

GOVERNING BOARD MEETING

Tuesday, August 11, 2020

Due to current school closures the
HUSD Governing Board Meeting
will be conducted via live streaming
available at www.humboldtunified.com
(Select 'School Board' and then 'Virtual Meetings')

Regular Session @ 6:30

OFFICIAL COPY

Mr. John Pothast, Superintendent

Ryan Gray, President Richard Adler, Vice President Corey Christians, Member Suzie Roth, Member Paul Ruwald, Member **POSTED** 8-7-2020 4:00 p.m.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

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

VIRTUAL MEETING NOTICE

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a virtual meeting open to the public on **August 11, 2020** at 6:30 **PM**. Please see below for access information.

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

Page 1-5

- A. HUSD VIPs Candice Blakely-Stump, Coyote Springs Elementary School Principal
 - 1. Certified Poppy Keegan
 - 2. Classified Patricia Burges
 - 3. Volunteer Nancy Ruiz

7. 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 10-15 **B.** Governing Board Meeting Minutes of July 14, 2020 and July 23, 2020 (audio recordings are posted on the District's website at www.humboldtunified.com)
- Pages 16-142 C. Financial/Business
 - 1. Approval of Accounts Payable voucher(s) in the amount of \$902,368,45
 - 2. Approval of Payroll voucher(s) in the amount of \$_556,002.91
- Pages 143-150 D. Monthly Budget Report
- Pages 151-153 E. Monthly Student Activities Report
- Pages 154-155 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for July 2020
- Pages 156-158 **G.** Discussion and possible action to approve utilizing the Monthly Measurement Method for determining health insurance qualifications for fiscal year 2020-21
- Pages 159-160 **H.** Request for approval of hearing officers to conduct student discipline hearings for school year 2020-21
- Pages 161-166 I. Request for approval of Amendment 5 to HUSD's agreement with Arizona Department of Economic Security/Rehabilitation Services Administration the Transition from School to Work program
- Pages 167-168 J. Gifts and donations

8. DISCUSSION

- Pages 169-170 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 171-172 B. Review of Humboldt Unified School District's Pandemic Preparedness and Re-Entry plans

9. ACTION

- Pages 173-175 **A**. Discussion and possible action to award Job Order Contract (JOC) for the Lake Valley Elementary School Roof Replacement Project
- Pages 176-183 **B.** Discussion and possible action to approve an agreement between Humboldt Unified School District and FrontStream Payments
- Pages 184-187 C. Discussion and possible action to approve additional staffing in the Special Services Department
- Pages 188-204 **D.** Discussion and possible action to approve revised job descriptions for two Executive Director Positions
- Pages 205-213 E. Discussion and possible action to approve a revised job description for Facilities Coordinator

10. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

September 8, 2020	6:30 p.m.	Regular Meeting	TBD
October 6, 2020	6:30 p.m.	Regular Meeting	TBD
November 10, 2020	6:30 p.m.	Regular Meeting	TBD

11. ADJOURNMENT

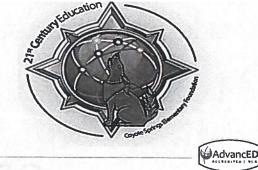
Copies of agendas and supporting documentation relative to public meetings (with the exception of materials relating to possible executive sessions) are available at the District Administration Office during normal work hours, 24 hours prior to a meeting. Please call ahead (759-4000) to arrange copies 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 6A.

- A. HUSD VIPs Coyote Springs Elementary School
 - 1. Certified Poppy Keegan
 - 2. Classified Patricia Burges
 - 3. Volunteer Nancy Ruiz

6625 N Cattletrack Prescott Valley, AZ. 86314

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



Employee of the Month Nomination

August 11, 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.

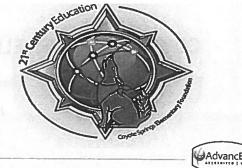
Poppy is lighting the desire of all students at Coyote Springs to become masters of the engineering process through hands-on learning opportunities in the C-Lab. Not only is she lighting the fire of our students but also her fellow faculty members. The fires she lights are making a huge difference in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

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



AdvancED

Employee of the Month Nomination

August 11, 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.

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



AdvancED

August 11, 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.

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CONSENT Item 7A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22 PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on August 11, 2020

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

Certified Staff

- 1. Cindy Mackie BASP (5/21/20)
- 2. Andrew Mraz Social Studies Teacher @ BMMS (7/29/20)
- 3. Natasha Pacheco Social Studies Teacher @ GHMS (7/24/20)
- 4. Thea Rusch-Reverdiau Speech Pathologist (8/3/20)
- 5. Laurie Schreffler 3rd Grade Teacher @ GES (7/16/20)

Classified Staff

- 1. Rebecca Cooley Administrative Assistant @ DO (LOA 7/31/20 TO 8/14/20)
- 2. Vickie Hale Bus Driver @ Transportation (7/16/20)
- 3. Dianne Lee F and N Cook @ GES (7/17/20)
- 4. Michele McCann Mod/Sev/Prof Aide @ MVES (7/22/20)
- 5. Jennifer Pomrehn Title 1 Aide @ MVES (7/17/20)
- 6. Kimberly Ann Snyder Preschool Aide @ BFPS (7/13/20)
- 7. Sean Willis Mod/Sev/Prof Aide @ MVES (5/20/20)

Substitute + Staff

1. NONE

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

Certified Staff

- 1. Monique Apalategui 3rd Grade Teacher @ LVES (fills open position)***
- 2. Joanna Bartley 5th Grade Teacher @ MVES (replaces Shannon Gansz)
- 3. Jordan Boen 4th Grade Teacher @ CSES (replaces Nicah Johnson)
- 4. Patricia Boyer Social Worker @ BMMS (fills open grant funded position)
- 5. Jessica Fadgen Social Studies Teacher @ LTS (replaces Leone Brambila)
- 6. Pauline Henry Science Teacher @ BMMS (replaces Jared Friedrich)
- 7. Daniel Janklow Title 1 Teacher @ LTS (fills open position)
- 8. Benjamin Naasz Music Teacher @ GES (replaces Stephanie Griffin)
- 9. Jaime Stretton Title 1 Teacher @ LTS (replaces Mary Reeves)

Classified Staff

- 1. Kyla Archeta After School Program Aide (replaces Heidi Scott)***
- 2. Teresa Decker F and N Manager @ HES (replaces Faith Cleaves)
- 3. Angela Porte Mod/Sev/Prof Aide @ MVES (replaces Alexandra Wisma)
- 4. Patrice Rogers Playground Aide @ MVES (replaces Donna Whorton)
- 5. Christopher Walter Resource Aide @ BMHS (replaces Karra Byers)

Substitute + Staff

1. NONE

HUMBOLDT UNIFIED SCHOOL DISTRICT #22 PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on August 11, 2020

C. SUPPLEMENTAL CONTRACTS

Overloads

- 1. Kristy Betlan Special Ed Teacher @ GHMS (overload is due to class sizes)
- 2. Elsa De Moss Special Ed Teacher @ GHMS (overload is due to class sizes)

Certified Stipends Specifically Listed on Board-approved 2019-2020 Stipend Schedule (M&O-\$57,031.50); Tax Credit-\$00.00; General Tax Credit-\$00; SPED-\$0.00; Other-\$00.00)

- 1. Sullivan Beard Head JV Girls Basketball Coach @ BMHS
- 2. Kai Bennett Head Freshman Boys Basketball Coach @ BMHS
- 3. Jeff Brown Head JV Wrestling Coach @ BMHS
- 4. David Capka Head JV Softball Coach @ BMHS
- 5. John Crawford Varsity Assistant Track and Field Coach
- 6. Jack Fields Head Girls Varsity Tennis Coach @ BMHS
- 7. Sharon Haese Head Varsity Softball Coach @ BMHS
- 8. Eric Hall Head Freshman Softball Coach @ BMHS
- 9. Rick Haltom Head Varsity Girls Basketball Coach @ BMHS
- 10. Lea Hans Head JV Girls Soccer Coach @ BMHS
- 11. Blair Hillig Head Varsity Boys Basketball Coach @ BMHS
- 12. Carl Dean Irwin Head Varsity Baseball Coach @ BMHS
- 13. William Lamb Head JV Boys Basketball Coach @ BMHS
- 14. Pam Liuzzo CACFP Menu Operations Position @ DO
- 15. Tim McClintock Head Varsity Boys Tennis Coach @ BMHS
- 16. Jaimie Perkins Head Freshman Girls Basketball Coach @ BMHS
- 17. Bailey Ramirez Head Freshman Baseball Coach @ BMHS
- 18. Brandon Ramirez Head JV Baseball Coach @ BMHS
- 19. Jason Shaver Head Varsity Track and Field Coach @ BMHS
- 20. John Sterling Head Varsity Girls Soccer Coach @ BMHS

Other Stipends

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

1. NONE

D. IN-DISTRICT TRANSFERS

Certified

- Anna Austin From Kindergarten Teacher @ LVES TO 6th Grade Teacher @ LVES (replaces Thomas McGoldrick)
- 2. Elizabeth Rushton FROM Instructional Specialist @ LTS TO Instructional Specialist @ GES (replaces Patricia Scarpa)

Classified

1. Virginia Whitman - 7.0 hours/day F and N Cook @ LVES TO 8.0 hours/day F and N manager @ LVES (replaces Olga Moran)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22 PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on August 11, 2020

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

Certified

1. Suzann Zinzilieta - FROM .6 Special Ed Teacher TO .8 Special Ed Teacher

Classified

1. NONE

F. CLASSIFIED STAFF - VOLUNTEER AGREEMENT FORM STIPENDS

1. NONE

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

1. Diane Peters & Nathan Roberts***

Distance Learning: Strengthening Online Math Instruction with Google and Technology Tools

Location: Virtual

Date(s): July 24, 2020

Purpose: To develop instructional skill set for teaching Secondary students using the Google

olatform

Funding Source: Instruction Improvement Fund

CONSENT Item 7B.

Minutes

July 14, 2020 and July 23, 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) – 07-14-2020

The Governing Board of the Humboldt Unified School District #22 convened during a virtual meeting open to the public on **July 14, 2020.**

To get to the audio minutes on our website, please go to $\underline{\text{www.humboldtunified.com}} \to \text{School Board} \to \text{Board Meetings} \to \text{Meeting Minutes} \to \text{Select Year} \to \text{Select Meeting Date} \to \text{Digital Board Minutes}.$ 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

5:00 WORK-STUDY SESSION

Markers

- 00:07 1. WELCOME AND CALL TO ORDER
- 00:26 2. ROLL CALL ALL PRESENT
- 01:30 3. AGENDA REVIEW/ACCEPT
 ACCEPTED UNANIMOUSLY
- 01:54 4. WORK STUDY SESSION
 - A. The Board will meet with District Administrators, Principals and the Re-Entry Task Force to discuss results of parent/staff/survey on re-entry, current plans moving forward, and communication plan for parents moving forward.
- 01:41:12 5. **ADJOURNMENT ADJOURNED AT 6:42 PM**

6:30 PM PUBLIC HEARING

O0:01 A public hearing will be held to discuss the annual budget for 2020-21. Those members of the public wishing to speak to this item must submit a Public Participation Form by visiting the HUSD website (Humboldtunified.com), click on Virtual Meetings, then click on the link "Public Comment for Annual Budget Public Hearing." Those who complete the form before the deadline will be sent a link to participate in the Hearing portion of the meeting.

REGULAR SESSION IMMEDIATELY FOLLOWING THE PUBLIC HEARING

- 00:04 1. WELCOME AND CALL TO ORDER
- 00:21 2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY
- 00:52 3. ROLL CALL ALL PRESENT
- 01:15 4. AGENDA REVIEW/ACCEPT
 ACCEPTED UNANIMOUSLY
 - 5. CURRENT EVENTS
- 03:40 **A.** Board
- 15:30 B. Superintendent
- 19:12 6. 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

Work Study/Public Hearing/Regular Session

July 14, 2020

Page 1 of 3

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 June 25, 2019 (audio recordings are posted on the District's website at www.humboldtunified.com)
- C. Financial/Business
 - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 625,395.90
 - 2. Approval of Payroll voucher(s) in the amount of \$ 479,908.91
- D. Monthly Budget Report
- E. Monthly Student Activities Report
- F. Request for ratification of expenditures for Contracts, Work Agreements and supplementals for May 2020
- **G.** Request for approval to renew a ten-year Intergovernmental Agreement with Yavapai County Educational Technology Consortium
- H. Request for approval of authorized signers for District bank accounts for fiscal year 2020-21
- Request for approval of treasurers for Student Activity Accounts for fiscal year 2020-21
- J. Request for authorization of line item maintenance and operation (M&O) expenditures in excess of budget but within total M&O budget for fiscal year 2020-21
- K. Request for approval of qualified evaluators for school year 2020-21
- L. Request for approval of the Supplemental Wage Schedule for 2020-21
- M. Request for approval to renew agreement with Mingus Mountain Estate Residential Center, Inc. (MMERCI) for the 2020-2021 school year.
- N. Request for approval of agreement with Yavapai County Education Service Agency and Educational Services, Inc., for substitute services for the 2020-21 school year
- O. Request for approval of annual renewal of Heinfeld Meech, PC Auditing Services
- P. Request for approval of an amendment to the five-year agreement with the Arizona School for the Deaf and Blind (ASDB) to update Addendum E
- Q. Request for approval to renew an agreement with ASCEND (Autism Spectrum Center for Education and Neurological Development a private day school) for special education students for fiscal year 2020-2021
- R. Request for approval to renew a Memorandum of Understanding between Humboldt Unified School District and United Way of Yavapai County for Catch-Up After School program for the 2020-2021 school year.
- S. Request for approval to dispose of outdated textbooks
- T. Request for approval of AIA Declaration regarding membership
- U. Gifts and donations
 ALL PASSED UNANIMOUSLY

7. DISCUSSION

20:40 A. Discussion on the closing of YUEBT

28:08 B. Yavapai County Education Foundation Mini-Grant Recipients Presentation

43:09 C. Review of Humboldt Unified School District's Pandemic Preparedness Plan/Re-entry Task Force

8. ACTION

1:23:35 A. Discussion and possible action to adopt the fiscal year 2020-21 HUSD Expenditure Budget PASSED UNANIMOUSLY

B. Discussion and possible action to approve a statement by the Governing Board to be included in the informational pamphlet in support of the proposed override election

9. ANNOUNCEMENTS

1:25:42 A. Next Scheduled Board Meetings are:

August 11, 20206:30 p.m.Regular Meeting@ TBDSeptember 8, 20206:30 p.m.Regular Meeting@ TBDOctober 6, 20206:30 p.m.Regular Meeting@ TBD

1:26:03 **10. ADJOURNMENT ADJOURNED AT 8:32 PM**

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HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

<u>Audio Minutes Table of Contents (with markers)</u> – 07-23-2020

The Governing Board of the Humboldt Unified School District #22 convened during a virtual meeting open to the public on July 23, 2020.

