



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, March 17, 2020

Coyote Springs Elementary School
6625 N. Cattletrack 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

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

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **March 17, 2020**, at **Coyote Springs Elementary School**, located at **6625 N. Cattletrack Drive, Prescott Valley, Arizona**.

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

AGENDA

6:30 REGULAR SESSION

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

6. CELEBRATING SUCCESSES

Pages 1-5

- A. Hungry Kids Food Drive – Trophy Presentation – John Agan, Humboldt Education Foundation
- B. Get Fit, Don't Quit Spotlight Award (\$10,000) from Blue Cross Blue Shield of Arizona
- C. HUSD VIPs – Candice Blakely-Stump, Coyote Springs Elementary School Principal
 1. Certified – Poppy Keegan
 2. Classified – Patricia Burges
 3. Volunteer – Nancy Ruiz

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 6-9 **A. Personnel Recommendations**
- Pages 10-16 **B. Governing Board Meeting Minutes of February 11, 2020, February 18, 2020 and March 2, 2020**
(audio recordings are posted on the District's website at www.humboldtunified.com)
- Pages 17-219 **C. Financial/Business**
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,137,213.26
2. Approval of Payroll voucher(s) in the amount of \$ 2,969,603.91
- Pages 220-227 **D. Monthly Budget Report**
- Pages 228-233 **E. Monthly Student Activities Report**
- Pages 234-235 **F. Request for ratification of expenditures for Contracts, Work Agreements and supplementals for February 2020**
- Pages 236-256 **G. Request for approval of out-of-state travel for eligible Bradshaw Mountain High School DECA students and their chaperones to attend the International Conference to be held in Nashville, Tennessee, April 28 – May 3, 2020**
- Pages 257-288 **H. Request for approval of out-of-state travel for eligible 8th grade students and their chaperones to travel to Washington, D.C. in May 2021**
- Pages 289-294 **I. Discussion and possible action to approve Amendment 4 of the Inter-Governmental Agreement (IGA) with the Arizona Department of Economic Security/Rehabilitation Services Administration (ADES/RSA) for Transition from School to Work (TSW)**
- Pages 295-297 **J. Request for approval of waivers of conflict of interest regarding legal services provided by the Yavapai County Attorney (for agreements between Yavapai County and the District)**
- Pages 298-300 **K. Request for approval of revised Sole Source Vendors for FY 19-20**
- Pages 301-303 **L. Gifts and donations**

9. DISCUSSION ITEMS (no action will be taken)

- Pages 304-305 **A.** School update from Coyote Springs Elementary School Principal Candice Blakely-Stump to include:
- CSES 21st Century Teaching and Learning Model
 - CSES Co-Teaching / Inclusion Model
 - Successes
- Pages 306-307 **B.** Yavapai County Education Foundation Mini-Grant Recipient Presentations
- Yvonne Berry, Coyote Springs Elementary School
 - Dianne Tennant-Rucker, Coyote Springs Elementary & Special Services Office
 - Krista Bell, Mountain View Elementary School
 - Sondra Davis, Glassford Hill Middle School
 - Coyote Springs Elementary (site grant)
- Pages 308-309 **C.** Discussion on the Yavapai County Free Library Network and Humboldt Unified School District
- Pages 310-312 **D.** Review of the current Auditor General Report for classroom spending
- Pages 313-315 **E.** Review of Humboldt Unified School District's Pandemic Preparedness Plan

10. ACTION

- Pages 316-318 **A.** Request for approval to award contract for Wide Area Network Services
- Pages 319-320 **B.** Request for approval of a Title 1 Teacher position at Liberty Traditional School for 2020-2021
- Pages 321-322 **C.** Request for approval of an FTE increase for a Title 1 Aide position at Lake Valley Elementary School for 2020-2021

11. ANNOUNCEMENTS

- A.** Next Scheduled Board Meetings are:

April 7, 2020	6:30 p.m.	Regular Meeting	@ Liberty Traditional
April 13, 2020	TBD	Special Meeting	@ Transportation Facility
May 12, 2020	6:30 p.m.	Regular Meeting	@ Transportation Facility
June 9, 2020	6:30 p.m.	Regular Meeting	@ Transportation Facility

12. 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. Hungry Kids Food Drive Trophy Presentation
- B. Get Fit, Don't Quit Spotlight Award
- C. HUSD VIPs – Bradshaw Mountain Middle School
 - 1. Certified – Poppy Keegan
 - 2. Classified – Patricia Burges
 - 3. Volunteers – Nancy Ruiz

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack Prescott Valley, AZ. 86314

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



Employee of the Month Nomination

March 17, 2020

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Poppy Keegan for HUSD employee of the month.

I am nominating Poppy for the following reasons:

Poppy has been a devoted Humboldt Unified School District Employee for seven years. Poppy quickly earned the respect of her colleagues and became an instant leader within CSES and HUSD. Poppy has collaborated alongside me for these past seven years helping to lead the transformational change at CSES. Poppy had the vision of bringing our traditional elementary school library model into the 21st century and making it into the Collaboratory that it is today.

Poppy is lighting the desire of all students at Coyote Springs to become masters of the engineering process through hands-on learning opportunities in the C-Lab. Not only is she lighting the fire of our students but also her fellow faculty members. The fires she lights are making a huge difference in the type of learning experiences our students are receiving at Coyote Springs.

Poppy embraces the philosophy that students must take ownership of their education through meaningful and authentic tasks. Her students make their own goals and plans to reach those goals through the use of proficiency scales. Innovative, creative, and enthusiastic would describe the atmosphere of Poppy's classroom. Students are involved with real world problem solving and hands on learning experiences. When you walk into Poppy's classroom you will see students engaged in authentic problems collaborating and critical thinking in order to create solutions. Her students don't just master content but understand the content and can in turn apply those skills to other problems. Her students make their own goals and plans to reach those goals through the use of proficiency scales. She has created our 5 C's proficiency scales alongside our STEAM team. These scales are now part of our assessment system at CSES.

Poppy understands that to light the fire of learning she needs to have connections with her students. In order to do this she participates in extracurricular activities and models what it means to be a life-long learner. Poppy has served in so many roles at CSES and HUSD. She is a

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack Prescott Valley, AZ. 86314

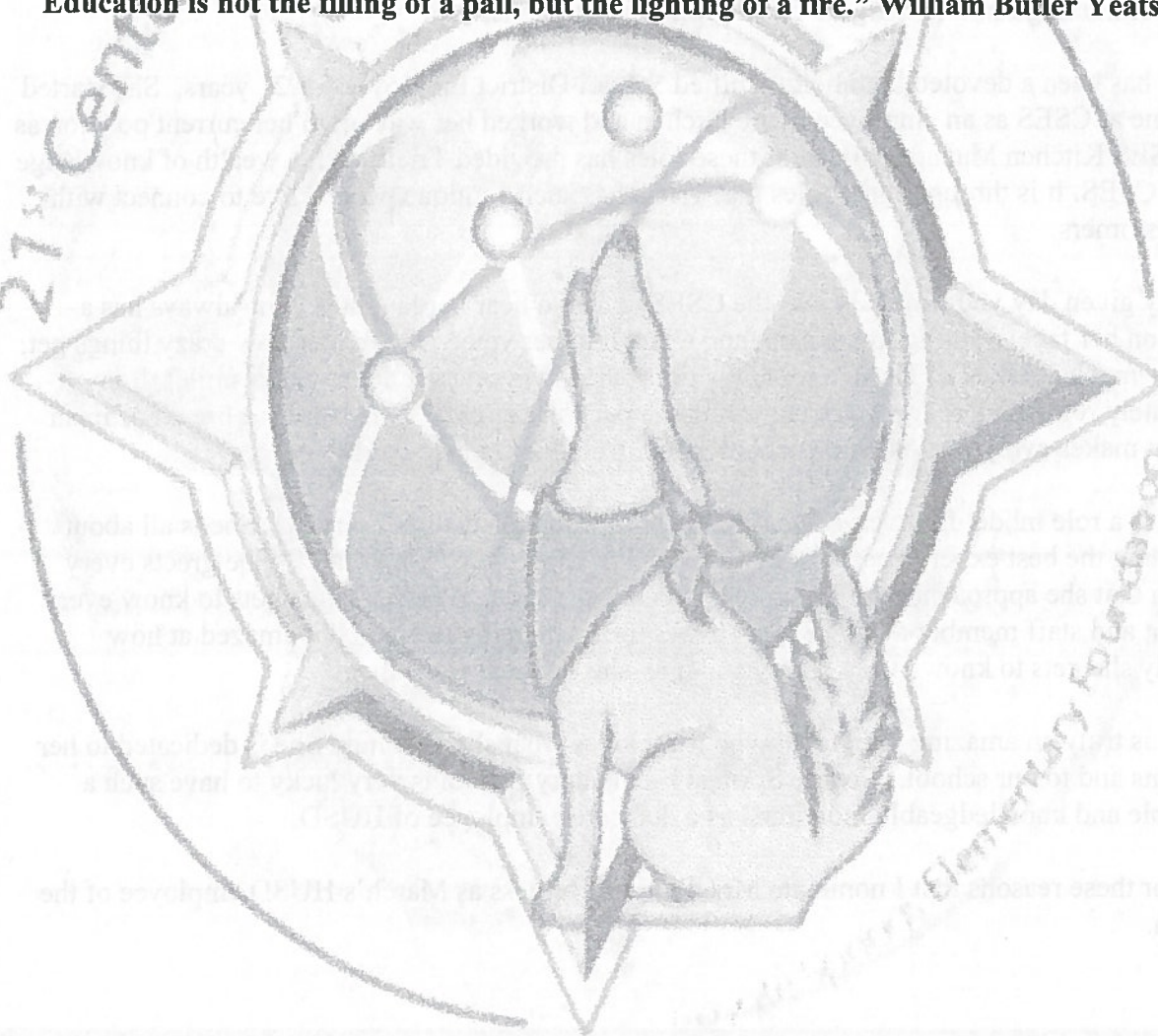
Ph: 928-759-4300 Fax: 928-759-4320



parent, a SITE Council member, a PTO member, the STEAM Team lead, Book Fair Coordinator, Read Across America Co-Chair, and many HUSD Committees. She participates in weekly professional development and frequently provides professional development in her areas of strengths.

During these past seven years Poppy has lit the fires of learning at our school. She is willing to share what she has learned in her time as a teacher, parent, and community member with others. Her positive attitude and constant professional growth makes her an outstanding educator. The fire of learning that she has sparked will not be extinguished – for she will leave a legacy!

“Education is not the filling of a pail, but the lighting of a fire.” William Butler Yeats



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Employee of the Month Nomination

March 17, 2020

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Patricia Burges for HUSD employee of the month.

I am nominating Patricia Burgess for the following reasons:

Tricia has been a devoted Humboldt Unified School District Employee for 21 years. She started her time at CSES as an employee in the kitchen and worked her way up to her current position as the CSES Kitchen Manager. Each of these roles has provided Tricia with a wealth of knowledge about CSES. It is through these roles that Tricia has such a unique perspective to connect with her customers.

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

Tricia is a role model for everyone at HUSD in the area of customer service. She is all about providing the best experience for everyone that walks into the CSES Café! She greets every person that she approaches with a smile and is always eager to help. Tricia gets to know every student and staff member at CSES and always greets them by name. I am amazed at how quickly she gets to know every family and how she can best serve them.

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

It is for these reasons that I nominate Mrs. Patricia Burgess as March's HUSD employee of the month.

COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack Prescott Valley, AZ. 86314

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



March 17, 2020

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Nancy Ruiz for HUSD volunteer of the month.

I am nominating Nancy Ruiz for the following reasons:

Nancy has been a valued volunteer at CSES since her children started attending school at Coyote over two and a half years ago. Nancy has three amazing students who attend our school and are in grades K, 3, and 5. I have had the absolute pleasure of collaborating with Nancy as a staff member, parent, and PTO board member. She has always been committed to all of the students and staff at CSES.

In addition to being a proud mommy of three HUSD students, Nancy works countless hours volunteering and substituting for our school. Frequently I grab Nancy from her volunteer duties to help us out with classroom coverage. Nancy was spiritedly recruited from the moment she walked onto the Coyote Springs campus. We begged, borrowed and pleaded with her and her hubby, Justin, to come to work for us as a full time kindergarten teacher. Nancy always finds the time to support CSES by volunteering her time, energy, skills, and resources. We frequently call upon Nancy to help support our school and all of the many extra-curricular activities. She gladly accepts, even in a minutes notice, with a smile on her face.

There aren't many days at CSES where you don't see Nancy bouncing around. She is busy reading with students, helping teachers in classrooms, and running small intervention groups. When she isn't directly working with staff and students, she is running PTO supports such as the membership drive and CSES Spirit Cart. Nancy has contributed so much to CSES during these past few years.

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

It is for these many reasons that I nominate Nancy Ruiz as March's HUSD volunteer of the month.

COYOTE SPRINGS ELEMENTARY SCHOOL

NA 5250-10-100



Page 1 of 1

Submitted by: [Name] Date: [Date]

Project Title: [Title] (Project Description)

Project Location: [Location]

Project Objectives: [Objectives]

Project Description: [Description]

Project Results: [Results]

Project Impact: [Impact]

Project Conclusion: [Conclusion]

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on March 17, 2020

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

Certified Staff

1. Keri Deherrera - Foreign Language Teacher @ BMHS (5/22/2020)
2. Kimberly Elias - Science Teacher @ LTS (5/22/2020)
3. Glen Grovenstein Science Teacher @ BMHS (5/22/2020)
4. Rebecca Higgs - Psychologist (5/29/2020)
5. Amanda Maxwell - Art Teacher @ BMMS (5/22/2020)
6. Shelby Scissons - 2nd Grade Teacher @ LTS (5/22/2020)
7. Amy Van Winkle - Choir Teacher @ BMHS (5/22/2020)
8. Janice Wissell - Counselor @ BMHS (5/22/2020)

Classified Staff

1. Patricia Aiken - F&N Worker II @ BMHS-W (3/7/2020)
2. Emily Conway - Mod/Sev/Pro Aide @ BMHS (2/24/2020)
3. Jodianne DeRobertis - Mod/Sev/Pro Aide @ BMHS (2/7/2020)
4. Randy Gansz - Custodian @ GHMS (.5) & LVES (.5) (2/5/2020)
5. Latisha Lewis - Title One Aide @ MVES (2/28/2020)
6. Shannon McCord - SpEd Bus Aide (3/19/2020)
7. Matthew Newcomb - Lead Night Custodian @ BMMS (2/26/2020)

Substitute + Staff

1. Patricia Denmark - AVID Tutor (2/4/2020)
2. Ashtin Martinson - AVID Tutor (2/4/2020)
3. Laura Moreno - AVID Tutor (2/4/2020)
4. Patricia Pittman - Sub Bus Aide (2/4/2020)
5. Angel Ramos - Sub Bus Aide (3/18/2020)
6. Kathryn Zorn - AVID Tutor (2/4/2020)

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

Certified Staff

1. NONE

Classified Staff

1. Jodi Larsen - 8 Hrs/Day - Classified Personnel Technician (replaces Jackie Plumb)
2. Heidemarie Moles - 6.5 Hrs/Day - Title One Aide @ LTS (replaces Jacqueline Kuehl)
3. Edie Packer - 7.25 Hours/Day - Title One Aide @ GES (replaces Heather Hyde)
4. Dustin Rigg - 6.5 Hrs/Day - Mod/Sev/Pro Aide @ GES (replaces Patricia McCarthy)
5. Jeffery Neil Rogers - 8 Hrs/Day - Lead Night Custodian @ BMMS (replaces Matthew Newcomb)
6. Robert Schmidt - 6.25 Hrs/Day - Bus Driver (replaces Steven Smith)
7. Sondra Schmidt - 6 Hrs/Day - Bus Driver (open position)
8. Claudia Stewart - 8 Hrs/Day - Administrative Secretary @ BMHS (Claudia Stewart -ESI)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on March 17, 2020

Substitute + Staff

1. James Dixon II - Sub Bus Driver
2. Randy Gansz - Sub Bus Aide
3. John Lanphear - Sub Bus Driver
4. Matthew Newcomb - Sub Custodian

C. SUPPLEMENTAL CONTRACTS

Overloads

1. NONE

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

(M&O-\$2,500; Tax Credit-\$2,200; General Tax Credit- \$0.00; SPED-\$0.00; Other- \$0.00)

1. Meagan Armstrong - Middle School Reading Counts @ LTS
2. Paul Arnone - Middle School Band Director @ LTS
3. Desiree Clark - STEAM Program Advisor @ CSES
4. Bailey Ramirez - Freshman Baseball Coach @ BMHS
5. Therese Schmidt - Elem Track Coach @ LTS
6. Ruthie Wilde-Wenger - Orchestra @ LTS

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. Rafeal Medina - From 8 Hrs/Day Custodian @ GES To 8 Hrs/Day Custodian @ MVES (replaces Michael Mechanic)

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

Certified

1. NONE

Classified

1. Edie Packer - From 7.25 Hrs/Day - Title One Aide @ GES - To 6.5 Hrs/Day -Title One Aide @ GES

F. CLASSIFIED STAFF - VOLUNTEER AGREEMENT FORM STIPENDS

1. Therese Schmidt - Elem Track Coach @ LTS

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on March 17, 2020

G. DISTRICT PROFESSIONAL DEVELOPMENT - TRAVEL (IN and OUT OF STATE)

1. David Johnson
American Music Educators Association (AMEA) Conference
Location: Mesa, AZ
Date(s): January 31- February 1, 2020
Purpose: To attend the AMEA 2020 Conference for developing programmatic expertise
Funding Source: Medicaid
2. Natasha Pacheco & Kelsey Holt
7th Annual Civic Learning Conference
Location: Phoenix, AZ
Date(s): February 14, 2020
Purpose: Attendance at the Civic Conference, sponsored by the Arizona Department of Education
Funding Source: M & O
3. Arthur Studley, Cole Young, Jeannette Arnzten & Amanda Estrada
AASBO Spring Conference 2020
Location: Laughlin, NV
Date(s): April 1-3, 2020
Purpose: To attend the AASBO Spring Conference for professional development for Finance, Human Resources, Business Administration, Procurement, Maintenance and Operations
Funding Source: M & O

CONSENT Item 8B.

