



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

## **GOVERNING BOARD MEETING**

**Tuesday, October 6, 2020**

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

**Regular Session @ 6:30 P.M.**

### **OFFICIAL COPY**

**Mr. John Pothast, Superintendent**

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

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

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

**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 **October 6, 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](http://www.humboldtunified.com) and go to the Governing Board Tab.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Rebecca Cooley at (928)759-5007 or [rebecca.cooley@humboldtunified.com](mailto:rebecca.cooley@humboldtunified.com). Requests should be made as early as possible to arrange the accommodation.
- **Members of the public wishing to access this virtual meeting** should visit [www.humboldtunified.com](http://www.humboldtunified.com) and navigate to the Virtual Meetings page under the School Board heading.
- Members of the public wishing to address the Board are requested to complete the **HUSD Online Public Participation Form** by 9:00 AM on the day of the meeting (October 6, 2020). This form can be found on the Virtual Meetings page under the School Board heading at [www.humboldtunified.com](http://www.humboldtunified.com).
- Discussion by the Board is limited to items posted on the agenda.

**AGENDA**

**6:30 PM REGULAR SESSION**

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

Page 1-4

- 6. CELEBRATING SUCCESSES**
  - A. HUSD VIPs – Jessica Bennett, Bradshaw Mountain Middle School Principal
    1. Certified – Ashley Tetreault
    2. Classified – Lori Timmons Crofutt
    3. Volunteer –Jodi Oen

**7. PUBLIC PARTICIPATION**

Due to the virtual format of our Governing Board Meetings, we are unable to include a traditional call to the public. However, we encourage members of the public wishing to address the board to complete the HUSD Online Public Participation Form by 9:00 AM on the day of the meeting (October 6, 2020). This form can be found on the Virtual Meetings page under the School Board heading at [www.humboldtunified.com](http://www.humboldtunified.com).

## **8. CONSENT ITEMS**

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

- Pages 5-8 **A.** Personnel Recommendations
- Pages 9-12 **B.** Governing Board Meeting Minutes of September 8, 2020 (audio recordings are posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))
- Pages 13-139 **C.** Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,058,916.70
  2. Approval of Payroll voucher(s) in the amount of \$ 2,984,321.17
- Pages 140-147 **D.** Monthly Budget Report
- Pages 148-150 **E.** Monthly Student Activities Report
- Pages 151-153 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for September 2020
- Pages 154-155 **G.** Request to ratify the Annual Financial Report for FY 2019-2020.
- Pages 156-157 **H.** Request for authorization of Site Revolving Accounts
- Pages 158-169 **I.** Request for approval of revised job descriptions for ILLP Coordinator and Instructional Specialist
- Pages 170-172 **J.** Request for approval of waiver of conflict of interest regarding legal services provided by the Yavapai County Attorney (for agreements between Yavapai County and the District)
- Pages 173-174 **K.** Gifts and donations

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

- Pages 175-176 **A.** Report from Bradshaw Mountain Middle School Principal Jessica Bennett to include:
- Quarter 1 Remote Learning and Return to in-person learning
  - Updates on the BMMS EXCEL Model / HRS
  - Teaming at BMMS
  - Highlights
- Pages 177-178 **B.** Review of Humboldt Unified School District's Pandemic Preparedness and Re-Entry plans
- Pages 179-181 **C.** Capital Plan and B-Bond Update

## **10. ACTION**

- Pages 182-184 **A.** Discussion and possible action to approve the Cost Proposal for the Glassford Hill Middle School Roof Replacement Project
- Pages 185-187 **B.** Discussion and possible action to approve the Contractor Award for the Bradshaw Mountain Middle School Roof Replacement Project
- Pages 188-200 **C.** Discussion and possible action to approve an agreement with HomeTown Ticketing
- Pages 201-209 **D.** Discussion and possible action to regarding Emergency Procurement for COVID needs
- Pages 210-216 **E.** Second Reading and possible adoption of policy revision as recommended by Human Resources
- Policy GCCG Professional Staff Voluntary Transfer of Accrued Sick Leave

Pages 217-239 **F.** Second Reading and possible adoption of Policy Advisories 672-676 as presented by Arizona School Boards Association

- PA 672 Regulation GBGB-R Staff Personal Security and Safety
- PA 673 Policy IHA Basic Instructional Program
- PA 674 Policy JICA-RB **NEW** Student Dress
- PA 675 Policy KB Parent Involvement in Education
- PA 676 Regulation KI-RB **NEW** Visitors to Schools

Pages 240-242 **G.** Discussion and possible action to revise the Parent-Teacher Conference dates on the HUSD 2020-2021 school year calendar

## **11. ANNOUNCEMENTS**

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

November 10, 2020	6:30 p.m.	Regular Meeting	@ TBD
December 8, 2020	6:30 p.m.	Regular Meeting	@ TBD
January 12, 2021	6:30 p.m.	Regular Meeting	@ TBD

## **12. ADJOURNMENT**

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

# CELEBRATING SUCCESSES

## Item 6A.

- A. HUSD VIPs – Bradshaw Mountain Middle School
  - 1. Certified – Ashley Tetreault
  - 2. Classified – Lori Timmons Crofutt
  - 3. Volunteer – Jodi Oen



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October 6, 2020

To: HUSD Governing Board

Subject: Nomination Letter for Certified Employee of the Month

**Bradshaw Mountain Middle School Teacher — Ashley Tetreault**

Bradshaw Mountain Middle School is pleased to recognize Ashley Tetreault, Instructional Specialist, as the HUSD certified employee of the month for October. Ashley started her career at BMMS in 2010 as a math teacher and then became our instructional specialist in 2017. Ashley also serves as a secondary district math coordinator and as an instructional technology specialist for the district. Ashley just earned her degree from NAU in instructional leadership and wears many hats on our campus that keep us progressing at a steady pace.

I asked Mrs. Tetreault how she accomplishes so much, and she said, "I am just here to help!" She lives by that motto and with her advanced and varied skill set in so many areas, she truly helps anyone in need. Below are only a few of the ways she serves both BMMS and HUSD:

- Ashley is a top-notch instructional specialist. It is a real treat to watch Ashley coach a teacher through a lesson to see the questions she asks and the reflective process each teacher works through. Our teachers have reached incredible heights because of the questions, challenges, and support she has given them to grow in the classroom.
- Ashley is a gifted teacher. Ashley can teach any concept in a calm, confident, clear, and concise manner. I love watching her explain something to someone and how she breaks down and models each key idea. When our math teacher resigned last year, Ashley stepped up on her own to teach the 8th grade math classes.
- Ashley gets instructional technology. Ashley was the first Google Certified trainer in Yavapai County, and her guidance and support prepared our campus to where our teachers didn't blink when they had to go 100% online in the Spring. She now receives calls from all over the district with teachers asking for help for programs and support to improve how technology can be effectively implemented in their lessons.
- Ashley steps up to any challenge. Ashley never says her plate is too full; she just gets a bigger plate. When asked to help with 7-12 math scores, Ashley said yes. When asked to help set up the student support labs this fall, Ashley said yes. She is my right hand and my left hand. Most days, she is even my brain! Ashley keeps things going at BMMS and helps find solutions to any challenge we face.
- Ashley is always learning and pushing the status quo. Ashley knows what it takes to improve each year. She is committed to her own professional learning and growth, and she is an avid reader who constantly seeks out solutions and ideas to support our school. Ashley's work with our staff on standards-based grading has been instrumental in our progress the past two years.

Ashley is a servant-leader. Ashley's greatest desire is to see all around her be successful and she leads and serves with grace and enthusiasm. It is an honor to recognize her for her work and dedication.

Sincerely,

Jessica Bennett  
Principal, Bradshaw Mountain Middle School

*Creating 21<sup>st</sup> Century Leaders*



October 6, 2020

To: HUSD Governing Board

Subject: Nomination Letter for Classified Employee of the Month

Bradshaw Mountain Middle Classified Employee — Lori Crofutt

Bradshaw Mountain Middle School is pleased to recognize Lori Crofutt, BMMS classroom aide, as the HUSD employee of the month for October. Lori has worked for HUSD for five years and started as a bus driver with the transportation department. We were blessed several years ago when Lori wanted to switch over to a school setting to work with our students with special needs.

If you spend several minutes speaking with Lori, her energy and enthusiasm for life are contagious. Lori is all in and will do whatever is needed to help out. Lori takes on any task assigned to her and gives it her all. Lori is committed to the students at BMMS and we love that she is part of our team. She drives in each day from Paulden because she knows that her kids need her to keep them on track and learning each day. Lori also continues to drive extra routes for HUSD when needed and never complains about the long hours or time. She is grateful for the work and the opportunity to help in any way.

Lori loves the students and never gives up on them. It takes the students Lori works with about a week to realize that she will not back down and that she will do anything to help them be successful in their classes. Her no-nonsense approach is just what her students need as they work to push every boundary possible to get out of completing work. I love hearing Lori telling about the strategies and tricks she uses to get her students to do their assignments. I love seeing her walking and talking with her students as she is always sharing a lesson about life with them. Lori treats every child she works with just like her own and she will not give up on them.

Lori has a great pride and enthusiasm for all the students at BMMS. She laughs with the kids at lunch, ensures that all rules are followed and our students are safe and she is our greatest cheerleader. Lori would frequently drive our students to their games. With this responsibility came the new challenge to be the loudest and proudest cheerleader for our kids at any BMMS event. My own daughter loved any event when Lori was present and looked forward to talking to her the next day about how she played.

Lori is a blessing to BMMS and I work to follow her example to give 100% each day!

Sincerely,

Jessica Bennett  
Principal, Bradshaw Mountain Middle School



October 6, 2020

To: HUSD Governing Board

Subject: Nomination Letter for Volunteer of the Month

**Bradshaw Mountain Middle School Parent Volunteer— Jodi Oen**

Bradshaw Mountain Middle School is pleased to recognize Jodi Oen as the HUSD volunteer of the month for October. We were blessed to have Jodi join our PTSA several years ago when she was recruited from the Humboldt Elementary PTA. Jodi's willingness to jump in and lead our BMMS PTSA as President the past two years has been a true blessing to our students, staff, and teachers.

Jodi is organized and makes sure all documents and reports are followed. When schools were closed for in-person learning, Jodi still scheduled meetings to keep us on track and made sure paperwork and training for the PTA were completed. Jodi is efficient and keeps us focused on the task at hand. The hours she spends to ensure that we have the donations and support we need are incredible.

Jodi has a can-do attitude, and tackles any request we give her with enthusiasm. No task is too large or too small for her and she rallies those around her to get things done. Under Jodi's guidance a fundraiser that seemed insurmountable is simplified and always successful. Our team at BMMS is spoiled with the meals and treats she makes sure we have for open houses, parent teacher conferences, and other events.

Jodi and her family are an amazing example to our community. Her children Dustin and Jaci jump in and help at any event and patiently wait during meetings and phone calls. Jodi's spirit of service is contagious and anyone who is around her wants to be better, do better and help more. Thank you, Jodi, for your commitment to children, our community and BMMS. You truly deserve to be recognized for all you do.

Sincerely,

Jessica Bennett  
Principal Bradshaw Mountain Middle School



# CONSENT

## Item 8A.

### Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on October 6, 2020

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

Certified Staff

1. Susan Bailey Smith - Resource Teacher @ BMMS (10/19/20)
2. Tyler Hardy - Math Instructor @ BMHS (10/9/20)
3. Margaret Leivas - English Instructor @ BMHS (10/9/20)
4. Morgan Rosansky - Resource Teacher @ CSES (10/16/20)

Classified Staff

5. Maria Castro - Title 1 Aide @ MVES (LOA - 8/25/20 TO 11/24/20)
6. Amy Dutton - Aide @ BFPS (9/1/20)
7. Victor Battiato - District Maintenance Tech @ DO (LOA 8/27/20 TO 9/11/20)
8. Liana Champlin - Title 1 Aide @ LTS (9/24/20)
9. Carla Cordero - Attendance Secretary @ HES (LOA 9/24/20 TO 10/21/20)
10. Jennifer Durant - Mod/Sev/Prof Aide @ GHMS (9/9/20)
11. Jodie Gibbs - Groundskeeper (FMLA/LOA 9/3/20 TO 3/31/21)
12. Ediza Gonzalez - F and N Worker @ LVES (9/22/20)
13. Joan Hull - Nurse @ GHMS (9/11/20)
14. Jennifer Klouck - Aide @ BFPS (9/8/20)
15. Jeff Lewis - Sub Bus Driver @ Transportation (7/28/20)
16. Karen Rivenes - Title 1 Aide @ LVES (9/2/2020)
17. Nicholas Rossi - Custodian @ MVES (10/2/20)
18. Charlee Sevenski - Title 1 Aide @ GES (10/2/20)
19. Arthur Walker - Custodian @ HES (10/7/20)
20. Timothy Wascher - Custodian @ BMHS (10/1/20)
21. Michael Wilson - Bus Driver @ Transportation (8/26/20)

Substitute + Staff

1. NONE

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

Certified Staff

1. Rachael Knotts - 3rd Grade Teacher @ GES (replaces Laurie Schreffler)

Classified Staff

1. Pamela Anderson - Bus Driver @ Transportation (replaces Desarae Martin)
2. Shalom Behn - F and N Manager @ MVES (replaces Teresa Decker)
3. Alicia Blevins - Mod/Sev/Prof Aide @ GHMS (replaces Jennifer Durant)
4. Roxanne Briggs - Aide for After School Program (replaces Cindy Mackie)
5. Van Cao - F and N Worker @ BMHS (replaces Lupe Peterson)
6. Robert Gittens - Head Varsity Soccer Coach @ BMHS (replaces James Workman)
7. Karen Holt - Aide @ BMPS (replaces Kimberly Ann Snyder)
8. John Lamphear - Special Ed Bus Driver @ Transportation (replaces Sondra Schmidt)
9. Ellen Malverty - Custodian @ GHMS (replaces Paul Porter)
10. Sayaka Pierson - Resource Aide @ LVES (replaces Christina Kruse)
11. Paul Porter - Lead Maintenance Custodian @ GHMS (replaces Jennifer Guzman)
12. Kathryn Nicole Samuel - Mod/Sev/Prof Aide @ LVES (replaces Larkyn Freidman)
13. Karen Smith - Mod/Sev/Prof Aide @ GHMS (replaces Phllis Rackley)
14. Kim Wheeler - Nurse @ GHMS (replaces Joan Hull)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on October 6, 2020

Substitute + Staff

1. NONE

**C. SUPPLEMENTAL CONTRACTS**

Overloads

1. NONE

Certified Stipends Specifically Listed on Board-approved 2019-2020 Stipend Schedule  
(M&O-\$26,368.25); Tax Credit-\$4,869.75; General Tax Credit- \$00; SPED-\$0.00; Other- \$00.00)

1. Jordan Bickett - Head Freshman Volleyball Coach @ BMHS
2. Jeff Brown - Assistant Football Coach @ BMHS
3. Andrew Busk - Assistant Football Coach @ BMHS
4. Gary Cook - Varsity Assistant Football Coach @ BMHS
5. Kristen Eichenberger - Student Council Advisor @ CSES
6. Steven Evans - Assistant Football Coach @ BMHS
7. Jared Friedrich - AD @ GHMS
8. Ron Fuson - Assistant Football Coach @ BMHS
9. Robert Gittens - Head Varsity Boys Soccer Coach @ BMHS
10. Kori Huibregtse - Child Study Coordinator @ MVES
11. Mary Kem - Assistant Volleyball Coach @ BMHS
12. Phil King - Assistant Football Coach @ BMHS
13. Alfonso Martinez - Assistant Football Coach @ BMHS
14. David Mata - Assistant Football Coach @ BMHS
15. Audrey Matson - Head JV Volleyball Coach @ BMHS
16. Allison McElwee - Child Study Coordinator @ MVES
17. Sabrina Olson - Assistant Swim Coach @ BMHS
18. Jason Owens - JV Head Boys Soccer Coach @ BMHS
19. Justin Ricketts - Assistant Football Coach @ BMHS
20. Nathan Roberts - Assistant Football Coach @ BMHS
21. Isabelle Ruiz - Assistant Cheer Coach @ BMHS

Other Stipends

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

1. NONE

**D. IN-DISTRICT TRANSFERS**

Certified

1. NONE

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

*PERSONNEL DEPARTMENT*

Personnel Consent Agenda for Board Meeting on October 6, 2020

Classified

1. Tracie Flewellen - FROM Mod/Sev/Prof Aide at CSES TO Attendance Secretary @ GHMS (replaces Linda Goodman)
2. John Wurtz - FROM District Maintenance Tech TO Facilities Coordinator @ DO (replaces Tim Berry)

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

Certified

1. NONE

Classified

1. Laurie Busk - FROM Title 1 Aide 5 hours/day TO Title 1 Aide 6 hours/day @ LVES (replaces Karen Rivenes)
2. Robert Schmidt - FROM 6.5 hours Bus Driver TO 8.0 Bus Driver (1.75 FTE increase from another position)
3. Laura Weeks - From 5.5 hour Mod/Sev/Prof Aide TO 7 hour Mod/Sev/Prof Aide @ BMHS (1.5 hour increase from another position)

**F. CLASSIFIED STAFF - VOLUNTEER AGREEMENT FORM STIPENDS**

1. NONE

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

1. NONE

# CONSENT

## Item 8B.

### Minutes

September 8, 2020

(audio minutes are available on the district website)

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

The Governing Board of the Humboldt Unified School District #22 convened during a virtual meeting open to the public on **September 8, 2020**.