To get to the audio minutes on our website, please go to $\underline{\text{www.humboldtunified.com}} \rightarrow \text{School Board} \rightarrow \text{Board Meetings} \rightarrow \text{Meeting Minutes} \rightarrow \text{Select Year} \rightarrow \text{Select Meeting Date} \rightarrow \text{Digital Board Minutes}.$ 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

Markers

- 00:04 1. WELCOME AND CALL TO ORDER
- 00:28 2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY
- 00:55 3. ROLL CALL
 ALL PRESENT
- 01:21 4. AGENDA REVIEW/ACCEPT
 ACCEPTED UNANIMOUSLY
 - 5. DISCUSSION
- 01:52 A. Update on pandemic preparedness plan
 - Updates from Governor's Office
 - o Update on parent communications and communication plan
 - o Results of pre-registration
 - Preparations for online learning
 - o Preparations for face-to-face learning
 - o Staff communications and on-premises safety policy
 - Consideration of beginning date for face-to-face instruction

6. ACTION

1:57:55 A. Possible action concerning delaying the date for the beginning of in-person, on-site student school attendance from August 17, 2020 until a later date

PASSED UNANIMOUSLY

2:04:38 **B.** Discussion and possible action to approve a statement by the Governing Board to be included in the informational pamphlet of the proposed override election.

PASSED UNANIMOUSLY 4-0

~SUZIE ROTH LEFT THE MEETING AT 8:36~

2:14:57 C. Discussion and possible action to approve awarding the bid for the roof replacement at Glassford Hill Middle School

PASSED UNANIMOUSLY 4-0

7. ANNOUNCEMENTS

2:20:36 A. Next Scheduled Board Meetings are:

August 11, 2020	6:30 PM	Regular Meeting	@ TBD
September 8, 2020	6:30 PM	Regular Meeting	@ TBD
October 6, 2020	6:30 PM	Regular Meeting	@ TBD

2:20:58 8. ADJOURNMENT MEETING ADJOURNED AT 8:52

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).

15

CONSENT Item 7D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 7 D

FROM: Roger Studley, Finance Director Reading

DATE: August 11, 2020 Discuss

SUBJECT: Monthly Budgets - Board Report Action

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:

Mr. John Pothast, Superintendent

X

Questions should be directed to: Roger Studley Chief Financial Officer 928.759.4027

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Name Page	Expe				(III)	110111 Date: 1/1/2020	15050	o Carc.	1212020
MANYT & OPER FUNDS Fund dot Total: CLASSROOM-BASE SAL Fund of 11 Total: CLASSROOM-BASE SAL Fund of 11 Total: S681,784.98 \$1,085,937,30 \$1,085,937,30 \$1,085,937,30 \$1,085,937,30 \$1,085,935,39 \$1,085,935,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,93,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,38 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83,83 \$1,085,83 \$1,0	Fiscal Accoun	Year: 2020 t Number / D	-2021 escription	Budget	Range To Date	YTD	Balance		Budget Balance % Remaining Bud
012 CLASSROOM-BASE SAL Fund 011 Total: 8681/784.98 80.00 80.00 \$601,784.98 Fund 011 Total: 8681,784.98 80.00 \$1,000 \$601,784.98 Fund 012 Total: 81,083.367.38 80.00 \$1,000	Fund:	001	MAINT & OPER FUNDS Fund 001 Total:	\$36,787,513.69	\$193,977.30	\$193,977.30	\$36,593,536.39	93	\$13,007,792.76
CLASSROOM-PERF PAY Fund 012 Total: \$1,485,933.64 \$0.00 \$1,485,933.64 CLASSROOM-OTHER Fund 012 Total: \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.39 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.38 \$0.00 \$1,983,357.39 \$0.00 \$1,983,322.67	:pund:	011	CLASSROOM-BASE SAL Fund 011 Total:	\$681,784.98	\$0.00	\$0.00	\$681,784.98	\$0.00	35.36%
CLASSROOM-OTHER Fund 013 Total:	-und:	012	CLASSROOM-PERF PAY Fund 012 Total:	\$1,485,933.64	\$0.00	\$0.00	\$1,485,933.64	\$0.00	÷
INDIAN GAMING-INSTRUCTION IMPROV	:nud:	013	CLASSROOM-OTHER Fund 013 Total:	\$1,963,357.38	\$0.00	\$0.00	\$1,963,357.38	\$558.00	100.00%
INDIAN GAMING-INSTRUCTIONAL IMPROV \$271.00 \$0.00 \$271.00	:nnd:	021	INDIAN GAMING-INSTRUCTION IMPROV Fund 021 Total:	\$64,608.12	\$0.00	\$0.00	\$64,608.12	\$0.00	99.97%
024 INDIAN GAMING - INSTRUCTIONAL IMPROV \$435,190.25 \$0.00 \$435,190.25 071 SEI - STRUCTURED ENGLISH IMMERSION \$157,842.52 \$0.00 \$157,842.52 110 TITLE 1 LEA \$1,784,097.00 \$774.33 \$1,783,322.67 111 TITLE 1 LEA \$0.00 \$0.00 \$0.00 112 Fund 111 Total: \$0.00 \$0.00 \$0.00 113 TITLE 1-D NEGLECT/DELINQUENT(14/15) \$3.834.35 \$0.00 \$3.834.35	:pun;	022	INDIAN GAMING-INSTRUCTIONAL IMPROV Fund 022 Total:	\$271.00	\$0.00	\$0.00	\$271.00	\$0.00	100.00%
O71 SEI - STRUCTURED ENGLISH IMMERSION \$157,842.52 \$0.00 \$157,842.52 110 TITLE 1 LEA Fund 110 Total: \$1,784,097.00 \$774.33 \$774.33 \$1,783,322.67 111 TITLE 1 LEA \$0.00 \$0.00 \$0.00 \$0.00 112 TITLE 1-D NEGLECT/DELINQUENT(14/15) \$3,834.35 \$0.00 \$3,000 \$3,834.35 113 TITLE 1-D NEGLECT/DELINQUENT(15/16) \$3,834.35 \$0.00 \$3,834.35	:pun	024	INDIAN GAMING - INSTRUCTIONAL IMPROV Fund 024 Total:	\$435,190.25	\$0.00	\$0.00	\$435,190.25	\$159,375.94	100.00%
110 TITLE 1 LEA Fund 110 Total: \$1,784,097.00 \$774.33 \$774.33 \$1,783,322.67 \$965,7 111 TITLE 1 LEA Fund 111 Total: \$0.00 \$0.00 \$19,9 112 TITLE 1-D NEGLECT/DELINQUENT(14/15) 113 TITLE 1-D NEGLECT/DELINQUENT(15/16) 114 Fund 112 Total: \$3,834.35 \$0.00 \$0.00 \$3,834.35	:pun;	071	SEI - STRUCTURED ENGLISH IMMERSION Fund 071 Total:	\$157,842.52	\$0.00	\$0.00	\$157,842.52	\$129,617.45	63.38% \$28,225.07
111 TITLE 1 LEA Fund 111 Total: \$0.00 \$0.00 \$19,9 112 TITLE 1-D NEGLECT/DELINQUENT(14/15) Fund 112 Total: \$3,834.35 \$0.00 \$3,834.35 113 TITLE 1-D NEGLECT/DELINQUENT(15/16)	:nud:	110		\$1,784,097.00	\$774.33	\$774.33	\$1,783,322.67	\$965,740.52	17.88%
112 TITLE 1-D NEGLECT/DELINQUENT(14/15) Fund 112 Total: \$3,834.35 \$0.00 \$3,834.35 113 TITLE 1-D NEGLECT/DELINQUENT(15/16)	:pun	11			\$0.00	\$0.00	\$0.00	\$19,953.80	45.83% (\$19,953.80)
113	nud:	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
	nud:	113	TITLE 1-D NEGLECT/DELINQUENT(15/16)						100.00%

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Fund: 140 TITLE ILLINGPROV TEACHER QUAL(14/15) \$170,005.67 \$10.00 \$170,005.67 \$10.00 \$1.00.0	Fiscal Year: 2020-2021	Year: 2020-2021	021					8	Budget Balance
TITLE I-MAPROV TEACHER CUAL(1415) S170,036.67 S0.00 S10,036.67 S0.00 S170,036.67 S0.00 S170,036.67 S0.00 S170,0407.98 S354,31.97 TITLE I-MAPROV TEACHER CUAL(1516) S10,0407.98 S354,112.57 S354,11	Accoun	t Number / De	scription		nge To Date	YTD	Balance		% Remaining Bud
140 TITLE II-IMPROV TEACHER QUAL(14/15) \$170,407.98 \$0.000 \$0.000 \$170,407.98 \$85,431.97 141 TITLE II-IMPROV TEACHER QUAL(15/16) \$5354,112.57 \$5356.16 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.98 \$10,407.99			Fund 113 Total:	\$121,036.67	\$0.00	\$0.00	\$121,036.67	\$0.00	\$121,036.67
141 TITLE -IMPROV TEACHER QUAL(15/16) \$354,112.57 \$9.000 \$170,407,98 \$86,513.97 141 TITLE -IMPROV TEACHER QUAL(15/16) \$354,112.57 \$9.000 \$9.000 \$170,407,98 \$86,513.97 152 TITLE -IMPROV TEACHER QUAL(15/16) \$10,667,99 \$9.000 \$10,667,99 \$9.000 153 TITLE -LEP PROJEKTA SUPPORT & ENRICHME \$26,254.03 \$9.000 \$10,667,99 \$9.000 154 TITLE -LEP PROJEKTA	Fund:	140	TITLE II-IMPROV TEACHER QUAL(14/15)						
141 TITLE LIMPROV TEACHER QUAL(15/16) \$354,112,57 \$625,16 \$ Fund 141 Total: \$10,667,29 \$0.00 \$0.00 \$30,00 \$30,00 \$50,00 \$50,00 \$50,00 \$10,667,29 \$0.00 \$10,667,29 \$0.00 \$10,667,29 \$0.00 \$10,667,29 \$0.00 \$10,667,29 \$0.00 \$10,11 LE LEP PROGRAM (PYZD) \$83,234,19 \$223,29 \$223,29 \$83,010,90 \$34,814,90 \$10,11 LE LEP PROGRAM (PYZD) \$83,234,19 \$223,29 \$223,29 \$83,010,90 \$34,814,90 \$36,00 \$10,00 \$30,00 \$34,814,90 \$36,00 \$			Fund 140 Total:	\$170,407.98	\$0.00	\$0.00	\$170,407.98	\$85,431.97	\$84,976.01
162 TITLE IN.A. STUDENT SUPPORT & ACADEMIC I Fund 162 Total: \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99	Fund:	141	TITLE II-IMPROV TEACHER QUAL(15/16)						
162 TITLE IV-A STUDENT SUPPORT & ACADEMIC I \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,667.99 \$0.00 \$10,67.99 \$0.00 \$10,67.99 \$0.00 \$10,67.99 \$0.00 \$10,67.99 \$0.00 \$10,67.99 \$10,000			Fund 141 Total:	\$354,112.57	\$0.00	\$0.00	\$354,112.57	\$535.16	\$353,577.41
1774 V.A. STUDENT SUPPORT & ENRICHIME \$26,254.03 \$0.00 \$10,667.99 \$10,667.99 \$10,66	Fund:	162	TITLE IV-A STUDENT SUPPORT & ACADEMIC!						20.09
153 TITAL IVA., STUDENT SUPPORT & ENRICHMEI Fund 163 Total: \$26,254.03 \$0.00 \$26,254.03 \$0.00 Fund 163 Total: \$0.00 \$0.00 \$0.00 \$26,254.03 \$0.00 Fund 163 Total: \$0.00 \$0.00 \$0.00 \$0.00 \$4,814.90 Fund 191 Total: \$83,234.19 \$223.29 \$83,010.90 \$4,814.90 191			Fund 162 Total:	\$10,667.99	\$0.00	\$0.00	\$10,667.99	\$0.00	\$10,667.99
190	Fund:	163	TITAL IV-A, STUDENT SUPPORT & ENRICHMEI						700.001
190 TITLE III LEP PROGRAM Fund 190 Total: \$60.00 \$0.00 \$0.00 \$4,814.90 191 Fund 190 Total: \$83,234.19 \$223.29 \$83,010.90 \$4,814.90 Fund 191 Total: \$83,234.19 \$223.29 \$83,010.90 \$38,00 Fund 195 TARGETED SUPPORT & IMPROVEMENT GRN1 196 TARGETED SUPPORT & IMPROVEMENT GRN1 Fund 195 Total: \$42,500.00 \$0.00 \$1,361,075.67 \$829,073.38 \$1,361,075.67 \$0.00 \$1,361,075.67 \$829,073.38 \$20.00 \$1,000 \$1,361,075.67 \$1			Fund 163 Total:	\$26,254.03	\$0.00	\$0.00	\$26,254.03	\$0.00	\$26,254.03
Fund 190 Total: \$0.00 \$0.00 \$0.00 \$0.00 \$4.814.90 191	Fund:	190	TITLE III LEP PROGRAM						100.00%
191 TITLE III LEP PROGRAM (FY20) Fund 191 Total: 195 TARGETED SUPPORT & IMPROVEMENT GRN1 196 TARGETED SUPPORT & IMPROVEMENT GRN1 197 \$0.00 \$0.00 \$27,900.71 \$0.00 198 \$0.00 \$42,500.00 \$3,040.08 199 \$0.00 \$0.00 \$1,361,075.67 \$829,073.38 199 \$0.00 \$0.00 \$0.00 \$1,361,075.67 \$829,073.38 199 \$0.00 \$0.00 \$0.00 \$1,361,075.67 \$1,361,075.60 \$1,361,075.67 \$1,361,075.60 \$1,361,075			Fund 190 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$4,814.90	(\$4,814.90)
Fund 191 Total: \$83,234.19 \$223.29 \$223.29 \$83,010.90 \$381.00 \$381.00 \$100 \$223.29 \$83,010.90 \$381.00	Fund:	191	TITLE III LEP PROGRAM (FY20)						THE OWNER OF THE PERSON
Fund 195 TARGETED SUPPORT & IMPROVEMENT GRN1 196			Fund 191 Total:	\$83,234.19	\$223.29	\$223.29	\$83,010.90	\$38.10	\$82,972.80
Fund 195 Total: \$27,900.71 \$0.00 \$0.00 \$27,900.71 \$0.00 196	Fund:	195	TARGETED SUPPORT & IMPROVEMENT GRN1						39.097
196 TARGETED SUPPORT & IMPROVEMENT GRN1 Fund 196 Total: \$42,500.00 \$0.00 \$42,500.00 \$3,040.08 220 IDEA - BASIC - ENT Fund 220 Total: \$1,361,075.67 \$0.00 \$1,361,075.67 \$829,073.38 221 IDEA - PRESCHOOL GRANT Fund 221 Total: \$0.00 \$0.00 \$0.00 \$158,218.34 \$125.00 260 CTE BASIC GRANT 260 TE BASIC GRANT 260 \$158,218.34 \$0.00 \$158,218.34 \$125.00			Fund 195 Total:	\$27,900.71	\$0.00	\$0.00	\$27,900.71	\$0.00	\$27,900.71
Fund 196 Total: \$42,500.00 \$0.00 \$0.00 \$42,500.00 \$3,040.08 \$3,040.08 \$2.50	Fund:	196	TARGETED SUPPORT & IMPROVEMENT GRN1						0300.0003
220 IDEA-BASIC - ENT			Fund 196 Total:	\$42,500.00	\$0.00	\$0.00	\$42,500.00	\$3,040.08	\$39,459.92 92.85%
Fund 220 Total: \$1,361,075.67 \$0.00 \$1,361,075.67 \$829,073.38 221 IDEA - PRESCHOOL GRANT Fund 221 Total: \$0.00 \$0.00 \$158,218.34 \$125.00 50.00 \$158,218.34 \$125.00	Fund:	220	IDEA - BASIC - ENT						
221 IDEA - PRESCHOOL GRANT Fund 221 Total: \$0.00 \$0.00 \$0.00 \$14,775.00 260 CTE BASIC GRANT Fund 260 Total: \$158,218.34 \$125.00			Fund 220 Total:	\$1,361,075.67	\$0.00	\$0.00	\$1,361,075.67	\$829,073.38	\$532,002.29
Fund 221 Total: \$0.00 \$0.00 \$0.00 \$14,775.00 260 CTE BASIC GRANT \$158,218.34 \$0.00 \$158,218.34 \$125.00	Fund:	221	IDEA - PRESCHOOL GRANT						
260 CTE BASIC GRANT \$158,218.34 \$0.00 \$158,218.34 \$125.00			Fund 221 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$14,775.00	(\$14,775.00)
\$158,218.34 \$0.00 \$0.00 \$158,218.34 \$125.00	Fund:	260	CTE BASIC GRANT						
			Fund 260 Total:	\$158,218.34	\$0.00	\$0.00	\$158,218.34	\$125.00	\$158,093.34

