operates and the various services offered. This position is graded as pass/fail.

Nurse Aide

Grades: 11-12

Fee: none

Elective credit

Semester: 0.5 credit

Prerequisite: 2.5 GPA; Administrative approval

Acceptance is by mutual agreement and for the benefit of student and nurse. Students require both clerical and minor first aide skills. This position is graded as pass/fail.

Student Leadership

Grades: 9-12

Fee: none

Elective credit OR Extracurricular activity

Year: 1.0 credit OR no credit

Prerequisite: Be an elected member of student council and a 2.5 GPA

The students and staff of Bradshaw Mountain High School are committed to the principle of student government and acknowledge the value of granting students considerable autonomy in the governance of their affairs as means by which strong character is developed and nurtured. Student government promotes leadership, self-confidence, and self-reliance. It is a privilege, not a right, and teaches students important lessons regarding the proper balance of freedom, privilege, and responsibility.

AVID

Grades: 9-12

Fee: none

Elective credit

Year: 1.0 credit

Prerequisite: Application acceptance into the AVID program

AVID is an elective course that prepares students in the “academic middle” for acceptance into a four-year university. Instruction is based on the WICOR (Writing, Inquiry, Collaboration, Organization, and Reading) strategies. Cornell note-taking, tutorials, preparation for college entrance exams, and college field trips are also included. This is a four-year program; four years of AVID adjusts the criteria for the silver/gold diploma.

AVID Tutor

Grade: 12

Fee: None

Elective credit

Semester: 0.5 credit

Prerequisite: 3.0 GPA; AVID Teacher and Coordinator approval

Acceptance by mutual agreement only after completion of application by students wishing to be tutors for the AVID program. Under the direct supervision of the AVID teacher, tutors work with 5-7 AVID students twice a week during tutorials and assist the teacher in providing academic and organizational skills to students. Tutors are trained in the use of WICOR (writing, including Cornell Note-taking, inquiry, collaboration and reading) strategies and methodologies. Students’ workload may fluctuate and are expected to bring homework or study. This class is Pass/Fail.

Mentor Academy Period (MAP)

Grades: 9-12

Fee: none

Elective Credit

Semester: 0.5 credit

Prerequisite: Application and acceptance into the AP Academy

MAP is an elective designed specifically for the students that are in the AP Academy.

English Language Arts Lab

Grade: 9-12

Fee: none

Elective Credit

Semester: 0.5 credit

Prerequisite: Per IEP team

This is a course that aims to strengthen reading decoding and comprehension skills through a research-based intervention program.

Essential Skills Lab

Grade: 9-12

Fee: none

Prerequisite: Per IEP Team

The focus of essential skills lab is on completion of general classroom assignments pre-teaching and re-teaching of key concepts from the general education curriculum.

Elective credit

Semester: 0.5 credit

Interpersonal Skills

Grade: 9-12

Fee: none

Prerequisite: Per IEP Team

Student will be given the opportunity to interact with peers and staff in order to increase their interpersonal skills.

Elective credit

Semester: 0.5 credit

Social Skills

Grade: 9-12

Fee: none

Prerequisite: Per IEP Team

Student will be given the opportunity to interact with peers and staff in order to increase their social skills.

Elective credit

Semester: 0.5 credit

Organizational and Study Skills

Grade: 9-12

Fee: none

Prerequisite: Per IEP Team

Student will be given the opportunity to increase their ability to organize their school day, assignments and responsibilities in order to increase their academic success.

Elective credit

Semester: 0.5 credit

TSW/ Career Development

Grade: 11

Fee: none

Prerequisite: Per IEP team

The Transition from School to Work Program (TSW) is a two-year program that assists students' transition from school to paid, competitive employment, or post-secondary education or training. The student, their family and the TSW staff work together to develop a career plan that is driven by the student's interests, skills and preferences. Classes focus on post-secondary goals, career choices, finding and keeping a job, and adult living skills.

Elective credit

Year: 1.0 credit

TSW/Employment Skills

Grade: 12

Fee: none

Elective credit

Year: 1.0 credit

Prerequisite: Per IEP team

The Transition from School to Work Program (TSW) is a two-year program that assists students' transition from school to paid, competitive employment, or post-secondary education or training. The student, their family and the TSW staff work together to develop a career plan that is driven by the student's interests, skills and preferences. Classes focus on post-secondary goals, career choices, finding and keeping a job, and adult living skills.

TSW-M Independent Living Skills**Grade: 9-12****Elective credit****Fee: none****Year: 1.0 credit****Prerequisite: Individual Transition Plan**

Student will be given the opportunity to work on transition goals and objectives that have been identified by the student and the IEP team in community and classroom settings. Independent living focuses on money management, community resources, and housing options.

TSW-M Career Development**Grade: 9-12****Elective credit****Fee: none****Year: 1.0 credit****Prerequisite: Individual Transition Plan**

Student will be given the opportunity to work on transition goals and objectives that have been identified by the student and the IEP team in community and classroom settings. This course explores possible career, vocational, and workplace options through interest inventories and a variety of hands-on work related experiences to assist students in determining their strengths, preferences and interests as it relates to potential work opportunities and careers.

TSW-M Employment Skills**Grade: 9-12****Elective credit****Fee: none****Year: 1.0 credit****Prerequisite: Individual Transition Plan**

Student will be given the opportunity to work on transition goals and objectives that have been identified by the student and the IEP team in community and classroom settings. A course that provides job readiness experience while training in a job site generally within the school through on campus or in-district work experience.

Student Support Center**Grade: 9-12****Not For Credit****Fee: none****Prerequisite: Per IEP Team**

Student will be given the opportunity to meet unique needs that cannot be met during academic courses. Examples of unique needs may be physical therapy or occupational therapy, adapted eating/feeding, etc.

ONLINE LEARNING

The Learning Center (TLC)

Grade: 10-12

Fee: none

Admittance: Scheduled through counseling office

Credits assigned to a variety of courses

Semester: 0.5 credit/course successfully completed

Unique in the region, BMHS offers students an alternative to a traditional classroom setting. Students wishing to pursue a high school diploma but, for a variety of reasons, are unable to attend classes in a general classroom setting, may attend our computer lab located in the TLC room. There is no fee charged for participation.

School counselors direct courses of study allowing students to earn needed credits, either in preparation to return to classes outside the TLC lab or to complete requirements for graduation. To be considered full-time, students attend four hour sessions and attempt passing two classes every six weeks.

The lab is staffed by highly qualified instructors and online teachers are assigned for each class. Students are welcomed to a structured learning environment and encouraged to be successful in their academic purpose. Many students benefit from the small class size and individual attention provided.

Students are able to accelerate their studies by submitting additional assignments from home. Courses are open entry—open exit, meaning a student may begin at any time in the school year and complete a course once all assignments have been submitted. Credits are transcribed by the registrar and become part of students' permanent records.

Bradshaw Mountain Online Academy (BMOA)

Grade: 9-12

Fee: none

Admittance: Scheduled through counseling office

Credits assigned to a variety of courses

Semester: 0.5 credit/course successfully

The Bradshaw Mountain Online Academy (BMOA) is an online learning system designed for students who are unable to attend classes on the Bradshaw Mountain High School campus. Students enrolled full-time in the BMOA will receive a Bradshaw Mountain Online Academy diploma upon successful completion of graduation requirements. Please consult the counseling office or BMOA literature for more information.

BMHS COURSE FEES/SCHOOL FEES 2019-2020

CAREER AND TECHNICAL EDUCATION

BROADCAST TV AND FILM 1	\$10.00
BROADCAST TV AND FILM 2	\$10.00
COMPUTERS AND NETWORKING 1	\$10/YC
COMPUTERS AND NETWORKING 2	\$10/YC
CNA FUNDAMENTALS	\$30.00
CNA STATE BOARD EXAM (OPTIONAL)	\$108.00
CYBERSECURITY	\$10/YC
DIGITAL PHOTOGRAPHY	\$10.00
YEARBOOK/DIGITAL PHOTOGRAPHY 2	\$10.00
MARKETING 1	\$10.00
MARKETING 2	\$20.00
MULTIMEDIA INDEPENDENT STUDY	\$10.00

FINE ARTS

ADVANCED CERAMICS AND 3D SCULPTURE	\$50.00
ADVANCED DRAWING AND PAINTING	\$50.00
AP STUDIO ART: 2-D DRAWING, 2-D DESIGN AND 3-D DESIGN	\$50.00
AP STUDIO ART: EXAM FEE	TBD
CERAMICS AND 3D SCULPTURE	\$40.00
DRAWING AND PAINTING	\$40.00
INTRO TO ART	\$30.00

PERFORMING ARTS (CONTINUED)

INTRO TO THEATER AND FILM	\$15.00
STAGECRAFT 1	\$15.00
STAGECRAFT 2	\$15.00
INSTRUMENTAL MUSIC	
COLOR GUARD PARTICIPATION FEE	\$50.00
CONCERT BAND	\$50.00
DRUMLINE	\$50.00
GUITAR	\$25.00
GUITAR 2	\$25.00
INSTRUMENT USAGE (IF APPLICABLE)	\$50.00
JAZZ ENSEMBLE	\$50.00
MARCHING BAND	\$50.00
MARCHING SHOES (IF APPLICABLE)	TBD
STRING ORCHESTRA	\$50.00
WINTER GUARD PARTICIPATION FEE	\$50.00

VOCAL MUSIC

CHAMBER SINGERS	\$40.00
CONCERT CHOIR	\$30.00
WOMEN'S CHORUS	\$30.00
WOMEN'S ENSEMBLE	\$40.00

SOCIAL STUDIES

PERFORMING ARTS	AP PSYCHOLOGY LAB FEE	\$10.00
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DRAMA

ADVANCED DRAMA	\$25.00
BEGINNING DRAMA	\$15.00
INTERMEDIATE DRAMA	\$15.00

PHYSICAL EDUCATION

PE LOCK REPLACEMENT	\$ 5.50
UNIFORM (REQUIRED)	\$25.00

SCIENCE

ANATOMY & PHYSIOLOGY	\$20.00
AP BIOLOGY	\$20.00
AP CHEMISTRY	\$20.00
AP PHYSICS 1	\$20.00
AP PHYSICS 2	\$20.00
PRE-AP BIOLOGY	\$10.00
PRE-AP CHEMISTRY	\$10.00
PRE-AP GEOSCIENCE	\$5.00
PRE-AP PHYSICS	\$10.00

OPTIONAL PURCHASES

ACT TEST PREP FEES	\$45.00
ADULT ATHLETIC PASS (6 & UNDER FREE)	\$30.00
SENIOR ATHLETIC PASS (62+)	\$20.00
STUDENT ATHLETIC PASS	\$20.00
AP EXAM	TBD
AP EXAM - FREE/REDUCED	TBD
AVID SUMMER SCHOOL	\$25.00
DUAL ENROLLMENT	\$10.00/YC CREDIT
EXTRA GRADUATION TICKETS	\$5.00/TICKET
EXTRA PHOTO ID	\$5.00

FOREIGN LANGUAGE

SPANISH 102	\$10/YC CREDIT
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LIBRARY COPIES	\$0.10/COPY
LOST TEXTBOOK/BOOK REPLACEMENT	TBD
OVERDUE LIBRARY BOOK	\$0.10/DAY; MAX \$3.00
PARCHMENT TRANSCRIPT	\$5.00/TRANSACTION

MATHEMATICS

COLLEGE ALGEBRA	\$10/YC CREDIT
PRE-CALC	\$10/YC CREDIT

PAY TO PLAY	\$110.00
PAY TO PLAY - FREE/REDUCED	\$55.00
STUDENT PARKING	\$70.00

ENGLISH

COLLEGE ENGLISH 101	\$10/YC CREDIT
COLLEGE ENGLISH 102	\$10/YC CREDIT

STUDENT PARKING AFTER SPRING BREAK	\$45.00
SUMMER SCHOOL CREDIT RECOVERY	\$50.00/CLASS
TO REOPEN A CREDIT RECOVERY CLASS	\$20.00
YEARBOOK (PRE-REGISTRATION-SEM 1)	\$75.00
YEARBOOK (SEM 2 BEFORE DELIVERY)	\$80.00
YEARBOOK (AFTER DISTRIBUTION)	\$85.00

PLEASE NOTE: ALL UNPAID FEES WILL BECOME FINES IF NOT PAID BY SEPTEMBER 3, 2019

HUMBOLDT UNIFIED SCHOOL DISTRICT DEFINITIONS AND PROCEDURE FOR REPORTING STUDENT VIOLENCE / HARASSMENT/ INTIMIDATION / BULLYING

The Governing Board of the Humboldt Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
- occurs when there is a real or perceived imbalance of power or strength;
- may constitute a violation of the law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;
- exposure to social exclusion or ostracism;
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting;
- and damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

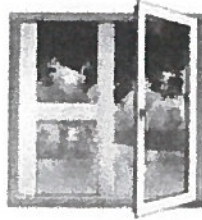
Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Each Humboldt Unified School District campus has a positive behavioral program. Please contact the principal regarding the campus program and support services available.

Reference: (the documents listed below are available on the district website at www.humboldtunified.com)

HUSD Policy JICK – Student Violence/Harassment/Intimidation/Bullying

Regulation JICK-R – Student Violence/Harassment/Intimidation/Bullying Exhibit JICK-EA – Student Violence/Harassment/Intimidation/Bullying



The Humboldt Schools.

Motivating achievement since 1906.

Humboldt Unified School District Governing Board Members

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

Dr. Daniel Streeter, Superintendent
Mr. Cole Young, Assistant Superintendent of Operations

Ms. Patty Bitsilly, Director of Special Services
Dr. Rob Bueche, Director of Federal Programs and School Innovation
Ms. Cynthia Windham, Director of Finance

CONSENT

Item 8K.

Revised Stipend Schedule

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8K
FROM:	Cole Young, Assistant Superintendent-Operations	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Approval of the revised 2019-20 Stipend Schedule	Action
		Consent X

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

SUPPORTING DATA

The following is an addition to the Stipend Schedule for 2019-2020:

- Catch-Up Club - \$700.00 (12 Stipends)/ Funded by United Way Grant

Catch-Up Tutoring Stipend is offered at \$700.00 for teachers to tutor students who are at risk for not making academic progress in alignment to the 3rd Grade Move On When Reading initiative adopted by the State of Arizona under ARS 15-701, 15-701, and 15-211. The stipend includes 16 days of after-school tutoring as outlined in the Catch Up After School Program grant.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve the revised 2019-20 Stipend Schedule.

Sample Motion

I move to approve the attached revised Stipend Schedule for the 2019-20 school year.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

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

2019-2020 STIPEND SCHEDULE

Calculation Base Amount = \$24,600.00									Board Approved (4-9-19)
Category 1 = 12% Category 2 = 10% Category 3 = 7.5% Category 4 = 5% Category 5 = 2.5%									
POSITION TYPE									
FOOTBALL (Fall Season)									

2019-20 Board Approved Stipend Schedule

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

2019-20 Board Approved Stipend Schedule

Marching Band Assistant - High School (90+ students)		Per Trigger #	Tax Credit	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Music Director - Elementary			M/O	5	\$ 612.50	\$ 796.25	\$ 980.00
*Elementary Choir stipend requires minimum of three (3) after school and/or evening events per year.							
STUDENT COUNCIL (School Year)							
Student Council Advisor - High School		1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Student Council Advisor - Middle School		1 per building	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Student Council Advisor - Elementary		1 per building	M/O	5	\$ 612.50	\$ 796.25	\$ 980.00
YEARBOOK (School Year)							
Yearbook Advisor - High School		1	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Yearbook Advisor - Middle School		1 per building	M/O	5	\$ 612.50	\$ 796.25	\$ 980.00
DRAMA (School Year)							
Drama Advisor - High School		1	M/O	1	\$ 2,940.00	\$ 3,822.00	\$ 4,704.00
*HS Drama stipend requires minimum of ten (10) after school and/or evening events per year.							
Drama Technical Advisory - HS		1	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
*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.							
HIGH SCHOOL (School Year)							
Advanced Ed - Co-Chair		2	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
CTSO Advisor - High School (Deca (1), Skills (1), HOSA (2) Thespian (1))		5	JTED		\$ 1,850.00		
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	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
Department Chair (except LA, Math, Science, Social Studies) - High School		1 per department	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Graduation Sponsor - High School		1	M/O	5	\$ 612.50	\$ 796.25	\$ 980.00
Prom Sponsor - High School		1	M/O	5	\$ 612.50	\$ 796.25	\$ 980.00
High School Speech/Forensics/Mock Trial Advisor		1	M/O	4	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
Calculus Camp Instructor		1	Yavapai College/ Embry-Riddle		\$ 2,500.00		
Link Advisor (3)		3	FFMA		\$ 612.50		
MIDDLE SCHOOL (School Yr.)							
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			M/O	5	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
BMMS (3)							
GHMS (4)		7th, 8th, Elective					
LTS (1)		7th, 8th, Elective, Honors					
AVID Coordinator - Middle School		7/8 Combo	M/O		\$ 1,850.00		
1 per building							
*Clubs/Program" stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.			Tax Credit		\$ 612.50		
ELEMENTARY SCHOOL (School Yr.)							
Coach Cheer @ LTS							
Art Program Advisor @ GVES							
Drama Club Advisor @ GVES							
After School Science Explorer Advisor @ GVES							
After School Robotics @ GVES (L5)							
National Jr. Honor Society @ BMMS -							
Yearbook Advisor @ CSES							
Advanced Math Teacher @ GVES							
Choir Advisor @ GVES							
Science Olympiad @ LTS							
Lego Robotics Advisor @ LTS							
Fitness Program Advisor @ LVES							

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CONSENT

Item 8L.