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

### AGENDA

#### 6:30 REGULAR SESSION

##### Markers

- |       |    |   |
|-------|----|---|
| 00:04 | 1. | <b>WELCOME AND CALL TO ORDER</b>  |
| 00:24 | 2. | <b>PLEDGE OF ALLEGIANCE/FLAG CEREMONY</b>   |
| 00:51 | 3. | <b>ROLL CALL</b><br><b>ALL PRESENT</b>  |
| 01:46 | 4. | <b>AGENDA REVIEW/ACCEPT</b><br><b>AGENDA ACCEPTED</b>   |
|       | 5. | <b>CURRENT EVENTS</b>   |
| 02:21 |    | A. Board  |
| 07:49 |    | B. Superintendent   |
|       | 6. | <b>CELEBRATING SUCCESSES</b>  |
|       |    | A. HUSD VIPs – Danette Derickson, Liberty Traditional School Principal  |
| 10:26 |    | 1. Certified – Elizabeth Rushton  |
| 14:14 |    | 2. Classified – Shannon Chaney  |
| 17:19 |    | 3. Volunteer – Jenna Jackson  |
| 20:34 | 7. | <b>PUBLIC PARTICIPATION</b><br>Due to the virtual format of our Governing Board Meetings, we are unable to include a traditional call to the public. However, we encourage members of the public wishing to address the board to complete the HUSD Online Public Participation Form by 9:00 AM on the day of the meeting (September 8, 2020). This form can be found on the Virtual Meetings page under the School Board heading at <a href="http://www.humboldtunified.com">www.humboldtunified.com</a> .                    |
| 21:54 | 8. | <b>CONSENT ITEMS</b><br>This section includes approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Upon the request of a Board member, a topic on the Consent Agenda may be removed from this segment of the meeting and discussed as a Regular Agenda item. |
|       |    | A. Personnel Recommendations  |
|       |    | B. Governing Board Meeting Minutes of August 11, 202019 (audio recordings are posted on the District's website at <a href="http://www.humboldtunified.com">www.humboldtunified.com</a> )  |
|       |    | C. Financial/Business   |
|       |    | 1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,892,163.25   |
|       |    | 2. Approval of Payroll voucher(s) in the amount of \$ 2,649,769.48  |

- D. Monthly Budget Report
  - E. Monthly Student Activities Report
  - F. Request for ratification of expenditures for Contracts, Work Agreements and supplementals for August 2020
  - G. Request for approval to renew an affiliation agreement with Good Samaritan Society for high school Certified Nursing Assistant students to receive clinical experience for the 2020-21 school year
  - H. Request to approve an agreement with Yavapai Library Network for Library Support
  - I. Request for approval of revisions to three (3) job descriptions: ELA Curriculum Coordinator, Intervention Coordinator and Math Curriculum Coordinator
  - J. Request for approval of waiver of conflict of interest regarding legal services provided by the Yavapai County Attorney (for agreement between Yavapai County and the District)
  - K. Discussion and possible action to approve an extension to an Antenna Site License
  - L. Gifts and donations
- ITEMS A-G AND I-L PASSED UNANIMOUSLY**  
**ITEM 8H PASSED 3-0 (Corey Christians and Suzie Roth abstained from voting)**

#### 9. DISCUSSION

- 26:13 A. School update from Liberty Traditional School Principal Danette Derickson to include:
- Welcome to Liberty Traditional
  - Teacher Recognition
  - 25 Years of Excellence
  - Google Classroom update
  - Flipped Classroom Model
  - Jamboards @ Work
  - Google Glitches
  - SEL (Social Emotional Learning)
  - Student Successes
  - PTO and Community Partners
  - Brief Slideshow of our current school year
- 49:21 B. First Reading of policy GCCG as requested by Human Resources
- Policy GCCG Professional Staff Voluntary Transfer of Accrued Sick Leave
  - Exhibit GCCG-EA Professional/Support Staff Request for Voluntary Transfer of Accrued Sick Leave
  - Exhibit GCCG – EB Professional/Support Staff Voluntary Donation of Accrued Sick Time
- 52:20 C. Discussion of tax rates for fiscal year 2020-21
- 56:36 D. First Reading of Policy Advisories 672-678 as presented by Arizona School Boards Association
- PA 672 Regulation GBGB-R Staff Personal Security and Safety
  - PA 673 Policy IHA Basic Instructional Program
  - PA 674 Policy JICA-RB **NEW** Student Dress
  - PA 675 Policy KB Parent Involvement in Education
  - PA 676 Regulation KI-RB **NEW** Visitors to Schools
- 1:05:22 E. Review of Humboldt Unified School District's Pandemic Preparedness and Re-Entry plans

#### 10. ACTION

- 2:27:50      **A.** Request for approval of temporary suspension of Policy BGB – Policy Adoption. Under the authority of Governing Board Policy BGF (Suspension/Repeal of Policy), the Board may consider suspending Governing Board Policy BGB, as it pertains to a first and second reading of adjustment to policy, for the purpose of addressing item 10B on this agenda.  
**PASSED UNANIMOUSLY**
- 2:29:34      **B.** First Reading and request for adoption of Policy Advisories 677-678 as presented and recommended by Arizona School Boards Association
- PA 677 Policy ACA                      Sexual Harassment Regulation ACA-R
  - PA 678 Policy ACAA **NEW** Title IX Sexual Harassment Regulation ACAA-R
- PASSED UNANIMOUSLY**
- 2:31:51      **C.** Discussion and possible action to appoint delegate(s) and alternate delegate(s) to represent Humboldt Unified School District as the district delegate(s) to the Arizona School Boards Association virtual Delegate Assembly on October 17, 2020, the virtual County Meeting on October 28, 2020 and the ASBA Annual Business Meeting on December 3, 2020.  
**PASSED UNANIMOUSLY**
- 2:39:24      **D.** Discussion and possible action to approve the Arizona School Boards Association's (ASBA) Draft 2021 Political Agenda and direct the District's delegate/alternate delegate to the ASBA delegate assembly to represent the Board's determined position.  
**PASSED UNANIMOUSLY**
- 2:44:19      **E.** Discussion and possible action to approve an agreement with BSN for their BSN Sports Rewards Program to be used at Bradshaw Mountain High School  
**PASSED UNANIMOUSLY**
- 2:48:48      **F.** Request for approval of the Cost Proposal for the roof replacement at Lake Valley Elementary School  
**PASSED UNANIMOUSLY**
- 2:51:38      **G.** Discussion and possible action to award Modular Solutions, Ltd. Contract for the Design, Construction and Placement of a Modular Building for the JROTC  
**PASSED UNANIMOUSLY**
- 2:57:36      **H.** Discussion and possible action to approve an agreement with Pixellot to livestream events from Bradshaw Mountain High School  
**PASSED UNANIMOUSLY**
- 3:04:13      **I.** Discussion and possible action to postpone or suspend the Governing Board Self-Evaluation  
**PASSED UNANIMOUSLY**

# **11. ANNOUNCEMENTS**

- 3:09:52      **A.** Next Scheduled Board Meetings are:

October 6, 2020	6:30 PM	Regular Meeting	@ TBD
November 10, 2020	6:30 PM	Regular Meeting	@ TBD
December 8, 2020	6:30 PM	Regular Meeting	@ TBD

# **3:10:25 12. ADJOURNMENT** **ADJOURNED AT 9:42 PM**

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



# CONSENT

## Item 8D.

### Monthly Budget Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8D  
FROM: Roger Studley, Finance Director Reading  
DATE: October 6, 2020 Discuss  
SUBJECT: Monthly Budgets - Board Report Action  
Consent X

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OBJECTIVE: Goal # 2: Planning for Future Student Needs

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### SUPPORTING DATA:

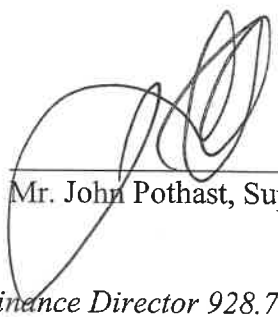
Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

### SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:



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Mr. John Pothast, Superintendent

*Questions should be directed to: Roger Studley, Finance Director 928.759.4027*

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description

Expense Structure Budget Balance Report									
Fiscal Year: 2020-2021			Summary Only		From Date: 9/1/2020		To Date: 9/30/2020		
Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud	
Fund:	001	MAINT & OPER FUNDS							
		Fund 001 Total:	\$36,807,513.69	\$1,421,350.19	\$4,906,346.51	\$31,901,167.18	\$23,724,904.61	\$8,176,262.57	22.21%
Fund:	011	CLASSROOM-BASE SAL							
		Fund 011 Total:	\$681,784.98	\$0.00	\$70.78	\$681,714.20	\$0.00	\$681,714.20	99.99%
Fund:	012	CLASSROOM-PERF PAY							
		Fund 012 Total:	\$1,485,933.64	\$0.00	\$3,858.24	\$1,482,075.40	\$0.00	\$1,482,075.40	99.74%
Fund:	013	CLASSROOM-OTHER							
		Fund 013 Total:	\$1,963,357.38	\$0.00	\$782.10	\$1,962,575.28	\$0.00	\$1,962,575.28	99.96%
Fund:	021	INDIAN GAMING-INSTRUCTION IMPROV							
		Fund 021 Total:	\$64,608.12	\$0.00	\$0.00	\$64,608.12	\$0.00	\$64,608.12	100.00%
Fund:	024	INDIAN GAMING - INSTRUCTIONAL IMPROV							
		Fund 024 Total:	\$435,190.25	\$8,029.10	\$30,680.40	\$404,509.85	\$152,275.54	\$252,234.31	57.96%
Fund:	071	SEI - STRUCTURED ENGLISH IMMERSION							
		Fund 071 Total:	\$157,842.52	\$7,918.55	\$21,892.97	\$135,949.55	\$145,177.37	(\$9,227.82)	-5.85%
Fund:	110	TITLE 1 LEA							
		Fund 110 Total:	\$1,784,097.00	\$63,600.24	\$166,973.71	\$1,617,123.29	\$1,000,281.28	\$616,842.01	34.57%
Fund:	111	TITLE 1 LEA							
		Fund 111 Total:	\$0.00	\$391.69	\$32,589.08	(\$32,589.08)	\$38,295.81	(\$70,884.89)	0.00%
Fund:	112	TITLE 1-D NEGLECT/DELINQUENT(14/15)							
		Fund 112 Total:	\$3,834.35	\$0.00	\$0.00	\$3,834.35	\$0.00	\$3,834.35	100.00%
Fund:	113	TITLE 1-D NEGLECT/DELINQUENT(15/16)							
		Fund 113 Total:	\$121,036.67	\$0.00	\$0.00	\$121,036.67	\$0.00	\$121,036.67	100.00%
Fund:	140	TITLE II-IMPROV TEACHER QUAL(14/15)							

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description

☒ Summary Only

From Date: 9/1/2020

To Date:

9/30/2020

		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
<b>Fund:</b>	<b>141</b>	<b>\$170,407.98</b>	<b>\$3,499.01</b>	<b>\$55,023.66</b>	<b>\$115,384.32</b>	<b>\$75,535.66</b>	<b>\$39,848.66</b> <b>23.38%</b>
<b>Fund 140 Total:</b>							
	TITLE II-IMPROV TEACHER QUAL(15/16)						
<b>Fund:</b>	<b>162</b>	<b>\$354,112.57</b>	<b>\$2,028.86</b>	<b>\$12,188.85</b>	<b>\$341,923.72</b>	<b>\$0.00</b>	<b>\$341,923.72</b> <b>96.56%</b>
<b>Fund 141 Total:</b>							
	TITLE IV-A STUDENT SUPPORT & ACADEMIC I						
<b>Fund:</b>	<b>163</b>	<b>\$10,667.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,667.99</b>	<b>\$0.00</b>	<b>\$10,667.99</b> <b>100.00%</b>
<b>Fund 162 Total:</b>							
	TITAL IV-A, STUDENT SUPPORT & ENRICHMEI						
<b>Fund:</b>	<b>163</b>	<b>\$26,254.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,254.03</b>	<b>\$0.00</b>	<b>\$26,254.03</b> <b>100.00%</b>
<b>Fund 163 Total:</b>							
	TITLE III LEP PROGRAM						
<b>Fund:</b>	<b>190</b>	<b>\$0.00</b>	<b>\$3,223.28</b>	<b>\$4,116.42</b>	<b>(\$4,116.42)</b>	<b>\$4,659.30</b>	<b>(\$8,775.72)</b> <b>0.00%</b>
<b>Fund 190 Total:</b>							
	TITLE III LEP PROGRAM (FY20)						
<b>Fund:</b>	<b>191</b>	<b>\$83,234.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,234.19</b>	<b>\$752.87</b>	<b>\$82,481.32</b> <b>99.10%</b>
<b>Fund 191 Total:</b>							
	TARGETED SUPPORT & IMPROVEMENT GRN1						
<b>Fund:</b>	<b>195</b>	<b>\$27,900.71</b>	<b>\$8,632.50</b>	<b>\$8,632.50</b>	<b>\$19,268.21</b>	<b>\$2,468.37</b>	<b>\$16,799.84</b> <b>60.21%</b>
<b>Fund 195 Total:</b>							
	TARGETED SUPPORT & IMPROVEMENT GRN1						
<b>Fund:</b>	<b>196</b>	<b>\$42,500.00</b>	<b>\$2,062.06</b>	<b>\$3,641.83</b>	<b>\$38,858.17</b>	<b>\$0.00</b>	<b>\$38,858.17</b> <b>91.43%</b>
<b>Fund 196 Total:</b>							
	IDEA - BASIC - ENT						
<b>Fund:</b>	<b>220</b>	<b>\$1,361,075.67</b>	<b>\$44,665.05</b>	<b>\$123,959.61</b>	<b>\$1,237,116.06</b>	<b>\$733,218.05</b>	<b>\$503,898.01</b> <b>37.02%</b>
<b>Fund 220 Total:</b>							
	IDEA - PRESCHOOL GRANT						
<b>Fund:</b>	<b>221</b>	<b>\$24,810.76</b>	<b>\$1,470.15</b>	<b>\$3,210.77</b>	<b>\$21,599.99</b>	<b>\$16,148.66</b>	<b>\$5,451.33</b> <b>21.97%</b>
<b>Fund 221 Total:</b>							
	CTE BASIC GRANT						
<b>Fund:</b>	<b>260</b>	<b>\$158,218.34</b>	<b>\$2,730.21</b>	<b>\$4,984.97</b>	<b>\$153,233.37</b>	<b>\$3,562.02</b>	<b>\$149,671.35</b> <b>94.60%</b>
<b>Fund 260 Total:</b>							
	CTE BASIC GRANT						
<b>Fund:</b>	<b>261</b>	<b>\$107,128.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$107,128.84</b>	<b>\$100.00</b>	<b>\$107,028.84</b> <b>99.99%</b>
<b>Fund 261 Total:</b>							

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description

☒ Summary Only From Date: 9/1/2020 To Date: 9/30/2020

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
<b>Fund: 290</b>						99.91%
MEDICAID OUTREACH						
<b>Fund 290 Total:</b>	\$133,290.85	\$7,311.38	\$13,787.87	\$119,502.98	\$0.00	\$119,502.98
<b>Fund: 291</b>						89.66%
MEDICAID DIRECT						
<b>Fund 291 Total:</b>	\$1,280,149.53	\$42,271.86	\$59,432.21	\$1,220,717.32	\$531,588.00	\$689,129.32
<b>Fund: 326</b>						53.83%
CARES/ESSER						
<b>Fund 326 Total:</b>	\$1,166,388.53	\$0.00	\$0.00	\$1,166,388.53	\$0.00	\$1,166,388.53
<b>Fund: 349</b>						100.00%
NAT'L FOREST FEES						
<b>Fund 349 Total:</b>	\$1,442,181.20	\$35,534.22	\$132,044.77	\$1,310,136.43	\$895,061.83	\$415,074.60
<b>Fund: 353</b>						28.78%
TAYLOR GRAZING						
<b>Fund 353 Total:</b>	\$87,713.00	\$267.79	\$1,461.49	\$86,251.51	\$5,483.26	\$80,768.25
<b>Fund: 354</b>						92.08%
LEADERS FOR SCHOOL WELLNESS SUBGRA						
<b>Fund 354 Total:</b>	\$55,750.00	\$0.00	\$0.00	\$55,750.00	\$0.00	\$55,750.00
<b>Fund: 374</b>						100.00%
E-RATE						
<b>Fund 374 Total:</b>	\$101,097.91	\$0.00	\$0.00	\$101,097.91	\$0.00	\$101,097.91
<b>Fund: 400</b>						100.00%
CTE PRIORITY PROGRAM						
<b>Fund 400 Total:</b>	\$44,704.19	\$129.00	\$129.00	\$44,575.19	\$7,302.00	\$37,273.19
<b>Fund: 435</b>						83.38%
ACADEMIC CONTESTS						
<b>Fund 435 Total:</b>	\$1,134.04	\$0.00	\$0.00	\$1,134.04	\$0.00	\$1,134.04
<b>Fund: 450</b>						100.00%
GIFTED						
<b>Fund 450 Total:</b>	\$5,009.74	\$0.00	\$0.00	\$5,009.74	\$0.00	\$5,009.74
<b>Fund: 456</b>						100.00%
COLLEGE CREDIT BY EXAMINATION INCENTI						
<b>Fund 456 Total:</b>	\$21,596.43	\$0.00	\$0.00	\$21,596.43	\$0.00	\$21,596.43

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2020-2021

☒ Summary Only

From Date: 9/1/2020

To Date:

9/30/2020

Account Number / Description

	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
<b>Fund: 457</b>						
RESULTS - BASED FUNDING						
<b>Fund 457 Total:</b>	\$86,959.74	\$0.00	\$5,576.40	\$81,383.34	\$40,000.00	\$41,383.34 47.59%
<b>Fund: 483</b>						
SAFE SCHOOLS						
<b>Fund 483 Total:</b>	\$0.00	\$0.00	\$5,843.03	(\$5,843.03)	\$5,337.41	(\$11,180.44) 0.00%
<b>Fund: 485</b>						
WRP						
<b>Fund 485 Total:</b>	\$242,312.73	\$8,906.23	\$43,126.73	\$199,186.00	\$163,391.94	\$35,794.06 14.77%
<b>Fund: 499</b>						
RURAL ASSISTANCE						
<b>Fund 499 Total:</b>	\$4,068.54	\$0.00	\$0.00	\$4,068.54	\$0.00	\$4,068.54 100.00%
<b>Fund: 500</b>						
SCH PLANT- > 1 YR						
<b>Fund 500 Total:</b>	\$128,246.14	\$0.00	\$0.00	\$128,246.14	\$58,218.36	\$70,027.78 54.60%
<b>Fund: 510</b>						
FOOD SERVICE						
<b>Fund 510 Total:</b>	\$2,722,659.81	\$65,495.57	\$230,035.46	\$2,492,624.35	\$1,783,330.04	\$709,294.31 26.05%
<b>Fund: 515</b>						
CIVIC CENTER						
<b>Fund 515 Total:</b>	\$173,741.40	\$123.38	\$12,784.20	\$160,957.20	\$10,823.01	\$150,134.19 86.41%
<b>Fund: 517</b>						
BUS RENTAL						
<b>Fund 517 Total:</b>	\$365,348.72	\$0.00	\$0.00	\$365,348.72	\$0.00	\$365,348.72 100.00%
<b>Fund: 522</b>						
BEFORE/AFTER SCHOOL PROGRAM						
<b>Fund 522 Total:</b>	\$203,337.25	\$3,228.72	\$8,444.65	\$194,892.60	\$52,745.69	\$142,146.91 69.91%
<b>Fund: 523</b>						
BRIGHT FUTURES PRESCHOOL						
<b>Fund 523 Total:</b>	\$132,611.05	\$0.00	\$223.65	\$132,387.40	\$1,000.00	\$131,387.40 99.08%
<b>Fund: 525</b>						
AUX OPERATIONS						
<b>Fund 525 Total:</b>	\$643,997.40	\$16,324.14	\$25,594.48	\$618,402.92	\$56,859.04	\$561,543.88 87.20%
<b>Fund: 526</b>						
ACT FEES TAX CRED						

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description

		Summary Only		From Date: 9/1/2020	To Date: 9/30/2020	Budget Balance	
		<input checked="" type="checkbox"/>	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund:	Account Number / Description	Budget					
	<b>Fund 526 Total:</b>	\$713,029.05	\$0.00	\$1,709.80	\$711,319.25	\$37,388.59	\$673,930.66 94.52%
	530 GIFTS & DONATIONS						
	<b>Fund 530 Total:</b>	\$175,764.98	\$40.21	\$9,241.49	\$166,523.49	\$19,425.77	\$147,097.72 83.69%
	540 FINGERPRINT						
	<b>Fund 540 Total:</b>	\$5,661.43	\$0.00	\$0.00	\$5,661.43	\$0.00	\$5,661.43 100.00%
	550 INSURANCE PROCEEDS						
	<b>Fund 550 Total:</b>	\$322,748.28	\$0.00	\$1,273.00	\$321,475.28	\$5,000.00	\$316,475.28 98.06%
	551 INSURANCE - AEI						
	<b>Fund 551 Total:</b>	\$50,250.14	\$266.86	\$1,338.22	\$48,911.92	\$5,479.62	\$43,432.30 86.43%
	555 TEXTBOOKS						
	<b>Fund 555 Total:</b>	\$21,246.01	\$0.00	\$0.00	\$21,246.01	\$2,999.60	\$18,246.41 85.88%
	565 LITIGATION RECOVERY						
	<b>Fund 565 Total:</b>	\$26,154.34	\$0.00	\$0.00	\$26,154.34	\$0.00	\$26,154.34 100.00%
	570 INDIRECT COSTS						
	<b>Fund 570 Total:</b>	\$1,237,087.86	\$30,713.30	\$108,873.34	\$1,128,214.52	\$570,698.49	\$557,516.03 45.07%
	575 UNEMPLOYMENT INSURANCE						
	<b>Fund 575 Total:</b>	\$108,840.32	\$0.00	\$0.00	\$108,840.32	\$0.00	\$108,840.32 100.00%
	590 GRANT/GIFT TEACHER						
	<b>Fund 590 Total:</b>	\$21,928.90	\$0.00	\$0.00	\$21,928.90	\$0.00	\$21,928.90 100.00%
	595 SCHOOL BUS ADVERTISEMENT						
	<b>Fund 595 Total:</b>	\$5,810.91	\$0.00	\$0.00	\$5,810.91	\$0.00	\$5,810.91 100.00%
	596 JTED - MTN. INSTITUTE						
	<b>Fund 596 Total:</b>	\$1,051,306.66	\$16,125.67	\$36,998.33	\$1,014,308.33	\$175,131.42	\$839,176.91

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description

☒ Summary Only

From Date: 9/1/2020

To Date:

9/30/2020

Budget Range To Date YTD Balance Encumbrance Budget Balance % Remaining Bud

<b>Fund:</b> 610	CAPITAL OUTLAY								79.82%
	<b>Fund 610 Total:</b>	\$3,069,240.59	\$22,729.10	\$478,552.06	\$2,590,688.53	\$633,220.14	\$1,957,468.39		63.78%
<b>Fund:</b> 630	BOND BUILDING								
	<b>Fund 630 Total:</b>	\$124,073.75	\$0.00	\$0.00	\$124,073.75	\$0.00	\$124,073.75		100.00%
<b>Fund:</b> 650	GIFTS & DONATIONS								
	<b>Fund 650 Total:</b>	\$13,737.85	\$0.00	\$0.00	\$13,737.85	\$0.00	\$13,737.85		100.00%
<b>Fund:</b> 665	ENERGY REBATES								
	<b>Fund 665 Total:</b>	\$341,231.82	\$0.00	\$0.00	\$341,231.82	\$0.00	\$341,231.82		100.00%
<b>Fund:</b> 691	BUILDING RENEWAL GRANT - SFB								
	<b>Fund 691 Total:</b>	\$361,877.27	\$375.00	\$1,656.25	\$360,221.02	\$243,937.35	\$116,283.67		32.13%
<b>Fund:</b> 700	DEBT SERVICE FUNDS								
	<b>Fund 700 Total:</b>	\$3,971,900.00	\$0.00	\$0.00	\$3,971,900.00	\$0.00	\$3,971,900.00		100.00%
<b>Fund:</b> 850	STUDENT ACTIVITIES								
	<b>Fund 850 Total:</b>	\$103,011.26	\$0.00	\$0.00	\$103,011.26	\$600.00	\$102,411.26		99.42%
<b>Fund:</b> 855	EMPLOYEE INSURANCE								
	<b>Fund 855 Total:</b>	\$5,708,474.66	\$0.00	\$696,868.01	\$5,011,606.65	\$4,556,350.99	\$455,255.66		7.98%
	<b>Grand Total:</b>	\$72,347,183.96	\$1,819,443.32	\$7,253,946.84	\$65,093,237.12	\$35,758,752.09	\$29,334,485.03		40.55%

End of Report



# CONSENT

## Item 8E.

### Student Activities Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8 E  
FROM: Roger Studley, Finance Director Reading  
DATE: October 6, 2020 Discuss  
SUBJECT: Student Activities - Board Report Action  
Consent X

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OBJECTIVE: Goal # 2: Planning for Future Student Needs

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### 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

*Questions should be directed to: Roger Studley, Finance Director 759-4027*

# STUDENT ACTIVITY REPORT

September 2020

	Beginning Balance	Revenue	Expended	Balance	Incumbered	Available Cash
Coyote Springs						
Student Council	1,486.72	-	-	1,486.72	-	1,486.72
Granville						
Chorus/Choir	348.41	-	-	348.41	-	348.41
Student Council	1,477.82	-	-	1,477.82	-	1,477.82
Humboldt						
Student Council	5,225.79	139.70	-	5,365.49	-	5,365.49
Lake View						
Student Council	5,741.40	-	-	5,741.40	-	5,741.40
Liberty Traditional						
Jr Optimists	185	-	-	185	-	185
Student Council	3,767	-	-	3,767	-	3,767
Mountain View						
Student Council	1,611	-	-	1,611	-	1,611
Subtotal ES	19,843	140	-		-	19,983
Brad Mntn MS						
Ntl Honor Society	2,792	-	-	2,792	-	2,792
Science	376	-	-	376	-	376
Student Council	2,631	-	-	2,631	-	2,631
Glassford Hill MS						
Ntl Honor Society	84	-	-	84	-	84
Student Council	1,364	-	-	1,364	600	764
Subtotal MS	7,248	-	-		600	6,648
Brad Mntn HS						
Art	352	-	-	352	-	352
AVID	342	-	-	342	-	342
Baseball	20	-	-	20	-	20
DECA	1,408	-	-	1,408	-	1,408
FBLA	252	-	-	252	-	252
French Club	33	-	-	33	-	33
G.O.A.L.S. Club	61	-	-	61	-	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	-	-	3,193	-	3,193
Mu Alpha Theta	1,991	-	-	1,991	-	1,991
Ntl Art Honor Society	434	-	-	434	-	434
Ntl Honor Society	2,202	-	-	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	-	37
Subtotal HS	21,825	-	-		-	21,825
TOTAL Student Activities	48,916	140	-	-	600	48,455



# CONSENT

## Item 8F.

### Ratification of Expenditures

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 F
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	Tuesday, October 6, 2020	Discuss
SUBJECT:	Ratifications of Expenditures for Contracts / Work Agreements & Supplementals	Action
		Consent X

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA:**

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

### **Sample Motion:**

*I move to approve the ratification of all Contracts, Work Agreements and Supplementals from September during the 2019-2020 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)*

Contract		Contract Name	Position Description	Primary Job Title	Date Published	Contract Status
Type	Name					
CERT	BROWN, JEFFREY L	HIGH SCHOOL FALL COACH	COACH FB ASST HS	TEACHER	9/18/2020	Accepted
CERT	BUSK, ANDREW M	HIGH SCHOOL FALL COACH	COACH FB ASST HS	TEACHER	9/18/2020	Accepted
CERT	CLARK, PAMELA	CERT STIPEND	STIP RDG COUNTS ELEM	INSTR SPEC	9/9/2020	Accepted
CERT	COOK, GARY L	HIGH SCHOOL FALL COACH	COACH FB ASST HS	TEACHER	9/18/2020	Accepted
CERT	EICHENBERGER, KRISTEN L	CERT STIPEND	SPONSOR STUD CO ADVISOR ELEM	TEACHER	9/16/2020	Accepted
CLASS	EVANS, STEVEN M	CLASS STIPEND OUTSIDE	COACH FB ASST HS	COUNSELOR	9/18/2020	Published
CERT	FRIEDRICH, JARED A	CERT STIPEND	STIPEND ATHL DIR - MS	TEACHER	9/22/2020	Accepted
CERT	FUSON, RONALD	HIGH SCHOOL FALL COACH	COACH FB ASST HS	COACH	9/18/2020	Accepted
CERT	HERSCHELMAN, SARAH Y	CERT STIPEND	STIPEND ATHL DIR - MS	TEACHER	9/22/2020	Accepted
CERT	HUIBREGTSE, KORI M	CERT STIPEND	STIPEND CHILD STUDY COORD	TEACHER	9/22/2020	Published
CLASS	KING, PHILIP A	CLASS STIPEND OUTSIDE	COACH FB ASST HS	COACH	9/18/2020	Accepted
CERT	MARTINEZ, ALFONSO III	HIGH SCHOOL FALL COACH	COACH FB ASST HS	COACH	9/22/2020	Published
CERT	MATA, DAVID L	HIGH SCHOOL FALL COACH	COACH FB ASST HS	COACH	9/18/2020	Published
CERT	MATSON, AUDREY A	HIGH SCHOOL FALL COACH	COACH VOLLEYBALL JV	TEACHER	9/15/2020	Accepted
CERT	MC ELWEE, ALLISON S	CERT STIPEND	STIPEND CHILD STUDY COORD	TEACHER	9/22/2020	Accepted
CERT	OLSON, SABRINA M	HIGH SCHOOL FALL COACH	COACH SWIMMING ASST	TEACHER	9/22/2020	Accepted
CLASS	PORTER, PAUL E	CLASS STAFF AT WILL NOTICE	LEAD MAINT CUSTODIAN (K-8)	LD MAINT/CUST	9/16/2020	Accepted
CERT	RICKETTS, JUSTIN L	HIGH SCHOOL FALL COACH	COACH FB ASST HS	COACH	9/18/2020	Published
CERT	ROBERTS, NATHAN D	HIGH SCHOOL FALL COACH	COACH FB ASST HS	TEACHER	9/18/2020	Accepted
CLASS	RUIZ, ISABELLE M	CLASS STIPEND OUTSIDE	COACH CHEER ASST HS	COACH	9/22/2020	Published
CERT	TURNER, TAMMY L	CERT STIPEND	STIPEND CHILD STUDY COORD	TEACHER	9/16/2020	Accepted
CLASS	WURTZ, JOHN G	CLASS STAFF AT WILL NOTICE	FACILITIES COORDINATOR	FACILITIES COORD	9/16/2020	Accepted





# CONSENT

## Item 8G.

### Annual Financial Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8 G  
FROM: Roger Studley Reading  
DATE: October 6, 2020 Discuss X  
SUBJECT: Approval of Annual Financial Report – FY 19-20 Action  
Consent X

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OBJECTIVE: Goal #2: Planning for Future Student Needs

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### SUPPORTING DATA:

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

All account balances reflect beginning fund balances, revenues, actual expenditures and ending fund balances for all funds utilized by the District during the FY 19-20 school year.

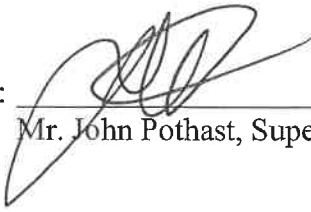
### SUMMARY & RECOMMENDATION:

It is recommended that the HUSD Governing Board ratify the Annual Financial Report for the fiscal year 2019-20.

### SUGGESTED MOTION:

I move to approve the FY 19-20 Annual Financial Report

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

*Questions should be directed to: Roger Studley, Finance Director 928.759.4027*

# CONSENT

## Item 8H.

Authorization for Site  
Revolving Account

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8 H  
FROM: Roger Studley, Finance Director Reading  
DATE: October 6, 2020 Discuss  
SUBJECT: Authorization for Site Revolving Account Action  
Consent X

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OBJECTIVE: Goal # 2: Planning for Future Student Needs

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### BACKGROUND INFORMATION:

Per A.R.S. §15-1126 schools may have an Auxiliary Operations Revolving Checking account of up to \$5,000.

### SUPPORTING DATA:

Each of the below schools has an existing Auxiliary account.

BMHS #0450009176

GHMS #0450002724

LTS #0450012316

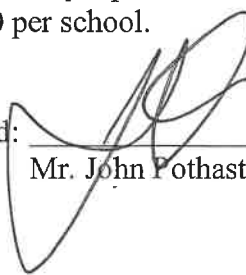
BMHS #0450002716

These accounts must be kept on an imprest basis (account balance + receipts = authorized amount). Sites are requesting \$2,000 as their imprest amount.

### SUGGESTED MOTION:

I move to approve the listed schools have an Auxiliary Operations Checking account to be kept on an imprest basis not to exceed \$2,000 per school.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

*Questions should be directed to: Roger Studley, Finance Director 928.759.4027*

# CONSENT

## Item 8I.

### Revised Job Descriptions

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 I
FROM:	Mr. Kort Miner, Executive Director of Operations/HR & Dr. Rob Bueche, Executive Director- Educational Services/Federal Programs	Reading
DATE:	October 6, 2020	Discuss
SUBJECT:	Revised Job Descriptions- ILLP Coordinator, Instructional Specialist	Action
		Consent X
<hr/>		
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs	

### SUPPORTING DATA

Following the action from the August 11, 2020 Governing Board Meeting which approved the reworded job descriptions on the two Executive Director positions, the Executive Director of Educational Services/Federal Programs and the Executive Director of Operations/HR met to review several of the job descriptions and responsibilities of various roles within the Department of Educational Services/Federal Programs. In reviewing the job descriptions, there were a number of duplications and inefficiencies in the wording, responsibilities, skills, and job requirements. Therefore, the proposed action intends to realign and streamline the positions identified.

Key changes to the job descriptions included the rewording on the essential responsibilities of both positions that remove any duplicate lines and tasks, removal of outdated functions from the ILLP Coordinator based on updates at the State and Federal level, and rewording of the Instructional Specialist job descriptions to more appropriately match best practices and the position from the stance of what the role actually does.

This action is part of a process that is currently being conducted by the Humboldt Unified School District to streamline and provide realignment of job descriptions to create a better fit that supports the students and staff of the Humboldt Unified School District.