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Fiscal	Fiscal Year: 2020-2021 Account Number / Descri	Fiscal Year: 2020-2021 Account Number / Description	Budget	Range To Date	A P	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	261	CTE BASIC GRANT	70 G 3678	2000	80 80	S00-1100-00-00-00-00-00-00-00-00-00-00-00	8.07.07.8	99.92%
		Fund 261 Total:	\$107,128.84	\$0.00	\$0.00	\$107,128.84	\$0.00	\$107,128.84
Fund:	290	MEDICAID OUTREACH						8,000
		Fund 290 Total:	\$133,290.85	\$0.00	\$0.00	\$133,290.85	\$3,374.49	\$129,916.36
Fund:	291	MEDICAID DIRECT						97.47.76
		Fund 291 Total:	\$1,280,149.53	\$1,726.96	\$1,726.96	\$1,278,422.57	\$247,969.46	\$1,030
Fund:	326	CARES/ESSER						80.49%
		Fund 326 Total:	\$1,166,388.53	\$0.00	\$0.00	\$1,166,388.53	\$0.00	\$1,16
Fund:	349	NAT'L FOREST FEES						100.00%
		Fund 349 Total:	\$1,342,181.20	\$12,398.31	\$12,398.31	\$1,329,782.89	\$600,601.13	\$729
Fund:	353	TAYLOR GRAZING						54.33%
		Fund 353 Total:	\$87,713.00	\$390.03	\$390.03	\$87,322.97	\$5,823.50	88
Fund:	354	LEADERS FOR SCHOOL WELLNESS SUBGRAI	RAI					92.92%
		Fund 354 Total:	\$55,750.00	\$0.00	\$0.00	\$55,750.00	\$0.00	\$
Fund:	374	E-RATE						100.00%
		Fund 374 Total:	\$101,097.91	\$0.00	\$0.00	\$101,097.91	\$0.00	\$
Fund:	400	CTE PRIORITY PROGRAM						%00.001
		Fund 400 Total:	\$44,704.19	\$0.00	\$0.00	\$44,704.19	\$0.00	ॐ
Fund:	435	ACADEMIC CONTESTS						00.00
		Fund 435 Total:	\$1,134.04	\$0.00	\$0.00	\$1,134.04	\$0.00	\$1,134.04
Fund:	450	GIFTED						
Contrary Line Stiff		Fund 450 Total:	\$5,009.74	\$0.00	\$0.00	\$5,009.74	\$0.00	\$5,009.74 100.00%
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Account Num	Fiscal Year: 2020-2021 Account Number / Description	021 scription	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	456	COLLEGE CREDIT BY EXAMINATION INCENTIN Fund 456 Total:	\$21,596.43	\$0.00	\$0.00	\$21,596.43	\$0.00	₩
Fund:	457	RESULTS - BASED FUNDING Fund 457 Total:	\$86,959.74	\$0.00	\$0.00	\$86,959.74	\$4,625.00	\$82
Fund:	483	SAFE SCHOOLS Fund 483 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$54,747.00	94.58% (\$54,747.00)
Fund:	485	WRP Fund 485 Total:	\$242,312.73	\$5,979.24	\$5,979.24	\$236,333.49	\$167,942.00	\$68,391.49
Fund:	499	RURAL ASSISTANCE Fund 499 Total:	\$4,068.54	\$0.00	\$0.00	\$4,068.54	\$0.00	\$4,068.54
Fund:	200	SCH PLANT- > 1 YR Fund 500 Total:	\$128,246.14	\$0.00	\$0.00	\$128,246.14	\$0.00	\$1
Fund:	510	FOOD SERVICE Fund 510 Total:	\$2,722,659.81	\$27,010.52	\$27,010.52	\$2,695,649.29	\$1,831,319.94	\$864,329.35
Fund:	515	CIVIC CENTER Fund 515 Total:	\$173,741.40	\$1,519.28	\$1,519.28	\$172,222.12	\$6,537.27	\$165,684.85 95.36%
	517	BUS RENTAL Fund 517 Total:	\$365,348.72	\$0.00	\$0.00	\$365,348.72	\$0.00	\$365,348.72 100.00%
	522	BEFORE/AFTER SCHOOL PROGRAM Fund 522 Total:	\$203,337.25	\$0.00	\$0.00	\$203,337.25	\$64,218.43	\$139,118.82 68.42%
Fund:	523	BRIGHT FUTURES PRESCHOOL Fund 523 Total:	\$132,611.05	\$0.00	\$0.00	\$132,611.05	\$103,679.53	\$28,931.52
Fund:	525	AUX OPERATIONS						
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Sample Pund 525 Total: S176,670.599 S0.000 S0.000	Fiscal Year: 2020-2021						10 02020	
Fund 525 Total: 530 GIFTS & DONANTIONS 530 GIFTS & DONANTIONS 540 Fund 530 Total: 550 Fund 530 Total: 551 INSURANCE PROCEEDS 552 INSURANCE - AEI Fund 551 Total: 555 INDIRECT COSTS Fund 555 Total: 556 INDIRECT COSTS Fund 555 Total: 557 INDIRECT COSTS Fund 555 Total: 558 S1237.087.88 51237.087.88 51237.087.88 52122.09	nt Number / Desc	ription		Range To Date	YTD	Balance	Buc Encumbrance % F	Budget Balance % Remaining Bud
526 ACIT EES TAX CRED \$733,040.00 \$0.00 \$0.00 530 GIFTS & DONATIONS \$181,284,98 \$0.00 \$0.00 540 FINGERPRINT \$6,681.43 \$0.00 \$0.00 550 INSURANCE PROCEEDS \$322,748.28 \$0.00 \$0.00 551 INSURANCE PROCEEDS \$322,748.28 \$0.00 \$0.00 552 Fund 550 Total: \$20,250.14 \$287.94 \$287.94 555 LITICATION RECOVERY \$20,250.14 \$0.00 \$0.00 565 LITICATION RECOVERY \$28,1246.01 \$0.00 \$0.00 570 INDIRECT COSTS \$1,237.087.86 \$7,489.77 \$7,489.77 \$1 577 UNEMPLOYMENT INSURANCE Fund 575 Total: \$10,00 \$0.00 \$0.00 \$0.00 580 GRANT/CIPT TEACHER \$21,928.90 \$0.00 \$0.00 \$0.00 \$0.00 585 SCHOOL BUS ADVERTISEMENT \$21,928.90 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		Fund 525 Total:	\$776,670.99	\$0.00	\$0.00	\$776,670.99	\$53,106.85	\$723,564.14
Fund 526 Total: \$733,040.00 \$0		ACT FEES TAX CRED						93.16%
San GiFTS & DONATIONS S181,264,98 \$0.00 \$0.00		Fund 526 Total:	\$733,040.00	\$0.00	\$0.00	\$733,040.00	\$951.00	\$732,089.00
540 FINGERPRINT \$181,264,98 \$0.00 \$0.00 550 FINGERPRINT \$5,661,43 \$0.00 \$0.00 550 Fund 540 Total: \$322,748.28 \$0.00 \$0.00 551 INSURANCE - AEI \$50,250.14 \$287,94 \$267,54 555 TEXTBOOKS \$21,246.01 \$0.00 \$0.00 565 LITIGATION RECOVERY \$26,1246.01 \$0.00 \$0.00 570 INDIRECT COSTS \$1,237,087.86 \$7,469.77 \$7,469.77 \$1 575 Fund 570 Total: \$1,237,087.86 \$0.00 \$0.00 \$0.00 576 GRANT/GIFT TEACHER \$21,928.90 \$0.00 \$0.00 \$0.00 590 GRANT/GIFT TEACHER \$221,928.90 \$0.00 \$0.00 \$0.00 590 SCHOOL BUS ADVERTISEMENT \$221,928.90 \$0.00 \$0.00 \$0.00		GIFTS & DONATIONS						99.87%
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595 SCHOOL BUS ADVERTISEMENT			\$21,928.90	\$0.00	\$0.00	\$21,928.90	\$0.00	\$21,928.90
	295	SCHOOL BUS ADVERTISEMENT						
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Fince Year: 2002-0021	Exper	nditure B	Expenditure Budget Balance Report	Ŋ	Summary Only	From Date: 7/1/2020	1/2020	To Date: 7,	7/31/2020
Separation Pundget Range To Dale YTD Balanca Encumbration Budget Range To Dale YTD Balanca Encumbration Budget Range To Dale Separation Separati	Fiscal Y	ear: 2020-2	2021					2000	Budget Balance
Signature Fund 586 Total: \$1,051,306.66 \$512.18 \$512.18 \$1,050,794,46 \$2076	Account	Number / De	sscription	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
610 CAPITAL OUTLAY Fund 610 Total: 630 BOND BUILDING 630 GiFTS & DONATIONS Fund 650 Total: 631 GiFTS & DONATIONS Fund 650 Total: 632 GiFTS & DONATIONS Fund 650 Total: 633 GiFTS & DONATIONS Fund 650 Total: 634 Si36 Si36 Si36 Si36 Si36 Si36 Si36 Si36	Fund:	969	JTED - MTN. INSTITUTE				19.75	100	100.00%
610 CAPITAL OUTLAY Fund 610 Total: \$3,069,040.59 \$49,226.67 \$49,226.67 \$3,019,613.92 \$800.69 630 BOND BUILDING Fund 630 Total: \$317,148.64 \$0.00 \$50.00 \$317,148.64 665 GiFTS & DONATIONS Fund 650 Total: \$13,737.85 \$0.00 \$13,737.85 667 ENERGY REBATES Fund 650 Total: \$341,231.82 \$0.00 \$13,737.85 Fund 651 Total: \$341,231.82 \$0.00 \$341,237.85 700 DEBT SERVICE FUNDS Fund 651 Total: \$10,000 \$10,000 \$10,000 \$10,000 850 STUDENT ACTIVITIES Fund 350 Total: \$10,001.26 \$10,000 \$10,000 \$10,000 850 GiFTS & Corand Total: \$10,000 \$10,000 \$10,000 \$10,000 850 GiFTS & Corand Total: \$10,000 \$10,000 \$10,000 \$10,000 850 GiFTS & Corand Total: \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 850 GiFTS & Corand Total: \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 850 GiFTS & Corand Total: \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 850 GiFTS & CORANT SERVICE \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 850 GIFTS & CORANT SERVICE \$10,000 \$10,			Fund 596 Total:	\$1,051,306.66	\$512.18	\$512.18	\$1,050,794,48	\$207,619.46	\$843,175.02 80.20%
Fund 610 Total: \$3,069,040,59 \$49,226.67 \$49,226.67 \$3,019,813.92 \$808.9 BOND BUILDING Fund 620 Total: \$317,146.64 \$0.00 \$0.00 \$317,148.64 \$317,148.64 \$317,148.6	Fund:	610	CAPITAL OUTLAY						
650 Fund 630 Total: \$317,148.64 \$0.00 \$317,148.64 \$13,737.85 \$0.00 \$317,148.64 \$13,737.85			Fund 610 Total:	\$3,069,040.59	\$49,226.67	\$49,226.67	\$3,019,813.92	\$808,994.05	\$2,210,819.87
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Fund 650 Total:	Fund:	650	GIFTS & DONATIONS						
665 ENERGY REBATES \$341,231.82 \$0.00 \$0.00 \$341,231.82 691 Fund 665 Total: \$341,231.82 \$0.00 \$0.00 \$341,231.82 700 DEBT SERVICE FUNDS \$513,847.91 \$0.00 \$6.00 \$513,847.91 \$129,4 850 STUDENT ACTIVITIES \$3,971,900.00 \$0.00 \$0.00 \$103,011.26 \$6 \$6.00 \$103,011.26 \$6 850 EMPLOYEE INSURANCE \$103,011.26 \$0.00 \$0.00 \$103,011.26 \$6			Fund 650 Total:	\$13,737.85	\$0.00	\$0.00	\$13,737.85	\$0.00	\$13,737.85 100.00%
Fund 665 Total: \$341,231.82 \$0.00 \$9.00 \$341,231.82 891 BUILDING RENEWAL GRANT - SFB \$513,847.91 \$0.00 \$0.00 \$513,847.91 \$129,4 700 DEBT SERVICE FUNDS \$3,971,900.00 \$0.00 \$0.00 \$3,971,900.00 \$129,4 850 STUDENT ACTIVITIES \$103,011.26 \$0.00 \$103,011.26 \$0.00 \$103,011.26 \$6.00 \$103,011.26 \$6.00 \$103,011.26 \$6.00 \$103,011.26 \$6.00 \$103,011.26 \$10	:pun	999	ENERGY REBATES						
### ### ### ### ### ### ### ### ### ##			Fund 665 Total:	\$341,231.82	\$0.00	\$0.00	\$341,231.82	\$0.00	\$341,231.82
700 DEBT SERVICE FUNDS \$0.00 \$0.00 \$13,847.91 \$129,4 850 STUDENT ACTIVITIES \$3,971,900.00 \$0.00 \$3,971,900.00 \$103,011.26 \$6 855 EMPLOYEE INSURANCE Fund 855 Total: \$5,708,474.66 \$0.00 \$5,708,474.66 \$20,00 \$5,708,474.66 \$288,1 R55 Fund 855 Total: \$72,705,674.27 \$301,475.82 \$72,404,198.45 \$30,942,4	:pun	691	BUILDING RENEWAL GRANT - SFB						
700 DEBT SERVICE FUNDS \$3,971,900.00 \$0.00 \$3,971,900.00 850 STUDENT ACTIVITIES \$103,011.26 \$0.00 \$103,011.26 \$6 855 EMPLOYEE INSURANCE \$5,708,474.66 \$0.00 \$5,708,474.66 \$20,00 \$5,708,474.66 \$20,942,4 Grand Total: \$72,705,674.27 \$301,475.82 \$72,404,198.45 \$30,942,4			Fund 691 Total:	\$513,847.91	\$0.00	\$0.00	\$513,847.91	\$129,449.08	\$384,398.83
850 \$1,971,900.00 \$0.00 \$3,971,900.00 \$0.00 \$3,971,900.00 \$0.00 \$3,971,900.00 \$0.00 \$0.00 \$1,971,900.00 \$0.00 \$1,971,900.00 \$0.00 \$1,971,900.00 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$0.00 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,011.26 \$1,03,01.47 \$1,0	:pun	200	DEBT SERVICE FUNDS						7.017
#\$60 STUDENT ACTIVITIES Fund 850 Total:			Fund 700 Total:	\$3,971,900.00	\$0.00	\$0.00	\$3,971,900.00	\$0.00	\$3,971,900.00
# \$103,011.26 \$0.00 \$103,011.26 \$0.00 \$103,011.26 \$103	:pun	850	STUDENT ACTIVITIES						
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\$5,708,474.66 \$0.00 \$0.00 \$5,708,474.66 \$72,705,674.27 \$301,475.82 \$301,475.82 \$72,404,198.45 End of Report	:pun	855	EMPLOYEE INSURANCE						2013 P. Carlo
\$72,705,674.27 \$301,475.82 \$301,475.82 \$72,404,198.45 End of Report			Fund 855 Total:	\$5,708,474.66	\$0.00	\$0.00	\$5,708,474.66	\$288,135.00	\$5,420,339.66 94.95%
End of Report			Grand Total:	\$72,705,674.27	\$301,475.82	\$301,475.82	\$72,404,198.45	\$30,942,497.75	\$41,461,700.70
				End of R	eport				