Rio Salado Student Placement Agreement

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 L
FROM:	Cole Young, Assistant Superintendent	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Rio Salado College Student Placement Agreement	Action
		Consent X
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs Goal #4: To Attract and Retain Highly Effective Employees	

SUPPORTING DATA:

This student placement agreement allows for Rio Salado students to partner with Humboldt Unified to assist in completing their course of study/ field experience as required by the college. Either party is eligible to terminate this contract at any time with a minimum of at least one semester notice. It shall continue in force until cancelled by written notice by either party to the other. This agreement allows access of HUSD teachers to provide mentorship to Rio Salado aspiring educators.

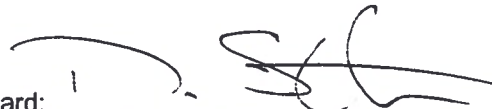
SUMMARY & RECOMMENDATION

This Agreement has been vetted by our District's legal counsel and is true to form, if the governing board should so move to approve. This agreement will be brought forward in the consent agenda on an annual basis for the board to consider.

Sample Motion:

I move to approve the Rio Salado Student Placement Agreement.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, Assistant Superintendent (759-5016)



AFFILIATION AGREEMENT

Between

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

For

RIO SALADO COLLEGE

And

HUMBOLDT UNIFIED SCHOOL DISTRICT

THIS AGREEMENT is made this 30 day of October, 2019, between MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT FOR RIO SALADO COLLEGE (referred to as "COLLEGE" herein) and HUMBOLDT UNIFIED SCHOOL DISTRICT (referred to as "DISTRICT" herein).

The COLLEGE desires to secure fieldwork experience for its teacher education students, and the DISTRICT is capable of providing support for field experience and student teaching experiences and maintains facilities suitable to provide desired experience for students of the COLLEGE.

IT IS THEREFORE AGREED BETWEEN THE PARTIES AS FOLLOWS:

A. RESPONSIBILITIES OF RIO SALADO COLLEGE:

1. The COLLEGE will instruct its students to abide by all policies, procedures and rules of the DISTRICT. In matters relating to pupil activities, the COLLEGE students will take direction from authorized DISTRICT personnel.
2. The COLLEGE will maintain adequate insurance to provide coverage for liabilities arising from the acts and/or omissions of students and employees participating in the intercept experience with the DISTRICT. The COLLEGE will not be responsible for maintaining insurance coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of the DISTRICT, and the COLLEGE will not assume any liability arising from the acts and/or omissions of the employees, representatives or agents of the DISTRICT.
3. For student teaching placements, the COLLEGE shall designate a college supervisor to coordinate, consult and collaborate with the DISTRICT classroom teacher, and to supervise and evaluate the student teacher:
 - a) Out of County/Out of State Placements: via a minimum of three video-taped lesson presentations, as well as phone and/or email communication.
 - b) Maricopa County Placements: via in-person College Supervisor meetings and reviews, as well as phone and/or email communication.
4. The COLLEGE will verify the student has appropriate fingerprint clearance documentation on file with the COLLEGE.
5. The COLLEGE will pay monetary compensation directly to the mentor or cooperating teacher for the services rendered, as applicable. The stipend amount is determined by the COLLEGE based on the type (field experience or student teaching) and length of the placement.

B. RESPONSIBILITIES OF DISTRICT:

1. DISTRICT will provide qualified personnel for the guidance of students who are placed with the DISTRICT for programs and provide direct guidance, supervision and involvement for those students.
2. DISTRICT will provide appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.
3. DISTRICT will provide instructional materials, library facilities and other training aids as needed to the faculty/liaison and student of the COLLEGE for training purposes. DISTRICT will inform THE COLLEGE of any change in policy, rules or regulations which will affect the students or faculty of the COLLEGE.
4. DISTRICT will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of DISTRICT who are participating in the internship programs with the COLLEGE.
5. DISTRICT may, for good cause, refuse to accept for placement or may terminate the field experience assignment of any student by notifying the COLLEGE in writing. Prior to termination, the DISTRICT shall consult with the COLLEGE about its concerns and proposed course of action.

C. DURATION:

The effective date of this agreement is as of the date signed. It shall continue in force until cancelled by written notice by either party to the other, no less than one semester in advance of the desired date of termination.

D. NON-DISCRIMINATION:

During the period of this agreement, the COLLEGE and the DISTRICT agree to comply with TITLE VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and both parties agree not to discriminate against any person on the basis of race, color, sex, religion, national origin, age or handicap. Executive Order 11246 and Executive Order 75-5 are both incorporated herein by reference and applicable to this agreement.

E. ANNUAL REVIEW:

This agreement will be reviewed annually. It may be altered or modified in writing by mutual consent of the DISTRICT and the COLLEGE.

Kate Smith, M.S.
Rio Salado College
2411 W. 14th Street
Tempe, AZ 85281

HUMBOLDT UNIFIED SCHOOL DISTRICT
6411 N. Robert Road
86314

By: _____

By: _____

Title: Interim President

Title: _____

Date: _____

Date: _____

CONSENT Item 8M.

Gifts and Donations

GIFTS & DONATIONS – December 10, 2019

ACE Hardware
7211 E. 1st Street
Prescott Valley 86314
Donated \$75 to Coyote Springs Elementary School for 'Shoeboxes for Kids'

Shannon Chaney
7888 E. Falla Bella Way
Prescott Valley 86315
Donated 9 boxes of ice cream sandwiches to the J.O.I. Club at Liberty Traditional School
Valued at \$23

James Fritz
310 W. Northview Avenue
Phoenix 85021
Donated \$400 to Glassford Hill Middle School for iChoose

Prescott National Forest
2971 Willow Creek Road
Prescott 86301
Donated paper, labels and binder to Coyote Springs Elementary School
Valued at \$500-\$800

Prescott Valley Bible Church
6411 N. Robert Road
Prescott Valley 86314
Donated school supplies to Coyote Springs Elementary School
Valued at \$75

St. Luke's Episcopal Church
2000 Shephard's Lane
Prescott 86301
Donated \$200 to Coyote Springs Elementary School Cafeteria for unpaid lunch balances

Michele Stevens
4280 N. Capri Circle
Prescott Valley 86314
Donated an Ablenet FL45H Scanning Communicator to the Special Services Office for use in all schools
Valued at \$2,500

Marilyn Stone
7714 E. Paseo Hermoso
Prescott Valley 86314
Donated \$100 to the Cafeteria Angel Fund for use at all sites

DISCUSSION

Item 9A.

School Report- MVES

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9 A
FROM:	Kim Grant, Mountain View Elementary School Principal	Reading
DATE:	December 10, 2019	Discuss x
SUBJECT:	Mountain View School Board Update	Action
		Consent
<hr/>		
OBJECTIVE:	To share the successes of Mountain View Elementary School	

SUPPORTING DATA

Principal, Kim Grant, will give an update of current events at Mountain View Elementary School including:

- Trend Data
- Mountain View Focus
- Happenings at Mountain View
- Partnerships

SUMMARY & RECOMMENDATION

Sample Motion

No action necessary. Report is presented for informational purposes.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Kim Grant, 928-759-4700

DISCUSSION

Item 9B.

District Facilities Assessment

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9B
FROM:	Dr. Daniel Streeter, Superintendent	Reading
DATE:	December 10, 2019	Discuss X
SUBJECT:	Report from ADM Group regarding 2019 District Facilities Assessment	Action
		Consent
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs	

SUPPORTING DATA

ADM Group will report on the 2019 District Facilities Assessment it recently completed for Humboldt Unified School District.

SUMMARY & RECOMMENDATION

No action necessary. Report is presented for informational purposes.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Dr. Daniel Streeter, (928)759-4000.

DISCUSSION

Item 9C.

Bradshaw Mountain High School CPR Plan

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9C
FROM:	Kort Miner, Bradshaw Mountain High School Principal	Reading
DATE:	December 10, 2019	Discuss X
SUBJECT:	Proposed CPR plan for Bradshaw Mountain High School	Action
		Consent
OBJECTIVE:	Board Goal #1: To Raise the Level of Student Achievement Board Goal #2: To Focus on Planning for Future Student Needs	

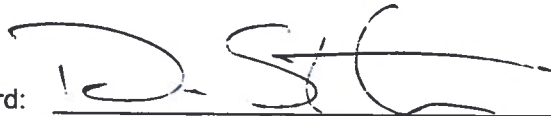
SUPPORTING DATA

For your discussion is the proposed CPR plan for Bradshaw Mountain High School. Per Arizona State Bill 1137, Humboldt Unified School District "shall provide public school students with one or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate matter, during high school." This plan allows for HUSD to implement practices at Bradshaw Mountain High School to comply with the CPR mandate beginning with the BMHS Class of 2020.

The Bradshaw Mountain High School CPR plan includes:

- Compression-only training during and after school for all BMHS and BMOA students;
- Hands-on practice using the compression-only method;
- Hands-on practice using an AED (Automated External Defibrillator);
- Avenues for all students to comply with the CPR mandate, including courses provided during and after school, allowable verified online courses, recording CPR courses on student transcripts for previously completed courses, and students with exemptions;
- Inclusion of CPR completion on the BMHS transcript; and
- A certificate of completion.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Kort Miner, Bradshaw Mountain High School Principal (759-4100), Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation (759-4000), & Patty Bitsilly, Director of Special Services (759-4040)

BMHS CPR

Curriculum for CPR training is provided by the American Heart Association. The “CPR in Schools Training Kit” includes the one-hour CPR curriculum, videos, mannequins, and practice AED pads.

Additional mannequins will be provided (if necessary) by the BMHS CNA program.

PE Classes

- CPR will be taught through the PE classes.
 - One teacher per day/class period.
 - May be during AzMERIT testing.
 - PE teachers will teach the class. Training for PE teachers will be during a Wednesday content meeting.

Seniors

- Senior CPR choices will go home with senior letters around fall break.
- More than half the senior class has either 1st or 7th hour Home Release.
 - Seniors with a home release will have options for completing their CPR course during their home release period. They will sign up in the counseling office to select their day.
 - 1st and 7th hour home release CPR will be taught by either Darrin Blake, Nancy Vallely, or Linda Schaetzle.
 - Darrin Blake and/or Nancy Vallely and/or Linda Schaetzle will receive special projects pay for teaching the classes.
- CTED students will sign up to take their CPR course during 6th hour on a Friday (no CTED classes are held for BMHS students on Friday). Students will sign up in the counseling office to select their day.
 - The 6th hour CTED CPR course will be taught by either Lisette Morales or Laura Goligoski. Ms. Morales will receive coverage pay for teaching the class.
- Band/AVID/TLC students will attend during one class period during the school year at the teacher’s convenience. Students of all grades in these courses will attend and complete their CPR requirement. The class will be taught by Darrin Blake, Nancy Vallely, and Laura Goligoski.
- Seniors who do not have home release can either:
 - Take CPR on their own and provide evidence of completing a CPR course;
 - Use a parent exemption;
 - Both of these will be recorded with receipt of the exemptions form on the back of the CPR letter for seniors. Students will turn their form in to Bronte Casperson.
 - Students with an IEP may be exempt from the CPR requirement if it is noted in the student’s IEP. (Addendums will be needed.)

- Sign up for an after-school CPR class;
 - Seniors will have options for completing their CPR course after school. They will sign up in the counseling office to select their day. Laura Goligoski, Nancy Vallely, and Linda Schaetzle will teach the classes after school.
- Or attend during AzMERIT testing days. (Permission pending)
- Students in BMOA are allowed to participate in the trainings, however the legislation allows students enrolled in an online school to skip the hands-on portion of the training.
- A final option is for students to complete the course online for free, then to sign up for one of the sessions at school for the hands-on portion. Students may also pay for a course if they choose.
 - Free online CPR training programs include:
 - CPR Heart Center - <https://cprheartcenter.com/>
 - LearnCpronline.net - <https://www.learnCpronline.net/>
 - ProCPR by ProTrainings - <https://www.procpr.org/training>
 - Fee-based online CPR courses include:
 - American Heart Association - <https://shopcpr.heart.org/courses/heart saver-first-aid-cpr-aed>
 - American Red Cross - <https://www.redcross.org/take-a-class/classes/adult-cpr%2Faed-online-only/05451969.html>
 - National CPR Foundation - <https://www.nationalcprfoundation.com/courses/standard-cpr-aed-first-aid/>

Bronte Casperson will record completion of the CPR course with a P/F/Exempt in Schoolmaster.

We will follow similar senior procedures for the classes of 2021 and 2022, as well as for new enrollments.



BRADSHAW MOUNTAIN HIGH SCHOOL

6000 E. Long Look Dr.
Prescott Valley, AZ 86314
928-759-4100


The Humboldt Schools.
Notwithstanding achievement since 1906.



CPR Requirement for Arizona High Schools

Dear students and parents/guardians,

Beginning July 1, 2019, Arizona state law requires CPR Training in order for students to graduate from high school. Bradshaw Mountain High School is very excited to offer this training for free to all BMHS students. Arizona Revised Statute 15-718.01 reads as follows:

On or before July 1, 2019, school districts and charter schools shall provide public school pupils with one or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school. This training shall be based on the most current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation.

Two items to note are:

1. This bill requires high school students to have this training as a requirement for graduation.
2. Students will receive CPR training with the addition of hands-on training.

We will notify you via our ConnectEd and Remind systems with dates the class will be offered. If a student is unable or does not wish to attend the CPR class on campus, he/she is welcome to utilize an outside resource to fulfill the requirement and provide proof of completion to the registrar.

*Freshmen will receive training in their PE class.

**Please see page 2 for exemption information

CPR EXEMPTION

A student shall be excused from the instruction on cardiopulmonary resuscitation at the request of either:

1. The student's parent.
2. Written documentation that the student has previously received training in or is currently certified in cardiopulmonary resuscitation. Please provide a copy of the CPR certification.
3. Documentation of the exemption written into the student's IEP.

Please check one of the following:

_____ My child has my permission to be exempt from the required CPR training.

_____ My child is currently taking a CPR class or has successfully completed a CPR class.
Documentation is attached.

_____ My child has a CPR exemption written into his/her IEP.

Please sign and date below and return to the registrar by **Friday, December 20**.

Student name (Please print)

Student signature

Date

Parent signature

Date

DISCUSSION

Item 9D.