Minutes

February 11, 2020

February 18, 2020

March 2, 2020

(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) – 02-11-2020

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on February 11, 2020, at Bradshaw Mountain High School located at 6000 E. Long Look 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

- | | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 00:20 | 1. WELCOME AND CALL TO ORDER |
| 01:46 | 2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY
<i>~COLORS WILL BE PRESENTED BY THE BMHS JROTC~</i> |
| 03:41 | 3. ROLL CALL |
| 04:00 | 4. AGENDA REVIEW/ACCEPT
<i>ACCEPTED/APPROVED UNANIMOUSLY AFTER ONE CHANGE BEING NOTED (ITEM 9B)</i> |
| 04:57
23:10 | 5. CURRENT EVENTS
A. Board
B. Superintendent |
| 29:00 | 6. CELEBRATING SUCCESSES
A. HUSD VIPs – Kort Miner, Bradshaw Mountain High School Principal
1. Certified – Lindsey Buckle
2. Classified – Tony Libby
3. Volunteer – Carmen Payne |
| 39:05 | 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.
MARTY GROSSMAN, PRESCOTT VALLEY TOWN COUNCILMAN |
| 42:43 | 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 January 14, 2020 (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 \$ 1,040,540.27
2. Approval of Payroll voucher(s) in the amount of \$ 2,582,580.49

D. Monthly Budget Report

E. Monthly Student Activities Report

F. Request for ratification of expenditures for Contracts, Work Agreements and supplementals for ~~December 2019~~ January 2020

G. Request for approval of the research study from Northern Arizona University per Policy LC

H. Request for approval of authorized signers for District bank accounts for fiscal year 2019-20

I. Discussion and possible action to approve the 2020-21 Bradshaw Mountain High School and the Bradshaw Mountain Online Academy Course Description Guides

J. Request for approval of the revised 2019-2020 Supplemental Wage Schedule

K. Request for approval of Parent/Citizen/Booster organization (PTSA)

L. Gifts and donations

PASSED UNANIMOUSLY – ALL

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

46:23

A. School update from Bradshaw Mountain High School Principal Kort Miner to include:

- BMHS Learning System
- Data Picture from SY2018-19
- School Improvement Plan
- Schoolwide focus
- BMHS Successes

01:13:42

B. Report from HUSD teachers regarding the grants they received from the Yavapai Community County Education Foundation:

- Nancy Vallely, Bradshaw Mountain High School
- Beth Van Oss, Bradshaw Mountain High School
- Gaylee Chilicky, Lake Valley Elementary School

10. ACTION

01:31:45

A. Request for approval of a Memorandum of Understanding (MOU) between Humboldt Unified School District and The National Center for Youth Law (NCYL) for FosterEd initiative.

PASSED UNANIMOUSLY

01:39:46

11. PERSONNEL

01:41:19

***A. The Board may vote to move into executive session pursuant to A.R.S § 38-431.03 (A)(1) (Personnel) for discussion regarding the resignation of certified employee, Charles Brown**
RESIGNATION REJECTED UNANIMOUSLY

01:41:46

***B. The Board may vote to move into executive session pursuant to A.R.S § 38-431.03 (A)(1)**

(Personnel) for discussion regarding the resignation of certified employee, Patricia Brown
RESIGNATION REJECTED UNANIMOUSLY

01:42:02

- *C. The Board may vote to move into executive session pursuant to A.R.S. § 431.03 (A)(1)
(Personnel) for discussion regarding the employment of certified employee, Peter Von Storch
TERMINATION UNANIMOUSLY APPROVED

01:39:20 **12. ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

March 17, 2020	6:30 p.m.	Regular Meeting	@ Coyote Springs Elem.
April 7, 2020	6:30 p.m.	Regular Meeting	@ Liberty Traditional
May 12, 2020	6:30 p.m.	Regular Meeting	@ Transportation Facility

01:42:27 **13. ADJOURNMENT**

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

Audio Minutes Table of Contents (with markers) – 02-18-2020

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **February 18, 2020**, at **Bradshaw Mountain High School** located at **6000 E. Long Look Drive, Prescott Valley, Arizona**.

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AGENDA

6:30 PM SPECIAL SESSION

Marker

- | | | | | |
|----------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|
| 00:02 | 1. | WELCOME AND CALL TO ORDER | | |
| 00:26 | 2. | PLEDGE OF ALLEGIANCE/FLAG CEREMONY | | |
| 00:48 | 3. | ROLL CALL
ALL PRESENT | | |
| 01:09 | 4. | AGENDA REVIEW/ACCEPT
ACCEPTED/APPROVED UNANIMOUSLY | | |
| | 5. | ACTION ITEMS | | |
| 01:29 | A. | Request for approval of Bid Award for Target-Hardening/Entrance Remodeling project
PASSED UNANIMOUSLY | | |
| 05:40 | *B. | The Board may vote to move into executive session pursuant to A.R.S § 38-431.03 (A)(1) (Personnel) for discussion and possible action (when open session reconvenes) concerning the resignation of Dr. Daniel Streeter, Superintendent, effective June 30, 2020.
PASSED UNANIMOUSLY | | |
| 09:02 | C. | Discussion and possible action related to the search for a new Superintendent.
DISCUSSION ONLY – NO ACTION TAKEN | | |
| | 6. | ANNOUNCEMENTS | | |
| 38:25 | A. | Next Scheduled Board Meetings are: | | |
| March 17, 2020 | | 6:30 PM | Regular Meeting | @ Coyote Springs Elementary |
| April 7, 2020 | | 6:30 PM | Regular Meeting | @ Liberty Traditional |
| May 12, 2020 | | 6:30 PM | Regular Meeting | @ Transportation Training Facility |
| 38:44 | 7. | ADJOURNMENT | | |

Copies of agendas and supporting documentation relative to public meetings 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 by date).

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

Audio Minutes Table of Contents (with markers) – 03-02-2020

The Governing Board of the Humboldt Unified School District #22 convened during a meeting open to the public on **March 2, 2020**, at **Transportation Training Room**, located **6411 N. Robert Road (Building 500)**, **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 SPECIAL SESSION

Marker

- | | |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 00:01 | 1. WELCOME AND CALL TO ORDER |
| 00:16 | 2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY |
| 00:39 | 3. ROLL CALL (ALL PRESENT) |
| 00:55 | 4. AGENDA REVIEW/ACCEPT
AGENDA ACCEPTED UNANIMOUSLY |
| | 5. PERSONNEL |
| 01:14 | A. Overview of Superintendent Search Process |
| 17:03 | B. Discussion on Search Agreement between Humboldt Unified School District (HUSD) and
Arizona School Boards Association (ASBA) |
| 38:26 | C. Discussion and possible action to approve Search Agent for Superintendent Search Process
PASSED UNANIMOUSLY |
| 43:13 | D. Discussion and possible action to approve a Draft Search Agreement and Authorization to
Sign Agreement
PASSED UNANIMOUSLY |
| 46:19 | E. Discussion and possible action to approve an ASBA Community E-Survey for Superintendent
Search
PASSED UNANIMOUSLY |
| 1:06:54 | F. Discussion and possible action to approve extent of Stakeholder involvement in the
Superintendent Search Process
PASSED UNANIMOUSLY |
| 1:35:20 | G. Discussion and possible action to approve an advertising document related to the position of
District Superintendent
FIRST MOTION: FAILED 4-1
SECOND MOTION: PASSED UNANIMOUSLY |
| 2:56:19 | H. Discussion and possible action to approve application questions specific to HUSD related to
the position application for District Superintendent
PASSED UNANIMOUSLY |

3:06:07 I. Overview of next search meeting agenda.

6. ANNOUNCEMENTS

3:09:04 A. Next Scheduled Board Meetings are:

March 17, 2020	6:30 PM	Regular Meeting	@ Coyote Springs Elementary
April 7, 2020	6:30 PM	Regular Meeting	@ Liberty Traditional
May 12, 2020	6:30 PM	Regular Meeting	@ Transportation Training Facility

3:09:10 **7. ADJOURNMENT**

Copies of agendas and supporting documentation relative to public meetings 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 by date).



RECEIVED
JAN 15 2015
1:30 PM
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20535

TO: DIRECTOR, FBI (158-1000)
FROM: SAC, NEW YORK (158-1000) (P)
SUBJECT: [REDACTED] (158-1000) (P)
RE: [REDACTED] (158-1000) (P)



CONSENT

Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8 D
FROM: Roger Studley, Finance Director Reading
DATE: March 17, 2020 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: Roger Studley, Finance Director (928)759-4000

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

Account Number / Description

Summary Only From Date: 2/1/2020 To Date: 2/29/2020

Budget Balance
% Remaining Bud

Fund:	001	MAINT & OPER FUNDS	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 001 Total:	\$35,635,227.50	\$2,677,036.62	\$20,375,779.86	\$15,259,447.64	\$12,086,849.36	\$3,172,598.28 8.90%
Fund:	011	CLASSROOM-BASE SAL						
		Fund 011 Total:	\$677,139.98	\$0.00	\$344,588.76	\$332,551.22	\$0.00	\$332,551.22 49.11%
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	\$0.00	\$448,688.22	\$1,505,380.16	\$0.00	\$1,505,380.16 77.04%
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	\$15,287.79	\$118,869.80	\$316,320.45	\$85,636.86	\$230,683.59 53.01%
Fund:	071	SEI - STRUCTURED ENGLISH IMMERSION						
		Fund 071 Total:	\$155,511.46	\$11,284.45	\$95,543.28	\$59,968.18	\$50,386.34	\$9,581.84 6.16%
Fund:	110	TITLE 1 LEA						
		Fund 110 Total:	\$395,370.35	\$0.00	\$154,269.84	\$241,100.51	\$410.66	\$240,689.85 60.88%
Fund:	111	TITLE 1 LEA						
		Fund 111 Total:	\$1,538,580.07	\$115,550.51	\$779,618.02	\$758,962.05	\$455,060.41	\$303,901.64 19.75%
Fund:	112	TITLE 1-D NEGLECT/DELINQUENT(14/15)						
		Fund 112 Total:	\$3,834.35	\$0.00	\$0.00	\$3,834.35	\$0.00	\$3,834.35 100.00%
Fund:	113	TITLE 1-D NEGLECT/DELINQUENT(15/16)						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

☒ Summary Only

From Date: 2/1/2020

To Date: 2/29/2020

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund 113 Total:	\$121,036.67	\$0.00	\$0.00	\$121,036.67	\$108,509.37	\$12,527.30 10.35%
Fund 140 TITLE II-IMPROV TEACHER QUAL(14/15)						
Fund 140 Total:	\$170,407.98	\$0.00	\$40,467.51	\$129,940.47	\$0.00	\$129,940.47 76.25%
Fund 141 TITLE II-IMPROV TEACHER QUAL(15/16)						
Fund 141 Total:	\$292,168.60	\$8,323.46	\$82,015.92	\$210,152.68	\$32,356.90	\$177,795.78 60.85%
Fund 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 TITAL IV-A, STUDENT SUPPORT & ENRICHMEI						
Fund 163 Total:	\$22,200.00	\$0.00	\$0.00	\$22,200.00	\$0.00	\$22,200.00 100.00%
Fund 191 TITLE III LEP PROGRAM (FY20)						
Fund 191 Total:	\$31,408.68	\$1,526.91	\$16,403.74	\$15,004.94	\$3,086.15	\$11,918.79 37.95%
Fund 195 TARGETED SUPPORT & IMPROVEMENT GRN						
Fund 195 Total:	\$27,900.71	\$0.00	\$18,845.43	\$9,055.28	\$0.00	\$9,055.28 32.46%
Fund 196 TARGETED SUPPORT & IMPROVEMENT GRN						
Fund 196 Total:	\$42,500.00	\$2,859.84	\$4,704.76	\$37,795.24	\$0.00	\$37,795.24 88.93%
Fund 220 IDEA - BASIC - ENT						
Fund 220 Total:	\$953,042.28	\$85,120.43	\$596,737.46	\$356,304.82	\$392,466.54	(\$36,161.72) -3.79%
Fund 221 IDEA - PRESCHOOL GRANT						
Fund 221 Total:	\$30,534.28	\$2,554.37	\$15,765.40	\$14,768.88	\$5,420.78	\$9,348.10 30.62%
Fund 260 CTE BASIC GRANT						
Fund 260 Total:	\$114,183.49	\$2,554.91	\$16,252.56	\$97,930.93	\$11,531.30	\$86,399.63 75.67%
Fund 261 CTE BASIC GRANT						
Fund 261 Total:	\$107,128.84	\$0.00	\$53,540.36	\$53,588.48	\$0.00	\$53,588.48

2019.4.10

Report: rptGLExpenseBudBal

10:44:46 AM

02/29/2020

Printed: 02/29/2020

P 2

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

Account Number / Description

☒ Summary Only

From Date: 2/1/2020

To Date:

2/29/2020

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining	Budget Balance
Fund: 290						50.02%	
MEDICAID OUTREACH							
Fund 290 Total:	\$133,290.85	\$2,594.33	\$16,448.39	\$116,842.46	\$5,075.77		\$111,766.69
Fund: 291						83.85%	
MEDICAID DIRECT							
Fund 291 Total:	\$1,280,149.53	\$95,287.60	\$334,335.70	\$945,813.83	\$247,439.76		\$698,374.07
Fund: 349						54.55%	
NAT'L FOREST FEES							
Fund 349 Total:	\$1,089,586.80	\$61,984.28	\$399,439.22	\$690,147.58	\$260,987.96		\$429,159.62
Fund: 353						39.39%	
TAYLOR GRAZING							
Fund 353 Total:	\$87,713.00	\$2,665.33	\$20,356.50	\$67,356.50	\$12,041.57		\$55,314.93
Fund: 354						63.06%	
LEADERS FOR SCHOOL WELLNESS SUBGRA							
Fund 354 Total:	\$55,750.00	\$4,845.80	\$34,944.22	\$20,805.78	\$22,246.41		(\$1,440.63)
Fund: 374						-2.58%	
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:	\$44,421.31	\$69.60	\$7,735.15	\$36,686.16	\$9,680.55		\$27,005.61
Fund: 435						60.79%	
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	\$0.00	\$1,376.34	\$2,740.12	\$2,612.05		\$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:	\$86,959.74	\$2,740.14	\$41,839.42	\$45,120.32	\$5,720.12		\$39,400.20
							45.31%

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

Account Number / Description

☒ Summary Only

From Date: 2/1/2020

To Date:

2/29/2020

Fund:	485	WRP	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 485 Total:	\$237,328.72	\$16,448.91	\$133,989.23	\$103,339.49	\$79,721.86	\$23,617.63 9.95%
Fund:	499	RURAL ASSISTANCE	\$4,068.54	\$0.00	\$0.00	\$4,068.54	\$0.00	\$4,068.54 100.00%
		Fund 499 Total:						
Fund:	500	SCH PLANT- > 1 YR	\$128,246.14	\$0.00	\$23,475.11	\$104,771.03	\$25,328.73	\$79,442.30 61.95%
		Fund 500 Total:						
Fund:	510	FOOD SERVICE	\$2,722,659.81	\$231,466.67	\$1,682,206.45	\$1,040,453.36	\$930,397.20	\$110,056.16 4.04%
		Fund 510 Total:						
Fund:	515	CIVIC CENTER	\$204,375.58	\$6,007.86	\$42,161.87	\$162,213.71	\$13,802.31	\$148,411.40 72.62%
		Fund 515 Total:						
Fund:	517	BUS RENTAL	\$365,348.72	\$0.00	\$0.00	\$365,348.72	\$0.00	\$365,348.72 100.00%
		Fund 517 Total:						
Fund:	522	BEFORE/AFTER SCHOOL PROGRAM	\$200,902.25	\$9,347.83	\$57,755.65	\$143,146.60	\$26,884.82	\$116,261.78 57.87%
		Fund 522 Total:						
Fund:	523	BRIGHT FUTURES PRESCHOOL	\$128,215.90	\$14,566.19	\$103,469.32	\$24,746.58	\$45,315.44	(\$20,568.86) -16.04%
		Fund 523 Total:						
Fund:	525	AUX OPERATIONS	\$759,249.10	\$30,833.18	\$266,277.84	\$492,971.26	\$93,265.66	\$399,705.60 52.64%
		Fund 525 Total:						
Fund:	526	ACT FEES TAX CRED	\$721,368.36	\$13,870.26	\$110,051.13	\$611,317.23	\$61,248.56	\$550,068.67 76.25%
		Fund 526 Total:						
Fund:	530	GIFTS & DONATIONS	\$182,723.32	\$6,467.57	\$30,057.56	\$152,665.76	\$10,203.79	\$142,461.97 77.97%
		Fund 530 Total:						
Fund:	540	FINGERPRINT						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2019-2020

Account Number / Description

Summary Only From Date: 2/1/2020 To Date: 2/29/2020

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
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:	\$317,748.28	\$0.00	\$1,000.00	\$316,748.28	\$6,347.06	\$310,401.22 97.69%
Fund 551						
INSURANCE - AEI						
Fund 551 Total:	\$50,250.14	\$601.74	\$4,212.56	\$46,037.58	\$3,009.73	\$43,027.85 85.63%
Fund 555						
TEXTBOOKS						
Fund 555 Total:	\$21,246.01	\$0.00	\$0.00	\$21,246.01	\$0.00	\$21,246.01 100.00%
Fund 565						
LITIGATION RECOVERY						
Fund 565 Total:	\$26,154.34	\$250.00	\$250.00	\$25,904.34	\$1,195.00	\$24,709.34 94.48%
Fund 570						
INDIRECT COSTS						
Fund 570 Total:	\$1,237,087.86	\$62,151.46	\$475,035.10	\$762,052.76	\$313,079.89	\$448,972.87 36.29%
Fund 575						
UNEMPLOYMENT INSURANCE						
Fund 575 Total:	\$108,840.32	\$0.00	\$0.00	\$108,840.32	\$0.00	\$108,840.32 100.00%
Fund 590						
GRANT/GIFT TEACHER						
Fund 590 Total:	\$21,928.90	\$0.00	\$0.00	\$21,928.90	\$0.00	\$21,928.90 100.00%
Fund 595						
SCHOOL BUS ADVERTISEMENT						
Fund 595 Total:	\$5,810.91	\$0.00	\$0.00	\$5,810.91	\$0.00	\$5,810.91 100.00%
Fund 596						
JTED - MTN. INSTITUTE						
Fund 596 Total:	\$1,051,306.66	\$19,324.58	\$146,392.87	\$904,913.79	\$162,571.65	\$742,342.14 70.61%
Fund 610						
CAPITAL OUTLAY						
Fund 610 Total:	\$3,870,903.71	\$22,217.59	\$1,005,109.60	\$2,865,794.11	\$852,634.70	\$2,013,159.41 52.01%
Fund 630						
BOND BUILDING						
Fund 630 Total:	\$317,148.64	\$0.00	\$296,303.86	\$20,844.78	\$0.00	\$20,844.78

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: 2/1/2020	To Date: 2/29/2020	Budget Balance	
					Encumbrance	% Remaining Bud
		Budget	Range To Date	YTD	Balance	
Fund:	650					6.57%
	GIFTS & DONATIONS					
	Fund 650 Total:	\$13,737.85	\$0.00	\$0.00	\$13,737.85	\$13,737.85
						100.00%
Fund:	665					
	ENERGY REBATES					
	Fund 665 Total:	\$341,231.82	\$0.00	\$0.00	\$341,231.82	\$515.32
						0.15%
Fund:	691					
	BUILDING RENEWAL GRANT - SFB					
	Fund 691 Total:	\$361,701.18	\$57,324.00	\$288,668.00	\$73,033.18	\$25,004.38
						6.91%
Fund:	700					
	DEBT SERVICE FUNDS					
	Fund 700 Total:	\$3,971,900.00	\$0.00	\$0.00	\$3,971,900.00	\$3,971,900.00
						100.00%
Fund:	850					
	STUDENT ACTIVITIES					
	Fund 850 Total:	\$101,136.21	\$6,586.06	\$44,137.73	\$56,998.48	\$47,114.31
						46.59%
Fund:	855					
	EMPLOYEE INSURANCE					
	Fund 855 Total:	\$5,447,105.04	\$443,126.85	\$3,381,477.00	\$2,065,628.04	\$2,065,628.04
						37.92%
	Grand Total:	\$70,090,828.43	\$4,032,877.12	\$32,110,596.74	\$37,980,231.69	\$21,159,076.96
						30.19%

End of Report

CONSENT

Item 8E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 E
FROM:	Roger Studley, Finance Director	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	Student Activities - Board Report	Action
		Consent X

OBJECTIVE: Goal #2 - Planning for Future Student Needs

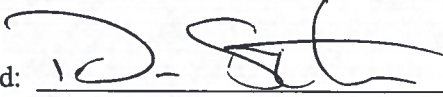
SUPPORTING DATA:

Attached is the monthly Student Activity Report.