Page:

Report: rptGLExpenditureBudBal

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CONSENT Item 7E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 7 E

FROM: Roger Studley, Finance Director Reading

DATE: August 11, 2020 Discuss

SUBJECT: Student Activities - Board Report Action

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.

This report is in a new format since it is a cash driven fund. Beginning cash balances have been added in so you can see all the transactions for each club.

The report adds Revenue to the Beginning Balance then subtracts Expenses to show the current cash Balance in each club. Then Encumbrances are subtracted from the Balance to show the Available Cash per club.

SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

X

Questions should be directed to: Roger Studley, Chief Financial Officer 759-4027

STUDENT ACTIVITY REPORT

July 2020

	Beginning					
Covota Springs	Balance	Revenue	Expended	Balance	Incumbered	Available Cash
Coyote Springs Student Council	1 496 73			4 406 70		
Granville	1,486.72	-	- I	1,486.72	-	1,486.72
Chorus/Choir	348.41			249.41		240.44
Student Council	1,477.82		-	348.41	-	348.41
Humboldt	1,477.82	-	*	1,477.82	-	1,477.82
Student Council	5,225.79	-		F 22F 70		5 225 72
Lake View	3,223.79	-		5,225.79		5,225.79
Student Council	5,741.40	-	-	5,741.40		F 741 40
Liberty Traditional	3,741.40	-		3,741.40	-	5,741.40
Jr Optimists	185	-		185		105
Student Council	3,767		a mile of the same	3,767		185
Mountian View	3,707			3,767	-	3,767
Student Council	1,611			1,611	-	1,611
				1,011		
Subtotal ES	19,843	•				19,843
Brad Mntn MS						
Ntl Honor Society	2,792	-		2,792		2,792
Science	376	D14.	-	376	-	376
Student Council	2,631	100	1 0 0 0 0 0 0	2,631	-	2,631
Glassford Hill MS			E Comment			
Ntl Honor Society	84		-	84		84
Student Council	1,364	-	will still the	1,364	600	764
Subtotal MS Brad Mntn HS	7,248				600	6,648
Art	352	- 1		352		352
AVID	342		1825	342		342
Baseball	20		- 1	20	•	20
DECA	1,408	4	178 - 174 - T	1,408		1,408
FBLA	252		-	252		252
French Club	33	- 11		33		33
G.O.A.L.S Club	61	- I		61	1.	61
Girls Basketball	216		-	216	-	216
HOSA/Nursing	4,459			4,459	-	4,459
HOSA/SportsMedicine	1,224	-		1,224	-	1,224
Interact	3,193	478	-	3,193	-	3,193
Mu Alpha Theta	1,991			1,991	-	1,991
Ntl Art Honor Society	434	- 1	-,	434	1 1 1 1 1 1 1	434
Ntl Honor Society	2,202	- 4	_	2,202		2,202
P.A.L.S.	2,102			2,102		2,102
Student Council	3,500			3,500		3,500
Upward Bound	37			37		3,300
				37		NAME OF TAXABLE PARTY.
Subtotal HS TOTAL Student	21,825					21,825
Activities	48,916				600	48,316

TROUBLE WITH DATE TRUBBLE

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CONSENT Item 7F.

Ratification of Expenditures

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 7 F

FROM: Kort Miner, Executive Director of Operations Reading

DATE: Tuesday, August 11, 2020 Discuss

SUBJECT: Ratifications of Expenditures for Contracts / Work Agreements & Supplementals

Consent X

OBJECTIVE: Board Governance

SUPPORTING DATA:

This is the approval of ratifications of all Contracts, Work Agreements and Supplementals from July during the 2020-2021 fiscal year.

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

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the ratification of all Contracts, Work Agreements and Supplementals from July during the 2020-2021 fiscal year.

Sample Motion:

I move to approve the ratification of all Contracts, Work Agreements and Supplementals from July during the 2020-2021 fiscal year.

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

Questions should be directed to: Kort Miner, Executive Director of Operations (759-5016)

CONSENT Item 7G.

ACA Monthly Measurement Method

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 76

FROM: Roger Studley, Chief Financial Officer Reading

DATE: August 11, 2020 Discuss

SUBJECT: Affordable Care Act (ACA) Action

Measurement Method

Consent X

OBJECTIVE: Goal #3: To Attract & Retain Highly Effective Employees

BACKGROUND INFORMATION:

Beginning in the FY 15-16 school year, full-time District employees (including substitutes) who qualified for insurance based upon the following definition must be offered health insurance.

Full-Time Employee Defined:

- Employees who work 30 "hours of service" per week with an employer, on average
- 130 or more hours per calendar month
- 1,560 or more hours per 12 month period

Two Measurement Methods Permitted:

The final regulations provide two measurement methods for Large employers to use to determine whether an employee is a "full-time" employee:

- Monthly Measurement Method
 - o Count hours of service at the end of each month
- Look-Back Measurement Method
 - o A wait and see method that uses measurement and stability periods

The District will make the qualifying determination based upon the Monthly Measurement Method or actual hours at the end of each month.

To address the issue of tracking time worked, the District has transitioned to a computerized time-card system. This time-card system will assist the District with management tools in monitoring individual employees on an actual time-worked basis.

We have tasked our Benefits Coordinator to monitor both variances in time worked and changes in employee enrollment status via our Human Resources contract system.

The consistent monitoring of variables is key to remaining in compliance.

Affordable Care Act: Individual Shared Responsibility Penalty (4980H)

Beginning with the first day of the plan year in 2015, certain large employers may be subject to a penalty tax for failing to offer minimum essential coverage (MEC) to the required percentage of full-time employees and their dependent children to age 26 (4980H (a) \$2,000).

Why it Matters:

A penalty will be assessed if the District does not offer health insurance benefits to individuals who qualify. In addition, this **penalty will be assessed against all employees** of the District, not just on an individual who may have qualified due to time worked but was inadvertently overlooked.

The penalty is currently at \$2,000 per employee of the District e.g. 700 employees x \$2,000, or \$1.4 million dollars.

SUMMARY:

Although there are discussions on the federal level concerning the repeal and/or replacement of the ACA, as of this date the current laws governing the ACA are still in effect.

RECOMMENDATION:

Move to approve utilizing the Monthly Measurement Method for determining health insurance qualifications for FY 20-21

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

Questions should be directed to: Roger Studley, Chief Financial Officer (928)759-4027

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CONSENT Item 7H.

Hearing Officers FY 20-21

TO: Humboldt Unified School District Governing Board Item # 7 H

FROM: Dr. Rob Bueche, Executive Director of Educational Reading

Services & Federal Programs

DATE: August 11, 2020 Discuss

SUBJECT: Student Discipline Hearing Officers Action

Consent X

OBJECTIVE: Annual Requirement

SUPPORTING DATA:

On an annual basis the governing board approves student discipline hearing officers for the upcoming school year. For the 2020-21 school year the following administrators are willing to serve as student discipline hearing officers:

- Rick Bradshaw, Assistant Principal, Bradshaw Mountain High School
- Stephanie Hillig, Principal, Abia Judd Elementary School (PUSD)
- Danny Brown, Superintendent, Clarkdale-Jerome School District

For the most part, Humboldt Unified School District and Prescott Unified School District serve as each other's hearing officers, so this is cost neutral. However, in the event that Danny Brown must be utilized, cost to the District would be \$100 per hearing plus mileage, and this cost would be paid through the Maintenance & Operations budget.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the HUSD Governing Board approve the list of hearing officers to conduct student discipline hearings for the 2020-21 school year.

Sample Motion:

I move to approve Rick Bradshaw, Stephanie Hillig, and Danny Brown as student discipline hearing officers for the 2020-21 school year.

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

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

CONSENT Item 71.

Amendment 5 Transition School to Work

TO:	Humboldt Unified School District Governing Board	Item# 7I
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	August 14, 2020	Discuss
SUBJECT:	Department of Economic Security Contract Modification: Amendment 5	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 5 to our Arizona Department of Economic Security/Rehabilitation Services Administration (ADES/RSA) for our Transition from School to Work (TSW) also known as Youth Transition Program (YTP). The budget was amended and the district was notified on July 11, 2019 of the amendments approval by ADES/RSA. The amendment was created to continue the current program. The district has a matching component of 42.6%, which this year totals \$110,101.48. The Amendment has been reviewed and approved by the District's legal counsel.

SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve Amendment 5.

Sample Motion

I move to approve the ADES/RSA Transition from School to Work Amendment 5 budget for the 2020-2021 school year.