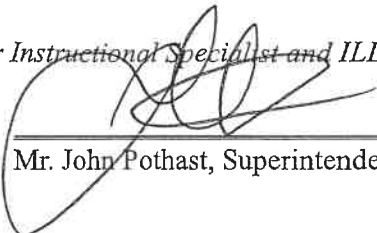
### SUMMARY & RECOMMENDATION

**It is the recommendation that the Governing Board approve the recommendation to revise the job descriptions for Instructional Specialist and ILLP Coordinator.**

#### Sample Motion

*I move to approve the revised job descriptions for Instructional Specialist and ILLP Coordinator.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

*Questions should be directed to: Dr. Rob Bueche, Executive Director- Educational Services/Federal Programs at 759-4010 or Kort Miner, Executive Director of Operations/HR at 759-5016*



*Proposed*

## **JOB DESCRIPTION**

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**JOB TITLE:** **INSTRUCTIONAL SPECIALIST**  
**DEPARTMENT:** Educational Services/Federal Programs  
**REPORTS TO:** **Executive Director of Educational Services/Federal Programs**  
**FLSA STATUS/CLASSIFICATION:** Exempt; Cert  
**SUPERVISORY DUTIES:** None  
**APPROVED ON:** xx/xx/xxxx

**SUMMARY:** The instructional specialist is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership, mentoring, and coaching. The instructional specialist has the role of decision-maker, consultant, and specialist in advising teachers, administrators, and other professional personnel. Responsibilities include coaching, staff development, and instructional expertise as it relates to design and delivery of effective instruction. The instructional specialist serves as a member of a leadership team charged with the responsibility for planning, implementing, and evaluating an educational program relevant to the needs of the school's student population.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Demonstrates knowledge and understanding of research-based instructional practices, strategies, and accompanying resources
- Demonstrates competency in identifying instructional needs and trends on assigned school campus
- Collaborates with teachers in developing clear, specific, and appropriate goals aligned to instructional expectations
- Collects, understands, and interprets formal and informal data related to assessment and instruction to inform strategic decisions
- Meets and collaborates regularly with school-level staff, district support personnel, and other specialists related to the continuous improvement and support of standards-based classroom instruction
- Directs the publication and provision of district-wide instructional-related staff development, including in-service training designed to support staff through lesson design and leadership, and design/delivery of the Induction/Mentoring program
- Supports a collaborative and supportive culture of learning and instructional improvement through focused, aligned, timely, and specific feedback
- Provides and organizes high-quality professional development for all staff members in instructional design and delivery during in-services, grade level, and staff meetings
- Coaches certified and classified staff in matters related to instructional planning, classroom environment, instructional practice, professional responsibilities, assessment, and intervention using research-based best practices
- Mentors assigned teachers in best instructional practices and district norms in an environment of confidentiality, trust, and respect

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrates strong oral and written communication, facilitation, and presentation skills
- Knowledge of accepted instructional techniques and methods for working with children
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- 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



## JOB DESCRIPTION

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- Demonstrates a strong understanding and growth mindset related to current and evolving trends in classroom instruction, management, and assessment
- Demonstrates proficiency and leadership in the ongoing decision-making process for implementing research-based best practices
- Proficient in research-based best practices for instruction, supervision, and coaching for improved professional practice
- Reflective and introspective with regards to own personal development and growth
- Ability to professionally handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Bachelor's Degree
- Master's Degree- preferred
- Valid Arizona Teacher certificate with Required Endorsements
- Three years experience as a teacher
  - Any equivalent combination of training, education and experience that meets minimum requirements
  - Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrates general proficiency with various computer programs including Google for Education tools.

**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, stoop, bend, and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

**WORK ENVIRONMENT:** Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students, and the public.

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





## JOB DESCRIPTION

**JOB TITLE:** INSTRUCTIONAL SPECIALIST  
**DEPARTMENT:** Educational Services/Federal Programs  
**REPORTS TO:** Executive Director of Educational Services/Federal Programs  
**FLSA STATUS/CLASSIFICATION:** Exempt; Cert  
**SUPERVISORY DUTIES:** None  
**APPROVED ON:** 04/08/2014

**SUMMARY:** The instructional specialist is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership, mentoring, and coaching. The instructional specialist has the role of decision-maker, consultant, and specialist in advising ~~administrators, teachers, administrators,~~ and other professional personnel. Responsibilities include ~~instruction, coaching and staff development~~ coaching, staff development, and instructional expertise as it relates to ~~instructional~~ design and delivery of effective instruction. The instructional specialist serves as a member of a ~~management~~ leadership team charged with the responsibility for planning, implementing, and evaluating an educational program relevant to the needs of the ~~school's~~ student population ~~in a school and/or school system.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- ~~Directs the planning, development, field testing, and evaluation of curriculum, instruction, assessment and intervention~~
- ~~Demonstrates knowledge and understanding of research-based instructional strategies~~
  - Understands and interprets assessment data both formal and informal ~~Demonstrates knowledge and understanding of research-based instructional practices, strategies, and accompanying resources~~
  - Demonstrates competency in identifying instructional needs and trends on assigned school campus
  - Collaborates with teachers in developing clear, specific, and appropriate goals aligned to instructional expectations
  - Collects, understands, and interprets formal and informal data related to assessment and instruction to inform instructional strategic decisions
  - Meets and collaborates regularly with school-level and-level staff, district support personnel, and other specialists related to the continuous improvement and support of standards-based classroom instruction
- ~~Directs the publication and provision of district-wide instructional-related staff development, including in-service training designed to support implementation of newly developed curricula through lesson design~~
- ~~Supervises development of instructional guidelines, policies, regulations, and official notices~~
- ~~Interprets statutes and regulations for staff and community~~
  - Provides staff through lesson design and leadership, and design/delivery of the Induction/Mentoring program
  - Supports a collaborative and supportive culture of learning and instructional improvement through focused, aligned, timely, and specific feedback
  - Provides and organizes high-quality professional development for all staff members in instructional design and delivery during in-services, grade level, and staff meetings
- ~~Coaches certified and classified staff in matters related to curriculum, instruction, assessment, and intervention~~
- ~~Mentors non-tenured teachers in best instructional practices and district norms~~
  - Leads, designs and delivers the district Induction/Mentoring program in collaboration with district and school-level administrators instructional planning, classroom environment, instructional practice, professional responsibilities, assessment, and intervention using research-based best practices
  - Mentors assigned teachers in best instructional practices and district norms in an environment of confidentiality, trust, and respect



## JOB DESCRIPTION

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrates strong oral and written communication, facilitation, and presentation skills
- Knowledge of accepted instructional techniques and methods for working with children.
- Ability to maintain confidentiality.
- Produce accurate work and complete assignments with minimal supervision.
- 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.
- Broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction
- Demonstrates proficiency and leadership in the ongoing decision-making process for implementing research-based instruction and classroom management strategies
  - Proficient in clinical supervision and cognitive coaching models for improved professional practice
  - Demonstrates a strong understanding and growth mindset related to current and evolving trends in classroom instruction, management, and assessment
  - Demonstrates proficiency and leadership in the ongoing decision-making process for implementing research-based best practices
  - Proficient in research-based best practices for instruction, supervision, and coaching for improved professional practice
  - Reflective and introspective with regards to own personal development and growth
  - Ability to professionally handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- ~~Bachelors Degree~~ Bachelor's Degree
- Master's Degree- preferred
- Valid Arizona Teacher certificate with Required Endorsements
- Three years experience as a teacher
  - Any equivalent combination of training, education and experience that meets minimum requirements
  - Criminal justice/Fingerprint clearance

**Computer Proficiency:** ~~Demonstrated~~ Demonstrates general proficiency in with various computer programs such as Microsoft Excel, Word and Outlook including Google for Education tools.

**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, stoop, bend, and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

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



## JOB DESCRIPTION

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**WORK ENVIRONMENT:** Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students ~~and public.~~

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

, and the public.

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



*Proposed*

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>INDIVIDUAL LANGUAGE LEARNER PROGRAM (ILLP) COORDINATOR</b>
<b>DEPARTMENT:</b>	Educational Services/Federal Programs
<b>REPORTS TO:</b>	<b>Executive Director of Educational Services &amp; Federal Programs</b>
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	EL Aide, EL Teacher, Assessment Secretary
<b>APPROVED ON:</b>	xx/xx/xxxx

**SUMMARY:** Administers the ELD program and supports its efforts to ensure language acquisition and academic progress among students learning the English Language. This includes the responsibility in the design, development, supervision and alignment of the District's ELD program in accordance with state and federal requirements.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works closely in collaboration with site and district-level administrators to direct the overall operations of the English Language acquisition program, including staffing, programming, curricular development, walkthroughs/feedback, and professional development
- Stays informed of developments in the profession by attending local and state professional meetings, reading professional journals, and communicating with experts in the field
- Develops, coordinates, implements, monitors, and revises EL program to remain compliant with Federal laws, State laws, EL program requirements, and Arizona ELP & College and Career Readiness Standards
- Coordinates with district translator; develops and monitors translation budget (Title III)
- Effectively administers all aspects of EL grants (Title III and SEI Budget). This includes writing and applying for the grants, meeting appropriate deadlines, submitting amendments, and meeting all eligibility requirements
- Updates all Arizona Department of Education policies and procedures and implements appropriate additions/deletions/changes, including all programmatic manuals and forms
- Purchases, processes, distributes, and inventories materials for Structured English Immersion (SEI) classrooms for use with EL students.
- Oversees the Assessments of all new PHLOTE (Primary Home Language Other Than English) students using the AZELLA, and reassesses all EL students annually and when warranted
- Creates and accurately maintains current rosters of all current and former enrolled students serviced by the EL program.
- Oversees maintaining all EL files to ensure total compliance in the record-keeping area.
- Meets regularly with EL teachers to analyze AZELLA data to track progress and drive instruction

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of grant writing and grant management
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- 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 and adherence to applicable Federal and State laws, district procedures, and Board policies
- Ability to handle confrontation and conflict without an emotional response



## JOB DESCRIPTION

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### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Bachelor's Degree in Education or related field
- AZ Teaching Certificate
- Previous teaching experience K-12
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Experience working with English Language Learners

**Computer Proficiency:** Demonstrates general proficiency with various computer programs including Google for Education tools.

**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.

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



## JOB DESCRIPTION

**JOB TITLE:** ENGLISH LANGUAGE DEVELOPMENT (ELD) COORDINATOR  
**DEPARTMENT:** Federal Programs & School Improvement Educational  
Services/Federal Programs  
**REPORTS TO:** Executive Director of Federal Programs & School  
Improvement Educational Services & Federal Programs  
**FLSA STATUS/CLASSIFICATION:** Exempt; Certified  
**SUPERVISORY DUTIES:** ELL Aide, ELL Teacher, ILLP Coordinator, ILLP Teacher;  
Assessment Secretary  
**APPROVED ON:** xx/xx/xxxx

**SUMMARY:** Administers the ELD program and supports its efforts to ensure language acquisition and academic progress among English Language Learners. This includes the responsibility in the design, development, supervision and alignment of the District's ELD program in accordance with state and federal requirements.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

Is directly responsible to the Director of Federal Programs and School Improvement in areas that relate to the administration of the ELD program

- Works closely in collaboration with site ~~level administrators~~ and district-level administrators
- ~~Reviews and adheres to district policies and procedures~~
- ~~Communicates effectively with the Superintendent and the District's administrative team~~
- Serves on District Professional Development Committee to direct the overall operations of the English Language Learner program, including staffing, programming, curricular development, walkthroughs/feedback, and professional development
- Stays informed of developments in the profession by attending local and state professional meetings, reading professional journals, and communicating with experts in the field
- ~~Visits schools and ELL classrooms on a regular basis to ensure effective implementation of programs and instructional, research-based practices~~
- Develops, coordinates, implements, monitors, and revises ELL program to remain compliant with Arizona State ~~Federal~~ laws, Title III Grant guidelines ~~State laws~~, ELL program requirements, and Arizona ELP & College and Career Readiness Standards
- Coordinates with district translator; develops and monitors translation budget (Title III)
- ~~Assists principals with the hiring of staff for ELL~~
- ~~Assists principals in "customizing" ELL programs to best serve the academic, cultural, and demographic needs of each site~~
- Works with HR Director to establish effective and equitable site ELL staffing and funding sources
- Effectively administers all aspects of ELL grants (Title III and SEI Budget). This includes writing and applying for the grants, meeting appropriate deadlines, submitting amendments, and meeting all eligibility requirements as directed by State and Federal laws.
- ~~Works with Special Education teachers/Director to identify, serve and/or exit ELL students using the IEP process~~
- ~~Collaborates with Director of Federal Programs to coordinate instruction of ELLs.~~
- ~~Attends ADE Practitioners of English Language Learners meetings and the OELAS conference for updates on program requirements and compliance~~

### Program Planning



## JOB DESCRIPTION

- Restructures existing HUSD programs to meet State Sheltered English Immersion program requirements.
- Updates all Arizona Department of Education policies and procedures and implements appropriate additions/deletions/changes
- Develops and continues to update District ELL Program Manual
- Develops and updates required ELL program Updates all Arizona Department of Education policies and procedures and implements appropriate additions/deletions/changes, including all programmatic manuals and forms
- Purchases, processes, distributes, and distributes inventories materials for Structured English Immersion (SEI) classrooms for use with ELL students.
- Maintains and monitors inventory of all teacher materials.
- Prepares for ADE Monitoring Cycles
- Works with Director of Educational Services to update ELL program information on ALEAT (ADE Program Tracking System)
- Develops curriculum, ELD pacing guides and Discrete Skills Grade Books

### **Compensatory Instruction** (No longer grant funded, but required)

- Organizes (hire teachers/paraprofessionals, supervise) the K-12 ELL Compensatory Education after-school programs)

### **Assessment/Implementation**

- Oversees the Assessments of all new PHLOTE (Primary Home Language Other Than English) students AZELLA
- Reassesses all ELL students annually and when warranted
- Accurately maintains records required by State Department and meets reporting deadlines
- Oversee the inventories and orders all appropriate Arizona English Language Learner Assessments

### **Statistical Tracking/Analysis**

- Oversees the accuracy in all ELL testing and programming data in Schoolmaster and verifies SDELL 70, SDELL 71, SDELL 72, and Student Integrity reports for upload to Arizona Department of Education.
- Creates and accurately maintains current rosters of all enrolled students as well as those exited.
- Oversees maintaining all ELL files to ensure total compliance in the record-keeping area.
- Analyzes and interprets data with teachers to establish correlation between assessment data and classroom instruction.
- Guides teacher in statistical analysis of AZELLA scores and student progress on AIMS/PARCC Assessments

### **ELD Teacher Professional Development**

- Provides on-going, ELD professional development for certified staff and paraprofessionals.
- Organizes and delivers SEI training sessions and in-services Oversees the Assessments of all new PHLOTE (Primary Home Language Other Than English) students using the AZELLA, and reassesses all ELL students annually and when warranted
- Creates and accurately maintains current rosters of all current and former enrolled students serviced by the EL program.
- Oversees maintaining all ELL files to ensure total compliance in the record-keeping area.
- Meets regularly with ELL teachers to analyze AZELLA data and Discrete Skills Gradebooks to track progress and drive instruction

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



## JOB DESCRIPTION

### **KNOWLEDGE, SKILLS & ABILITIES:**

- ~~Ability to operate standard office equipment~~
- Knowledge of grant writing and grant management
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- ~~Ability to manage budget and personnel~~
- ~~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 and adherence to applicable Federal and State laws, district procedures, and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- ~~Bachelors degree~~Bachelor's Degree in Education or related field
- AZ Teaching Certificate
- Previous teaching experience K-12
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Experience working with English Language Learners

**Computer Proficiency:** ~~Demonstrated~~Demonstrates general proficiency ~~in with~~ various computer programs ~~such as~~ Microsoft Excel, Word, Outlook, Access ~~and job specific computer programs including Google for~~ Education tools.

**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.

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



# CONSENT

## Item 8J.

### Waiver of Conflict of Interest

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8 J
FROM:	Rebecca Cooley, Administrative Assistant to the Superintendent & Governing Board	Reading
DATE:	October 6, 2020	Discuss
SUBJECT:	Waiver of Conflict of Interest regarding agreements with Yavapai County through Yavapai Community Health Services, for use of HUSD facilities for emergency operations	Action
		Consent X
<hr/> OBJECTIVE: Board Governance <hr/>		

### **SUPPORTING DATA**

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

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

Yavapai County through Yavapai County Community Health Services' current request is to prepare agreements and provide legal services to Yavapai County through Yavapai County Community Health Services for agreements with School District concerning using School District's facilities for emergency operations, including, but not limited to, a reunification center, mass casualties and/or mass fatalities recovery center, and staging areas, for single-day or multi-day use, if circumstances warrant it.

### **SUMMARY & RECOMMENDATION**

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

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

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

### **Sample Motion**

*I move to authorize the Waiver of Conflict of Interest regarding the preparation of an agreement as referenced above through Yavapai County, for the Yavapai County Community Health Services.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

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

## WAIVER OF CONFLICT OF INTEREST

Re: Waiver of Conflict of Interest regarding agreements with Yavapai County through Yavapai County Community Health Services and Humboldt Unified School District No. 22 concerning using its facilities for emergency operations, including, but not limited to, a reunification center, mass casualties and/or mass fatalities recovery center, and staging areas, for single-day or multi-day use, if circumstances warrant it

The Governing Board of Humboldt Unified School District No. 22, having reviewed the conflict of interest letter dated September 24, 2020, from Deputy County Attorney Joy L. Biedermann of the Yavapai County Attorney's Office (the "YCAO"), affirms that it is fully informed and it consents to and understands the implications of waiving the conflict of interest of the YCAO between Yavapai County through Yavapai County Community Health Services and Humboldt Unified School District No. 22, both of which are clients of the YCAO.

Therefore, the Governing Board of Humboldt Unified School District No. 22 approves the waiver of the conflict of interest and authorizes the YCAO to proceed with preparation and review of and provide legal services related to the above-referenced matter on behalf of Yavapai County through Yavapai County Community Health Services and Humboldt Unified School District No. 22, if requested and if such dual representation is appropriate. The Governing Board of Humboldt Unified School District No. 22 also authorizes the YCAO to review or draft agreements, including any additional contracts, intergovernmental agreements, follow-on agreements, amendments, addenda, renewals, or extensions between Yavapai County through Yavapai County Community Health Services and Humboldt Unified School District No. 22 concerning using Humboldt Unified School District No. 22's facilities for emergency operations, including, but not limited to, a reunification center, mass casualties and/or mass fatalities recovery center, and staging areas, for single-day or multi-day use, if circumstances warrant it.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2020.