Bradshaw Mountain High School Testing Incentive Plan

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9D
FROM:	Kort Miner, Bradshaw Mountain High School Principal	Reading
DATE:	December 10, 2019	Discuss X
SUBJECT:	Proposed Testing Incentive Plan for Bradshaw Mountain High School	Action
		Consent
OBJECTIVE:	Board Goal #1: To Raise the Level of Student Achievement Board Goal #2: To Focus on Planning for Future Student Needs	

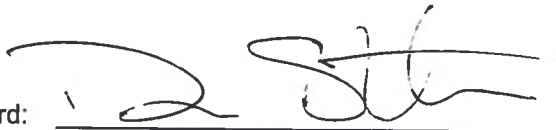
SUPPORTING DATA

The included Testing Incentive Plan for Bradshaw Mountain High School is similar to the testing schedule that was utilized from 2010 through 2014 during the administration of Arizona's Instrument to Measure Standards (AIMS). The proposed schedule provides for an authentic testing environment for underclassmen while providing incentives for juniors and seniors at BMHS who are currently on track for meeting graduation requirements. The proposed testing incentive plan provides opportunities for students to complete graduation requirements as well as meet requirements set forth in the state accountability system's College and Career Readiness Index.

The Bradshaw Mountain High School Testing Incentive Plan includes:

- Two days off for seniors who have met all incentive criteria;
- One day off for juniors who have met all incentive criteria;
- Students must be on track for graduation, including passing grades in all current classes;
- Students must have credit in all current classes according to attendance policies;
- The state allows HUSD to code absences for the incentive days so they will not count against average daily attendance;
- Juniors and seniors who have not completed the incentives will have the opportunity to come to campus to complete what needs to be done. For example, students can attend a CPR class, receive help completing the FAFSA, or work on Edgenuity classes;
- Teachers of AP classes can host study sessions and/or full-length practice tests during junior and senior incentive days;
- Grade bumps for math, English, and science proficiency for sophomores as established in 2018; and
- CPR for freshmen during P.E.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Kort Miner, Bradshaw Mountain High School Principal (928-759-4100) and Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation (928-759-4010)

Proposed Testing Incentives 2020

The AzMERIT window is open from March 30–April 24. Writing must be completed by April 10, AIMS Science must be completed by April 17. Our ACT date will be during the second ACT window on April 8.

Freshman	Sophomores	Juniors	Seniors
Attend all testing days	Attend all testing days; Will complete both AzMERIT and AIMS Science; Will follow regular schedule on ACT day	If all incentive criteria are met, students will have one testing days off (AIMS Science day)	If all incentive criteria are met, students will have two testing days off (junior ACT and AIMS Science days)
Ideas for freshman include: <ul style="list-style-type: none"> • a regular school day • CPR during PE 	Incentives for sophomores <ul style="list-style-type: none"> • grade bumps for math, English, and science proficiency • days off junior and senior year 	Incentives for juniors: <ul style="list-style-type: none"> • completed 1 ACT/SAT • completed 1 ASVAB/CPR • have not lost credit in any classes in which currently enrolled • on track for graduation (no current Fs) 	Incentives for seniors: <ul style="list-style-type: none"> • FAFSA complete • CPR complete • have not lost credit in any classes in which currently enrolled • on track for graduation (no current Fs)

Some things to consider:

- Similar to when we had AIMS release days several years ago, we can code absences so they will not count against our attendance.
- Juniors and seniors who have not completed the incentives will have the opportunity to come to campus to complete what needs to be done. For example, students can attend a CPR class, receive help completing the FAFSA, or work on Edgenuity classes.
- We would like to mail a junior and senior incentive letter home before winter break with the details of the incentive days, testing calendar, and CPR requirements.
- Teachers of AP classes can host study sessions and/or full-length practice tests during junior and senior incentive days.

Proposed AzMerit/ACT Testing Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
March 30 AzMERIT testing opens	March 31 ACT Window #1	April 1 ACT Window #1	April 2 ACT Window #1	April 3 Writing
April 6 Reading Part 1 Math Part 1	April 7 Reading Part 2 Math Part 2 ACT Window #2	April 8 ACT Senior Incentive Day ACT Window #2	April 9 AIMS Science Senior/Junior Incentive Day ACT Window #2	April 10 AzMERIT Writing closes Spring Recess No school
April 13	April 14 ACT Window #2	April 15 ACT Window #2	April 16 ACT Window #2	April 17 AIMS Science closes
April 20 Inservice Day No school	April 21	April 22	April 23	April 24 AzMERIT testing closes

ACTION

Item 10A.

YUEBT Trust Termination Agreement

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 A

FROM: Cynthia Windham, Finance Director Reading

DATE: Dec. 10, 2019 Discuss

SUBJECT: Yavapai Unified Employee Benefit Trust Action X
(YUEBT) Termination Agreement

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

BACKGROUND INFORMATION:

At its November 20, 2019 board meeting, the YUEBT board approved a trust termination agreement, which had been prepared by YUEBT counsel and reviewed by PUSD and HUSD attorneys. The termination agreement must also be approved by both HUSD and PUSD's governing boards.

For governing board reference:

- The district joined Kairos Health Arizona effective July 1, 2019. Kairos provides employee benefit programs for eligible district employees and their dependents.
- YUEBT stopped providing coverage effective June 30, 2019, and is currently in wind-down mode. Eligible claims that occurred prior to July 1, 2019 are still being paid through YUEBT. These run-off claims will be paid until June 30, 2020, the effective date for the YUEBT termination.
- The termination agreement also:
 - resolves conflicts between YUEBT's existing Trust Agreement and Bylaws,
 - creates a more equitable distribution of member equity (also known as net assets or surplus),
 - allows for interim distribution of surplus, and
 - allows for recoupment of any costs associated with YUEBT after final dissolution.

Attached is a copy of the termination agreement for your reference.

It is recommended that the District terminate the Yavapai Unified Employee Benefit Trust (YUEBT).

Sample Motion:

I move to accept the final termination agreement of the Yavapai Unified Employee Benefit Trust (YUEBT) as presented.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Cynthia Windham, Finance Director, (928)759-4000

November 25, 2019

Re: Yavapai Unified Employee Benefit Trust (YUEBT) Termination Agreement

At its November 20, 2019 board meeting, the YUEBT board approved a trust termination agreement, which had been prepared by YUEBT counsel and reviewed by PUSD and HUSD attorneys. The termination agreement must also be approved by both HUSD and PUSD's governing boards.

For governing board reference:

- The district joined Kairos Health Arizona effective July 1, 2019. Kairos provides employee benefit programs for eligible district employees and their dependents.
- YUEBT stopped providing coverage effective June 30, 2019, and is currently in wind-down mode. Eligible claims that occurred prior to July 1, 2019 are still being paid through YUEBT. These run-off claims will be paid until June 30, 2020, the effective date for the YUEBT termination.
- The termination agreement also:
 - resolves conflicts between YUEBT's existing Trust Agreement and Bylaws,
 - creates a more equitable distribution of member equity (also known as net assets or surplus),
 - allows for interim distribution of surplus, and
 - allows for recoupment of any costs associated with YUEBT after final dissolution.

Attached is a copy of the termination agreement for your reference.

TRUST TERMINATION AGREEMENT

This TRUST TERMINATION AGREEMENT (“**Agreement**”), dated as of November 20, 2019 (“**Effective Date**”) is by and among the Yavapai Unified Employee Benefit Trust (“**Trust**”), a trust created pursuant to A.R.S. § 11-952.01, Prescott Unified School District No. 1 (“**PUSD**”), an Arizona public school district and Humboldt Unified School District (“**HUSD**”), an Arizona public school district.

Recitals

WHEREAS, Arizona Revised Statute Section 11-952.01 authorizes school districts to form a Trust to provide health and welfare benefits to school district employees;

WHEREAS, on July 1, 2007, PUSD and HUSD entered into an Amended and Restated Agreement and Declaration of Trust (“**Trust Agreement**”), attached as Exhibit A, whereby PUSD and HUSD became Participating Entities in the Trust authorized by the Trust Agreement. Capitalized terms used in this Agreement not otherwise defined herein shall have the meaning ascribed to such terms in the Trust Agreement;

WHEREAS, the Trust adopted the Yavapai Unified Employee Benefit Trust (YUEBT) Bylaws in the form attached as Exhibit B (“**Bylaws**”);

WHEREAS, Article XI of the Trust Agreement authorizes the Participating Entities to terminate the Trust;

WHEREAS, on April 2, 2019, the PUSD Governing Board adopted a Resolution (Exhibit C) authorizing the termination of the Trust;

WHEREAS, on April 9, 2019, the HUSD Governing Board adopted a Resolution (Exhibit D) authorizing the termination of the Trust;

WHEREAS, effective July 1, 2019 (“**Coverage Termination Date**”), PUSD and HUSD ceased offering health and welfare insurance benefits to their respective employees and obtained such benefits through Kairos Health Arizona, Inc. (“**Kairos**”), an Arizona nonprofit corporation;

WHEREAS, after the Coverage Termination Date, the Trust has continued to cover accrued employee benefit claims as of June 30, 2019 (“**Accrued Claims**”);

WHEREAS, PUSD and HUSD notified their respective employees of the termination of the Trust and the benefits to be provided by Kairos, and the Trust notified all employees that payment for Accrued Claims would terminate on June 30, 2020 in the form of the Notice of Termination of Coverage (Exhibit E);

WHEREAS, in light of the contributions made by each of the Participating Entities during their membership in the Trust, the parties agree to adopt the provisions of this Agreement regarding the distribution of the excess balance of the Trust Fund to replace the Trust Fund distribution provisions of the Trust Agreement; and

WHEREAS, effective June 30, 2020 (“**Dissolution Date**”), the Trust will dissolve and the parties desire to provide for (i) a process to fund and manage any Accrued Claims and Contingent Liabilities as of June 30, 2020 and (ii) a mechanism to distribute the excess balance of the Trust Fund subject to the payment of any Accrued Claims and Contingent Liabilities.

Agreements

NOW THEREFORE, intending to be legally bound and for good and valuable consideration, and notwithstanding any term or provision of the Trust Agreement the parties agree to the following terms and conditions.

1. Interim Distribution. The Trust shall pay each of the Participating Entities the following amounts (the “**Interim Distribution Amounts**”) no later than thirty (30) days following the Effective Date. The Participating Entities may only use Interim Distribution Amounts to pay for employee benefits or for insurance premiums to provide employee benefits.

- 1.1. PUSD

- 1.1.1. \$81,507 for stop loss payments
 - 1.1.2. \$146,000 for benefit premium offset payments

- 1.2 HUSD

- 1.2.1 \$115,493 for stop loss payments
 - 1.2.2 \$214,000 for benefit premium offset payments

2. Final Distribution.

- 2.1. Final Accounting. No later than sixty (60) days prior to the Dissolution Date, the Trust accountant shall prepare an estimated preliminary final accounting of the Trust Fund excess balance (“**Trust Fund Excess Balance**”) as required by Section 11.02 of the Trust Agreement. The parties shall provide comments on the Trust Fund Excess Balance to the Trust accountant no later than thirty (30) days prior to the Dissolution Date. The Trust accountant shall produce a final Trust Fund Excess Balance (the “**Final Trust Fund Excess Balance**”) no later than three (3) business days prior to the Dissolution Date. Effective as of the Dissolution Date, the Final Trust Fund Excess Balance shall be the final accounting of the affairs of the Trust required by Section 11.03 of the Trust Agreement unless the Trust designee determines that events have occurred following the issuance of the Final Trust Fund Excess Balance three (3) business days prior to the Dissolution Date that require the amount to be adjusted, in which case the adjusted amount shall be the Final Trust Fund Excess Balance.
 - 2.2. Distribution. No later than thirty (30) days following the Dissolution Date, the Trust Funds Excess Balance shall be distributed to the Participating Entities with PUSD receiving forty-nine percent (49%) of the Trust Fund Excess Balance, less the amount of any employee benefit premium offset payment pursuant to Section 1.1.2 of this

Agreement, and HUSD receiving fifty-one percent (51%) of the Trust Fund Excess Balance, less the amount of any employee benefit premium offset payment pursuant to Section 1.2.2 of this Agreement. Any funds transferred to a Participating Entity may only be used to pay for employee benefits or for insurance premiums to provide employee benefits, and any transferred funds shall be subject to the payment of any Accrued Claim and Contingent Liability pursuant to Section 3 of this Agreement.

3. Accrued Claims and Contingent Liabilities. During the period following the Coverage Termination Date the Trust's claims administrator (Meritain Health, Inc., hereafter the "**Claims Administrator**") has been processing Accrued Claims. The Trust's Claims Administrator believes that as of the Dissolution Date all such claims will have been fully processed. In the event that an Accrued Claim or any contractual, tort or other claim (collectively "**Contingent Liabilities**") is filed following the Dissolution Date, the Trust's designee shall advise the Participating Entities and each Participating Entity shall pay fifty percent (50%) of the total amount of such Accrued Claims and Contingent Liability claims, plus claims administration costs, no later than thirty (30) days following notice of the amount due from the Trust's designee.
4. Termination/Dissolution Requirements.
 - 4.1. Trust Agreement and Bylaws. Effective as of the Dissolution Date, the Trust Agreement and the Trust Bylaws shall terminate. Prior to Dissolution Date, the Trust Agreement is hereby amended by the terms of this Agreement.
 - 4.2. Trust Contracts. Effective as of the Dissolution Date, all known Trust contracts, with the exception of any liability policies the Trust maintains, will have been terminated.
 - 4.3. Obligations.
 - 4.3.1. No later than thirty (30) days after the Dissolution Date, the Trust's designee shall notify the Arizona Department of Insurance, in writing, that to the knowledge of the Trust, all contractual obligations of the Trust have been discharged.
 - 4.3.2. No later than thirty (30) days after the Dissolution Date, the Trust shall notify the Department of Insurance, in writing, that to the knowledge of the Trust, all insurance obligations of the Trust have been discharged, subject to the requirements of Section 3 of this Agreement.
5. General Provisions.
 - 5.1. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same

instrument. The signature pages from one or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument so that the signatures of all parties may be physically attached to a single document.

5.2. Headings. The descriptive headings of the sections of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions hereof.

5.3. Exhibits. The exhibits to this Agreement are listed below. Each exhibit is attached hereto and shall be deemed to have been incorporated herein by this reference with the same force and effect as if fully set forth in the body hereof.

Exhibit A YUEBT Amended and Restated Agreement and Declaration of Trust

Exhibit B YUEBT Bylaws

Exhibit C PUSD Authorizing Resolution

Exhibit D HUSD Authorizing Resolution

Exhibit E Notice of Termination of Coverage

5.4. Entire Agreement. This Agreement and its exhibits constitute the entire agreement among the parties hereto pertaining to the subject matter hereof. All prior and contemporaneous agreements, representations and understandings of the parties, oral or written, are hereby superseded and merged herein.

5.5. Amendment. This Agreement may not be amended. No provision hereof be waived except by a written amendment executed by all parties.

5.6. Notices. Any legal notices relating to this Agreement must be provided in writing and sent to the receiving party at the address noted below or such other addresses as either party may from time to time designate in writing and deliver as provided in this Section 5.6. All notices to be given under this Agreement by either party to the other shall be considered validly given and fully received when made in writing and delivered or refused delivery by major commercial delivery courier service or mailed in a manner that requires the signature by the recipient or by process service. Any change of address notice shall be given at least ten (10) days before the date on which the change is to become effective.

Trust: John H. Ashton
 c/o Ashton Tiffany, LLC
 333 East Osborn Road,
 Suite 300

Phoenix, AZ 85012

Copy to: William J. Sims III
Sims Mackin, Ltd.
3101 N. Central Avenue
Suite 870
Phoenix, AZ 85012

PUSD: Joe Howard, Supt.
300 East Gurley Street
Prescott, AZ 86301

Copy to: _____

HUSD: Daniel Streeter, Supt.
6411 N. Robert Road
Prescott Valley, AZ 86314

Copy to: C. Benson Hufford
120 N. Beaver St.
Flagstaff, AZ 86001

- 5.7 Venue. The parties agree that venue for any action commenced in connection with this Agreement shall be proper only in a court of competent jurisdiction in the State of Arizona. In such legal action, the parties waive any right to object to such venue. Nothing in this paragraph will be deemed to have authorized the bringing of any legal action in a court which does not otherwise have jurisdiction to adjudicate the legal action.
- 5.8 No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement, and no person or entity not a party shall have any right or cause of action under this Agreement.
- 5.9 Applicable Law. This Agreement shall be subject to the laws of the State of Arizona.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the day and year set forth above.

