



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, April 13, 2021

Glassford Hill Middle School
6901 Panther Path
Prescott Valley, AZ

Regular Session @ 6:30

OFFICIAL COPY

Mr. John Pothast, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **April 13, 2021**, at **Glassford Hill Middle School**, located at **6901 Panther Path, Prescott Valley, Arizona**. This meeting will also be **live-streamed**, as we begin our transition back to the traditional in-person only meetings.

****ALL ATTENDEES ARE REQUIRED TO WEAR A FACEMASK, PER HUSD POLICY KI-RB.****

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

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AGENDA

6:30 REGULAR SESSION

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

6. CELEBRATING SUCCESSES
 - A. HUSD VIPs – Humboldt Elementary School
 1. Volunteer – Fred Pamer
 2. Classified – Desirae Pitt
 3. Certified – Donna Ray

- B. Presentation by Sharmel Jordan from Yavapai County Community Health Services to Mountain View Elementary School.

7. PUBLIC PARTICIPATION

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

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

8. CONSENT ITEMS

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

- Pages 9-14 **A.** Governing Board Meeting Minutes of March 9, 2021 and March 23, 2021 (audio recording is posted on the District's website at www.humboldtunified.com)
- Pages 15-20 **B.** Personnel Recommendations
- Pages 21-150 **C.** Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,702,951.95
2. Approval of Payroll voucher(s) in the amount of \$ 2,818,587.35
- Pages 151-158 **D.** Monthly Budget Report
- Pages 159-162 **E.** Monthly Student Activities Report
- Pages 163-166 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for March 2021.
- Pages 167-172 **G.** Revised HUSD Supplemental Wage Schedule
- Pages 173-202 **H.** Request for approval for Capella University to conduct a research study in accordance with Policy LC – Relations with Education Research Agencies.
- Pages 203-206 **I.** Request for approval of an amendment to the five-year agreement with the Arizona School for The Deaf and Blind (ASDB).
- Pages 207-236 **J.** Request for the approval of out-of-state travel for eligible 8th grade students and their chaperones to travel to Washington, D.C. In May 2022.
- Pages 237-240 **K.** Request for the approval of the changes to the Classified Job Placement schedule for the 2020-2021 school year.
- Pages 241-258 **L.** Request for approval of the annual Retiree Re-employment Program and Client Service Contract with Educational Services, Inc. (ESI)
- Pages 259-262 **M.** Request for approval of Preschool, Before and After School Program, Elementary and Middle School Fee Schedules for SY 2021-2022.
- Pages 263-270 **N.** Request for approval for IGA school-based counseling services renewal with Southwest Behavioral & Health Services (SBH) and Yavapai County Education Service Agency (YCESA)

Pages 271-282 **O.** Request for approval for IGA with Mayer USD for special education services.

Pages 283-284 **P.** Gifts and donation

9. DISCUSSION ITEMS (no action will be taken)

Pages 285-286 **A.** School update from Humboldt Elementary School Principal Melissa Tannehill to include:

- HES Mission Statement in Action
- Programs and Support
- Looking ahead to 2022

Pages 287-288 **B.** Budget Update – Superintendent John Pothast

Pages 289-290 **C.** Humboldt Unified School District's Pandemic Update

10. ACTION

Pages 291-302 **A.** Approval of 2021-2022 Certified, Psychologist and Administrator Contract Language.

Pages 303-310 **B.** Modifications to the 301 Performance Plan for the 2020-2021 school year.

Pages 311-313 **C.** Approval of increased Health Insurance Rates and Coverages through Kairos.

Pages 314-318 **D.** Approve 2021-2022 Certified Employee Contracts.

Pages 319-321 **E.** Approve 2021-2022 Administrator / Director Contracts.

11. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

May 11, 2021	6:30 PM	Regular Meeting	@ TBD
June 8, 2021	6:30 PM	Regular Meeting	@ TBD
July 13, 2021	6:30 PM	Regular Meeting	@ TBD

12. ADJOURNMENT

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

CELEBRATING SUCCESSES

Item 6

- A. HUSD VIPs – Humboldt Elementary School
 - 1. Volunteers – Fred Pamer
 - 2. Classified – Desirae Pitt
 - 3. Certified – Donna Ray

- B. Award Presentation by Yavapai County Community Health Services to Mountain View Elementary School



April 13, 2021

HUSD VIP- Volunteer- Fred Pamer

Humboldt Elementary School

It is my pleasure to introduce to you Mr. Fred Pamer as the HUSD Volunteer VIP for April. "Mr. Fred" as he is lovingly called by the students and staff is an employee of HUSD, where he serves as a bus driver. In his personal time he is a member of Trinity Lutheran Church, which has been a church partner of Humboldt Elementary since 2015.

As you know, this year has been a difficult year for those with a volunteer's heart. Many of the usual activities and areas of support to aid a school have not been possible in a traditional way. This has not stopped Mr. Fred from figuring out how to make an impact on the campus.

We started the school year with a Curbside Kick-off where students and parents had the opportunity to meet their new teachers parade style. Mr. Fred and the members of Trinity Lutheran graciously donated a backpack or trapper keeper style binder for every child in the school. The bags were filled with pencil boxes, folders, markers, rulers, and other school supplies for children to use during their remote learning time. These gifts proved to be worth their weight in gold for students to be able to engage in their remote learning from home with their teachers. Many materials and supplies are needed to teach children. Many of these supplies are not in most people's homes. Mr. Fred's gifts helped ease that burden for students and families at a time when many did not have extra. This truly was a gift from God for many of our students. In addition, during the Curbside Kick-off Mr. Fred helped collect surveys from families and in return they received a Rice Crispy treat on their way off campus. This was a great way to end an important community event.

Mr. Fred eagerly awaits phone calls from the school to learn how he can help. He has dropped off sheet cakes just because he was thinking of us. He has provided lunches for teachers and staff to

celebrate the return to on-site learning. These little treats really help with morale and lift the spirits of everyone.

Mr. Fred also lended a helping hand this holiday season by providing students and families with Thanksgiving meals as well as toys and clothing at Christmas. This was met with so much appreciation and love from every family that was a recipient of this kindness. Such efforts provide joy to families that without his support may not have been able to celebrate the holidays this year.

2020 was a difficult year for many. Our community needs volunteers like Mr. Fred that see a need and step in to fill a need. Mr. Fred is always just a phone call away for the students and staff of Humboldt Elementary School. He kindly provides what he can when he can with a generosity that is second to none. It is always a pleasure to celebrate someone who cares about children like Mr. Fred does. Thank you Fred for all you do to make Humboldt Elementary a great place to learn and grow.

[Melissa Tannehill](#)

Humboldt Elementary School, Principal



April 13, 2021

HUSD VIP- Classified Staff- Desirae Pitt

Humboldt Elementary School

Efficient, professional, and dependable are all words that describe Mrs. Desirae Pitt. This year everyone has had to wear many hats that are not in their job description. Officially, Des is the receiving clerk at Humboldt Elementary School, though she does so much more. We've all been asked to rethink how we do the business of school. Desirae has met all of this with grace and unwavering support.

Des is an advocate of public education. She fought not once but twice for our school district to pass a bond and override. She fights hard for what is best for our kids. Not just the kids of Humboldt Elementary but for all kids in our district, in our county and across the state. Desirae believes in the mission of Humboldt Elementary School. She is dedicated to teaching, nurturing and supporting our students and families. She wholeheartedly believes in providing our families and students a safe, respectful and responsible environment. Des has a can do attitude and is a go-to member of the faculty for teachers, staff, and myself.

This year Des has become our official, unofficial IT person on staff. When parents had Google classroom questions, forward them to Des. When families needed a new device, forward them to Des. When we needed to have devices checked out, and then in ,and then out ,and then in again, it was Des that oversaw that our kids were getting what they needed and that our families were supported through this difficult transition. Des just has a knack for technology and providing good customer service for our families in which we serve at Humboldt Elementary.

I'd be remiss to not mention what a fun co-worker Des is to have around. She is light and jovial. She knows everyone in town and has a network of good-doers everywhere she goes. She makes coming

to work fun. In a year with so much change and uncertainty Des can be depended upon to cheer you up, wipe off tears, and get back to the task at hand. She loves what she does at Humboldt and it shows everyday through her actions and rapport with students, staff, and families.

I know that this year has challenged mindsets and pushed the barriers of the way things have always been done. Humboldt Elementary School has many traditions and values that are the cornerstone for the community. Covid-19 cared very little for such traditions. Many things that usually happen around campus have been put on hold. I know, because Des tells me pretty much everyday about them and how she can't wait to get to do them again. I can't wait to be able to do them too. I look forward to the day I can tell my dear friend and colleague that we can get back to a place of normalcy and looking ahead. I look forward to the many years ahead of having Des by my side to continue the legacy of Panda Pride. I'm thankful to get to be on this educational journey and fight with my friend and colleague Desirae Pitt.

Melissa Tannehill

Humboldt Elementary School, Principal



April 13, 2021

HUSD VIP- Certified Staff- Donna Ray

Humboldt Elementary School

In a year such as this, there is one staff member that, without her expertise on campus, none of what we as educators have accomplished would have been possible, and that is our school nurse, Ms. Donna Ray. If you've never met Donna, let me introduce you. Her last name says it all. She is a Ray of Sunshine on the campus of Humboldt Elementary School. She greets every student with a smile and her signature "you sweet girl" or "you precious boy you". Donna treats every student as if they are her very own child.

This year thrust Donna and I together before we even met face to face. I got the keys to Humboldt Elementary on July 1st, right at the height of the summer surge of Covid-19. I called Donna on the phone and said we need to meet and start planning how we are going to Covid-ize the campus. Within minutes of meeting each other, I knew the campus of Humboldt Elementary School would be in good hands with Donna Ray as our healthcare provider.

Like all of us, Donna has been asked to do things this year that none of us would have ever anticipated. Some of these tasks and duties included ordering and overseeing the installation of a handwashing station, that is now located inside the foyer of the cafeteria and gym. Donna was instrumental in ensuring the campus Covid protocols were solidly in place for students and staff. She has provided numerous PD sessions for staff regarding CDC updates and guidelines, spoken to countless families on their health and safety during times of needed quarantining and she updates our Covid dashboard weekly. Upon reentry in January, Donna and I were having daily briefings in my office, also known as the war room, on staffing needs and student supports. All of this while also attending all Child Study Meetings, being the lead nurse for HUSD, attending Monday Morning

Leadership Meetings, facilitating hearing and vision screenings, daily after school pick-up duty, oh yeah, and taking care of ill or injured children.

Needless to say, Donna is an angel. We are blessed to work with her at Humboldt Elementary School. She is a school nurse with an educator's heart. Prior to getting her nursing degree she taught elementary school for many years. She knows what kids need and she knows how to best support our educators and community. In a pinch you can find Donna Ray subbing in a classroom for a few hours or visiting classes just because she wants to be with the kids. Donna is a true hero of HUSD. For all these reasons, I joyfully present to you Ms. Donna Ray, Humboldt Elementary School's Certified HUSD VIP for April.

Melissa Tannehill

Humboldt Elementary School, Principal

CONSENT

Item 8A.

Minutes

March 9, 2021 & March 23, 2021

(Audio minutes are available on the district website)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **March 09, 2021**, at **Glassford Hill Middle School**, located at **6901 Panther Path, Prescott Valley, Arizona**. This meeting will also be **live-streamed**, as we begin our transition back to the traditional in-person only meetings.

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AGENDA

6:30 REGULAR SESSION

- | | | |
|------|----|--|
| 0:00 | 1. | WELCOME AND CALL TO ORDER |
| 0:22 | 2. | PLEDGE OF ALLEGIANCE/FLAG CEREMONY |
| 0:45 | 3. | ROLL CALL
<i>Corey Christians – Excused absence</i> |
| 1:04 | 4. | AGENDA REVIEW/ACCEPT
AGENDA APPROVED UNANIMOUSLY |
| 1:27 | 5. | CURRENT EVENTS
A. Board
B. Superintendent |
| | 6. | CELEBRATING SUCCESSES |
| 2:32 | | A. HUSD VIPs – Glassford Hill Middle School |
| 6:06 | | 1. Volunteer – Brittney Rye |
| 9:23 | | 2. Classified – Roni March |
| | | 3. Certified – Kelsey Hoult |

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19:47 8. CONSENT ITEMS

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Pages 7-10 **A.** Governing Board Meeting Minutes of February 9, 2021 (audio recording is posted on the District's website at www.humboldtunified.com)

Pages 11-16 **B.** Personnel Recommendations

Pages 17-168 **C.** Financial/Business

1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,195,027.75
2. Approval of Payroll voucher(s) in the amount of \$ 3,038,456.35

Pages 169-176 **D.** Monthly Budget Report

Pages 177-180 **E.** Monthly Student Activities Report

Pages 181-184 **F.** Request for ratification of expenditures for Contracts, Work Agreements and Supplementals for February 2021

~~Pages 185-188 **G.** Yearly Tax Credit Recap for 2020~~

Pages 189-196 **H.** Request for approval for IGA between HUSD and PUSD for sale of textbooks and consumables

Pages 197-198 **I.** Request for approval of Title I Summer School to be held June 7 – July 1, 2021

~~Pages 199-200 **J.** Request for approval of a Social Worker Position~~

Pages 201-202 **K.** Gifts and donation

Items A-F, H-I & K PASSED UNANIMOUSLY

9. DISCUSSION ITEMS (no action will be taken)

21:01 A. School update from Glassford Hill Middle School Principal Beth Denman to include:

- Capturing Kids Hearts
- Success for the 2020-2021 School Year
- Schoolwide focus: Project based learning and SEL

57:50 B. Review of Humboldt Unified School District's Pandemic Preparedness plans

1:13:10 C. Review of the current Auditor General Report for classroom spending

1:22:20 **D. Yearly Tax Credit Recap for 2020**

10. **ACTION**
1:25:26 **A. Request for Suspension/Repeal of Policy IC – School Year**
PASSED UNANIMOUSLY

1:29:37 **B. Transwestern pipeline litigation action**
PASSED UNANIMOUSLY

1:33:36 **C. Consideration and possible adoption of a resolution providing for all matters relating to refunding of certain bonds of the District by the sale and issuance of refunding bonds of the District including delegation to the Superintendent and the Business Manager to determine certain matters related thereto**
PASSED UNANIMOUSLY

1:55:00 **D. Request for approval of a Social Worker Position**
PASSED UNANIMOUSLY

11. **PERSONNEL**
Pages 251-252 ***A. The Board may vote to move into executive session pursuant to A.R.S § 38-431.03 (A)(1) (Personnel) for discussion regarding the resignation of certified employee, Christopher Kawabata.**
RESIGNATION REJECTED UNANIMOUSLY

1:58:00 12. **ANNOUNCEMENTS**
A. Next Scheduled Board Meetings are:

April 13, 2021	6:30 PM	Regular Meeting	@ TBD
May 11, 2021	6:30 PM	Regular Meeting	@ TBD
June 8, 2021	6:30 PM	Regular Meeting	@ TBD

12. ADJOURNMENT

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HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **March 23, 2021**, at **6:30 PM**, in the **Transportation Training Room**, located at **6411 N. Robert Road (Bldg. 500), Prescott Valley, Arizona**. ~~This meeting will also be live-streamed, as we begin our transition back to the traditional in-person-only meetings.~~

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AGENDA

6:30 PM WORK STUDY SESSION

- | | | |
|-------|----|--|
| 00:05 | 1. | WELCOME AND CALL TO ORDER |
| 00:20 | 2. | PLEDGE OF ALLEGIANCE/FLAG CEREMONY |
| 00:45 | 3. | ROLL CALL
<i>Corey Christians-Excused Absense</i> |
| 01:04 | 4. | AGENDA REVIEW/ACCEPT
ACCEPTED UNANIMOUSLY |
| 01:25 | 5. | DISCUSSION
A. Personalized Learning |

This work-study session is for the purpose of a presentation given by Superintendent John Pothast regarding Personalized Learning and how it fits in with the Vision of HUSD; as well as resuming some of the work regarding HUSD's Vision 2020 document, and the development of a new Vision 2025 document. Discussion will follow.

2:03:36 6. ANNOUNCEMENTS

B. Next Scheduled Board Meetings are:

April 13, 2021	6:30 PM	Regular Meeting	@ TBD
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June 8, 2021	6:30 PM	Regular Meeting	@ TBD

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CONSENT

Item 8B.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on April 13, 2021

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

Certified Staff

1. Beth Bogdovitz - 3rd Grade Teacher @ LTS (5/21/21)
2. Marty Boles - PE Teacher @ GHMS (LOA 3/22/21 TO 5/21/21)
3. Ariana Bowie - ELA Teacher @ BMHS (5/21/21)
4. Hollis Black - 3rd Grade Teacher @ LTS (2/26/21)
5. Erin Bueche - 5th Grade Teacher @ MVES (5/21/21)
6. Jack Fields - Resource Teacher @ BMHS (5/21/21)
7. Susan Funston - 3rd Grade Teacher @ MVES (LOA 3/29/21 TO 4/9/21)
8. Lisa Grell - Preschool Teacher @ BFPS (5/21/21)
9. Gena Hatfield - Resource Teacher @ BMHS (5/21/21)
10. Elizabeth Johnson - Music Teacher @ LVES/HES (5/21/21)
11. Pauline Henry - Science Teacher @ GHMS (5/21/21)
12. Nicole Marshall - Science Teacher @ BMHS (5/21/21)
13. Sabrina Olson - Resource Teacher @ BMHS (5/21/21)
14. Nancy Vallely - CNA Instructor @ BMHS (5/21/21)
15. Karen Willis - Resource Teacher @ MVES (5/21/20)
16. Dyan Yeutter - Science Teacher @ BMHS (5/21/21)

Classified Staff

1. Nicole Balzarini - Psychologist (5/28/21)
2. Lucinda Carlson - TSW Specialist (FMLA 3/15/21 TO 6/7/21)
3. Christine Fargher - F and N Cook @ LVES (3/26/21)
4. Elizabeth Farnham - F and N Worker II @ BMHS (3/8/21)
5. Alma Foley - M/S/P Aide @ BMHS (LOA 3/4/21 TO 4/23/21)
6. Stephanie Garcia - Network Administrator @ IT (4/9/21)
7. Lucinda George - M/S/P Aide @ CSES (LOA 3/22/21 TO 4/16/21)
8. Jacob Goodman - M/S/P Aide @ LVES (4/1/21)
9. Noelle Hutson - Psychologist (5/27/21)
10. Lena Juarez - Title 1 Aide @ HES (LOA 3/1/21 TO 5/20/21)
11. Richard Kenner - Lead Custodian @ LTS (6/4/21)
12. John Lamphear - SPED Bus Driver @ Transportation (3/9/21)
13. Sydney Macilroy - M/S/P Aide @ GHMS (3/15/21)
14. Rafael Medina - Custodian @ MVES (4/9/21)
15. Karen Nay - Preschool Aide @ BFPS (3/25/21)
16. Brenda Petro - F and N Worker @ BFPS (3/17/21)
17. Jarrett Plumb - Custodian @ BMHS (2/26/21)
18. Trista Ramirez - Title 1 Aide @ CSES (2/22/21)
19. Ann Salvatore - Playground Aide @ CSES (3/5/21)
20. Linda Schaetzle - CTE Nursing Program Coordinator @ BMHS (5/21/21)
21. Kevin Schwartz - Bus Driver - Transportation FMLA 3/2/21 TO 5/20/21)
22. Donna Wagner - Bus Driver @ Transportation (4/7/21)
23. Viola Wampler - M/S/P Aide @ MVES (3/19/21)
24. Jean Willis - SpED Bus Aide @ Transportation (4/8/21)
25. Robin Woodman - F and N Cook @ GES (4/7/21)
26. Anita Zavaleta - Aide @ BASP (2/19/21)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on April 13, 2021

Substitute + Staff

1. Rollin Latta - Bus Aide Substitute (11/1/20)
2. Noreen Paxton - Bus Aide Substitute (11/1/20)
3. Audrey Hoover-Longoria - Bus Aide Substitute (11/1/20)

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

Certified Staff

1. Jaime Stretton - Assistant Principal @ GHMS (replaces Richard Lehman)

Classified Staff

1. Vianca Bolanos - F and N Worker - BFPS (replaces Brenda Petro)
2. Jacob Clendenin - F and N Cook @ GES (replaces Robin Woodman)
3. Shannon Elliott - M/S/P Aide @ GHMS (replaces Sydney Macilroy)
4. Jacob Emmanuel - M/S/P Aide @ LVES (replaces Irene Pritchett)
5. Tom Golleher - Custodian @ BMHS (replaces Andrew Karnake)
6. Sam Hilmes - M/S/P Aide @ BMHS (replaces Kevin Primiterre)
7. Teresa Marie King - Bus Driver @ Transportation (replaces Michael Wilson)
8. Sally Lang - F and N Worker II @ BMHS (replaces Elizabeth Farnham)
9. Jessica McCormick - Assessment Secretary @ ELL (replaces Shea Johnson)
10. Paul McLeland - Title 1 Aide @ CSES (replaces Trista Ramirez)
11. Brandon Milliron - Lead Night Custodian @ GES (replace Ronald Hart)
12. Lorraine Lizzette Moeller - F and N Asst. Manager (replaces Shalom Behm)
13. Andrea Olive - Custodian @ LTS (replaces Kenneth Rathbun)
14. Kimberly Sanchez - Bus Aide @ Transportation (Teresa Schick)
15. Nubia Sanchez Moreno - M/S/P Aided (replaces Mikaela Bell)
16. Suzanne Seavey - Fand N Worker II @ BMHS (Elizabeth Farnham)
17. Jennifer Vogel - Playground Aide @ CSES (replaces Ann Salvatore)
18. Cameron Wallace - Lead Custodian @ BMMS (replaces Brandon Milliron)

Substitute + Staff

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on April 13, 2021

C. SUPPLEMENTAL CONTRACTS

Overloads

1.

Certified Stipends Specifically Listed on Board-approved 2020-2021 Stipend Schedule
(M&O-\$11,341.55); Tax Credit-\$0.00; General Tax Credit- \$0.00; SPED-\$0.00; Other- \$0.00)

1. Carli Acton - Sped Instructor @ LTS (overload is due to class sizes)
2. Jack Fields - SpED Instructor @ BMHS (overload is due to class size)
3. Merissa Monk - MS Girls Track Coach @ GHMS
4. Paula Moreno - Sped Instructor @ BMMS (overload is due to services provided online)
5. Shawna O'Brien - SpED Teacher @ BMHS(overload due to services provided online)
6. Bob Supergan - MS Boys Track Coach @ GHMS

Other Stipends

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

D. IN-DISTRICT TRANSFERS

Certified

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on April 13, 2021

Classified

1. Shea Johnson - FROM Secretary ELL Assessment TO Family and Community Engagement Coordinator (replaces Kelly Lee)
2. Trista Ramirez - FROM CSES Title 1 Aide TO BASP (replaces Roxanne Briggs)
3. Teresa Schick - FROM SpED Bus Aide TO BFPS Bus Aide (replaces Janice Torres)

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

Certified

Classified

- 1.