Humboldt Unified School District No. 22

By: \_\_\_\_\_  
Governing Board President



# CONSENT

## Item 8K.

### Gifts and Donations

**GIFTS & DONATIONS – October 6, 2020**

Campus Box Media LLC of Fort Worth, Texas  
Donated \$52.43 to Bradshaw Mountain High School Athletics

Jennifer Medina of Prescott  
Donated 2 bags of clothing, accessories and book to the Family Resource Center  
With a donor's value of \$50.00

# DISCUSSION

## Item 9A.

School Report  
BMMS

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9 A  
FROM: Jessica Bennett, Bradshaw Mountain Middle School Principal Reading  
DATE: October 6, 2020 Discuss X  
SUBJECT: Bradshaw Mountain Middle School Board Update Action  
Consent

---

OBJECTIVE: Board Goal #1: To Raise the Level of Student Achievement  
Board Goal #2: To Focus on Planning for Future Student Needs

---

Principal Jessica Bennett will give an update of current events at Bradshaw Mountain Middle School including:

- Quarter 1 Remote Learning and Return to in-person learning
- Updates on the BMMS EXCEL Model / HRS
- Teaming at BMMS
- Highlights

Approved for transmittal to the Governing Board:



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Mr. John Pothast, Superintendent

Questions should be directed to: Jessica Bennett, 759-4905



# DISCUSSION

## Item 9B.

### Review of HUSD Pandemic Preparedness & Re-Entry Plan

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9B
FROM:	John Pothast, Superintendent	Reading
DATE:	October 6, 2020	Discuss X
SUBJECT:	Pandemic Preparedness Plan / Re-Entry Roadmap	Action
		Consent
<hr/>		
OBJECTIVE:	Goal #2: Focus on Planning for Future Student Needs	

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### **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

# DISCUSSION

## Item 9C.

Update  
Capital Plan & B-Bond

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 9C  
FROM: Roger Studley, Finance Director Reading  
DATE: October 6, 2020 Discuss X  
SUBJECT: B-Bond Projects Action  
Consent

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OBJECTIVE: Goal # 2: Planning for Future Student Needs

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### BACKGROUND INFORMATION:

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

### SUPPORTING DATA:

#### BOND:

The attached document summarizes the various B-Bond projects undertaken by the District and the status of each, through June 30, 2020

The following summarizes the current expenditures as of June 30, 2020 in the following categories.

Improve Athletic/Playground Facilities:	\$ 9,725,760
Renovations/Upgrade to Existing Schools	\$ 9,060,271
Construction of Additions to Existing Schools	\$14,282,130
Pupil Transportation	\$ 2,923,937
Transportation Facility	<u>\$ 4,992,599</u>
	\$40,984,697

#### CAPITAL: (DISTRICT ADD'L ASSISTANCE)

The District's current year budget for the DAA for FY 19-20 was \$3,896,130 (which included \$2,770,690 in budget balance carryforward from FY 18-19).

As of September 2020, the District is anticipating an ending reserve balance of \$2,252,725 after its annual requirements and current year capital items expenditures are met.

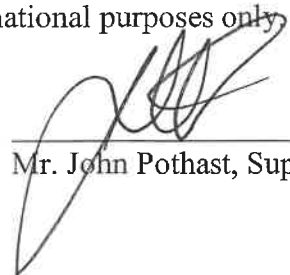
The District will continue to apply for Building Renewal Grants through the Arizona School Facilities Board. These grants have provided additional dollars for eligible projects in the areas of roofing, cooling towers, HVAC, etc.

In summary, the District received approximately 69% of the DAA funding formula this year, however, it is insufficient to address all of the Districts Capital needs due to 12 years of reduction, and or, elimination of Capital Funds previously available to Districts.

**SUMMARY & RECOMMENDATION:**

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:



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Mr. John Pothast, Superintendent

*Questions should be directed to: Roger Studley, Finance Director 759-4027*



# ACTION

## Item 10A.

### GHMS Roof Replacement

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 A
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	October 6, 2020	Discuss
SUBJECT:	Cost Proposal Approval for the Glassford Hill Middle School Roof Replacement Project	Action X Consent
OBJECTIVE:	Board Goal #1: To Raise the Level of Student Achievement Board Goal #2: To Focus on Planning for Future Student Needs	

### SUPPORTING DATA

**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*, Glassford Hill Middle School was selected as the most appropriate roofing project for a Design-Build 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).

On July 23, 2020, the Humboldt Unified School District Governing Board approved the Design-Build contract award to GCON, Inc. for the roof replacement project at Glassford Hill Middle School.

The District is now seeking the Governing Board's approval of the attached Guaranteed Maximum Price (GMP) cost proposal from GCON, Inc. in the amount of \$2,427,054 for the construction of a new roof at Glassford Hill Middle School. No purchase order will be issued and no construction will commence until the cost proposal has been approved by the Arizona School Facilities Board.

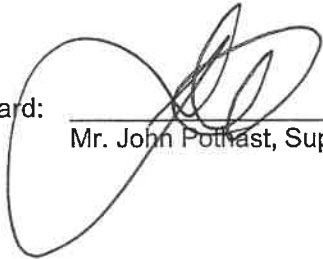
### SUMMARY & RECOMMENDATION

It is recommended that the Governing Board approve the Guaranteed Maximum Price (GMP) cost proposal presented by the awarded contractor, GCON, Inc. in the amount of \$2,427,054 for the construction of a new roof at Glassford Hill Middle School.

### Sample Motion

*I move to approve the Guaranteed Maximum Price (GMP) cost proposal from GCON, Inc. in the amount of \$2,427,054 for the construction of a new roof at Glassford Hill Middle School Roof Replacement project to SDB Contracting Services*

Approved for transmittal to the Governing Board:

  
Mr. John Potlatch, Superintendent

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





Project GLASSFORD HILL MS  
 Location 6901 E. PANTHER PATH  
 Architect EMC2  
 Bid Date 9/23/2020

Square Footage 68,023  
 Duration (Days) 100

Revision Date -

CSI	DESCRIPTION	GMP
01-0001	GENERAL CONDITIONS	\$ 151,535
01-0001	GENERAL REQUIREMENTS	\$ 26,638
01-4520	ABATEMENT & DEMO	\$ 297,092
01-7423	FINAL CLEAN	\$ 3,000
07-5000	MEMBRANE ROOFING	\$ 1,235,196
10-8100	PEST CONTROL	\$ 1,000
26-1000	HVAC & ELECTRICAL	\$ 333,725

<b>SUBTOTAL</b>	<b>\$2,048,185</b>
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CONTINGENCY (3.00%)	\$ 61,446
BOND	\$ 21,096
GENERAL LIABILITY	\$ 22,479
BUILDER'S RISK	\$ 7,536
OVERHEAD & FEE (6.00%)	\$ 129,645
TAXES	\$ 136,667

<b>TOTAL</b>	<b>\$2,427,054</b>
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<b>\$ / SF</b>	<b>\$35.68</b>
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**ALTERNATE**

**ABATEMENT NOT  
REQUIRED**

**ALT. #1**

\$0

\$0

-\$161,046

\$0

\$0

\$0

\$0

-\$161,046

\$ (4,831)

\$ (1,659)

\$ (1,768)

\$ (593)

\$ (10,194)

\$ (10,746)

-\$190,836



# **ACTION**

## **Item 10B.**

### **BMMS Roof Replacement**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 B
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	October 6, 2020	Discuss
SUBJECT:	Contractor Award for the Bradshaw Mountain Middle School Roof Replacement Project	Action X
		Consent
OBJECTIVE:	Board Goal #1: To Raise the Level of Student Achievement Board Goal #2: To Focus on Planning for Future Student Needs	

### SUPPORTING DATA

**This project will be 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*, Bradshaw Mountain Middle School was selected as the most appropriate roofing project for a Construction Manager at Risk (CM@R) 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).

A Request for Qualifications was issued under the rules and procedures promulgated by the School District Procurement Rules adopted by the Arizona State Board of Education and related State Statutes. The District utilized Sunny Path Associates, LLC to assist with the procurement process. Three (3) submittals were received in a timely manner on or before the deadline for receipt from the following firms:

- LOR Construction
- SDB Contracting Services
- GCON, Inc.

In accordance with A.A.C. R7-2-1107, the Selection Committee consisted of five (5) evaluators, which included Kort Miner, HUSD Executive Director of Operations; Ray Rosario, HUSD Director of Maintenance; Jeannette Artzen, HUSD Procurement Specialist; Bob Pian, an Architect Representative from SPS+ Architects; and Randal Ball, a Licensed General Contractor Representative from Woodruff Construction. Missy Mudry, CPPB participated in a non-voting advisory role. All members reviewed and signed Evaluation Committee Disclosure Statements, which are found within the procurement file.

### SCORING TABULATION

The Selection Committee evaluated the submittals on a 1,000 point scale, using the criteria outlined within the Request for Qualifications in order of importance, as well as criteria for responsiveness and responsibility. The shortlist consisted of the highest scoring three (3) firms.

	Total	Responsive and Responsible	Method of Approach	Experience of Firm	Qualifications and Experience of Key Personnel	Overall Response
Supplier	/ 1,000.00 pts	Pass/Fail	/ 400 pts	/ 300 pts	/ 250 pts	/ 50 pts
SDB, Inc.	861	Pass	350	251	220	40
GCON Inc.	745.5	Pass	280	239	191.5	35
LOR Construction	630	Pass	242	191	162	35

On Monday, September 28, 2020, the District entered into negotiations with representatives from the highest ranked firm on the shortlist. The purpose of this meeting was to negotiate fees for Preconstruction, General Conditions, Construction Fees and, CM@R Contingency Fee, as outlined in the Draft Construction Manager at Risk Agreement and found within the RFQ. The District was successful in arriving at the following fees: Preconstruction fees of \$8,900; General Conditions not to exceed 8% of Guaranteed Maximum Price (GMP); Construction Fee/CM@R Fee not to exceed 8.5% of GMP and, Contingency Fee of 10%.

Contractor status shall be reverified pursuant to A.R.S. Title 32, Chapter 10 and R7-2-1112, upon award by Governing Board. 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.

### **SUMMARY & RECOMMENDATION**

Based on the consensus from the Selection Committee and corresponding Evaluation Summary provided, the recommendation is to award the Construction Manager at Risk contract for the Bradshaw Mountain Middle School Roof Replacement project to SDB Contracting Services.

### **Sample Motion**

*I move to award the Construction Manager at Risk contract for the Bradshaw Mountain Middle School Roof Replacement project to SDB Contracting Services.*

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*



# ACTION

## Item 10C.

### HomeTown (Digital) Ticketing

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 C
FROM:	Clairinda Weatherwax, Asst. Principal BMHS/Athletic Director	Reading
DATE:	October 6, 2020	Discuss
SUBJECT:	HomeTown Ticketing (Digital Ticketing)	Action X
		Consent

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OBJECTIVE: Goal #2: To Focus on Planning for Future Student Needs  
Goal #3: To Increase Parental and Community Engagement

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### **SUPPORTING DATA:**

HomeTown Ticketing is a digital ticketing platform. The platform would be run through our athletic webpage so spectators would be able to purchase tickets prior to the game. Through this process we would be able to limit the number of spectators, do contact tracing if necessary, and not take any cash for admissions at the game. In this way we would be able to limit the number of people physically coming to the event. If they don't have a ticket, then they don't need to show up and be turned away. We are able to assign tickets so only those who should be purchasing tickets will be able to do so, allowing for the athlete's family to purchase the tickets first. There are many more capabilities that this digital ticketing platform can do but these are a few of the essential ones we need for right now.

In addition to using digital ticketing as a cashless method, it would allow workers to be secure at the games. This is a touchless process. The digital ticket is scanned through an iPad or other technology device so there is no exchange or ripping of tickets and handing them back to the spectator. They can maintain social distancing and still provide service to our spectators as they pass through the gates.

HomeTown Ticketing will not charge the school to use their platform but charges the buyer a processing fee, which is \$1 per ticket +CC fees. They stated it would be around \$1.55 per ticket (besides our ticket price). Since this is the only way we want to have spectators purchase tickets, I think the only right thing to do is charge last year's admission prices (\$6 & \$4 for Varsity Football, \$5 & \$3 for JV/ FR/SO Football and Volleyball, all Basketball and Wrestling).

Length of agreement is from October 7, 2020 to October 7, 2021.

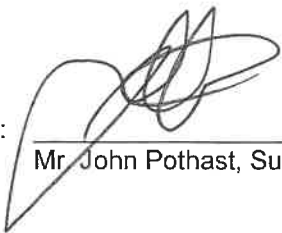
### **SUMMARY & RECOMMENDATION**

HomeTown Ticketing would provide digital tickets for all spectators this year. No cash would be taken at games and our workers will be safer by not exchanging the physical tickets to enter into the games.

### **Sample Motion:**

I move to approve the one year contract with HomeTown Ticketing to have digital ticketing for athletic events at the BMHS campus.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

Questions should be directed to: Clairinda Weatherwax, Assistant Principal of Operations/Athletic Director (759-4125)





## SERVICE AGREEMENT – JUNE 2020

### Pro-Plus Premium Ticketing Service

This Service Agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 ("Effective Date") between HomeTown Ticketing, Inc. (hereinafter "HTT") and \_\_\_\_\_ ("Client" or "you" or "your"). HomeTown will provide a platform to allow Client to make online ticket sales to its customers ("Customers"). For good and valuable consideration, the receipt and sufficiency is hereby acknowledged, the parties hereto agree as follows:

#### 1.0 The Basics

- a. This 12-month auto-renewing agreement is to use HTT as your online ticketing provider via an online box office that HTT shall provide.
- b. HTT will charge to your customer the ticket face value, and the following service and credit card ("CC") processing fees for online transactions (collectively, the "Fee"): \$1 per-ticket fee + CC fees (currently 2.9% + \$0.30 per-order). Point of Sale orders will charge customer the ticket face value + CC fees of 2.7% + \$0.05 per transaction.
- c. The full-face value of tickets sold (plus any taxes, if applicable and received from customer) will be paid to you within 24 hours after the sale is processed. It is your sole responsibility to remit any applicable sales taxes to the proper authorities.
- d. HTT will provide an online ticketing platform along with cloud hosting, technical services, and support for you. HTT will also provide customer (fan) support if your customers contact HTT directly.
- e. You are responsible for honoring all tickets sold through the HTT platform that can be successfully scanned with the HTT app, have not been altered, and were paid for in full without any dispute.
- f. You are responsible for any refunds and for implementing a refund policy and any event or other policies. These policies must be visible on your website and conveyed to any customers who purchase tickets through the HTT platform. HTT does not provide refunds of any fees. Any full refunds you choose to make to customers will cause the fee to be deducted from your account balance to cover the cost of said fees.
- g. HTT is not liable for taxes, event management, security, or any claim or loss that may arise at any event or venue, or for any damage to personal devices or other hardware that may be utilized to scan tickets.
- h. HTT may aggregate your event information on the HomeTownTix website and app.
- i. HTT maintains full control of digital ticket property, including digital ads in compliance with Board of Directors Policy, which may provide an optional revenue share to you.
- j. HTT's liability hereunder is limited to the Fee received by HTT on any ticket sold by you in the last 60 days.
- k. Any warranties, whether express or implied, that are not specifically stated herein are hereby disclaimed.
- l. HomeTown may use your name, website address, public social media posts, and tickets available for sale publicly by you, together with aggregate data related thereto, to promote ticket sales and for reporting and compliance purposes.
- m. HTT will provide paper tickets at no cost to the district. All paper ticket orders must be placed by June 1, 2020. HTT reserves the right to place up to two HTTs on the back of the paper tickets. Ticket design proof will be provided once quantities are confirmed.

## **2.0 Relationship of Parties**

At all times under this Agreement, HTT shall be considered an independent contractor. Nothing contained herein, nor any course of action or failure to act, shall be construed to create a partnership, joint venture, common business association, or any other similar entity; nor shall any such action or failure to act be deemed to create an employer-employee or agent-servant relationship between the parties. HTT and those within its employ shall not be considered employees of the Client for any purpose whatsoever, nor shall the Client act as, or be held out by the HTT to be, a "common paymaster" for the employees of the HTT within the meaning of United States Treasury Regulation §31.3121(s)-1 (Title 26 C.F.R. §31.3121(s)-1).

**3.0 Scope of Work** HTT agrees to provide an online box office for Client and Client's departments or teams to access at any time, from any compatible, web-capable device, which will allow relevant personnel to create, manage, and monitor their event ticketing needs. System will enable customers/fans of Client to purchase digital tickets to listed events via Client's website or online box office. The current features of HTT's PRO-PLUS package may be altered, amended, revised, or eliminated at HTT's reasonable discretion.

## **4.0 Payments**

**4.1** HTT warrants that its online ticketing system will bill customers for ticket sales as directed by the event configuration in the online box office. HTT shall ensure that the organization receives the full value of all tickets sold for events through its online ticketing system.

## **5.0 Term**

**5.1** Performance under this Agreement shall begin as of the effective date of this Agreement and continue unless extended or terminated sooner as set forth herein.

**5.2** This Agreement will automatically renew for a new term equal in time to the original term so long as neither party provides written notice of termination at least 30 days before the expiration of the term.

## **6.0 HTT's Duties and Responsibilities**

**6.1** HTT will provide an online, cloud-based ticketing platform (software) and provide technical services and support for your team related to the box office and event ticket sales. We will also provide customer support to your customers (fans or event attendees) if your customers were to contact HTT directly.

**6.2** Neither party shall be responsible for any delay or failure in performance resulting from acts beyond the control of such party. Such acts shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, terrorism, epidemics, governmental regulations imposed after the fact, fire, theft, power failure, communication failure or overload, storms, earthquakes, or other disasters. In the event of a dispute regarding this Agreement, both parties agree to attempt to resolve the dispute to their mutual satisfaction within 30 days, at which time either party may terminate this Agreement by written notice if the dispute has not been resolved.

## **7.0 Client's Duties and Responsibilities**

**7.1** Client is responsible for the general operations of their events. HTT and Client may agree to utilize HTT's event management services to assist with hosting a successful event.