Yavapai Unified Employee Benefit Trust

By: _____

Its: _____

Prescott Unified School District

By: _____

Its: _____

Humboldt Unified School District

By: _____

Its: _____

EXHIBIT A

EXHIBIT A

AMENDED AND RESTATED

AGREEMENT AND DECLARATION OF TRUST

YAVAPAI UNIFIED EMPLOYEE BENEFIT TRUST

EFFECTIVE JULY 1, 2007

AMENDED AND RESTATED
AGREEMENT AND DECLARATION OF TRUST
Dated April 3 and 10 , 2007

This Amended and Restated Agreement and Declaration of Trust (Trust Agreement) is made effective this 1st day of July, 2007, between the Governing Board of Prescott Unified School District No. 1 ("PUSD"), the Governing Board of Humboldt Unified School District ("HUSD"), (collectively the "Participating Entities") and certain persons hereinafter referred to as the "Trustees" to administer the Trust in accordance with the terms and provisions of this instrument.

RECITALS

A. PUSD and the Trustees entered into the Agreement and Declaration of Trust Prescott Unified School District No. 1 Employee Benefit Trust dated July 1, 1981 (the "Prior Agreement"), to provide a health and welfare plan for the purpose of providing health and welfare benefits as set forth in their Plan Document. PUSD and the Trustees now desire to amend that Prior Agreement, as from time to time amended and restated, by allowing HUSD to participate in the Plan and be a party to this Trust Agreement with all of the rights and obligations attendant with participation. Therefore, to effectuate this amendment, PUSD and the Trustees hereby amend the Prior Agreement, as from time to time amended and restated, and the Parties restate the Prior Agreement, as from time to time amended and restated. This Amended and Restated Agreement and Declaration of Trust is intended to replace and supercede the Prior Agreement, all amendments and restatements of the Prior Agreement, and any and all preceding agreements which established an employee benefit trust for PUSD by whatever title.

B. Arizona Revised Statutes (A.R.S.) §11-952.01 permits two or more public agencies to enter into contracts or agreements (1) for the joint purchase of life insurance, disability insurance, accident insurance or health benefits plan insurance, or (2) to pool retention of their risks of loss for life, disability, accident or health claims made against any public agency member of the pool, and to do so on a cooperative or contract basis, or by the execution of a trust agreement directly by the agencies or by contracting with a third party.

C. PUSD has the power and authority to enter into contracts and intergovernmental agreements (A.R.S. §15-342(13) and A.R.S. §11-952), to use school monies received from state and county school apportionment exclusively for payment of salaries of teachers and other employees and contingent expenses of the district (A.R.S. §15-341(18)), to fix the benefits of employees (A.R.S. §15-502), to expend funds for membership in an association of school districts within this state (A.R.S. §15-342(8)), and to provide a self-insurance program including risk management consultation (A.R.S. §15-382).

D. HUSD has the power and authority to enter into contracts and intergovernmental agreements (A.R.S. §15-342(13) and A.R. S. §11-952), and to use school monies received from state and county school apportionment exclusively for payment of salaries of teachers and other employees and contingent expenses of the district (A.R.S. §15-341(18)), to fix the benefits of

employees (A.R.S. §15-502), to expend funds for membership in an association of school districts within this state (A.R.S. §15-342(8)), and to provide a self-insurance program including risk management consultation (A.R.S. §15-382).

E. The Participating Entities and certain employees of the Participating Entities ("Employees") desire to enter into a program of providing and maintaining health and welfare benefits for Employees of the Participating Entities and eligible dependents.

F. The Participating Entities and/or the Employees will contribute monies to the Trustees, which monies will constitute a trust fund ("Trust Fund") to be held for the benefit of the Employees and their eligible dependents under and in accordance with the Plan and this Trust Agreement.

G. The Participating Entities desire the Trustees to accept, hold, preserve, protect, invest, and make payments from the Trust Fund, and the Trustees are willing to accept, hold, preserve, protect, invest, and make payments from such Trust Fund, pursuant to the terms of this Trust Agreement.

Now therefore, in consideration of the promises, covenants, agreements, terms, obligations and duties set forth herein, it is agreed as follows:

ARTICLE I - DEFINITIONS

The following terms shall be defined as follows for the purposes of this Trust Agreement:

1.01 - Beneficiary. The term "Beneficiary" means employees and their dependents who are eligible for benefits provided by, and are enrolled in, the Health and Welfare Program.

1.02 - Employee. "Employee" means all persons who are employed by the Participating Entities on a regular basis and who work not less than the number of hours per week required by the Participating Entities for eligibility. "Eligible Dependent" shall mean any dependent of an Employee who meets the qualifications of the Plan Document.

1.03 - Employee Contribution. The term "Employee Contribution" shall mean the contributions made by the Employees of a Participating Entity to said Trust Fund.

1.04 - Trust Fund. The term "Trust Fund" means the fund created by this instrument, and shall mean generally the monies, property, contracts, or things of value, tangible or intangible, received and held by the Trustees for the use and purposes set forth herein.

1.05 - Health And Welfare Program. The term "Health and Welfare Program" means the program of benefits to be established by the Trustees pursuant to this Agreement and Declaration of Trust.

1.06 - Member Contributions. The term "Member Contributions" means the contributions made by Participating Entities to the Fund for the Health and Welfare Program.

1.07 - Participating Entities. The term "Participating Entities" means each of the following: Prescott Unified School District No. 1, Humboldt Unified School District, and Prospective Members after they are approved for membership under Article IX.

1.08 - Plan Document. The term "Plan Document" means the document approved by the Trustees containing certain self-funded or insured health and welfare benefits, as it may be amended from time to time.

1.09 - Trust Agreement. The term "Trust Agreement" means this Agreement and Declaration of Trust and any modifications or amendments thereto.

1.10 - Trustees. The term "Trustees" as used herein means the Trustees and any successors provided for in this Trust Agreement.

1.11 - Proportional Share. The term "Proportional Share" means the contributions attributed to the Participating Entity (including contributions made by or on behalf of Beneficiaries in the Trust due to their affiliation with each respective Participating Entity as well as the Participating Entity's contributions on behalf of Employees) over the 12 months prior to termination under Article XI divided by total contributions to the Trust over the same 12 months.

1.12 - Yavapai Unified Employee Benefit Trust. The name of the Trust created under the Agreement and Declaration of Trust Prescott Unified School District No. 1 Employee Benefit Trust dated July 1, 1981, as from time to time amended and restated, shall hereinafter be the Yavapai Unified Employee Benefit Trust (the "Trust").

1.13 - Parties. The term "Parties" shall mean the trustees and the members of the governing boards of the Participating Entities.

1.14 - Retiree. The term "Retiree" shall mean a former Employee of a Participating Entity who retired from employment with the Participating Entity and meets the eligibility requirements of the Participating Entity and the Plan Document.

ARTICLE II - PURPOSE OF TRUST AND APPLICATION OF THE TRUST FUND

2.01 - Purpose. The Yavapai Unified Employee Benefit Trust was created to avail the Participating Entities of the benefits which would accrue by providing self-funded and/or insurance coverage for health and welfare benefits for certain qualified employees and eligible dependents as authorized under Arizona law. The purpose of this Trust is to receive contributions and provide for payment from the Trust Fund for various benefits, administrative services and expenses associated with the Health and Welfare Program.

2.02 - Trust Fund. There is hereby established a Trust Fund to jointly purchase health benefits plans, life or disability insurance, or accident insurance, and to pool retention of their risks of losses for health, accident, life, or disability claims, or to jointly provide the health and medical services authorized in A.R.S. §36-2907. Benefits may include but are not limited or

restricted to, Life, Accidental Death and Dismemberment, Disability Income, Basic or Major Medical coverage for accidents or sicknesses, dental, and any other benefits as determined by the Trustees for Beneficiaries, provided such benefits are related to health, death or disability, whether through self-funded or insured programs or both. The Trust Fund shall only be used for payment of uninsured losses, claims, defense costs, costs of training designed to reduce losses and claims, the cost of related employee benefits including wellness programs, life, disability and other fully and partially insured group insurance plans, programs that allow for participation in a cafeteria plan and other related expenses, including but not limited to any applicable taxes and administrative expenses or any other lawful purpose. The Trustees shall have the power to enter into contracts, procure insurance policies, or provide such benefits through self-funding, and to place into effect and maintain the benefits as set forth in the Plan Document.

2.03 - Principal Office. The Trust shall have its principal office at 146 South Granite Street, Prescott, Arizona 86303 (hereinafter designated and referred to as "Principal Office").

ARTICLE III - TRUSTEES - APPOINTMENT, TERM AND REMOVAL

3.01 - Appointment of Trustees. The Trustees shall be appointed by the Participating Entities as provided herein and will serve at the pleasure of the Participating Entity which appointed them. A Trustee may be reappointed at the Participating Entity's sole discretion.

3.02 - Board of Trustees. The Board of Trustees shall consist of at least five (5) and not more than ten (10) joint trustees. No more than one Trustee may be a member of the PUSD Governing Board, and no more than one Trustee may be an employee of PUSD. No more than one Trustee may be a member of the HUSD Governing Board, and no more than one Trustee may be an employee of HUSD. Trustees shall be phased in according to the following schedule:

- Year 1: PUSD may appoint no more than five (5) Trustees, HUSD may appoint no more than three (3) Trustees;
- Year 2: PUSD may appoint no more than five (5) Trustees, HUSD may appoint no more than four (4) Trustees;
- Year 3: PUSD may appoint no more than five (5) Trustees, HUSD may appoint no more than five (5) Trustees.

In the event that a Participating Entity terminates its membership in the Trust, the remaining Participating Entities shall amend this Trust Agreement so as to have not less than the minimum number of Trustees required by law.

If an entity is entitled to appoint an additional Trustee, that Trustee shall be seated at the Board of Trustees meeting held in July immediately following the June 1 eligibility date. The Participating Entities hereby appoint and designate the individuals whose names appear on Exhibit "A" as it may be amended from time to time to serve as appointed Trustees.

3.03 - Term and Removal. Trustees appointed by a Participating Entity serve at the pleasure of the Governing Body of the Participating Entity and may be removed by the Governing Body at any time, with or without cause. The removal of a Trustee shall become

immediately effective upon written notification by the appropriate Governing Body of the Participating Entity to the appointed Trustee to be removed.

3.04 - Successor Trustees. Upon the resignation or removal of a Trustee, the Governing Board of the Participating Entity that appointed the Trustee shall appoint a successor Trustee.

3.05 - Resignation of Trustee. A Trustee may resign at any time by giving thirty (30) days written notice of intent to resign to the Governing Board which appointed the Trustee. The Governing Board may waive the thirty (30) day notice at its sole discretion.

3.06 - Acceptance Of Trusteeship. By signing this Trust Agreement, the Trustees hereby accept the Trust and Trusteeship and declare that they will receive and hold the Trust Fund by virtue of this Trust Agreement for the uses and purposes and with the powers and duties herein set forth and none other and keep adequate and proper records as set forth herein.

ARTICLE IV - POWERS AND DUTIES OF TRUSTEES

4.01 - General Powers of the Trustees. The Health and Welfare Program and Trust shall be administered by the Trustees. The Trustees shall hold, manage, care for and keep the Fund and collect the income and increments thereof, and shall keep and maintain adequate and proper records to render an annual audit, accounting and reports as hereinafter mentioned. The Trustees shall employ or hire such agents, attorneys, auditors, accountants, actuaries, private consultants, advisors, employees or other persons as may be necessary or desirable in administering the Trust Fund and carrying out its purposes, and the fees, salaries, wages, or compensation of any and all such persons shall be paid from the Trust Fund. The Trustees may pay any and all taxes of whatsoever nature the Trust Fund is and may be obligated to pay, and incur any expenses for supplies, rental of space, or other items or anything else believed to be necessary or desirable in administering the Trust Fund and carrying out the objectives and purposes of the Trust and Trust Agreement. Nothing herein is intended to and does not limit in any way the power of the Trustees, it being the intent of this Trust Agreement that the Trustees shall have all right, power and authority to do all those things, which in the opinion of the Trustees may be necessary or desirable for the administration and operation of and accomplishments of the objectives and purposes of the Trust Fund and the Trust and this Trust Agreement and which are authorized by law. The Trustees shall have the power to adopt rules and regulations for the administration of the Trust Fund and/or Trust, which regulations and rules shall be consistent with covenants, terms, conditions, obligations and duties as set forth in this Trust Agreement, and such rules and regulations shall be binding upon all persons dealing with the Trust Fund and upon any and all persons claiming any benefits hereunder.

4.02 - Benefits. The Trustees, in carrying out the purposes of this Trust Agreement, shall have the power and the right to contract for and to provide the intended benefits under this Trust as set forth in the Plan Document by means of direct or self-funding by the Trust and/or by the procurement of group insurance contracts (permissible under the laws of Arizona) including group insurance contracts issued to and in the name of the Trust, together with such other forms of contracts issued by qualified insurance companies authorized to do business in the State of Arizona as may be selected by the Trustees for the purpose of providing for all or part of the

benefits provided for in the Plan Document. The Trustees shall establish the terms and conditions of coverage including exclusions of coverage. The Trustees are hereby expressly authorized to pay to any insurance company as may be selected by the Trustees the required premiums on the insurance contracts issued to the Trust. Subject to Paragraph 4.03 below, whether or not benefits are provided by means of direct or self-funding shall be at the sole and exclusive discretion of the Trustees. Should the Trustees select or provide for any policy or any program of self-funding, purchased insurance, or combination thereof, no claims for benefits or liabilities shall be brought against the Trustees or members of the Governing Bodies of the Participating Entities.

4.03 - Stop Loss. If the Trustees choose to provide any self-funded benefits, the payment from the Trust Fund of any and all benefits to or on behalf of each Beneficiary shall be limited to a total sum to be established by the Trustees each fiscal year.

4.04 - Types of Employee Benefits to be Funded by The Trust. The Trustees may obtain for the Beneficiaries of the Trust the following forms of employee benefits plus other benefits, provided such benefits are related to Health, Death or Disability Income and shall establish terms and conditions of and exclusions from coverage:

1. Disability Income
2. Accidental Death and Dismemberment
3. Life Insurance
4. Hospital, surgical and medical, dental, and other group health products customarily made available to employee groups.

4.05 - Unexpended Corpus. The Trustees shall take necessary precautions to safeguard the assets of the Trust. The Trustees may enter into financial services agreements with banks and other financial institutions and may invest its monies in equity securities, mutual funds and investment funds registered with the United States Securities and Exchange Commission, debt obligations and any eligible investment permitted pursuant to A.R.S. § 35-323, or the Trustees may adopt a resolution to authorize and request the Arizona State Treasurer to invest the funds pursuant to A.R.S. § 35-326. All corpus or portions of the Trust Fund not otherwise expended may be deposited by the Trustees in the name of the Trust in such depository or depositories as the Trustees shall from time to time select, and any such deposit or deposits shall carry or bear interest. The Trustees are empowered to receive for the benefit of the Trust Fund such interest as might accrue on the above deposits. If not so deposited, any accumulated funds not currently required for the purposes of this Trust shall be invested by the Trustees in reasonably secure, reasonably liquid investments.

The Trustees may accumulate dividends or experience rating refunds or other monies, if any, accruing from any insurance policy or policies, deposits or investments. Such dividends, refunds or other monies, or all of them, shall be held in the Trust Fund and applied to the payment of self-funded claims, the payment of insurance premiums, or held, used or applied as herein set forth. The Trust may issue checks in its own name.

4.06 - Trustee Reimbursements / No Compensation. Trustees shall not receive compensation for their services rendered to the Trust. The Trustees may receive reimbursement for actual reasonable expenses incurred by them in the performance of their duties, under such terms and conditions as may be approved by a majority of the Trustees.

4.07 - Recording Secretary. The Trustees shall have a Recording Secretary who shall keep minutes of all meetings, proceedings, and acts of the Trustees, which records shall be available at the Principal Office of the Trust for inspection by all interested persons during usual business hours. Such records and minutes need not be verbatim. The Recording Secretary need not be a Trustee.