This report summarizes student activities (club) 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: Roger Studley, Finance Director (928) 759-4000

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 7/1/2019

To Date: 3/2/2020

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.110.1319	GENERIC EXPENSE	\$6,152.94	\$0.00	\$0.00	\$6,152.94	\$0.00	\$6,152.94	100.00%
850.610.1000.6610.110.1319	GENERAL SUPPLIES	\$0.00	\$411.54	\$411.54	(\$411.54)	\$0.00	(\$411.54)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$6,152.94	\$411.54	\$411.54	\$5,741.40	\$0.00	\$5,741.40	93.31%
	UNIT: LVES - 110	\$6,152.94	\$411.54	\$411.54	\$5,741.40	\$0.00	\$5,741.40	93.31%
850.100.1000.6000.120.1319	GENERIC EXPENSE	\$2,823.59	\$0.00	\$0.00	\$2,823.59	\$0.00	\$2,823.59	100.00%
850.610.1000.6610.120.1319	GENERAL SUPPLIES	\$0.00	\$192.61	\$192.61	(\$192.61)	\$307.39	(\$500.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$2,823.59	\$192.61	\$192.61	\$2,630.98	\$307.39	\$2,323.59	82.29%
850.100.1000.6000.120.1362	GENERIC EXPENSE	\$2,442.61	\$0.00	\$0.00	\$2,442.61	\$0.00	\$2,442.61	100.00%
850.610.1000.6610.120.1362	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$2,442.61	\$0.00	\$0.00	\$2,442.61	\$500.00	\$1,942.61	79.53%
850.100.1000.6000.120.1385	GENERIC EXPENSE	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	COURSE: SCIENCE - 1385	\$376.29	\$0.00	\$0.00	\$376.29	\$0.00	\$376.29	100.00%
	UNIT: BMMS - 120	\$5,642.49	\$192.61	\$192.61	\$5,449.88	\$807.39	\$4,642.49	82.28%
850.100.1000.6000.125.1319	GENERIC EXPENSE	\$12,670.88	\$0.00	\$0.00	\$12,670.88	\$0.00	\$12,670.88	100.00%
850.100.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$1,359.42	\$1,359.42	(\$1,359.42)	\$540.58	(\$1,900.00)	0.00%
850.610.1000.6610.125.1319	GENERAL SUPPLIES	\$0.00	\$2,599.00	\$2,599.00	(\$2,599.00)	\$0.00	(\$2,599.00)	0.00%
850.610.1000.6810.125.1319	DUES AND FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$675.00	(\$675.00)	0.00%
850.610.1000.6890.125.1319	MISC EXPENDITURES	\$0.00	\$2,375.00	\$2,375.00	(\$2,375.00)	\$0.00	(\$2,375.00)	0.00%
850.610.2790.6519.125.1319	TRANSP - PRIVATE	\$0.00	\$4,313.00	\$4,313.00	(\$4,313.00)	\$0.00	(\$4,313.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$12,670.88	\$10,646.42	\$10,646.42	\$2,024.46	\$1,215.58	\$808.88	6.38%
850.100.1000.6000.125.1362	GENERIC EXPENSE	\$439.49	\$0.00	\$0.00	\$439.49	\$0.00	\$439.49	100.00%
850.610.1000.6810.125.1362	DUES AND FEES	\$0.00	\$385.00	\$385.00	(\$385.00)	\$0.00	(\$385.00)	0.00%
	COURSE: NATIONAL HONOR SOCIETY - 1362	\$439.49	\$385.00	\$385.00	\$54.49	\$0.00	\$54.49	12.40%
	UNIT: GHMS - 125	\$13,110.37	\$11,031.42	\$11,031.42	\$2,078.95	\$1,215.58	\$863.37	6.59%
850.100.1000.6000.131.1319	GENERIC EXPENSE	\$5,165.32	\$0.00	\$0.00	\$5,165.32	\$0.00	\$5,165.32	100.00%
850.100.1000.6610.131.1319	GENERAL SUPPLIES	\$0.00	\$168.70	\$168.70	(\$168.70)	\$331.30	(\$500.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$5,165.32	\$168.70	\$168.70	\$4,996.62	\$331.30	\$4,665.32	90.32%
	UNIT: HES - 131	\$5,165.32	\$168.70	\$168.70	\$4,996.62	\$331.30	\$4,665.32	90.32%
850.100.1000.6000.132.1319	GENERIC EXPENSE	\$2,288.56	\$0.00	\$0.00	\$2,288.56	\$0.00	\$2,288.56	100.00%
850.610.1000.6610.132.1319	GENERAL SUPPLIES	\$0.00	\$267.87	\$267.87	(\$267.87)	\$157.59	(\$425.46)	0.00%
850.610.2630.6431.132.1319	REPAIRS/MAINT - NON-TECH	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	(\$250.00)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$2,288.56	\$267.87	\$267.87	\$2,020.69	\$407.59	\$1,613.10	70.49%
	UNIT: MVES - 132	\$2,288.56	\$267.87	\$267.87	\$2,020.69	\$407.59	\$1,613.10	70.49%
850.100.1000.6000.133.1319	GENERIC EXPENSE	\$1,545.08	\$0.00	\$0.00	\$1,545.08	\$0.00	\$1,545.08	100.00%
850.610.1000.6610.133.1319	GENERAL SUPPLIES	\$0.00	\$58.36	\$58.36	(\$58.36)	\$0.00	(\$58.36)	0.00%
	COURSE: STUDENT COUNCIL - 1319	\$1,545.08	\$58.36	\$58.36	\$1,486.72	\$0.00	\$1,486.72	96.22%
	UNIT: CSES - 133	\$1,545.08	\$58.36	\$58.36	\$1,486.72	\$0.00	\$1,486.72	96.22%

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2019-2020

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

☐ Include pre encumbrance
☒ Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 7/1/2019 To Date: 3/2/2020

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
850.100.1000.6000.134.1319	GENERIC EXPENSE	\$5,073.03	\$0.00	\$0.00	\$5,073.03	\$0.00	\$5,073.03 100.00%
850.100.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$367.89	\$367.89	(\$367.89)	\$0.00	(\$367.89) 0.00%
850.610.1000.6610.134.1319	GENERAL SUPPLIES	\$0.00	\$232.17	\$232.17	(\$232.17)	\$0.00	(\$232.17) 0.00%
850.610.1000.6731.134.1319	FF&E <\$1,000 (less than)	\$0.00	\$0.00	\$0.00	\$0.00	\$643.43	(\$643.43) 0.00%
	COURSE: STUDENT COUNCIL - 1319	\$5,073.03	\$600.06	\$600.06	\$4,472.97	\$643.43	\$3,829.54 75.49%
850.100.1000.6000.134.2203	GENERIC EXPENSE	\$185.00	\$0.00	\$0.00	\$185.00	\$0.00	\$185.00 100.00%
	COURSE: CLUB- JOI-JUNIOR OPTIMISTS - 2203	\$185.00	\$0.00	\$0.00	\$185.00	\$0.00	\$185.00 100.00%
850.100.1000.6000.135.1319	GENERIC EXPENSE	\$5,258.03	\$600.06	\$600.06	\$4,657.97	\$643.43	\$4,014.54 76.35%
	COURSE: STUDENT COUNCIL - 1319	\$1,477.82	\$0.00	\$0.00	\$1,477.82	\$0.00	\$1,477.82 100.00%
	UNIT: LTS - 134	\$1,477.82	\$0.00	\$0.00	\$1,477.82	\$0.00	\$1,477.82 100.00%
850.100.1000.6000.135.1355	GENERIC EXPENSE	\$432.00	\$0.00	\$0.00	\$432.00	\$0.00	\$432.00 100.00%
850.610.1000.6610.135.1355	GENERAL SUPPLIES	\$0.00	\$78.87	\$78.87	(\$78.87)	\$4.72	(\$83.59) 0.00%
	COURSE: CHORUS/CHOIR - 1355	\$432.00	\$78.87	\$78.87	\$353.13	\$4.72	\$348.41 80.65%
850.100.1000.6000.230.1311	GENERIC EXPENSE	\$1,909.82	\$78.87	\$78.87	\$1,830.95	\$4.72	\$1,826.23 95.62%
	COURSE: GRANVILLE ELEMENTARY SCHOOL - 135	\$2,223.52	\$0.00	\$0.00	\$2,223.52	\$0.00	\$2,223.52 100.00%
850.610.1000.6610.230.1311	GENERAL SUPPLIES	\$0.00	\$999.19	\$999.19	(\$999.19)	\$0.00	(\$999.19) 0.00%
	COURSE: HOSA/SPORTS MEDICINE - 1311	\$2,223.52	\$999.19	\$999.19	\$1,224.33	\$0.00	\$1,224.33 55.06%
850.100.1000.6000.230.1316	GENERIC EXPENSE	\$6,464.19	\$0.00	\$0.00	\$6,464.19	\$0.00	\$6,464.19 100.00%
850.610.1000.6610.230.1316	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	(\$25.00) 0.00%
850.610.1000.6890.230.1316	MISC EXPENDITURES	\$0.00	\$675.00	\$675.00	(\$675.00)	\$25.00	(\$700.00) 0.00%
	COURSE: HOSANURSING - 1316	\$6,464.19	\$675.00	\$675.00	\$5,789.19	\$50.00	\$5,739.19 88.78%
850.100.1000.6000.230.1319	GENERIC EXPENSE	\$29,174.72	\$0.00	\$0.00	\$29,174.72	\$0.00	\$29,174.72 100.00%
850.400.2710.6627.230.1319	DIESEL FUEL	\$0.00	\$414.34	\$414.34	(\$414.34)	\$0.00	(\$414.34) 0.00%
850.610.1000.6580.230.1319	TRAVEL	\$0.00	\$144.61	\$144.61	(\$144.61)	\$0.00	(\$144.61) 0.00%
850.610.1000.6610.230.1319	GENERAL SUPPLIES	\$0.00	\$2,110.15	\$2,110.15	(\$2,110.15)	\$1,260.64	(\$3,370.79) 0.00%
850.610.1000.6732.230.1319	FF&E \$1000 - \$4999	\$0.00	\$5,932.10	\$5,932.10	(\$5,932.10)	\$283.16	(\$6,215.26) 0.00%
850.610.1000.6733.230.1319	FF&E > \$5,000	\$0.00	\$7,933.50	\$7,933.50	(\$7,933.50)	\$0.00	(\$7,933.50) 0.00%
850.610.1000.6810.230.1319	DUES AND FEES	\$0.00	\$250.00	\$250.00	(\$250.00)	\$10.92	(\$260.92) 0.00%
850.610.1000.6890.230.1319	MISC EXPENDITURES	\$0.00	\$2,236.50	\$2,236.50	(\$2,236.50)	\$0.00	(\$2,236.50) 0.00%
850.610.2190.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$4,857.50	\$4,857.50	(\$4,857.50)	\$162.50	(\$5,020.00) 0.00%
850.610.2660.6340.230.1319	TECHNICAL SERVICES	\$0.00	\$420.00	\$420.00	(\$420.00)	\$0.00	(\$420.00) 0.00%
	COURSE: STUDENT COUNCIL - 1319	\$29,174.72	\$24,298.70	\$24,298.70	\$4,876.02	\$1,717.22	\$3,158.80 10.83%
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	\$3,282.43	\$0.00	\$0.00	\$3,282.43	\$0.00	\$3,282.43 100.00%
850.400.2710.6627.230.1361	DIESEL FUEL	\$0.00	\$198.64	\$198.64	(\$198.64)	\$0.00	(\$198.64) 0.00%
850.610.1000.6610.230.1361	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	(\$550.00) 0.00%
	COURSE: MU ALPHA THETA - 1361	\$3,282.43	\$198.64	\$198.64	\$3,083.79	\$550.00	\$2,533.79 77.19%
850.100.1000.6000.230.1362	GENERIC EXPENSE	\$2,132.32	\$0.00	\$0.00	\$2,132.32	\$0.00	\$2,132.32 100.00%
850.610.1000.6810.230.1362	DUES AND FEES	\$0.00	\$385.00	\$385.00	(\$385.00)	\$0.00	(\$385.00) 0.00%

2019.4.10

Report: rptGLGenRpt

1:37:38 PM

03/2020

Printed:

Humboldt Unified School District No. 22

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2019-2020

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

From Date: 7/1/2019 To Date: 3/2/2020
☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	COURSE	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
850.100.1000.6000.230.1363	COURSE: NATIONAL HONOR SOCIETY - 1362		\$2,132.32	\$385.00	\$385.00	\$1,747.32	\$0.00	\$1,747.32	81.94%
	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		\$1,490.43	\$0.00	\$0.00	\$1,490.43	\$0.00	\$1,490.43	100.00%
	COURSE: AVID - 1364		\$1,490.43	\$0.00	\$0.00	\$1,490.43	\$0.00	\$1,490.43	100.00%
850.100.1000.6000.230.1368	GENERIC EXPENSE		\$5,325.00	\$0.00	\$0.00	\$5,325.00	\$0.00	\$5,325.00	100.00%
	GENERAL SUPPLIES		\$0.00	\$457.44	\$457.44	(\$457.44)	\$0.00	(\$457.44)	0.00%
850.610.1000.6610.230.1368	MISC EXPENDITURES		\$0.00	\$1,210.00	\$1,210.00	(\$1,210.00)	\$3,000.00	(\$4,210.00)	0.00%
	COURSE: DECA - 1368		\$5,325.00	\$1,667.44	\$1,667.44	\$3,657.56	\$3,000.00	\$657.56	12.35%
850.100.1000.6000.230.1375	GENERIC EXPENSE		\$4,395.03	\$0.00	\$0.00	\$4,395.03	\$0.00	\$4,395.03	100.00%
	DIESEL FUEL		\$0.00	\$427.40	\$427.40	(\$427.40)	\$102.00	(\$529.40)	0.00%
850.610.1000.6610.230.1375	GENERAL SUPPLIES		\$0.00	\$135.07	\$135.07	(\$135.07)	\$519.50	(\$654.57)	0.00%
850.610.1000.6690.230.1375	MISC EXPENDITURES		\$0.00	\$510.00	\$510.00	(\$510.00)	\$0.00	(\$510.00)	0.00%
	COURSE: INTERACT - 1375		\$4,395.03	\$1,072.47	\$1,072.47	\$3,322.56	\$621.50	\$2,701.06	61.46%
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		\$822.27	\$0.00	\$0.00	\$822.27	\$0.00	\$822.27	100.00%
	GENERAL SUPPLIES		\$0.00	\$245.38	\$245.38	(\$245.38)	\$129.62	(\$375.00)	0.00%
850.610.1000.6610.230.1383	DUES AND FEES		\$0.00	\$105.00	\$105.00	(\$105.00)	\$0.00	(\$105.00)	0.00%
	COURSE: NATIONAL ART HONOR SOCIETY - 1383		\$822.27	\$350.38	\$350.38	\$471.89	\$129.62	\$342.27	41.63%
850.100.1000.6000.230.1398	GENERIC EXPENSE		\$180.97	\$0.00	\$0.00	\$180.97	\$0.00	\$180.97	100.00%
	COURSE: SKILLS USA COMMUNICATION MEDIA - 1398		\$180.97	\$0.00	\$0.00	\$180.97	\$0.00	\$180.97	100.00%
850.100.1000.6000.230.1403	GENERIC EXPENSE		\$3,847.91	\$0.00	\$0.00	\$3,847.91	\$0.00	\$3,847.91	100.00%
	GENERAL SUPPLIES		\$0.00	\$1,681.48	\$1,681.48	(\$1,681.48)	\$401.22	(\$2,082.70)	0.00%
	COURSE: P.A.L.S. - 1403		\$3,847.91	\$1,681.48	\$1,681.48	\$2,166.43	\$401.22	\$1,765.21	45.87%
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%
850.100.1000.6000.230.2201	GENERIC EXPENSE		\$71.00	\$0.00	\$0.00	\$71.00	\$0.00	\$71.00	100.00%
	COURSE: CLUB- FBIA (FUTURE BUS LDRS AMERICA) - 2201		\$71.00	\$0.00	\$0.00	\$71.00	\$0.00	\$71.00	100.00%
	UNIT: BMHS - 230		\$60,128.89	\$31,328.30	\$31,328.30	\$28,800.59	\$6,469.56	\$22,331.03	37.14%

850 STUDENT ACTIVITIES BOARD REPORT

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2019 To Date: 3/2/2020

Account Number

Description

☐ Exclude Inactive Accounts with zero balance

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Grand Total:

\$101,201.50

\$44,137.73

\$44,137.73

\$57,063.77

\$9,879.57

\$47,184.20

46.62%

End of Report

CONSENT

Item 8F.

Ratification of Expenditures



HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8F
FROM:	Cole Young, Assistant Superintendent-Operations	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	Ratifications of Expenditures for Contracts/Work Agreements & Supplementals	Action
		Consent X
<hr/>		
OBJECTIVE:	Board Governance	

SUPPORTING DATA:

This is the approval of ratifications of all Contracts, Work Agreements and Supplementals from February during the 2019-2020 school year.

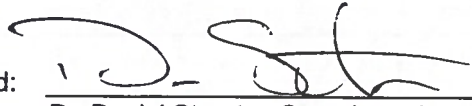
Information related to Contract, Work Agreements and Supplementals are matters of public record and available at the District Office upon request.

SUMMARY & RECOMMENDATION

Sample Motion:

I move to approve the ratification of all Contracts, Work Agreements and Supplementals from February during 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.

Travel Request (BMHS DECA)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 86
FROM:	Eric Hall, BMHS DECA Advisor/Teacher, CTE Professional Sales & Marketing	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	Request for Student Out-of-State Travel for BMHS DECA 2020 International Career Development Conference (ICDC)	Action
		Consent X

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

SUPPORTING DATA

DECA is a national student organization endorsed by the Arizona Department of Education as an integral part of the Professional Sales & Marketing Curriculum and is required for continued funding for CTE programs through the ADE. DECA activities reinforce classroom instruction and connect students with the business and marketing community. DECA also plays a unique role in preparing students for further education and promotes career opportunities in Business and Marketing. This DECA leadership conference in addition, provides opportunities for students interested in marketing, hospitality, finance, and related fields to develop, practice, and refine their leadership and team work skills.

The DECA International Career Development Conference is the culmination of the DECA year. More than 18,000 high school students, teachers, advisors, business professionals, and DECA alumni gather for several days of DECA events. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

After exposure to DECA leadership events, students will develop a successful transition plan from high school to higher education and the professional world.