**8.0 Public Relations** Client agrees that HomeTown may use Client's name, website address, public social media posts, and tickets available for sale publicly by you, together with aggregate data related thereto, to promote ticket sales on the HomeTown Ticketing platform and for marketing purposes. HomeTown grants a limited, non-exclusive right during the Term of this Agreement to Client to utilize HomeTown's logo and name to promote ticket sales utilizing the online box office in their marketing efforts.

## **9.0 Data Ownership**

9.1 HTTP and Client jointly retain the rights to the ticket sales data in Client's box office and can use this to market to Customers or aggregate the data for statistical purposes during the term of this Agreement.

9.2 Upon termination of this Agreement, Client shall receive full rights to all data, including event, customer, and sales records, after the time of termination.

9.3 Client grants HTTP limited rights to utilize aggregated (anonymized) data for statistical purposes (including website traffic, total ticket sales and revenue, volume of participating schools and their names, and other aggregate data of similar nature) in its marketing & reporting efforts and to monitor system operations & reliability, which shall survive termination of this Agreement.

**10 Severability** Each party shall perform hereunder in accordance with applicable laws, rules, and regulations now or hereafter in effect. If any provision of this Agreement shall be found to be illegal or unenforceable, then the remaining provisions of this Agreement shall remain in full force and effect, and such term or provision shall be deemed waived for as long as it remains illegal or unenforceable.

**11 Compliance and Security** HomeTown platform is PCI Service Provider compliant and has also been assessed as compliant under the HECVAT (Higher Education Cloud Vendor Assessment). Customer data is safeguarded both during the transaction and at rest. Credit card data is not handled by HomeTown; this is handled by our integration with Stripe (called Stripe Elements) which automatically makes the school merchant account and box office compliant to PCI SAQ-A (Stripe provides a record of this in the Business section of the [school / district] stripe account).

**12 Customer Data** Customer data stored on our platform is typically limited to name, email, phone, order summary without payment card data, and depending on the type of event, student ID or birthday. All information is stored securely, and each box office is "siloeed" which means we maintain separate databases by box office, so data and box offices are never intermingled.

## **13 Indemnification and Limitation of Liability**

- a. Client agrees to indemnify, defend and hold harmless HTTP and its affiliates and their respective directors, officers, employees, successors and agents from and against any and all claims, damages, proceedings, costs and expenses resulting from or in connection with: (a) any breach of any representations, warranties, covenants or agreements of CLIENT under this Agreement; (b) any advertising by Client that includes the HTTP Marks which is false, misleading or deceptive; or (c) infringement of copyrights, patents, trademarks or theft of trade secrets related to any Client furnished materials.
- b. HTTP agrees to indemnify and hold harmless Client and its affiliates and their respective directors, officers, employees and agents from and against any and all claims, damages, proceedings, costs and expenses resulting from or in connection with: (a) any breach of any representations, warranties, covenants or obligation of HTTP under this Agreement; (b) any advertising by HTTP that includes the Client Marks which is false, misleading or deceptive; or (c) infringement of copyrights, patents, trademarks or theft of trade secrets related to the license or use of the HTTP technology by Client in accordance with this Agreement.
- c. Notwithstanding any other provision of this Agreement, except with respect to each party's confidentiality and indemnification obligations: (a) no Party shall have any liability for, and each Party hereby waives and disclaims, any and all claims and causes of action, or warranty for any indirect, incidental, punitive, special, consequential or exemplary damages arising out of or in connection with this Agreement; and (b) each Party's aggregate liability under or in connection with this Agreement shall in no event exceed the fair market value of the HTTP Contributions.

- d. The indemnified Party shall give the indemnifying Party prompt written notice of any Claim for which indemnification is sought. The indemnifying Party shall have sole discretion over the conduct of the defense and settlement of any Claims, and the indemnified Party, at its own expense, may retain counsel to participate in the defense of such Claims. The indemnified Party shall cooperate in the defense of any Claim and shall furnish or cause to be furnished such records, information and testimony, and attend such conferences, discovery proceedings, hearings, trials or appeals, as may be reasonably requested in connection therewith.

**14 Insurance** For as long as HTT's obligation to indemnify remains in effect, HTT will maintain comprehensive liability insurance, including product liability coverage, in minimum amounts of One Million Dollars (\$1,000,000) U.S. currency per occurrence and Five Million Dollars (\$5,000,000) U.S. currency in the aggregate, One Million Dollars (\$1,000,000) U.S. currency per occurrence for damage and/or injury to property and Worker's Compensation Insurance as required by law. Such coverage shall be on a date of occurrence form. The insurance coverage required shall be provided by an insurance company or companies with a rating of at least "A" or greater in Bests' Insurance Guide. Upon Company's reasonable request, and annually thereafter, upon reasonable request, HTT shall provide Company with certificates of insurance evidencing such coverage.

**15 Entire Agreement; Waiver** The four-corners of this document, the Agreement, including any Amendment(s) and/or Schedule(s) attached hereto, represents the entire agreement between Client and HTT. Any waivers, modifications or amendments hereto must be made in writing and signed by the duly authorized representative of both parties before they become effective. Any previous or contemporaneous oral representations, negotiations or other oral representations are expressly excluded, disclaimed, superseded and abandoned from this Agreement unless they are contained in writing within this Agreement. Any failure to enforce any provision of this Agreement shall not be deemed a waiver of any provision of this Agreement. No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing. Any consent by any party to, or waiver of, any breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for, any other different or subsequent breach.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date first written above.

**HomeTown Ticketing, Inc.**

Sign: \_\_\_\_\_

By: \_\_\_\_\_

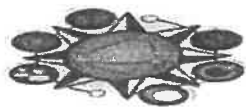
Title: \_\_\_\_\_

[CLIENT]

Sign: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_



Clairinda Weatherwax <clairinda.weatherwax@humboldtunified.com>

## Re: Ticket Spicket demo meeting

Donnie Schemetti <donnie@ticketspicket.com>  
To: clairinda.weatherwax@humboldtunified.com

Sat, Sep 5, 2020 at 10:06 AM

Hi Clairinda,

No problem at all! I will have a copy of our standard customer agreement sent your way via Adobe Sign momentarily, which will allow you to review the document and provide e-signature once you are ready to proceed.

I'm happy to say that at Ticket Spicket, we try to make it an easy decision to work with us. There is absolutely no cost to your school or district to use our service.

The only cost is a small convenience fee at the time of purchase, which most schools choose to have the fan pay. (You do have the ability to absorb that on your side, however, if you prefer.) That fee is just 5% + \$.50 per ticket, which usually tends to be about half of what you're going to hear from other companies out there.

Ticket Spicket is known for having the lowest convenience fees in the industry, as we've always placed a priority on not overcharging families and fans attending events to support their son or daughter. For example, on a \$5 ticket, the fan would pay a total of just \$5.75. You would keep 100% of the \$5 admission and we would use the extra \$.75 to cover all merchant service rates and credit card processing. There are no other hidden fees or extra percentages anywhere - the \$.75 covers everything.

Hope this is helpful!  
Donnie



**Donnie Schemetti**  
Co-founder & Chief Marketing Officer  
Ticket Spicket

855-968-4253 x700  
donnie@ticketspicket.com  
www.ticketspicket.com



TICKET SPICKET IS PROUD TO BE A TRUSTED SERVICE  
TO SCHOOLS, DISTRICTS, & ASSOCIATIONS IN 35+ STATES.

OFFICIAL PARTNER



[Click here to schedule a call or online demo with me.](#)  
[Click here to schedule a meeting with the Ticket Spicket team.](#)

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[Quoted text hidden]

[Quoted text hidden]

This is a staff email account managed by Humboldt Unified School District. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

**TICKET SPICKET, LLC  
TICKETING SERVICES AGREEMENT**

THIS TICKETING SERVICES AGREEMENT ("Agreement") is made by and between Ticket Spicket, LLC, a Virginia limited liability company with a principal place of business at 2400 Old Brick Road, Glen Allen, Virginia 23060 ("Ticket Spicket," ), and Bradshaw Mountain High School, with a principal address of 6000 Long Look Drive, Prescott Valley, AZ 86314 ("Client"), referred to jointly as the "Parties," hereby agree as follows:

**1. OUR SERVICES AND RESPONSIBILITIES**

Ticket Spicket shall

- (i) display and list Client's ticketed event (the "Event") in Ticket Spicket's web and mobile application (the "App");
- (ii) accept and process orders and payments (the "Payments") made by Client's patrons (the "Patrons") through the App for ticketed entry to Client's Event;
- (iii) process all credit card and other accepted payment methods used for Payments;
- (iv) provide Client with records of all charges and fees relating to any Payments made through the App; and
- (v) within seven (7) business days post Event, deliver to Client the amount owed under this Agreement (the "Payout").

**2. FEES, CHARGES, AND PAYMENT METHODS**

**2.1 OVERVIEW**

Ticket Spicket charges a per-ticket fee for the Services (the, "Fees") described in Schedule A. From time to time, Ticket Spicket may find it necessary to adjust the Fees, however, Ticket Spicket will notify Client in writing at least 30 days in advance of any Fee changes. Client may terminate the agreement within 15 days after receiving such notice.

**2.2 SERVICES.**

**(A) PAYMENT PROCESS.**

Client will declare the face value (the "Face Value") for each ticket or pass being sold. Ticket Spicket shall assess the additional Fees per ticket, indicated in Schedule A of this Agreement, and include the same as part of the total ticket price (the "Total Ticket Price").

After the Patron's Payment, Ticket Spicket will remit the "Face Value" to the Client within seven (7) business days after the ending date of the Event.

## **(B) REFUNDS.**

Client may authorize the issuance of a refund of the Face Value at its sole discretion. Client is responsible for notifying Ticket Spicket of refund policies for each Event, and shall ensure that all refunds are consistent with the terms of this Agreement.

(i) Refund procedure. Patrons must request refunds from the Client. The Client must then contact Ticket Spicket directly to initiate refund processing. Ticket Spicket will issue refunds at the request of the **Client only**, and will not process refund requests from Patrons without prior authorization from the Client.

(ii) Canceled Events. Ticket Spicket shall treat Event cancellations as refunds and shall issue a refund to all Patrons who have purchased tickets for the Cancelled event.

(iii) Notwithstanding the foregoing, Ticket Spicket may force or provide a refund to Patrons at its reasonable discretion. Ticket Spicket shall have no liability whatsoever in connection with or arising from any such decision to force or provide refunds.

## **(C) CREDIT CARD CHARGEBACKS.**

Ticket Spicket will work with the Client to review any credit card chargeback from Patron transactions on a case by case basis. If warranted, Ticket Spicket will make a reasonable effort to dispute a chargeback with the payment processing company.

If the chargeback dispute is rejected, the chargeback amount, plus any applicable fees, will be charged back to the Client. Ticket Spicket in its sole discretion may either (i) deduct these costs from the Payout; or (ii) send an invoice to the Client for such costs if no Payout balance exists. Client shall not hold Ticket Spicket responsible or liable in any way for chargebacks issued in the course of the use the Services, and shall indemnify and hold harmless Ticket Spicket for the same.

## **(D) CONFIRMATION.**

Upon receipt of payment from each Patron, Ticket Spicket generates a confirmation message and issues a unique digital ticket QR code and confirmation number. Client shall accept, honor, and fulfill all ticketing commitments confirmed by Ticket Spicket through the Services.

## **3. TAXES; WITHHOLDING.**

Client is responsible for (and will indemnify and hold harmless Ticket Spicket against) all taxes or other governmental charges associated with the Event or use of the Services.





Rebecca Cooley &lt;rebecca.cooley@humboldtunified.com&gt;

---

**.E: HomeTown Ticketing information**

1 message

**C. Benson Hufford** <cbh@h2m2law.com>

Mon, Sep 21, 2020 at 11:55 AM

To: Kort Miner &lt;kort.miner@humboldtunified.com&gt;, Cassandra Parmely &lt;kassandra@h2m2law.com&gt;

Cc: John Pothast &lt;john.pothast@humboldtunified.com&gt;, Rebecca Cooley &lt;rebecca.cooley@humboldtunified.com&gt;

Kort:

The proposed agreement with Hometown Tickets is acceptable as to form and within the authority of the Governing Board to approve. I note that the Agreement has a start date of June 1, 2020, which has already passed. Depending on when the Agreement actually takes effect, that date may need to be changed.

Let me know if you have any questions.

Ben Hufford,

Attorney for Humboldt Unified School District.

---

**From:** Kort Miner <kort.miner@humboldtunified.com>**Sent:** Monday, September 21, 2020 9:07 AM**To:** C. Benson Hufford <cbh@h2m2law.com>; Cassandra Parmely <kassandra@h2m2law.com>**Subject:** Fwd: HomeTown Ticketing information

Ben,

The high school is looking at trying to move to an online ticketing process to help expedite long lines, paying for staff to sell tickets, etc. during home games. Please review the agreement from Hometown ticketing and let me know if you have any issue with this agreement?

Kort

----- Forwarded message -----

From: **Rebecca Cooley** <rebecca.cooley@humboldtunified.com>

Date: Mon, Sep 21, 2020 at 8:17 AM

Subject: Fwd: HomeTown Ticketing information

To: Kort Miner &lt;kort.miner@humboldtunified.com&gt;, Clairinda Weatherwax &lt;clairinda.weatherwax@humboldtunified.com&gt;

Hello Kort &amp; Clairinda.

Since BMHS would like this to go to the GB for approval on October 6th, would you, Kort, please get this into Ben Hufford's office so that he can review it? I would just let him know that we need to know if it is approved no later than September 28th, if possible, so that we can add that to the transmittal before I print.

Also, Kort, do you think we need the extra information for the GB, or just the Agreement?

Thank you.

**Becky Cooley**

Administrative Assistant to the Superintendent

& Governing Board

Humboldt U.S.D. #22

6411 N. Robert Rd

Prescott Valley, AZ 86314

Phone: (928)759-5007 Fax: (928)759-4020

*To ensure compliance with the Open Meeting Law, recipients of this message who are members of a public body should not forward it to other members of the public body. Members of the public body may reply to this message, but they should not send a copy of the reply to other members.*

----- Forwarded message -----

From: **Clairinda Weatherwax** <clairinda.weatherwax@humboldtunified.com>

Date: Fri, Sep 18, 2020 at 4:00 PM

Subject: HomeTown Ticketing information

To: Rebecca Cooley <rebecca.cooley@humboldtunified.com>

Here is the information for the board transmittal I just sent you for HomeTown Ticketing.

----- Forwarded message -----

From: <BMHS-OFF-KMC550@humboldtunified.com>

Date: Fri, Sep 18, 2020 at 3:59 PM

Subject: Scan From BMHS Office KMC550

To: <clairinda.weatherwax@humboldtunified.com>

Your Scan is Attached

--

**Clairinda Weatherwax, CAA**

Bradshaw Mountain High School

Assistant Principal Operations/Athletic Director

Twitter: @ActivitiesBMHS

928-759-4126 work

620-629-3469 cell



--

Kort A. Miner

Executive Director of Operations

This is a staff email account managed by Humboldt Unified School District. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.



# **ACTION**

## **Item 10D.**

### **Emergency Procurement for COVID**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 10 D  
FROM: Roger Studley Reading  
DATE: October 6, 2020 Discuss  
SUBJECT: Emergency Procurement for COVID Action X

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OBJECTIVE: Goal # 2: Planning for Future Student Needs

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### SUMMARY & RECOMMENDATION:

In light of the emergency situation of procuring COVID related PPE, other equipment, and supplies, the Governor has issued Executive Order EO 2020-41. Section 2 authorizes “a limited exemption is granted from state procurement rules for the purchase made to address a need arising from the threat to public health, welfare or safety of staff and student directly related to the COVID-19 pandemic.”

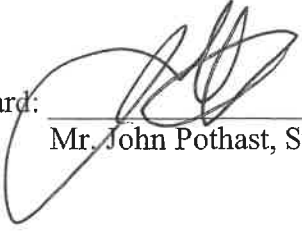
Currently we have to request bids when either vendor or commodity purchases exceed \$10,000. Masks alone exceed this cost and are very difficult to get. By the time we've done the correct bidding the price has gone up or the vendor is out of stock. By reducing the bidding, we can purchase when, what, and where the items we need.

This will allow us to use various vendors for the products we need for hardware, software, PPE, and other supplies.

### SUGGESTED MOTION:

*I move to authorize the use of Emergency Procurement exemptions per Executive Order 2020.41.*

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

From: **Bill Munch** <bmunch@vsit.org>  
Date: Fri, Sep 18, 2020 at 1:36 PM  
Subject: FW: Emergency Purchase

See below.

Here is a follow-up I promised. In your determination, make sure you state that not having the laptops for students seriously threatens the functioning of the school district.

The verbiage from the executive order is attached (the document would not allow me to copy and paste). The complete executive order can be found at:

[https://azgovernor.gov/sites/default/files/eo\\_2020-41.pdf](https://azgovernor.gov/sites/default/files/eo_2020-41.pdf)

The Governor also put out a document giving funding and purchasing flexibility related to covid-19 and that document can be found at:

[https://azgovernor.gov/sites/default/files/flexibility\\_and\\_funding\\_for\\_schools.pdf](https://azgovernor.gov/sites/default/files/flexibility_and_funding_for_schools.pdf)

Within that doc it says:

"TOOL #2:

#### PROCUREMENT FLEXIBILITY

The importance of obtaining materials and equipment to ensure Arizona classrooms are kept clean

and schools have the supplies needed to mitigate the risk of Covid-19 is paramount.

However, the current procurement rules that schools must follow have proven to be a barrier in efficiently obtaining the needed supplies for some.

To remove this burden, the Executive Order exempts districts and charters from existing procurement rules for the purposes of obtaining PPE and any other Covid-related purchases.

However, it does still require public transparency. A school district or charter that uses this exemption must submit in writing to their governing board, documentation that describes the nature of the purchase, the method in which the vendor was selected and the signature of the school district's superintendent or charter holder indicating approval of the purchase."