F. CLASSIFIED STAFF - VOLUNTEER AGREEMENT FORM STIPENDS

1. NONE

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

1. NONE

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:	April 13, 2021	Discuss
SUBJECT:	Monthly Budgets - Board Report	Action
		Consent X

OBJECTIVE: Goal # 2: Planning for Future Student Needs

SUPPORTING DATA:

Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:


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		<input checked="" type="checkbox"/> Summary Only	From Date: 3/1/2021	To Date: 3/31/2021	Budget Balance	
Fund:		Budget	Range To Date	YTD	Balance	% Remaining Bud
001	MAINT & OPER FUNDS					
	Fund 001 Total:	\$33,862,288.70	\$2,522,187.02	\$20,965,020.29	\$12,897,268.41	\$10,230,103.91
						7.88%
011	CLASSROOM-BASE SAL					
	Fund 011 Total:	\$684,704.98	\$0.00	\$245,340.73	\$439,364.25	\$0.00
						64.17%
012	CLASSROOM-PERF PAY					
	Fund 012 Total:	\$1,513,085.97	\$0.00	\$3,858.24	\$1,509,227.73	\$0.00
						99.75%
013	CLASSROOM-OTHER					
	Fund 013 Total:	\$1,979,784.38	\$0.00	\$491,317.05	\$1,488,467.33	\$0.00
						75.18%
021	INDIAN GAMING-INSTRUCTION IMPROV					
	Fund 021 Total:	\$64,608.12	\$0.00	\$0.00	\$64,608.12	\$0.00
						100.00%
024	INDIAN GAMING - INSTRUCTIONAL IMPROV					
	Fund 024 Total:	\$435,190.25	\$14,912.10	\$139,647.55	\$295,542.70	\$75,097.30
						50.65%
071	SEI - STRUCTURED ENGLISH IMMERSION					
	Fund 071 Total:	\$202,058.00	\$15,278.60	\$131,068.62	\$70,989.38	\$55,772.60
						7.53%
110	TITLE 1 LEA					
	Fund 110 Total:	\$1,458,795.78	\$108,856.02	\$1,007,154.49	\$451,641.29	\$403,119.13
						3.33%
111	TITLE 1 LEA					
	Fund 111 Total:	\$0.00	\$0.00	\$73,754.51	(\$73,754.51)	\$0.00
						0.00%
140	TITLE II-IMPROV TEACHER QUAL(14/15)					
	Fund 140 Total:	\$267,435.79	\$6,993.63	\$123,732.66	\$143,703.13	\$32,167.92
						41.71%
141	TITLE II-IMPROV TEACHER QUAL(15/16)					
	Fund 141 Total:	\$0.00	\$0.00	\$12,188.85	(\$12,188.85)	\$0.00
						0.00%
162	TITLE IV-A STUDENT SUPPORT & ACADEMIC I					

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description	<input checked="" type="checkbox"/> Summary Only		From Date: 3/1/2021		To Date: 3/31/2021	
	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund 162 Total:	\$10,667.99	\$1,049.22	\$32,688.99	(\$22,021.00)	\$2,142.86	(\$24,163.86) -226.51%
Fund: 190 TITLE III LEP PROGRAM						
Fund 190 Total:	\$0.00	\$6,748.09	\$18,848.78	(\$18,848.78)	\$2,330.28	(\$21,179.06) 0.00%
Fund: 191 TITLE III LEP PROGRAM (FY20)						
Fund 191 Total:	\$83,234.19	\$0.00	\$752.87	\$82,481.32	\$0.00	\$82,481.32 99.10%
Fund: 195 TARGETED SUPPORT & IMPROVEMENT GRN						
Fund 195 Total:	\$27,900.71	\$2,800.00	\$11,801.31	\$16,099.40	\$0.00	\$16,099.40 57.70%
Fund: 196 TARGETED SUPPORT & IMPROVEMENT GRN						
Fund 196 Total:	\$42,500.00	\$0.00	\$3,641.83	\$38,858.17	\$0.00	\$38,858.17 91.43%
Fund: 220 IDEA - BASIC - ENT						
Fund 220 Total:	\$1,361,075.67	\$73,090.61	\$667,759.07	\$693,316.60	\$271,916.02	\$421,400.58 30.96%
Fund: 221 IDEA - PRESCHOOL GRANT						
Fund 221 Total:	\$50,174.51	\$2,808.16	\$21,206.80	\$28,967.71	\$7,549.28	\$21,418.43 42.69%
Fund: 260 CTE BASIC GRANT						
Fund 260 Total:	\$158,218.34	\$0.00	\$8,546.99	\$149,671.35	\$0.00	\$149,671.35 94.60%
Fund: 261 CTE BASIC GRANT						
Fund 261 Total:	\$107,128.84	\$3,719.75	\$18,068.73	\$89,060.11	\$7,942.47	\$81,117.64 75.72%
Fund: 290 MEDICAID OUTREACH						
Fund 290 Total:	\$133,290.85	\$3,699.00	\$22,479.44	\$110,811.41	\$312.22	\$110,499.19 82.90%
Fund: 291 MEDICAID DIRECT						
Fund 291 Total:	\$1,280,149.53	\$206,457.87	\$519,833.76	\$760,315.77	\$121,197.33	\$639,118.44 49.93%
Fund: 326 COVID ESSER I						
Fund 326 Total:	\$1,166,388.53	\$44,311.06	\$659,820.24	\$506,568.29	\$112,368.75	\$394,199.54

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description		<input checked="" type="checkbox"/> Summary Only	From Date: 3/1/2021	To Date: 3/31/2021	Budget Balance	
			YTD	Balance	Encumbrance	% Remaining Bud
Fund: 328	COVID ESG Enrlmnt Stablz					33.80%
	Fund 328 Total:	\$0.00	\$2,212,730.99	(\$2,212,730.99)	\$0.00	(\$2,212,730.99)
Fund: 349	NAT'L FOREST FEES					0.00%
	Fund 349 Total:	\$2,022,281.20	\$746,897.31	\$1,275,383.89	\$296,775.84	\$978,608.05
Fund: 353	TAYLOR GRAZING					48.39%
	Fund 353 Total:	\$87,713.00	\$4,139.84	\$83,573.16	\$0.00	\$83,573.16
Fund: 374	E-RATE					95.28%
	Fund 374 Total:	\$0.00	\$19,789.00	(\$19,789.00)	\$0.00	(\$19,789.00)
Fund: 400	CTE PRIORITY PROGRAM					0.00%
	Fund 400 Total:	\$44,704.19	\$6,874.77	\$37,829.42	\$6,841.97	\$30,987.45
Fund: 435	ACADEMIC CONTESTS					69.32%
	Fund 435 Total:	\$1,134.04	\$0.00	\$1,134.04	\$0.00	\$1,134.04
Fund: 450	GIFTED					100.00%
	Fund 450 Total:	\$5,009.74	\$0.00	\$5,009.74	\$0.00	\$5,009.74
Fund: 456	COLLEGE CREDIT BY EXAMINATION INCENTIVE					100.00%
	Fund 456 Total:	\$21,596.43	\$0.00	\$21,596.43	\$0.00	\$21,596.43
Fund: 457	RESULTS - BASED FUNDING					100.00%
	Fund 457 Total:	\$86,959.74	\$27,172.94	\$13,886.40	\$3,404.84	\$10,481.56
Fund: 483	SAFE SCHOOLS					12.05%
	Fund 483 Total:	\$0.00	\$5,843.03	(\$5,843.03)	\$0.00	(\$5,843.03)
Fund: 485	WRP					0.00%
	Fund 485 Total:	\$258,454.17	\$164,252.91	\$94,201.26	\$70,405.07	\$23,796.19

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description		<input checked="" type="checkbox"/> Summary Only	From Date: 3/1/2021	To Date: 3/31/2021	Budget Balance	
			YTD	Balance	Encumbrance	% Remaining Bud
Fund: 499	RURAL ASSISTANCE					
	Fund 499 Total:	\$4,068.54	\$0.00	\$4,068.54	\$0.00	\$4,068.54 100.00%
Fund: 500	SCH PLANT- > 1 YR					
	Fund 500 Total:	\$130,246.14	\$4,115.08	\$101,962.56	\$40,932.60	\$61,029.96 46.86%
Fund: 510	FOOD SERVICE					
	Fund 510 Total:	\$2,722,659.81	\$224,526.33	\$1,111,694.75	\$805,252.49	\$306,442.26 11.26%
Fund: 515	CIVIC CENTER					
	Fund 515 Total:	\$173,741.40	\$8,714.25	\$145,923.32	\$7,699.84	\$138,223.48 79.56%
Fund: 517	BUS RENTAL					
	Fund 517 Total:	\$365,348.72	\$0.00	\$365,348.72	\$0.00	\$365,348.72 100.00%
521 Fund: 522	BEFORE/AFTER SCHOOL PROGRAM					
	Fund 522 Total:	\$209,698.00	\$4,127.89	\$164,548.15	\$13,978.59	\$150,569.56 71.80%
Fund: 523	BRIGHT FUTURES PRESCHOOL					
	Fund 523 Total:	\$0.00	\$0.00	(\$5,206.39)	\$864.41	(\$6,070.80) 0.00%
Fund: 525	AUX OPERATIONS					
	Fund 525 Total:	\$643,922.79	\$8,280.35	\$561,060.14	\$51,924.44	\$509,135.70 79.07%
Fund: 526	ACT FEES TAX CRED					
	Fund 526 Total:	\$0.00	\$12,606.34	(\$53,992.23)	\$18,791.23	(\$72,783.46) 0.00%
Fund: 530	GIFTS & DONATIONS					
	Fund 530 Total:	\$175,764.98	\$18,755.79	\$117,450.88	\$6,114.15	\$111,336.73 63.34%
Fund: 540	FINGERPRINT					
	Fund 540 Total:	\$5,661.43	\$0.00	\$5,661.43	\$0.00	\$5,661.43 100.00%
Fund: 550	INSURANCE PROCEEDS					

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 3/1/2021	To Date: 3/31/2021	Budget Balance	
Account Number / Description			YTD	Balance	Encumbrance	% Remaining Bud
	Fund 550 Total:		\$0.00	\$306,166.25	\$5,000.00	\$301,166.25 93.31%
Fund: 551	INSURANCE - AEI					
	Fund 551 Total:		\$530.13	\$45,173.84	\$2,137.84	\$43,036.00 85.64%
Fund: 555	TEXTBOOKS					
	Fund 555 Total:		\$0.00	\$18,246.41	\$0.00	\$18,246.41 85.88%
Fund: 565	LITIGATION RECOVERY					
	Fund 565 Total:		\$0.00	\$26,154.34	\$0.00	\$26,154.34 100.00%
Fund: 570	INDIRECT COSTS					
	Fund 570 Total:		\$60,067.09	\$713,207.15	\$276,550.09	\$436,657.06 35.30%
Fund: 575	UNEMPLOYMENT INSURANCE					
	Fund 575 Total:		\$0.00	\$108,840.32	\$0.00	\$108,840.32 100.00%
Fund: 590	GRANT/GIFT TEACHER					
	Fund 590 Total:		\$0.00	\$21,928.90	\$0.00	\$21,928.90 100.00%
Fund: 595	SCHOOL BUS ADVERTISEMENT					
	Fund 595 Total:		\$0.00	\$5,810.91	\$0.00	\$5,810.91 100.00%
Fund: 596	JTED - MTN. INSTITUTE					
	Fund 596 Total:		\$22,132.53	\$867,084.74	\$119,107.81	\$747,976.93 71.15%
Fund: 610	CAPITAL OUTLAY					
	Fund 610 Total:		\$16,434.87	\$2,743,644.30	\$368,462.71	\$2,375,181.59 67.66%
Fund: 630	BOND BUILDING					
	Fund 630 Total:		\$0.00	\$124,073.75	\$0.00	\$124,073.75 100.00%
Fund: 650	GIFTS & DONATIONS					
	Fund 650 Total:		\$0.00	\$13,737.85	\$0.00	\$13,737.85

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 3/1/2021	To Date: 3/31/2021	Budget Balance	
Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund: 665 ENERGY REBATES						100.00%
Fund 665 Total:	\$341,231.82	\$0.00	\$0.00	\$341,231.82	\$0.00	\$341,231.82
Fund: 691 BUILDING RENEWAL GRANT - SFB						100.00%
Fund 691 Total:	\$3,643,919.68	\$16,595.16	\$259,290.31	\$3,384,629.37	\$3,304,125.75	\$80,503.62
Fund: 700 DEBT SERVICE FUNDS						2.21%
Fund 700 Total:	\$3,971,900.00	\$0.00	\$571,331.15	\$3,400,568.85	\$0.00	\$3,400,568.85
Fund: 850 STUDENT ACTIVITIES						85.62%
Fund 850 Total:	\$103,011.26	\$2,209.50	\$5,453.89	\$97,557.37	\$2,011.87	\$95,545.50
Fund: 855 EMPLOYEE INSURANCE						92.75%
Fund 855 Total:	\$0.00	\$6,214.58	\$3,304,911.43	(\$3,304,911.43)	\$33,490.42	(\$3,338,401.85)
Grand Total:	\$66,401,458.65	\$3,640,660.81	\$35,965,393.39	\$30,436,065.26	\$16,755,892.03	\$13,680,173.23
End of Report						
						20.60%

CONSENT

Item 8E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # 8E
FROM: Roger Studley, Finance Director Reading
DATE: April 13, 2021 Discuss
SUBJECT: Student Activities - Board Report Action
Consent X

OBJECTIVE: Goal # 2: Planning for Future Student Needs

SUPPORTING DATA:

Attached is the monthly Student Activity Report.

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

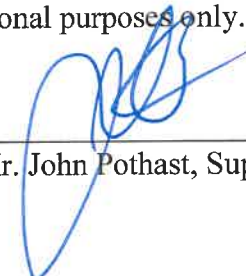
This report is in a new format since it is a cash driven fund. Beginning cash balances have been added in so you can see all the transactions for each club.

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

March 2021

	Beginning Balance	Revenue	Expended	Balance	Encumbered	Available Cash
Coyote Springs 133						
Student Council	1,603	-	-	1,603	-	1,603
Granville 135						
Chorus/Choir	348	-	-	348	-	348
Student Council	1,594	-	42	1,553	-	1,553
Humboldt 131						
Student Council	5,342	179	-	5,521	-	5,521
Lake View 110						
Student Council	5,858	-	-	5,858	-	5,858
Liberty Traditional 134						
Jr Optimists	185	-	-	185	-	185
Student Council	3,883	1,620	797	4,706	53	4,652
Mountian View 132						
Student Council	1,728	-	-	1,728	-	1,728
Subtotal ES	20,542	1,798	839	21,501	53	21,448
Brad Mntn MS 120						
Ntl Honor Society	2,792	-	-	2,792	-	2,792
Science	376	-	-	376	-	376
Student Council	2,747	-	-	2,747	-	2,747
Glassford Hill MS 125						
Ntl Honor Society	84	-	-	84	-	84
Student Council	5,793	185	1,596	4,383	600	3,783
Subtotal MS	11,793	185	1,596	10,383	600	9,783
Brad Mntn HS 230						
Art	352	-	-	352	-	352
AVID	342	-	-	342	-	342
Baseball	20	-	-	20	-	20
DECA	633	450	925	158	-	158
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	4,579	-	-	4,579	-	4,579
HOSA/SportsMedicine	1,224	800	910	1,114	60	1,054
Interact	3,193	-	-	3,193	300	2,893
JROTC	1,536	-	-	1,536	-	1,536
Mu Alpha Theta	170	-	-	170	-	170
Ntl Art Honor Society	434	320	366	387	99	289
Ntl Honor Society	2,202	-	-	2,202	-	2,202
P.A.L.S.	2,102	155	-	2,257	400	1,857
Student Council	3,616	418	818	3,217	500	2,717
Upward Bound	37	-	-	37	-	37
Subtotal HS	21,002	2,143	3,019	20,125	1,359	18,767
Interest To Date:		195				
TOTAL Student Activities	53,337	4,321	5,454	52,204	2,012	50,193

CONSENT

Item 8F.

Ratification of Expenditures

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8F
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	Ratifications of Expenditures for Contracts / Work Agreements & Supplementals	Action
		Consent X

OBJECTIVE: Board Governance

SUPPORTING DATA:

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

Sample Motion:

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

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

RATIFICATION OF EXPENDITURES
(Contracts, Work Agreements, Supplemental)
From 02/20/2021 – 04-05-2021

Contract Type	Name	Contract Status	Primary Job Title	Check Location	Hire Date
CLASSIFIED	BOLANOS, VIANCA	Published	F&N WORKER	BMHS E	4/1/2021
CLASSIFIED	WALLACE, CAMRON L	Published	LEAD MAINT CUST	BMMS	3/22/2021
CLASSIFIED	SEAVEY, SUZANNE M	Published	F&N WORKER II	BMHS	3/22/2021
CLASSIFIED	MOELLER, LORRAINE L	Accepted	F&N ASST MANAGER	BMHS	3/22/2021
CLASSIFIED	MCLELAND, D PAUL	Accepted	TITLE I AIDE	CSES	3/22/2021
CLASSIFIED	MCLELAND, D PAUL	Accepted	TITLE I AIDE	CSES	3/22/2021
CLASSIFIED	HILMES, SAM L	Accepted	MOD SEV PROF AIDE	BMHS	3/22/2021
CLASSIFIED	OLIVE, ANDREA N	Published	CUSTODIAN	LTS	3/15/2021
CLASSIFIED	GOODMAN, JACOB E	Published	MOD SEV PROF AIDE	LVES	3/11/2021
CLASSIFIED	ROGERS, AMELIA J	Accepted	MOD SEV PROF AIDE	LVES	3/4/2021
CLASSIFIED	PIRTLE, MARY A	Accepted	PRESCHOOL AIDE	BMHS E	3/4/2021
CLASSIFIED	OGLE, HAILEY L	Accepted	RECEPTIONIST	GHMS	3/1/2021
CERTIFIED	SMITH, DANTE L	Accepted	TEACHER	BMHS	2/25/2021

CONSENT

Item 8G.

HUSD Supplemental Wage Schedule

(Revised)

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8G
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	Approval of revised HUSD Supplemental Wage Schedule	Action
		Consent X

OBJECTIVE: Board Governance

SUPPORTING DATA:

This is the approval of the revised HUSD Supplemental Wage Schedule for the 2020-2021 school year.

Due to the number of students interested in working athletic events, the BMHS athletic department has set up a way, very similar to students working in the cafeteria, where students can work events such as a scorekeeper or a ticket taker to cover when we do not have enough staff to work the event. The students will be paid out of the high school athletics account so there will not be a hit to M and O.

SUMMARY & RECOMMENDATION:

It is recommended that the Governing Board approve the revised HUSD Supplemental Wage Schedule for the 2020-2021 school year. .

Sample Motion:

I move to approve the revised HUSD Supplemental Wage Schedule for the 2020-2021 school 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)

2020-2021 HUSD SUPPLEMENTAL WAGE SCHEDULE (Board Approved on 02/9/2021)					
	Position	Rate	Per		Notes
After School Detention		\$15.00	Hour	Certified	
After School Detention		Hrly Rate	Hour	Classified	
Catering - Civic		1.5 @ Hrly	Hour	Classified	
Class Coverage - Elementary		\$11.00	Period	Certified	Based on \$15.00 per hour
Class Coverage - High School		\$13.75	Period	Certified	Based on \$15.00 per hour
Class Coverage - LTS (K-8)		\$17.50	Period	Certified	Based on \$15.00 per hour
Class Coverage - Middle		\$12.50	Period	Certified	Based on \$15.00 per hour
Class Coverage - Other		\$15.00	Hour	Certified	Based on \$15.00 per hour
IEP Compliance/Caseload Support		\$25.00	Hour	Certified	
CTE Grant Supplemental Activities		\$25.00		Class/Cert	Teacher/Nurse Paid w/CTE funds
Custodian - Civic		\$25.00	Hour	Position	Based on \$15.00 per hour
Parental Involvement		\$25.00	Hour	Certified	Incl. Nurse Paid w/Title 1 Funds
Parental Involvement		\$15.00	Hour	Classified	Paid w/Title I Funds
Saturday School		\$15.00	Hour	Certified	
Saturday School		Hrly Rate	Hour	Classified	
Special Projects		Hourly Rate	Hour	Classified	
Student Worker - Athletics		\$12.15	Hour		Paid w/ General Athletic Auxiliary Fund
Student Worker - Food		\$12.15	Hour		Paid w/ F&N Funds
Student Worker - SPED Transition		\$12.15	Hour		Paid w/ SPED Funds
Substitute Certified		\$91.13	Day	Certified	
Long-Term Certified Sub		\$105.00	Day	Certified	Starting at Day 11 after 10 consecutive days doing the same job.
Substitute Certified (Humboldt Elementary)		\$100.00	Day	Certified	
Substitute Classified		\$12.15	Hour	Classified	Entry Level Pay Per Hour Based On Job Category after 10 days
Nurse Substitute		\$95	Day	Classified	
Summer School - ESY (Instructor/Coordinator/Prep)		\$25.00	Hour	Certified	
Summer School - ESY (OT/PT/Speech)		Hrly Rate	Hour	Classified	
Summer School - ESY Aide		\$15.00	Hour	Classified	
Summer School - Title I Aide/Title I Admin Asst		\$12.50	Hour	Classified	
Summer School - Instructors		\$25.00	Hour	Certified	
Training - AZELLA Certification		\$25.00	Hour	Certified	
Training - CPI		Hourly Rate	Hour	Classified	
Translation / Interpreting - Certified		\$25.00	Hour	Certified	if performed off-contract hours
Translation / Interpreting - Classified		\$25.00	Hour	Classified	if performed off-contract hours

Tutoring		\$25.00	Hour	Certified	Includes Homebound Service
Tutoring		\$15.00	Hour	Classified	
Tutoring - AVID		\$12.15	Hour	Class/Cert	
Adult English Tutor		\$25.00	Hour	Class/Cert	Paid with Title III monies
Varsity Football*					
	Ticket Seller / Taker	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Announcer	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Scoreboard	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Chain Crew	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Security	\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Team Liaison	\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
JV/Freshman Football*					
	Ticket Seller / Taker	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Announcer	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Scoreboard	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Chain Crew	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Security	\$30.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Volleyball (Varsity, JV, and Freshman Games)*					
	Ticket Seller / Taker	\$40.00	Event	Certified	
	Announcer / Scoreboard	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. (\$30 Flat Fee for Middle School)
	Libero Tracker	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
	Security	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. Paid w/General Athletics Auxiliary Funds
Basketball (Varsity, JV, and Freshman Games)*					
	Ticket Seller / Taker	\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
	Announcer	\$50.00	Event	Certified	Or \$20, \$15, \$15/game.
	Scoreboard	\$50.00	Event	Certified	Or \$20, \$15, \$15/game. (\$30 Flat Fee for Middle School)
	Security	\$50.00	Event	Certified	Or \$20, \$15, \$15/game.
	Team Liaison	\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds
Soccer (JV, Varsity games)					
	Ticket Seller / Taker	\$40.00	Event	Certified	Or \$20/game.
	Scoreboard	\$40.00	Event	Certified	Or \$20/game.

	Security		\$40.00	Event	Certified	Or \$20/game. Paid w/General Athletics Auxiliary Funds	
Wrestling (Varsity, JV, and Freshman Matches)							
	Ticket Seller / Taker		\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
	Scoreboard		\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
	Security		\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
Track							
	Announcer		\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
	Timer		\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
	Event Judge		\$40.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
Baseball/Softball*							
	Announcer		\$25.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
	Ticket Seller / Taker		\$25.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
	Security		\$35.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	
Cross Country/Golf							
	Security		\$50.00	Event	Certified	Paid w/ General Athletics Auxiliary Funds	

CONSENT

Item 8H.

Policy LC – Relations w/Education
Research Agencies - Capella

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8H
FROM:	Dr. Rob Bueche, Executive Director of Educational Services and Federal Programs	Reading
DATE:	April 13, 2021	Discuss
SUBJECT:	Governing Board Policy LC, Relations with Education Research Agencies	Action
		Consent X
OBJECTIVE:	Goal 1: To Raise the Level of Student Achievement Goal 2: To Prepare for Future Student Needs	

SUPPORTING DATA

Governing Board Policy LC, Relations with Education Research Agencies, outlines the District's opportunity to cooperate with colleges, universities, and other recognized research agencies in promoting potentially useful research. Decisions in connection with research that involves students, teachers, or other employees are influenced by factors that include:

- The objectives of the research are clearly stated and the design should produce valid and reliable results that will then be made available to the District.
- The research should be expected to contribute to the improvement of education or the general welfare of students.
- Research proposals should be of sufficient scope and depth to justify the time and effort.
- Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

The District has been approached by a Doctoral student from Capella University who is conducting action research to present a case study related to Professional Learning Communities and its effect on high school staff collaboration.

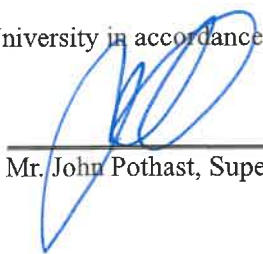
SUMMARY & RECOMMENDATION

The researcher has received approval from Capella University's Mentor and Specialization signatories. This approval is currently filed in the Office of Educational Services and Federal Programs, and is attached to this transmittal, along with the data security procedures for the study. All data, as well as the results of the study, will be returned to the Office of Educational Services and Federal Programs upon completion of the study in accordance with district procedures for outside agencies conducting research.

Sample Motion

Move to approve the research study from Capella University in accordance with Policy LC.

Approved for transmittal to the Governing Board:


Mr. John Pothast, Superintendent

Questions should be directed to: Dr. Rob Bueche, Executive Director of Educational Services and Federal Programs @ (928-759-4010)

Doctoral
CAPSTONE PROPOSAL FORM
for the EDD
Milestones 1 and 2

ACTION RESEARCH
MONOGRAPH

ABOUT THIS FORM

This form serves as the single capstone proposal form for both Milestones 1 and 2.

Complete the **Topic and Problem Approval Form (Part 1)** for Milestone 1. After the **Topic and Problem Approval Form** has been approved, it becomes part of your capstone proposal.

The **Proposal** part of this form, located in this document after the approval page for the **Topic and Problem Approval Form**, is a continuation of your **Topic and Problem Approval Form**. Completion of all parts of this **Topic/Problem Approval and Proposal Form** is necessary for mentor and school approval of Milestone 2.

Resources

Refer to the *Doctoral Capstone Deliverable Guide* for detailed information about all capstone types and the *Programs of Professional Practice* document for information about the capstone itself and topic criteria by specialization.

Refer to the *Action Research Paradigm Protocol (ARPP)* for information about Phase 1 of an action research plan.