SUMMARY & RECOMMENDATION

The 2019 DECA International Career Development Conference (ICDC) is being held April 28 – May 3, 2020 at the Hilton Nashville Airport, Nashville, TN. Six BMHS-W DECA students are expected to attend. The group will leave on the morning of April 28th and will return the evening of May 3rd.

Sample Motion

I move that BMHS DECA be permitted to attend the 2020 DECA International Career Development Conference being held April 28 – May 3, 2020 at the Hilton Nashville Airport, Nashville, TN.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Eric W. Hall, CTE teacher, BMHSW/DECA Advisor – 928-759-4087/eric.hall@humboldtunified.com



REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: _____

Person / Organization Submitting Request: Eric Hall

Date Submitted: January 15, 2020

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: Consent for Student out-of-state travel – BMHS DECA ICDC 2020

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: [Signature] Date: 11/3/2020

Education Services Administrative Approval: M. C. M. / Date: 2/25/20

Finance Administrative Approval: Karen Schmidt (RAA) Date: 2/3/2020

☒ Accepted for placement on agenda for: 3-17-2020

☐ Denied

Superintendent's Office: 1 2 5 1

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: 2020 DECA International Career Development Conference

Date of field Trip: April 28 – May 3, 2020

High School: Bradshaw Mountain/MICTED

Place of field Trip: Nashville, TN

Approximately how many students: 10

Where you are staying? What is the cost of hotel/lodging? Is there security at the hotel/lodging? If not, how are the students going to be supervised? All Arizona DECA delegates are required to stay at the Hilton Nashville Airport (2200 Elm Hill Pike, Nashville TN 37214). There is 24 hour security at the hotel. The conference rate is approximately \$450 per student (which includes all taxes & fees for triple or quad occupancy). This covers ICDC Registration and 5 nights housing. Advisors conference rate is \$775 per Adult for double occupancy. We need 4 rooms (3 for students, and 1 for advisor/chaperone).

How is the trip being funded? The trip will be paid by through a CTE grants and/or CTED (Mountain Institute) funding. All expenses will be covered with CTE grant or DECA.

What is the cost for the trip (lodging/registration/transportation, etc)? The estimated total cost of this trip (hotel, transportation, conference registration) is \$12,805.04

What is the cost for each student? Students are responsible for the cost of meals.

Chaperones (student/adult ratio): 1 adult per 10 students minimum. We will have 2 adult chaperones for this trip and approximately 10 students. If the number of students attending changes, we will adjust chaperones as needed. Eric Hall, CTE Teacher and District Certified Chaperone, Giselle Hall will accompany the students to the conference.

What determines the student's eligibility for attending? Students who will be attending this conference are members in good standing in DECA and have qualified through online state testing and competition as the top scorers in the state of Arizona. Those students went on to compete at the AZ State level and finished in the top 3-5 in their category in Arizona. In addition, students must also have passing grades in all classes in order to travel with DECA.

How does the trip benefit the students and the teacher? What state standard is met with this activity? DECA is a national student organization endorsed by the Arizona Department of Education as an integral part of the Professional Sales & Marketing Curriculum and is required for continued funding for CTE programs through the ADE. DECA activities reinforce classroom

instruction and connect students with the business and marketing community. DECA also plays a unique role in preparing students for further education and promotes career opportunities in Business and Marketing. This DECA leadership conference in addition, provides opportunities for students interested in marketing, hospitality, finance, and related fields to develop, practice, and refine their leadership and team work skills.

Curriculum Objective:

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

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

Type and Cost of Transportation: Students and advisor/chaperones will responsible to provide their own transportation to and from Phoenix Sky Harbor Airport in Phoenix. Students and advisor/chaperones will then fly to Nashville International Airport, in Nashville TN and take the complimentary shuttled to the Hilton Nashville Airport, Nashville, TN. Chaperone and advisor will use personal transportation. This cost will be covered by the CTE grant monies/CTED (Mountain Institute).

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

STUDENT OVERNIGHT TRIP

FINANCIAL INFORMATION

School: BMHS Organization/Group: BMHS DECA

Sponsor's Name: Eric Hall Phone: 928-759-4087

Trip Date: April 28- May 3, 2020 Trip Location: Nashville TN

Trip Title: 2020 DECA International Career Development Conference

Total Number of Attendees: 12 # Female Students 4 # Male Students 6 # Adults 2

Cost of Trip: (Total Costs, NOT Per Participant Costs)	
Event Registration – Includes Lodging 5 nights – Students - \$450X10, Advisor/Chaperone \$775.00 X2	\$6,050.00
Transportation –	\$5,980.80
Lodging –	\$
Meals/Travel – Meals - 2 Advisors – approx. / Airfare approx. \$498.40 x 12	\$774.24
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify) <u>yes</u>	\$
Other (specify)	\$
Other (specify)	\$
Total Cost	\$12,805.04
Funding for Trip:	
Auxiliary	\$
Student Club	\$
Tax Credit	\$
Booster Club	\$
Grant Basic - 260	\$ 3,321.04
Other (specify) Priority - 400	\$ 7,234.00
Other (specify) MI JTED - 596	\$ 2,250.00
Total Funding	\$ 12,805.04

Name of *Chaperone(s): Eric Hall, Giselle Hall

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

This document must accompany the Request for Trip Approval Packet



BE THE ULTIMATE DECA INTERNATIONAL CHAMPION



ICDC is the culmination of the DECA year and the #PathToGlass. More than 20,000 high school students, teacher-advisors, business professionals, and alumni gather for several days of DECA excitement.

The final stop on the #PathToGlass, Arizona DECA members will compete against students from all around the globe for the chance to shine in the spotlight. Will you walk away with the coveted #DECAGlass?

[EVENTS.AZDECA.ORG/ICDC2020](https://events.azdeca.org/icdc2020)

INTERNATIONAL
CAREER
DEVELOPMENT
CONFERENCE

APRIL 28
TO
MAY 3

Hilton Nashville Airport
2200 Elm Hill Pike
Nashville, Tennessee 37214

\$450 Per Student
(Triple or Quad Occupancy)

\$775 Per Adult
(Double Occupancy)

\$1425 Per Adult
(Single Occupancy)

Registration Includes
5 Nights Housing +
Conference Materials

MARCH 15
Registration Due

To register, go to
events.azdeca.org/icdc2020

CONTACT US
HELLO@AZDECA.ORG

[WWW.AZDECA.ORG](https://www.azdeca.org)
#PATHTOGLASS

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INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

NASHVILLE | 2020

TUESDAY, APRIL 28

12:00 PM - 6:00 PM	REGISTRATION <i>For Chartered Association Advisors</i>	Hall B Prefunction Area
12:00 PM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Prefunction Area
12:00 PM - 9:00 PM	SHOP DECA + BLAZER SHOP	Level 2 Registration
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>(by invitation only)</i>	

WEDNESDAY, APRIL 29

7:00 AM - 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Prefunction Area
7:00 AM - 8:30 PM	SHOP DECA + BLAZER SHOP	Level 2 Registration
9:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	
9:00 AM - 5:00 PM	DECA DAY IN NASHVILLE <i>Enjoy museums on your own</i>	
9:30 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	
11:00 AM - 1:00 PM 2:00 PM - 4:00 PM	GENERAL JACKSON SHOWBOAT <i>Advance ticket purchase required</i>	2812 Opryland Drive
1:00 PM - 5:00 PM	EXHIBIT BOOTH SET-UP	Exhibit Hall B
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Bridgestone Arena
6:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>(by invitation only)</i>	
8:30 PM	GRAND OPENING SESSION	Bridgestone Arena
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

THURSDAY, APRIL 30

7:00 AM - 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Prefunction Area
7:00 AM - 5:00 PM	SHOP DECA + BLAZER SHOP	Level 2 Registration
7:30 AM	VIRTUAL BUSINESS CHALLENGE BRIEFING <i>(required)</i>	
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand and Intuit Education</i>	
8:00 AM - 4:00 PM	CAREER EXHIBITS + SHOP DECA <i>(Advisors only from 8:00 AM - 9:00 AM)</i>	Exhibit Hall B
8:00 AM - 5:00 PM	COMPETITIVE EVENT BRIEFING + TESTING	
8:30 AM - 4:00 PM	EMERGING LEADER SERIES	
9:00 AM - 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association (by invitation only)</i>	
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand and Intuit Education</i>	
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	
6:00 PM - 8:00 PM 9:00 PM - 11:00 PM	GENERAL JACKSON SHOWBOAT <i>Advance ticket purchase required</i>	2812 Opryland Drive
7:00 PM - 8:30 PM 9:30 PM - 11:00 PM	DECA NIGHT AT GRAND OLE OPRY <i>Advance ticket purchase required</i>	Grand Ole Opry
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

Check deca.org/ICDC for updates. Events will be held in the MUSIC CITY CENTER unless otherwise noted.

FRIDAY, MAY 1

7:00 AM - 5:00 PM	SHOP DECA	Level 2 Registration
7:00 AM - 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	Hall B Prefunction Area
7:30 AM	JUDGES' ORIENTATION	
8:00 AM - 4:00 PM	CAREER EXHIBITS + SHOP DECA	Exhibit Hall B
8:00 AM - 7:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION	
8:30 AM - 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University (by invitation only)</i>	
8:30 AM - 3:30 PM	EMERGING LEADER SERIES	
9:00 AM - 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
NOON - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>(by invitation only)</i>	
12:30 PM	JUDGES' ORIENTATION	
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION <i>(by invitation only)</i>	
2:30 PM - 4:30 PM	MEET THE CANDIDATES SESSION <i>(open to all)</i>	
3:30 PM - 4:30 PM	COMPETITIVE EVENTS UPDATE WORKSHOP <i>(Advisors Only)</i>	
6:00 PM - 8:00 PM 9:00 PM - 11:00 PM	GENERAL JACKSON SHOWBOAT <i>Advance ticket purchase required</i>	2812 Opryland Drive
TBD	DECA CONCERT <i>Advance ticket purchase required</i>	
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

SATURDAY, MAY 2

7:30 AM - 10:30 AM	JUDGES' ORIENTATION	
7:30 AM - 6:00 PM	HEADQUARTERS	Hall B Prefunction Area
8:00 AM	ACHIEVEMENT AWARDS SESSION	Bridgestone Arena
8:30 AM - 6:00 PM	SHOP DECA + FINALIST T-SHIRT + RECOGNITION ITEMS	Level 2 Registration
8:30 AM - 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	
NOON	BUSINESS + ELECTION SESSION	
2:00 PM - 3:00 PM	WRITTEN ENTRY + CERTIFICATE RETURN <i>(Chartered Association Advisor or Designee Only)</i>	
7:00 PM - 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners (by invitation only)</i>	Bridgestone Arena
8:30 PM	GRAND AWARDS SESSION	Bridgestone Arena
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

SUNDAY, MAY 3

9:00 AM - 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	Music City Center
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Tentative: December 18, 2019



ATTENDANCE PERMISSION FORM

ATTENDANCE

This is to certify that _____ has my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

I understand that DECA activities may occur as late as midnight and that the City of Nashville has a curfew of 11 p.m. I am authorizing my child's DECA advisor and/or chaperone to take my place in accompanying the DECA member for a designated period of time and purpose within a specified area. Furthermore, I understand that after the curfew, my child may travel directly to the hotel without detour or stop from an official DECA activity with the supervision of the DECA advisor.

EMERGENCY

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs:

LOCAL HOSPITALS

TriStar Centennial Medical Center
2300 Patterson Street
Nashville, TN 37203
(615) 342-1000

Vanderbilt University Medical Center
1211 Medical Center Drive
Nashville, TN 37212
(615) 322-5000 (general)
(615) 322-0160 (emergency)

WALK-IN CLINICS

3rd and Church Healthcare
301 Church Street
Nashville, TN 37201
(615) 255-7902

Vanderbilt Health Gaylord Opryland Clinic
2821 Opryland Drive
Nashville, TN 37214
(615) 458-1911

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA chapter advisors, the chartered association DECA staff, or the Conference Conduct Committee members have the right to send the student home from the activity at our expense, provided that he/she has violated the delegate conduct practices and procedures and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Phone

Policy Number

DECA

DELEGATE CONDUCT PRACTICES + PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending the International Career Development Conference to read and complete the **Attendance Permission Form** and return to the **DECA chartered association advisor** as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
- The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chartered associations will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.

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

Date: 1/9/20

To the Family of Students in the BMHS DECA at Bradshaw Mountain High School.
(Grade/Class) (School)

Eric Hall – BMHS DECA is planning a Field Trip to:
(Trip Sponsor)

Hilton Nashville Airport, Nashville, TN from April 27th to May 3rd, 2020. The time of departure is
7:45AM, 4/27/2020. The date and estimated time of return is 8pm, 5/3/2020. The purpose of the field trip is
DECA International Career Development Conference (ICDC).

(Primary Objective)

Eating arrangements will be On Students' own – money at Hilton Nashville Airport, Nashville, TN.
(Money/Sack/Etc.) (Location of Lunch)

Other information: Students are on their own for excursions and area attractions.

****Transportation will be provided by:** Students are responsible for transportation to Phoenix Sky Harbor
International Airport, transportation will be provided for American Airlines - BMHS chosen airline carrier.

Sincerely, Eric Hall
(Trip Sponsor)

My signature below indicates my desire to have my child _____
accompany the _____ 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.**

TURN OVER ->

*****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
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: _____

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: January 15, 2020

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> X Other 260 Basic

VENDOR INFORMATION

Name: Dave Capka
Address: 6000 E. Long Look Dr
Prescott Valley AZ 86314
Phone: 928-759-4100
Fax:
E-Mail:

SHIPPING INFORMATION

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

Requisitioned By: Dave Capka

Department: CTE

Budget Code(s): 260-358-2190-2213-6580-230-1520

Admin. Approval: *[Signature]*

District Approval: *[Signature]*

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			DECA ICDC National Conference		\$0.00
			Estimate per ticket		\$0.00
1		2213-6584	Advisor Plane Tickets (estimate)	\$498.40	\$996.80
1		2190-6584	chaperone Plane Ticket		\$0.00
			Will go through Tera Travel Once Numbers are known		\$0.00
					\$0.00
					\$0.00
					\$0.00
			April 28 - May 3, 2020		\$0.00
			Nashville TN		\$0.00
Misc. Information:				Sub-total	\$996.80
				Shipping	
				Tax	
				TOTAL	\$996.80

IMPORTANT - PLEASE REVIEW

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

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

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

DISTRICT USE ONLY

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

WHITE - Accts. Payable

YELLOW - Receiving Clerk

251

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: January 15, 2020

Please Indicate One of the Following Categories

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

VENDOR INFORMATION

Name: Dave Capka
Address: 6000 E. Long Look Dr
Prescott Valley AZ 86314
Phone: 928-759-4100
Fax:
E-Mail:

SHIPPING INFORMATION

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

Requisitioned By: Dave Capka
Department: CTE
Budget Code(s): 400-358-2710-6510-230-1520
Admin. Approval: *[Signature]*
District Approval: *[Signature]*

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			DECA ICDC National Conference		\$0.00
			Estimated Price		\$0.00
10		2190-0584	Student Plane Tickets	\$498.40	\$4,984.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
			April 28 - May 3, 2020		\$0.00
			Nashville TN		\$0.00
Misc. Information:				Sub-total	\$4,984.00
				Shipping	
				Tax	
				TOTAL	\$4,984.00

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 Ck:	Auto Ins:	W-9:
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DISTRICT USE ONLY

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

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: January 15, 2020

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other MICTED - 596

VENDOR INFORMATION

Name: Arizona DECA
Address: PO Box 1440
Owasso, OK 74055
Phone: 602-542-5334
Fax:
E-Mail:

SHIPPING INFORMATION

Name: David Capka
Address: 6000 E. Long Look Drive
Prescott Valley, AZ 86314
Phone: 928-759-4199
Fax: 928-759-4120
Attn: David Capka

Requisitioned By: Dave Capka

Admin. Approval: *[Signature]*

Department: CTE

District Approval: *[Signature]*

Budget Code(s) (596/400) 358-2190-6890-230-1520

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
					\$0.00
			DECA International Career Development Conference		\$0.00
5		596 MICTED	Hotel Rooms/Registrations - Students	\$450.00	\$2,250.00
5		400 Priority	Hotel Rooms/Registrations - Students	\$450.00	\$2,250.00
			Registration (Rooms Included)		\$0.00
					\$0.00
			Nashville TN		\$0.00
			April 28 - May 3, 2020		\$0.00
			See Attached Information		\$0.00
					\$0.00
Misc. Information:				Sub-total	\$4,500.00
				Shipping	
				Tax	
				TOTAL	\$4,500.00

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 Ck:	Auto Ins:	W-9:
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DISTRICT USE ONLY

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

WHITE - Accts. Payable

YELLOW - Receiving Clerk

253

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: January 15, 2020

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary <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"/> Student Activities (Include signed & dated minutes) (INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic 260
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

VENDOR INFORMATION

Name: Arizona DECA
 Address: PO Box 1440
 Owasso, OK 74055
 Phone: 602-542-5334
 Fax:
 E-Mail:

SHIPPING INFORMATION

Name: David Capka
 Address: 6000 E. Long Look Drive
 Prescott Valley, AZ 86314
 Phone: 928-759-4199
 Fax: 928-759-4120
 Attn: David Capka

Requisitioned By: Dave Capka	Admin. Approval: <i>[Signature]</i>
Department: CTE	District Approval: <i>[Signature]</i>
Budget Code(s): 260-358-2190-6580-230-1520	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
					\$0.00
			DECA ICDC Conference		\$0.00
2			Hotel Room/Registrations (5 nights) Advisor/Chaperone	\$775.00	\$1,550.00
	1	2213	Registrations (Hotel included) Advisor		\$0.00
	1	2190	Chaperone		\$0.00
					\$0.00
					\$0.00
			April 28 - May 3, 2020		\$0.00
			See Attached Information		\$0.00
					\$0.00
Misc. Information:				Sub-total	\$1,550.00
				Shipping	
				Tax	
				TOTAL	\$1,550.00

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 Ck:	Auto Ins:	W-9:
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DISTRICT USE ONLY

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

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: January 15, 2020

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic 260

VENDOR INFORMATION

Name: Eric Hall
Address: 6000 E. Long Look D.r
Prescott Valley Az 86314
Phone: 928-759-4100
Fax:
E-Mail:

SHIPPING INFORMATION

Name: David Capka
Address: 6000 E. Long Look Drive
Prescott Valley, AZ 86314
Phone: 928-759-4199
Fax: 928-759-4120
Attn: David Capka

Requisitioned By: Dave Capka
Department: CTE 2213
Budget Code(s): 260-358-2/90-6582-230-1520
Admin. Approval: *[Signature]*
District Approval:

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
		2213	DECA ICDC Competition -- Travel Reimbursement		\$0.00
5		2190-6582	Breakfast	\$11.00	\$55.00
6		2190-6582	Lunch	\$13.00	\$78.00
5		2190-6582	Dinner	\$27.00	\$135.00
1		2190-6581	Mileage to Airport (round trip) 96.9 miles each way	86.24	86.24
1		2190-6583	Luggage 1 bag United Airlines	\$30.00	\$30.00
6		2190-6583	Parking at Airport \$7 per day	\$7.00	\$42.00
1		2190-6583	Luggage 1 bag American Airlines	\$25.00	\$25.00
			Nashville TN April 28 - May 3, 2021		\$0.00
Misc. Information:				Sub-total	\$451.24
				Shipping	
				Tax	
				TOTAL	\$451.24

IMPORTANT - PLEASE REVIEW

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

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

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

DISTRICT USE ONLY

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

WHITE - Accts. Payable

YELLOW - Receiving Clerk

255

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: January 15, 2020

Please Indicate One of the Following Categories

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit (Include Tax Credit Eligible Expenditure Determination Chart) (If using the general fund #1350, include signed & dated Site Council Minutes)	(INCLUDES ALL FUNDS WITH THE EXCEPTION OF 525, 526, 580) <input checked="" type="checkbox"/> Other Basic 260

VENDOR INFORMATION

SHIPPING INFORMATION

Name: Giselle Hall	Name: David Capka
Address: 6000 E. Long Look D.r Prescott Valley Az 86314	Address: 6000 E. Long Look Drive Prescott Valley, AZ 86314
Phone: 928-759-4100	Phone: 928-759-4199
Fax:	Fax: 928-759-4120
E-Mail:	Attn: David Capka

Requisitioned By: Dave Capka	Admin. Approval: <i>[Signature]</i>
Department: CTE	District Approval:
Budget Code(s): 260-358-2190-6582-230-1520	

Qty	Unit	Product Code	Description	Unit Price	Ext. Price
			DECA ICDC Competition -- Travel Reimbursement		\$0.00
5		2190-6582	Breakfast	\$11.00	\$55.00
6		2190-6582	Lunch	\$13.00	\$78.00
5		2190-6582	Dinner	\$27.00	\$135.00
1		2190-6583	Luggage 1 bag United Airlines	\$30.00	\$30.00
1		2190-6583	Luggage 1 bag American Airlines	\$25.00	\$25.00
			Nashville TN April 28 - May 3, 2020		\$0.00
			Giselle Hall		\$0.00
Misc. Information:				Sub-total	\$323.00
				Shipping	
				Tax	
				TOTAL	\$323.00

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 Ck:	Auto Ins:	W-9:
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DISTRICT USE ONLY

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

WHITE - Accts. Payable

YELLOW - Receiving Clerk 256

PINK - Department

GOLDEN - School Site

CONSENT

Item 8H.