For me, the only thing the governor did to help was to declare the emergency situation which like duh it is obviously an emergency if you need covid related items. You still need to document the purchase as you would any other emergency purchase and provide a report to the governing board after the fact if you're going to use the authority granted by the governor's executive order. Clear as mud?

P.S. If you utilize the executive order instead of your regular emergency procurement

procedures you must have the superintendent approve it even if your district has delegated someone else in your board policy for emergency purchases.

Bill Munch, CPPO, CPPB

2018 AASBO "Bill Lovett" Lifetime Achievement Award Recipient

2016 NIGP National Manager of the Year

NIGP National Chapter Ambassador

Procurement Compliance & Training Officer

Valley Schools Management Group

PO Box 41760

Phoenix, AZ 85080-1760<tel:85080-1760>

Cell: (602) 677-1988<tel:(602)%20677-1988>

Fax: (623) 594-4376<tel:(623)%20594-4376>

[bmunch@vsit.org](mailto:bmunch@vsit.org)<mailto:bmunch@vsit.org><mailto:bmunch@vsit.org><mailto:bmunch@vsit.org>>

[www.myvalleyschools.org](http://www.myvalleyschools.org)<http://www.myvalleyschools.org><http://www.myvalleyschools.org>

At your service for "All things procurement!"

LinkedIn: <https://www.linkedin.com/in/williamlmunch>

"I not only use all the brains that I have, but all those I can borrow."--Woodrow Wilson



GOVERNOR DOUGLAS A. DUCEY

STATE OF ARIZONA  
★  
EXECUTIVE ORDER

**Executive Order 2020-41**

**2020-2021 School Year**  
***Prioritizing Kids and Schools During COVID-19***

**WHEREAS**, on March 11, 2020, pursuant to A.R.S. §§ 26-303 and 36-787, a declaration of Public Health State of Emergency was issued due to the necessity to prepare for, prevent, respond to, and mitigate the spread of COVID-19; and

**WHEREAS**, on March 30, 2020, the Director of the Arizona Department of Health Services (ADHS), based on an epidemiological assessment of Arizona specific data and in alignment with the Centers for Disease Control and Prevention (CDC) guidance, recommended the State implement enhanced mitigation strategies which are continuing; and

**WHEREAS**, on May 12, 2020, Executive Order 2020-36, *Stay Healthy, Return Smarter, Return Stronger*, was issued outlining requirements for businesses to assist in mitigating the spread of COVID-19 as they reopened and mandated that businesses adopt policies consistent with guidance from the CDC and the ADHS; and

**WHEREAS**, schools serve a valuable public health purpose by providing students with nutrition, physical exercise, social and emotional development, and are mandatory reporters in cases of child abuse and neglect; and

**WHEREAS**, in order to operate during the COVID-19 pandemic, schools must adapt to the dynamic needs of students, families, teachers and staff who must work in changing environments and learning styles as they navigate the reopening of schools; and

**WHEREAS**, Article XI, Section 2, of the Arizona Constitution vests the State Board of Education with overseeing the general conduct and supervision of the public school system; and

**WHEREAS**, A.R.S. § 15-203(A)(1) directs the State Board of Education to “exercise general supervision over and regulate the conduct of the public school system and adopt any rules and policies it deems necessary to accomplish this purpose;” and

**WHEREAS**, A.R.S. § 15-182(E), directs the Arizona State Board for Charter Schools to “exercise general supervision over charter schools that are sponsored by the board” and to “adopt rules and policies that the board deems necessary;” and

**WHEREAS**, A.R.S. § 15-251(4) directs the Superintendent of Public Instruction to “[e]xecute, under the direction of the state board of education, the policies that have been decided on by the state board;” and

**WHEREAS**, due to the ongoing threat of COVID-19 for at least the majority of the 2020-2021 school year, action must be taken to ensure the continuing education of Arizona’s children for now and the future; and

**WHEREAS**, the State is committed to ensuring the delivery of education in a safe and effective manner while monitoring the impacts of mitigation efforts.

**NOW, THEREFORE**, I, Douglas A. Ducey, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of the State, including but not limited to A.R.S. § 26-303 do hereby order:

1. The State Board of Education and the Arizona State Board for Charter Schools shall allow school districts and charter schools to offer distance learning options for students without an approved Arizona Online Instruction (AOI) program for the 2020-2021 school year subject to the following requirements and based on the need to limit class size and provide options for students whose parents determine it is in the best interest of their child not to attend in person:
  - a. Prior to implementation of distance learning, school districts shall submit a distance learning plan to the Arizona Department of Education and charter schools shall submit a plan to the Arizona State Board for Charter Schools. Each plan shall include:
    - i. Attendance tracking procedures for all students attending remotely, whether full time or intermittently.
    - ii. Detailed expectations of teachers and other staff working virtually and commitments on delivery of employee support services including, but not limited to, human resource policies and support for employees, professional development opportunities and regular communication from the administration. This section shall include implementable action steps.
    - iii. Detailed plans and examples of how the school district or charter school will provide substantive distance learning such as a description of modes of instruction, methods of content delivery, and a process for monitoring learning. This section shall also include plans to support every student, teacher and staff member in accessing a device and internet connectivity if the plan relies on online learning.
    - iv. Detailed plans and examples of how the school district or charter school will ensure access and meet the needs of special education and English language learners.
    - v. Detailed plans and examples of how the school district or charter school will provide social and emotional learning support to students, including counseling services.
    - vi. Detailed plans and examples of how the school district or charter school will require students to demonstrate ongoing competency or mastery in grade level or advanced grade level content.

- vii. Detailed plans on how the school district or charter will conduct benchmark testing within the first six weeks of the school year in math and english/language arts for all students in kindergarten programs and grades one (1) through twelve (12).
  - b. Schools that demonstrate compliance with these requirements relating to distance learning may consider these distance learning students as enrolled in an Arizona Online Instructional program, as defined in A.R.S. § 15-808.
  - c. District and Charter schools may begin operating their distance learning plans upon submission of the plan.
  - d. The Arizona Department of Education and the Arizona State Board for Charter Schools will review all applications for completeness, and may require additional information or revisions consistent with the objectives of this Order.
  - e. No later than November 30, 2020, the Arizona Department of Education and the Arizona State Board for Charter Schools shall evaluate implementation of a sample of distance learning plans that were submitted to them to ensure distance learning is being delivered in a manner consistent with the plan. Additional evaluations may be conducted throughout the 2020-2021 school year as determined by a schedule adopted by September 1, 2020 by the State Board of Education and the Arizona State Board for Charter Schools. Evaluations may include review of written and electronic documentation and on-site observations to collect evidence of implementation of the written plan.
  - f. School districts and charters may make revisions to improve their plans at any time, but must submit those changes in writing to the Arizona Department of Education or Arizona State Board for Charter Schools within 10 days of any substantive revision.
  - g. The Arizona Department of Education shall forward any negative evaluation findings to the State Board of Education. The State Board of Education and the Arizona State Board for Charter Schools shall review all negative evaluation findings submitted to them, and if either Board finds in its review of negative evaluation findings that a district or charter has egregiously failed to deliver what they committed to in their plan, to the detriment of the students being served, the board may require an emergency remediation plan be developed, submitted and followed. The State Board of Education and the Arizona State Board for Charter Schools shall require all districts and charters to:
    - h. Report to the Arizona Department of Education their day one (1) attendance figures and continue to provide updated information on a monthly basis. Schools may count a student participating in distance learning as in attendance within the first 10 days of school.
    - i. Submit a distance learning plan to the Arizona Department of Education or Arizona State Board for Charter Schools detailing how they will record attendance for distance learning students and the efforts that will be made to ensure all enrolled students are contacted and in communication on a regular basis.
2. Pursuant to Arizona Administrative Code R7-2-1055, the COVID-19 pandemic is classified as an "emergency condition" for the purposes of rules related to Emergency Procurements, adopted by the state board of education, for purchases made to address a need arising from the threat to public health, welfare or safety of staff and students directly related to the COVID-19 pandemic. For those Charter schools that do not currently hold an exemption

pursuant to A.A.C. R7-5-303(D), a limited exemption is granted from state procurement rules for the purchases made to address a need arising from the threat to public health, welfare or safety of staff and students directly related to the COVID-19 pandemic. A school district or charter school that uses these exemptions shall include a written determination that describes the nature of the purchase, the method in which the vendor was selected and the signature of the school district's superintendent or charter school administrator indicating approval of the purchase, which shall all be presented to the school district governing board or Arizona State Board for Charter Schools, as appropriate, at its next scheduled public meeting.

3. Continued eligibility for any of the flexibility options proposed above shall be contingent on the school district or charter school maintaining compliance with all state and federal financial transparency requirements by October 1, 2020 and the following:
  - a. Each school district or charter school shall conduct benchmark testing within the first six weeks of the school year in math and english/language arts for all students in kindergarten programs and grades one (1) through twelve (12). The results of this testing shall be made available to the Arizona Department of Education or Arizona State Board for Charter Schools upon request.
  - b. Except as otherwise provided herein, each school district or charter school shall operate for the required 180 days of instruction and shall be physically open at least the same number of days per week for the 2020-2021 school year as the 2019-2020 school year. For schools that offer a hybrid model for the 2020-2021 school year which includes distance learning with students learning in the classroom on some days, and from home on other days, the school district or charter school shall be considered to meet the eligibility criteria provided that they offer free onsite learning for students who need a place to go during the day. This option shall be made available for the same number of days per week and shall be open during the same hours offered during the prior school year before the COVID-19 closure took effect. An exception to this requirement may be granted by the Arizona Department of Education or the Arizona State Board for Charter Schools, if the school intended to switch to a different schedule for the 2020-2021 school year.
  - c. If due to a COVID-19 outbreak and pursuant to A.R.S. § 36-787, the Arizona Department of Health Services directs a school to close temporarily in order to appropriately sanitize the facility, this section may be temporarily waived.
4. Career and Technical Education Districts (CTED) may participate in distance learning options, as outlined in the executive order. A plan shall be submitted to the Arizona Department of Education detailing those requirements outlined in this order and shall also include details on how the CTED will execute remote training in lieu of requirements outlined in A.R.S. § 15-391(4)(d) when distance learning is being provided. Requirements outlined in A.R.S. § 15-391(4)(d) may be waived for the 2020-2021 school year.
5. School districts and charter schools may contract with Attendance and Dropout Recovery Services to ensure students are enrolled in school and to provide remediation services as agreed. However, these services shall be limited to the percentage of the student body identified as having been unenrolled or disengaged at the end of the 2019-2020 school year or who disengage at any time during the 2020-2021 school year. Schools shall not replace their instructional program with a dropout recovery program.

6. The Arizona Department of Education in collaboration with the State Board of Education and the Arizona State Board for Charter Schools shall develop guidance to assist school districts and charters in compliance with this Executive Order.
7. If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.
8. This order shall remain in place for the duration of the 2020-2021 school year that ends on June 30, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.



*Douglas A. Ducey*

GOVERNOR

**DONE** at the Capitol in Phoenix on this twenty-fourth day of June in the year Two Thousand and Twenty and of the Independence of the United States of America the Two Hundred and Forty-Fourth.

ATTEST:

*[Signature]*

Secretary of State



# ACTION

## Item 10E.

### Policy GCCG

(Second Reading)

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 E
FROM:	Kort Miner, Executive Director of Operations/HR	Reading X
DATE:	October 6, 2020	Discuss
SUBJECT:	Second Reading of Policy GCCG – Professional/Support Staff Voluntary Transfer of Accrued Sick Leave	Action X
OBJECTIVE:	Board Governance	

### **SUPPORTING DATA:**

Changes to Policy GCCG were recently approved by the Governing Board on June 9, 2020. In moving forward with the new policy, it became apparent that more clarification was needed to be able to process requests for donation of sick days and in other areas.

Policy GCCG has been reevaluated due to the change in health benefit providers, the removal of the Sick Bank Policy, the ability of staff to request for days and the ability for staff to donate days.

The policy that was approved in June removed the Sick Bank policy and stated that employees could request to have days donated to them. This revision to the policy clarifies how employees donate and how other employees can donate to them.

### **-E = Exhibit (form) / -R = Regulation**

*Governing Board adoption is not required for an exhibit or regulation but they are provided in the packet for informational purposes.*

Policy GCCG

Professional/Support Staff Voluntary Transfer of Accrued Sick Leave

### **SUMMARY & RECOMMENDATION:**

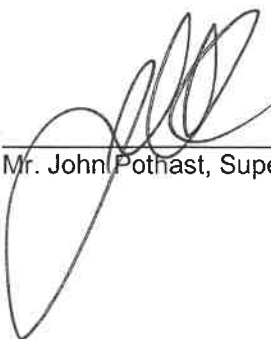
In surveying Districts of similar size, discussing this program with legal counsel and reviewing it with the HUSD benefits department it is the recommendation that policy GCCG Professional/Support Staff Voluntary Transfer of Accrued Sick Leave be revised. The attached policy revision outlines the district's role in managing the logistics of eligibility and limitations of such a program.

Upon approval this policy will become effective immediately and will be added to the current Policy Manual.

### **Sample Motion:**

*I move to adopt the revised Policy GCCG, Professional / Support Staff Voluntary Transfer of Accrued Sick Leave, as recommended.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

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



**GCCG**  
**PROFESSIONAL / SUPPORT STAFF**  
**VOLUNTARY TRANSFER OF ACCRUED SICK**  
**LEAVE**  
**(Medical Leave Assistance Program)**

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illnesses and injury may exhaust accrued leave of employees. Employees who have depleted their accrued sick, personal and vacation leave as a result of their serious illness or injury, or that of a family member, may request access to the Medical Leave Assistance Program. by submitting the request form to the Human Resources Department, asking to receive donations of sick leave from other employees so they may receive income during their period of serious illness or injury.

**Conditions to Receive or Donate Sick Leave**

Any employee ("donating employee") may contribute accrued sick leave to another employee ("recipient employee"), provided all of the following conditions are satisfied:

- The recipient employee must have exhausted sick leave, vacation, and personal days.
- The recipient employee or their immediate family member (spouse, or minor child[ren] residing with the employee) must have a "serious health condition" which is defined as a "non-work-related illness, injury, impairment, or physical condition that involves inpatient care in a hospital, hospice, or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician that is anticipated to last for a continuous period of time of two (2) or more weeks.
- The sick leave cannot be used for non-complicated maternity leave. Ordinarily, childbirth is not considered a serious illness.
- The Medical Leave Assistance Program cannot be used for bereavement leave.
- The recipient employee and the employee's licensed health care practitioner must have a reasonable expectation of return to duty within three (3) months of the application for the Medical Leave Assistance Program benefits.

- The donating employee must have thirty (30) or more days of accumulated leave. For the purpose of this program, a day equals the number of hours scheduled in the normal working day of the recipient employee. Days of leave, not the actual wage of the donor employee, will be donated.

~~The donor employee may donate sick leave only if the donor employee has thirty (30) days or more of accumulated leave and the donor employee may donate no more than five (5) days of sick leave in any contract year.~~

- A donating employee may donate no more than five (5) days of accumulated leave per fiscal year. The Superintendent may increase or decrease annual limit prior to the first day of a new fiscal year. The donation authorization should be made on the District provided form (GCCG-EB).
- Members of the same family employed by the District, may donate additional days of sick leave to a family member employed by the District, as long as the giving party retains a minimum of thirty (30) days of sick leave.
- No employee shall be allowed to make donations to the employee's immediate supervisor or to any official evaluator of the employee. Donations to the employee's immediate supervisor will not be allowed.

#### **Request to Receive Direct Donation of Sick Days:**

- The application for Medical Leave Assistance Plan Request form (GCCG-EA) must include medical certification provided by the receiving employee's health provider and the employee's statement (FMLA or LOA).
- The application must state that the employee "waives privacy rights to the information being presented for purposes of screening the request by other employees" and must "permit the use of the applicant's name in the request for direct donations."
- Requests must be submitted to the Human Resource department for processing. If all of the conditions are met, and the written request is complete, the HR department will forward paperwork to the Superintendent for approval.

#### **Approval and Notice Procedure:**

- The Superintendent or the Superintendent's designee shall make all appropriate determinations necessary under this policy, including but not limited to the eligibility to donate and the eligibility to receive. The decision of the Superintendent is final.

- Upon determining the eligibility of a requesting employee, the Superintendent or the Superintendent's designee will post an announcement requesting donations of accrued sick leave hours for the sole benefit of the requesting employee by name. The reason for the request will not be made public. An employee who wishes to donate accrued sick leave may do so by completing a Voluntary Donation of Sick Leave form (GCCG-EB). Donated time must reference the Superintendent's specific announcement. Any unused donated time will be returned to the donors in a last in, first returned manner. All donations of leave shall be strictly voluntary and confidential.

**General Limitations and Conditions:**

- The maximum number of sick days an employee can receive from the donation of sick leave is thirty (30) days.
- Any unused, donated time will be returned to the donors in a last in, first returned manner. All donations of leave shall be strictly voluntary and confidential. All donated leave becomes the permanent property of the receiving employee(s). All unused leave will be retained by that employee and will not be returned or reimbursed to the donor employee.
- This policy does not apply to sick leave requests due to an epidemic, natural disaster, act of war, or terrorism.
- No employee shall be eligible for the Medical Leave Assistance Plan after the employee qualifies for long-term disability coverage that is offered through the Arizona State Retirement System (ASRS).

Adopted: ~~June 23, 2020~~

LEGAL REF.:  
A.G.O.  
I91-027



Humboldt Unified School District  
6411 N Robert Road  
Prescott Valley, AZ 86314  
Phone: 928-759-4000 FAX: 928-759-4020  
www.humboldtunified.com

**GCCG-EA**  
**PROFESSIONAL/SUPPORT STAFF REQUEST for**  
**VOLUNTARY TRANSFER of ACCRUED SICK LEAVE**

*Request for Sick Leave Consideration: Donated Sick Leave*

Employee  
Name: \_\_\_\_\_ Date \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_. Unused days will be returned to the person(s) donated.  
(Not to exceed 30 days in one FY/School Year)

Have you read Policy GCCG? YES / NO Initials: \_\_\_\_\_

*Waiver of Privacy Rights* to the information being presented in Exhibits GCCG-EA and GCCG-EB.