Please refer to the *Guide to the Action Research Topic/Problem Approval and Proposal Form* for specific information and guidance on how to complete this template.

EDD ACTION RESEARCH TOPIC/PROBLEM APPROVAL AND PROPOSAL FORM

Learner and Specialization Information (to be completed by Learner)	
Learner Name	Jantina R. Russell
Learner Email	jantinamoulton@yahoo.com
Learner ID Number	1331682
Mentor Name	Dr. William Wold
Mentor Email	William.Wold@capella.edu
Specialization	Curriculum and Instruction
Specialization Chair Name	Dr. Nancy Haas
Specialization Chair Email	Nancy.Haas@capella.edu
Category/Deliverable Type	Research: Action Research
Capstone Site Information	Name: Bradshaw Mountain High School Type of Organization: 9-12 school
Learner Role at Site	9-12 Teacher; Theatre Arts & Stagecraft Content Team Chair: Performing Arts

Note: Please remember to sign the Statement of Original Work at the end of this form.

Refer to the *Guide to the Action Research Topic/Problem Approval and Proposal Form* for information and guidance on how to complete this template.

TOPIC and PROBLEM STATEMENT APPROVAL PART 1 (Milestone 1)

Overview of Milestone 1 (Part 1)

The Topic/Problem Approval Form includes the following information:

Current State/Needs Analysis

- Capstone Site/Preliminary Information
- Statement of the Problem
- Data/Evidence of the Problem
- Broader Topic Within Which the Project is Situated
- Role at or Relationship with the Capstone Site

Proposed Action Plan

- Description of the Intervention
- Rationale for the Intervention
- Purpose of the Study
- Research Question(s)
- Participants and Stakeholders
- Alignment of your Proposed Study with your Specialization
- Scope and Significance of the Study

Communication and Scholarship

- Reference List of Sources Cited
- Writing Skills

NOTE: You must use the *Guide to the Action Research Topic/Problem Approval and Proposal Form* to complete this form. The *Doctoral Capstone Deliverable Guide* and the *Programs of Professional Practice* document will also be valuable resources. Be as concise and precise in your responses as possible. Do not include information not requested in the boxes. Expand template as needed to accommodate your responses.

Be sure to include data, evidence, information, and examples to support your statements and assertions. Similarly, provide citations from scholarly and professional literature to demonstrate your knowledge of the field in which your selected project is situated, and to support your descriptions and explanations of proposal components where appropriate.

EDD ACTION RESEARCH TOPIC/PROBLEM APPROVAL AND PROPOSAL FORM



Begin inputting your information on p. 4. Do not write in or change text in the boxes.

Current State/Needs Analysis

Capstone Site/Preliminary Information

Bradshaw Mountain High School (BMHS) is a public high school located in the north-central region of Arizona and part of the Humboldt Unified School District. The school is a moderate size school serving grades 9-12 with an enrollment of 1685 students and 73 teachers. The school has one principal, three assistant principals, four full-time counselors, one school psychiatrist, and 35 additional support staff. 77% of the teachers have three or more years of experience. In addition to core content classes, the school offers thirteen Advanced Placement courses, seven dual enrollment courses, 16 fine and performing arts courses, eight career and technical education programs, twenty-three sports teams, and over 20 extracurricular clubs and groups. The student population is 67% Caucasian, 27% Hispanic, 2% Black and 2.9% Asian and Native American. 51% of students qualify for free and reduced lunch and 15% of students are in Special Education.

The main communities that the school serves are Prescott Valley and Dewey-Humboldt. The town of Prescott Valley has seen significant population growth in the last 15 years with an increase of 24,500 residents making the total current population for the area around 50,000 (United States Census Bureau, 2020). Roughly 10,250 people who reside here are under the age of 18. The Humboldt Unified School district has one preschool, six elementary schools, two middle schools, 1 traditional high school and an online high school. The town of Prescott Valley also has seven charter schools. The neighboring city, Prescott, has 10 charter schools as well as

seven public schools. Arizona's open enrollment laws allow students to attend schools that are outside of their district boundaries. A handful of students enrolled at BMHS live outside of the district as well as students who live in the Humboldt Unified boundaries choose to attend charter schools or schools in other districts.

The town of Prescott Valley is 74% White with 21% of the population being Hispanic and Black, American Indian, and Asian races making up the remaining 5%. 67% of the population own their home with the median income being \$52,000. This is \$11,000 less than the national average (United States Census Bureau, 2020). 88% of the residents have a high school diploma and 22% hold a bachelor's degree or higher.

Statement of the Problem

An issue of growing concern at Bradshaw Mountain High School is the inclusion of high-needs special education students into regular education classrooms. Initial inquiry with teachers and paraprofessionals and a conversation with the school principal confirmed that there was an ongoing issue with inclusion practices in the classroom and the lack of training and support teachers and aides felt when trying to create welcoming and nurturing learning classroom environments for both special and regular education students. The school is currently under an improvement plan with the state educational department after two years of special education students demonstrating low achievement levels on the yearly state test in areas of reading and writing. An intervention program was initiated at the school to improve writing across all populations. However, there was a lack of training for teachers who worked with the special education population of students in how to best use the intervention strategies. Like most

schools, resources for professional development are scarce bringing into question the use of Professional Learning Communities to fill the gap.

Data/Evidence

Little (2020) defines teacher efficacy as the level of confidence a teacher has in their ability to affect student learning and behavior in a positive manner. Based in Bandura's social cognitive theory, beliefs of efficacy impact teacher performance and experiences in the classroom continually impact a teacher's sense of efficacy (Smothers, Colson & Keown, 2020). Lowering feelings of effectiveness in the classroom can lead to lowering effort and levels of performance for the teacher (Little, 2020).

In the Fall of 2019, a school-wide inclusion policy of placing all special education students into regular education classrooms was enacted. While it had been common practice for the majority of special education students to be included in regular education classroom, the students typically had mild disabilities that required minimal accommodations for curriculum and instructional practices. The new initiative included students with multiple and profound disabilities which required much more specific and specialized forms of accommodations to make the curriculum accessible for the students while not compromising the learning experiences of the rest of the classroom. However, no prior training for teachers and staff were provided to help regular education teachers accommodate the needs of their more diverse learners. As a result, feeling of effectiveness among the teachers begin to decline and requests for training were not fulfilled by the district office. Initial interview data revealed teachers' growing frustration

and feelings of ineffectiveness in the classroom. One teacher commented that she would like to have some training and that if she was going to be a part of a special education team, she should be trained instead of “just being thrown into it”. Another teacher stated that “what we are doing now makes no sense at all”. When questioned about feelings of effectiveness with special educational students in their classrooms, responses were similar in feelings of inadequacy. “There’s nothing I can do for these children”, and “It’s harder than it looks.”. In more informal conversations with other teachers at the school, resulted in similar findings of heightened frustrations and lack of feeling successful in an inclusive classroom. A few weeks after the beginning of the school year the frustration and helplessness the teachers were feeling were beginning to affect their perceptions of their ability to be successful with all of their students and grew resentful of the entire program.

Broader Topic/Area for Improvement**Literature Review**

Decades of international efforts to include marginalized students into inclusionary classroom settings have brought about mandates such as The No Child Left Behind Act (NCLB), The Individuals with Disabilities Education Improvement Act (IDEA) and efforts from United Nations and the Australian Research Alliance for Children and Youth (Bowers, Whitford & Maine, 2018; Cooc, 2019; Morris, McGuire, & Walker, 2017). Schools across many countries have been struggling to meet the requirements of educational laws and best practices for students who receive special educational services including highly qualified teachers, inclusive classroom



settings, teacher efficacy, and support and training for teachers. Research from a variety of perspectives, theories and approaches have been conducted to provide explanations and ideas that will lead educational reform and practices to address the needs of teachers and students in their classrooms. Stegemann and Jaciw (2018) investigated the use of logic models to approach inclusive education with a strategic plan of action. Little (2020) and Feldman and Schechter (2017) investigated the use of professional learning communities and inclusive education. Smothers, Colson and Keown (2020) examined the use of online vs face-to-face delivery models for teacher training in inclusive practices. Overwhelmingly, researchers determined that despite differences in training delivery approaches, ongoing and targeted training was a crucial component of teachers' feelings of success in an inclusive classroom.

Teacher Self Efficacy

A review of the literature on teacher self efficacy shows a strong correlation between increased levels of professional development and higher teacher efficacy. This need is more so in classes that serve students who have special needs, such as physical, cognitive, emotional, and behavioral disabilities. Dell'Angelo (2016) cited the ongoing inquiry for teacher preparedness and training in historically underperforming, under-funded, and large minority populated schools. Parker, Bond, and Powell (2017) discussed feelings of teacher adequacy and self-efficacy in lesson planning for music educators. Bowers, Whitford, and Maines (2018), McFerran, Thompson, and Bolger (2016) and Morris, McGuire, and Walker (2017), all reported the importance of teacher efficacy and the positive effects of professional development drawing

conclusions that increasing high quality and targeted professional development was necessary to help train and support teachers.

In their qualitative research Dell'Angelo (2016) and Parker, Bond, and Powell (2017) relied on personal accounts from pre-service and teachers new to the field to base findings and propose recommendations for improved approaches to preparing teachers to build relationships and meet the needs of students in underserved populations finding a need for improvement in the way teachers are trained and supported in the classroom. Clark-Howard (2019) presents a literature review and cohort study of secondary teachers in the Auckland state of New Zealand to compare the differences in teacher's understanding of inclusion and their practice in the classroom. The aim of the research was to find ways to support teachers in inclusive settings while supporting educational outcomes for all students. Results of the survey and literature review focused on three main topics: teachers' mindsets and expectations, perceptions of best practice, and barriers to inclusive education. Clark-Howard's (2019) conclusion was that most teachers felt supported and were confident in inclusionary practices. However, numerous barriers to inclusion and confusion about best practices were preventing successful outcomes and that more support and training was needed for teachers.

Professional Development and Professional Learning Communities

Little's (2020) study of Professional Learning Communities (PLCs) and the effect of teacher efficacy was conducted over a year at one school site and reported that involvement in a PLC had a positive impact on teachers' reported efficacy. Participant perceptions of efficacy

were measured using the Mathematics Teaching Efficacy Beliefs Instrument and were measured pre- and post-participation in the PLC. Little outlined the structure and content of the PLC meetings with a strong emphasis on collaboration and data sharing. There was a significant increase in perceived ability to effectively teach mathematics after participation in the PLC. Results of this study strengthen the understanding of the role PLCs play in ongoing professional development and the role collaboration among teachers plays in successful practices.

The authors, Battersby and Verdi (2015), examine the effectiveness of participation in a PLC for arts teachers who are often excluded from larger learning communities due to time constraints or working alone in a specialized content at a school and are not included in larger content team meetings. To help alleviate the burden of exclusion most teachers in specialized fields feel, PLCs can help these teachers develop a sense of belonging to an educational community. In Smothers, Colson & Keown's (2020) casual-comparative research, the authors determined that participation by teachers in special education courses increased teachers' self-efficacy in an inclusive classroom. While this research was aimed to examine the effectiveness of different formats of training for teacher candidates, the research has implications for ongoing professional development models for teachers at all stages of experience. Stevenson et al. (2016) claim that traditional models of professional development do little to help teachers, and school leaders need to support personalized, focused, and collaborative learning among their staff. These findings are of interest for the development of PLCs aimed to help teachers who are lacking experience and feelings of confidence when working with special education students. With one documented concern about success in PLCs being time limitation and bringing groups

of participants together, exploring options of non-traditional methods, such as virtual meetings, to engage in a community of learning can help to overcome this obstacle and is worth consideration.

Discussion

Strong evidence in the research that upholds the need for teachers to be effectively trained and supported for teaching in diverse and inclusionary classrooms creates a problem for many schools in how to best provide the needed training and support. Growing interest and research into providing professional development for teachers to help raise feeling of self-efficacy provides valuable information in how PLCs can play a pivotal role in schools to fill this gap (Battersby & Verdi, 2015; Little, 2020). Building on the prior research, it is the aim of this action research project to add knowledge about how the use of a PLC to deliver professional development can improve teachers' perceptions of self-efficacy.

Your Role in or Relationship with the Organization

I have been a teacher at Bradshaw Mountain High School for thirteen years. During that time, I have taught English, Theatre Arts, and Career and Technical Education (CTE) courses. I have also served as Department Chair for the Fine and Performing Arts department and Content Team Lead for the Performing Arts team. I have participated in many committees including Response to Intervention and Standards Based Grading teams as well as prepared and delivered professional development at the school. My involvement with the Theatre Arts and CTE program of Stagecraft is that of developer, curriculum writer, and sole teacher of the programs.

In relation to the topic for this project, I have worked on making my classroom more inclusive to Special Education students who have been in my program for many years. I have experienced the frustration that my colleagues talk of as well as a lack of confidence when it comes to providing for students with disabilities. In a larger organizational interest, the school's new principal is striving to use PLCs to increase the effectiveness of professional development for teachers and staff. It is my goal, through this action research project, to help model a successful PLC to help guide the school in implementation across all faculty and staff to increase teacher and student achievement.

Criteria for Proficient Rating: Current State/Need Analysis

Note: Double space all work.

The capstone site description includes information requested and additional site details pertinent to the proposed project.

A succinct and clear problem statement is provided with sufficient and well-aligned data, evidence, and explanation that support and substantiate the statement. An explanation of what has been done thus far to address the problem, and the results of these efforts is included.

A short and informative literature review of the relevant broader topic and context within which the problem is situated is presented. Resources are recent, appropriate, and accurately cited. Note: References must be seven years old or less unless seminal.

The learner's role at the organization is described. Prior knowledge of and experience with action research and/or implementation of change initiatives is described. If the proposed project is part of a larger change or improvement project at the site to address the same or related issue or problem, a full explanation of the learner's role is provided

EDD ACTION RESEARCH TOPIC/PROBLEM APPROVAL AND PROPOSAL FORM



Reviewer Comments:

Proposed Action Plan

Description of the Intervention

This action research project is based on both the Action Research Paradigm Protocol (ARPP) (Capella University, n.d.) and Stringer's (2014) model of action research due to their similarity in approaches. Following the ten steps of ARPP, the project will follow the three main steps of planning, implementation, and evaluation by using the guiding questions for each step.

The planning stage included a diagnosis of the problem by framing the issue in the organizational context and identifying the goal or purpose of the planning (Capella University, n.d.; Stringer, 2014). Key concepts were identified, and initial data was collected through interviews to help establish key stakeholders and analyze assumptions being made about the situation or organizational context (Stringer, 2014). Participants who have been identified as key stakeholders will be invited for involvement and will be limited to teachers, staff, and administration from the school with ethical concerns being addressed through participant consent and goals of the project being addressed during this phase. Additional data collected through the administration of the Teacher Efficacy for Inclusive Practices (TEIP) scale before the intervention will further guide the action to be taken.

In the implementation stage, targeted and on-going professional development as an intervention will be provided to participants based off the initial data analysis of preliminary interviews and TEIP results. Constructed on literature that supports the use of professional

development as a primary tool to increase teacher effectiveness in the classroom (Gutpa & Lee, 2020), and the need for professional learning to be provided in varying contexts at different times, the selected model of providing the professional development will be the use of a Professional Learning Community (PLC). The participants in the PLC will meet weekly for one hour in length over the course of ten weeks. The meetings will be conducted on the school site during regular hours that the school had already scheduled for professional development opportunities. The professional development sessions to be offered include training on the specific types of disabilities teachers will encounter in their student followed by collaborative time to develop curriculum, instruction, assessment, and support strategies to be used in the classrooms. During the intervention period, data collected from observation, interviews, and focus groups along with a post-intervention administration of the TEIP scale will provide formative and summative data of the effectiveness of the professional development and PLC model. Following the ARPP format, monitoring and documentation will be implemented to examine assumptions about implementation and the outcomes (Capella University, n.d.). Data will be regularly shared with participants to validate findings (Stringer, 2014), and engage in a dialogue to promote respectful inclusion of participant perspectives (Capella University, n.d.; Stringer, 2014).

During the evaluation stage, a thorough analysis of the data will be conducted with interview and focus group data being coded for qualitative findings and results from the pre- and post-intervention administration of the TEIP scale providing quantitative data. A reflection on the results will examine the need for further action and recommendations for continued study

(Capella University, n.d.). The results will be shared through an action research monograph addressing the issue, the intervention used, and implications of this action supported by data to validate findings, as well as provide suggestions for further use of the intervention (Capella University, n.d.)

Rationale for the Intervention

The lack of professional development to support teachers in inclusionary classrooms has resulted in frustration for the teachers. These feelings can result in a decrease of self efficacy, as demonstrated by interview data when one teacher commented that she couldn't help her student. An intervention of using specific and targeted professional development to increase teacher efficacy is planned. DuFour et al's. (2016) model for Professional Learning Communities to provide delivery for professional development will be used to provide a collaborative model of learning, based in the context of the organization and stakeholders. Findings will discover how the use of this intervention effects feelings of efficacy and support in the participants.

Purpose of the Study

The purpose of the project is to conduct an action research monograph at a suburban high school that is designed to use targeted and sustainable professional development to improve feelings of teacher efficacy in an inclusionary classroom setting though participant involvement in a Professional Learning Community.

Research Question

- To what extent would increasing teacher and staff training have on the perceived self-efficacy of teachers and staff at the school?

Participants and Stakeholders

After initial inquiry of the issue, the following stakeholders have been identified based on their involvement with classroom inclusion practices and Special Education students at the school and would be invited to participate in the intervention:

- Regular and Special Education teachers
- Paraprofessionals
- School Administration

Other stakeholders were also identified as being affected by the issue. While these stakeholders will not be included as participants in the study. The implications of the findings can affect them and should be taken into consideration. Inclusion of data from these stakeholders could provide context of the issue and provide guiding themes for professional development/training topics. These stakeholders include:

- Regular and Special education students
- Parents, guardians, and families of the students
- School support staff (speech and occupational therapists)
- District Director of Special Services
- District Superintendent and the School Board

Site Permission

Initial approval has been granted by the school site principal with district level approval to be gained through an application for an Action Research Project to be submitted after the completion of topic approval from Capella.

Alignment of the Study to Your Specialization

To align the topic to areas of professional practice as outlined by Capella University for the specialization of Curriculum and Instruction, this action research topic utilizes research-based approaches to plan, implement, and evaluate findings to improve educator practice and student learning. Current research provides support for the correlation of increased teacher efficacy having a positive impact on students' achievement (Park et al. 2016) and the need for on-going PD to ensure highly qualified teachers in classroom (Gupta & Lee, 2020). While this topic focuses more on improving educator practice, research shows that a byproduct of improvement in this area naturally results in increased student performance.

The second area of professional practice this topic relates to is that of leadership within an educational setting. As educational organizations begin to shift away from hierarchical top-down styles of leadership towards more collaborative systems, the need for teacher leaders to emerge in the school setting allows ample opportunities for a teacher-researcher to use action research methods to improve school practices. Stevenson et al. (2016) stated that available technologies allow school leaders to form and manage networks of people and information relevant to specific professional needs. Emerging acknowledgement of the importance of collaboration through shared leadership in highly effective schools highlights the importance of

using different methods of providing PD in context of an individual school (Stevenson et al., 2016). The use of collaborative models like PLCs to provide such PD takes advantage of more effective learning strategies and promotes leadership among teachers (Sanford et al., 2019). The selected action for this topic aims to not only improve teacher performance in an inclusionary classroom, but also strives to build capacity for shared leadership among the participants that will ultimately result in supporting a highly effective culture and school.

Scope and Significance of the Study

Current research supports the need for more targeted and on-going professional development (PD) for teachers to raise efficacy in classrooms and therefore raise student achievement. Furthermore, recent research has shown the use of collaborative learning, like PLCs, to provide PD has also been shown to increase teacher efficacy (Park, et al. 2016). However, there is little inquiry into the use of the PLC model in inclusion practices. Given the interests of utilizing PLCs at the school and frustrations felt by teachers regarding lack of PD in areas of inclusion, it is the goal of this topic of inquiry to expand on the knowledge of the use of professional development to raise teacher efficacy in context of an inclusionary classroom, serving both regular and special education students, and how PLCs can provide an efficient way to do so. The impact of the findings from this inquiry and action research can assist the school to develop more modern approaches to PD through suggestions in implementing PLCs as well as having implications in schools facing similar issues. After many years of well-intentioned inclusion educational policy requiring special education students being placed in regular education classrooms, many schools world-wide still struggle with fully actualizing the vision of

inclusive educations (Stegemann & Jaciw, 2018). Offering insight into the effect that targeted professional development can have on teacher efficacy in the inclusion classroom may help to fill the void between policy and implementation.

Criteria for Proficient Rating: Proposed Action Plan

The description of the intervention goes beyond a general overview and includes brief explanation of the anticipated actions that will be undertaken to improve the situation. Note: Need to identify the action research process from the literature. A rationale for choice of intervention and decision to conduct the study is provided that includes an explanation of its benefits.

A clear, concise purpose statement aligns with the description of the intervention and the problem statement.

One or more research questions are provided that align with the problem, the intervention, and the study's purpose.

Both the study's stakeholder groups and participants have been adequately identified and described.

The site permission process has been adequately described and those responsible for providing permission for the study have been identified.

Two criteria are selected from the Programs of Professional Practice document and the application of each criterion to the capstone project is fully explained. Note: See Topic Selection Guidelines for C and I in the Updates and Handouts.

An explanation of the scope and significance of the project provides compelling justification and evidence that the project will have enduring, major impact in one or more of the following ways: to the organization or department(s) as a whole; in its support of major organizational goals and objectives;

EDD ACTION RESEARCH TOPIC/PROBLEM APPROVAL AND PROPOSAL FORM



due to implications beyond the institution/organization; because of strong leadership commitment to the implementation of the intervention; or other ways defined by the learner.

Reviewer Comments:

Communication and Scholarship

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CONSENT

Item 8I.

ASDB Amendment to Agreement

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8I
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	April 13, 2021	Discuss
SUBJECT:	ASDB Addendum	Action Consent x

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

ASDB provides vision and hearing support to students who are blind, deaf, or who have a vision or hearing impairment. Currently, a student is enrolled with HUSD and attending a residential treatment center in Phoenix. The student is hearing impaired and needs equipment and services while attending the residential treatment center. This addendum allows ASDB to provide that service as a part of our five-year agreement. All IEPs for students attending state approved residential treatment centers are managed by their home school district, which for this student is Humboldt Unified.

This addendum will follow the same pricing structure and funding source as all HUSD enrolled students receiving ASDB services. The addendum has been reviewed by legal counsel.

SUMMARY & RECOMMENDATION

The addendum with ASDB allows services to be provided for an HUSD student attending a residential treatment center.

Sample Motion

I move to approve Amendment #2 to Agreement between the Arizona State Schools for the Deaf and the Blind and the Humboldt Unified School District.

Approved for transmittal to the Governing Board:

Mr. John Pottrast, Superintendent

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



Arizona State Schools for the Deaf and the Blind

Amendment #2 to Intergovernmental
Agreement between the
Arizona State Schools for the Deaf and the
Blind and the
Humboldt Unified School District

INTRODUCTION

The Arizona State Schools for the Deaf and the Blind ("ASDB") and the undersigned participating public school, the Humboldt Unified School District ("Participating School") agree to the following amendment to the January 2021 Regional Cooperative Agreement ("Agreement"). This Amendment will be effective as of the date of the last signature below.

The Agreement contains the terms and conditions by which the parties will cooperate in providing services for children with hearing and vision impairments. Pertinent to this amendment, the Agreement requires the Participating School to provide transportation necessary to enable its qualified students to access services provided by ASDB available through the Cooperative at the Participating School or another Participating School within the area covered by the regional cooperative. Agreement, Responsibilities, Section IV, (A) (2) (a).

However, the Participating School has requested that the ASDB provide qualified services to a Qualified Student at the Youth Development Institute, (1830 E Roosevelt St., Phoenix, AZ 85006) because the Participating School's IEP Team School has determined that appropriate services were not available at the Participating School. The ASDB has agreed to provide qualified services to the Qualified Student at the Youth Development Institute subject to the execution of this Amendment

The Youth Development Institute is an approved private placement day school for special education students as a result of a signed Statement of Assurances with the Arizona Department of Education which is required to be renewed annually.

Based upon a signed Statement of Assurances, the Participating School issued a Purchase Order to place the Qualified Student at the Youth Development Institute.

This Amendment is intended to authorize the ASDB to provide qualified services to the Qualified Student placed by the Participating School's IEP Team at the Youth Development Institute based on the Participating School's determination of the unavailability of the appropriate services in the District.

This amendment requires that the Participating School reimburse ASDB for its costs in providing services according to the Fee for Services, Agreement, Financing, Instructional Costs, Fees for Service Section V, (C) (2).

Accordingly, unless specifically modified by this Amendment, all the terms and conditions in the Agreement remain the same.