Travel Request (8th Grade - Washington DC)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 H
FROM:	Danette Derickson, Liberty Traditional School Principal	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	HUSD 8 th Grade Field Trip, Washington DC in May 2021	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #1 – Student Achievement	

SUPPORTING DATA:

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

This experience is one that will resonant with our students for a lifetime, but will also focus in on the following content objectives:

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

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

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

SUMMARY & RECOMMENDATION:

Sample Motion: I move that we approve the eighth grade HUSD field trip to Washington D.C. in May 2021 with the understanding that it is participant funded.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

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

OCT 28 2019

FEB 24 2020
RECD
updated

REQUEST FOR BOARD AGENDA ITEM

Requested Meeting Date: December 10, 2019

Person / Organization Submitting Request: Danette Derickson

Date Submitted: October 30, 2019

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

Student / Staff Recognition:

Report: _____

Consent Items: Humboldt Unified School District, 8th Grade Trip, Washington DC (2021)

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 counsel if applicable

Administrative Approval: _____ Date: _____

Education Services Administrative Approval: M. C. Y. Date: 2/25/2020

Finance Administrative Approval: Kaye Schreder Date: 02-24-2020

☒ Accepted for placement on agenda for: 3-17-2020 ☐ Denied _____

Superintendent's Office: [Signature] 2/25/2020

Revised 04/02/2018

REQUEST TO BOARD FOR STUDENT OUT-OF-STATE TRAVEL

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

Organization taking field trip- HUMBOLDT UNIFIED SCHOOL DISTRICT, 8TH GRD

Date of field trip May 25-29, 2021 (Tentative)

Place of field trip WASHINGTON DC

Approximately how many students 50

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

Cost of the hotel is included in event registration; hotel will have security.

How is the trip being funded? Participant funded

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

\$83,950-\$89,950 (depending on whether or not parents take advantage of early registration)

What is the cost for each student? \$1,699 (\$1,799 if after early registration).

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

Available chaperones: Danette Derickson, Chris Kawabata, Timothy Derickson, Charles Johnston,

What determines the student's eligibility for attending? 8th grade student, passes the 8th grade standards, no more than 3 discipline referrals during the school year

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

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

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

Type and cost of transportation: HUSD Transportation to/from airport, \$317.31

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

STUDENT OVERNIGHT TRIP

FINANCIAL INFORMATION

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

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

Trip Date: MAY 24-28, 2021 Trip Location: WASHINGTON DC Trip Title: 8TH GRADE DC TRIP

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

Cost of Trip: (Total Costs, NOT Per Participant Costs)	
Event Registration (\$1699 PER PARTICIPANT)	\$ 84,950.00
Transportation (TO/FROM AIRPORT) -to be paid by the district	\$ 317.31
Lodging	\$
Meals	\$
Per Diem	\$
WILL SUBSTITUTE(S) BE REQUIRED FOR CLASS COVERAGE? (specify)	\$
Other (specify)	\$
Other (specify)	\$
Total Cost	\$ 85,267.31
Funding for Trip:	
Auxiliary	\$
Student Club	\$
Tax Credit	\$
Booster Club	\$
Grant	\$
Other (specify) - PARTICIPANTS	\$ 84,950.00
Other (specify) - HUSD	\$ 317.31
Total Funding	\$ 85,267.31

Name of *Chaperone(s): DANETTE DERICKSON, Charles Johnston, 2 other chaperones (undetermined)

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

This document must accompany the Request for Trip Approval Packet

Features	GO Ed Tours	WorldStrd	EduStar
Air fare	*no	yes	yes
Tour van	yes	yes	yes
Hotel	yes	yes	yes
Meals	*11	12	*6
Gratuity	*no	yes	yes
Tour guide	yes	yes	yes
Admissions	yes	*yes	yes
Security	yes (minimal)	yes	yes (minimal)
Lesson Plans	no	yes	no
PD	no	yes	no
Travel Insurance	yes	yes	yes
Liability Insurance	no	yes	yes
Days/Nts	3d/3n	3.5d/3n	3d/3n
Dr available	no	*yes-on call	no

*Air fare- \$500-\$600 per individual

totals based on 40 students and 4 chaperones

*We would be on our own for lunches- GO provides the money but we find our own location, and EduStar requires studnets to bring lunch money and we find our own loction.

*No tip= appx \$1,000 out of pocket (\$20 per)

*yes- WorldStrides visits more locations

* World Strides Dr will come to us

\$1,000 Scholarship	no	yes	no
AZ tax credit	no	*yes	no
Accident/medical/dental cvg	no	yes	no
Crisis Support Behavioral Health Support	no	yes	no
Financial Assistance	no	yes	no
Total Sites	14	*28	20
Total \$	\$738- air fare	\$1,699.00	\$1,199

*AZ Tax credit is a substantial benefit to parents and friends/family who are able to support students.

*additional sites due to evening tours and extra 1/2 day



Discover D.C. with WorldStrides

*An Educational Travel Program for
Liberty Traditional School*

PROGRAM INCLUSIONS (included in base trip price)

Safety Features and On-site Team

- Night supervision on each hotel floor with students
- WorldStrides hotel coordinator at the hotel during entire stay
- WorldStrides Name Tags with detailed emergency contact information for all participants
- 24/7 in-hotel medical care/medical consultation through an exclusive partnership with George Washington Hospital Department of Emergency Medicine
- Comprehensive liability coverage
- \$1 million USTOA Travelers Assistance Program
- Accident, medical, and dental coverage for participants
- Access to 24/7 staffed WorldStrides offices in Washington, D.C.
- Hospitality suite available at hotel each evening for Program Leader and chaperones
- **New Crisis Support and Behavioral Health Assistance Program**
 - o We're pleased to add a new layer of support for travelers who may be experiencing emotional or mental stress through a new partnership with AXA, one of the world's leading providers of emergency assistance.

Educational Components for Students and Teachers

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

All-inclusive Planning and Financial Services

- Paper and electronic registration, as well as promotion materials for parents and students
- Accounting services provided by WorldStrides
- Complete customer support for parents
- Discounted pricing is available for the family of Program Leader and chaperones
- FLAG Financial Assistance exclusive to WorldStrides available for qualifying families with an adjusted gross income up to \$85,000
- Free trip for Program Leader and/or chaperones for each 10 full paying participants

Transportation, Accommodations, Sightseeing, and Meals

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

ITINERARY OVERVIEW*

Day One: Arrive in Washington, D.C.

Day Two: Washington, D.C.

Day Three: Washington, D.C.

Day Four: Washington, D.C.

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

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

PROGRAM INFORMATION

Program Leader: Danette Derickson

Departure Date: May 2021 - TBD

Return Date: May 2021 - TBD

Number of Days: 4 Sightseeing Days, 3 Hotel Nights

Departure Airport: Sky Harbor International Airport (PHX)

PROGRAM PRICING INFORMATION

Early Registration Trip Price: \$1699
(Includes a \$49 non-refundable deposit and \$100 discount)

Based on 35 full paying participants

1 to 10 ratio

\$1000 Scholarship to be used at Program Leader Discretion

ADDITIONAL ITEMS (not included in base trip price)

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

WorldStrides® | At A Glance

For a group like yours, it is critical that your travel provider has the resources and experience necessary to smoothly and efficiently coordinate a youth group in the areas that you will visit. We are confident that 50 years as a student travel specialist provides us with this level of experience. Educational travel requires special skills that go far beyond making simple hotel and airline reservations. When emergencies arise, this experience is important. We also realize that price is important, and our prices consistently provide the highest value for your students' money.

Not all companies are the same, have the same priorities, or provide the same experience. WorldStrides sets the bar high. In terms of safety, education, and passion for student travel, our team has consistently beaten all other competitors. WorldStrides is the standard by which every other company measures themselves.

EXPERIENCE WITH YOUTH GROUPS

Number of years in student travel business	<input checked="" type="checkbox"/> 50
Number of participants during this period	<input checked="" type="checkbox"/> 7 million+
Number of participants per year	<input checked="" type="checkbox"/> 400,000
Number of groups last year	<input checked="" type="checkbox"/> 3,000+
Number of full-time staff dedicated to youth group travel programs	<input checked="" type="checkbox"/> 700+

Be sure your organization has the experience you deserve.

QUALIFICATIONS TO COORDINATE YOUR PROGRAM

Does the organization have a 24/7 Tour Central office?	<input checked="" type="checkbox"/> Yes
Does the organization employ and train its own Course Leaders?	<input checked="" type="checkbox"/> Yes
Will a staff member stay at the hotel with the group?	<input checked="" type="checkbox"/> Yes
Does the organization provide student training for its staff on how to best work with students?	<input checked="" type="checkbox"/> Yes

Your group is at risk without appropriate contingency plans.

EDUCATIONAL FOCUS

Does the organization employ a full-time education team?	<input checked="" type="checkbox"/> Yes
Does the organization offer students the opportunity to earn school credit?	<input checked="" type="checkbox"/> Yes
Does the organization offer teachers the opportunity to earn professional development?	<input checked="" type="checkbox"/> Yes
Is the organization accredited by regional accrediting bodies across the United States?	<input checked="" type="checkbox"/> Yes
Who issues accreditation for the organization?	
Western Association of Schools and Colleges	<input checked="" type="checkbox"/> WASC
Middle States Association Commissions on Elementary and Secondary Schools	<input checked="" type="checkbox"/> MSA
AdvancED (parent organization for the Northwest Accreditation Commission, North Central Association Commission on Accreditation, and School Improvement and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement)	<input checked="" type="checkbox"/> AdvancED (NWAC, SACS CASI, and NCA CASI)



WorldStrides® | At A Glance

INSURANCE AND CONSUMER PROTECTION

Does the organization maintain liability insurance?

☒ Yes

Does this coverage apply to the Program Leader (teacher)?

☒ Yes

What are the limits of this policy?

☒ \$55 million

What is the cost for supplemental medical and dental insurance?

☒ \$0

Who pays if an emergency mandates an itinerary change?

☒ WorldStrides

Does the organization maintain USTOA consumer protection?

☒ Yes

Amount of deposits covered by consumer protection

☒ \$1 million

Insurance and consumer protection are there to protect you.

worldstrides.com/discoveries
800-688-8584

Discoveries

Educational journeys for students



WorldStrides® | Safety and Security

24/7 Tour Central Office

We maintain a Tour Central office that can be reached 24 hours a day, because safety is our first priority. Should your group require an extended stay due to an airline problem or weather-related issue, our Tour Central office will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage) at no additional charge to you or your students.

Extensive Emergency Manual

We have developed an extensive emergency manual that details how we will deal with all types of emergency situations (including contingency plans for dealing with extreme situations such as acts of terrorism and airline disasters), and all of our on-site staff members have been trained to carry out these plans. Set procedures, checklists, and immediate access to correct phone numbers will result in faster and more accurate responses, which is critical when dealing with an emergency situation.

Night Chaperones

Our Night Chaperones (evening security) are given extensive training on how to supervise student groups. We also complete criminal background checks on all new applicants before they begin work. Night Chaperones are available on all East Coast, West Coast, Illinois history, and Florida programs. High-quality Night Chaperones are an integral part of our safety net and allow you to get the rest you need while on tour.

On-site Coordinators

WorldStrides On-site Coordinators stay with your group at each hotel on East Coast, West Coast, and Illinois history programs. These individuals will assist with hotel check-in and check-out, be available to answer questions and make necessary adjustments to individual group itineraries, assist with any emergency that may arise, and host an adult hospitality suite each evening with refreshments and snacks. WorldStrides will have additional staff members who will meet your group upon arrival to the East Coast, as well as when the group departs for home. This helps ensure that all facets of airport arrival and departure run smoothly.

Liability Insurance

We maintain an industry-leading multi-million dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. WorldStrides' insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for WorldStrides program participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental.

United States Tour Operators Association

As an Active Member of USTOA, WorldStrides is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at www.ustoa.com.

Full Refund Program

The Full Refund Program protects the investments of your students, their families, and the community. If the participant, the teacher, the school, or the school's administration cancels prior to trip departure, the participant will receive a refund of the money they've paid (less the cost of the Full Refund Program) – regardless of the reason. Participation in this program is optional, though highly recommended. Through this program, WorldStrides has returned millions of dollars to thousands of families who were forced to cancel for countless unexpected situations.



WorldStrides® | Student Supervision and Safety

Planning for a Safe Experience before Departure

Behavior Contract

Safety is the number one priority at WorldStrides. All participants are expected to demonstrate high standards of conduct, courteousness, and consideration toward others. Students and their parent/legal guardian must sign a Behavior Contract so everyone understands the proper rules of conduct. Students behaving inappropriately while on the program may be sent home at the parent's expense.

Medical Release Form

A parent/legal guardian for each participant must complete a medical release form and provide emergency contact information and authorization for treatment in the event of an emergency. Teachers carry all Medical Release Forms throughout the trip.

Ensuring Students' Safety While on the Program

Adult Supervision

With a chaperone-to-student ratio of 1:15 (can be customized to fit your group's needs), students receive proper attention and supervision. The Program Leader will identify the adult chaperones for the program. WorldStrides suggests selecting adults who are flexible, helpful, and comfortable with the students. Please note that at selected sites, students may be allowed the freedom to explore on their own.

Course Leaders

A specially trained Course Leader guides each group throughout your WorldStrides program. Course Leaders devote 100% of their attention to the students, challenging them to assess and apply what they learn through firsthand experience so they take the most away from the program. Students also follow a busy schedule, so their days are full of planned activities with adult supervision.

Emergency Services

Tour Central

WorldStrides' Tour Central offices are located in Washington, D.C., New York City, and Williamsburg, VA, and are staffed by full-time WorldStrides employees. These individuals are available 24 hours a day during the tour season to handle emergencies and accommodate the needs of teachers and students.

WorldStrides Name Tags

Throughout the trip, all students wear WorldStrides Name Tags with WorldStrides' emergency contact information. The back of this badge contains the Tour Central phone number, giving every student quick access to a WorldStrides employee. In the unlikely event of a problem, help is never more than a phone call away.

Doctors on Call Program

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine. A George Washington University doctor serves on our staff as the WorldStrides Medical Director, overseeing medical response planning for the organization and providing direct case management in the event of a medical response issue anywhere in the world. Our partnership gives us access to doctors who are available 24 hours a day to provide in-hotel emergency care to all our traveling students, parents, and teachers in the Washington, D.C. area and phone consultations for travelers in other locations. This program offers teachers and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing the disruption to the entire group.



WorldStrides® | Student Supervision and Safety

WorldStrides Selects Its Suppliers with Safety in Mind

Hotels

WorldStrides pre-screens its properties and selects only those which are safe, comfortable, and high quality. WorldStrides typically uses hotels such as Marriott, Holiday Inn, Ramada Inn, or comparable. For added security, WorldStrides books only hotels with inside corridors and hallways and provides additional night security (except in Costa Rica or Florida or if the group or the program specifies otherwise).

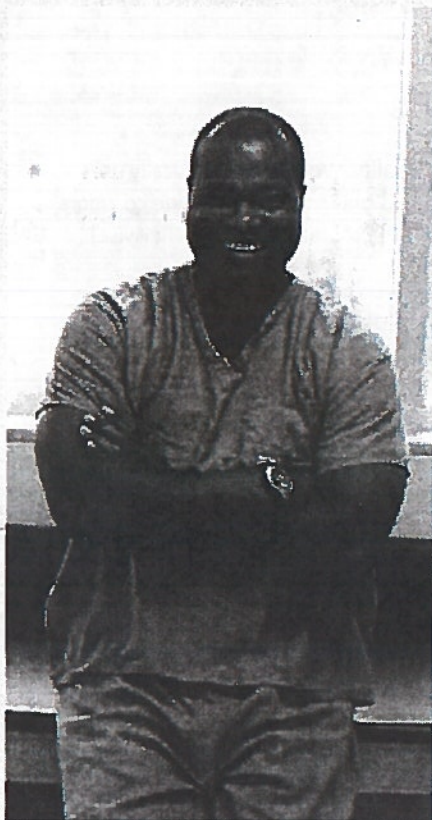
Travel Arrangements

WorldStrides contracts with major airlines such as American Airlines, Delta Airlines, Southwest Airlines, United Airlines, or comparable. Typically, WorldStrides meets the group upon arrival at their destination.

Suppliers

WorldStrides only works with companies who share WorldStrides' high safety and quality standards. WorldStrides thoroughly screens and regularly evaluates Motorcoach Drivers, hotels, and restaurants by periodically visiting these venues and relying on program evaluation surveys completed by teachers after returning from their program. All participating enterprises maintain their own insurance coverage.

WorldStrides® | Doctors on Call Program



WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine and a George Washington doctor serves on staff as our WorldStrides Medical Director. This means travelers in Washington, D.C., have access to in-hotel emergency medical care 24 hours a day. The Doctors on Call Program offers teachers, parents, and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing the disruption to the entire traveling group. We are also able to provide phone consultations to those groups traveling to other locations. The doctors will evaluate the situation, injury, or illness over the phone and make recommendations for treatment accordingly.

How does it work?