Approved for transmittal to the Governing Board:

Mr. John Pathast, Superintendent

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



Intergovernmental Agreement CONTRACT AMENDMENT

CONTRACTOR (Name and address)		2. CONTRACT ID NUMBER
COUNTY OF YAVAPAI , Humboldt Unified School E 6411 N ROBERT RD Prescott Valley, AZ 86314-8770	District #22	DI18-002132 3. AMENDMENT NUMBER 5
4. THE PARTIES AGREE TO THE FOLLOWING AMENDMENT		
In accordance with Section 8, AMENDMENTS OR M through 06/30/2021, in the amount of \$258,454.17 for added to this agreement.	IODIFICATIONS, the Budget or Transition from School to V	for the period from 07/01/2020 Vork services, is attached and
AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HER SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO B	EFFECT. THE AMENDMENT SHA EIN. BY SIGNING THIS FORM ON IND THE CONTRACTOR TO THIS 7. NAME OF CONTRACTOR	LL BECOME EFFECTIVE ON THE DATE BEHALF OF THE CONTRACTOR, THE CONTRACT.
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Revised:: 8/22/13

Attachment 1

Transition from School to Work BUDGET - SFY2021

School District: Budget Period: Contract Number;

Humboldt Unified July 1, 2020 - June 30, 2021 Di18-002132

	Schlact Hamber,	D110-002132							
1.	PERSONNEL EXPENSES								
1.1	Salaries and Wages		Basis	Bdgt					
			No.	No.		BASE TSW	TSW %		TSW
	Position Title	Annual Salary	Mnths	Mnths		SALARY	of Time		COST
1.1a	TSW Coordinator #1 (Kathy)	\$ 73,912.19	12	12	\$	73,912.19	100.00%	S	73,912.19
1.1b	TSW Coordinator #2 (Greg)	\$ 55,872.25	10	10	\$	55,872.25	60.00%	S	33,523.35
1.1c	TSE Coordinator #2 (Greg)	\$ 12,080.49	2	2	5	12,080.49	100.00%	S	12,080.49
1.1d	Transition Technician #1 (Lemon)	\$ 29,468.71	12	12	\$	29,468.71	100.00%	S	29,468.71
1.1e	Transition Technician #2 (Carlson)	\$ 28,610,40	12	12	\$	28,610.40	100.00%	\$	28,610.40
1.11						28 Apr. 100 A			
1.1g									
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	TOTAL SALARY				\$	199,944.04		\$	177,595.14
1.2	EMPLOYEE BELLTED EXPENSES (EDG)								
1.2	EMPLOYEE RELATED EXPENSES (ERE)		EDE Date	20.00%	F1-				
		TSW COST	(Input manually it		Empio	yee Fixed Costs			TOW COST
	ITEM	1344 0031	(input manually in varies)						rsw cost
1.2a	TSW Coordinator #1 (Kathy)	\$ 73,912.19	20.00%		\$	8,220.00		\$	22 002 44
1.2b	TSW Coordinator #2 (Grag)	\$ 33,523.35	20.00%		\$	8,220.00		\$	23,002.44
1.2c	TSE Coordinator #2 (Greg)	\$ 12,080.49	20.00%		S	8,220.00		\$	14,924.67
1.2d	Transition Technician #1 (Lemon)	\$ 29,468.71	20.00%			8,220.00		\$	10,636.10
1.2e	Transition Technician #2 (Carlson)	\$ 28,610.40	20.00%		S	8,220.00		\$	14,113.74
1.2/		20,010,10	20.0078		•	0,220.00		*	13,942.08
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4.0	Other EDE Deserte	Amt / Employee		No Empl	1	ti Other ERE			
1.2sa	Other ERE Benefits TOTAL ERE							S	-
	TOTAL ERE							\$	78,619.03
2.	OTHER EXPENSES		CONTRACTOR AND ADDRESS.						
									TSW
	ITEM	HAMAYAY'SO WING	BASIS						COST
2.1	Materials/Supplies		See Attachment 11)				\$	240.00
2.2	Local Travel		See Attachment 1	:				\$	
2.3	Training		See Attachment 1	:				\$	4,000.00
2.4	Other Expenses		See Attachment 1				77	\$	
	TOTAL OTHER EXPENSES		SE VIRGINIE					\$	4,240.00
3.	CAPITAL EQUIPMENT EXPENSES		BASIS						
J.	CAPITAL EQUIPMENT EXPENSES								
	Conflot Foultement		See Attachment 1						
	Capital Equipment		TOTAL CO	ST	TOTAL			_	TSW
	TOTAL CAPITAL EQUIPMENT		5	9,	(c)	100		\$	
4.	TOTAL BUDGET (1 + 2 + 3)	National Control of the Control of t		Western Company Lot	1592			100	E0 4E4 4=
**								134	58,454.17
31.3	FUNDING CONTRIBUTION	42.6%	PERCENT OF TOTA	L BUDGET				164	10,101.48

School District:

Humboldt Unified

July 1, 2020 - June 30, 2021 DI18-002132

Budget Period: Contract Number:

Qty	Description	Cost per Item Total (
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	

2 1	Total Expenditures for Materials and Supplies		0.40.00
4.1	Total Experiorates for Materials and Supplies		\$ 240.00

Α	Ha	ch	m	01	nt.	1c

Transition from School to Work Budget Detail

2.2-2.4 Expenditures for Other Items

School District:

Humboldt Unified

Budget Period:

July 1, 2020 - June 30, 2021

Contract Number: DI18-002132

2.2 Local Travel

Qty Description

Cost per Item Total Cost

2.2	Total Expenditures for Travel	\$
2.3 Tr		
Qty	Description	Cost per Item Total Cost
1	ADE Transition Conference	\$ 4,000.00 \$ 4,000.00

2.3 Total Expenditures for Training	\$ 4,000.00
2.4 Other Expenses	
Qty Description	Cost per Item Total Cost

2.4 Total Expenditures for Other Expenses \$ -

CONSENT Item 7J.

Gifts & Donations

GIFTS & DONATIONS - August 11, 2020

Dori Buford, Prescott Valley
Donated 1 bag of children's clothing to the H.U.S.D. Family Resource Center
With a donor's value of \$50.00

Phyllis Rackley, Prescott Valley Donated 1 Sun Shade to Glassford Hill Middle School With a donor's value of \$39.00

Cory Szybala, Santa Cruz Biotecnology, Dallas, TX Donated a 4-pack of 8-oz Hand Sanitizers With a donor's value of \$12.50

DISCUSSION Item 8A.

School Report CSES

TO:

Humboldt Unified School District Governing Board

Item#

84

FROM:

Candice Stump, Coyote Springs Elementary School Principal

Reading

DATE:

August 11, 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:

Mr. John Pothast, Superintendent

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

Frincipal, (928)759-4300

DISCUSSION Item 8B.

Review of HUSD Pandemic Preparedness & Re-Entry Plan

TO:

Humboldt Unified School District Governing Board

Item #

8B

FROM:

John Pothast, Superintendent

Reading

DATE:

August 11, 2020

Discuss 2

SUBJECT:

Pandemic Preparedness Plan / Re-Entry Roadmap

Action

Consent

OBJECTIVE:

Goal #2: Focus on Planning for Future Student Needs

SUPPORTING DATA

Superintendent Pothast and the Governing Board will discuss the current pandemic and Humboldt Unified School District's plans moving forward.

SUMMARY & RECOMMENDATION

Sample Motion

N/A

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

Questions should be directed to: John Pothast, Superintendent (928)759-4000

ACTION Item 9A.

Approval of Job Order Contract for L.V.E.S. Roof

TO: Humboldt Unified School District Governing Board Item # FROM: Kort Miner, Executive Director of Operations Reading DATE: August 11, 2020 **Discuss** SUBJECT: Job Order Contractor (JOC) Award to SDB Contracting Action Services for the Lake Valley Elementary School Roof Replacement Project Consent **OBJECTIVE:** Board Goal #2: To Focus on Planning for Future Student Needs

SUPPORTING DATA

This project funded through an approved Building Renewal Grant awarded to the District by the Arizona School Facilities Board (SFB).

Pursuant to SB 1256, *School District Procurement Pilot Program,* Lake Valley Elementary School was selected as the most appropriate roofing project for a JOC Alternative Project Delivery Method (APDM). The Humboldt Unified School District Governing Board approved the determination to use an Alternate Project Delivery Method (APDM) for construction on June 9, 2020, as per A.A.C. R7-2-1106 (A).

Humboldt Unified School District Policy DJE allows the school district to procure construction services using a JOC for projects not exceeding \$1,000,000. The Governing Board and SFB will be presented with a Guaranteed Maximum Price (GMP) proposal for review and approval at a subsequent date prior to the start of any construction services.

Scope of work:

Replace the 17, 107 square foot roofing system on building 1001 at Lake Valley Elementary School.

Contract Selection:

The MOHAVE Cooperative JOC RFQ 19F-0605 and RFP 19F-0808 was selected as the cooperative purchasing contract for this project(s) for the following reasons:

- The cooperative purchasing contract was approved by the School Facilities Board (SFB) for use in selecting a Job Order Contracting (JOC) contractor pursuant to the SB 1256 Pilot Program JOC Alternative Procurement Delivery Method (APDM)
- The cooperative purchasing contract was awarded to 5 highly-qualified general contractors to service the entire state of Arizona giving the district a large pool of qualified general contractors to choose from.
- The cooperative purchasing contract is federally compliant

Vendor Selection:

 All 5 of general contractors awarded this JOC contract were invited for an interview and evaluation; Caliente Construction, Inc., GCON, Inc., SDB Contracting Services and SD Crane Builders accepted the invitation.

Interview and Evaluation

- On July 28, 2020 a committee consisting of Kort Miner, Ray Rosario and Jeannette Arntzen
 conducted virtual interviews with each contractor. Upon completion of the interviews the
 committee member's independently scored each of the contractor's using an evaluation rubric
 with the 1,000 being the highest possible score. The raw scores were subsequently converted
 to rankings. T
- Based on the evaluations, SDB Contracting Services received the number 1 ranking and was selected for the project.

Page 2 of 2

EVALUATOR	Caliente Construction		GCON, Inc.		Cont	DB racting vices,	SD Crane Builders		
	Score	Rank	Score	Rank	Score	Rank	Score	Rank	
Kort Miner	890	3	880	4	905	1	900	2	
Ray Rosario	845 880	2	730	3.5	880	1	730	3.5	
Jeannette Arntzen		880 3	830 4		925 2		940 1		
Total:	2615	8	2440	11.5	2710	4	2570	6.5	
Final Rank: 3rd		4th			st	2nd			

SUMMARY & RECOMMENDATION

Based on the consensus from the Selection Committee and corresponding Evaluation Summary provided, the recommendation is to award the Lake Valley Elementary School Roof Replacement project to SDB Contracting.

Sample Motion

I move to award the Lake Valley	Elementary School Roof Replacement project to SDB Contracting
Services	Elementary School Roof Replacement project to SDB Contracting

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

Questions should be directed to: Kort Miner, Executive Director of Operations (928) 759-5016

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ACTION Item 9B.

FrontStream Payments

TO: Humboldt Unified School District Governing Board Item # 9 B

FROM: Roger Studley Reading

DATE: August 11, 2020 Discuss

SUBJECT: Credit Card Acceptance Agreement Action X

OBJECTIVE: Goal #4 To Attract and Retain Highly Effective Employees

SUMMARY & RECOMMENDATION:

This agreement allows us to accept credit card payments from parents and students for various activities and school fees. This will tie directly into our InTouch program that records all student fees and revenues coming into the school. It will also reduce the necessity of handling as much cash as we currently do. There is a less than 3% fee the district will be charged for each transaction.

SUGGESTED MOTION:

I move to approve the credit card agreement between FrontStream Payments and the District.

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

Questions should be directed to: Roger Studley Chief Financial Officer (759-4027)

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GENERAL INFORMATION	City: Prescott Valley	State: AZ	Zip+4:	86314 -	City	y: Presco	tt Valley	Sta	te: AZ	Zip+4:	86314	
NFO	Phone: (928) 759.4000		Fax: (Pho	one: (928	759.4000			Fax: ()	
34	Business Email: arthur.studie	ey@humboldt	unified.c	com	101 sd 0	Cont	tact Name: Roger	Studley				
ENE	# of Locations:		- Januari	Time in Business:				Owne	d Business:			
O	- 10		ROK J	The second secon	- Colonia	el nere		143	ye	ars	п	nonths
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	NOTE: Failure to provide accu further information.)	rate informati	on may r	esult in a withholding	of merc	hant fund	ling per IRS regula			The second second	Program G	uide for
	Ownership Type:	ship	Public School District									
	Place of Legal Formation: AZ					Country	of Primary Busin	ess Operat	ions: USA	10/49	bears law	telliar es
	Prior Bankruptcy: Yes No If yes, date discharged:/ /					☐ Add	itional Current		☐ Previo	ously Own	ed Business	
N.	Merchant Type		rocessin	g History	VA	VA/MC/Discover Network® Profile			Financial Data			
ESSING INFORMATION	THE TENN OF STREET	Currently Ac			25				Monthly	Sales	\$ 30,000	
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		Accept Gift C	ards [J Yes □ No				00%				held
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	Processing Months: ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ Jul ☐ Aug ☐ Sep ☐ Oct			SIC Code: 8211				■ Monthly Discount □ Gross Sales □ Daily Discount □ Net Sales				
			#19.	OWNERS / PARTNERS / OFFICERS				1-3-1-				
÷ (1	Name/First: John	Middle:			_	othast	erepu 1		Title: Sup	erintender	nt	
PRINCIPAL 1	DOB: 12 / 20 / 1964	Social Se	curity # 8			: (928) 7	59.5007	rodryFni	Equity Ov	vnership:		%
H	Address: 6411 N Robert Rd			City: Prescott	Valley		State: AZ	Zip+4: _6	5314		# of Year:	3.71.70
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	US Gov't Issued ID #:		Type of	fID:					r4: Intry of Citizenship (if not US):			

Page 1 of 4

FrontStream Payments Inc is a registered ISO/MSP of Wells Fargo Bank, N.A., Walnut Creek, CA.