RESPONSIBILITIES Section IV (A) (2) (a) – ADD THE FOLLOWING:

- (a) Such services may be provided at a site other than a Participating School if the ASDB agrees that the services can be provided in accordance with the IEP to the Qualified Student at a mutually agreed upon site.
1. The Participating School is required to ensure that the site of services is an approved private day placement with a signed Statement of Assurances with the Arizona Department of Education. Additionally, the Participating School must have a current Purchase Order with the private day placement. The Participating School must notify ASDB immediately if the site of services no longer has an executed Statement of Assurances or the Participating school no longer has a valid Purchase Order. The Participating School will be responsible for the payment of all services provided by ASDB to the Qualified Student until the Participating School notifies ASDB in accordance with the Agreement. Agreement, Termination, Section VI (B) or as amended below.

DURATION, TERMINATION AND DISPOSITION OF PROPERTY, Section VI (B) (1) ADD THE FOLLOWING:

- (c) **Unilateral.** Either party may terminate the Agreement by providing written notice of Termination at least 90 days prior to the termination. ASDB shall continue to provide services through the Regional Cooperative, and the Participating School shall continue to pay for the services throughout the notification period.

Arizona State School for the Deaf and the Blind

Dr. Kristen Rex
Assistant Superintendent

Date

Legal Counsel for ASDB

Debra Sterling
Assistant Attorney General

Date

Humboldt Unified School District

John Pothast
Superintendent

Date

Legal Counsel for Prescott Unified School District

Print Name: _____
Date

CONSENT

Item 8J.

8th Grade 2022 Out-of-state Trip to DC

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8J
FROM:	Danette Derickson- on behalf of HUSD Middle Schools	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	2022 HUSD 8 th Grade Field Trip – Washington D.C.	Action
		Consent X

OBJECTIVE: Goal #1 – Student Achievement

SUPPORTING DATA:

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

SUMMARY & RECOMMENDATION:

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

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

This trip is designed to supplement the curriculum and is not mandatory for student to attend. The tentative dates are for the week after school is out in May of 2022. We will take an HUSD bus to and from Sky harbor Airport, and we will spend 4 days touring Washington DC.

Sample Motion:

I move that we approve the eighth grade HUSD Field Trip to Washington D.C. with the understanding that it is participant funded.

Approved for transmittal to the Governing Board: _____

Mr. John Pothast, Superintendent

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

Humboldt Unified School District #22

Student Out Of State Overnight Trip Request For Board Agenda Item

Requested Meeting Date: April 13, 2021

Organization Submitting Request: Liberty Traditional on behalf of HUSD Middle Schools

Sponsor's Name: Danette Derickson

Trip Title: HUSD 8th Grade Washington DC Trip

Trip Dates: May 23-27, 2022 (next year's trip- this allows for better payment options)

Date Submitted: March 10, 2021

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

Student / Staff Recognition: _____

Report: _____

Consent Items: CONSENT

Discussion Items: _____

Action Items: _____

Administrative Approval:  Date: 3-8-2021

Education Services Administrative Approval:  Date: 3/29/21

Received by Finance:  Date: MAR 12 RECD

Finance Administrative Approval:  Date: 3-18-21

☒ Accepted for placement on agenda for: April 13, 2021

☐ Denied

Superintendent:  Date: 3/30/21

REQUEST TO BOARD FOR STUDENT OUT-OF-STATE TRAVEL

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

Organization taking field trip HUSD 8th graders and chaperones (1 chaperone per 10 students)

Date of field trip May 23-27, 2022

Place of field trip WASHINGTON DC

Approximately how many students Up to 50 students, and up to 5 chaperones

Where are you staying? World Strides will confirm this prior to departure
What is the cost of hotel/lodging? Cost of the hotel is included in event registration
Is there security at the hotel/lodging? Yes- provided by WorldStrides
If not, how are the students going to be supervised?

How is the trip being funded? Participant funded

What is the cost for the trip (lodging/registration/transportation, etc.)? \$82,500

What is the cost for each student? \$1,650

Chaperones (student/adult ratio) – 1 adult for every 10 students is recommended
Charles Johnston, Timothy Derickson, Jessica Bennett, Danette Derickson

What determines the student's eligibility for attending? Student must pass the 8th grade, have consistent good behavior (no more than 3 office referrals during the school year), and have the ability to fund their trip through scholarships, tax credit, fundraisers or personal funding.

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

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

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

Type and cost of transportation: HUSD Transportation to/from airport, \$510.96

Humboldt Unified School District #22

Student Overnight Trip Financial Form

School: HUSD Middle Schools Organization/Group: 8th grade students

Sponsor's Name: Danette Derickson Phone: 928-759-4500

Trip Dates: May 23-27, 2022 Trip Location: Washington DC

Trip Title: 8th Grade Washington DC Trip

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

Cost of Trip: (Total Costs, <u>NOT</u> Per Participant Costs)	
Event Registration (\$1,650 per student- all inclusive)	\$ 82,500
Transportation	\$ 510.96
Lodging	\$
Meals	\$
Per Diem	\$
Substitute Class Coverage Cost Total	\$
Other (specify)	\$
Other (specify)	\$
Total Cost	\$ 83,010.96
Funding for Trip:	
Auxiliary - (525)	\$
Student Club - (850)	\$
Tax Credit- (526)	\$
Booster Club/PTA/PTO	\$
Grant	\$
Other (specify) Student participant	\$ 82,500
Other (specify) HUSD	\$ 510.96
Total Funding	\$ 83,010.96

Name of *Chaperone(s): Danette Derickson, Charles Johnston, Tim Derickson, Jessica Bennett

*** Chaperones must be HUSD certified volunteers with fingerprints and background check in effect.**

Features	Nations Classroom	WorldStrid	Explore America
Air fare	no quote	yes	yes
Tour van		yes	yes
Hotel		yes	yes
Meals		12	11
Gratuity		yes	yes
Tour guide		yes	yes
Admissions		*yes	yes
Security		yes	yes (minimal)
Lesson Plans		yes	no
PD		yes	no
Travel insurance		yes	yes
Liability Insurance		yes	yes
Days/Nts		3.5d/3n	3d/3n
Dr/medical available		*yes-on call	yes
			* World Strides Dr will come to us; injury, illness, dental *Explore America- emergency hotline for accident and illness

Scholarship		yes	yes	WS- \$1,000 EA- \$500
AZ tax credit		*yes	no	*AZ Tax credit is a substantial benefit to parents and friends/family to support students.
Crisis Support Behavioral Health		yes	no	
Financial Assistance		yes	no	WorldStrides FLAG financial assistance has offered support to about one third of our families each year.
Total Sites		*28	20	
Total \$		\$1,650.00	\$1,399	WorldStrides has been a trusted partner for the last five years and has consistently provided high levels of support and communication. They provide guidance every step of the way; during planning, at the airport, at the hotel, and any time I need to call for assistance. I trust them with our children.



Discover D.C. with WorldStrides

An Educational Travel Program for
Liberty Traditional School

PROGRAM INCLUSIONS (included in base trip price)

Safety Features and On-site Team

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

Educational Components for Students and Teachers

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

All-inclusive Planning and Financial Services

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

Transportation, Accommodations, Sightseeing, and Meals

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

ITINERARY OVERVIEW*

Day One: Arrive in Washington, D.C.

Day Two: Washington, D.C.

Day Three: Washington, D.C.

Day Four: Washington, D.C.

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

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

PROGRAM INFORMATION

Program Leader: Danette Derickson

Departure Date: May 23, 2022

Return Date: May 27, 2022

Number of Days: 4 Sightseeing Days, 3 Hotel Nights

Departure Airport: Sky Harbor International Airport (PHX)

PROGRAM PRICING INFORMATION

Early Registration Trip Price: \$1650
(Includes a \$49 non-refundable deposit and \$100 discount)

Based on 35 full paying participants

1 to 10 ratio

\$1000 Scholarship to be used at Program Leader Discretion

ADDITIONAL ITEMS (not included in base trip price)

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

At a Glance

For a group like yours, it is critical that your travel provider has the resources and experience necessary to smoothly and efficiently coordinate a youth group in the areas that you will visit. We are confident that our over 50 years as a student travel specialist provides us with this level of experience.

Educational travel requires special skills that go far beyond making simple hotel and airline reservations. When emergencies arise, this experience is important. We also realize that price is important, and our prices consistently provide the highest value for your students' money.

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

Experience with Youth Groups

Number of years in student travel business	✓ 50+
Number of participants during this period	✓ 9 million+
Number of participants per year	✓ 450,000
Number of educators that partner with us each year	✓ 50,000+
Number of full-time staff dedicated to youth group travel programs	✓ 1,800+

Be sure your organization has the experience you deserve.

Qualifications to Coordinate Your Program

Does the organization have a 24/7 Tour Central (local support) office?	✓ Yes
Does the organization employ and train its own Course Leaders?	✓ Yes
Will a staff member stay at the hotel with the group?	✓ Yes
Does the organization provide detailed training for its staff on how to best work with students?	✓ Yes

Your group is at risk without appropriate contingency plans.

Educational Focus

Does the organization employ a full-time curriculum and academics team?	✓ Yes
Does the organization offer students the opportunity to earn high school and even college credit?	✓ Yes
Does the organization offer teachers the opportunity to earn professional development?	✓ Yes
Is the organization accredited by regional accrediting bodies across the United States?	✓ Yes
Who issues accreditation for the organization?	
<ul style="list-style-type: none"> Western Association of Schools and Colleges 	✓ WASC
<ul style="list-style-type: none"> Middle States Association Commissions on Elementary and Secondary Schools 	✓ MSA
<ul style="list-style-type: none"> AdvancED (parent organization for the Northwest Accreditation Commission, North Central Association Commission on Accreditation and School Improvement, Southern Association of Colleges and Schools, and Council on Accreditation and School Improvement) 	✓ AdvancED (NWAC, NCACASI, SACS, and CASI)

At a Glance CONT.

Insurance and Consumer Protection

Does the organization maintain liability insurance?

☒ Yes

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

☒ Yes

What are the limits of this policy?

☒ \$55 million

What is the cost for supplemental medical and dental insurance?

☒ \$0

Who pays if an emergency mandates an itinerary change?

☒ WorldStrides

Does the organization maintain USTOA consumer protection?

☒ Yes

Amount of deposits covered by consumer protection

☒ \$1 million

Insurance and consumer protection are there to keep you safe.

Safety & Security

24/7 Tour Central Office

We maintain a Tour Central office that can be reached 24 hours a day, 7 days a week, because safety is our first priority. Should your group require an extended stay due to an airline problem or weather-related issue, our Tour Central office will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage) at no additional charge to you or your students.

Extensive Emergency Manual

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

Night Chaperones

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

On-site Coordinators

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

Liability Insurance

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

United States Tour Operators Association (USTOA)

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

Full Refund Program

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

Student Supervision & Safety

Planning for a Safe Experience before Departure

BEHAVIOR CONTRACT

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

MEDICAL RELEASE FORM

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

Ensuring Students' Safety While on the Program

ADULT SUPERVISION

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

COURSE LEADERS

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

Emergency Services

TOUR CENTRAL

WorldStrides' Tour Central offices are located in Washington, D.C., New York City, and Williamsburg, VA, and are staffed by full-time WorldStrides employees. These individuals are available 24 hours a day, 7 days a week to handle emergencies and accommodate the needs of all traveling teachers and students.

WORLDSTRIDES NAME TAGS

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

DOCTORS ON CALL PROGRAM

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

Student Supervision & Safety CONT.

WorldStrides Selects Its Suppliers with Safety in Mind

HOTELS

WorldStrides pre-screens its properties and selects only those which are safe, comfortable, and high quality. WorldStrides typically uses hotels such as Marriott, Holiday Inn, Ramada Inn, or comparable. For added security, WorldStrides books only hotels with inside corridors and hallways and provides additional night security (in most destinations).

TRAVEL ARRANGEMENTS

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

SUPPLIERS

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

Doctors on Call Program

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

How Does It Work?

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

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

New Crisis Support and Behavioral Health Assistance Program

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

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

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



Ne
Emer

Washington, D.C. Sample Itinerary

DAY 1

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

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

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

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

Dinner

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

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

Lunch

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

Dinner

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

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

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

Return to hotel

DAY 3

Breakfast

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

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

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

Lunch

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

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

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

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

Dinner

Return to hotel

DAY 4

Breakfast and hotel check-out

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

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

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

Lunch

Embassy Row Houses more than 170 foreign embassies

National Zoo Home to several giant pandas and more!

Dinner

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

The above represents a sample itinerary. Changes or substitutions may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable.

Humboldt Unified School District #22

Participation in _____ Consent Form

Student Name: _____

Parent/Legal Guardian Name: _____

School: _____

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

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

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

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

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

I have read and understand the foregoing information and acknowledgments.

Parent/Legal Guardian Signature

Date

Humboldt Unified School District #22

Medical Release and Consent

Student Name: _____

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

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

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

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

Parent/Legal Guardian Signature

Date

Home Address: _____

Phone Numbers: _____

Doctor: _____ Telephone No.: _____

Hospital Preference: _____

Special Instructions: _____

WorldStrides Medical Release Form

The form should be completed and returned to your Program Leader

Participant's Name _____ Birthdate _____

Street Address _____

City _____ State _____ Zip _____

Student Cell Phone (_____) _____

EMERGENCY INFORMATION

Parent / Guardian Name _____

Home Phone (_____) _____ Cell Phone (_____) _____

Email _____

Parent / Guardian Name _____

Home Phone (_____) _____ Cell Phone (_____) _____

Email _____

Allergies _____ Last Tetanus _____

Other medical conditions

Medication being used (include dosage/frequency)

Present state of health



Family Physician _____ Phone (____) _____

Medical/Hospital Insurance Company _____ Phone (____) _____

Policy Holder's Name _____

Policy Number _____

AUTHORIZATION FOR TREATMENT OF MINOR

I, the undersigned, understand and acknowledge that reasonable efforts will be made to contact the parent/guardian in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission to the Program Leader or the WorldStrides staff to secure treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such treatments as deemed medically necessary. I further give my permission for WorldStrides staff to have access to medical records relating to any treatment contemplated or received by my child and to provide such information, as necessary, to health insurance carriers. I understand that I may be responsible for all costs associated with the provision of emergency medical services or treatment.

WorldStrides cannot be responsible for accommodating any food allergies, requirements or restrictions and is not responsible for any problems associated with the same. All issues with regard to food and drink, including allergies, requirements and restrictions are the sole responsibility of the participant.

In the event of any emergencies during the trip, the undersigned hereby grants authority to be exercised at the discretion of the Program Leader or chaperone to dispense over-the-counter medication.

Parent / Guardian Name (Print) _____

Parent / Guardian Signature _____

Date _____

Features	Nations Classroom	WorldStrid	Explore America
Air fare	no quote	yes	yes
Tour van		yes	yes
Hotel		yes	yes
Meals		12	11
Gratuity		yes	yes
Tour guide		yes	yes
Admissions		*yes	yes
Security		yes	yes (minimal)
Lesson Plans		yes	no
PD		yes	no
Travel insurance		yes	yes
Liability Insurance		yes	yes
Days/Nts		3.5d/3n	3d/3n
Dr/medical available		*yes-on call	yes

Worldstides- dinners @ restaurants
Explore America- dinners @ fastfood

*yes- WorldStrides visits more locations

* World Strides Dr will come to us; injury, illness, dental
*Explore America- emergency hotline for accident and illness

Scholarship		yes	yes	WS- \$1,000 EA- \$500
AZ tax credit		*yes	no	*AZ Tax credit is a substantial benefit to parents and friends/family to support students.
Crisis Support Behavioral Health		yes	no	
Financial Assistance		yes	no	WorldStrides FLAG financial assistance has offered support to about one third of our families each year.
Total Sites		*28	20	
Total \$		\$1,650.00	\$1,399	WorldStrides has been a trusted partner for the last five years and has consistently provided high levels of support and communication. They provide guidance every step of the way; during planning, at the airport, at the hotel, and any time I need to call for assistance. I trust them with our children.



Danette Derickson <danette.derickson@humboldtunified.com>

Fwd: Follow Up On Appointment

2 messages

Danette Derickson <danette.derickson@humboldtunified.com>
To: Danette Derickson <danette.derickson@humboldtunified.com>

Wed, Mar 3, 2021 at 4:07 AM

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

From: **Jay Bloxsom** <jay@nationsclassroom.com>
Date: Tue, Mar 2, 2021 at 2:19 PM
Subject: Follow Up On Appointment
To: Danette Derickson <danette.derickson@humboldtunified.com>

Hey Danette-

I am sorry that I missed you today.

28

We love the fact that you inspire your students through travel. However, our notes show that you have taken quotes from us in the past as part of a District process to benchmark your current provider.

We do not work off of a price list and customize each proposal. Out of respect to the time our team puts into developing each tour and proposal, we are going to respectfully decline the opportunity to propose your tour.

Thank you for your time and best of luck with your tour
Jay

Jay Bloxsom | Founder and CEO | NationsClassroom
Toll Free- 800-900-1776 | Office- 804-269-4027
jay@nationsclassroom.com | <http://www.nationsclassroom.com>
Kids need to experience their world through travel now more than ever.

--
Danette Derickson- Principal
Liberty Traditional: 759-4500





Discover D.C. with WorldStrides

An Educational Travel Program for
Liberty Traditional School

PROGRAM INCLUSIONS (included in base trip price)

Safety Features and On-site Team

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

Educational Components for Students and Teachers

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

All-inclusive Planning and Financial Services

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

Transportation, Accommodations, Sightseeing, and Meals

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

ITINERARY OVERVIEW*

Day One: Arrive in Washington, D.C.

Day Two: Washington, D.C.

Day Three: Washington, D.C.

Day Four: Washington, D.C.

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

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

PROGRAM INFORMATION

Program Leader: Danette Derickson

Departure Date: May 23, 2022

Return Date: May 27, 2022

Number of Days: 4 Sightseeing Days, 3 Hotel Nights

Departure Airport: Sky Harbor International Airport (PHX)

PROGRAM PRICING INFORMATION

Early Registration Trip Price: \$1650
(Includes a \$49 non-refundable deposit and \$100 discount)

Based on 35 full paying participants

1 to 10 ratio

\$1000 Scholarship to be used at Program Leader Discretion

ADDITIONAL ITEMS (not included in base trip price)

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

worldstrides.com/washington
800-688-8584

Discoveries

Educational journeys for students

Washington, D.C. Sample Itinerary

DAY 1

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

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

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

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

Dinner

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

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

Lunch

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

Dinner

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

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

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

Return to hotel

DAY 3

Breakfast

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

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

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

Lunch

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

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

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

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

Dinner

Return to hotel

DAY 4

Breakfast and hotel check-out

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

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

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

Lunch

Embassy Row Houses more than 170 foreign embassies

National Zoo Home to several giant pandas and more!

Dinner

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

The above represents a sample itinerary. Changes or substitutions may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable.

Tour Price Quote

Washington, D.C.: The Capital Tour

Prepared For
Danette Derikson at Liberty Traditional School

Prepared On
March 2, 2021

Your Tour Number
2435507VU

Your Tour Website
www.efexploreamerica.com/2435507VU

All-inclusive Price

Price valid for travelers enrolled March 2, 2021 - March 31, 2021

Student
\$1,399

or \$101 / 13 mos

Adult
\$1,649

or \$120 / 13 mos

Price Breakdown

Program Fee	\$1,833
Lunch included: \$15 per day	\$66
EF \$500 D.C. Scholarship	-\$500

Protect your travelers with the Anytime Protection Plan for \$279. Ask your tour consultant for details.

For every 10 paying travelers, 1 chaperone travels FREE

Unless explicitly stated, lunches are not included.
Adult supplement required for travelers age 20 and older at the time of travel.

An additional \$200 Under 10 Supplement will be applied to all traveler accounts if the group size falls under 10 paying travelers. This will be applied to paying traveler accounts no later than 140 days before departure. Applicable airline baggage fees are not included and can be found at EFExploreAmerica.com/Baggage. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC. Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted).



Your travel details

Total Length
4 days

Departing From
Phoenix (AZ)

Requested Travel Dates
Tuesday, May 31, 2022 - Friday, June 3, 2022

Your Departure Date Range

Earliest
Sun. May. 29

Requested
Tue. May. 31

Latest
Thu. Jun. 2

Your experience includes

Round-trip Transportation

Hotel Accommodations

Overnight Security

Meals

All Gratuities

Guided Tours and Activities

Full-time Tour Director

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

Training and Support

We prepare new Group Leaders on a free Training Tour and provide personal support every step of the way.

Traveler Resources

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team while on tour.

Expert Tour Planning

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Illness and Accident Coverage

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

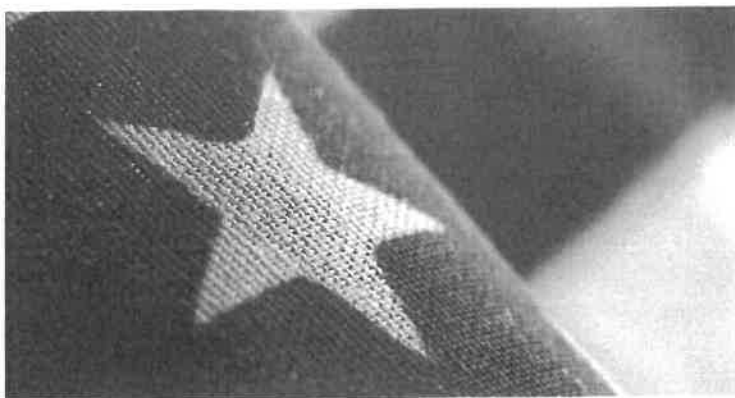
\$50 Million Liability Policy

Group Leaders and schools are protected while on tour.

Your tour consultant



Dalsy Grondin
617-203-7536
dalsy.grondin@ef.com



THE FLAG IS STILL THERE

The actual American flag that inspired Francis Scott Key to write "The Star Spangled Banner" is on display at the Smithsonian's National Museum of American History. During the War of 1812, Key was on a British ship trying to negotiate the release of some hostages. When he looked out and saw the American flag still flying over Fort McHenry, he was so inspired that he wrote a poem called "The Star Spangled Banner." The rest is national anthem history.

Day 3: Washington, D.C. • Return home

- U.S. Capitol and Visitor Center Tour (subject to availability)
- Photo stop at U.S. Supreme Court and the Library of Congress
- Free time for lunch on U Street, the center of African American culture of D.C.
- Explore the Tidal Basin: FDR Memorial, Martin Luther King, Jr. National Memorial, Jefferson Memorial
- Depart for home

6 4-DAY TOUR

Day 3: Washington, D.C.

- U.S. Capitol and Visitor Center Tour (subject to availability)
- Photo stop at U.S. Supreme Court and the Library of Congress
- Free time for lunch on U Street, the center of African American culture of D.C.
- Explore the Tidal Basin: FDR

- Memorial, Martin Luther King, Jr. National Memorial, Jefferson Memorial
- National Archives
- Smithsonian museums (time permitting)
- Potomac River Cruise (seasonal)

Day 4: Washington, D.C. • Return home

- Photo stop at the Pentagon Memorial
- Explore Georgetown with your Tour Director
- Depart for home

6 5-DAY TOUR

Day 3: Washington, D.C.

- U.S. Capitol and Visitor Center Tour (subject to availability)
- Photo stop at U.S. Supreme Court and the Library of Congress
- Free time for lunch on U Street, the center of African American culture of D.C.
- Explore the Tidal Basin: FDR

- Memorial, Martin Luther King, Jr. National Memorial, Jefferson Memorial
- National Archives
- Smithsonian museums (time permitting)
- Potomac River Cruise (seasonal)

Day 4: Washington, D.C.

- Photo stop at the Pentagon Memorial
- Explore Georgetown with your Tour Director
- U.S. Holocaust Memorial Museum: Daniel's Story exhibit
- Theater performance

Day 5: Washington, D.C. • Return home

- Visit the International Spy Museum or the National Law Enforcement Museum
- Depart for home

Itinerary subject to change. For complete financial and registration details, please refer to the Booking Conditions.

THE PEOPLE'S HOUSE

Since it was first built, the White House has always remained open to the people. These days, of course, not just anybody can walk right in the front door, but in centuries past it was quite a different story. President Jackson used to leave a block of cheese out for people to come by and grab a nibble if they were in the neighborhood, and during the Civil War, Abraham Lincoln housed Union soldiers on the ground floor.



Everything you get

- Round-trip and on-tour transportation
- Full-time licensed Tour Director
- 2 nights hotel accommodations (3 or 4 nights on 4- or 5-day tours)
- Breakfast and dinner daily
- Comprehensive sightseeing tours

- Visits to special attractions
- Overnight security at your hotel
- Illness and Accident Coverage
- Travel ID Badges and backpacks
- Gratuities

Options

- Downtown hotel (private groups only)
- Extended stay
- Lunches
- Earned credit for Group Leaders and students

WASHINGTON, D.C.: THE CAPITAL TOUR

3, 4, or 5 days



Washington, D.C.