George Washington's Emergency Physicians will accept our phone calls, determine whether the patient can be treated at the hotel or should go directly to the hospital, and assist us from there all the way through the process. If someone needs to go to the hospital, they will expedite the process and help save valuable time for the patient, the Program Leader, and the On-site Coordinator or Course Leader.

The On-site Coordinator (or Course Leader for Florida and Costa Rica programs) and Program Leader, with the help of Tour Central, will initiate the process when it becomes necessary. The doctor on-call will contact the Program Leader and patient and determine the next steps to be taken. In Washington, D.C., if coming to the hotel makes the most sense, billing will be taken care of immediately and the patient will be treated. The insurance paperwork will be completed at the hotel and the On-site Coordinator/Course Leader will take care of the rest. If the doctor on-call determines that the patient needs to go to the hospital, then our standard emergency plan is activated.

New Crisis Support and Behavioral Health Assistance Program

We're pleased to add a new layer of support for travelers who may be experiencing emotional or mental stress through a new partnership with AXA, one of the world's leading providers of emergency assistance.

AXA's Behavioral Health Assistance Program provides seamless access to assessment, intervention, and stabilization services:

- 24/7/365 telephonic access to provide confidential and immediate support no matter the global location
- Experienced, U.S.-based healthcare professionals (masters and doctoral-level clinicians) when traveling
- Coordination with local professionals for referrals to provide additional support, if needed



Washington, D.C. Sample Itinerary

DAY 1

Arrive in **Washington, D.C.**

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites

Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Dinner

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Smithsonian Institution The world's largest museum complex: National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

Return to hotel

DAY 3

Breakfast

Ford's Theatre and Petersen House (by appointment) Where President Lincoln was shot and later died on that fateful day

White House (picture stop) Home of the U.S. president

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Capitol Hill Grounds Tour Capitol Visitor Center: Supreme Court, Library of Congress

Dinner

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Return to hotel

DAY 4

Breakfast and hotel check-out

Washington Monument (picture stop) The world's tallest stone monument, which honors our nation's first president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Holocaust Museum Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

Lunch

Embassy Row Houses more than 170 foreign embassies

National Zoo Home to several giant pandas and more!

Dinner

Depart **Washington, D.C.**, for home

HD4 - 4/3 DC 02/16

worldstrides.com/washington
800-688-8584

Discoveries

Educational journeys for students

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: _____

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: 2/11/2020

☐ Auxiliary

☒ Tax Credit

☒ Donations

☐ Student Activities (Include signed & dated minutes)

☐ M&O

VENDOR INFORMATION

Name: World Strides
Address: P.O. Box 9033
Charlottesville, VA 22906

Phone: (434) 951-5006

Email:

Fax: (434) 951-8423

SHIPPING INFORMATION

Name: Liberty Traditional School
Address: 3300 N. Lake Valley Rd.
Prescott Valley, AZ 8

Phone:

Fax:

Attn:

Requisitioned By: Shannon Chaney

Department:

Admin. Approval:

District Approval:

Budget Code(s): 526.100.1000.6890.134.1776 / 530.100.1000.6890.134.1776

Qty	Unit	Product Code	Unit Price	Ext. Price
1	ea	Open purchase order F.Y. 20/21 for Tax Credit payments		1.00
1	ea	Open purchase order F.Y. 20/21 for Donations		

Purchase orders to increase
Based on payments and donations
received.

Sub-total	1.00
Tax	
Shipping	
TOTAL	1.00

PLEASE NOTE:

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.

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

DISTRICT USE ONLY

Fixed:	Mailed:	E-Mailed:	Phone:	By:
Fixed Assets?	o Yes	Other Info:		
BID:	RFP:	Requisition Rec'd Date:		2-2

Features	GO Ed Tours	WorldStrd	EduStar
Air fare	*no	yes	yes
Tour van	yes	yes	yes
Hotel	yes	yes	yes
Meals	*11	12	*6
Gratuity	*no	yes	yes
Tour guide	yes	yes	yes
Admissions	yes	*yes	yes
Security	yes (minimal)	yes	yes (minimal)
Lesson Plans	no	yes	no
PD	no	yes	no
Travel insurance	yes	yes	yes
Liability Insurance	no	yes	yes
Days/Nts	3d/3n	3.5d/3n	3d/3n
Dr available	no	*yes-on call	no

*Air fare- \$500-\$600 per individual

totals based on 40 students and 4 chaperones

*We would be on our own for lunches- GO provides the money but we find our own location, and EduStar requires students to bring lunch money and we find our own location.

*No tip= appx \$1,000 out of pocket (\$20 per)

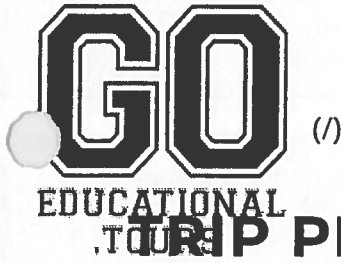
*yes- WorldStrides visits more locations

* World Strides Dr will come to us

\$1,000 Scholarship	no	yes	no
AZ tax credit	no	*yes	no
Accident/ medical/ dental cvg	no	yes	no
Crisis Support Behavioral Health Support	no	yes	no
Financial Assistance	no	yes	no
Total Sites	14	*28	20
Total \$	\$738- no air fare	\$1,699.00	\$1,199

*AZ Tax credit is a substantial benefit to parents and friends/family who are able to support students.

*additional sites due to evening tours and extra 1/2 day


☒ **PROPOSAL**

V89TKW8018

TRIP PROPOSAL FOR : WASHINGTON DC

Proposal Date : Oct 03, 2019

This proposal is valid until Oct 18, 2019

ORGANIZER: Mrs Danette Derickson

SCHOOL/GROUP NAME: Liberty Traditional School

DEPARTURE DATE Jun 01, 2021

RETURN DATE Jun 04, 2021

TOTAL DAYS TRAVELING 4 **TOTAL HOTEL OVERNIGHTS** 3

PAYING PASSENGER COUNT (RANGE)

PAYING STUDENTS (MINIMUM)	42	38	34	48
PAYING ADULTS (MAXIMUM)	0	0	0	0
COMPLIMENTARY TEACHER (MAXIMUM)	4	3	3	4
PER PAYING PASSENGER PRICING	\$ 797.00	\$ 842.00	\$ 896.00	\$ 738.00

GROUND PACKAGE INCLUDES

TRANSPORTATION

UNITS
MOTORCOACH 4 DAYS
JUN 01, 2021 TO JUN 04, 2021

1
CAPACITY: 55

00:30 HRS. TO 23:00 HRS.

HOTELS

HAMPTON, FAIRFIELD, HI EXP OR SIMILAR - STANDARD PLUS HOTEL 3 NIGHT(S)

	OCCUPANCY	ROOMS
STUDENTS	QUAD	11
PAYING ADULTS	DOUBLE	0
COMP TEACHERS	DOUBLE	2
ADDITIONAL ROOM COST		PER ROOM: \$ 538

ATTRACTIONS

Destination	Vendor Name	Attraction
WASHINGTON DC	MONUMENTS AND MEMORIALS PART 1: NATIONAL MALL	VIETNAM, LINCOLN, AND KOREAN MEMORIAL

WASHINGTON DC	MONUMENTS AND MEMORIALS PART 2: TIDAL BASIN	JEFFERSON, FDR, AND MLK MEMORIAL
WASHINGTON DC	NATIONAL ARCHIVES BUILDING	NATIONAL ARCHIVES BUILDING
WASHINGTON DC	UNITED STATES CAPITOL VISITOR CENTER	US CAPITOL VISITOR CENTER
WASHINGTON DC	WALK TO THE NATIONAL MALL FROM THE WHITE HOUSE	NATIONAL MALL TO THE WHITE HOUSE
WASHINGTON DC	SMITHSONIAN MUSEUMS AND FREE ATTRACTIONS	SMITHSONIAN MUSEUMS
WASHINGTON DC	ARLINGTON NATIONAL CEMETERY	TOMB OF THE UNKNOWN, ARLINGTON HOUSE, JFK GRAVESITE
WASHINGTON DC	GEORGE WASHINGTON'S MOUNT VERNON	MOUNT VERNON GROUP ADMISSION
WASHINGTON DC	INTERNATIONAL SPY MUSEUM	INTERNATIONAL SPY MUSEUM

MEALS

4 BREAKFASTS
DETAILS

4 LUNCHES
DETAILS

3 DINNERS
DETAILS

GO LEADER ① ([HTTP://GOEDUCATIONALTOURS.COM/ABC-US/#GO-LEADERS](http://goeducationaltours.com/ABC-US/#GO-LEADERS))

INCLUDED MEETING POINT

Washington DC: At your first point of arrival

NIGHT SECURITY

YES, 1 GUARD(S) PER NIGHT

TRAVEL INSURANCE

**CANCEL FOR ANY REASON (CFAR) TRAVEL PROTECTION ⓘ
([HTTP://GOEDUCATIONALTOURS.COM/THE-LIBRARY/COVERAGE/](http://goeducationaltours.com/the-library/coverage/))**

PASSENGER COUNT

SELECT THE NUMBER OF PASSENGERS TO BE INVOICED
FOR YOUR TRIP

Students	Parents	Teachers Comp	Teachers Comp Total
42	0	1:10	4

TOTAL TO BE INVOICED

Paying Passengers

42

Sub Total

PER PAYING ADULT	\$ 797.00	0	\$ 0.00
PRICE PER STUDENT	\$ 797.00	42	\$ 33,474.00
COMPLIMENTARY TEACHERS		4	\$ 0.00
TOTAL:			\$ 33,474.00

Thank you for reserving your trip with GO Educational Tours. The next steps are to accept the terms of the proposal. Once Accepted the invoice will be generated for the school or the individual payments. Your trip portal will be created and you can start managing your trip.

TERMS & CONDITIONS

GO Educational Tours, LLC: Terms & Conditions - TanGO

GO Educational Tours, LLC (Customer Agreement)

Section 1 : Customer Agreement This Customer Agreement ("agreement") is made between the Tour Operator (as described below) and the Traveler (herein referred to as "Customer", "Group", "Participant", "I", "School", "You", or "Your"). After reading this entire booking agreement terms and conditions, you must indicate your acceptance of the terms and conditions set forth in this agreement by clicking the appropriate boxes online or sending a signed copy to our office by email, mail or fax (781.787.2931) for your reservation to be complete.

I have read and understand and accept the terms and conditions

School Payment (one payment for group) (check or cc)

Individual payment (check or cc)

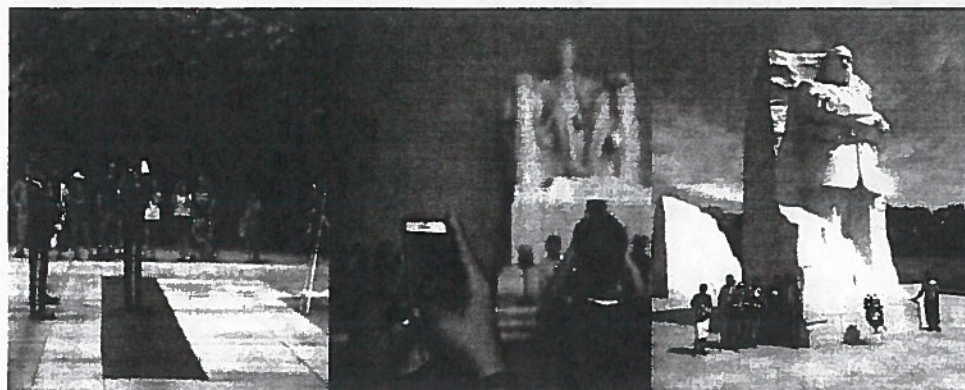
What "Accept Proposal" means

1. The purpose of the proposal is to outline the trip components and pricing.
2. Accepting the proposal means you are in agreement with the details of the trip, pricing details etc, presented for the number of participating students selected.
3. Accepting is not an engagement or obligation - it is to begin the enrollment process.
4. Trips with airfare, the enrollment period is 5 days for a trip with airfare and deposit period is 7 days after (for a total of 12 days)
5. Trips without airfare, the enrollment period is 15 days for a trip without airfare and deposit period is days after (for a total of 30 days)

6. The decision point is after the enrollment period. At that time you can decide to move forward so deposits can be collected.
7. The Terms and Conditions will apply once the deposits are received.
8. Trips are fully covered by a Student Protection Plan Travel Insurance Policy (pdf to SPP)
9. Cancel For Any Reason for any reason coverage is included. This means should a paying participant elect not to travel they would receive 75% back*. Unless you declined the Travel Insurance as part of your package.

*A claim is filed by the passenger or account holder through Travel Insured Travel Insurance.

ACCEPT PROPOSAL



Discover D.C. with WorldStrides

An Educational Travel Program for
Liberty Traditional School

PROGRAM INCLUSIONS (included in base trip price)

Safety Features and On-site Team

- Night supervision on each hotel floor with students
- WorldStrides hotel coordinator at the hotel during entire stay
- WorldStrides Name Tags with detailed emergency contact information for all participants
- 24/7 in-hotel medical care/medical consultation through an exclusive partnership with George Washington Hospital Department of Emergency Medicine
- Comprehensive liability coverage
- \$1 million USTOA Travelers Assistance Program
- Accident, medical, and dental coverage for participants
- Access to 24/7 staffed WorldStrides offices in Washington, D.C.
- Hospitality suite available at hotel each evening for Program Leader and chaperones
- **New Crisis Support and Behavioral Health Assistance Program**
 - o We're pleased to add a new layer of support for travelers who may be experiencing emotional or mental stress through a new partnership with AXA, one of the world's leading providers of emergency assistance.

Educational Components for Students and Teachers

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

All-inclusive Planning and Financial Services

- Paper and electronic registration, as well as promotion materials for parents and students
- Accounting services provided by WorldStrides
- Complete customer support for parents
- Discounted pricing is available for the family of Program Leader and chaperones
- FLAG Financial Assistance exclusive to WorldStrides available for qualifying families with an adjusted gross income up to \$85,000
- Free trip for Program Leader and/or chaperones for each 10 full paying participants

Transportation, Accommodations, Sightseeing, and Meals

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

ITINERARY OVERVIEW*

Day One: Arrive in Washington, D.C.

Day Two: Washington, D.C.

Day Three: Washington, D.C.

Day Four: Washington, D.C.

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

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

PROGRAM INFORMATION

Program Leader: Danette Derickson

Departure Date: May 2021 - TBD

Return Date: May 2021 - TBD

Number of Days: 4 Sightseeing Days, 3 Hotel Nights

Departure Airport: Sky Harbor International Airport (PHX)

PROGRAM PRICING INFORMATION

Early Registration Trip Price: \$1699
(Includes a \$49 non-refundable deposit and \$100 discount)

Based on 35 full paying participants

1 to 10 ratio

\$1000 Scholarship to be used at Program Leader Discretion

ADDITIONAL ITEMS (not included in base trip price)

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

worldstrides.com/washington
800-688-8584

Discoveries



Washington, D.C. Sample Itinerary

DAY 1

Arrive in **Washington, D.C.**

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites

Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Dinner

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Smithsonian Institution The world's largest museum complex: National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

Return to hotel

DAY 3

Breakfast

Ford's Theatre and Petersen House (by appointment) Where President Lincoln was shot and later died on that fateful day

White House (picture stop) Home of the U.S. president

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Capitol Hill Grounds Tour Capitol Visitor Center: Supreme Court, Library of Congress

Dinner

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Return to hotel

DAY 4

Breakfast and hotel check-out

Washington Monument (picture stop) The world's tallest stone monument, which honors our nation's first president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Holocaust Museum Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

Lunch

Embassy Row Houses more than 170 foreign embassies

National Zoo Home to several giant pandas and more!

Dinner

Depart **Washington, D.C.**, for home

HD4 - 4/3 DC 02/16

worldstrides.com/washington
800-688-8584

Discoveries

Educational journeys for students



320 Broad Street, Suite 1, Red Bank, NJ 07701
800.426.0157 | phone: 732.617.8687 | fax: 732.933.8681
travel@eduSTARtours.com | www.eduSTARtours.com

October 25, 2019

Ms. Danette Derickson
Liberty Traditional School
3300 N Lake Valley Rd
Prescott Valley, AZ 86314

RE: Tour Package and Sample Itinerary

Dear Danette:

Thank you for expressing interest in the educational tours provided by eduSTAR Student Tours. I am pleased to submit the following proposal for your review and consideration:



TOUR PRICE			
#DAYS	TOUR DESTINATION	Est. # Paying	Est. Price Per Person
4 Days	Washington D.C. History Tour	30-39	\$1,199.00

TOUR INCLUSIONS

The following are included in the trip price:

- ✧ Round-trip transportation via air;
- ✧ Motorcoach transportation for all local touring;
- ✧ Quality "student safe" hotel accommodations;
- ✧ Full American Breakfast with many choices to start your day;
- ✧ Awesome Dinners at great restaurants;
- ✧ One free chaperone for every 10 paying participants;
- ✧ **ONE ADDITIONAL SCHOLARSHIP TOUR FOR ONE OF YOUR STUDENTS OR ONE EXTRA FREE CHAPERONE;**
- ✧ All admissions and fees;
- ✧ Evening activities;
- ✧ Licensed Tour Guide to accompany the group throughout the trip;
- ✧ Bonded nighttime security guards keeping an eye on your students;
- ✧ Trip-cancellation insurance (optional);
- ✧ General Liability & Professional Errors & Omissions Insurance;
- ✧ All taxes, tips and gratuities; and
- ✧ Office staff available 24 hours a day / 7 days a week.

The more time you provide to your students and parents the more successful you will be. So, get started today and give us a call at 800-426-0157.