4.08 - Acts of Trustees. No person who is dealing with the Trustees shall be obligated to see to the application of any monies or property of the Trust Fund, or to see that the terms of this Trust Agreement have been complied with or to inquire as to the necessity or expediency of any act of the Trustees. Every instrument executed by the Trustees or at their direction shall be conclusive in favor of every person who in good faith relies upon it, that (a) at the time of the delivery of the instrument this Trust Agreement was in full force and effect; (b) the instrument was executed in accordance with the terms and conditions of this Trust Agreement; and, (c) the Trustees were duly authorized to execute the instrument or direct its execution.

4.09 - Meetings. The Trustees shall hold their first meeting as soon as practical after being appointed. Thereafter, meetings shall be held on a regular basis sufficient to conduct the business of the Trust. The Trustees will hold all meetings in compliance with the Open Meeting Law of Arizona, A.R.S. §38-431, *et seq.* The Trustees shall determine the time and place of the regular meetings. Special meetings of the Trustees may be called by the Chairman of the Trustees if any, or by a majority of the Trustees. At least twenty-four (24) hours written notice shall be provided to the Trustees of any meeting, including a copy of the meeting agenda. A majority of Trustees must be present at any meeting and shall constitute a quorum. All actions of the Trustees shall be based upon a majority vote of the Trustees present.

4.10 - Accounting. The accounting year of the Trust Fund shall be on a fiscal year basis, commencing on the first day of July and ending on the 30th day of June of the following year. Any report required by law, state or federal, or the respective subdivisions thereof, shall be prepared or caused to be prepared by the Trustees. The Trustees shall keep and maintain adequate records and have an annual audit and accounting of the Trust Fund by a Certified Public Accountant ("CPA") in accordance with generally accepted accounting practices, at the end of each fiscal year. The CPA shall certify to the accuracy of its audit and accounting. A statement of the results of each audit shall be available for inspection at the Principal Office of the Trust for not less than five (5) years. Copies of the audit and generalized statements of the accounting and reports shall be delivered to the Trustees after each audit and, copies of the report will be submitted to Governing Bodies of each Participating Entity.

4.11 - Actuarial Evaluation. The Trustees at least annually shall obtain an appropriate actuarial evaluation of the claim reserves of the Trust including an estimate of the incurred but not reported (IBNR) claims.

4.12 - Bonding of Trustees. The Trustees shall procure fidelity bonds for the benefit of the Trust and covering persons authorized to receive, handle, deal with or draw upon the monies in the Trust Fund for any purpose whatsoever, said bonds to be in such reasonable amount to reasonably aid in reimbursing bondable loss of money, and in any event shall meet the requirements as may be imposed, from time to time, by applicable law. Bonds are to be obtained from an A.M. Best A or better rated fidelity or surety company or companies as the Trustees shall determine. If convenient, and in conformity with law, such bonds may be position bonds. The cost of the premiums on such bonds shall be paid out of the corpus or income of the Trust Fund. If any fidelity or surety company refuses to bond or write a bond for any Trustee, or other person as described in this section, that Trustee or person shall not serve and shall resign.

4.13 - Benefits Claim Settlement and Appeals Board. The Trustees shall ensure that all valid claims for which each Participating Entity incurs liability during each Participating Entity's period of membership are paid promptly. The Trustees may in their sole discretion compromise or settle any disputed benefits claim or benefits claim controversy in such manner as they think best, and any decision made by the Trustees in compromise or settlement of a disputed benefits claim or benefits claim controversy, or any compromise or settlement agreement entered into by the Trustees, shall be conclusive and binding upon all parties interested in this Trust Fund. The Trustees may establish an appeals board which may have the same powers and duties of the Trustees to settle benefits claims or benefits claims controversies. Should the Trustees decide to establish an appeals board, the Trustees shall establish by resolution the membership, procedures, and duties of the appeals board and include the same in the Plan Document.

4.14 - Discharge Duties with Care. The Trustees agree to discharge their responsibilities with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims, all in accordance with the provisions of this Trust Agreement. Notwithstanding this duty, Trustees shall only be liable for claims, damages or other harm to the extent provided for in Section 4.15 below.

4.15 - Indemnification and Insurance. A Trustee shall not be responsible or liable for any claim, damages or other harm, unless and only to the extent that the claim, damages or harm is caused by the Trustee's gross negligence, bad faith or willful misconduct, including gross negligence, bad faith or willful misconduct in the handling of monies received for the Trust's benefit and/or with respect to the execution and administration of the Trust Fund or this Trust Agreement. A Trustee shall neither be responsible for actions or omissions of successor Trustees, nor for the actions or omissions of other agents, nor for actions or omissions of any insurance company or its agents, including, but not limited to, nonpayment of claims by an insurance company or companies for any reason. To the extent permitted by law, a Trustee shall be entitled to indemnification from the Trust, including court costs and attorneys' fees, for costs attributable to any claim of liability, or actual liability, unless such costs of liability arises from the Trustee's willful misconduct, bad faith or gross negligence, in which case no indemnification shall be available to the Trustee. The Trustees are specifically authorized to purchase errors and omissions and other appropriate insurance coverage for the benefit of the Trustees, if such coverage is not provided by the Participating Entity which has appointed each Trustee.

4.16 - Power to Interpret Agreement. The Trustees shall have the power to construe, interpret and apply the provisions of this Trust Agreement or any amendments, rules or regulations adopted thereto, and the terms used herein and any construction, interpretation or application adopted in good faith shall be final and binding upon the Participating Entities and the Beneficiaries, and their respective successors, assigns, personal representatives, administrators, and/or legal representatives.

4.17 - Extending Credit and Borrowing. Notwithstanding any provision of this Trust Agreement to the contrary, the Trustees shall not extend credit to Participating Entities to pay premiums except pursuant to the payment plans adopted by the Trustees, nor shall they borrow monies from the Participating Entities in the name of the Trustee or the name of the Trust except in the ordinary course of business.

4.18 - Availability of Records. Any Participating Entity shall, upon request, be provided any records, reports or other information relating to the administration or operation of the Plan. Each Participating Entity shall be informed of the request for records, reports or information, and upon request shall be furnished the same information provided to the Participating Entity making the first request. In the event that preparation of a requested report entails significant additional cost, each requesting entity may be required to pay the additional cost for preparation unless the Board approves preparation of the report at no additional cost. Information will not be provided that would adversely affect the privacy of individual employees or dependents.

4.19 - Authorization to Establish Office and Staff. The Trustees may establish offices and employ necessary staff to carry out the provisions of this Trust Agreement.

4.20- Authorization to Obtain Property. The Trustees may purchase, lease or rent real and personal property deemed necessary or desirable to operate the Trust.

ARTICLE V - PLAN DOCUMENT AND ADMINISTRATION OF THE PLAN

5.01 - Benefits Set Forth in Plan Document. The benefits to be provided hereunder, whether by self-funding or insurance contract, shall be set forth in a Plan Document which shall also explain the eligibility rules for coverage for Beneficiaries. Beneficiaries have no rights to any claim to benefits under the Health and Welfare Program beyond those set forth in the Plan Document for which they are eligible. The Trustees and Participating Entities will have no liability for failure to fund or pay for benefits not provided for in the Plan Document.

5.02 - Designation of Third Party Administrator and Removal. The Trustees shall have the full obligation and responsibility for the general administration of the Health and Welfare Program but may designate any person, firm or corporation as its agent to act for it in administering the Health and Welfare Program and define its authority. Such agent shall be known as the third party administrator. The third party administrator will provide day to day management of the Trust Fund. The Trustees may remove the third party administrator at any time without cause, unless otherwise agreed to by contract. Areas of authority of the third party administrator will be delineated in the minutes of the meetings of the Board of Trustees, in the

third party administrator's contract with the Trust and in any regulations or rules established by the Trustees.

5.03 - Record Maintenance by Third Party Administrator. Any agent designated as the third party administrator of the Health and Welfare Program shall keep accurate and detailed records of its administration of the Health and Welfare Program which shall be open for examination at reasonable times during business hours by any person authorized in writing by the Trustees. In addition, the third party administrator shall, within sixty (60) days after the end of each Trust year or such other date as determined by the Trustees, file with the Trustees a complete statement of the administration of the Health and Welfare Program covering the period since the last statement.

5.04 - Disputes. In the event a dispute arises between the Trustees and the third party administrator over exercise of powers granted herein or with respect to the interpretation of any regulations or rules established by the Trustees, the Trustees shall prevail, and the third party administrator shall have no liability to any person with respect to such act or omission in the event it shall give notice in writing to the Trustees and to the Participating Entities of its dissent from such act.

ARTICLE VI - CONTRIBUTIONS TO THE TRUST FUND

6.01 - Funding Policy. The Trustees shall establish a funding policy which identifies the criteria to be used in establishing an appropriate fund balance for the Trust. The Trustees shall annually review the funding policy. During the sixth and twelfth month of each fiscal year, the Trustees shall establish a target fund balance in an amount sufficient to protect against foreseeable claims experience. Computation of the target fund balance shall be based upon generally-accepted actuarial principles. The Trustees shall maintain claim reserves equal to known incurred losses and an estimate of incurred but not reported claims.

At the times that the target balances are determined, the Trustees shall compare the actual fund balance to the target balance. In the event that the actual fund balance exceeds the target fund balance, the Trustees may reduce the actual balance through a reduction in required contributions or in accordance with other generally accepted accounting principles by an amount substantially equal to the amount that the actual fund balance exceeds the target fund balance. In the event that the actual fund balance is less than the target fund balance, the Trustees may take such actions as may be permitted by Section 6.03 or other legal means to increase the actual fund balance to an amount substantially equal to the target fund balance. Actions intended to reduce or increase the fund balance may be based upon recognized actuarial calculations made prior to implementation.

6.02 - Member Contributions. In order to effectuate the purpose hereof, the Participating Entities shall contribute to the Trust Fund an amount determined by the Trustees and approved by the Participating Entities to be necessary to pay for the benefits provided hereunder which shall include but is not limited to costs incurred for claim payments; insurance contracts; administrative expenses and establishing of and maintenance of incurred but not reported ("IBNR") claims reserves. During the first year of participation in this Trust, a

Participating Entity may fund for incurred but not reported claims and known incurred losses through a lump sum payment at the beginning of the plan year or through prorated payments during the first twelve (12) months of this Trust Agreement. The calculation of the IBNR and known incurred losses will be calculated using recognized actuarial calculation. The Participating Entity's contribution shall be due and payable as of the tenth (10th) day of the month or as otherwise determined by the Trustees.

6.03 - Assessment of Participating Entities if Trust Fund Is Determined to be Insolvent or Unable to Discharge Its Legal Liabilities; Limits of Liability for Trustees and Participating Members. If the Trust Fund is determined to be insolvent or is otherwise found to be unable to discharge its legal liabilities and other obligations, the Participating Entities shall be assessed on a pro rata basis as calculated by the amount of each Participating Entity's annual contribution in order to satisfy the amount of deficiency. Notwithstanding the above, the assessment shall not exceed the amount of each Participating Entity's annual contribution to the Trust Fund. For purposes of this Section 6.03, the annual contribution shall mean the monthly contribution required to be paid by a Participating Entity as of the date of the Trustees' determination to require an assessment, multiplied by twelve (12). In either event, benefit payments to Beneficiaries shall be limited to the amount in the Trust Fund, together with any available stop-loss coverage. In the event the assessment does not yield sufficient funds to pay all outstanding claims, the Trustee's obligation to pay claims shall be limited to the amount in the Trust Fund after the assessment, and the Trustees and Participating Entities shall have no further legal obligations of any type. In the event that submitted claims of Beneficiaries exceed the funds available, the claims shall be paid in the order received as determined by the Trustees or by the third party administrator if so delegated by the Trustees.

6.04 - Participating Entities' Contributions Are Not Wages. To the extent permitted by law, the Participating Entities' contributions to be paid into the Trust Fund shall not constitute or be deemed wages due to Employees, nor shall the Participating Entities' contributions in any manner be liable for or subject to the debts, contracts, or liabilities of the Participating Entities. The Participating Entities, any Employee, or any Beneficiary under the Plan shall not have any rights, title, or interest in the Trust Fund, except as otherwise specifically provided herein.

6.05 - Employee Contributions. Covered Employees may be required to contribute to the Trust Fund the amount determined by the Participating Entity, to be appropriate for the benefits to be provided hereunder. All covered Employees' contributions shall be due and payable as of the first day of the month or as otherwise determined by the Trustees.

6.06 - Payment in Lieu of Benefits. No Beneficiary shall have any right to receive any part of the Beneficiary's own or the Participating Entity's contributions paid to the Beneficiary in lieu of benefits.

6.07 - Payroll Deductions. All Employee contributions shall be paid by payroll deduction, by salary reduction, or as otherwise required by the Trustees. The Participating Entity shall remit all monies obtained in a lump sum to the Trust Fund, at least once per month, or as otherwise specified by the Trustees.

6.08 - Payment. All contributions shall be payable to the name of the Trust, and shall be paid in the manner and form determined by the Trustees.

6.09 - Reports. The Participating Entities shall make all reports reasonably required by the Trustees in order that the Trustees can carry out their obligations under the Trust Agreement. The Trustees may at any time have an audit made by an independent Certified Public Accountant of the wage records of the Participating Entities in connection with their contribution and/or reports. In the event that an audit determines that contributions have been under paid, that Participating Entity shall pay for the audit.

6.10 - Irrevocability of Contribution. Subject to the provisions providing for termination of this Trust Agreement, all contributions to the Trust Fund shall be irrevocable, and under no circumstances shall any monies paid into the Trust Fund, or any part of the Trust Fund, in accordance with this Trust Agreement be recoverable by or payable to a Participating Entity or any Beneficiary except in accordance with the terms of this Trust Agreement, nor shall any of the same be used for or diverted to purposes other than for the exclusive program of benefits for Beneficiaries provided hereunder.

6.11 - Trustees' Responsibility for Contributions. Subject to the limitations stated in this section, and notwithstanding any other provisions of this Trust Agreement, each Trustee shall be responsible for monies only when and after such monies are received by the Trust pursuant to this Trust Agreement.

ARTICLE VII - PAYMENT OF BENEFITS

7.01 - Method of Payment. The Trustees may arrange for the disbursement of benefits under the Plan Document. Benefit payment determinations may be made by a third party administrator appointed by the Trustees.

7.02 - Protection of Employees. Prior to payment to any Beneficiary, all assets of the Trust shall be owned by the Trust and shall not be liable in any way for any debt or obligation of any Beneficiary. To the extent permitted by law, all Trust benefits shall be exempt from attachment, garnishment, levy of execution, bankruptcy proceedings, or other legal process; and, in any event, such assets shall be subject to such process only to the extent of such Beneficiary's benefits hereunder as the benefit falls due.

7.03 - Claim to Benefits. Beneficiaries will have no rights to any claim to benefits beyond those set forth in the Plan Document for which they are eligible. The Trustees and Participating Entities will have no liability for failure to fund or pay for benefits not otherwise provided for in the Plan Document.

ARTICLE VIII - NONVESTING OF RIGHTS

8.01 - Rights. No Employee, Beneficiary, or any other person or group or their respective successors, assigns or legal representatives shall have any right, title or interest, vested or otherwise, in or to the Trust Fund, Trust, corpus income or increments thereto, insurance

dividends, cash value, if any, or insurance or benefits or monies payable therefrom, payments from the Trust Fund, or in or to the eligibility requirements for the benefits as changed or altered. Any participating Beneficiary who withdraws or ceases to participate in the Health and Welfare Program does hereby and shall expressly waive and forfeit any right, title or interest in and to the Trust Fund, its corpus and assets. No Employee, Beneficiary, or any other person or group or their respective successors assigns or legal representatives shall have any rights in or to the Trust, Trust Fund, corpus, insurance, dividends, cash value, if any, of insurance, income, benefits, or any benefits or money payable therefrom, or anything arising out of or in this Trust during the term of this Trust Agreement, and any benefit the Beneficiary may have is forever terminated and discharged upon the Employee's loss of employment with the Participating Entity (quitting or discharge), subject to COBRA rights pursuant to 42 U.S.C.A. §300bb-1, or when this Trust Agreement is terminated, wound up, and dissolved. No benefit, right or interest, if any of the foregoing, is transferable or assignable by the Employee to another Employee or person, corporate or otherwise, except to physicians, hospitals and any other person, or institutions furnishing medical services within the terms of this Trust Agreement. No monies, property, or equity, of whatsoever nature, in the Trust Fund, nor insurance policies nor benefits nor monies payable therefrom, nor investments, nor deposits nor any part or portion of the Trust Fund, shall be subject in any manner by an Employee, or other Beneficiary or person claiming through such Employee or Beneficiary, to ownership, anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, garnishment, attachment, execution, mortgage, lien or charge of whatsoever nature or kind unless required by law, and any attempt to cause the same is and shall be null and void.