Day 1: Washington, D.C.

- Arrive in Washington, D.C.
- Explore Washington, D.C., highlights: Photo stops at the White House, Washington Monument, and WWII Memorial
- Smithsonian museums, may include: National Air and Space Museum, National Museum of Natural History, National Museum of American History
- Night tour of Washington, D.C.: Lincoln Memorial, Korean War Veterans Memorial, Vietnam Veterans Memorial

Day 2: Washington, D.C. • Mount Vernon

- Visit Arlington National Cemetery: Changing of the Guard at the Tomb of the Unknown Soldier, Kennedy Gravesites, Women in Military Service for America Memorial
- Photo stop at the Marine Corps War Memorial
- Visit Mount Vernon: Mansion (pending availability) and grounds, museum and education center, The Slave Memorial, George Washington's tomb
- Evening activity

LINCOLN MEMORIAL

The building of the Lincoln Memorial was a big controversy back in the day. Half the country wanted to make a simple log cabin that represented Lincoln's simpler roots, while half the country wanted to build the most impressive monument in Washington, D.C., because Lincoln held our country together during its most difficult time. I always ask the kids, "which one would you have wanted? Would you have wanted the log cabin, representing the fact that he was like you and me? Or would you have wanted the temple that exists there today?"

– Mitch B., Tour Director



HUMBOLDT UNIFIED SCHOOL DISTRICT #22
VEHICLE REQUEST

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

DATE SUBMITTED: 3/30/21 QUOTED PRICE: \$510.96

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

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

PURPOSE OF TRIP: Transport for 8th G DC Trip

NUMBER OF STUDENTS: 50 GRADE: 8 NUMBER OF ADULTS: 5

SPECIAL EQUIPMENT & # OF EACH: WHEELCHAIR SEATBELT HARNESS

ADDITIONAL EQUIPMENT: carry on luggage for each individual

LEAVING FROM: LTS

DESTINATION: Sky Harbor

DESTINATION ADDRESS: Phx

DESTINATION PHONE # & CONTACT NAME: Danille's cell 928.458.0657

DEPARTURE DATE: May 23, 2022 DEPARTURE TIME: 7:00 PM

MUST BE AT DESTINATION BY...TIME: 9:00 PM (Event/Performance Time)

RETURN DATE: May 27, 2022 LEAVE DESTINATION TIME: 10:00 PM

RETURN TO SCHOOL TIME: 12:00 midnight

ADDITIONAL STOPS: none

ADDITIONAL INFORMATION: exact times may change once flight is booked

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

SPONSOR'S NAME (PRINT) Danille D. K. PHONE 928.759.4500 WK

CELL PHONE # 928.458.0657 CLASS EXT. 458.0657 cell

ATHLETIC DIRECTOR/ PRINCIPAL'S SIGNATURE: [Signature]

TRANSPORTATION USE ONLY DATE: _____ BY: _____

TRIP # _____ P.O. # _____ APPROVED: _____ NOT APPROVED: _____

QUOTE

3/12/2021

Date

EXPIRATION DATE

6/1/2022

INVOICE NO

123

HUSD Transportation
Department
6411 N Robert Rd.
Prescott Valley, AZ 86314
928-759-5191
Fax: 928-759-5185

TO: Liberty Traditional School
HUSD
3300 N Lake Valley Rd.
Prescott Valley, AZ 86314
928-759-4500
Customer ID:

B HARTSHORN PHX

MAY 2022

PAYMENT JUN 2020

TERMS

Due on

Receipt

QUANTIT Y	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
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1	Bus	Transport to PHX Sky Harbor Airport	255.48	N/A	255.48
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1	Bus	Transport to Prescott Valley	255.48	N/A	255.48
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Total Discount

N/A

Subtotal	510.96
Sales Tax	0.00
Total	510.96

Quotation prepared
by:

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

CONSENT

Item 8K.

2020/21 Classified Job Placement
Modification

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8K
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	April 13, 2021	Discuss
SUBJECT:	Approval of the changes to the Classified Job Placement schedule for the 2020-2021 school year.	Action
		Consent X
OBJECTIVE:	Board Governance	

SUPPORTING DATA:

Due to the Family and Community Engagement Coordinator position being moved from salary to hourly, the Classified Job Placement schedule needed to be revised.

Attached, you will find the revised 2020-2021 Classified Job Placement schedule. Proposed changes are based on the advice of legal counsel and District needs. All proposed changes are in red.

SUMMARY & RECOMMENDATION:

I move to accept the revised Classified Job Placement schedule for the 2020-2021 school year.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

John Pothast, Superintendent

6411 N. Robert Road. Bldg. 100 Prescott Valley, AZ 86314 ph. (928) 759-4000 fax (928) 759-4020

CLASSIFIED JOB PLACEMENT

2020-2021

LEVEL 1 - \$ 12.15

Aide - Afterschool Program
Aide - Bus - Regular
Aide - Bus - SPED
Aide - Bus -SPED - Van Driver
Aide - Playground
Aide - Resource
F and N Worker (I and II)
Custodians

LEVEL 2 - \$12.50

Aide - ELL
Aide - Preschool
Aide - Title I
Aide- Moderate/ Severe profound
Campus Security
Clerk- Receiving
F&N Clerk
F&N Cook
Groundskeeper
Lead Night Custodian
Receptionist- Campus

LEVEL 3 - \$13.00

Aide - Art
Aide - Computer Lab
Bus Driver(Reg & SpEd)
F&N Assistant Manager
F&N Clerk Coordinator
F&N Manager (K-8)
Family Resource Specialist
Lead Maintenance Custodian (K-8)
Library Media Specialist
Night Preventive Maintenance Custodian
Receptionist- DO
Secretary- Attendance
Secretary- ELL Assessment
Transition from School to Work Technician

LEVEL 4 - \$13.50

F&N Driver/ Preventative Maint Tech
F&N Manager (HS)
IS Help Desk Technician
Library Coordinator
Route Coordinator
Training Coordinator
Transportation Dispatcher

LEVEL 5 - \$14.00

Afterschool Program Coordinator
Classified Personnel Technician
Clerk - Acctg Auxiliary Operations
Clerk- Acctg High School
Lead Mtnce Custodian (HS)
Registrar - Campus
Registrar- Special Services
Secretary - Admin F&N
Secretary - Admin Special Services
Secretary- Admin Transportation
Secretary- Administrative Campus
Secretary- Counseling

LEVEL 6 - \$14.50

Accounts Payable/ Fixed Assets Coordinator
Secretary - Admin Public Relation/ ED SVCS
Secretary - Fed Prgms/ School Improvement
Student Information Coordinator

LEVEL 7 - \$15.00

Benefits Coordinator
IS Technician
Payroll Coordinator
Payroll Specialist
Personnel Coordinator
Family and Comm. Engagement Coordinator

LEVEL 8 - \$15.50

District Maintenance Technician
Mechanic

LEVEL 9 - \$16.50

Budget Technician/Cash Manangt.
CTE Specialist
IS Specialist
Procurement Specialist

LEVEL 10 - \$17.50

Admin Sec/ Supt/Gov Bd
Facilities Coordinator
Lead Mechanic

Sub Rate of Pay

Teachers

\$90. a full day \$100. a day for HES subs
\$45. a 1/2 day \$105 a day Long term subs 11th day

Classified \$12.15 per hour

Long term subs will receive bottom pay of position
worked on the 11th day/ same job same location

Nurses \$95.00 a day Long term \$105.00 on 11th day

CONSENT

Item 8L.

Retiree Re-employment
Contract Renewal with ESI

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8L
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	Annual Approval of Retiree Re-Employment Program and Client Service Contract with Educational Services, Inc. (ESI)	Action
		Consent X

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

SUPPORTING DATA:

When a teacher, classified employee, or administrator retires through the Arizona State Retirement System, that person is not allowed to work full-time in a school district for the first year following retirement. For this reason, highly qualified staff members are often lost to the District after they retire.

SUMMARY & RECOMMENDATION:


Educational Services, Inc. has provided retiree re-employment services in Arizona since 1999 and works with over 120 school districts across the state. In addition the district uses their services to include placement of temporary or substitute workers. HUSD has approved a contract with ESI annually since the 2005-06 school year which has allowed us to hire excellent recent retirees while saving M&O dollars. The elements of the program and agreement are unchanged from last school year and have been reviewed and approved to form by legal counsel.

It is recommended that the Governing Board approve renewal of the agreement.

Sample Motion:

I move to approve the renewal of the Client Service Agreement with Educational Services, Inc. as presented for the 2021-2022 school year.

Approved for transmittal to the Governing Board:



Mr. John Rothast, Superintendent

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



Employee Staffing Agreement

This Agreement for Employee Staffing Services (“Agreement”) is entered into in the State of Arizona effective July 1, 2021 (“Effective Date”), by and between Humboldt Unified School District No. 22 (“Client”), and Educational Services, Inc., an Arizona corporation (“ESI”).

RECITALS

- A. ESI is a corporation in the business of providing employee staffing services.
- B. Client is an entity within the State of Arizona and desires to obtain certain staffing services (“Services”) from ESI. ESI is willing to provide Services to Client upon the terms and conditions contained in this Agreement.
- C. This Agreement provides for the allocation between Client and ESI of responsibilities with respect to covered employees (“Workers” pursuant to Section 2 below).
- D. This Agreement shall not diminish, abolish, or remove any rights of Workers against the Client, or obligations of the Client to any Workers, if any, that existed before the Effective Date of this Agreement.
- E. Client and ESI agree to be bound by the terms and conditions set forth in any applicable cooperative contract purchasing agreement.
- F. Client is authorized to enter into this Agreement pursuant to A.R.S. § 15-502(A).

AGREEMENT

In consideration of the foregoing recitals, and mutual promises contained herein, Client and ESI agree as follows:

1. RELATIONSHIP OF THE PARTIES

ESI is an independent contractor and shall perform its obligations under this Agreement as an independent contractor. All Workers provided by ESI to perform Services for Client pursuant to this Agreement shall be employees of ESI and not of Client. Client has the right to direct Workers only to the extent necessary to conduct the Client’s business, and operations, and to comply with licensing and certification requirements that apply to the Client, or to any Worker. In all other respects, ESI retains full control over the employment, direction, supervision, evaluation, compensation, discipline, and discharge of Workers performing Services under this Agreement. Nothing contained in this Agreement will be construed to create a joint

venture or partnership, or the relationship of principal and agent, or employer and employee, between ESI and Client.

2. **WORKER**

In this Agreement, the term “Worker” or “Workers” means an individual(s) (a) employed by ESI in Arizona to work in Arizona, (b) who is performing Services for Client pursuant to this Agreement, (c) who has completed ESI’s required hiring and onboarding process forms, and, where applicable, is certificated or licensed as required by law for the position in which ESI places the Worker.

ESI will not place into employment positions with the Client any Worker who does not possess, or have the ability to possess, all necessary certification and endorsements or licenses for the position assigned.

ESI will maintain equal employment opportunity and anti-discrimination policies, including complaint procedures that address discrimination, and/or harassment claims. ESI retains the right to make a final determination as to whether to hire a Worker.

3. **TERM OF AGREEMENT**

The initial term of this Agreement will be one (1) year following the Effective Date. Upon the expiration of the initial term, this Agreement may be renewed annually upon mutual agreement of both parties. This Agreement does not automatically renew at the end of each year.

4. **TERMINATION**

- A. Workers, Without Cause. Notwithstanding any other provision of this Agreement, Client may request termination of, and ESI may terminate, any Worker at any time without cause upon the submission of at least thirty (30) calendar days advance written notice.
- B. Workers, With Cause. Notwithstanding any other provision of this Agreement, Client may request termination of, and ESI may terminate, any Worker upon written notice to ESI upon the occurrence of any of the following:
 - (1) A material breach by ESI, or a Worker of any of ESI’s or Worker’s obligations under this Agreement, or under the Worker Contract.
 - (2) If a Worker embezzles or misappropriates Client funds or property, defrauds Client, is convicted of a felony, or of any crime involving moral turpitude, has his or her certification or other licensing required for the position for which employed by ESI revoked or suspended, fails to maintain a valid fingerprint card if one is required by Client, commits an

act or omission which constitutes a breach of the Worker Contract, violates the policies of the Client applicable to Client's own employees, commits an act of unprofessional conduct, or commits an act that adversely affects the reputation of Client.

(3) Death or Permanent Disability of a Worker occurring any time during the term of this Agreement, in which event this Agreement (as it relates to the Worker) shall terminate as of his or her death or Permanent Disability. "Permanent Disability" shall mean the Worker is unable to perform his/her essential job duties, with or without reasonable accommodation, for a period of more than sixty (60) days.

(4) If it is later discovered that a Worker has made any material misrepresentations or has failed to provide any material representations in connection with the information provided to ESI.

C. Agreement. This Agreement may be terminated by either party, for any reason, at any time prior to the expiration of the Term, by providing ninety-day (90) written notice to the other Party, in the manner described in Section 27.

5. **SCOPE OF SERVICES**

In collaboration with Client, ESI shall supply Workers and shall perform the following services:

- A. Recruit, hire, train, evaluate, compensate, place, replace, supervise, discipline, and terminate Workers.
- B. Maintain a recruiting and hiring program that is in compliance with federal and state laws, rules and regulations, equal opportunity, and anti-discrimination policies applicable to, and restricting, the hiring and selection process, including, but not limited to, Title VII of the Civil Rights Act of 1964 ("Title VII"), the Americans With Disabilities Act ("ADA"), the Age Discrimination in Employment Act ("ADEA"), the Fair Credit Reporting Act ("FCRA"), the Arizona Civil Rights Act ("ACRA"), and the Arizona Employment Protection Act ("AEPA").
- C. Maintain a system of statewide background checks on all Workers provided to Client to include pre-screening, credentialing, licensure, statewide criminal background check, and fingerprinting, the results of which shall be made available to Client upon request to the extent permitted by law. ESI shall ensure that all Workers possess all certifications and licenses necessary to perform their assignments.
- D. Maintain a system of evaluation, which can be the Client's evaluation systems and instruments.

- E. Maintain a program of supervision that enforces appropriate policies and procedures. In order to maintain the program, ESI may designate one or more on-site ESI employees as the supervisor, and/or, ESI contact responsible for addressing and responding to Workers.
- F. Provide each Worker with information regarding his or her obligation to comply with applicable safety, drug/alcohol, anti-harassment, anti-discrimination, anti-retaliation, and conduct policies.
- G. Inform each Worker in writing that s/he is employed by ESI, and not employed by the Client.
- H. Inform each Worker in writing that job related illness/injury reports are to be made to the Client, and ESI's on-site supervisor, or ESI contact, and provide information on where and how reports are to be made to the Client and ESI supervisor or contact. Worker must coordinate with ESI, or ESI's representative, for non-emergency treatment, and not the Client, or Client's representative.
- I. Pay Workers in compliance with applicable wage and hour laws, including, but not limited to the Fair Labor Standards Act ("FLSA"), the Fair Wages and Healthy Families Act, and Arizona Labor Code. ESI shall maintain complete and accurate records of all wages paid to a Worker assigned to provide services to Client. ESI shall be exclusively responsible for, and will comply with, applicable law governing the reporting and payment of wages, payroll-related, and unemployment taxes attributable to wages paid to Workers assigned to provide services to Client.

For SubSource Workers (substitutes), ESI will track, account and pay for paid sick time in accordance with the Fair Wages and Healthy Families Act (FWHFA). These costs for SubSource Workers will not be invoiced to the Client and will be ESI's responsibility.

For RetireRehire Workers (return-to-work retirees), Client will be responsible for providing paid leave equal to or greater than the amount required under the FWHFA. The annual allotment of a RetireRehire Worker's paid sick leave will not be accrued but will be granted by Client in full via a lump sum dispersal at the start of the RetireRehire Worker's contracted employment period. Client will have discretion in determining the type and quantity of paid leave so long as this paid leave allotment meets the requirements of the FWHFA.

Hourly employees will not be allowed to accrue "comp time," and will be paid their proper overtime rate, 1 ½ times their regular hourly rate, for any hours worked over 40 hours in a workweek, as required by applicable law. If an authorized timesheet approver (employee of Client) approves a Worker

timesheet with overtime hours on it, ESI must pay that overtime, and will bill Client accordingly for that overtime.

- J. Be responsible for the adequacy of the services provided by Workers pursuant to this Agreement.
- K. ESI shall perform all other responsibilities with respect to Workers otherwise required of an employer, and not assumed by Client pursuant to this Agreement.

6. **APPROVAL OF SUPPLIED WORKERS**

Client has the right, but not the obligation, to pre-approve any Worker provided by ESI to fill a position for which the Client has contracted with ESI to provide. The Client has the right to reject any Worker prior to, or, at the time of placement for any lawful reason. Client may recommend that ESI impose discipline upon any Worker for any lawful reason, and ESI may, in its own right, impose discipline, up to and including dismissal, upon any Worker for any lawful reason. ESI retains the sole right to determine if rejection, discipline, or dismissal of a Worker is for a lawful reason.

7. **ADMINISTRATIVE FEES**

Client will pay ESI an administrative fee in accordance with the Fee Schedule, attached as **Exhibit A**.

Client will also pay ESI for all associated employer's payroll liabilities for the Workers. Payroll liabilities are subject to adjustment with any changes in job functions, or positions of Workers, increases in payroll taxes, including, but not limited to changes in FICA (OASDI/Medicare), federal or state unemployment tax rates, workers' compensation rates, or any government mandated insurance requirement that is not already known or currently required, or any government mandated wage increases. Any such adjustments will be effective on the date of the increase or change.

8. **PRE-PAYMENT INCENTIVE**

ESI pays Workers for their services to Client before receiving corresponding payment from Client. Therefore, ESI offers a pre-payment incentive in the Contract Administrative Fee if Client pre-pays for Services as defined per **Exhibit A**.

9. **PAYMENT TERMS**

ESI will bill Client with invoices as "net 30." An 8% per annum late payment charge will be assessed for any payment that is not received within 30 days of invoice.

10. **WORKERS' COMPENSATION**

- A. ESI will be considered the "employer" of all Workers for the purposes of providing workers' compensation insurance within the meaning of A.R.S. § 23-901. ESI shall provide workers' compensation and employer's liability insurance in accordance with the statutory requirements of the State of Arizona, including Employer's Liability insurance with limits of liability of not less than \$1,000,000 each accident, and \$1,000,000 bodily injury or disease. The workers' compensation policy shall be endorsed to include the Alternate Employer Endorsement and shall include a waiver of subrogation in favor of Client from the workers' compensation insurer.
- B. Client and ESI understand, agree, and acknowledge that no individual will be covered by ESI's workers' compensation insurance, or be issued a payroll check unless and until that individual has, prior to commencing work for the Client, satisfied the requirements and definition of a "Worker" under Section 2 of this Agreement.
- C. Client understands, agrees, and acknowledges that the workers' compensation insurance that ESI will provide under this Agreement will only cover individuals who are employed by ESI, and that such ESI's workers' compensation insurance will not cover other individuals who might perform services for Client, whether as employees, independent contractors, or otherwise. Client agrees to provide workers' compensation insurance or maintain a program of approved self-insurance covering Client's own employees.

11. **CLIENT'S LIABILITY INSURANCE**

Client will provide liability indemnity protection to the Workers performing Services under this Agreement, and ESI, to the extent that the Worker is providing services for the Client, and the Worker is acting within the course and scope of the authorization granted. The provision of liability indemnity protection shall not be construed as evidence that the relationship between the parties and Workers is other than specifically provided for and agreed to in this Agreement.

The coverage provided will be made available to Workers as an additional covered party under the terms of the Client's insurance coverage. Coverage will be made available by the Client's insurance company to Workers on the same terms and conditions as coverage is made available to Client employees. ESI shall be named an additional covered party to the Client's insurance agreement but only to the extent that ESI is vicariously liable for the acts of Workers while Workers are performing services for Client but not for any actual or alleged wrongful act, error or omission of ESI in its own right (e.g., claims of negligent hiring, supervising or retention, employment discrimination, etc.).

12. **ESI'S LIABILITY INSURANCE**

ESI shall maintain in full force and effect at all times during the term of this Agreement Commercial General Liability ("CGL") insurance with limits of liability of not less than one million dollars (\$1,000,000) per occurrence, and if such Commercial General Liability insurance contains a general aggregate limit of liability, the limit of liability shall be at least two million dollars (\$2,000,000).

13. **PATIENT PROTECTION AND AFFORDABLE CARE ACT (PPACA)**

The parties believe that all Workers are the common law employees of ESI and that ESI is an applicable large employer for purposes of compliance with the requirements of Code Section 4980H. Accordingly, ESI offers full-time Workers and their "dependents" (as defined in any regulations or other guidance issued under Code Section 4980H) the opportunity to enroll in ESI's "minimum essential coverage" (as defined in Code Section 5000A(f) and any regulations or other guidance issued thereunder) under an "eligible employer-sponsored plan" (as defined in Code Section 5000A(f)(2) and any regulations or other guidance issued thereunder) at least once per year. Such coverage will provide "minimum value" (as defined in Code Section 36B(c)(2)(C)(ii) and any regulations or other guidance issued thereunder).

In addition, ESI will determine full-time employee status for all Workers using the "look-back measurement method" (as defined in the regulations or other guidance issued under Code Section 4980H) and will conduct the necessary tax reporting as required by Code Sections 6055 and 6056, including the timely furnishing of all Forms 1095-C to applicable individuals and the timely filing of all Forms 1094-C and 1095-C with the Internal Revenue Service.

Each party agrees to provide the other party timely notice of any penalty assessment or other correspondence from the Internal Revenue Service or other governmental agency with respect to Code Section 4980H compliance as it applies to the Workers covered by this Agreement. For this purpose, notice shall be considered timely if provided to the other party no later than 20 days before a corresponding response is due to the Internal Revenue Service or other governmental agency.

14. **ADMINISTRATION**

A. All Workers assigned to fill positions with the Client are employees of ESI. ESI is responsible for administrative employment matters, such as transmission of all federal, state, and local employment tax payments, providing workers' compensation insurance, as well as management of fringe benefit programs for Workers. ESI agrees to pay, and hold harmless, Client from any and all tax penalties, assessments, or governmental charges in connection with all or any of the Services provided under the terms of this Agreement. Client is responsible for payment of the Alternative Contribution to the Arizona State Retirement System for any amounts that may be due for individual Workers.

- B. Client will immediately forward to ESI any garnishment orders, involuntary deduction orders, notices of IRS liens, and other forms of legal process received by Client affecting payment of wages to Workers and will cooperate with ESI in responding thereto.
- C. Workers will receive compensation for services rendered pursuant to this Agreement solely through ESI. It is a material breach of this Agreement for Client to pay any Worker in cash, or by any other means for any Services rendered. Any individual whom a Client pays directly for any Services rendered will not be considered a Worker under this Agreement as to the Services for which the Client provides payment. Further, ESI shall provide Workers with unemployment insurance coverage to the extent required by law.
- D. ESI shall warrant compliance with all federal immigration laws and regulations that relate to Workers, and that it has verified employment eligibility of each Worker through the e-verify program.
- E. Upon Client's reasonable request, ESI will provide documentation showing compliance with Section 14(D) with respect to any Worker.
- F. If Client engages in ESI's RetireRehire service, Client RetireRehire Terms, attached as **Exhibit B**, summarizes Client's return-to-work program. Client has sole discretion to set terms. Terms may be changed by Client at any time upon written notice to ESI.
- G. If Client requires Worker to operate Client vehicles, Client shall assume full responsibility for transportation safety, vehicle maintenance, training Worker in the basic operational necessities of operating Client's vehicle, vehicle safety inspections, environmental compliance, and all government requirements and compliance relating to Worker's operation of Client's vehicle.

15. **PROTECTED LEAVES OF ABSENCE**

- A. The Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") protects civilian job rights and benefits for military servicemembers, veterans, and members of Reserve components. Client agrees to provide for any necessary leaves of absence, employment, and/or reemployment positions in the event that Workers are called away for or return from military service, pursuant to the requirements of USERRA.
- B. The Family and Medical Leave Act ("FMLA") protects job rights, leave, benefits, and re-instatement rights of eligible employees after the employee has been on approved FMLA leave. Client agrees to provide for any necessary leaves of absence, employment, and/or reemployment positions in the event

that Workers go on leave or return from leave, pursuant to the requirements of the FMLA.

16. **SAFE WORK ENVIRONMENT**

- A. ESI and its Workers will comply with all health and safety laws, regulations, ordinances, directives, and rules imposed by controlling federal, state, or local governments, and will immediately report all work-related accidents involving the Worker within 24 hours to Client.
- B. If applicable, and appropriate, Client will provide the Workers with personal protective equipment as required by federal, state, local law, regulations, ordinance, directive, or rule.
- C. ESI or its workers' compensation carrier has the right to inspect the Client's premises and operation but is not obligated to conduct any inspections. ESI reserves the right to audit safety activities. ESI, or its insurers, may give reports to Client on the conditions found at Client's worksites. Client will supply documentation related to safety activities as prescribed by law (e.g., safety meeting, training maintaining OSHA log). Neither ESI's insurer nor ESI warrants the result of the inspections, or the absence thereof, or that the operations or premises are in compliance with any laws, regulations, codes, or standards.
- D. Client will ensure that all facilities where the Workers perform services are in compliance with any and all applicable federal, state, and/or local laws, regulations, codes, or standards.