Sincerely,
Jonathan Gamza
Jonathan Gamza
Tour Representative

WE ARE MEMBERS OF:



LIBERTY TRADITIONAL SCHOOL **4 DAY WASHINGTON DC "CAPITAL CITY" TOUR**

DAY 1

- TBD Bus to arrive at School and depart or check-in at local airport if group is flying
 11:00am Arrive at Reagan Building (1300 Pennsylvania Ave NW)– Meet Tour Guide
 11:30am Visit Arlington National Cemetery – See the Kennedy graves, the Shuttle Challenger Memorial and changing of the Guard at the Tomb of the Unknown Soldier
 1:30 pm Visit Iwo Jima and Air Force Memorial with time for lunch at group's expense
 2:30 pm Admission to The National Archives to see the Constitution, Bill of Rights and Declaration of Independence
 4:00 pm Explore Ford's Theatre and the Petersen House
 6:00 pm Dinner
 7:30 pm Night tour to include Lincoln, Korean and Vietnam War Memorials
 10:00pm Return to the Hotel and check-in

DAY 2

- 8:00 am Breakfast at Hotel
 10:00am Visit Supreme Court and Library of Congress
 11:30am Tour of the Capitol Building
 1:00 pm Group photo taken on the steps of Grant's Statue with the Capitol Building in the background (Additional cost – 20 pictures minimum) with time for lunch at group's expense
 2:30 pm Visit the Holocaust Museum and see "Daniel's Story" exhibit
 4:00 pm Photo stop at the White House
 5:00 pm Dinner
 7:00 pm Visit FDR and Jefferson Memorials

DAY 3

- 8:00 am Breakfast at Hotel
 10:00am Riding tour of Embassy Row and Washington National Cathedral
 11:30am Visit World War II and Martin Luther King Jr. Memorials
 1:00 pm Explore Smithsonian Institute to visit many museums including Air and Space Museum, Museum of Natural History, Museum of American History and National Art Gallery, with time for lunch at group's expense
 4:00 pm Ride to the top of the Washington Monument
 6:00 pm Dinner at Pentagon Mall
 8:00 pm Shopping at Pentagon City Mall or enjoy professional sporting event, dinner theater, dinner Cruise or see a performance at the Kennedy Center (at additional cost)

DAY 4

- 8:00 am Breakfast at hotel and check out
 10:30am Visit Mt. Vernon
 12:30pm Enjoy The Washington National Zoo with time for lunch at group's expense
 3:00 pm Depart for home**OPTIONS**

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:

<input type="checkbox"/> Auxiliary	<input type="checkbox"/> Student Activities (Include signed & dated minutes)
<input type="checkbox"/> Tax Credit	<input type="checkbox"/> M&O

VENDOR INFORMATION

Name: HUSD Transportation
Address: 6411 N. Robert Rd
Prescott Valley, AZ 86314

Phone: 928-759-5190

Email:

Fax:

Requisitioned By: Shannon Chaney
Department: fieldtrips

Budget Code(s):

SHIPPING INFORMATION

Name: Liberty Traditional School
Address: 3300 N. Lake Valley Rd.
Prescott Valley, AZ 86314

Phone: 928-759-4500

Fax: 928-759-4520

Attn: Danette Decker

Admin. Approval: [Signature]

District Approval:

Qty	Unit	Product Code	Unit Price	Ext. Price
1	ea	bus Transportation to and from Sky Harbor international airport (3400 E. Sky Harbor) Phx.		317.31
		May 24, 2021 depart		
		May 28 th , 2021 return		

To be paid for by district,
per Dan Streefer

Sub-total	317.31
Tax	
Shipping	
TOTAL	317.31

PLEASE NOTE:

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.

Insurance:	Workers' Comp:	License:	Fingerprint Cd:	Background Ck:	Auto Ins:	W-9:
DISTRICT USE ONLY						
Faxed:	Mailed:	E-Mailed:	Phone:	By:		
Fixed Assets?	<input type="radio"/> No <input type="radio"/> Yes	Other Info:				
BID:	RFP:	Requisition Rec'd Date:				2-3

May 8 2021

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

VEHICLE REQUEST

REQUESTS FOR ATHLETIC / FIELD TRIPS MUST BE COMPLETE AND SUBMITTED TO
TRANSPORTATION DEPT. NO LESS THAN 7 DAYS PRIOR TO SCHEDULED TRIP DATE.
PURCHASE ORDER MUST BE RECEIVED BY TRANSPORTATION NO LESS THAN 72 HOURS PRIOR TO TRIP.
..... NO PURCHASE ORDER NO TRIP.....

DATE SUBMITTED: 10.22.2019

QUOTED PRICE: \$317.31

VEHICLE TYPE REQUESTED & # OF EACH: 14 pass. WHITE BUS 6 or 7 pass. VAN (1) BUS

(AZ 39 month uncertified driver's license report required for all van or white bus usage)

PURPOSE OF TRIP: Take 8th graders & chaperones to Sky Harbor

NUMBER OF STUDENTS: 40 GRADE: 8th NUMBER OF ADULTS: 4

SPECIAL EQUIPMENT & # OF EACH: WHEELCHAIR SEATBELT HARNESS

ADDITIONAL EQUIPMENT: we just need to load luggage under the bus

LEAVING FROM: Liberty Traditional School

DESTINATION: Sky Harbor Int. Airport (3400 e. sky harbor.)

DESTINATION ADDRESS: Phx. 85034

DESTINATION PHONE # & CONTACT NAME: Danette's cell. 928-458-0657

DEPARTURE DATE: May 24 (2021) DEPARTURE TIME: 7:00 pm

MUST BE AT DESTINATION BY...TIME: 9:30 pm (Event/Performance Time)

RETURN DATE: May 28

LEAVE DESTINATION TIME: 10:00 pm

RETURN TO SCHOOL TIME: 12:00 midnight

ADDITIONAL STOPS: none

ADDITIONAL INFORMATION: exact times may change once flight is scheduled

TRIP SPONSORS ARE RESPONSIBLE FOR INFORMING STUDENTS OF CONDUCT RULES FOR THE RIDE.
SPONSOR SHALL ENSURE THAT DRIVER AND PASSENGERS IN SCHOOL OWNED VEHICLES USE SEAT BELTS
WHERE PROVIDED, THE DRIVER / SPONSOR SHALL ENSURE ALL PASSENGERS COMPLY.

SPONSOR'S NAME (PRINT) Danette Derickson PHONE: 928.757.4500 (wk)

CELL PHONE # 928.458.0657

CLASS EXT. 458-0657 (cell)

ATHLETIC DIRECTOR/PRINCIPAL'S SIGNATURE: Danette Derickson

TRANSPORTATION USE ONLY DATE:

BY:

TRIP # P.O. # APPROVED NOT APPROVED

TRIP # / DATE 269 / 5-24-21 HNO 5-28-21

CONSENT Item 8I.

ADES/RSA IGA Transition from School to Work

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 I
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	Department of Economic Security Contract Modification: Amendment 4	Action
		Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs	

SUPPORTING DATA

Attached is contract amendment 4 to our Arizona Department of Economic Security/Rehabilitation Services Administration (ADES/RSA) for our Transition from School to Work (TSW). The budget was amended and the district was notified on January 29, 2020 of the amendment approval by ADES/RSA. The amendment was created to adjust salary/benefit amounts to match actual costs for the 2019-2020 school year. In addition, materials were adjusted to include a life centered educational curriculum and an employability curriculum. The funding source for the district funding contribution is M&O. The specific details are included in the amendment.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve Amendment 4.

Sample Motion

I move to approve the ADES/RSA Transition from School to Work Amendment 4 budget for the 2019-2020 school year.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Patty Bitsilly, 759-4031



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Intergovernmental Agreement CONTRACT AMENDMENT

1. CONTRACTOR (Name and address) COUNTY OF YAVAPAI , Humboldt Unified School District #22 6411 N ROBERT RD Prescott Valley, AZ 86314-8770	2. CONTRACT ID NUMBER DI18-002132 3. AMENDMENT NUMBER 4
---------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT

In accordance with Section 8, AMENDMENTS OR MODIFICATIONS, the Budget, Revised January 2020 for the period from 07/01/2019 through 06/30/2020, in the amount of \$237,328.72, is attached and added to this agreement.

5. EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AS HERETOFORE CHANGED AND/OR AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS FORM ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.

6. ARIZONA DEPARTMENT OF ECONOMIC SECURITY	7. NAME OF CONTRACTOR COUNTY OF YAVAPAI , Humboldt Unified School District #22
SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME	TYPED NAME
TITLE	TITLE
DATE	DATE

IN ACCORDANCE WITH ARS §11-952 THIS CONTRACT AMENDMENT HAS BEEN REVIEWED BY THE UNDERSIGNED WHO HAVE DETERMINED THAT THIS CONTRACT AMENDMENT IS IN APPROPRIATE FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO EACH RESPECTIVE PUBLIC BODY.

ARIZONA ATTORNEY GENERAL'S OFFICE

By: _____
 Assistant Attorney General

By: _____
 Public Agency Legal Counsel

Date: _____

Date: _____

Revised:: 8/22/13

Transition from School to Work
BUDGET - SFY2019 Revised January 2020

School District:
 Budget Period:
 Contract Number:

Humboldt Unified School District
 July 1, 2019 - June 30, 2020
 DI18-002132

1. PERSONNEL EXPENSES

			Basis No. Mnths	Bdgt No. Mnths	BASE TSW SALARY	TSW % of Time	TSW COST
1.1	Salaries and Wages	Position Title	Annual Salary				
1.1a		TSW Coordinator #1 (Kathy)	\$ 70,895.37	12	12	\$ 70,895.37	100.00% \$ 70,895.37
1.1b		TSW Coordinator #2 (Greg)	\$ 53,591.75	10	10	\$ 53,591.75	60.00% \$ 32,155.05
1.1c		TSE Coordinator #2 (Greg)	\$ 11,877.29	2	2	\$ 11,877.29	100.00% \$ 11,877.29
1.1d		Transition Technician #1 (Lemon)	\$ 28,065.44	12	12	\$ 28,065.44	100.00% \$ 28,065.44
1.1e		Transition Technician #2 (Carlson)	\$ 27,248.00	12	12	\$ 27,248.00	100.00% \$ 27,248.00
1.1f							
1.1g							
1.1h							
1.1i							
1.1j							
1.1k							
1.1l							
1.1m							
1.1n							
1.1o							
TOTAL SALARY					\$ 191,677.85		\$ 170,241.15

1.2 EMPLOYEE RELATED EXPENSES (ERE)

	ITEM	TSW COST	ERE Rate: 0.00% (Input manually if ERE rate varies)	Employee Fixed Costs	TSW COST
1.2a	TSW Coordinator #1 (Kathy)	\$ 70,895.37	32.00%		\$ 22,686.52
1.2b	TSW Coordinator #2 (Greg)	\$ 32,155.05	32.00%		\$ 10,289.62
1.2c	TSE Coordinator #2 (Greg)	\$ 11,877.29	32.00%		\$ 3,800.73
1.2d	Transition Technician #1 (Lemon)	\$ 28,065.44	46.00%		\$ 12,910.10
1.2e	Transition Technician #2 (Carlson)	\$ 27,248.00	45.00%		\$ 12,261.60
1.2f					
1.2g					
1.2h					
1.2i					
1.2j					
1.2k					
1.2l					
1.2m					
1.2n					
1.2o					

	Amt / Employee	No Empl	Ttl Other ERE	
1.2aa	Other ERE Benefits			\$ -
TOTAL ERE				\$ 61,948.57

2. OTHER EXPENSES

	ITEM	BASIS	TSW COST
2.1	Materials/Supplies	See Attachment 1b	\$ 1,539.00
2.2	Local Travel	See Attachment 1c	\$ -
2.3	Training	See Attachment 1c	\$ 3,600.00
2.4	Other Expenses	See Attachment 1c	\$ -
TOTAL OTHER EXPENSES			\$ 5,139.00

3. CAPITAL EQUIPMENT EXPENSES

	BASIS	TOTAL COST	TOTAL TAX	TSW
	See Attachment 1d			
Capital Equipment				
TOTAL CAPITAL EQUIPMENT		\$ -	\$ -	\$ -

4. TOTAL BUDGET (1 + 2 + 3) \$ 237,328.7

FUNDING CONTRIBUTION 42.6% PERCENT OF TOTAL BUDGET \$ 101,102.03

Attachment 1b

Transition from School to Work Budget Detail
Expenditures for Materials and Supplies

2.1

School District: Humboldt Unified School District
Budget Period: July 1, 2019 - June 30, 2020
Contract Number: DI18-002132

Qty	Description	Cost per Item	Total Cost
1	Reality Works Real Career Employability Program	\$499.00	\$ 499.00
6	Black Ink (1 per package)	\$15.00	\$ 90.00
3	Color Ink (3 color/1 small black) Cannon Pixma 922	\$50.00	\$ 150.00
1	Life Centered Educational Curriculum	\$800.00	\$ 800.00

2.1 Total Expenditures for Materials and Supplies

\$ 1,539.00

Transition from School to Work Budget Detail
Expenditures for Other Items

2.2-2.4

School District: Humboldt Unified School District
Budget Period: July 1, 2019 - June 30, 2020
Contract Number: D118-002132

2.2 Local Travel

Qty	Description	Cost per Item	Total Cost
-----	-------------	---------------	------------

2.2	Total Expenditures for Travel		\$ -
-----	-------------------------------	--	------

2.3 Training

Qty	Description	Cost per Item	Total Cost
1	ADE Transition Conference	\$3,600.00	\$ 3,600.00

2.3	Total Expenditures for Training		\$ 3,600.00
-----	---------------------------------	--	-------------

2.4 Other Expenses

Qty	Description	Cost per Item	Total Cost
-----	-------------	---------------	------------

2.4	Total Expenditures for Other Expenses		\$ -
-----	---------------------------------------	--	------

CONSENT

Item 8J.

Waivers of Conflict

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 J
FROM:	Rebecca Cooley, Administrative Assistant to the Governing Board	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	Waiver of Conflict of Interest regarding agreements with Yavapai County	Action
		Consent X
<hr/>		
OBJECTIVE:	Board Governance	

SUPPORTING DATA

The Yavapai County Attorney's Office (YCAO) provides legal services to Yavapai County departments including the Yavapai County School Superintendent. The YCAO recognizes that Humboldt Unified School District may have independent legal counsel; nonetheless, the YCAO also maintains an attorney-client relationship with the District and may periodically provide legal advice to it pursuant to A.R.S. 11.532. The District's "client" status does not change even if it uses independent legal representation.

The YCAO, like all other attorneys and law offices, is subject to the rules of professional conduct. These rules include directives as to when an attorney may provide legal representation to a client, if at all, when that representation may conflict with the current or prior representation of another client. In some circumstances, a lawyer may proceed with representation if all affected parties provide a written waiver of the conflict of interest after being informed of the consequences of such a waiver.

It is possible that all parties to the following agreements may eventually ask the YCAO for legal services:

- E-Rate
- Substitute Teacher Consolidation
- Data Hosting
- Educational Services, including, but not limited to, nursing, therapy (physical, occupational, and speech), psychology, counseling, behavioral health, autism screening, and special education
- Election services (use of an HUSD facility as an election site)

SUMMARY & RECOMMENDATION

The District has not requested that the YCAO provide legal services for the referenced matters and generally refers to independent legal counsel.

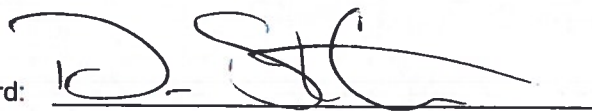
The YCAO requests that the District waive the conflict in the event that we request legal services from the YCAO, thereby enabling the YCAO to provide services to both entities if requested and if such dual representation is appropriate.

It is recommended that the waiver(s) be authorized by the governing board.

Sample Motion

I move to authorize the Waiver(s) of Conflict of Interest regarding agreements (listed above) through Yavapai County entered into for fiscal year 2020-21.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Rebecca Cooley, (928)759-5007

WAIVER OF CONFLICT OF INTEREST

Re: Waiver of Conflict regarding agreements with Yavapai County through the Yavapai County School Superintendent entered into during Fiscal Year (FY) 2020-2021 concerning the following services:

- E-Rate;
- Substitute Teacher Consolidation;
- Data Hosting; and
- Educational Services, including, but not limited to, nursing, therapy (physical, occupational, and speech), psychology, counseling, behavioral health, autism screening, and special education

The Governing Board of Humboldt Unified School District No. 22, having reviewed the conflict of interest letter dated January 31, 2020, from Deputy County Attorney Joy L. Biedermann of the Yavapai County Attorney's Office (the "YCAO"), affirms that it is fully informed and it consents to and understands the implications of waiving the conflict of interest of the YCAO between Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22, both of which are clients of the YCAO.

Therefore, the Governing Board of Humboldt Unified School District No. 22 approves the waiver of the conflict of interest and authorizes the YCAO to proceed with preparation and review of and provide legal services related to the above-referenced matter(s) on behalf of Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22, if requested and if such dual representation is appropriate. The Governing Board of Humboldt Unified School District No. 22 also authorizes the YCAO to review or draft agreements, including any additional contracts, intergovernmental agreements, follow-on agreements, amendments, renewals, or extensions between Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22 entered into during FY 2020-2021 concerning the following services:

- E-Rate;
- Substitute Teacher Consolidation;
- Data Hosting; and
- Educational Services, including, but not limited to, nursing, therapy (physical, occupational, and speech), psychology, counseling, behavioral health, autism screening, and special education.

Dated this _____ day of _____, 2020.

Humboldt Unified School District No. 22

By: _____
Governing Board President

WATTS OF CEMENT PORTLAND

These tests of cement were made in accordance with the following instructions:

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CONSENT

Item 8K.

Revised Sole Source Vendors Listing

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board
FROM: Cole Young, Assistant Superintendent
DATE: March 17, 2020
SUBJECT: FY 19-20 Sole Source Vendors

Item 8K

Reading

Discuss

Action

Consent X

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

SUPPORTING DATA:

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

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

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

We have updated this list with the addition of ASBA (Arizona School Boards Association) as they provide the District with a number of services ranging from Arizona policy updates, to training, conferences, and other unique services the District benefits from.

Utilities:

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

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

Advanced Keyboard Technologies – SPED (Text-to-Speech Product)
Annenberg Learner – HS Cinema
AVID
Bedford
Cengage Learning – HS Biology and Chemistry
College Board – AP Testing/Curriculum
Edgenuity
Elsevier Science Co. – HS JTED Nursing Program
Glencoe Publishing – Elementary
Great Minds – Eureka Math
Highlands Center – Habitat Curriculum
Houghton Mifflin & Divisions:
 Great Source – Writers
 HMH – SCG Technology Orders (Software)
McDougal Littell
MacMillan-McGraw Hill - Science
McGraw Hill - K-6 ELA
Parchment inc.

Paxton-Patterson Labs
Premier (agendas)
PCI Educational Publishing – SPED Geometry
Pearson
Pearson Assessment, Inc. – HS Environmental Science, World Civilization
Prentice Hall Publishing – HS Earth Science/Biology
Spalding Educational – Liberty Phonics Curriculum

Software/Maintenance Agreements:

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

Miscellaneous:

ASBA (Arizona School Boards Association)
AdvancED Inc. – Accreditation
American Collegiate Test (ACT)- Assessment for College Entrance
AZ Inter-Scholastic Association (AIA)
Global Entertainment – Prescott Valley/Tim's Toyota Center (Graduation Venue)
Teaching Plus – Spark Training/Qualified Evaluator Training (Mary Matheson) (4 yr of 5 yr)

SUMMARY & RECOMMENDATION:

It is recommended the Governing Board approve the presented sole source listing which includes utilities, textbooks, instructional aides, and related software items for the FY 2019-2020 school year.

Sample Motion:

I move to approve the revised Sole Source Vendor Listing as presented.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

Questions should be directed to: Roger Studley, Finance Director or Cole Young, Assistant Superintendent (759-5016)

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CONSENT

Item 8L.