By my signature below, I permit Human Resource personnel and the District Superintendent or their designee permission to review the information contained within the Certification of Physician and in the case of request for a Direct Donation of Sick Leave, the release of my name to other district employees via email or other direct forms of communication.

\_\_\_\_\_  
Signature of Employee requesting consideration Date \_\_\_\_\_

\_\_\_\_\_  
Witness Date \_\_\_\_\_

**HUSD - Reinvent, Redesign and Reimagine.**



Humboldt Unified School District  
6411 N Robert Road  
Prescott Valley, AZ 86314  
Phone: 928-759-4000 FAX: 928-759-4020  
www.humboldtunified.com

**GCCG - EB**  
**PROFESSIONAL / SUPPORT STAFF**  
**VOLUNTARY DONATION of ACCRUED SICK TIME**

Authorization to DONATE to \_\_\_\_\_'s Medical Leave Assistance Program.  
Donations open from \_\_\_\_\_ to \_\_\_\_\_. Will re-open if necessary.

I, \_\_\_\_\_, hereby voluntarily give my  
permission to transfer \_\_\_\_\_ days (MAX of five (5) days per fiscal year) of my  
accrued sick leave to HUSD #22 employee:

\_\_\_\_\_. I acknowledge that I have thirty (30) or  
more days of accumulated sick leave available. I acknowledge that I have read HUSD #22  
Governing Board Policy GCCG.

\_\_\_\_\_  
Donor's Signature Date Time \_\_\_\_\_ am/pm

---

**Payroll/District Office Use Only**

Number of days transferred to Employee \_\_\_\_\_

Number of days returned to Donor \_\_\_\_\_

**HUSD - Reinvent, Redesign and Reimagine.**



# ACTION

## Item 10F.

### ASBA Policy Advisories

(672-676 – Second Reading)

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board  
FROM: John Pothast, Superintendent  
DATE: October 6, 2020  
SUBJECT: Policy Review –Arizona School Boards Association (ASBA)  
Policy Advisories 672-676 - Second Reading

Item # 10 F

Reading X

Discuss

Action X

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA:**

The policy advisories included in this release are those which are updated policies, exhibits and regulations based on the Governor's Executive Order (July 23, 2020) and on Arizona laws modified by the 54<sup>th</sup> Legislature, Second Regular Session, 2020.

### **-E = Exhibit (form) / -R = Regulation**

*Governing Board adoption is not required for an exhibit or regulation but they are provided in the packet for informational purposes.*

*PA 672	GBGB-R	Staff Personal Security and Safety
PA 673	IHA	Basic Instructional Program
*PA 674 <b><u>NEW</u></b>	JICA-RB	Student Dress
PA 675	KB	Parent Involvement in Education
*PA 676 <b><u>NEW</u></b>	KI-RB	Visitors to Schools

### **SUMMARY & RECOMMENDATION:**

This is the Second Reading of suggested changes to the policies that were included in ASBA Policy Advisories 672-676. The First Reading was held during a regular meeting of the Governing Board on September 8, 2020. **\*Advisories regarding exhibits and/or regulations that were included in the First Reading are not included in the Second Reading as they do not require Board action.**

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

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

### **Sample Motion:**

*I move to adopt Policy IHA and Policy KB as presented by ASBA.*

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

Questions should be directed to:  
Dr. Rob Bueche, 759-4010



# POLICY SERVICES

## ADVISORY

Volume 32, Number 2

July 2020

Policy Advisory No. 672 .....	Regulation GBGB-R — Staff Personal Security and Safety
Policy Advisory No. 673 .....	Policy IHA — Basic Instructional Program
Policy Advisory No. 674 <u>NEW</u> .....	Regulation JICA-RB — Student Dress
Policy Advisory No. 675 .....	Policy KB — Parent Involvement in Education
Policy Advisory No. 676 <u>NEW</u> .....	Regulation KI-RB — Visitors to Schools

### POLICY ALERTS

#### Policy GCQE — Retirement of Professional / Support Staff Members

Policy GCQE has been adopted by very few school districts and is, therefore, currently in minimal use. Nevertheless, the policy has a correction due to a misprint as follows:

The second and fourth columns under “Sick Leave Payment upon Retirement” have the heading “Percent of Annual Salary.”

The heading for each column, two and four, should be “Percent of Daily Salary” as “daily rate” is the wording included in the explanatory paragraph immediately preceding the table as follows:

#### *Sick Leave Payment upon Retirement*

Upon proper and timely application for the retirement incentive program, the District will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the District. **Certificated employees will be paid based upon a daily rate established for payment of a day-to-day substitute teacher in the District, and support staff members will be paid based upon a daily rate calculated by multiplying the minimum wage times eight (8) hours.** The payment will be made on the following scale:

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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Number of years of service to the School District	Percent of <u>daily</u> salary	Number of years of service to the School District	Percent of <u>daily</u> salary
10	0%	16	30%
11	5%	17	35%
12	10%	18	40%
13	15%	19	45%
14	20%	20 and above	50%
15	25%		

The following policies are discussed in an ALERT format due to actions taken by the 54th Legislature, First Regular Session which convened January 13, 2020 and adjourned sine die on May 26, 2020. The changes/additions to statute do not require policy language changes but are emphasized here for district awareness.

The General Effective Date of these bills, unless passed as emergency legislation, is August 25, 2020.

#### **Policy BEC — Executive Sessions / Open Meetings**

Senate Bill 1012 has added language to A.R.S 38-431.03, Executive Sessions, allowing an executive session to include discussion or consideration of matters relating to school safety operations or school safety plans or programs.

Due to the on-going COVID-19 situation, Governing Boards should be aware of the above addition to A.R.S. 38-431.03(A)(8) to enhance flexibility in dealing with issues in a timely manner.

#### **Policy IHAMD— Instruction and Training in Suicide Prevention**

Senate Bill 1446 has added A.R.S. 15-160 to read: Student identification cards; suicide prevention; contact information required

a. Beginning July 1, 2021, if a school district governing board or charter school governing body issues identification cards to students in grades nine through twelve, the school district governing board or charter school governing body shall include at least one of the following on each new identification card issued to a student in grade nine through twelve:

1. The telephone number for a national suicide prevention lifeline.
2. The telephone number for a national network of local crisis centers.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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3. A statement describing how to access a text-based emotional support service.

4. The telephone number for a local suicide prevention hotline.

b. A school district governing board or charter school governing body may include the information described in subsection a of this section on student identification cards by printing the information on, or by affixing a sticker that contains the information to, the identification cards.

Districts or charter schools that issue identification cards to students in grades nine through twelve should take steps to meet this requirement by July 21, 2021.

## **POLICY ADVISORY DISCUSSION**

The following policy advisories are the result of the Governor's Executive Order on July 23, 2020 and the result of actions taken by the 54th Legislature, Second Regular Session which convened in January 13, 2020 and adjourned sine die on May 26, 2020.

The General Effective Date of these bills, unless passed as emergency legislation, is August 25, 2020.

### **Policy Advisory No. 672**

### **Regulation GBGB-R — Staff Personal Security and Safety**

### **NEW Policy Advisory No. 674**

### **Regulation JICA-RB — Student Dress**

### **NEW Policy Advisory No. 676**

### **Regulation KI-RB — Visitors to Schools**

These regulations are updated or created in response to the State of Arizona Executive Order 2020-51, *Arizona: Open for Learning*, see <https://azgovernor.gov/executive-orders>. The Executive Order requires the use of face coverings until the Arizona Department of Health Services (ADHS) determines that face coverings are no longer necessary or recommended to contain the spread of the coronavirus.

Guidance in the regulation also comes from the Centers for Disease Control and Prevention (CDC), see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>, and ADHS, see <https://www.azdhs.gov/preparedness/emergency-preparedness/index.php#school-resources>.

The new language is identical in each of the three regulations to address that face coverings are to be worn by staff, students, and visitors. Districts should review the recommended guidelines to ensure that the needs of their schools and community are adequately met.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No. 673**

**Policy IHA — Basic Instructional Program**

House Bill 2625 has added A.R.S. 1-319; amended A.R.S. 15-203; and added A.R.S. 15-710.01 relating to civics.

A.R.S. 1-319 specifies that September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. If Sandra Day O'Connor Civics Celebration Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday

A.R.S. 15-203 states that the State Board of Education shall, for the purposes of Sandra Day O'Connor Civics Celebration Day instruction under section A.R.S. 15-710.01, develop a list of recommended resources relating to civics education that align with the academic standards prescribed by the State Board Of Education in social studies pursuant to sections 15-701 and 15-701.01. The state board shall establish a process that allows public schools to recommend resources for addition to the list.

A.R.S. 15-710.01 adds that on Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

**Policy Advisory No. 675**

**Policy KB — Parent Involvement in Education**

Senate Bill 1061 has added section 15-249 to the statutes, relating to the department of education, which states that the DOE shall establish and post on its website a statutory handbook of parental rights that consists of the text of the following statutes:

1. Title 1, chapter 6.
2. Section 15-102.
3. Section 15-110.
4. Section 15-113.
5. Section 15-117.
6. Section 15-351.
7. Section 15-721.
8. Section 15-722.
9. Section 15-730.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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Each school district and charter school in this state shall prominently post on a publicly accessible portion of its website a link to the statutory handbook of parental rights.

The appropriate language has been added to Policy KB, Parent Involvement in Education.

=====

If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, General Counsel/Associate Executive Director; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or David DeCabooter, Policy Consultant/Staff Attorney. Our e-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [ddcabooter@azsba.org]. You may also fax information to (602) 254-1177.

**Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.**

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## **ASBA POLICY ADVISORY DISCUSSION**

**Policy Advisory No. 672 (Kort Miner)**

### **Regulation GBGB-R – Staff Personal Security and Safety**

State of Arizona Executive Order 2020-51 mandated the use of face coverings until the Arizona Department of Health Services determines that face coverings are no longer necessary or recommended to contain the spread of the coronavirus. This action effectively updates the Board Policy to reflect the Executive Order in regards to staff security and safety.

### **HUSD Summary and Recommendation**

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

**GBGB-R ©**

**REGULATION**

**STAFF PERSONAL SECURITY  
AND SAFETY**

**Threats**

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

**Eye Protective Devices**

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

- A. Molten metals or other molten materials.
- B. Cutting, shaping, and grinding of materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Welding fabrication processes.
- E. Explosive materials.
- F. Caustic solutions.
- G. Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

### **Cloth Face Coverings**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

Cloth face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



## **ASBA POLICY ADVISORY DISCUSSION**

**Policy Advisory No. 673** (Dr. Rob Bueche)

### **Policy IHA – Basic Instructional Program**

House Bill 2625 added ARS 1-319 and ARS 15-710.01, as well as updated ARS 15-203. This action relates to civics education in Arizona, as well as a declaration of September 25 as Sandra Day O'Connor Civics Celebration Day. This date would add civics education to the majority of this school day and direct the District to utilize resources designated by the State Board of Education for civics education on the aforementioned date.

### **HUSD Summary and Recommendation**

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

**IHA ©  
BASIC INSTRUCTIONAL PROGRAM**

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2021, at least one (1) kindergarten through third (K-3) grade teacher in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

The instructional program will include planned sequences in:

- A. Language arts - reading, spelling, handwriting, English grammar, composition, literature, and study skills.
- B. Mathematics experiences.
- C. Social studies - history including Native American history, geography, civics, economics, world cultures, political science, and other social science disciplines.
- D. Science experiences.
- E. Fine and practical arts experience - art education, vocal and instrumental music, and vocational/business education.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

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- F. Technology skills.
- G. Health and safety education.
- H. Physical education.
- I. Foreign or Native American language.

The planned program for all students shall also include library instruction, individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S.15-701 and 15-701.01.

Adopted:

LEGAL REF.:

A.R.S.

1-139

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-704

15-710

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

## **ASBA POLICY ADVISORY DISCUSSION**

**Policy Advisory No. 674 (Dr. Rob Bueche)**

**Regulation JICA-RB- Student Dress NEW**

State of Arizona Executive Order 2020-51 mandated the use of face coverings until the Arizona Department of Health Services determines that face coverings are no longer necessary or recommended to contain the spread of the coronavirus. This action effectively updates the Board Policy and adds the proposed regulation to reflect the Executive Order in regards to student dress.

### **HUSD Summary and Recommendation**

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

**JICA-RB ©**

**REGULATION**

**STUDENT DRESS**

**(Cloth Face Coverings)**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

Cloth face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**KB ©  
PARENTAL INVOLVEMENT  
IN EDUCATION**

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

- A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.
- B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- C. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.
- D. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.
- E. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.
- F. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to students in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.
- G. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

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H. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

I. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt into a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.
13. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.

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15. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.
16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]
17. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.
18. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.
19. Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, which is posted on the DOE website and is prominently posted on a publicly accessible portion of the District website with a link to the statutory handbook of parental rights with the title and sections as listed below:
  - a. Title 1, chapter 6.
  - b. Section 15-102.
  - c. Section 15-110.
  - d. Section 15-113.
  - e. Section 15-117.
  - f. Section 15-351.
  - g. Section 15-721.
  - h. Section 15-722.
  - i. Section 15-730.

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***Optional language:*** The following outlined items (to next double line) setting out the manner in which parents may be made aware of the District's Parental Involvement Policy are optional in whole or in part as determined by the local Governing Board.

The District plan under this policy may also include:

- A. Making parents aware of this District parental involvement policy, including:
  1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
  2. The parent's right to inspect the District policies and curriculum.

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- B. Efforts to encourage the development of parenting skills.
- C. The communication to parents of techniques designed to assist the student's learning experience in the home.
- D. Efforts to encourage access to community and support services for children and families.
- E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- F. Identifying opportunities for parents to participate in and support classroom instruction at the school.
- G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.
- H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.
- I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.
- J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- K. Provide to parents the information in this policy in an electronic form.

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Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

A. The Superintendent or principal shall:

1. Deliver the requested information to the parent within ten (10) calendar days, or
2. Provide to the parent a written explanation for denial of the requested information.

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B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Adopted:

LEGAL REF.:

A.R.S.

1-601

1-602

15-101

15-102

15-110

15-113

15-117

15-249

15-341

15-351

15-721

15-722

15-730

CROSS REF.:

ABA - Community Involvement in Education

IHBD - Compensatory Education

IJ - Instructional Resources and Materials

IJND - Technology Resources

JHD - Exclusions and Exemptions from School Attendance

KDB - Public's Right to Know/Freedom of Information

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## **ASBA POLICY ADVISORY DISCUSSION**

**Policy Advisory No. 676 (Dr. Rob Bueche)**

**Regulation KI-RB – Visitors to schools NEW**

State of Arizona Executive Order 2020-51 mandated the use of face coverings until the Arizona Department of Health Services determines that face coverings are no longer necessary or recommended to contain the spread of the coronavirus. This action effectively updates the Board Policy and adds the proposed regulation to reflect the Executive Order in regards to visitors to school.

### **HUSD Summary and Recommendation**

It is the recommendation of the administration that the policy be adopted as presented by ASBA.

**KI-RB ©**

**REGULATION**

**VISITORS TO SCHOOLS**

**(Cloth Face Coverings)**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

Cloth face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

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**JICA-RB ©**

**REGULATION**

**STUDENT DRESS**

**(Cloth Face Coverings)**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

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- E. Anyone who has trouble breathing;
- F. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

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*(This page from ASBA is a duplicate of page '10 of 17'.)*

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# **ACTION**

## **Item 10G.**

**2020-21 Calendar  
Revision**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10 G
FROM:	John Pothast, Superintendent	Reading
DATE:	October 6, 2020	Discuss
SUBJECT:	Possible revision of Parent-Teacher Conference dates on 2020-2021 school calendars	Action X
		Consent
OBJECTIVE:	Goal #2: To Focus on Planning for Future Student Needs Goal #3: To Increase Parental and Community Engagement	

### SUPPORTING DATA

Currently Parent-Teacher Conferences are scheduled for October 29 & 30, 2020, which means HUSD students will have been on campus for only 9 actual school days. Superintendent Pothast will discuss with the Governing Board the possibility of moving back the date for these conferences. If a decision is made to change the date of the P-T Conferences, the Governing Board would need to approve the change in the K-8, 2020-21 school calendar.

The proposed change is to take the days currently scheduled for Parent-Teacher Conferences on October 29 & 30, 2020, and turn those two days in October into regular instructional days. Those two Parent-Teacher Conference days would then be moved to February 4 & 5, 2021, which are currently scheduled as regular instructional days.

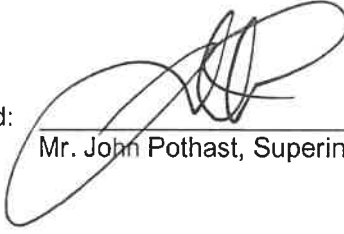
### SUMMARY & RECOMMENDATION

In order to engage parents and teachers in the highest quality and most instructionally-focused conversations about the academic progress of students, it is recommended that the Governing Board approve changing the current 2020-21 school calendar, for Kindergarten – 8<sup>th</sup> grade, by moving the Parent-Teacher Conferences currently calendared for October 29 & 30, 2020, and moving the conferences to February 4 & 5, 2021.

### Sample Motion

I move to approve the change to the K-8, 2020-21 school calendar, by moving the October 29 & 30 Parent-Teacher Conferences to February 4 & 5.

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

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



## 2020-2021 SCHOOL YEAR CALENDAR

### KINDERGARTEN - 8TH GRADE

July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1			1	2	3	4	5						1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				
November							December							January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28							
														31														
March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
														30	31													

## 2020-2021 CALENDAR EXPLANATIONS

[illegible]

*Board Approved 04/07/2020*