17. **SUPERVISION**

- A. ESI, in coordination with Client, will provide direction, supervision, training, and control of each Worker in the performance of the Services. Client will provide daily monitoring of the Workers and will report to ESI. ESI may designate at least one (1) on-site supervisor from among the Workers assigned to complete the Services. This on-site supervisor may direct the operational and administrative matters relating to the Services and may be under the direct supervision of ESI. If ESI fails to designate an on-site supervisor, Workers assigned to perform Services for the Client shall remain responsible to ESI or designee.
- B. ESI shall determine the procedures to be followed by Workers regarding the time and performance of the Workers' job functions and duties, and these will coincide with Client requirements regarding time and performance of same. Client agrees to cooperate with ESI in the formation of such policies and procedures and permit ESI to implement its policies and procedures relating to the Workers.

- C. Client may make all non-routine directives through ESI's on-site supervisor, or if an on-site supervisor is not provided, then through ESI or designee.

18. **INDEMNIFICATION**

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury to any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. In addition, Client agrees to indemnify, defend, and hold harmless ESI for any (i) breach of any representation, warranty or obligation of Client set forth in this Agreement; and (ii) any claim that any work product or Client's receipt or use thereof infringes on any intellectual property right of a third party. For Workers operating Client vehicles, Client hereby agrees to indemnify, defend, and hold harmless ESI for any and all claims, losses, liability, costs, or expenses (including reasonable attorney fees) resulting from a vehicular incident, but only to the extent that the Workers are operating Client's vehicles within the course and scope of authorization granted by the Client.

ESI shall be solely responsible and shall indemnify the Client for any assessment, assessable payment, fine, penalty, or other liability assessed against ESI or the Client that arises in connection with ESI's failure to: (i) offer minimum essential coverage that provides minimum value consistent with Section 13 of this Agreement; (ii) timely and accurately furnish and file information returns consistent with Section 13 of this Agreement; or (iii) otherwise comply with the requirements of Code Section 4980H and any regulations or other guidance issued pursuant thereto. Notwithstanding the foregoing, ESI shall not be responsible and shall not indemnify the Client for any assessment, assessable payment, fine, penalty, or other liability assessed against ESI or the Client that arises in connection with Client's failure to: (i) offer minimum essential coverage to its common law employees pursuant to an eligible employer-sponsored plan; (ii) offer coverage that provides minimum value and that is "affordable," within the meaning of Code Section 4980H and any regulations or other guidance issued pursuant thereto; or (iii) provide timely notice of any penalty assessment or other correspondence from the Internal Revenue Service or other governmental agency as described by Section 13 of this Agreement.

The Indemnitee hereunder shall promptly notify the Indemnitor in writing of any claim, suit, action or proceeding and cooperate with the Indemnitor at the Indemnitee's sole cost and expense. The Indemnitor shall immediately take control of the defense and investigation of such claim, suit, action or proceeding and shall employ counsel of its choice to handle and defend the same, at the Indemnitor's sole cost and expense. The Indemnitor shall not settle any claim, suit, action or proceeding

in a manner that adversely affects the rights of the Indemnitee without the Indemnitee's prior written consent. The Indemnitee's failure to perform any obligations under this section shall not relieve the Indemnitor of its obligations under this section except to the extent that the Indemnitor can demonstrate that it has been materially prejudiced as a result of such failure. The Indemnitee may participate in and observe the proceedings at its own expense.

The parties agree that this Section 18 constitutes the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution claim against the other party.

19. **ADJUDICATION OF AGREEMENT**

If any court or arbitrator of competent jurisdiction holds that any provision of this Agreement is invalid or unenforceable, the parties desire and agree that the remaining parts of this Agreement will nevertheless continue to be valid and enforceable.

20. **LIMITATION OF LIABILITY**

CLIENT EXPRESSLY ACKNOWLEDGES AND AGREES THAT CLIENT'S SOLE REMEDY IN THE EVENT OF ESI'S BREACH OF ITS OBLIGATIONS UNDER THIS AGREEMENT IS TO TERMINATE THIS AGREEMENT AND RECEIVE, WITHIN THIRTY (30) DAYS AFTER THE TERMINATION DATE, A REFUND FOR ANY FEES THAT CLIENT PAID ESI AS OF THE TERMINATION DATE FOR SERVICES THAT WERE NOT PERFORMED AS A RESULT OF ESI'S BREACH. FURTHER, ESI SHALL HAVE NO FURTHER LIABILITY OR OBLIGATION TO CLIENT WHATSOEVER, SUCH AS LIABILITY FOR SPECIAL OR CONSEQUENTIAL DAMAGES. CLIENT ACCEPTS THE RESTRICTIONS ON CLIENT'S RIGHT TO ADDITIONAL RECOURSE AS PART OF CLIENT'S BARGAIN WITH ESI.

21. **ATTORNEYS' FEES**

Should any litigation be commenced between the parties hereto concerning the terms of this Agreement, or the rights and duties of the parties under this Agreement, the prevailing party in such litigation shall be entitled to, and in addition to any other relief that may be granted, the prevailing party's attorneys' fees and costs.

22. **MODIFICATIONS OR WAIVER OF AGREEMENT**

No modification or waiver of this Agreement will be valid unless the modification or waiver is in writing and signed by the designated representative of the Client and a Director-level employee or above of ESI. The failure of either party at any time to insist upon the strict performance of any provision of this Agreement will not be construed as a waiver of the right to insist upon the strict performance of the same provision, at any future time.

23. **ENTIRE AGREEMENT**

This Agreement, including the Recitals and Exhibits, constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to its subject matter.

24. **BINDING NATURE OF AGREEMENT**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns. For the avoidance of doubt, ESI has the right to assign its rights and obligations under the Agreement to any assignee, successor, and/or subsequent owner, whether as a result of a merger, acquisition, or other change in ownership.

25. **CONSTRUCTION; INTERPRETATION; MODIFICATION**

This Agreement is intended to express the mutual intent of the parties, and no rule of strict construction shall be applied against the drafting party. In this Agreement, the singular includes the plural, and the plural the singular; words imparting gender include both genders; references to "writing" include printing, typing, electronic writing and other means of reproducing words in a tangible visible form; the words "including", "includes" and "include" shall be deemed to be followed by the words "without limitation". The term "person" shall include an individual, corporation, joint venture, partnership, trust, estate, association or any other entity. This Agreement may not be modified or amended other than by a writing signed by the party to be charged with such modification or amendment.

26. **WARRANTY**

Pursuant to the provisions of A.R.S. § 41-4401, each party warrants to the other party that it is in compliance with all Arizona and federal immigration laws and regulations that relate to its employees and Workers and with the E-Verify program under A.R.S. § 23-214(A). Each party acknowledges that its breach of this warranty is a material breach of this Agreement subject to penalties up to and including termination of this Agreement. Each party retains the legal right to inspect the papers of any employee/Worker of the other party or any independent contractor who works on this Agreement to ensure compliance with this warranty.

27. **NOTICES**

All notices or other communication required or permitted under this Agreement shall be in writing, and shall be made by hand delivery, or overnight courier, or prepaid

first-class certified mail, with an additional copy (which does not constitute notice) sent via email. Notice to ESI shall be sent to:

Educational Services, Inc.
14614 N. Kierland Blvd, Suite 230
Scottsdale, AZ 85254
ATTN: ESA Administrator
Email: hr@esiaz.us

Notice to Client shall be sent to Client at the address set forth on the signature page hereto.

28. **NO RULE OF STRICT CONSTRUCTION**

Both parties have approved the language of this Agreement, and no rule of strict construction will be applied against either party.

29. **HEADINGS**

The descriptive headings of the paragraphs and subparagraphs of this Agreement are intended for convenience only, and do not constitute parts of this Agreement.

30. **COUNTERPARTS**

This Agreement may be executed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

31. **ARBITRATION**

In the event of any dispute between the parties to this Agreement arising out of, relating to, or in connection with the provisions of this Agreement, or the performance hereunder, the parties hereby agree that any such dispute shall be exclusively submitted to, and resolved in, binding arbitration. The arbitrator shall be selected by mutual agreement of the parties. The arbitrator's decision and/or award shall be final and binding. The prevailing party, if any, shall be entitled to reasonable attorney's fees and costs. Arbitration shall take place in Maricopa County, Arizona.

32. **GOVERNING LAW**

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all mandatory contract provisions of state agencies required by statute or executive order.

33. **VALIDITY**

This Agreement shall be valid and enforceable only after the designated representative of both Client and ESI has signed it.

34. **CANCELLATION FOR CONFLICT OF INTEREST**

Pursuant to A.R.S. § 38-511, the Client may, within three (3) years after its execution cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the Client is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity, or a consultant to any other party to the contract with respect to the subject matter of the contract.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date indicated at their respective signatures below.

Effective Date: July 1, 2021.

“Client”

EDUCATIONAL SERVICES, INC.,
an Arizona corporation

By: _____

By: _____

Its: _____

Its: _____

CLIENT ADDRESS FOR NOTICE:

Street Address: _____

City, State, Zip Code: _____

EXHIBIT A Fee Schedule

ESI Cooperative Contracts

All fees are defined through the following cooperative contracts. The following is a summary of key terms and may be subject to change. Refer to the specific governing cooperative contract for current detailed fee terms.

IGovernment Procurement Alliance (IGPA) Contract No. 17-14PV-02

and

Mohave Educational Services Cooperative Contract No. 17A-ESI-0518

RetireRehire

ASRS Retired Member Leased Employees: excludes Substitutes

- 5.00% of gross salary

SubSource

Certified and Classified Substitutes

- 10.00% of gross salary

Pre-Payment Incentive

Pre-payment of at least 80% of estimated fiscal year expenditure required. Incentive is a 0.50 percentage point reduction of the base admin fee. Example: For ASRS Retired Member Leased Employees (excludes substitutes), the base admin fee of 5% would be reduced to 4.50%.

EXHIBIT B
Client RetireRehire Terms

Certified Employees

Contractual Salary (% of Exiting Salary)	80%
Supplemental Pay (% of Pay Rate)	80%
Performance Pay	NO
Insurance Support	NO
Leave	YES*
Holiday Pay	NO
Program Application Period	None
Time Limit with ESI	Two Years

Other Special Provisions: *3 personal days. 10 sick days (1 per month).

Classified Employees

☐ Same as Certified Employees

Contractual Salary (% of Exiting Salary)	80%
Supplemental Pay (% of Pay Rate)	80%
Performance Pay	No
Insurance Support	No
Leave	Yes*
Holiday Pay	Varies*
Program Application Period	None
Time Limit with ESI	Two Years

Other Special Provisions: *10-month employees: 2 personal days, no holiday pay and 10 sick days. *12-month employees: 10 vacation days, 12 paid holidays, 12 sick days.

Administrators

☐ Same as Certified Employees

Contractual Salary (% of Exiting Salary)	80%
Supplemental Pay (% of Pay Rate)	80%
Performance Pay	No
Insurance Support	No
Leave	Yes*
Holiday Pay	Yes**
Program Application Period	None
Time Limit with ESI	Two Years

Other Special Provisions: * 27 vacation days. ** 12 paid holidays. Also 12 sick days (1 per month).

CONSENT

Item 8M.

Fee Schedules for 2020-2021

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8M
FROM:	Kort Miner, Executive Director of Operations and HR	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	Preschool, Before and After School Program, Elementary and Middle School Fee Schedules for SY 2021-2022	Action
		Consent X

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

SUPPORTING DATA:

The attached fee schedules outline the fees that are charged to students to access certain offerings throughout our district's many programs. Fees are applied to elective courses and voluntary extra-curricular opportunities that are not required for promotion nor receive a grade. Fees can also be assessed for instrument rental in music elective courses.

Financial hardship will not exclude a student from being able to access any co-curricular/extra-curricular opportunities as principals have the discretion to waive fees on a case-by-case basis.

Please see the attached fee schedules for identified fees to be assessed within our Before and After School Program, Preschool Program, and both the elementary and middle school levels during the 2021-2022 school year.

SUMMARY & RECOMMENDATION:

It is the recommendation of the administration that the board approve the Preschool, Before and After School Program, Elementary and Middle School Fee Schedules for the 2021-2022 school year.

Sample Motion:

I move to approve the 2021-2022 fee schedules for the Preschool, Before and After School Program, Elementary and Middle Schools as presented.

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

HUSD Elementary/Middle School/BFPS/Before and After School Fee Schedule

2021-2022 School Year

ELEMENTARY SCHOOL		2021-2022
SPORTS - PAY-TO-PARTICIPATE T/C - Extra-Curricular	\$	50.00
SPORTS - PAY-TO-PARTICIPATE T/C - Extra-Curricular	\$	25.00 Free/Reduced
LEGO ROBOTICS (Cost of Materials)	\$	50.00
LEGO ROBOTICS (Cost of Materials)	\$	25.00 Free/Reduced
SCIENCE OLYMPIAD (Cost of Materials)	\$	50.00
SCIENCE OLYMPIAD (Cost of Materials)	\$	25.00 Free/Reduced
Orchestra - T/C (Rentals/Cost of Materials)	\$50/semester	
HUSD Before and After School Program	\$60/week	
Bright Futures Preschool (5 full days per week)	\$580/monthly	
MIDDLE SCHOOL - GLASSFORD HILL		2021-2022
SCIENCE OLYMPIAD (P-T-P) - No Grade (Cost of Materials)	\$	70.00
SCIENCE OLYMPIAD (P-T-P) - No Grade (Cost of Materials)	\$	35.00 Free/Reduced
SPORTS - PAY-TO-PARTICIPATE T/C	\$	70.00
SPORTS - PAY-TO-PARTICIPATE T/C	\$	35.00 Free/Reduced
Band - (Rental of Equipment)	\$50/year	
Orchestra - T/C (Rentals/Cost of Materials)	\$50/semester	
BRADSHAW MTN. MIDDLE SCHOOL		2021-2022
SPORTS - PAY-TO-PARTICIPATE T/C	\$	70.00
SPORTS - PAY-TO-PARTICIPATE T/C	\$	35.00 Free/Reduced
Guitar - (Rental of Instrument)	\$25/semester	
Band - (Rental of Instrument)	\$50/year	
Orchestra - T/C (Rentals/Cost of Materials)	\$50/semester	
LIBERTY TRADITIONAL SCHOOL		2021-2022
K-8 Orchestra - T/C (Rentals/Cost of Materials)	\$50/semester	
K-6 Sports - T/C Pay to Participate	\$	50.00
K-6 Sports - T/C Pay to Participate	\$	25.00 Free/Reduced
7-8 Sports - T/C Pay to Participate	\$	70.00
7-8 Sports - T/C Pay to Participate	\$	35.00 Free/Reduced
7-8 Science Olympiad - No Grade - (Cost of Materials)	\$	70.00
Lego League (P-T-P) - T/C (Cost of Materials)	\$	50.00
Lego League (P-T-P) - T/C (Cost of Materials)	\$	25.00 Free/Reduced
Band - (Rental of Instrument)	\$50/year	

Bright Futures Preschool Program Fee Schedule 2021-2022 School Year

Program	Times Attending	Days of the Week	Fees	2 nd Student Rate	Employee Rate
Extended Preschool w/Preschool	6:30-5:30	Monday-Friday	\$50 non-refundable registration fee \$580 monthly w/preschool 5 days a week for 180 days	Registration fee waived on second student \$550 monthly tuition	Registration fee waived \$522 monthly tuition
Extended Preschool w/Preschool	6:30-5:30	Tuesday, Wednesday, & Thursday	\$50 non-refundable registration fee \$420 monthly w/preschool 3 days a week for 112 days	Registration fee waived on second student \$400 monthly tuition	Registration fee waived \$378 monthly tuition
Preschool (2.5 hours with a Certified Teacher)	AM Class 8:30-11:00 Or PM Class 12:30-3:00	Tuesday, Wednesday, & Thursday	\$50 non-refundable registration fee \$180 monthly for 106 days	Registration fee waived on second student \$170 monthly tuition	Registration fee waived \$162 monthly tuition

CONSENT

Item 8N.

School-Based Counseling IGA w/SBH &
YCESA

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8N
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	April 13 , 2021	Discuss
SUBJECT:	School-Based Counseling Services IGA Renewal	Action Consent x
<hr/>		
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	

SUPPORTING DATA

This is a renewal of the IGA approved by the Board in 2018 when Southwest Behavioral & Health Services (SBH) along with Yavapai County Education Service Agency (YCESA) were willing to partner with Humboldt Unified to offer school-based counseling services for students during the 2018-19 school year. This program was housed at Glassford Hill by providing an in kind donation of an office for the full-time clinician provided. Southwest Behavioral employed and compensated one licensed clinician (Bachelor or Doctoral level) to provide school-based counseling services to all students at Glassford Hill Middle School. This program has expanded and there are currently four schools with SBH clinicians on site during the school day.

Funding is provided by students' private insurance, AHCCCS, sliding fee scale and grants from YCESA. Parents will be contacted prior to any students receiving initial services to receive consent. Humboldt Unified continues to believe collaboration with Southwest Behavioral & Health Services will aid in their students' social emotional health allowing our students to fully access their education opportunities.

SUMMARY & RECOMMENDATION

Southwest Behavioral & Health Services and YCESA are offering to fund school-based counseling services for the 2021-22 school year at four school sites within HUSD (Currently GHMS, BMHS, CSES and LVES). Humboldt Unified will provide an in kind donation of an office space and house the program. The terms and conditions of this IGA have not been changed from its initial approval.

Sample Motion

I move to approve that the school-based counseling services with Southwest Behavioral and Health Services be approved for the 2021-22 school year.

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent

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



MEMORANDUM OF UNDERSTANDING

Contract # 1458

Humboldt Unified School District (herein "District") and **Southwest Behavioral Health Services, Inc. dba Southwest Behavioral & Health Services**, an Arizona nonprofit corporation (herein "SBH") hereby agree to the following Terms and Conditions:

1. **PURPOSE.** This Agreement supports SBH's desire to provide mental health services, substance abuse counseling, and parenting skills training, including individual, group, family counseling services (herein "Services") to students and families within the District.
2. **SBH AGREES TO:**
 - A. Make Services available on school campuses for students who are enrolled in SBH Services.
 - B. Support teachers and school personnel in identifying students and families who are in need of behavioral health services.
 - C. Provide Services to students and families who are either eligible or ineligible for Arizona Health Care Cost Containment System (herein "AHCCCS") coverage.
 - D. Assist families with enrollment for AHCCCS.
 - E. Provide Services to students and families who will pay for Services out-of-pocket (herein "Private Pay"). Students and families receiving Private Pay Services will sign a Private Pay Agreement with SBH. The Rate Schedule for Private Pay is outlined in Exhibit A.
 - F. Work in collaboration with families, teachers, and school personnel to aid students and families in reaching their service plan goals.
 - G. Upon request, provide updates to School Administration and Board regarding the progress and impact of programs and Services.
3. **DISTRICT AGREES TO:**
 - A. Provide adequate office and classroom space in order for SBH to effectively administer programs and Services.
 - B. Work in collaboration with SBH to aid students and families in reaching their service plan goals.
4. **TERM.** The term of this Agreement shall be from **June 1, 2021** through **May 31, 2022**. This Agreement is not subject to automatic renewal.
5. **TERMINATION.** Either party may, at any time and without defaulting on this Agreement, terminate in whole, or any part, this Agreement for convenience by providing a thirty (30) day written notice to the other party.
6. **RELATIONSHIP BETWEEN PARTIES.** SBH and District are independent entities. No relationship of employer-employee exists between SBH, District, and their agents. The Parties understand and agree that they shall not in any manner represent or hold out as acting or being authorized to act on behalf of the other Party. SBH and District will retain exclusive control of their respective employees.

7. **INSURANCE.** The District and SBH shall maintain insurance to cover its operations and properties throughout the term of this Agreement. Any insurance maintained by SBH will apply in excess of, and not contribute to, insurance maintained by the District. SBH shall provide District with proof of liability insurance.
8. **CONFIDENTIALITY.** During the execution of this Agreement, the Parties may gain access, gain exposure, or acquire confidential information of clients (herein referred to as "Confidential Information").
- A. **Confidentiality Obligations.** The Parties, including their employees, agents, or representatives shall (i) not disclose to any third party the Confidential Information acquired during the execution of this Agreement, unless otherwise permitted by this Agreement, (ii) only permit use of the Confidential Information by employees, agents, and representatives who need the Confidential Information to complete performance under this Agreement, and (iii) advise each of their employees, agents, and representatives of their obligations to keep the Confidential Information private. The Parties agree that they shall be bound by and shall abide by all applicable Federal and State statutes and regulations pertaining to the confidentiality of client records or information.
- B. **Confidentiality Exception.** The Parties shall not use or disclose any Confidential Information for any purpose not associated with the Parties' responsibilities under this Agreement, unless the Party receives written consent from the client, client's attorney, or legal guardian.
9. **INDEMNIFICATION.** Each Party to this Agreement shall hold harmless, and indemnify the other Party and its directors, officers, agents, sub-contractors, employees and volunteers against any and all losses, liabilities, damages, injuries, claims, suits, demands and legal proceedings including any direct, indirect or consequential loss, liability, damage, or expense, but not including attorneys' fees, unless awarded by a court of competent jurisdiction, arising out of or in connection with the intentional, willful, wanton, reckless or negligent conduct arising from or to the extent alleged to be in connection with the Services to any Indemnified Party and any third party. However, neither Party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or willful misconduct. Any claim involving contributory negligence shall be handled so that each party is responsible and liable for its share of the damages and defense cost associated therewith, in proportion to its share of negligence.
10. **NOTICES.** Unless otherwise provided for in this Agreement, notices shall be provided in writing. Notices may be made in electronic or hard copy format, so long as the specified guidelines are followed.
- A. **Electronic Notices.** Electronic notices must be sent via electronic mail. Notice is deemed given when the notice is sent. Electronic notices to SBH shall be sent to: contracts@sbhservices.org. Electronic notices to District shall be sent to: Daniel.streeter@humboldtunified.com.
- B. **Hard Copy Notices.** Hard copies notices must be sent by registered or certified mail with delivery confirmation. Notice is deemed given upon confirmed delivery. Notices to SBH shall be sent to: Southwest Behavioral Health Services, Inc.; 3450 North 3rd Street, Phoenix, AZ 85012; Attention: Contracts Department. Notice to District shall be sent to: Humboldt Unified School District; 6411 N. Robert Road, Prescott Valley, AZ 86315; Attention: Daniel Streeter, Superintendent.
11. **GOVERNING LAW AND VENUE.** The validity, interpretation, and performance of this Agreement shall be governed by the laws of the State of Arizona. The venue for any legal action arising out of this Agreement shall be held in a court of competent jurisdiction in Maricopa County in the State of Arizona.
12. **COMPLIANCE WITH LAW.** The Parties agree that this Agreement shall, at all times, comply with applicable local, State, and Federal law.
- A. **Equal Opportunity Affirmative Action.** SBH shall not maintain or provide racially segregated facilities at any establishment under its control. SBH agrees to comply with all applicable State and Federal Equal Opportunity, immigration, and affirmative action requirements.
- B. **Nondiscrimination.** The Parties shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4 and 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political

affiliation, shall have equal access to employment opportunities. The Parties shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement of employment of qualified persons because of physical or mental handicap, and the Americans with Disabilities Act.

- C. **Fingerprinting.** District will have, at all times, a complete and accurate written list of all employees and agents of SBH who will be provided access to District sites on a regular basis under this Agreement; SBH will be required to have a completed fingerprint clearance card in accordance with A.R.S. § 15-512(H), and a criminal background check for each person granted access to District sites on an intermittent basis; and SBH will ensure that its employees and agents follow guest or visitor rules at District sites
- D. **Workers' Compensation.** An employee of either Party shall be deemed an "employee" of both Parties while performing pursuant to this Agreement, for purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any worker's compensation benefits which may accrue. Each Party shall post a notice pursuant to the provisions of A.R.S. § 23-906 in substantially the following form: All employees are hereby further notified that they may be required to work under the jurisdiction or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or Contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of workers' compensation.
- E. **Changes in Law.** If prior to the expiration of the term of this Agreement, applicable Federal, State, or local laws are enacted and affect either Party's performance or ability to perform under this Agreement, then the Parties may modify this Agreement within thirty (30) days after the legislation is effective.
- F. **Appropriations.** If during the term of this Agreement, a regulatory body, including the Arizona Department of Behavioral Health Services and/or Human Services, Arizona Health Care Cost Containment System (AHCCCS), Regional Behavioral Health Authority, other funding sources, or the Internal Revenue Service determines that this Agreement is illegal, jeopardizes SBH's tax exempt status, or otherwise materially affects SBH's business, the applicable provisions of this Agreement shall be deemed null and void.
- G. **Severability.** If any of the provisions contained in this Agreement are deemed invalid, illegal, or unenforceable in any respect under any applicable statute or rule of law, then such provisions shall be deemed inoperative to the extent that it is invalid, illegal, or unenforceable, and the remainder of this Agreement shall continue in full force and effect.