ARTICLE IX - PROSPECTIVE MEMBERS

9.01 - Petition for Membership. A school district desiring membership in the Trust ("Prospective Member") may petition the Trustees to join by completing an application form available at the Principal Office of the Trust. The deadline to submit an application for membership in the Trust shall not be less than three (3) months prior to the proposed effective date for membership. A fee, as determined by the Trustees, will be charged for the application process. The Trustees, in a meeting, may through a majority vote after approval by all Participating Entities extend an invitation for membership to the Prospective Member, subject to payment of the contribution required, in an amount according to the formula as determined by the Trustees. Upon acceptance of the invitation, the Prospective Member shall pay the Trust the formulated contribution for the purpose of establishing IBNR Trust reserves. This payment may be in the form of a lump sum payment prior to the effective date of coverage or the first payment of a prorated schedule of payments during the first twelve (12) months of participation. Upon receipt of the lump sum or first of the twelve (12) prorated payments, the Prospective Member shall be deemed a Participating Entity with the inherent rights and obligations of a Participating Entity.

ARTICLE X - TERMINATION OF A PARTICIPATING ENTITY

10.01 - Voluntary (Without Cause) Termination. If an individual Participating Entity desires to terminate its membership in the Trust, the following provisions must be met:

1. The Participating Entity must provide written notification of intent to terminate membership to the Trustees at least twelve (12) months prior to the end of the plan year in which termination is desired (e.g. provide written notice prior to July 1, 20____, to be able to terminate on June 30, 20____); and,
2. Termination shall become effective at the end of the plan year following the required twelve (12) month notice period (e.g. if written notice received prior to July 1, 20____, the Participating Entity would terminate participation on June 30, 20____).
3. Once termination is effective, a former Participating Entity may not apply for readmission to the Trust for a minimum of three (3) plan years.

10.02 - Involuntary Termination (For Cause). In the event a Participating Entity fails to make any required contribution of funds, or fails to comply with any of the material terms of this Trust Agreement, the Trustees may, if such default is not cured within thirty (30) days after the Trustees send a written notice of noncompliance to the defaulting Participating Entity, suspend coverage to the Beneficiaries of the defaulting the Participating Entity either in whole or in part for a period of up to ninety (90) days without further action. The written notice shall inform the Participating Entity that the suspension may be made permanent effective ninety (90) days after the date of the notice. During such suspension period, the Trustees shall either (i) determine that the suspension shall be made permanent, in which case this Agreement shall be deemed terminated effective ninety (90) days after the date of the written notice of suspension, or (ii) determine the circumstances, if any, under which the Participating Entity's participation in the Trust and coverage may be restored. Should the Participating Entity's membership be permanently suspended and this Agreement terminated, the Participating Entity shall forfeit all rights to any distribution of surplus, contributions or other distributions from or assets of the Trust. In the event of such termination, the Participating Entity shall not be relieved of its liability incurred during the Participating Entity's period of membership except through the payment of losses by the trust or by the Participating Entity. The Participating Entity shall be relieved of any liability for ordinary contributions for fiscal years after the fiscal year of the Participating Entity's involuntary termination. Further, the Participating Entity's liability for additional assessments will continue if the Trust becomes insolvent or is otherwise found to be unable to discharge its legal liabilities and other obligations as determined in good faith by the Trustees, through the end of the fiscal year during which the Participating Entity was terminated.

10.03 - Incurred But Not Reported Claims Liability on Termination. A terminating Participating Entity, either upon voluntary termination or upon involuntary termination, shall be responsible for its Proportional Share of claims due to be paid after the termination date, but incurred prior to termination, ("claims run out") which exceeds Trust Fund Reserves established for the incurred but not reported claims liability.

10.04 - Final Accounting. After termination of any Participating Entity, whether voluntary or involuntary, and after all incurred claims are concluded, a final accounting and settlement of obligations of or refunds to a terminating Participating Entity will be made,

including the incurred but not reported claims reserve in a manner set forth by the Trustees in its rules and regulations.

ARTICLE XI - TERMINATION OF TRUST

11.01 - Termination by Participating Entities. This Trust may be terminated by resolutions executed by a majority of the Governing Bodies of the Participating Entities. An instrument in writing duly executed by a majority of the Participating Entities shall give the Trustees ninety (90) days prior written notice of the effective date of termination. If the Trust is in a deficit position upon termination, including the IBNR claims as determined by the Trustees, each Participating Entity will share in the liability of the Trust, subject to the limitations as set forth in Section 6.03 above, until the Trust's business has been wound up.

11.02 - Continue Until Completion. Upon termination of the Trust by the Participating Entities, each Participating Entity shall be responsible to notify all Beneficiaries affiliated with it, and any other interested parties, of the decision to terminate and its effective date. Any deficit shall be paid by the Participating Entities by paying a Proportional Share as set forth in Section 6.03. Notwithstanding any provisions herein concerning the duration and termination of this Trust, the Trust shall continue in existence for so long a period as may be necessary to complete its affairs. After payment of unpaid claims and/or insurance premiums and other expenses and obligations of the Trust, each Participating Entity who was a member at the time of the decision to terminate, shall be paid its Proportional Share of any excess balance in the Trust Fund.

11.03 - Final Accounting. At such time as the Trust is terminated, the Trustees shall render a final accounting of the affairs of the Trust and the Trust Fund to the Participating Entities, and thereafter there shall be no claim or action against the Trustees and the Trustees shall have no further responsibility or duties and shall be discharged. Notwithstanding the above, no Trustee shall be released or discharged for any malfeasance or wrongful conduct while in office.

ARTICLE XII - CURRENT RESERVES

12.01 - Current Reserves. At the time of execution of this instrument, PUSD has built up reserves in the Plan as determined in the audited financial statements of the Trust on June 30, 2007. The Trustees shall preserve these reserves by not commingling the reserves with other funds coming into the Trust Fund. The Trustees shall use such reserves for payment of claims by PUSD Beneficiaries only.

ARTICLE XIII - MISCELLANEOUS

13.01 - Power to Amend Rests with Participating Entities. It is anticipated that conditions may arise that are not foreseen at the time of execution of this Trust Agreement. It is the intention of the Participating Entities and the Trustees that the power of amendment which is herein granted to the Participating Entities be exercised in order to carry out the spirit, objectives, and purposes of this Trust. Any Amendment shall be binding upon the parties to this Trust

Agreement upon approval of the Governing Boards of all Participating Entities. Any such Amendment shall be signed by all Participating Entities and each Trustee.

13.02 - Workers' Compensation. The insurance coverage contemplated by this Trust Agreement shall not apply in any case which is compensable under Workers' Compensation Laws.

13.03 - Insurance Companies Not Parties to Trust Agreement. No insurance company which may issue any policies or contracts for the purpose of fulfilling the terms of this Trust Agreement shall be deemed to be a party to this Trust Agreement, nor shall it be responsible for the validity of this Trust Agreement, nor is this Trust Agreement established in any manner for the benefit of the insurance company or companies. No insurance company shall be required to look into the terms of this Trust Agreement, or to question the authority of or action of the Trustees, or be responsible to verify that any action of the Trustees is authorized by the terms of this Trust Agreement.

13.04 - Applicable Law. Yavapai County, State of Arizona, shall be deemed the situs of the Trust Fund created hereunder. All questions pertaining to validity, construction and administration shall be determined in accordance with the laws of the State of Arizona. This Trust Agreement is deemed, made, executed and delivered in Arizona.

13.05 - Construction. Wherever any words are used in this Trust Agreement in the masculine gender, they shall be construed as though they were also in the feminine or neuter gender in all situations where they would so apply, and wherever any words in this Trust Agreement are in the singular form, they shall be construed as though they were also used in the plural form in all situations where they would so apply, and wherever any words are used in this Trust Agreement in the plural form they shall be construed as though they were also used in the singular form in all situations where they would so apply.


13.06 - Severability. Should any provision or term in this Trust Agreement be deemed or held to be unlawful or invalid for any reason, such fact shall not adversely affect the provisions herein contained unless such illegality shall make impossible or impractical the functioning of the Trust. In such case the appropriate parties shall immediately adopt a new provision to take the place of the illegal or invalid provision.

13.07 - Clarification of Captions. It is understood and agreed that the captions headings are for convenience only and are not and shall not be a part of this Trust Agreement and in no manner whatsoever define, limit, or expand any of the terms, obligations or conditions hereof.

13.08 - Cancellation. This Trust Agreement is subject to cancellation pursuant to A.R.S. §38-511.

SIGNATURES OF PARTICIPATING ENTITIES OR AUTHORIZED DESIGNEE
IN WITNESS WHEREOF, the following execute this document on the ____ day of _____, 2007.

PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1


By: 
Kevin Kapp, Superintendent

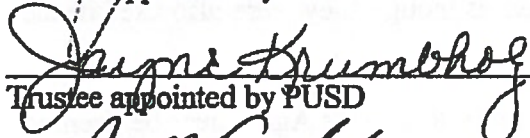
HUMBOLDT UNIFIED SCHOOL DISTRICT

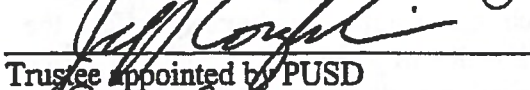
By: 
Dr. Henry Schnitt, Superintendent

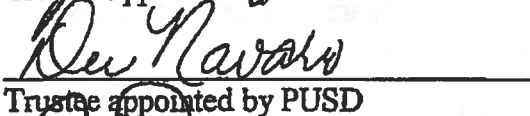
SIGNATURES OF TRUSTEES

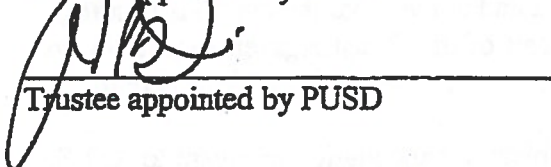
For Prescott Unified School District No. 1:


Trustee appointed by PUSD

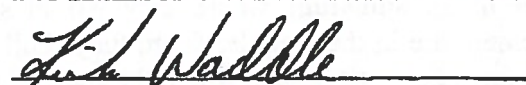

Trustee appointed by PUSD

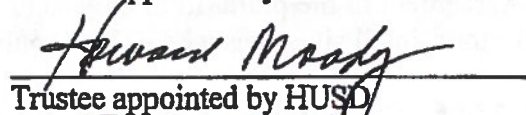

Trustee appointed by PUSD


Trustee appointed by PUSD


Trustee appointed by PUSD

For Humboldt Unified School District:


Trustee appointed by HUSD


Trustee appointed by HUSD

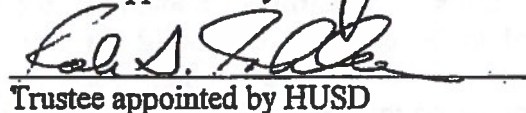

Trustee appointed by HUSD

EXHIBIT B

YAVAPAI UNIFIED EMPLOYEE BENEFIT TRUST
(YUEBT)

BYLAWS

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Section 1. Investments

Investments of Trust cash assets not required for immediate operating expenses will be limited to investments in the following types of securities:

- A. United States Treasury Securities
- B. State of Arizona Local Government Investment Pool (LGIP)
- C. Other Investments allowable under A.R.S. Section 35-323.
- D. All bank deposits shall be fully insured by the Federal Deposit Insurance Corporation (FDIC) or successor agency or alternatively, will be secured by United States Government Securities at an appropriate level.

Notwithstanding the provisions of this section, each type of investment actually utilized shall be subject to prior approval of the Trustees.

Section 2. Expense Reimbursement

Trustees shall be entitled to receive reimbursement for actual reasonable expenses incurred in carrying out their duties pursuant to the Trust Agreement including as pre-approved by the Trustees, but not limited to:

- A. Reimbursement for the actual amount of meals, lodging and other expenses as evidenced by receipts.
- B. Reimbursement for automobile travel expense will be at the rate established by, and subject to the substantiation rules of, the Internal Revenue Code and the Treasury Regulations promulgated thereunder for purpose of travel expense deductions.

Section 3. Meetings

- A. Open Meeting Laws. All meetings of the Trust shall comply with the requirements of the Arizona Open Meetings Law, A.R.S. Sections 15-321 and 15-341.

- B. Annual Meeting. The Trust shall designate one of its regular meetings as the Trust's Annual Organization Meeting for the purpose of selecting officers and to conduct such other business as may be necessary.
- C. Special Meeting. The Chairperson may call a special meeting upon three (3) days notice to the Trustees. A special meeting may be called by a majority of the Trustees. The Trust shall promptly notify all Participating Entities and shall prepare and distribute a written agenda in compliance with the requirements of the Open Meeting Law

Section 4. Conducting Meetings

- A. Each action item shall require a motion, and all motions shall require seconding.
- B. The Chairperson may make or second motions, and may vote on all motions.
- C. A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- D. A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- E. Rules of order may be subject to suspension only upon a majority vote of the Trustees present at a meeting.
- F. If a problem in procedure occurs, the Trustees will use *Jones' Parliamentary Procedure at a Glance*.

Section 5. Officers

- A. Election of Officers. At the Annual Organization Meeting, there shall be elected by the Trustees from among the Trustees, a Chairperson and a Vice-Chairperson. These officers shall have the authority to act in those circumstances and on those matters as specified in the Trust Agreement, in these ByLaws or as otherwise directed by the Trustees.

- B. Term of Office. Each officer selected shall serve for a period of one year, or until they resign or are removed from office, if earlier, and will be eligible for re-election for successive terms, or until a successor is duly elected and takes office.
- C. Duties of Officers. The officers of the Trust shall have the following duties:
 - 1. Chairperson. The Chairperson shall preside at all meetings of the Trustees and perform the usual and customary duties of the Chairperson and such other duties as may be prescribed by the Trustees from time to time. The Chairperson, alone or together with such officer as the Trustees may designate by resolution or ByLaw, may sign any contracts or other instruments which the Trustees have authorized to be executed.
 - 2. Vice-Chairperson. The Vice-Chairperson will, in the absence of the Chairperson or in the event of the inability or refusal of the Chairperson to act, perform the duties of the Chairperson.

Section 6. Liaison and Recording Secretary

- A. Liaison.
 - 1. Each participating entity shall appoint a Liaison for each of the Participating Entities who shall coordinate health services for the beneficiaries of the Participating Entity for which they are appointed and such additional duties as assigned by the Trustees.
 - 2. The Liaison shall not be a Trustee.
- B. Recording Secretary.
 - 1. The Chairperson shall appoint a Recording Secretary who shall keep minutes of all meetings, proceedings and acts of the Trustees, which records shall be available at the Principal Office for inspection by all the Trustees and interested persons during usual business hours. Such records and minutes need not be verbatim.
 - 2. The Recording Secretary need not be a Trustee.
 - 3. The Recording Secretary is not an employee of the Trust and will not be paid for his/her services by the Trust.

Section 7. Audits

- A. **Mandatory Financial Audit.** The Trustees shall conduct, or provide for the conduct of, an annual financial audit as provided by statute and the Trust Agreement. In addition to complying with the requirements imposed by statute and the Trust Agreement, the financial auditor shall perform such additional duties as may be directed by the Trustees.
- B. **Recommended Audits.** In addition to the mandatory audit, the Trustees may conduct the following audits at such intervals as they may determine is in the best interest of the Trust.
 - 1. **Claims Audit.** The performance of the Claims Administrator may be audited to determine whether claims have been paid in accordance with the applicable provisions of the Plan Document or to otherwise evaluate the general or specific performance of the Claims Administrator as deemed appropriate or desirable by the Trustees.
 - 2. **Operational Audit.** The Trustees may direct that an operational audit of the Trust, its individual service providers and/or consultants or any aspect or operation of the Trust, be subject to audit by an independent party.