Rev: 09/01/10 - ♦3

	DEBIT / CREDIT AUTHORIZATION *** IMPORTANT – COMPLETE SECTION AND INCLUDE A VOIDED BUSINESS CHECK FROM ACCOUNT ***						
SETTLEMENT INFORMATION	Market Dayler Dayler						
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	ABA Routing #: 54540116	To the second second	#: 0450001924				
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SETTLEN	Merchant authorized Processor or Bank to present Automated Clearing House credit, Automated Clearing House debits, wire transfers, or depository transfer check to and from the following account and to and from any other account for which Processor or Bank are authorized to perform such functions under the Merchant Processing Agreement, for the purposes set forth in the Merchant Processing Agreement. This authorization extends to such entries in said account concerning lease, rental or purchase agreement for POS terminals and/ or accompanying equipment and/or check guarantee fees and amounts due for supplies and materials. This Automated Clearing House authorization cannot be revoked until all Merchant obligations under this agreement are satisfied and Merchant gives FrontStream Payments, Inc. ("FSP") written notice of revocation.						
	Trade Reference Name: InTouch Receipting	Contact Name	Jeff Mortzheim		Phone: (800) 627.4767		
REFERENCES	Address: 4415 Pacific Hwy E	City: Fife		State: WA	Zip+4: 98424 -		
REFER	Trade Reference Name:	Contact Name			Phone: ()		
	Address:	City:		State:	Zip+4:		
	MERCHANT	SURVEY REPORT: to be com	pleted by sales re	epresentative			
SITE SURVEY INFORMATION	Merchant Location: ☐ Retail Store Front ☐ Office Building ☐ Internet ☐ Residence ☐ Mall ☐ Other:						
SURVEY	Merchant: Owns Leases Business Premises Landlord – Name: Phone: (
SITE	I hereby verify that this application has been fully completed by merchant applicant and that I have physically inspected the business premises of the merchant at this address, and the information stated above is true and correct to the best of my knowledge and belief. Verified and Inspected by: X Representative Signature: X						
Office #: Date:							
	MAIL, TELEPH	ONE ORDER, and INTERNET	MERCHANT (MOT	O) ADDENDUM			
Σ	Visa/MasterCard/Discover Network® have set a minimum standard requirement for accepting credit cards on the INTERNET. The Merchant's website MUST have the following seven (7) items completed PRIOR to the commencement of credit card processing. Merchant must contact his/her Sales Representative immediately upon completing the Internet processing requirements below: 1. Refund / Cancellation Policy 5. 128-bit SSL page(s) where personal and credit card information is obtained (usually provided by shopping cart or gateway) 3. Terms and Conditions listed 6. Telephone Customer Service contact number 7. Shipping/Handling method and Shipping/Delivery time after sale						
DENDU	Internet website address (if applicable): wwwhumboldlunified.com	Carrier service(s)) that will deliver product:				
MOTO MERCHANT ADDENDUN	Does Merchant use Third Party to store, process or transmit cardholder data?	Mail, Telephone or Internet Sales: Who performs product/services fulfillment? Merchant Vendor / Fulfillment House Vendor / Fulfillment House Information: Name: Address: Phone:		Methods of Market □ Newspaper □ Direct Mail □ TV / Radio □ Outbound Telem	ing (attach samples): Magazine /Catalog Vellow Pages Internet arketing		
	Customer Return Policy: ☐ Refund within 30 days ☐ Exchange Only ☐ None ☐ Other (specify):				days until product/service is ered:		
	MasterCard/Visa/Discover Network® sales transactions are settled: □ Date of Order □ Date of Shipment						
	Do you perform recurring monthly billing? Yes No If yes: Monthly Quarterly Bi-annual Annual						
	ls your database collecting entire credit card numbers? 🛘 Yes 🗎 No If yes, are you PCI Compliant: 🗘 Yes 🗎 No						

SP13	10 DBA	:		Land Market Market	MID#:				FSP1310
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	Qualified Debit Fee:	2.10 %	\$ 0	EBT Trans Fee	\$ <u>0</u>	_ Chargeback Fee	\$ 25 00	Minimum Monthly Fee	\$ <u>0</u>
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	Non Qualified Fee: 2	2.89 %	\$0	ARU Fee	\$.95	_ ACH Reject Fee	\$ 1.00	PCI Fee	\$ 0
	VS/MC WorldCards: 2	2.89 %	\$_0	Voice AVS Fee	\$ 1.95	_ Annual Fee Early Termination	\$ waived	Acct on File Fee	\$ 0
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ADDED SERVICES ENROLLMENT	By signing below, I represent that I have read and am authorized to sign and submit this application for the above entity, which agrees to be bound by the American Express® Card Acceptance Agreement ("Agreement"), and that all information provided herein is true, complete and accurate. I authorize FrontStream Payments, Inc. ("FSP") and American Express Travel Related Services Company, Inc. ("AXP") and AXP's agents and Affiliates to verify the information in this application and receive and exchange information about me personally, including by requesting reports from consumer reporting agencies and disclose such information to their agent, subcontractors, Affiliates and other parties for any purpose permitted by law. I authorize and direct FSP and AXP and AXP agents and Affiliates to inform me directly, or through the entity above, of reports about me that they have requested from consumer reporting agencies. Such information will include the name and address of the agency furnishing the report. I also authorize AXP to use the reports from consumer reporting agencies for marketing and administrative purposes. I understand that upon AXP's approval of the Application, the entity will be the Agreement and materials welcoming it, either to AXP's program for FSP to perform services for AXP or in AXP's standard Card acceptance program, which has different servicing terms (e.g., different speeds of pay). I understand that if the entity does not qualify for the FSP servicing program, the entity may be enrolled in AXP's standard Card acceptance program, and the entity may terminate the Agreement. By accepting the American Express Card for the purchase of goods and/or services, or otherwise indicating its intention to be bound, the entity agrees to be bound by the Agreement.						Per TXN Fe Monthly M (per locati ACH Proce Client Requ (CROC)	Risk Surcharge: ee: Minimum Fee:	% \$\$ \$\$ \$\$ \$\$
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CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS

GENERAL INSTRUCTIONS

What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities. For the purposes of this form, a legal entity includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. Legal entity does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of Non-U.S. persons) for the following individuals (i.e., the beneficial owners): (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); and (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of "beneficial owner" may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as 217 few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)). The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

CERTIFICATION OF BENEFICIAL OWNER(S)

John Pothast, Superintendent

Persons opening an account on behalf of a legal entity must provide the following information:

a. Name and Title of Natural Person Opening Account:

b. Name, Type, and Address of Legal Entity for Which the Account is Being Opened	Humboldt Unified School District, 6411 N Robert Rd, Prescott Valley, AZ 86314
c. The following information for <u>each</u> individual, if any, who, directly or indirectly, through percent or more of the equity interests of the legal entity listed above:	ough any contract, arrangement, understanding, relationship or otherwise, own

Name	Date of Birth	Address (Residential of Business Street Address)	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Social Security Number, Passport Number and Country of Issuance, or other similar identification number ¹
	THE RESIDENCE THE PROPERTY.	154 men in Southern delt dateit. 19 - 17	ensed aborestget	material and the real of the
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(If no individual meets this definition, please write "Not Applicable.") d. The following information for one individual with significant responsibility for managing the legal entity listed above, such as: An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or Any other individual who regularly performs similar functions. (If appropriate, an individual listed under section (c) above may also be listed in this section (d)). Date of Birth Address (Residential of Business Street Address) For U.S. Persons: Social For Non-U.S. Persons: Social Secu-Security Number rity Number, Passport Number and 12/20/1964 John Pothast 6411 N Robert Rd Country of Issuance, or other simi-86-6003010 lar identification number1 I John Pothast (name of natural person opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. Signature: Date Legal Entity Identifier (Optional)

In lieu of a passport number, Non-U.S. persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance

of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

CONFIRMATION PAGE **PROCESSOR** Name: First Data Merchant Services INFORMATION: Address: 1307 Wait Whitman Road, Melville, NY 11747 URL: Customer Service #: 1-800-858-1168 Please read the Program Guide in its entirety. It describes the terms under which we will provide merchant processing Services to you. From time to time you may have questions regarding the contents of your Agreement with Bank and/or Processor or the contents of your Agreement with TeleCheck. The following information summarizes portions of your Agreement in order to assist you in answering some of the questions we are most commonly asked. 1. Your Discount Rates are assessed on transactions that qualify for We have assumed certain risks by agreeing to provide you with Card certain reduced interchange rates imposed by MasterCard, Visa. processing or check services. Accordingly, we may take certain actions to Discover and PayPal. Any transactions that fatl to qualify for these mitigate our risk, including termination of the Agreement, and/or hold monies reduced rates will be charged an additional fee (see Section 25 of the otherwise payable to you (see Card Processing General Terms in Section 30, Program Guide). Term; Events of Default and Section 31, Reserve Account; Security Interest), (see TeleCheck Services Agreement in Sections 1.1, 1.3.2, 1.3.9, 1.6), under We may debit your bank account (also referred to as your Settlement) certain circumstances. Account) from time to time for amounts owed to us under the Agreement. By executing this Agreement with us you are authorizing us and our 3. There are many reasons why a Chargeback may occur. When they Affiliates to obtain financial and credit information regarding your business occur we will debit your settlement funds or Settlement Account. For a more detailed discussion regarding Chargebacks see Section 14 of the and the signers and guarantors of the Agreement until all your obligations to Your Payments Acceptance Guide or see the applicable provisions of the us and our Affiliates are satisfied. TeleCheck Services Agreement. The Agreement contains a provision that in the event you terminate the Agreement prior to the expiration of your initial three (3) year term, you will 4. If you dispute any charge or funding, you must notify us within 60 be responsible for the payment of an early termination fee as set forth in Part days of the date of the statement where the charge or funding appears for Card Processing or within 30 days of the date of a TeleCheck IV, A.3 under "Additional Fee Information" and Section 1 of the TeleCheck Services Agreement. transaction. If you lease equipment from Processor, it is important that you review 5. The Agreement limits our liability to you. For a detailed description Section 1 in Third Party Agreements. Bank is not a party to this Agreement. THIS IS A NON-CANCELABLE LEASE FOR THE FULL TERM INDICATED. of the limitation of liability see Section 27, 37.3, and 39.10 of the Card General Terms; or Section 1.14 of the TeleCheck Services Agreement. 10. Card Organization Disclosure Visa and MasterCard Member Bank Information: Wells Fargo Bank N.A. The Bank's mailing address is 1200 Montego, Walnut Creek, CA 94598, and its phone number is (925) 746-4143. Important Member Bank Responsibilities: Important Merchant Responsibilities: a) The Bank is the only entity approved to extend acceptance of Visa a) Ensure compliance with Cardholder data security and storage requirements. and MasterCard products directly to a merchant. b) Maintain fraud and Chargebacks below Card Organization thresholds. b) The Bank must be a principal (signer) to the Agreement. c) Review and understand the terms of the Merchant Agreement. c) The Bank is responsible for educating merchants on pertinent Visa d) Comply with Card Organization Rules and applicable law and regulations. and MasterCard rules with which merchants must comply; but this c) Retain a signed copy of this Disclosure Page. information may be provided to you by Processor. f) You may download "Visa Regulations" from Visa's website at: d) The Bank is responsible for and must provide settlement funds to https://usa.visa.com/support/merchant.html the merchant. g) You may download "MasterCard Regulations" from MasterCard's website at: e) The Bank is responsible for all funds held in reserve that are http://www.mastercard.com/us/merchant/support/rules.html derived from settlement. h) You may download "American Express Merchant Operating Guide" from f) The Bank is the ultimate authority should a merchant have any American Express' website at: www.americanexpress.com/merchantopounde. problems with Visa or MasterCard products (however, Processor also will assist you with any such problems). Print Client's Business Legal Name: Humboldt Unified School District By its signature below, Client acknowledges that it has received the Merchant Processing Application, Program Terms and Conditions [version FS1904(ia)] consisting of 52 pages [including this Confirmation Page and the applicable Third Party Agreement(s)]. Client further acknowledges reading and agreeing to all terms in the Program Terms and Conditions. Upon receipt of a signed facsimile or original of this Confirmation Page by us, Client's Application will be processed. NO ALTERATIONS OR STRIKE-OUTS TO THE PROGRAM TERMS AND CONDITIONS WILL BE ACCEPTED. Client's Business Principal: Signature (Please sign below): Superintendent Title John Pothast Please Print Name of Signer

F\$1904(la)

ACTION Item 9C.

Additional Staffing in SSO

TO: Humboldt Unified School District Governing Board

FROM: Patty Bitsilly, Director of Special Services

Reading

DATE: August 11, 2020

SUBJECT: Addition of .5 FTE Instructional Specialist - Special Education Action X

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

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

SUPPORTING DATA

The Special Services department oversees the implementation of specially designed instruction for approximately 750 students provided by 44 special education teachers and 15 related service staff. There is a need for additional support in the area of mentoring of special education teachers and guidance in special education curriculum. Due to the unique nature of providing some services online this 20-21 school year, this staff member would also assist in this area.

The cost of this .5 FTE Instructional Specialist - Special Education position is approximately \$40,000 including benefits and will be funded for one year through the IDEA grant. At the end of the one year, the board will be consulted should the Special Services department desire to continue this position.

SUMMARY & RECOMMENDATION

The Special Services has a need for support in the area of mentoring, curriculum and online services. It is recommended to add a .5 FTE Instructional Specialist - Special Education for the 20-21 school year.

Sample Motion

I move to approve the .5 FTE Instructional Specialist - Special Education for the 20-21 school year.

Mr

Approved for transmittal to the Governing Board:

John Pothast Superintendent

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



JOB DESCRIPTION

JOB TITLE:

INSTRUCTIONAL SPECIALIST - SPECIAL EDUCATION

DEPARTMENT:

Special Services Office

REPORTS TO:

Director of Special Services

FLSA STATUS/CLASSIFICATION: Exempt: Certified

Director of Special Service

SUPERVISORY DUTIES:

None

APPROVED ON:

xx/xx/2020

SUMMARY: Acts as an instructional specialist and mentor per established departmental and district policies, and state and federal requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develops and presents workshops on effective classroom instruction
- Observes classroom teachers and provides follow-up instructional conferences relative to their use of effective instructional strategies
- Develops and models instructional lessons for special education teachers
- Assists teachers with planning classroom lessons and implementing special education services
- Coordinates activities with other Instructional Specialists and District Curriculum Specialists
- Attends training sessions designed to maintain and advance their staff development skills
- Assists teachers with the implementation of instruction and assessment of student IEP goals
- Assists teachers and site administrators by recommending alternative methods or materials to be used to meet
 the education needs of the students not eligible for special education programs
- Assists with Special Education and related issues, in-services, and other related meetings for staff
- Evaluates training needs and provides staff development as necessary for IEP compliance
- Evaluates teacher performances in Special Education programs as requested by site administrators and makes suggestions for improvement as needed
- Ensures that the special education teaching staff is knowledgeable in curriculum, district initiatives, current best practices, and legal updates, etc.
- Mentors new Special Education staff as necessary, evaluating progress providing feedback for IEP compliance and IEP meetings
- Visits schools and classrooms on a regular basis to ensure effective implementation of programs and instructional, research-based practices

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting.
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

JOB DESCRIPTION

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's degree in Special Education or related field preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook and Access.