13. **DISPUTE RESOLUTION.** Any claim or controversy arising out of this Agreement will be resolved, to the fullest extent possible and in accordance with the law through informal meetings and discussions held in good faith between appropriate representatives of the parties. Any remaining claim or controversy will be resolved through mediation. Either party may initiate mediation by providing the other party a written request for mediation, setting forth the subject of the dispute and the relief requested. The parties will cooperate with one another in selecting a mediator. The parties agree they will participate in the mediation in good faith. Each party will bear its own costs and expenses, including its own attorneys' fees. Each party will bear an equal share of the mediator's fees and any administrative mediation costs. All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator made during mediation, are confidential, privileged, and inadmissible for any purpose, including impeachment, in any other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

14. **WAIVER.** No delay or failure to exercise any right, power, or privilege under this Agreement shall impair any such right, power, or privilege or be construed as a waiver of any default.

- 15. **NO PUBLICITY.** The Parties shall not advertise, publish or disclose to any third party or use any trademarks or trade names in any press release, promotional materials, advertisements, without a written consent signed by all Parties
- 16. **ASSIGNMENT.** This Agreement shall not be assigned in whole or in part by any of the Parties without the express, written consent of all Parties.
- 17. **ENTIRETY.** This Agreement contains the entire contract between the Parties. All prior negotiations between the Parties are merged into this Agreement. There are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by all Parties.
- 18. **SIGNATURE AUTHORITY.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

Southwest Behavioral Health Services, Inc.

Humboldt Unified School District

Signature

Signature

Printed Name

Printed Name

Title

Date

Title

Date



EXHIBIT A

Southwest Behavioral Health Services, Inc. SELF PAY FEE AGREEMENT

Consumer Name: _____

I understand that my full fee payment is due and payable at the time of service, even if I have insurance, and acknowledge that I am responsible for any and all charges for services received. I understand that by choosing to self-pay for services, I have waived my right to have the services billed to my insurance company and Southwest Behavioral Health Services will not provide me with a superbill of self-pay services rendered. I further agree to pay a \$25 fee FOR APPOINTMENTS MISSED OR CANCELLED WITHOUT A 24-HOUR NOTICE. I understand that payments are due at time of service with cash, credit/debit card, cashier's check or money order (NO personal checks will be accepted). I also understand that any medications that may be prescribed are my full financial responsibility.

Self-Pay Rates

Description	Billing Frequency	Private Pay Rate	Description	Billing Frequency	Private Pay Rate
Initial Intake/Assessment	Per visit	\$200.00	Psychiatric Evaluation	Per visit (1 hours)	\$250.00
Individual Counseling	Per hour	\$100.00	Medication Monitoring	Per visit (20 to 30 min)	\$100.00
Family Counseling/Family Coaching	Per hour	\$100.00	Case Management	Per 30 min	\$25.00
Group Counseling	Per hour	\$25.00	Health Promotion	Per hour	\$25.00
Psychological Testing/ Evaluation	Per visit (2 hours)	\$200.00	Vocational Services (on site)	Per hour	\$25.00

Sliding Fee Schedule

Poverty Level*	0 - 100 %		101 - 125 %		126 150 %		151 - 175 %		176 - 200 %	
Percent Discount	100% Discount		80% Discount		60% Discount		40% Discount		20% Discount	
Family Size**	Minimum Fee		20% Pay		40% Pay		60% Pay		80% Pay	
1	\$0	\$12,880	\$12,881	\$15,970	\$15,971	\$19,800	\$19,801	\$24,550	\$24,551	\$30,450
2	\$0	\$17,420	\$17,421	\$21,600	\$21,601	\$26,790	\$26,791	\$33,220	\$33,221	\$41,190
3	\$0	\$21,960	\$21,961	\$27,230	\$27,231	\$33,770	\$33,771	\$41,880	\$41,881	\$51,930
4	\$0	\$26,500	\$26,501	\$32,860	\$32,861	\$40,750	\$40,751	\$50,530	\$50,531	\$62,660
5	\$0	\$31,040	\$31,041	\$38,490	\$38,491	\$47,730	\$47,731	\$59,190	\$59,191	\$73,400
6	\$0	\$35,580	\$35,581	\$44,120	\$44,121	\$54,710	\$54,711	\$67,840	\$67,841	\$84,120
7	\$0	\$40,120	\$40,121	\$49,750	\$49,751	\$61,690	\$61,691	\$76,500	\$76,501	\$94,860
8	\$0	\$44,660	\$44,661	\$55,380	\$55,381	\$68,670	\$68,671	\$85,150	\$85,151	\$105,590
For Each Additional person, add	\$4,540									

*Based on 2021 HHS Poverty Level Guidelines (<https://aspe.hhs.gov/poverty-guidelines>)

Qualifying Discount (check one): ☐ 100% ☐ 80% ☐ 60% ☐ 40% ☐ 20% ☐ None

Client or Parent/Guardian Name (print): _____

Signature: _____ Date: _____

Witness: (Staff Name/Signature) _____ Date: _____

Cc: Consumer

CONSENT

Item 80.

IGA w/Mayer USD for Special Services

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8O
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	April 13, 2021	Discuss
SUBJECT:	Intergovernmental Agreement (IGA) with Mayer Unified School District (MUSD) for special education services (Program for students with Emotional Disabilities/ED-P) - Foundations Academy	Action
		Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	

SUPPORTING DATA

The Mayer Unified School District and Humboldt Unified School District are requesting to continue the intergovernmental agreement with Mayer Unified for ED-P for students in grades K-8. The program cost is \$200,000 for up to 8 students, with any additional student cost is \$25,000 billed quarterly. The IGA allows for HUSD to terminate the agreement with a 30-day notice. This agreement has been reviewed by our legal counsel and is very similar to our previous agreement, with the exception of the base number of students. This was decreased to eight students, which is a savings to the district of \$100,000.

HUSD is responsible for providing transportation and participating in the development of the student's IEP.

SUMMARY & RECOMMENDATION

This agreement will allow Humboldt Unified access to ED-P services for students in grades K-8.

Sample Motion

I move to approve the Intergovernmental Agreement with Mayer Unified School District for the school year 2021-2022 as presented.

Approved for transmittal to the Governing Board:

Mr. John Potthast, Superintendent

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

Intergovernmental Agreement

Date: _____, 2021

Parties: Humboldt Unified School District, an Arizona unified school district ("District"); and

Mayer Unified School District No. 43, an Arizona unified school district ("MUSD")

RECITALS:

1. MUSD operates an ED-P program known as Foundations Academy. Through Foundations Academy, MUSD provides the education and special education services described in this Intergovernmental Agreement. All references in the Agreement to MUSD include the program at Foundations Academy.

2. The District and MUSD may enter into an intergovernmental agreement to (a) procure goods or services, (b) jointly exercise powers common to the District and MUSD, and (c) take joint or cooperative action. *See* Ariz. Rev. Stat. § 11-952.

3. The District and MUSD wish to make this Intergovernmental Agreement to provide services for District ED-P students at the Foundations Academy, and to provide transportation to and from MUSD for District ED-P students.

AGREEMENT:

The District and MUSD agree as follows:

1. **MUSD Responsibilities:** At the rates and under the terms as described in Exhibit 2, MUSD will provide educational services including ED-P private-placement programming to District students. MUSD shall provide these services by qualified personnel in accordance with all Arizona state guidelines and standards for ED-P programming. MUSD shall be responsible for discipline as necessary. The services are further described below.

1.1 For each student, MUSD shall provide research-based behavioral and academic guidance in a therapeutic setting.

1.2 MUSD shall develop individualized programming for each student.

1.3 MUSD shall inform the District in a timely manner concerning: (1) student individualized-education-program (IEP) meetings, triennial-review meetings, and other required or appropriate meetings; (2) coordination of each student's transportation

needs; (3) the District's financial responsibility for ED-P services provided to the student; and (4) the student's performance and progress, to be addressed in quarterly updates.

1.4 MUSD shall meet or confer on at least a quarterly basis in person or by telephone with District representatives about each student's performance and progress.

1.5 MUSD shall develop and monitor student IEP's, triennial-reports, and other appropriate records, for all students attending the MUSD program.

1.6 MUSD shall arrange, IEP, FBA/BIP, and triennial-review progress meetings.

1.7 MUSD shall communicate and meet with parents and/or outside agencies, as appropriate or required.

1.8 MUSD shall provide related services of physical therapy, occupational therapy, counseling, and speech therapy to the extent appropriate according to each student's IEP for the basic program rate of \$200,000.00/year for up to eight (8) students, and an additional \$25,000.00/student/year for enrollment over eight (8) up to sixteen (16) students - as indicated in Exhibit 2, subject to the provisions of Section 8. Additional cost: unless otherwise agreed in writing, any other related services, required by a student's IEP including but not limited to services of a one-on-one aide, will be provided by MUSD, at MUSD or another arranged location, and billed to District at actual cost.

1.9 MUSD shall provide the District quarterly financial reports on tuition and payments for each student.

1.10 MUSD shall fully comply with all applicable federal and state laws, regulations, and related MUSD policies, including but not limited to policies and procedures on handling and dispensing medication.

2. District Responsibilities. To accomplish this Intergovernmental Agreement's purposes, the District shall provide all information reasonably requested by MUSD in a timely manner. The District shall also perform the following obligations:

2.1 The District shall designate a responsible, authorized person to: (1) serve as a point of contact for communicating with MUSD, attending meetings, and making decisions; (2) review and approve all IEP's, triennial-review reports, and FBA/BIP's as requested and applicable; (3) arrange individualized transportation needs; (4) attend in person (or designate at least one knowledgeable representative) or participate by telephone in all IEP, triennial-review and other meetings scheduled by MUSD; (5) inform MUSD promptly of changes in each student's demographical information, health, and family circumstances; (6) regularly and timely communicate with MUSD regarding student transportation, meetings, and financial responsibility for the services provided; (7) deal with MUSD on ~~all~~ matters relating to this Intergovernmental

Agreement.

2.2 The District shall provide the services of a school psychologist as needed.

2.3 The District shall ensure that (1) the parents or guardian of each student receive and are requested to sign the Foundations Academy Parental Acknowledgment (**Exhibit 3**), and that the District keeps each student's parents or guardian fully informed of MUSD's services provided to the student under this Intergovernmental Agreement.

2.4 The District shall fully comply with all applicable federal and state laws, regulations, and related MUSD policies, including but not limited to policies and procedures on handling and dispensing medication.

3. Program Criteria/Eligibility. Both Parties acknowledge and agree that the ED-P program at MUSD will be operated pursuant to an application and assurances made by MUSD to the Arizona Department of Education regarding the eligibility criteria for students, the use of funds received, and the nature of the program to be offered. District agrees that students recommended for participation in the ED-P program have been determined to meet ED-P criteria as required by A.R.S. §15-765(D) and the Arizona Department of Education, and will share supporting records as necessary and appropriate. MUSD may review and confirm eligibility of students prior to accepting any candidate as a student in the program. The District will also provide the verification in Exhibit 1.

4. Change in Placement. Parties acknowledge that special education law requires and allows a change in placement to the least restrictive environment that will provide FAPE and also that a student's placement must consider health, welfare, and safety of the student and others in the classroom. A temporary or extended change in placement outside of the Foundation's Academy Program may be required as appropriate, which may result in a student's withdrawal from the ED-P program at MUSD.

5. Duration. This Intergovernmental Agreement's term is (FY 2021-22), unless terminated earlier as provided in Item 9.

6. Payments. MUSD shall invoice the District quarterly for amounts due as set forth in Exhibit 2. Within 30 days after MUSD invoices the District, the District shall pay MUSD the invoiced amount. For each quarter that an additional student, above the base level of twelve (12), attends MUSD's program for eight school days or more, the District shall pay MUSD a full quarterly payment. If the additional student attends MUSD's program for seven days or less in any quarter, the District shall pay MUSD the prorated program cost for seven days.

7. Transportation. The District and MUSD will work together to the extent feasible to provide transportation for students to and from MUSD on an individualized student basis. The entity providing the transportation and supervision at the time of an incident is the party that is responsible for risk and expense. District assumes all transportation costs and responsibility for transportation of students unless transportation is specifically assumed for specific students by MUSD. For example, MUSD may agree to transport a specific student from Point A to MUSD on a MUSD bus. If the student will be late for or absent from the program, the District representative shall promptly notify the designated MUSD personnel. The District shall notify MUSD of any student infractions on the ride to or from MUSD's program on the day of the infraction.

8. Capacity. The Parties acknowledge and agree that state requirements limit ED-P classrooms to a maximum of twelve (12) students with a teacher, paraprofessional, and third staff member available for crisis/behavior management, with a maximum four (4) year age range unless granted exception. The MUSD reserves the option of capping the classroom at eleven (11) students to allow for later enrollment or identification of a new ED-P student in MUSD. This Agreement provides for acceptance of up to sixteen (16) students from District, as also indicated in Exhibit 2. Additional ED-P students from District may be accepted by MUSD subject to available capacity in an ED-P classroom as determined by MUSD. If enrollment is proposed more than half way through any quarter, MUSD may admit the student commencing the next quarter, or earlier based on a prorated fee.

9. Termination. The District may terminate this Intergovernmental Agreement on 30-days' written notice. MUSD may suspend or terminate this agreement if deemed necessary upon loss of approval status or upon District's failure to make payment of amounts owed within thirty (30) days after written notice of overdue amounts. No part of the consideration already paid is refundable if MUSD has already provided ED-P services for District student(s) during the fiscal year in which the District withdraws. On termination, each party shall retain any property purchased by that party for purposes of this agreement.

10. Alternative Dispute Resolution. Prior to filing a claim in any court, the District and MUSD agree to submit any dispute between them arising out of or relating to this Intergovernmental Agreement to mediation with a trained mediator.

11. Indemnification. To the fullest extent permitted by law, the District and MUSD shall indemnify and hold harmless each other and their respective officers, directors, members, consultants, agents, and employees from and against all claims for bodily injury and property damage, including reasonable attorneys' fees, costs, and expenses that may arise from each party's performance of or failure to perform this Intergovernmental Agreement, but only to the extent caused by the negligent acts or omissions of the party, its agents, or employees.

12. Insurance. Throughout this Intergovernmental Agreement's term, the parties shall maintain property and liability insurance applicable to all activities pursuant to this Agreement available to them through the Arizona School Risk Retention Trust or other Insurer.

13. Waivers of Subrogation.

13.1 The District and MUSD waive all rights against each other and any of their agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Intergovernmental Agreement or other applicable property insurance, except the rights they have to proceeds of the insurance. A waiver of subrogation is effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

14. Miscellaneous Provisions.

14.1 Governing Law. This Intergovernmental Agreement's interpretation and performance are governed by Arizona law.

14.2 No Waiver. No action or failure to act by the District or MUSD constitutes a waiver of any right or duty under this Intergovernmental Agreement, nor does the action or failure to act constitute approval of or acquiescence in a breach of the Agreement, unless the District and MUSD memorialize the waiver or approval in writing and sign it.

14.3 Entire Agreement. This Intergovernmental Agreement represents the entire, integrated agreement between the District and MUSD. The Agreement supersedes all prior negotiations, representations, or agreements, whether written or oral. The Agreement may be amended only by written instrument signed by the District and MUSD.

14.4 Third Parties. Nothing contained in this Intergovernmental Agreement creates a contractual relationship with or a cause of action in favor of a third party against the District or MUSD. This Agreement is not intended to benefit any third party.

14.5 Binding Effect. The District and MUSD each bind themselves and their respective successors, assigns, and legal representatives each to the other and to the other's successors, assigns, and legal representatives with respect to this Intergovernmental Agreement's covenants, terms, and conditions.

14.6 Notices. All notices under this Intergovernmental Agreement must be in writing and sent to the Superintendent. Notices will be deemed properly given if sent by (1) personal delivery, (2) facsimile transmission, (3) first-class United States mail, postage prepaid, or (4) certified U.S. mail, postage prepaid, return receipt requested.

14.7 Severability. If any provision(s) of this Intergovernmental Agreement is/are invalid, illegal, or unenforceable for any reason, all other Agreement provisions shall nevertheless remain in full force and effect. If any provision(s) is/are inapplicable to any person or circumstance, the same provision(s) shall nevertheless remain applicable to all other persons and circumstances.

14.8 Fingerprint and E-verify. If required, and only to the extent required, the parties shall comply with the fingerprinting provisions in Ariz. Rev. Stat. § 15-512(H), the e-verify provisions in Ariz. Rev. Stat. § 41-4401, and the Federal Immigration and Nationality Act.

14.9 Nondiscrimination. The parties shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, disability, age, veteran's status, or political affiliation. They shall comply with all applicable federal and state laws, rules, regulations, and executive orders.

14.10 Conflict of Interest. In accordance with Ariz. Rev. Stat. § 38-511, either party may cancel this Agreement for a prohibited conflict of interest.

14.11 Counsel's Review and Approval. The District and MUSD will consult their attorneys for the purposes of reviewing and approving this Intergovernmental Agreement. Both parties waive any and all conflicts of interest arising out of possible joint representation of the District and any other districts in reviewing and approving this Agreement. If a future dispute relating to this Agreement arises between the parties, the shared Attorney may not represent either party, and both parties shall retain separate counsel. The parties acknowledge that if they are required to engage separate counsel, the expense and inconvenience of the engagement may exceed that of having engaged their own separate counsel from the beginning.

This Intergovernmental Agreement is effective on the date approved by the District's governing board.

Dated _____,
2021

Approved as to form:

Counsel for District

Dated _____,2021

Approved as to form:

Counsel for MUSD

District:

Humboldt Unified School District No. 22

By _____
Name: _____
Title: _____

MUSD:

Mayer Unified School District No. 43

By _____
Name: _____
Title: _____

Exhibit 1

Verification of Eligibility

(to be signed by the Superintendent or Special Education Director of the District)

1. I, _____(title) of the _____ Unified School District, hereby state that I have reviewed the facts and records related to the students listed on Exhibit 2, and hereby verify that each student is diagnosed with a disability as defined in A.R.S. §15-761.
2. No appropriate program exists within the school district and appropriate services for these students cannot be provided in traditional resource or self-contained special education classes.

Signature

Title

Date

Exhibit 2

MUSD Foundation Academy agrees to enroll twelve (12) students in the ED-P Program from District.

The base level program fee shall be \$200,000.00* per year for up to eight (8) students, invoiced quarterly, to include special education and related services of occupational therapy, physical therapy, counseling, and speech therapy services to the extent appropriate according to each student's IEP, as described in Item 1.8. Each additional student, up to sixteen (16) students, shall be an additional \$25,000.00 per student* per year. Additional students above sixteen (16) may be accepted only by signed written Addendum mutually agreed upon by the District and MUSD.

*Any additional related services, including but not limited to services of a one-on-one aide, will be arranged by MUSD and billed as an additional fee to District, at actual cost.

Students who will attend:

_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2021
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2021
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2021
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2021
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2021
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2021
_____ Name or Initials	_____ Birthdate	_____ Age as of August 1, 2021

Exhibit 3

Foundations Academy (MUSD) Parental Acknowledgment

I, _____, the parent and/or legal guardian of _____, affirm that I am legally authorized to make educational and legal decisions regarding my child attending in the Foundations Academy MUSD. I acknowledge the following is necessary for my child's benefit at the Academy:

1. I need to complete the full enrollment packet provided to me by the MUSD Foundations Academy and return it within 5 days.
2. I will notify MUSD Foundations Academy if my child has been medically diagnosed with a psychiatric disorder and is currently taking medications.
3. I understand that if my child has been prescribed medications to treat his/her psychiatric disorder by a physician, MUSD Foundations Academy will provide those medications as prescribed and has no authority to do otherwise. The Foundations Academy does not provide or withhold the medication contrary to the specific instructions of the physician.
4. I understand that if my child has been diagnosed with a psychiatric disorder and is refusing to take his/her prescribed medications, or if I refuse to give my child their prescribed medications, this could possibly lead to the child displaying behaviors that could lead to a change of placement to a setting other than MUSD Foundations Academy.
5. I will notify Foundations Academy of any medication changes, health changes, or familial changes that may affect the student's progress in the MUSD Foundations Academy program.
6. I will cooperate to provide information or attend any meetings on reasonable notice that the Foundations Academy deems necessary for my child's success.
7. I further understand that all ED-P programs must incorporate a therapeutic component by law, and that the ED-P program at Foundations Academy includes a mental health component provided on a regular basis by a mental health professional. My child may receive counseling and/or mental health services while attending the Foundations Academy as determined by the IEP team.

Printed name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

CONSENT

Item 8P.

Gifts and Donations

GIFTS & DONATIONS –April 13, 2021

Vince Moser – Farmers Insurance
Donated \$100 to Glassford Hill Middle School

Marilynn Stone
Donated \$100 to the HUSD Cafeteria Angel Fund

Dr. Fred Fenderson Prescott Orthodontics
Donated a total of 3,500 mask lanyards to HUSD Elementary Schools
With a donor's value of \$3,500

DISCUSSION

Item 9A.

HES School Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Melissa Tannehill, Humboldt Elementary School	Reading
DATE:	April 13, 2021	Discuss X
SUBJECT:	Humboldt Elementary Governing Board Update	Action
		Consent
OBJECTIVE:	To share the successes on campus at Humboldt Elementary School	

SUPPORTING DATA

Principal Melissa Tannehill will provide an update of current events at Humboldt Elementary School which will include the following;

- HES Mission Statement in Action
- Programs and Support
- Looking ahead to 2022

SUMMARY & RECOMMENDATION

Sample Motion

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

Questions should be directed to: *Melissa Tannehill, Humboldt Elementary Principal (928) 759-4400*

DISCUSSION

Item 9B.

Budget Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9B
FROM:	John Pothast, Superintendent	Reading
DATE:	Tuesday, April 13, 2021	Discuss X
SUBJECT:	Budget Update	Action
		Consent

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

SUPPORTING DATA:

Superintendent Pothast will update the Governing Board on the budget.

SUMMARY & RECOMMENDATION:

N/A

.

Sample Motion:

N/A

Approved for transmittal to the Governing Board:


Mr. John Pothast, Superintendent

Questions should be directed to: John Pothast, Superintendent (928)759-5007

DISCUSSION

Item 9C.

HUSD Pandemic Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9C
FROM:	John Pothast, Superintendent	Reading
DATE:	Tuesday, April 13, 2021	Discuss X
SUBJECT:	HUSD Pandemic Update	Action
		Consent

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

SUPPORTING DATA:

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

SUMMARY & RECOMMENDATION:

Sample Motion:

N/A

Approved for transmittal to the Governing Board: _____


Mr. John Pothast, Superintendent

Questions should be directed to: John Pothast, Superintendent (928)759-5007

ACTION

Item 10A.

2021-2022 Contract Language for
Certified, Psychologist & Administrator

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10A
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	Approval of 2021-2022 Certified, Psychologist and Administrator Contract Language	Action X Consent

OBJECTIVE: Board Governance

SUPPORTING DATA:

Attached, you will find the proposed 2021-2022 certified contract language, proposed 2021-2022 psychologist contract language and proposed 2021-2022 administrative contract language; the contract language has been vetted by legal counsel.

SUMMARY & RECOMMENDATION:

It is the recommendation of the administration that the proposed contract language be approved.

Sample Motion:

I move to approve the attached 2021-2022 contract language for certified employees, psychologists, and certified administrators.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

Questions should be directed to: Kort Miner, 759-5016

CERTIFIED CONTRACT

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee") for one year. The terms of the contract, salary amount, number of days, and position are as follows:

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. Term - Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.
3. Compensation - In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as agreed upon based on the stepless compensation system's salary placement schedule. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2020-2021 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.
4. Benefits - Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.
5. Funding/Possible Actions - This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2020-2021. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2020-2021 school year. If so, one or more of the following may occur:
 - A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of

CERTIFIED CONTRACT

the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate certified employees through a reduction in force.

6. Classroom Site Fund/Instructional Improvement Fund - Pursuant to A.R.S. §15-977 and provisions for the "Classroom Site Fund," the District may or may not receive funds to support supplements to teacher base salary or which will entitle employee to performance pay if the employee qualifies under the District's performance pay plan. Further, the District may or may not receive sufficient funds through the Instructional Improvement Fund to support supplements to teacher base salary under A.R.S. §15-977. Employee expressly acknowledges that total pay will depend upon allocation of the Classroom Site Fund and Instructional Improvement Funds, the amount of funds received, if any, and employee eligibility. Payments associated with the Classroom Site Fund or Instructional Improvement Fund may be paid only if the balance in applicable accounts is sufficient to support these payments.