Section 8. Contribution Rates

Contribution rates shall be set by the Trustees annually or at other intervals if determined by the Trustees to be in the best interest of the Trust and its Beneficiaries. Rates shall be based on sound actuarial principles consistent with fiscal stability of the Trust and the interest of the Beneficiaries.

Section 9. Operations

- A. **Applicable Laws.** The Trust and its officers employees and contractors will conform to all applicable state and federal laws, rules and regulations.

- B. Risk Management Plan. The Trust shall prepare, or cause to be prepared a Plan of Risk Management for the Trust. The Plan shall include one or a combination of the following:
1. The Employee benefits to be offered through the Trust;
 2. Limits of coverage, whether through self-insurance, conventional insurance purchased from a commercial carrier or reinsurance;
 3. The amount of risk to be retained by the Trust;
 4. Major loss control techniques to be implemented;
 5. The proposed method of assessing contributions to be paid by each Participating Entity of the Trust;
 6. A summary of the preceding year's operations and major activities planned for the coming year;
 7. Coverage to be purchased from a commercial carrier, if any;
 8. Such additional information as may be identified by the Trustees.
- C. Financial Statements and Operating Reports. The Trust shall provide its members with periodic reports concerning the financial condition and operation of the Trust. These shall be provided at least once each year and may be made more frequently if specified by the Trustees.
- D. Allocation and Distribution of Surpluses and Deficits.
1. Surpluses and deficits shall be credited to the fiscal year in which they accrue.
 2. If the Trust Fund is determined to be insolvent or is otherwise found to be unable to discharge its legal liabilities and other obligations, the Participating Entities shall be assessed on a pro rata basis as calculated by the amount of each Participating Entity's annual contribution in order to satisfy the amount of deficiency.
 3. Notwithstanding the above (Section 10.D.2), the assessment shall not exceed the amount of each Participating Entity's annual contribution to the Trust Fund. The annual contribution shall mean the monthly contribution required to be paid by a Participating Entity as of the date of the Trustees' determination to require an assessment, multiplied by twelve (12).
 4. The Trustees may recommend to the Governing Boards of the Participating Entities assessments to cure deficits

that arise in any fiscal year but which are not sufficiently severe to jeopardize the overall solvency of the Trust. Supplemental assessments recommended by the Trustees under this section shall be calculated in accordance with the Surplus/Deficit Allocation Policy and Surplus/Deficit Allocation Formula Methodology approved by the Trustees at the time the supplemental assessment is recommended.

5. The Trustees may recommend the release of surplus to Participating Entities through credits applied to monthly contributions in accordance with the Surplus/Deficit Allocation Policy and Surplus/Deficit Allocation Formula/Methodology approved by the Trustees at the time the release of surplus is authorized.
6. Decisions by the Trustees to recommend to the Governing Boards of the Participating Entities supplemental assessments or allow for the release of surpluses as provided for under this section shall be by two thirds (2/3) vote of the Trustees.
7. Nothing in this section shall occur contrary to Arizona law.

Section 10. Appeal Management

To adhere to Section 164.502(g) of the Privacy rules under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Arizona Open Meeting Law (OML) A.R.S. Section 38-431et seq., The Trust will safeguard the privacy of protected health information (PHI) used and disclosed during the claim appeal process by using and disclosing only the minimally necessary information needed to make determinations on appeals brought before the Trust. In accordance with federal law, the Trust will limit access to protected health information (PHI) to the participants permitted to attend an Executive Session called by the Trustees for the purpose of hearing claim appeals.

In accordance with the requirements of A.R.S. Section 38-431.03, when it is necessary to discuss PHI in order to resolve a claim appeal, an Executive Session shall be held in order to protect the confidentiality of the claim appeal information and the protected health records (exempted from public review by federal law) to be discussed.

In addition to the members of the Trust, only necessary officers, appointees and employees as provided in Section 38.431.03 and the auditor general as provided in Section 41-1279.04, and individuals whose presence is reasonably necessary in order for the Trust to carry out its Executive Session responsibilities may attend the Executive Session.

The Trust, at a minimum, will incorporate the following procedures within the claim appeal process:

- A. All appeals must be submitted to the Plan Administrator in writing.
- B. If claim appeals occur with such regularity that it would be impractical to wait for a special Executive Session at a regularly scheduled meeting, a special meeting may be called or the Trustees may decide that there will be an Executive Session held on a regular basis for the purpose of hearing claim appeals.
- C. When the Trust receives a request to bring an appeal to the Trustees, the Trust will immediately provide the Participant making such request with:
 - 1. A valid HIPAA authorization form (sample attached) and
 - 2. An explanation of the Trust's policy related to keeping PHI confidential during the appeals process. The explanation will inform the participant of their rights to present their case to the Trustees and that a personal appearance is permitted however it will remove the anonymity of the person that the Trust has maintained so far in the claim appeals process.
- D. Claim appeal information compiled for the Trustees to review will exclude identifying information including: name, social security number, employee number, employer, address, telephone number and job title.
- E. When a specific claim is reviewed during a Trustee meeting, only those Trustees and the Recording Secretary, and those persons permitted or required to be present will be present. All others must be excused before the start of the claim review. This is an informal procedure and rules of the courtroom and evidence do not apply.
- F. Efforts will be made to safeguard PHI contained in the Executive Session minutes. Where necessary PHI will be removed from the meeting minutes.

- G. Tape recording by the appellant of Executive Session minutes is expressly not allowed, and the minutes of the Executive Session will be kept confidential except from:
 - 1. Members of the Executive Session.
 - 2. Individuals who were the subject of the appeal.
 - 3. The auditor general (on a request made in connection with an audit authorized as provided by law).
 - 4. An attorney or the attorney general (when investigating alleged violation of the Open Meeting Law).
 - 5. Tape recording by the appellant is expressly not allowed.
- H. In addition to the usual notice of confidentiality of Executive Session proceedings, the Trustees will instruct persons who are present at the Executive Session regarding the confidentiality requirements of the claim appeals documents and information. A statement such as the following will be recorded into the minutes to emphasize the commitment to maintain privacy:
"We will begin the claim appeal portion of our meeting in a minute. We have an individual here who wants to present their claim appeal to the Trustees. At this time all persons who are NOT Trustees, have not been asked or permitted to be present, or are not under a Business Associate Contract with the Trust are asked to leave the room. The remaining persons are reminded of their HIPAA Privacy obligation to NOT use or disclose information heard during this claim appeal outside this meeting."
- I. Any PHI provided to Trustees during the Executive Session will be returned to the Plan Administrator after the meeting and destroyed.
- J. The Trustees' claim appeal determination will be sent to the individual making the appeal request and the business associate responsible for claims payment (if the claim involves claim payment).

Section 11. Ethics

- A. No Trustee shall accept or receive either directly or indirectly from any person, firm, or corporation to whom any contract for services may be awarded, by rebate, gift or otherwise, any money, favor or anything of value, or any promise, obligation or contract for future reward compensation.

- B. The following practices are specifically forbidden for Trustees:
1. Accepting, taking and converting to one's own use, products or services of any kind in the course of or as a result of inspections of such products or services.
 2. Providing confidential information to persons to whom issuance of this information has not been authorized.
 3. Using one's own position to solicit, directly or indirectly, the purchase of supplies, services or equipment at special discount, for private use, from any person who sells to any entity.
 4. Directly or indirectly providing estimates or any other service or information not available to all prospective bidders to any person bidding or expecting bid on a contract.
 5. To purposefully exclude any qualified responsible vendor from submitting a bid in conjunction with good business practices.
 6. Accepting or recommending acceptance of bids which do not meet or exceed specifications.
 7. Using or attempting to use, any official authority or apparent authority of their office of duties which places or could reasonably be perceived as placing their private economic gain or that of any special business or family interests with which they are associated before those of the Trust.
- C. When a Trustee is required to take official action on a matter in which the Trustee has a conflict of interest the Trustee should first consider eliminating that interest, the Trustee shall disclose the conflict to the Board of Trustees prior to consideration of the matter in which the Trustee has a conflict of interest.
1. The Trustee shall abstain from voting, sponsoring, influencing, or in any manner, attempting to influence any vote, official decision or determination in such manner.
 2. The abstention by such Trustee from voting or otherwise from participating in the official determination or decision shall not affect the presence of such person for purposes of establishing a quorum necessary to take such action or vote upon such matter.
- D. No Trustee shall participate in the consideration of any application for employment or in any other discussion or action

by the Trustees which involves anyone who is a member of the Trustee's same household, who has a signification relationship with the Trustee, or who is related to the Trustee within the third degree of sanguinity or affinity.

Section 12. Confidentiality

As servants of the Trust, Trustees and employees, consultants and liaisons of the Trust should carry out their duties in a manner which would withstand public scrutiny and audit standards. In the scope of work for the Trust, there may be an opportunity to handle confidential, employee-related documents and sensitive matters, such as health records and investigations. Consequently, confidentiality should be maintained at all times. Activities are to be made public only upon appropriate authorization.

Section 13. Amendments to ByLaws

- A. Proposed amendments to the ByLaws should be filed in writing with the Trust no less than thirty (30) days prior to the scheduled date of consideration except in cases of *bona fide* emergency. A statement explaining the purpose and effect of the amendment shall be included. It is recommended that proposed amendments to the ByLaws shall be reviewed and approved in writing as to form by counsel for the Trust prior to approval by the Trustees.
- B. All proposed amendments and accompanying statements shall be transmitted in writing to each Trustee at least fifteen (15) days prior to the scheduled date of consideration.
- C. Except in a *bona fide* emergency, amendments shall be considered at a regular meeting of the Trustees. Amendment of the ByLaws shall require a two thirds (2/3) majority vote of the Trustees.

The balance of this page is intentionally left blank.

IN WITNESS WHEREOF, the Trustees of the Yavapai Unified Employee Benefit Trust have executed the aforesaid ByLaws this _____ day of _____, 20__.

SIGNATURES OF TRUSTEES

For Prescott Unified School District
No. 1

For Humboldt Unified School
District No. 22.

Trustee appointed by PUSD

Trustee appointed by HUSD

Trustee appointed by PUSD

Trustee appointed by HUSD

Trustee appointed by PUSD

Trustee appointed by HUSD

APPENDIX "A"

AUTHORIZATION FORM FOR RELEASE OF MEDICAL INFORMATION FOR CLAIM APPEAL DETERMINATION

I, _____, hereby authorize the use or disclosure of my health information as described in this authorization.

1. Specific person/organization (or class of persons) authorized to provide the information.
2. Specific person/organization (or class of persons) authorized to receive and use the information: Yavapai Unified Employee Benefit Trust.
3. Specific description of the information to be used or disclosed. (Include dates as appropriate):

4. Purpose of the request: information and determination of medical/dental claim for the Yavapai Unified Employee Benefit Trust.
5. Right to Revoke: I understand that this authorization is voluntary and that I have the right to revoke this authorization at any time by notifying the Trust (in writing) at:

Yavapai Unified Employee Benefit Trust
Prescott Unified School District No. 1
Business Office
146 South Granite
Prescott, AZ 86301

I understand that such a revocation is only effective after it is received and logged by the Trust. I understand that any use or disclosure made prior to the revocation of this authorization will not be affected by a revocation.

6. I understand that I am entitled to receive a copy of this authorization and the information described on this form if I ask for it.
7. I understand that this authorization will expire: (Check one)
_____ One year from the date of this authorization.

____ Upon completion of the claim appeal process.

____ On the following date: _____, 20____.

8. I understand that the Trust will not condition treatment, payment, enrollment or eligibility for benefits on receipt of an authorization.

Signature of Individual

Date

Or

If a Personal Representative executed this form, the Personal Representative warrants that he or she has authority to sign the authorization form on the basis of Letters of a Personal Representative issued by a court of competent jurisdiction.

Signature of Personal Representative

Date

APPENDIX "B"

AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION

[A separate authorization, as defined by HIPAA, must be used if the authorization is for psychotherapy notes.]
All areas must be completed by the patient

Employee Name:	Employee I.D./S.S. #:
Patient Name:	Patient Address:
Patient Date of Birth:	

AUTHORIZES:

ADMINISTRATIVE ENTERPRISES, INC.
5810 W. BEVERLY LANE
GLENDAL AZ 85306-1800

RELEASE PROTECTED HEALTH INFORMATION TO:

Name:
Address:
Phone: ()

INFORMATION TO BE RELEASED:

Entire Record (Claims/Eligibility/Benefits) _____ (Initials) OR Claim information regarding _____
 OR Other (Specify): _____

PURPOSE FOR NEED OF DISCLOSURE:

____ Insurance/Eligibility/Benefits OR ____ Personal Reasons OR Other _____

EXPIRATION DATE:

This authorization is good until the following date _____ OR Until I revoke this authorization (Initials) _____
 OR Until the following event _____

I understand that if the person(s) and/or organization(s) listed above are not health care providers, health plans or health care clearinghouses, who must follow the federal privacy standards, the health information disclosed as a result of this authorization may no longer be protected by the federal privacy standards and my health information may be re-disclosed without obtaining my authorization.

Your Rights with Respect to This Authorization

- **Right to Inspect or Copy the Health Information to Be Used or Disclosed** - I understand that I have the right to inspect or copy the health information I have authorized to be used or disclosed by this authorization form. I may arrange to inspect my health information or obtain copies of my health information by contacting Administrative Enterprises, Inc. at (802) 789-1170 or 1 (800) 762-2234.
- **Right to Receive Copy of This Authorization** - I understand that if I agree to sign this authorization, which I am not required to do, I must be provided with a signed copy of the form.
- **Right to Refuse to Sign This Authorization** - I understand that I am under no obligation to sign this form and that the person(s) and/or organization(s) listed above who I am authorizing to use and/or disclose my information may not condition treatment, payment, enrollment in a health plan or eligibility for health care benefits on my decision to sign this authorization.
- **Right to Withdraw This Authorization** - I understand written notification is necessary to cancel this authorization. To obtain information on how to withdraw my authorization or to receive a copy of my withdrawal, I may contact Administrative Enterprises, Inc. I am aware that my withdrawal will not be effective as to uses and/or disclosures of my health information that the person(s) and/or organization(s) listed above have already made in reference to this authorization.

Disclosure of Direct or Indirect Payment Received by Any Person or Organization Authorized to Use or Disclose my Health Information - I understand that the above person(s) and/or organization(s) will not be receiving any direct or indirect payment in connection with the use or disclosure of my health information.

I have had an opportunity to review and understand the content of this authorization form. By signing this authorization, I am confirming that it accurately reflects my wishes.

SIGNATURE OF PATIENT: _____ **DATE:** _____
 (If signed by person other than Patient, state relationship and authority to do so.)

Patient is: ☐ Minor ☐ Incompetent ☐ Disabled ☐ Deceased

*Legal Authority: ☐ Custodial Parent ☐ Legal Guardian ☐ Executor of Estate of Deceased

☐ Power of Attorney for Healthcare ☐ Authorized Legal Representative

*(If you are not the Patient you must submit proof of Legal Authority)



PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1

1000 E. Guadalupe Street, Prescott, Arizona 86302
602.974.7500 or www.prescottschools.org



Prescott Unified School District No. 1 Resolution to terminate the Yavapai County
Employee Health Trust (YHET)

On this date of April 1, 2013, the Governing Board of Prescott Unified School District No. 1 hereby
resolves to terminate the Yavapai County Employee Health Trust (YHET)

The Governing Board further authorizes and directs Superintendent Joseph A. Hays to notify the
YHET trustees of this resolution in writing.

EXHIBIT C

[Faint signatures and text, likely a list of board members or witnesses]



PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1

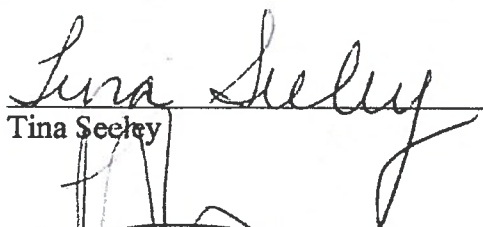
300 E. Gurley Street, Prescott, Arizona 86301
(928) 445-5400 www.prescottschools.com



Prescott Unified School District No. 1 Resolution to terminate the Yavapai Unified Employee Benefit Trust (YUEBT)

On this date of April 2, 2019, the Governing Board of Prescott Unified School District No. 1 hereby resolves to terminate the Yavapai Unified Employee Benefit Trust (YUEBT).