Gifts & Donations

GIFTS & DONATIONS – March 17, 2020

Ace Hardware

9801 E. Valley Drive, Prescott Valley

Donated 50 pallets of play sand to Coyote Springs Elementary School

With a donor's value of \$16,000

Anonymous Requests (2)

Donated \$200 to the Humboldt Elementary School Cafeteria Angel Fund

Michael Antonio

1098 N. Hobble Strap Street, Prescott Valley

Donated clothing and shoes to the Family Resource Center for use in all HUSD schools

With a donor's value of \$100

Shannon Chaney

7888 E. Falla Bella Way, Prescott Valley 86315

Donated 2 new linen tablecloths, plates, napkins and utensils to Liberty Traditional School

With a donor's value of \$27

Humboldt Education Foundation

P.O. Box 25606, Prescott Valley 86312

Donated \$100 to Liberty Traditional School for two \$50 scholarships to orchestra

Humboldt Elementary School PTA

P.O. Box 8, Humboldt 86329

Donated a drinking fountain for the Humboldt Elementary School playground

With a donor's value of \$8,000

JT's Septic

P.O. Box 1346, Dewey 86327

Donated \$200 to the Bradshaw Mountain High School Softball program

Linda Layman

5501 N. Cattlemen Drive, Prescott Valley

Donated Science Books, STEM Books, Life Skills Books and paper towels to Liberty Traditional School

With a donor's value of \$400

Jennifer Medina

155 W. Delano Ave., Prescott 86301

Donated clothing, folders and misc. items to the Family Resource Center for use in HUSD schools

With a donor's value of \$100

Mrs. Guadalupe Morales

3870 Joan Court, Prescott Valley

Donated three bags of clothing to the Family Resource Center for use in HUSD schools

With a donor's value of \$150

Mountain View Elem, Mrs. Antonio's 4th grade class

8601 E. Loos Drive, Prescott Valley

Donated \$12.22 to the Mountain View Elementary School Cafeteria Angel Fund

Northern Arizona Suns (NAZ Suns)

201 E. Jefferson Street, Phoenix 85004

Donated \$3,000 to help purchase a new basketball scoreboard at Lake Valley Elementary School

Patterson Orthodontics

3033 N. Windsong Drive, Prescott Valley

Donated \$350 to the Bradshaw Mountain High School softball program

GIFTS & DONATIONS – March 17, 2020 *(continued)*

Jennifer Pratt
P.O. Box 25198, Prescott Valley 86312
Donated clothing to the Family Resource Center for use in HUSD schools
With a donor's value of \$25

Prescott Noon Lion's Foundation
P.O. Box 2215, Prescott 86302
Donated \$250 for the Humboldt USD Back to School Resource Fair

Susan Stovall
4721 Sharpshooter Way, Prescott 86301
Donated an Ukulele to Bradshaw Mountain High School
With a donor's value of \$2,000

Wildflower Bread Company
3201 State Hwy 69, Prescott 86301
Donated coffee, pastries and orange juice for the Governing Board visit to BMHS
With a donor's value of \$119.28

Yavapai Regional Medical Center
1003 Willow Creek Road, Prescott 86301
Donated \$250 for the Humboldt USD Back to School Resource Fair

Unit 1: Cognition
What is the study of the mind?
The study of the mind is the study of the processes that underlie our thoughts, feelings, and behaviors.

What are the different levels of analysis in psychology?
The different levels of analysis in psychology are biological, psychological, and environmental.

What is the difference between a hypothesis and a theory?
A hypothesis is a statement that can be tested, while a theory is a statement that explains a phenomenon.

What is the scientific method?
The scientific method is a process of testing hypotheses to determine if they are supported by evidence.

What are the different types of research methods in psychology?
The different types of research methods in psychology are experimental, correlational, and descriptive.

DISCUSSION

Item 9A.

Coyote Springs Elementary School Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board

Item # 9A

FROM: Candice Stump, Coyote Springs Elementary School Principal

Reading

DATE: March 17, 2020

Discuss X

SUBJECT: Coyote Springs Elementary School Board Update

Action

Consent

OBJECTIVE: To share the success on campus at Coyote Springs Elementary School


SUPPORTING DATA

- CSES 21st Century Teaching and Learning Model
- CSES Co-Teaching / Inclusion Model
- Successes

SUMMARY & RECOMMENDATION

No action necessary. School report presented for informational purposes only.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Candice Blakely-Stump, CSES Principal

DISCUSSION

Item 9B.

YCEF Mini-Grant Presentations

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9B
FROM:	Dr. Rob Bueche, Executive Director- Federal Programs and School Innovation	Reading
DATE:	3/17/20	Discuss X
SUBJECT:	Yavapai County Education Foundation Mini-Grant Recipient Presentation	Action
		Consent

OBJECTIVE: Goal #2 – Focus on planning for future student needs

SUPPORTING DATA:

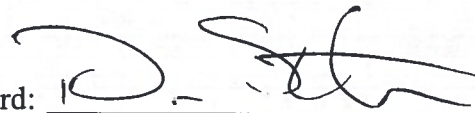
Each year, the Yavapai County Education Foundation (YCEF) puts out applications for a classroom and schoolwide mini-grant so the teachers can innovate and offer the best educational opportunities for their students. Humboldt Unified School District received a total of 10 mini-grants from the Yavapai County Education Foundation during the 2019-2020 school year grant cycle.

Coyote Springs Elementary School had 2 grant recipients, Yvonne Berry and Dianne Tennant-Rucker; further, the school applied for and was awarded a site grant by YCEF. Additionally, Mountain View Elementary School had 1 grant recipient, Krista Bell. Finally, Glassford Hill Middle School had 1 grant recipient, Sondra Davis. These grant recipients will give a presentation to the Governing Board outlining the grant's purpose and goal, as well as the outcome from their awards.

SUMMARY & RECOMMENDATION:

Board members will hear presentations and have an opportunity to comment on grant funds received from the Yavapai County Education Foundation mini-grant recipients, in accordance with the reporting requirements set forth in the grant terms and conditions.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation at 759-4010.

DISCUSSION

Item 9C.

Yavapai County Free Library Network / Humboldt USD

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9C
FROM:	Dr. Rob Bueche, Executive Director of Federal Programs/Educational Services	Reading
DATE:	March 17, 2020	Discuss X
SUBJECT:	Yavapai Library Network	Action
		Consent
OBJECTIVE:	Goal 1: To Raise the Level of Student Achievement Goal 2: To Prepare for Future Student Needs	

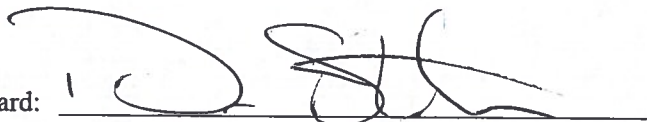
SUPPORTING DATA

Governing Board members will participate in a discussion on the Yavapai County Free Library Network and potential growth in the partnership between Humboldt Unified School District and the Yavapai County Free Library Network.

SUMMARY & RECOMMENDATION

No action necessary. Item presented for discussion and information only.

Approved for transmittal to the Governing Board:


Dr. Daniel Streeter, Superintendent

DISCUSSION

Item 9D.

Auditor General Report - Classroom Spending

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9D
FROM:	Dr. Daniel Streeter, Superintendent	Reading
DATE:	March 17, 2020	Discuss X
SUBJECT:	Auditor General Report	Action
		Consent

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

SUPPORTING DATA

The Arizona Office of the Auditor General provides independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

At the beginning of March the *Arizona School District Spending, Fiscal Year 2019* report was provided to the governor and each school district from around the state of Arizona. This report is prepared in response to the Arizona Revised Statute §41-1279.03 requirement to determine the percentage of every dollar Arizona school districts spend in the classroom. The report analyzes instructional spending as well as non-instructional spending, which includes administration, plant operations, food service, transportation, student support, and instruction support. Additionally, an analyses of nonoperational spending, which includes the acquisition of capital assets, interest, and programs outside the scope of preschool through grade 12 education is provided. The report contains a 1-page summary for each district and the State showing individual performance on various financial and student measures.

In fiscal year 2019, The Humboldt Unified School District outperformed peer districts and the state average in student achievement, operational efficiencies, and transportation efficiencies. Additionally, the district has performed much more efficiently than peer districts and state averages on administrative spending as the Humboldt USD spends 14% less than the state average in this area. Operating with efficiency has allowed the district to use more of its available resources for instructional purposes outpacing peer districts in this area (86th percentile). These efficiencies are especially important for Humboldt because total per pupil spending is one of the lowest in the state (6th percentile) coming in at \$2,102 less than the state average.

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: Dr. Daniel Streeter, Superintendent, 928-759-4000

Humboldt Unified School District

Yavapai County

Peer groups: Operational 3 and T-4, Achievement 3¹

Legislative district(s): 1

District location: Suburb

Number of schools: 9

Graduation rate (2018): 88%

Students attending; Size: 5,313; Medium-large

5-year change in students attending: 4% decrease

Special education population: 12%

English learner population: 3%

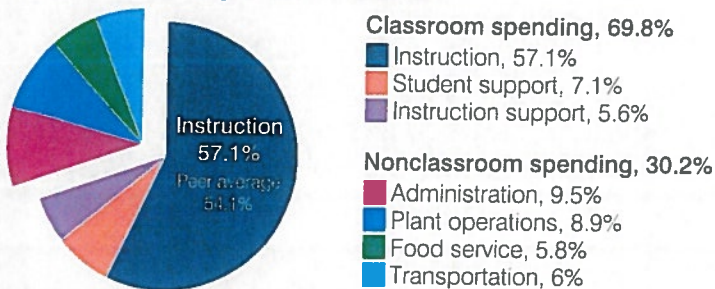
Poverty rate (2018): 19%

Free/reduced meal eligibility: 53%

Instructional spending percentage by year

2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
57.5	59.5	58.5	57.6	60.5	59.3	61.8	60.1	61.4	59.1	56.3	56.0	56.0	55.7	55.4	55.7	54.7	56.1	57.1

Spending by operational area



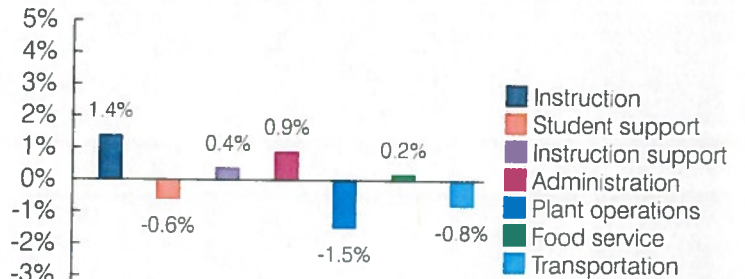
Operational measures relative to peer averages

Operational area	Measure	District	Peer average	State average
Administration	Cost per pupil	\$778	\$887	\$903
	Students per administrative position	78	68	66
Plant operations	Cost per square foot	\$4.70	\$5.90	\$6.49
	Square footage per student	155	159	158
Food service	Cost per meal	\$3.55	\$3.35	\$3.08
Transportation	Cost per mile	\$3.26	\$4.02	\$4.29
	Cost per rider	\$1,236	\$1,407	\$1,424
Very low	Low	Comparable	High	Very high

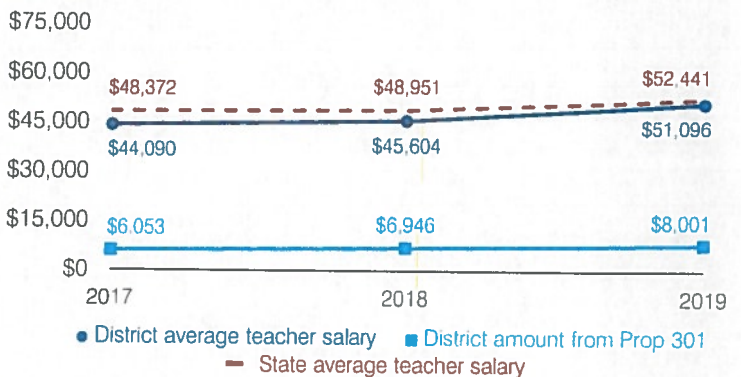
Per pupil spending

Spending by area	District		Peer average 2019	State average 2019
	2018	2019		
Instruction	\$ 4,244	\$ 4,660	\$ 4,496	\$ 4,869
Student support	518	580	730	754
Instruction support	441	459	377	497
Administration	666	778	887	903
Plant operations	800	726	977	1,027
Food service	425	469	353	438
Transportation	476	491	428	417
Total operational	7,570	8,163	8,248	8,905
Land and buildings	475	99	1,367	1,086
Equipment	302	241	508	496
Interest	216	268	319	261
Other	91	55	194	180
Total nonoperational	1,084	663	2,388	2,023
Total per pupil spending	\$ 8,654	\$ 8,826	\$ 10,636	\$ 10,928

Percentage point change in spending by operational area (fiscal year 2014 versus 2019)

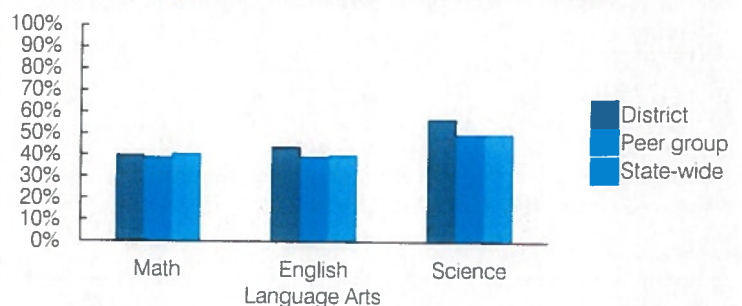


Average teacher salary and other measures



Measure	2017	2018	2019
Students per teacher	19.0	19.4	18.3
Average years of teacher experience	10.0	10.0	9.6
Percentage of teachers in first 3 years	18%	14%	17%

Students who passed State assessments²



¹ See Appendix A for information, such as districts included in each peer group, and Appendix B for sources and methodology.

² School letter grades are available at <https://azreportcards.azed.gov>.

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DISCUSSION

Item 9E.

Pandemic Preparedness Plan

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board
FROM: Dr. Daniel Streeter, Superintendent
DATE: March 17, 2020
SUBJECT: Pandemic Preparedness Plan

Item # **9E**
Reading
Discuss x
Action
Consent

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

SUPPORTING DATA

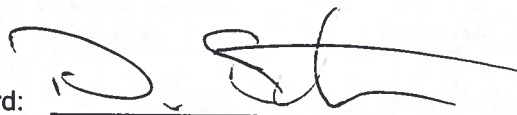
Superintendent Streeter and the Governing Board will discuss the current pandemic and Humboldt Unified School District's process, as well as plans moving forward.

SUMMARY & RECOMMENDATION

Sample Motion

N/A

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

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

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ACTION

Item 10A.

Award Contract for Wide Area Network Services

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 A
FROM:	Patrick Keeling, Director of Technology	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	Award of Contract for Wide Area Network Services	Action X
		Consent

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

SUPPORTING DATA

On February 14th 2020 the Humboldt Unified School District released an RFP for Wide Area Network Services to connect the campus networks at all HUSD school sites, the District Office and the District Datacenter. The District posted the RFP on its website, ran an ad in the Daily Courier and referenced the RFP on the USAC (E-Rate) website as part of our E-Rate Form 470 submission.

SUMMARY & RECOMMENDATION

All firms were required to meet the following mandatory criteria (additional criteria were identified in the RFP):

- Dedicated bandwidth to all sites in tiered options
- 99.995% uptime
- Ethernet handoffs compatible with existing District infrastructure
- Proactive monitoring
- Availability of a District accessible dashboard / monitoring system

In addition to the mandatory criteria, the firms were scored based upon additional technical specifications and cost. A composite score for each vendor was established and the vendors were ranked. The maximum score for price was assigned to the vendor offering the lowest price, and a proportional score was assigned to the other vendors.

The response evaluation committee includes Patrick Keeling – Director of Technology, Stephanie Garcia – Network Administrator and Scott Terry – Data Coordinator. The scoring process was facilitated by Jeannette Arntzen – Procurement Specialist.

As stated in the RFP: While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.

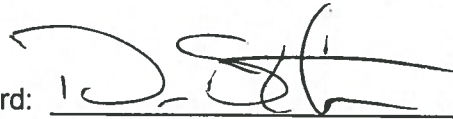
This contract will replace our current Conterra contract expiring June 30th, 2020.

Patrick Keeling, Director of Technology, will present to the Governing Board the results of the RFP Process.

Sample Motion

I move to approve the District enter into a five (5) year contract with _____ for Wide Area Network Services for the _____ pricing as submitted in the RFP response.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Patrick Keeling, Director of Technology (759-5024)

The following information is provided for your information only. It is not intended to be used as a basis for any action.

For more information, please contact the relevant department.

Thank you for your attention.

ACTION

Item 10B.

Title One Teacher Position (2020-2021)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 B
FROM:	Dr. Rob Bueche, Executive Director of Federal Program and School Innovation	Reading
DATE:	March 17, 2020	Discuss
SUBJECT:	Approval of Title I Teacher for Liberty Traditional School	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #2 – Focus on planning for future student needs	

SUPPORTING DATA:

Liberty Traditional School has done an extensive data dive on the students in the Title I program. The size of the school has outpaced the program's efficiency with seeing students and supporting a vast number of academic needs. To combat this, Liberty Traditional School is requesting a second teacher, which will be paid out of the Title I Federal grant at an estimated cost of \$60,000 for salaries and benefits.

Humboldt Unified School District has assessed the comparability equation that is required of all Title I schools to ensure that one school does not have a greater amount of support than another. The comparability report did not show any discrepancy between schools.

Currently, Title I has the funds to pay for the additional position. The position is grant-funded under Title I, so renewal of the position is contingent on funding from the Title I Federal grant.

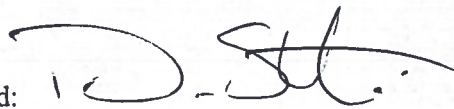
SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the addition of a Title I teaching position for Liberty Traditional School, beginning with the 2020-2021 school year.

Sample Motion:

I move to approve the addition of a Title I teaching position for Liberty Traditional School, beginning with the 2020-2021 school year.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent

Questions should be directed to: Dr. Rob Bueche, Executive Director of Federal Programs and School Innovation at 759-4010.

ACTION

Item 10C.

FTE Increase (2020-2021)



Dr. James J. Stewart, Superintendent

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 C
FROM: Dr. Rob Bueche, Executive Director of Federal Program and School Innovation Reading
DATE: March 17, 2020 Discuss
SUBJECT: Approval of Increase in Hours for Title I Aide for Lake Valley Elementary School Action X
Consent

OBJECTIVE: Goal #2 – Focus on planning for future student needs

SUPPORTING DATA:

Staffing at Lake Valley Elementary School for its Title I program includes 2.0 FTE for Teachers, and 2.38 FTE for Title I Aides. Due to a larger number of students served and the model for providing a push-in program, additional hours for one of the aides was determined to be adequate in reaching the goals and aims of the Title I program at Lake Valley Elementary School. Therefore, one of the aide positions is recommended to increase during the 2020-2021 school year based on the availability of the affected employee's scheduled hours to accommodate this increase, which would bring the total FTE for Title I Aides to 2.51.

Currently, Title I has the funds to pay for the additional \$2,387.50 for the increase in FTE to this position. The position is grant-funded under Title I, so funding from Federal sources is contingent on the renewal of the position as proposed. The increase to the Title I budget would be \$2,387.50.

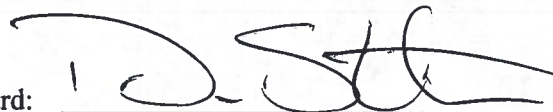
SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the increase of hours for the Title I aide position at Lake Valley Elementary School from a 0.5 FTE to a 0.625 FTE for the position number 3390 during the 2020-2021 school year.

Sample Motion:

I move to approve the increase of hours for the Title I aide position at Lake Valley Elementary School from a 0.5 FTE to a 0.625 FT, contingent on the availability of grant funds to sustain the increase in hours during the 2020-2021 school year.

Approved for transmittal to the Governing Board:



Dr. Daniel Streeter, Superintendent