<u>PHYSICAL DEMANDS</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

<u>Disclaimer:</u> The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

ACTION Item 9D.

Revised Job Descriptions for Two Director Positions

TO:	Humboldt Unified School District Governing Board	Item# 9D
FROM:	Kort Miner, Director of Special Services	Reading
DATE:	August 11, 2020	Discuss
SUBJECT:	Revised Job Descriptions: Executive Director of Operations Executive Director of Educational Services/Federal Programs	Action X Consent
OBJECTIVE:	Goal #1 – Raise the level of student achievement Goal #2 – Focus on planning for future student needs Goal #3 – Increase parental and community engagement Goal #4 – Attract and retain highly effective employees	

SUPPORTING DATA:

In June 2020, Humboldt Unified School District Governing Board approved a revision to the job titles of the Executive Director of Operations and the Executive Director of Educational Services/Federal Programs. Therefore, the job description documents have been revised to account for the changes in both titles, as well as the scope of responsibilities of officially adding the Educational Services role to the existing Federal Programs role.

Items from the Executive Director of Operations job description that have changed include removal of supervision duties from positions no longer in the District (i.e. Substitute Coordinator, Substitutes) due to the positions being outsourced to YCESA.

Items from the Executive Director of Educational Services/Federal Programs job description that have changed include broadening the responsibilities of the position to capture the district's entire learning system, as there were many aligned activities between the two positions which were divided between the two positions several years ago.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the HUSD Governing Board approve the revised job descriptions for the Executive Director of Operations and the Executive Director of Educational Services/Federal Programs.

Sample Motion:

I move to approve the revised job descriptions for the Executive Director of Operations and the Executive Director of Educational Services/Federal Programs.

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

Questions should be directed to: Kort Miner, Executive Director of Operations/HR at 759-5016.



JOB TITLE: ASSISTANT SUPERINTENDENT OF OPERATIONS

DEPARTMENT: District Office
REPORTS TO: Superintendent
FLSA STATUS/CLASSIFICATION: Exempt; Class

SUPERVISORY DUTIES: District Level Directors, Principals, Classified Staff

APPROVED ON: 6/24/2014

<u>SUMMARY:</u> The following personnel shall be directly responsible to the Assistant Superintendent of Operations in areas that relate to personnel and operations of the District: Site Administrators, Director of Transportation, Director of maintenance, Director of Food and Nutrition, Director of Information Technology, Personnel Coordinator, Personnel Clerk, Administrative Secretary for Public Relations/Educational Services, and Benefits Coordinator. The Assistant Superintendent of Operations shall work in collaboration with the Superintendent. All activities and responsibilities shall support District Board goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Leads the long range planning and evaluation of District operational effectiveness
- Collects, analyzes, interprets, and reports on multiple data
- Act as liaison with the Board, other divisions of the school system and other agencies and organizations on matters related to personnel, maintenance, transportation, food and nutrition, and information technology
- Advise the Superintendent on all matters concerning the operations of the school system.
- Respond to inquiries for interpretation from the school system staff on matters not clearly covered by regulation, policy or legislation.
- Prepare and deliver written and oral presentations on school system operations and related issues to the Board of Education, principals, parents, community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
- Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; perform various duties assigned by the Superintendent.
- Assist the Superintendent by supervising and conducting personnel administration duties for direct reports including hiring and dismissal, evaluating, assigning special duties, monitoring attendance and granting leave
- Issues all certified, classified and administrative contracts
- Issues all addenda and supplemental contracts
- Adheres to Board adopted pay schedules and policies to issue contracts at correct times and for correct amounts
- Recruits, advertises and accepts applications for all district positions
- Staffs substitute coordinator positions with trained employees and back-ups
- Provides employee compliance for absences as allocated for particular positions
- Insures that every certified staff member has a current, valid appropriate credential
- Provides information to all certificated staff when ADE changes requirements for certification
- Assists certified staff in certification renewals on a timely basis
- Provides all annual reports to Federal and State agencies requesting certification data
- Posts all certified and classified positions which are not filled by RIF recall employees

JOB DESCRIPTION

- Terminates employees following all statutes and district policies
- Maintains active and inactive files on all employees
- Annually reviews teacher placements based on years of experience and educational credits
- Provides employee reports or data as requested to the Superintendent and/or Director of Finance
- Attends conferences, meetings, and in-services to maintain knowledge base in applicable areas
- Responds to all principals and department heads to achieve optimal staffing
- Keeps an accurate record of employees who are paid through M&O and non M&O
- Tracks and files all employee evaluations
- Recruits, hires, and trains personnel within the department for positions that support personnel functions
- Liaises with Payroll using software and databases to achieve optimal district office functions
- Administers the development, coordination, maintenance, and evaluation of the educational program
- · Supervises methods of teaching, supervision, and administration in effect in all district schools
- Keeps informed of modern educational research and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means
- Keeps the public informed about education practices, educational trends, and the policies, practices, and needs of the District's schools we look at a few of the superintendent duties
- Perform other duties and responsibilities as requested by the Superintendent.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to use standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting through executive summaries
- Ability to manage budgets and personnel
- Ability to do perform multiple administrative functions simultaneously.
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Knowledge of the continuous improvement processes.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Masters degree in Education or equivalent
- Arizona Administrative Certification; Superintendent's Certification preferred
- Administrative experience at the site or district level, including the formal evaluation of personnel
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs (e.g., HRIS).

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, students, external agencies and the public.

<u>Disclaimer:</u> The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

JOB TITLE: DIRECTOR OF HUMAN RESOURCES / OPERATIONS

DEPARTMENT: Human Resources/Operations

REPORTS TO: Superintendent **FLSA STATUS/CLASSIFICATION:** Exempt; Class

SUPERVISORY DUTIES: District Level Directors, Principals, Classified Staff

APPROVED ON: xx/xx/2014

SUMMARY: The following personnel shall be directly responsible to the Director of Human Resources in areas that relate to personnel and operations of the District: Site Administrators, Director of Transportation, Director of maintenance, Director of Food and Nutrition, Director of Information Technology, Personnel Coordinator, Personnel Clerk, Administrative Secretary for Public Relations/Educational Services, and Benefits Coordinator. The Director of Human Resources shall work in collaboration with other District level administrators. All activities and responsibilities shall support District Board goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Leads the long range planning and evaluation of District operational effectiveness
- · Collects, analyzes, interprets, and reports on multiple data
- Act as liaison with the Board, other divisions of the school system and other agencies and organizations on matters related to personnel, maintenance, transportation, food and nutrition, and information technology
- · Advise the Superintendent on all matters concerning the operations of the school system.
- Respond to inquiries for interpretation from the school system staff on matters not clearly covered by regulation, policy or legislation.
- Prepare and deliver written and oral presentations on school system operations and related issues to the Board of Education, principals, parents, community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
- Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; perform various duties assigned by the Superintendent.
- Assist the Superintendent by supervising and conducting personnel administration duties for direct reports including hiring and dismissal, evaluating, assigning special duties, monitoring attendance and granting leave
- Issues all certified, classified and administrative contracts
- Issues all addenda and supplemental contracts
- Adheres to Board adopted pay schedules and policies to issue contracts at correct times and for correct amounts
- Recruits, advertises and accepts applications for all district positions
- Staffs substitute coordinator positions with trained employees and back-ups
- Provides employee compliance for absences as allocated for particular positions
- Insures that every certified staff member has a current, valid appropriate credential
- Provides information to all certificated staff when ADE changes requirements for certification
- Assists certified staff in certification renewals on a timely basis
- · Provides all annual reports to Federal and State agencies requesting certification data
- Posts all certified and classified positions which are not filled by RIF recall employees



- Terminates employees following all statutes and district policies
- Maintains active and inactive files on all employees
- Annually reviews teacher placements based on years of experience and educational credits
- Provides employee reports or data as requested to the Superintendent and/or Director of Finance
- Attends conferences, meetings, and in-services to maintain knowledge base in applicable areas
- Responds to all principals and department heads to achieve optimal staffing
- Keeps an accurate record of employees who are paid through M&O and non M&O
- Tracks and files all employee evaluations
- · Recruits, hires, and trains personnel within the department for positions that support personnel functions
- Liaises with Payroll using software and databases to achieve optimal district office functions
- Perform other duties and responsibilities as requested by the Superintendent.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to use standard office equipment.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting through executive summaries.
- · Ability to manage budgets and personnel.
- Ability to do perform multiple administrative functions simultaneously.
- Ability to do detailed mathematical computations.
- · Ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Knowledge of the continuous improvement processes.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Masters degree in Education or equivalent
- Arizona Administrative Certification; Superintendent's Certification preferred
- Administrative experience at the site or district level, including the formal evaluation of personnel
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs (e.g., HRIS).

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, students, external agencies and the public.



JOB TITLE: DIRECTOR OF EDUCATIONAL SERVICES

DEPARTMENT: Educational Services
REPORTS TO: Superintendent
FLSA STATUS/CLASSIFICATION: Exempt; Certified

SUPERVISORY DUTIES: Instructional Specialists, Data Coordinator

APPROVED ON: xx/xx/2014

SUMMARY: Assists the Superintendent and has leadership responsibility in the development and supervision of researched-based educational programs and services, including high quality professional development. Responsible for the development, analysis and management of student achievement data at the K-12 levels. Oversees federal, state and private grants and evaluates their effectiveness, in support of District Board goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Leads continuous improvement of student achievement in the District
- Leads the long-range planning and evaluation of District curricular effectiveness
- Leads in the development, implementation, and evaluation of researched-based, high quality professional development
- Oversees the state-mandated and District assessment systems, ensuring alignment with state standards
- Works with District Data Coordinator to collect, analyze, interpret, and reports on multiple data
- Guides curricular and instructional adjustments based on valid and reliable data
- Reviews, researches, prepares and disseminates information relative to trends in curriculum development, supplemental and intervention programs
- Coordinates and supervises textbook adoptions, materials selections, and educational technology purchases, ensuring alignment with established curricular and instructional systems
- Leads the long-range planning and program evaluation of district programs
- Presents at Governing Board, administrative, and District meetings, as required
- Communicates effectively with the Superintendent and District's administrative team
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field
- Visits schools and classrooms on a regular basis to ensure effective implementation of programs and instructional, research-based practices
- Supervises and evaluates assigned certificated and classified personnel
- Handles parent and community inquiries related to academic and instructional matters which are not resolved at the site level

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to use standard office equipment
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to manage budgets and personnel
- Ability to maintain confidentiality
- · Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision



- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Knowledge of the continuous improvement process
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response
- · Knowledge and ability to conduct program evaluations within a multitude of curricular areas

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Masters or advance degree in Education
- Arizona Administrative Certification
- Previous administrative experience at the site or district level
- Previous experience in teaching at the K-12 levels
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Program evaluation (preferred)

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs (SchoolMaster, etc.)

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.



JOB TITLE: DIRECTOR OF FEDERAL PROGRAMS & SCHOOL

IMPROVEMENT

DEPARTMENT: Federal Programs and School Improvement

REPORTS TO: Superintendent

FLSA STATUS/CLASSIFICATION: Exempt; Administration

SUPERVISORY DUTIES: ELD Coordinator; Grants Specialist; Gear Up Staff;

Facilities Coordinator; Family Resource Specialist;

APPROVED ON: xx/xx/2014

SUMMARY: Assists the Superintendent and has leadership responsibility in the design, development, supervision and alignment of the District's plan for state and federal requirements. This includes the coordination of all district grants to include, but not limited to, all Title grants, CTE programs, and State categorical funds; oversees management and programming of the above grants. Additionally, seeks and obtains private, state, federal, and competitive grants. Further, is responsible for coordinating school and district accreditation processes to include the analysis of student achievement information and program evaluation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversees federal, state, and private grants, including timely submission of initial grants, amendments and reporting requirements
- Leads the planning, organization, and coordination of the District's special funded programs
- · Prepares and submits annual project and budget reports for all federal and state related programs to
- Monitors schools and the District for proper compliance
- Serves as the District liaison to the Joint Technological Education District
- Supervises and administers the CTE program
- Develops, implements, monitors and revises curriculum for CTE programs
- Evaluates the CTE program and recommendations and/or revisions
- Leads continuous improvement of student achievement in the District and oversees accreditation processes
- Oversees state-mandated and district assessment systems as related to special programs (AzELLA)
- · Collects, analyzes, interprets and reports on multiple data
- · Seeks and obtains private, state, federal, and competitive grants
- Reviews and adheres to district policies and procedures
- Presents at Governing Board, administrative, and district meetings
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field
- Visits schools and classrooms on a regular basis to ensure effectiveness implementation of programs and instructional, research-based practices
- Supervises and evaluates assigned certificated and classified personnel

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to use standard office equipment.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting through executive summaries.
- Ability to manage budgets and personnel.
- Ability to do perform multiple administrative functions simultaneously.

Director of Federal Programs and School Improvement

- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Knowledge of the continuous improvement processes.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Masters or advance degree in Education
- Arizona Administrative Certification
- · Administrative experience at the site or district level, including the formal evaluation of personnel
- Previous experience in teaching at the K-12 levels
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.