The Governing Board further authorizes and directs Superintendent Joseph W. Howard to notify the YUEBT Trustees of this resolution in writing.


Tina Seeley


Scott Hicks


John Mackin


Deb Dillon


Connie Donovan

MEMORANDUM FOR THE DISTRICT GOVERNING BOARD

TO: The District Governing Board
 FROM: Charles Williams, Finance Director
 DATE: April 2012

SUBJECT: Financial Review of the District
 Financial Review of the District
 Financial Review of the District

BACKGROUND INFORMATION

The District is a small, rural, village community. It is a member of the Local Government Finance Authority (LGFA) and is subject to the LGFA's financial review process. The District is a member of the LGFA's financial review process.

The financial review process is a key part of the LGFA's financial review process. It is a key part of the LGFA's financial review process.

Over the past few years, the District has experienced a significant increase in its financial review process. This is due to the fact that the District has had a significant increase in its financial review process.

EXHIBIT D

Although the financial review process has been a key part of the LGFA's financial review process, it has not been a key part of the LGFA's financial review process.

During a recent financial review, the District was found to have a significant increase in its financial review process. This is due to the fact that the District has had a significant increase in its financial review process.

RECOMMENDATIONS

It is recommended that the District should have a significant increase in its financial review process. This is due to the fact that the District has had a significant increase in its financial review process.

CONCLUSION

The financial review process is a key part of the LGFA's financial review process. It is a key part of the LGFA's financial review process.

Approved for the District Governing Board
 Charles Williams, Finance Director

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 F

FROM: Cynthia Windham, Finance Director Reading

DATE: April 9, 2019 Discuss

SUBJECT: Termination of Participation in Yavapai Unified Employee Benefit Trust (YUEBT) Action X

OBJECTIVE: Goal # 4: Attract & retain highly effective employees

BACKGROUND INFORMATION:

Since 2007 the Humboldt Unified School District has belonged to the Yavapai Unified Employee Benefit Trust (YUEBT) with Prescott Unified for the districts' health insurance coverage.

The membership in this Trust is approximately 950 between the two districts.

Over the years, the Trust has experienced solid performance when compared to the national insurance premium averages. However over the last two years, the Trust has had several "large" claims that have adversely affected our insurance ratings.

Although the number of claims themselves have been "few" in numbers, the impact on our rates has been significant due to the small size of our insurance pool.

During a recent YUEBT meeting, a 28.5% increase to the premium was discussed to fully-fund the Trust due to these large claims; the size of our Trust is simply too small to absorb, (or minimize) the effect it will continue to have on our rates.

SUMMARY & RECOMMENDATION:

It is recommended that the District terminate the Yavapai Unified Employee Benefit Trust (YUEBT) and notify the YUEBT trustees of the termination.

Sample Motion:

I move to terminate the Yavapai Unified Employee Benefit Trust (YUEBT) and to notify the YUEBT trustees in writing of the termination.

Approved for transmittal to the Governing Board:


Mr. Daniel Streeter, Superintendent

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

EXHIBIT E

YAVAPAI UNIFIED EMPLOYEE BENEFIT TRUST

NOTICE OF TERMINATION

<<DATE>>

Re: Yavapai Unified Employee Benefit Trust (YUEBT) Termination
Notice of termination to all Beneficiaries

To Whom It May Concern:

The purpose of this notice is to advise you that in April 2019 Prescott Unified School District (PUSD) and Humboldt Unified School District (HUSD) notified employees that effective July 1, 2019, benefits previously provided by YUEBT would be provided by plans maintained by Kairos Health Arizona, Inc. ("Kairos").

In May of 2019, Kairos conducted open enrollment meetings at PUSD and HUSD, provided information describing the Kairos plans, and assisted PUSD and HUSD employees in making their Kairos benefit plan elections.

For eligible medical expenses that were incurred prior to July 1, 2019, YUEBT is, and will continue to pay for properly filed claims through June 30, 2020. YUEBT will cease paying claims on June 30, 2020, and will officially terminate. For any covered services you incurred prior to July 1, 2019, you are encouraged to file those claims as soon as possible, but in all cases before June 30, 2020.

Your coverage with Kairos Health, Arizona that began on or after July 1, 2019 continues in accordance with those plan documents and your applicable benefit elections.

If you have any questions, please contact your employer.

ACTION

Item 10B.

District Calendars for 2020-21, 2021-22 and 2022-23

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 108
FROM: Cole Young, Assistant Superintendent Reading
DATE: Tuesday, December 10, 2019 Discuss
SUBJECT: Board Approval of 2020-21, 2021-22 and 2022-23 District Calendars Action X
Consent

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

SUPPORTING DATA:

At the direction of the Superintendent, a Calendar Advisory Committee was convened to assess community and staff perspectives regarding the construction of District calendars for the next three (3) years.

Members included:

Corey Christians – Governing Board Member/Parent Kim Grant – Elementary Principal/ High School Parent Ken Fox – Transportation Director Crystal Baker – Elementary School Teacher Roberta Deaso – Elementary School Teacher Emily Streeter – Middle School Teacher/High School Parent Desirae Pitt - Classified Staff/ Middle School Parent Melissa Tannehill - Middle School Principal/ Parent	Ron Killen – High School Teacher Elizabeth Saari - High School Instructional Specialist Kort Miner - High School Principal Clairinda Weatherwax – High School Athletic Director Penny Miller - Classified Staff Dr. Rob Bueche – District Administration/Parent Cole Young – Dist.Administrator/Co-Facilitator/Parent Rebecca Cooley - District Staff/ Co-Facilitator Amanda Estrada - District Staff/ Co-Facilitator/ Parent
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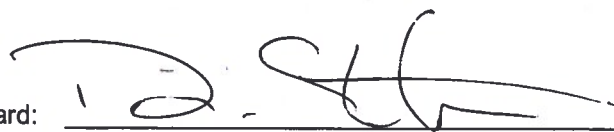
SUMMARY & RECOMMENDATION

The Calendar Committee convened three times this past fall with continued subcommittee work taking place between meetings. Included in the consideration for the recommended calendars were comparisons to the calendars for neighboring school districts. This was done for consistency as well as for the coordination of calendars for shared services between entities (e.g. CTEC programming and dual enrollment). The calendars being recommended are supported unanimously by the members of the Calendar Committee and Meet and Confer.

Sample Motion:

I move to approve the District calendars as presented for the upcoming 2020-21, 2021-22 and 2022-23 school years.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, Assistant Superintendent (759-5016)

KINDERGARTEN - 8TH GRADE

July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1			1	2	3	4	5					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6		8	9	10	11	12	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				
November							December							January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10					6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14		16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17		19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28							
														31														
March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
														30	31													

2020-2021 CALENDAR EXPLANATIONS

[illegible]

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
2020-2021 SCHOOL YEAR CALENDAR
HIGH SCHOOL

July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1			1	2	3	4	5						1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6		8	9	10	11	12	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				
November							December							January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5							2		1	2	3	4	5	6	
8	9	10		12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14		16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17		19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28							
														31														
March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1		3							1			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
														30	31													

2020-2021 CALENDAR EXPLANATIONS

[illegible]

KINDERGARTEN - 8TH GRADE

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						
November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1			1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28					
														30	31												
March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
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27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

2021-2022 CALENDAR EXPLANATIONS

July		0	January		20
5	4th of July Holiday observed		17	Martin Luther King, Jr. Holiday	
19-27	New Teacher In-service		February		19
28-30	All Teacher In-service (Returning Teachers Report)		21	President's Day Holiday	
August		22	March		18
2	First Day of School		11	End of 3rd Quarter / Early Release for K-12 (48 days)	
September		21	14-18	Spring Break	
6	Labor Day Holiday		April		19
October		16	15	Spring Recess	
8	End of 1st Quarter/Early Release for K-12 (49 days)		18	Teacher In-service - No School	
11-15	Fall Break		May		14
28-29	Early Release/Parent-Teacher Conferences (K-8)		19	Student's Last Day - Early Release (42 days) / Graduation	
November		18	20	Teacher Check-out (8 hours)	
11	Veteran's Day Holiday		30	Memorial Day Holiday	
24-26	Thanksgiving Holiday				
December		13	June		0
17	End of 2nd Quarter/Early Release for K-12 (41 days)		TOTAL DAYS STUDENT CONTACT - 180		
20-30	Winter Break		Testing Dates: State Testing - TBD		
31	New Year's Day Observed		Snow Days: April 18th (1st), May 20th (2nd)		
	Denotes 1st and Last Day of School			Denotes Teacher In-service for New Teachers	
	Denotes Teacher In-service Day (No Students)			Denotes Observed Holidays/Breaks (No Students or Instructional Staff)	
	Denotes 2-hour Early Release, End of 9 Week Grading Period			Denotes Paid Holiday for School Year Staff (10 Days Total)	
	Denotes 1 Hour Early Release for all Schools			Denotes 2-hour Early Release for Parent-Teacher Conferences	

2021-2022 CALENDAR EXPLANATIONS					
July		0	January		20
5	4th of July Holiday observed		17	Martin Luther King, Jr. Holiday	
19-27	New Teacher In-service		February		19
28-30	All Teacher In-service (Returning Teachers Report)		21	President's Day Holiday	
August		22	March		18
2	First Day of School		11	End of 3rd Quarter / Early Release for K-12 (48 days)	
September		21	14-18	Spring Break	
6	Labor Day Holiday		April		19
October		16	15	Spring Recess	
8	End of 1st Quarter/Early Release for K-12 (49 days)		18	Teacher In-service - No School	
11-15	Fall Break		May		14
November		18	18-19	High School Final Exams - 2-hour Early Release	
11	Veteran's Day Holiday		19	Student's Last Day - Early Release (42 days) / Graduation	
24-26	Thanksgiving Holiday		20	Teacher Check-out (8 hours)	
December		13	30	Memorial Day Holiday	
16-17	High School Final Exams - 2-hour Early Release		June		0
17	End of 2nd Quarter/Early Release for K-12 (41 days)		TOTAL DAYS STUDENT CONTACT - 180		
20-30	Winter Break				
31	New Year's Day observed				
			Testing Dates: December 16-17 Final Exams; May 18-19 Final Exams; Snow Days: April 18th (1st), May 20th (2nd)		
	Denotes 1st Day of School			Denotes Teacher In-service for New Teachers	
	Denotes Teacher In-service Day (No Students)			Denotes Observed Holidays/Breaks (No Students or Instructional Staff)	
	Denotes 2-hour Early Release, End of 9 Week Grading Period			Denotes Paid Holiday for School Year Staff (10 Days Total)	
	Denotes 1 Hour Early Release for all Schools			Denotes 2-hour Early Release for Testing	

420

KINDERGARTEN - 8TH GRADE

July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6					1	2	3							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
31																					30	31						
November							December							January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28					
March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1		1	2	3	4	5	6					1	2	3	
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
							30																					

2022-2023 CALENDAR EXPLANATIONS

[illegible]

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
2022-2023 SCHOOL YEAR CALENDAR
HIGH SCHOOL

July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6					1	2	3							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
31																					30	31						
November							December							January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28					
March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
							30																					

2022-2023 CALENDAR EXPLANATIONS

July		0	January		16
4	Independence Day		2	New Year's Day observed	
25-29	New Teacher In-service		3-6	Winter Break	
August		18	16	Martin Luther King, Jr. Holiday	
1-2	New Teacher In-service		February		19
3-5	All Teacher In-service (Returning Teachers Report)		20	President's Day Holiday	
8	First Day of School		March		18
September		21	10	End of 3rd Quarter / Early Release for K-12 (43 days)	
5	Labor Day Holiday		13-17	Spring Break	
October		16	April		18
7	End of 1st Quarter/Early Release for K-12 (44 days)		7	Spring Recess	
10-14	Fall Break		17	Teacher In-service - No School	
November		18	May		19
11	Veteran's Day Holiday		24-25	High School Final Exams - 2-hour Early Release	
23-25	Thanksgiving Holiday		25	Student's Last Day - Early Release (47 days) / Graduation	
December		17	26	Teacher Check-out (8 hours)	
22-23	High School Final Exams - 2-hour Early Release		29	Memorial Day Holiday	
23	End of 2nd Quarter/Early Release for K-12 (46 days)		June		0
26-30	Winter Break		TOTAL DAYS STUDENT CONTACT - 180		
			Testing Dates: December 22-23 Final Exams; May 24-25 Final Exams; Snow Days: April 17th (1st), May 26th (2nd)		
	Denotes 1st Day of School			Denotes Teacher In-service for New Teachers	
	Denotes Teacher In-service Day (No Students)			Denotes Observed Holidays/Breaks (No Students or Instructional Staff)	
	Denotes 2-hour Early Release, End of 9 Week Grading Period			Denotes Paid Holiday for School Year Staff (10 Days Total)	
	Denotes 1 Hour Early Release for all Schools			Denotes 2-hour Early Release for Testing	

PERSONNEL

Item 11A.

Director of Finance / Chief Financial Officer

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11A
FROM:	Cole Young, Assistant Superintendent	Reading
DATE:	December 10, 2019	Discuss
SUBJECT:	Approval of the Executive Director of Finance/ Chief Financial Officer	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:

I am pleased to recommend Arthur 'Roger' Studley to be our new Executive Director of Finance (CFO). I have made available his resume for your review, upon request, along with the job description for the position. He was the first choice of the Executive Director of Finance Interview Team. The members of the team were:

- Board Member: Richard Adler
- Superintendent: Dr. Daniel Streeter
- Elementary Administrator: Christine Griffin
- Business Manager Leticia Barker
- Executive Director of Special Services: Patricia Bitsilly
- Executive Director of Grants and Innovation: Dr. Rob Bueche
- District Office Facilitator: Cole Young

The interview team began by paper-screening fifteen applicants on November 6, 2019. They then selected three outside candidates to be interviewed by the team. These interviews took place on November 22, 2019. After completing the interviews, the top two candidates were selected by the committee, with Arthur 'Roger' Studley being their first choice. On Tuesday, December 3rd, Board President Ryan Gray and Superintendent Daniel Streeter met with Mr. Studley and confirmed the interview team's first choice.

Mr. Studley brings a wealth of Arizona school finance experience to this position. He has held a number of leadership positions in the financial field over his career. Mr. Studley has also been a teacher, a principal, and superintendent. This experience will be a benefit in navigating the financial expertise needed for this position in the state of Arizona.

SUMMARY & RECOMMENDATION

Sample Motion:

I move to approve the hiring of Arthur Studley as the Executive Director of Finance/ Chief Financial Officer.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Cole Young, Assistant Superintendent (759-5016)

PERSONNEL

Item 11B.

Termination of classified
employee – Maria Chacon

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 11B
FROM: Dr. Daniel Streeter, Superintendent, and Mr. Cole Young, Assistant Superintendent - Operations Reading
DATE: December 10, 2019 Discuss
SUBJECT: Approval to Terminate Classified At-Will Work Notice for Mod/Sev/Pro Aide - Maria Chacon Action X

OBJECTIVE: Board Governance

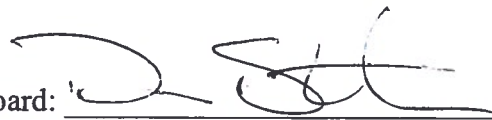
SUPPORTING DATA:

SUMMARY & RECOMMENDATION:

Sample motion:

Move to approve the termination of classified at-will Mod/Sev/Pro Aide - Maria Chacon effective November 22, 2019.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

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

PERSONNEL

Item 11C.

Evaluation of Superintendent

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11C
FROM:	Ryan Gray, Governing Board President	Reading
DATE:	December 10, 2019	Discuss X
SUBJECT:	Evaluation of Superintendent Daniel Streeter	Action
		Consent
<hr/>		
OBJECTIVE:	Board Governance	

SUPPORTING DATA

The Governing Board will meet in executive session for the purpose of evaluating Superintendent Daniel Streeter.

Sample Motion

I move to (continue in / go into) executive session for the purpose of evaluating Superintendent Daniel Streeter pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel).

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Ryan Gray (ryan.gray@humboldtunified.com)