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JOB TITLE: EXECUTIVE DIRECTOR OF OPERATIONS/HUMAN

RESOURCES

DEPARTMENT: Operations/Human Resources

REPORTS TO: Superintendent

FLSA STATUS/CLASSIFICATION: Exempt; Class

SUPERVISORY DUTIES: District Level Directors, HR Clerical Staff, Classified Staff

APPROVED ON: xx/xx/XXXX

SUMMARY: The following personnel shall be directly responsible to the Executive Director of Operations/Human Resources in areas that relate to personnel and operations of the District: Director of Transportation, Director of Maintenance, Director of Food and Nutrition, Director of Information Technology, Personnel Coordinator, Personnel Clerk, Receptionist, Administrative Secretary for Public Relations/Educational Services, and Benefits Coordinator. The Executive Director of Operations/Human Resources shall work in collaboration with other District level administrators. All activities and responsibilities shall support District Board goals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Leads the long range planning and evaluation of District operational effectiveness
- Collects, analyzes, interprets, and reports on multiple data
- Act as liaison with the Board, other divisions of the school system and other agencies and organizations on matters related to personnel, maintenance, transportation, food and nutrition, and information technology
- Advise the Superintendent on all matters concerning the operations of the school system.
- Respond to inquiries for interpretation from the school system staff on matters not clearly covered by regulation, policy or legislation.
- Prepare and deliver written and oral presentations on school system operations and related issues to the Board of Education, principals, parents, community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
- Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; perform various duties assigned by the Superintendent.
- Assist the Superintendent by supervising and conducting personnel administration duties for direct reports including hiring and dismissal, evaluating, assigning special duties, monitoring attendance and granting leave
- Issues all certified, classified and administrative contracts
- Issues all addenda and supplemental contracts
- Adheres to Board adopted pay schedules and policies to issue contracts at correct times and for correct amounts
- Recruits, advertises and accepts applications for all district positions
- Provides employee compliance for absences as allocated for particular positions
- Insures that every certified staff member has a current, valid appropriate credential
- Provides information to all certificated staff when ADE changes requirements for certification
- Assists certified staff in certification renewals on a timely basis
- Provides all annual reports to Federal and State agencies requesting certification data



- Posts all certified and classified positions which are not filled by RIF recall employees
- Terminates employees following all statutes and district policies
- Maintains active and inactive files on all employees
- Annually reviews teacher placements based on years of experience and educational credits
- Provides employee reports or data as requested to the Superintendent and/or Director of Finance
- Attends conferences, meetings, and in-services to maintain knowledge base in applicable areas
- Responds to all principals and department heads to achieve optimal staffing
- Keeps an accurate record of employees who are paid through M&O and non M&O
- Tracks and files all employee evaluations
- · Recruits, hires, and trains personnel within the department for positions that support personnel functions
- Liaises with Payroll using software and databases to achieve optimal district office functions
- Perform other duties and responsibilities as requested by the Superintendent.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to use standard office equipment.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting through executive summaries.
- Ability to manage budgets and personnel.
- Ability to perform multiple administrative functions simultaneously.
- · Ability to do detailed mathematical computations.
- Ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Knowledge of the continuous improvement processes.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Masters degree in Education or equivalent
- Arizona Administrative Certification; Superintendent's Certification preferred
- Administrative experience at the site or district level, including the formal evaluation of personnel
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Google and job specific software programs (e.g., iVisions).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, students, external agencies and the public.

JOB TITLE: EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES

& FEDERAL PROGRAMS

DEPARTMENT: Educational Services and Federal Programs

REPORTS TO: Superintendent

FLSA STATUS/CLASSIFICATION: Exempt; Administration

SUPERVISORY DUTIES: ELD Coordinator; Grants Specialist; Family Resource

Specialist; Instructional Specialists; Data Coordinator

APPROVED ON: XX/XX/XXXX

SUMMARY: Assists the Superintendent and has leadership responsibility in the development and supervision of researched-based educational programs and services, including high quality professional development, accreditation, student achievement data, and program evaluation. Responsible for the development, analysis and management of student achievement data at the K-12 levels. Oversees and seeks federal, state and private grants (including all Title grants CTE programs, and State categorical funds) and evaluates their effectiveness, in support of District Board goals. Additionally, this position assumes leadership responsibility in the design, development, supervision and alignment of the District's plan for state and federal requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Leads the long-range planning, organization, evaluation, and coordination of the District's educational and special funded programs
- Oversees, seeks, and obtains federal, state, competitive, and private grants, including timely submission
 of initial grants, budgets, school and district compliance, amendments and reporting requirements
- Oversees state-mandated and District assessment systems, ensuring alignment with state standards and federal regulations
- Supervises, administers, and evaluates the CTE program to make recommendations and/or revisions
- Leads districtwide continuous improvement of student achievement and oversees accreditation processes
- Guides curricular and instructional adjustments based on valid and reliable data
- Reviews, researches, prepares and disseminates information relative to trends in curriculum development, supplemental, and intervention programs
- Coordinates and supervises textbook adoptions, materials selections, and educational technology purchases, ensuring alignment with established curricular and instructional systems
- Leads in development, implementation, and evaluation of high-quality, research-based professional learning
- Works with District Data Coordinator to collect, analyze, interpret, and reports on multiple data
- Reviews and adheres to district policies and procedures
- Presents at Governing Board, administrative, and district meetings
- Communicates effectively with the Superintendent and District's administrative team
- Stays informed of developments in the profession by attending professional meetings, reading professional journals, and communicating with experts in the field
- Visits schools and classrooms on a regular basis to ensure effectiveness implementation of programs and instructional, research-based practices
- Supervises and evaluates assigned certificated and classified personnel
- Handles parent and community inquiries related to academic and instructional matters which are not resolved at the site level

KNOWLEDGE, SKILLS & ABILITIES:

Ability to use standard office equipment.



- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting through executive summaries.
- Ability to manage budgets and personnel.
- Ability to perform multiple administrative functions simultaneously.
- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with various situations.
- Knowledge of the continuous improvement processes.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Masters or advance degree in Education
- Arizona Administrative Certification
- Previous Administrative experience at the site or district level
- Previous experience in teaching at the K-12 levels
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Program evaluation experience (preferred)

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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ACTION Item 9E.

Revised Job Description - Facilities Coordinator

HUMBOLDT UNIFIED SCHOOL DISTRICT

9E Item# TO: **Humboldt Unified School District Governing Board** FROM: Kort Miner, Executive Director of Operations Reading DATE: August 11, 2020 **Discuss** SUBJECT: Revised Job Description: Facilities Coordinator Action X Consent **OBJECTIVE:** Goal #1 - Raise the level of student achievement Goal #2 – Focus on planning for future student needs Goal #3 - Increase parental and community engagement Goal #4 - Attract and retain highly effective employees

SUPPORTING DATA:

The Facilities Coordinator position was vacated this summer, allowing for the Director of Maintenance, Ray Rosario, to look at the job description. Ray worked with the Executive Director of Operations and revised the job description. Therefore, the job description documents have been revised to account for the changes in the scope of responsibilities of the Facilities Coordinator position.

Items from the Facilities Coordinator job description that have changed include the position reporting to the Director of Maintenance and the essential duties and responsibilities.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the HUSD Governing Board approve the revised job description for the Facilities Coordinator.

Sample Motion:

I move to approve the revised job description for the Facilities Coordinator.

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent



JOB TITLE: FACILITIES COORDINATOR

DEPARTMENT: Facilities Maintenance **REPORTS TO:** Director of Maintenance **FLSA STATUS/CLASSIFICATION:** Non-Exempt; Class 15

SUPERVISORY DUTIES: Yes

APPROVED ON: XX/XX/XXXX

<u>SUMMARY:</u> Along with the Director of Maintenance, the Facilities Coordinator is responsible for overseeing the physical assets, general maintenance repairs, and preventive maintenance and construction or rehabilitation projects for the Humboldt Unified School District. The Facilities Coordinator is responsible for maintaining adequate inventory of supplies for repairs and monthly maintenance budget monitoring.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supervises: Under direction of the Director of Maintenance, the Facility Coordinator supervises on-site maintenance staff, which may include grounds-keeper(s), custodial(s), HVAC Technician(s) and maintenance technician(s).

- Reports to the Director of Maintenance on a regular basis.
- Complete weekly/daily maintenance employee schedules and assignments in tandem with Director of Maintenance.
- Communicate assignments and major tasks to employees. Make sure they have all the instructions necessary to complete assignment properly.
- Periodically check the work progress of each maintenance employee. Provide immediate assistance and instruction as needed.
- Provide input to Director of Maintenance regarding employee performance evaluations, employee compliments from HUSD staff, corrective counseling needs, etc.
- Assist Director of Maintenance in recruiting and interviewing potential staff members.
- Coordinate, schedule and respond to management requests and service request from custodial staff
- Use work request and schedules to establish priorities. Determine with Director of Maintenance, requests or emergencies that should be top priority.
- Assign work requests equally to Maintenance Technician(s), custodial staff and grounds.
- Monitor the completion of work orders in order to limit callbacks.
- Liaising with vendors and suppliers on behalf of Director of Maintenance
- Monitoring maintenance budget spending
- Managing building and equipment maintenance schedules
- Conduct preventative maintenance work
- Repair/replace appliances.
- Repair/replace plumbing systems.
- Repair/replace air conditioning/heating/electrical systems.
- Monitor the number of times a specific repair must be repeated. Determine course of action.
- Comply with all health and safety regulations and practices at each HUSD campus



KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- 3 years of field related experience and/or education from which comparable knowledge, skills and abilities have been achieved, or AA in related field
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

<u>PHYSICAL DEMANDS</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.



JOB TITLE:

FACILITIES COORDINATOR

DEPARTMENT:

Finance Department

REPORTS TO:

Director of Finance

FLSA STATUS/CLASSIFICATION:

Non-Exempt; Class 15

SUPERVISORY DUTIES:

None

APPROVED ON:

X/X/2014

SUMMARY: Supports the District's asset management program, including performing inventories and database capital requests management. Performs the of utility bills, energy output and conservation efforts. Serves as District liaison for facility rentals and insurance claims.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Advises, collaborates and interprets Asset Management policies and procedures, and other information, to District administrators and other staff
- Schedule, coordinate and conduct physical inventories
- · Responsible for tracking the necessary documents for transfer or disposal of new or used equipment
- Assist in the organization of surplus furniture for redistribution
- Develops and manages annual utility budget (electricity, natural gas, water, and refuse)
- Collaborates with other District Departments to plan, organize, coordinate and direct comprehensive energy management program to reduce utility usage
- Conduct periodic facilities inspections to monitor conservation measures
- Maintain utility consumption records for all District facilities. Compile, review and analyze utility data.
 Regularly disseminates utility saving reports and conservation strategies to administrators, employees, students, parents, and the public
- Apply for outside matching funds for related energy projects
- Act as liaison between insurance carrier and District; scheduling annual inspections as needed
- Coordinate with Finance Department on all insurance claims affecting District sites.
- Maintains tracking of all capital request and maintains data base for long-range capital replacement.
- Assist maintenance department with maintenance requests, utilizing district software
- Prepare and submit annual building and maintenance reports to the Arizona School Facilities Board
- Assist maintenance department with developing and managing the annual budget for maintenance and operation and capital expenditures
- Assist schools with facilities scheduling software to communicate availability and avoid scheduling conflict with district operations; ensuring compliance with insurance requirements
- Manages district office equipment agreements; scheduling maintenance, repair and training
- Perform vendor audits requiring eVerify according to procurement policy
- Manages records retention at District warehouse

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision

- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- · Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- BA in related field preferred
- 3 years of field related experience and/or education from which comparable knowledge, skills and abilities have been achieved, or AA in related field
- Any equivalent combination of training, education and experience that meets minimum requirements
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WORK ENVIRONMENT:

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JOB TITLE: **DEPARTMENT:** **FACILITIES COORDINATOR**

Facilities Maintenance

REPORTS TO:

Director of Maintenance

FLSA STATUS/CLASSIFICATION: SUPERVISORY DUTIES:

Non-Exempt; Class 15

APPROVED ON:

XX/XX/XXX

SUMMARY: Along with the Director of Maintenance, the Facilities Coordinator is responsible for overseeing the physical assets, general maintenance repairs, and preventive maintenance and construction or rehabilitation projects for the Humboldt Unified School District. The Facilities Coordinator is responsible for maintaining adequate inventory of supplies for repairs and monthly maintenance budget monitoring.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supervises: Under direction of the Director of Maintenance, the Facility Coordinator supervises on site maintenance staff, which may include grounds-keeper(s), custodial(s), HVAC Technician(s) and maintenance

- Reports to the Director of Maintenance on a regular basis.
- Complete weekly/daily maintenance employee schedules and assignments in tandem with Director of Maintenance.
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- Monitor the completion of work orders in order to limit callbacks.
- Liaising with vendors and suppliers on behalf of Director of Maintenance
- Monitoring maintenance budget spending
- Managing building and equipment maintenance schedules
- Conduct preventative maintenance work
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- Monitor the number of times a specific repair must be repeated. Determine course of action
- Comply with all health and safety regulations and practices at each HUSD campus

Deleted: Finance Department

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Deleted: <u>SUMMARY:</u> Supports the District's asset management program, including performing inventories and database capital requests management. Performs the of utility bills, energy output and conservation efforts. Serves as District liaison for facility rentals and insurance claims.

Deleted: <#>Advises, collaborates and interprets Asset Management policies and procedures, and other information, to District administrators and other staff¶
<#>Schedule, coordinate and conduct physical inventories¶ <#>Responsible for tracking

Deleted: <#>necessary documents for transfer or disposal of new or used equipment¶ Assist in

Deleted: organization of surplus furniture for redistribution¶

<#>Develops and manages annual utility budget (electricity, natural gas, water, and refuse)¶
<#>Collaborates with other District Departments to plan. organize, coordinate and direct comprehensive energy management program to reduce utility usage¶

Conduct periodic facilities inspections to monitor conservation measures¶ Maintain utility consumption records for all District facilities. Compile, review and analyze utility data.

Regularly disseminates utility saving reports and conservation strategies to administrators, employees, students, parents, and the public¶
<#>Apply for outside matching funds for related energy

projects¶ <#>Act as liaison between insurance carrier and District; scheduling annual inspections as needed¶ <#>Coordinate with Finance Department

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Deleted: Prepare and submit annual building and

Deleted: reports to

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Facilities Coordinator

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KNOWLEDGE, SKILLS & ABILITIES:

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- Ability to communicate effectively verbally and in writing
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- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
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- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
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QUALIFICATIONS & REQUIREMENTS:

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WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

<u>Disclaimer</u>: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Facilities Coordinator

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*>Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting

Deleted: <#>BA in related field preferred¶

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