7. Conditional Contract - This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

- A. Valid Arizona certificate(s) for the position;
- B. Valid fingerprint clearance card;
- C. Valid Permanent or Provisional SEI, ESL, or bilingual endorsement, as appropriate, if hired as a teacher instructing students using one of these methods;
- D. Verification of previous employment, if applicable.
- E. Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card.

8. Evaluation - Teacher shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. §15-537. The evaluation system and instrument in effect as of the date of the first formal observation of the Teacher shall be the system and instrument that is used to evaluate the Teacher for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

9. Background/Fingerprint Check/Reporting of Arrest - This contract is also conditioned upon satisfactory results of a background investigation. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an

CERTIFIED CONTRACT

arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee's driving privileges.

10. Teachers Employed with Short-term Certificates, Dismissal - Pursuant to A.R.S. § 15-538.02, any teacher holding a teaching intern certificate, an emergency teaching certificate, or another type of non-standard certificate that is valid for one year or less may be dismissed effective ten (10) days after delivery of notice of their dismissal as approved by the Governing Board. No evaluation, preliminary notice, or hearing is required. Teachers employed on short-term certificates acknowledge that this agreement is for a maximum of one year only and this provision constitutes notice that this teaching contract will not be renewed for the 2021-2022 school year.

11. Retired Teachers - If Employee is a teacher who has returned to work after retirement and is currently receiving benefits from the Arizona State Retirement System, teacher acknowledges that employment is not subject to renewal, teacher is not entitled to a hearing or other protections under A.R.S. § 15-538 through 15-543 and specifically agrees to the terms of A.R.S. § 38-766.01, incorporated herein by reference.

12. Employee Resignation - Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars (\$1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

13. Governing Law - This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

14. Severability - Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

15. Arizona Standards - Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research based strategies in instruction.

16. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.

CERTIFIED CONTRACT

17. Issuance/Signature - Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email, or 3) two (2) days after mailed by U.S. mail to the home address of record.

*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):

___ Personal delivery on _____, 2020

___ Certified employee mailbox/email on _____, 2020

___ U.S. mail sent on _____, 2020

Please choose one of the following pay options (ref. Policy DKA):

___ Bi-weekly installments (payment during school year/contract period only).

___ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THIS CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN FIFTEEN (15) BUSINESS DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

Certified Psychologist Contract

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee") for one year. The terms of the contract, salary amount, number of days, and position are as follows:

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. Term - Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.
3. Compensation - In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as agreed upon based on the stepless salary compensation system's salary placement schedule. If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2021-2022 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.
4. Benefits - Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.
5. Funding/Possible Actions - This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2021-2022. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2021-2022 school year. If so, one or more of the following may occur:
 - A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate certified employees through a reduction in force.

6. Conditional Contract - This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

A. Valid Arizona certificate(s) for the position;

B. Valid fingerprint clearance card;

C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;

D. Verification of previous employment, if applicable.

E. Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card.

7. Background/Fingerprint Check/Reporting of Arrest - This contract is also conditioned upon satisfactory results of a background investigation. The District may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B, or which may or does result in the revocation of Employee's driving privileges.

8. Employee Resignation - Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars (\$1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

9. Governing Law - This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

10. Severability - Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

11. Arizona Standards - Employee acknowledges that the State requires curriculum and instruction to be aligned with the Arizona academic standards. If employed as a teacher, Employee agrees to integrate the standards as appropriate to subject and grade level and to utilize effective research based strategies in instruction.

12. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.

13. Issuance/Signature - Offer of this contract was authorized at a legally convened meeting of the Governing Board. A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email*, or 3) two (2) days after mailed by U.S. mail to the home address of record.

*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):

___ Personal delivery on _____, 2021

___ Certified employee mailbox/email on _____, 2021

___ U.S. mail sent on _____, 2021

Please choose one of the following pay options (ref. Policy DKA):

___ Bi-weekly installments (payment during school year/contract period only).

___ Bi-weekly installments with balance of contract paid at the conclusion of the school year/contract period (balloon payment).

THIS CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN THIRTY (30) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

GOVERNING BOARD

ADMINISTRATOR CERTIFIED CONTRACT

As approved at a meeting of the Governing Board of the Humboldt Unified School District #22, Yavapai County, Arizona, this contract is made and entered into by and between the Governing Board of the Humboldt Unified School District #22 ("the District") and the above-named employee (the "Employee"). The terms of the contract, salary amount, number of days, and position are as follows:

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified, which may include classroom teacher, as the best interest of the District may require.

2. Term - This contract shall be for a term of July 1, 2020 through June 30, 2021, unless shortened by a revised start or end date, above.

3. Compensation - In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved Administrative Salary Schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

If additional revenues become available to the District through legislative appropriation, state sales tax revenues, payment of back revenue owed by the State, decrease in anticipated cuts or decrease in revenue drop, or other legal enactment and if those revenues are appropriated, authorized, and/or permitted to be used for salaries during the 2020-2021 school year, Employee may be given a raise in salary, if so approved by the Governing Board in its sole discretion. Any such Salary increase shall be apportioned to Employee in a manner that will be determined by the Governing Board, unless the authorizing enactment specifies the method by which the increase is to be distributed. Employee must be currently employed by the District to receive any increase.

4. Benefits - Employee shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.

5. Funding/Possible Actions - This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2020-2021. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2020-2021 school year. If so, one or more of the following may occur:

A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

B. Furlough: The District may require Employee to take a furlough of up to three (3) days, unpaid, on days for which the Employee would normally receive pay. Employee will perform no duties on furlough days and may not use paid leave on furlough days. Dates of furlough days, if any, shall be designated by the District. Furloughs may or may not be required in addition to a salary reduction as described in A of this section.

C. Reduction in Force: Employee is hereby given notice that the Governing Board may determine that the District will eliminate administrators through a reduction in force.

6. Conditional Contract - This contract is contingent upon Employee furnishing and maintaining all required documentation and certification for the position as required by law and District policy, including but not limited to the following:

A. Valid Arizona certificate(s) for the position;

B. Valid fingerprint clearance card;

C. Valid permanent or provisional SEI, ESL, or bilingual endorsement, if hired as a supervisor, principal or superintendent;

D. Verification of previous employment, if applicable.

Employee shall file a timely application for renewal, if applicable. Failure of Employee to maintain required documentation during the entire term of this contract shall be grounds for dismissal. Employee expressly agrees that the District may place

the Employee on an unpaid leave of absence during any time that the Employee does not hold and maintain a valid certificate or fingerprint clearance card.

7. Evaluation - The parties acknowledge and agree that the District's evaluation system may be amended prior to or during the term of this Contract. If hired as a principal, employee shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. §15-537. The evaluation system and instrument in effect as of the date of the first evaluation of the employee shall be the system and instrument that is used to evaluate the employee for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

8. Employee Resignation - Any request of resignation or request to be released from this contract by the Employee must be approved by the Board in advance. If Employee resigns or terminates employment without advance approval, this is an unprofessional act as provided by law at A.R.S. 15-545. Employee may be reported to the State Board for disciplinary action. If employee resigns without approval, Employee shall pay the District the sum of one thousand dollars (\$1,000) as liquidated damages and not as a penalty, as and for a reasonable recruitment fee. Employee authorizes this amount to be taken out of his/her final paycheck or any other amount owed to Employee by District on termination. The Board may, in its sole discretion, waive this fee if resignation is based upon circumstances beyond the control of the Employee, is a resignation in lieu of dismissal, or based on other circumstances in the Board's discretion.

9. Background/Fingerprint Check/Reporting of Arrest - This contract is conditioned upon satisfactory results of a background investigation. The District may refuse to hire or may terminate this contract if results of the investigation are not satisfactory or if statements made on the application or any other documentation is false. Employee agrees to immediately notify the Superintendent of an arrest for or a charge with any non-appealable offense listed in A.R.S. § 41-1758.03, Section B and Board Policy GBEB-E, or which may or does result in the revocation of Employee's driving privileges.

10. Governing Law - This contract shall be governed by the laws of the United States and the State of Arizona, District policies, rules, and regulations now in force or as they may be modified. Employee agrees that the Arizona State and federal courts shall exercise exclusive jurisdiction over any and all matters arising out of this contract.

11. Severability - Should any part of this agreement be rendered or declared invalid by a court of competent jurisdiction, the remaining portions of the contract shall remain in full force and effect.

12. Conflict of Interest. This contract is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.

13. Issuance/Signature - Offer of this contract was authorized at a legally convened meeting of the Governing Board. . A contract is legally considered received when 1) personally delivered, 2) placed in the certified employee's school mailbox or email, or 3) two (2) days after mailed by U.S. mail to the home address of record.

*If delivered after end of the school year, sent to both school and personal email address if provided.

This contract delivered by (check one):

____ Personal delivery on _____, 2020

____ Administrator mailbox/email on _____, 2020

____ U.W. mail sent on _____, 2020

THIS CONTRACT MUST BE SIGNED (ELECTRONICALLY OR IN WRITING) AND RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, WITHIN THIRTY (30) DAYS OF RECEIPT OR THIS OFFER WILL BE AUTOMATICALLY REVOKED.

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

ACTION

Item 10B.

2020-2021 301 Performance Plan
Modifications

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10B
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	April 13, 2021	Discuss
SUBJECT:	Approval of Modifications to the 301 Performance Plan for the 2020-2021 school year.	Action X
		Consent
OBJECTIVE:	Board Governance	

SUPPORTING DATA:

Due to Covid-19 pandemic during the 20-21 school year, the District has reexamined the teacher evaluation requirements and Proposition 301 performance pay requirements as these two items were not waived by emergency legislation enacted as a result of the Governor's Executive Order 2020-44, or any orders of the Department of Education. The need for these two policies/practices to be adjusted accordingly come from the contractual obligation approved by the Board and the consideration of the gift of public funds under current contract language that is aligned to approved policy and state statutes, respectively.

HUSD has reviewed the districts Prop 301 Plan to determine what elements are unable to be performed due to Covid-19. Governing Boards are allowed to modify the required elements of the performance pay plan per statute A.R.S. §15-977(E). With legal guidance it is found that the HUSD Governing Board may use the flexibility afforded to make the necessary changes, taking into account the extraordinary circumstances in which we find ourselves.

The Arizona legislature, through HB 2403 and SB 1165, addressed the cancellation of statewide assessments for the school year 2021-2021 due to Covid-19. Not having this school-level data impacts our Proposition 301 performance plan. Our student-level end of year data through the use of Galileo, our District-wide assessment system, has also been impacted due to not being able to accurately assess our students' proficiencies and growth as measured against the beginning of the year data (HUSD was online during 1st quarter). Thus, as presented on the plan, these two portions of the 301 Plan will be "held harmless" and made eligible to all qualifying employees.

The proposed considerations and changes were based on elements of the plan that could not be implemented due to the impact of Covid-19 during the 2020-2021 school year. The 2020-2021 Meet and Confer Committee has been updated on these changes and it has been reviewed by legal counsel.

Attached, you will find the proposed 2020-2021 301 Performance Plan. Proposed changes are based on the advice of legal counsel and District needs. All proposed changes are underlined and deletions are indicated by ~~strikethroughs~~.

SUMMARY & RECOMMENDATION:

It is the recommendation of the administration to approve the modification of the 2020-2021 301 Performance Plan as presented.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

Humboldt Unified School District Performance Pay Program 2020 -2021 DRAFT

GENERAL INFORMATION

Intent of HUSD Performance Pay Program

The HUSD Performance Pay Plan enables eligible staff to earn additional compensation by demonstrating professional skills and supporting student achievement.

Annual Review

Each year, Certified Meet and Confer (subcommittee) will evaluate the Performance Plan and make any revisions based on recommendations from teachers at individual school sites and administrators. After final recommendations have been made for revisions to the Performance Plan, teachers will vote to accept or reject the revised plan.

The Performance-Based Pay subcommittee (refer to Appeals #2) will review any issues and/or appeal concerns from the prior year.

Eligible teachers shall include those employees on the current teacher salary schedule that meet the State's definition of a teacher eligible to earn Proposition 301 Performance Pay. The plan will be approved if 70% of the eligible teachers to participate in the plan vote to approve and the Governing Board approves the plan.

Annual Process of Eligibility

The principal will document eligible teachers who successfully completed each component of the Performance Plan at their campus. Submissions for eligibility will be processed through payroll for performance payment.

Performance Pay Compensation

1. Performance pay will be paid to eligible staff members after the release of AZ Learns information by the Arizona Department of Education.
2. HUSD will meet all state board requirements to allow for performance pay amounts earned to be applied to the final school year report for employees planning to retire to insure consideration for retirement benefit calculation purposes.
3. The Performance Pay Plan has allocated funding according to the requirements of A.R.S. 15-977. The budget will include 40% teacher compensation based on performance, 20% for teacher base salary increases, and 40% on maintenance and operation purposes. Requirements in this document will detail how teachers can earn the 40% of the total Proposition 301 approved budget for teacher compensation based on performance.
4. The total amount of funds to be considered for performance pay will be based on the Proposition 301 approved budget and is subject to authorization provided by legislation for Proposition 301 criteria.

5. Performance pay will be established as percentages of available funds for specific components as opposed to specific amounts in each year's plan due to the inconsistency of the revenue amount from Proposition 301 from year to year.
6. Performance pay funds will be prorated based on FTE for eligible staff who are assigned to positions less than a full 1.0 FTE.

Performance Pay Requirement Due Dates

First Review/Individualized Plans	–	Commit by October of current school year
Final review	–	May of current school year (based on availability of data)
Notification of ineligibility	–	May of current school year (based on availability of data)
Appeals	–	Within 5 days from notification of ineligibility

Eligibility

A staff member is eligible for consideration for payment of the performance pay if he or she:

1. Possesses a current Arizona teaching certificate.
2. Is employed at least .33 FTE.
3. Provides direct instruction services to students.
4. Is considered a teacher in accordance with Proposition 301 criteria.
5. Is paid on the HUSD teachers' salary schedule.
6. Staff who meet all other eligibility requirements and begin work prior to October 1st are eligible to earn up to 100% of their performance pay.
7. Staff who are employed at minimum of .33 FTE are eligible for performance pay at a pro-rated rate based on the amount.
8. Staff who meet all other eligibility requirements and begin work after October 1st are eligible for a pro-rated rate.
9. Staff who begin work after March 1st are not eligible for performance pay regardless of whether they meet all other eligibility requirements.
10. An employee who takes a leave of absence will receive performance pay that is pro-rated less the number of unpaid leave days.
11. An employee who resigns or retires prior to the end of their current contract will not be eligible for performance pay.

PERFORMANCE PAY PLAN FOR 2020-2021

Component One – Professional Growth

(55% of Performance Pay)

Requirement 1 – Wednesday Site/District Staff Development Assurances

- Accumulated thirty (30) hours
- Work designated as designing, developing, and achieving site goals and/or supporting achievement goals must be documented
- Documented work must be approved by the site administrator and maintained in the 301 Performance Portfolio

Requirement 2 – Professional Growth Seat Hours

- Accumulated twelve (12) seat hours
- Hours must be outside of scheduled in-service days (Wednesdays, April In-Service, Teacher Orientation Week)
- Documented work must be approved by the site administrator and maintained in the 301 Performance Portfolio

Component Two – Student Achievement (Classroom Level)

(35% of Performance Pay)

Teacher must meet one or more of the following:

Option A – Classroom Level Data

- ~~Achieve Highly Effective or Effective points under Classroom Level Data on the Teacher Evaluation System~~

Option B – Overall Evaluation Score

- ~~Achieve Highly Effective or Effective on the Teacher Evaluation Summary Sheet~~

The Governor initiated an Executive Order due to the Covid-19 pandemic. Due to our students having the option of in person, remote and hybrid learning models it was difficult for districts to collect accurate before-and-end-of-year classroom level data to measure growth and proficiency. As such, Component Two will be “held harmless” for the 2020-2021 school year. Also, the evaluation system has been deemed “hold harmless” for the 2020-2021 school year. As such, all eligible employees qualify for Component Two.

Component Three – Student Achievement (School Level)

(10% of Performance Pay)

Teacher must meet one or more of the following (*Currently Hold Harmless*):

Option A – School Letter Grade

- ~~Teacher’s work location (school) must achieve an “A” or “B” as determined by the Arizona Department of Education~~

Option B – School Improvement

- ~~Teacher’s work location (school) must achieve a “C” AND show improvement in the total points as determined by the Arizona Department of Education~~

*A teacher who transfers from an eligible school to a school that does not meet the school level criteria will not be penalized for a period of one (1) year after the time of transfer.

The state is currently in *Hold Harmless* period due to Covid-19. As such, all employees are eligible for Component Three.

APPEALS

There is an appeals process that is limited in that it may ONLY be instituted for Components 1 or 2 OR for clarification of the language in this description of the performance pay program.

The appeals process will be as follows:

1. The building administrator shall notify the individual eligible staff in writing of his or her ineligibility for Components 1 or 2 of the performance based pay ("PBP"). At this time, the building administrator will also notify the individual of their right to an appeal.
2. A PBP Oversight Committee shall be formed which will consist of one (1) district administrator, two (2) school site administrators and three (3) teachers. Of the two site administrators, neither shall be from the campus that the appeal originated. Of the three teachers, one teacher shall be a member of HEA, each teacher representatives must be individuals who meet the performance pay eligibility requirements, and none may be from the site that the appeal originated.
3. Committee members will be selected by the district administrator and the HEA president.
4. The PBP Oversight Committee shall be formed at the point an appeal is filed to insure that no members of the PBP Oversight Committee considering the appeal are members of the school site staff where the appeal originated.
5. Within five (5) work days of receipt of the written decision on ineligibility, the individual must send a written request to the PBP Appeals Committee through the Human Resources Department for a hearing to review the decision.
6. The PBP Appeals Committee shall conduct a review hearing no sooner than five work days and no later than 10 work days after the request is received.
7. The individual may have a representative of his/her choice at the review hearing. The individual may present any witnesses, exhibits, or other evidences. The PBP Appeals Committee will determine the introduction of such artifacts/evidence.
8. The deadline for each step of the appeal process may be extended by mutual agreement of the two parties.
9. The PBP Appeals Committee shall render a written decision within five work days of the end of the review hearing.
10. The Appeal will be denied only if there is a majority "no" decision by the PBP Appeal Committee.
11. The PBP Appeal Committee decision shall be final.

12. Upon request, each school site shall provide the PBP Oversight Committee its site school improvement goals and all related data necessary to determine eligibility for performance pay.
13. Upon request, the PBP Oversight Committee may request an interview with members of the Performance Pay Committee (Meet and Confer) to gather information in regards to clarification of language in the Performance Pay Program should intent of the language be appealed.

**Performance Pay Component One
Final Approval Sheet**

Eligible Participant Name _____

Building Name _____

Assignment _____

Administrator _____

Component One – Professional Growth (55% of Performance Pay)

_____ Achieved

_____ Not Achieved

Teacher Signature

Administrator Signature

Component Two – Student Achievement (Classroom) (35% of Performance Pay)
(Hold Harmless for the 2020-2021 School Year)

_____ Achieved

_____ Not Achieved

Teacher Signature

Administrator Signature

Component Three – Student Achievement (School) (10% of Performance Pay)
(Hold Harmless for the 2020-2021 School Year)

_____ Achieved

_____ Not Achieved

Teacher Signature

Administrator Signature

_____ is eligible for _____ % of Performance Pay.

Teacher Signature

Date

Administrator Signature

Date

ACTION

Item 10C.

Kairos Insurance

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10C
FROM:	Roger Studley	Reading
DATE:	April 13, 2021	Discuss
SUBJECT:	Health Insurance Rates and Coverages	Action X Consent

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

SUMMARY & RECOMMENDATION:

As usual, rates have gone up for district provided health insurance. The base rate went up from \$685 to \$733 per month (\$48, 7%). Total cost to the M&O budget will be approximately \$288,000. This increase can be absorbed through our existing credit with our insurance carrier.

Currently the District allows retirees to remain on our insurance until they reach age 65 when they can go on Medicare. On actuarial table this puts a burden on existing employees because this group is in a higher age bracket and gets calculated into our overall rate. Higher expenses = higher rates for all.

All retired/termed staff have the option of using COBRA for 18 months before they need to get other coverage. In addition, the retiree's do have the option of going on the State Retirement Health insurance plan.

SUGGESTED MOTION:

I move to approve KAIROS health insurance rates with the district contribution for all plans to not exceed \$733 and to limit coverage to only Governing Board Members and active employees.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

Questions should be directed to: Roger Studley Chief Financial Officer (928.759-4027)

KAIRO'S

HEALTH ARIZONA, INC.

Humboldt Unified School District No. 22

CURRENT CONTRIBUTION RATES

July 1, 2020 through June 30, 2021

RENEWAL CONTRIBUTION RATES

July 1, 2021 through June 30, 2022

Medical and Pharmacy										Medical and Pharmacy																			
Active Monthly Rates					Core Plan					Copay Plan					\$1500 HDHP					\$2500 HDHP					\$5000 HDHP				
Individual					\$714.00					\$685.00					\$607.00					\$585.00					\$499.00				
Individual + Spouse					\$1,419.00					\$1,362.00					\$1,206.00					\$1,164.00					\$994.00				
Individual + Child(ren)					\$1,349.00					\$1,294.00					\$1,145.00					\$1,106.00					\$945.00				
Individual + Family					\$2,129.00					\$2,043.00					\$1,808.00					\$1,746.00					\$1,492.00				
Retiree Monthly Rates					Core Plan					Copay Plan					\$1500 HDHP					\$2500 HDHP					\$5000 HDHP				
Individual					\$993.00					\$954.00					\$844.00					\$815.00					\$696.00				
Individual + Spouse					\$1,987.00					\$1,906.00					\$1,687.00					\$1,629.00					\$1,393.00				
Individual + Child(ren)					\$1,888.00					\$1,811.00					\$1,603.00					\$1,548.00					\$1,323.00				
Individual + Family					\$2,980.00					\$2,860.00					\$2,532.00					\$2,444.00					\$2,088.00				
Delta Dental																													
Active/Retiree Monthly Rates					\$40.00					\$81.00					\$67.00					\$104.00									
Individual																													
Individual + Spouse																													
Individual + Child(ren)																													
Individual + Family																													
Vision																													
Active/Retiree Monthly Rates					\$7.58					\$15.16					\$16.22					\$25.92									
Individual																													
Individual + Spouse																													
Individual + Child(ren)																													
Individual + Family																													
Basic Life & AD&D																													
Basic Life and AD&D Rate(50k)										\$5.65																			
Active Senior Level Basic Life and AD&D Rate (200k)										Not Selected																			
Please carefully review your rate sheet and contact Kairos if you have any questions. See attached for all other ancillary products.																													

ACTION

Item 10D.

2021-2022 Certified Employee
Contracts

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10D
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	Approve Certified Employees 2021-2022 contracts.	Action X
		Consent

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

SUPPORTING DATA:

In preparation for the 2021-2022 school year all current certified staff positions were reviewed to determine whether they were needed to support District programs and student needs for next year.

SUMMARY & RECOMMENDATION:

The 2020-2021 certified employees on the attached list are recommended to be rehired for the 2021-2022 school year. Please note that a small number of additional certified recommendations will be brought to the Board at a later meeting once various certification, evaluation, and/or highly qualified issues are addressed.

Sample Motion:

I move to approve the issuance of 2021-2022 contracts to the certified employees listed on the attached document.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

HUSD Certified Staff Contracts for 2021-22

Bradshaw Mtn. High School

BECKER, RACHEL C
BEILFUSS, DOUGLAS R
BENNETT, LINDA M
BLAKE, DARRIN A
BOOHER, STACY M
BRAMBILA, LEONE J
BROWN, JEFFREY L
BUCKLE, LINDSEY D
CAPKA, DAVID R
CHAVIRA, CLAUDIA G
CHRISTERSON, KAREN L
CHURCH, TIFFANY L
CLARK, SANDRA K
COOK, GARY L
DALPIAZ, CHRIS A
DAMKO, KRISTOFFER J
DURON, JACQUELYN C
ELDER, DAVID G
EVANS, STEVEN M
FITTERER, SCOTT R
FOLEY, JOHN A
GILES, BRUCE A
GOODMAN, JEFF A
GRISKOWITZ, KATHY L
GROVES, LISA A
HAESE, LARRY
HAESE, SHARON B
HALL, ERIC W
HILER, AMANDA R
HILLIG, BLAIR
HYATT, HELEN
JOHNSON, SEAN P
LARSON, DANIELLE R
LARSON, EMBER L
LEVERON, DENISE L
LOHMAN, BARBARITA
LUNDQUIST, DENISE C
MADLER, TRACY
MILLER BALSIGER, SANDRA J
MINARIK, SHERYL L
MOORE, KYMOTHY K
MORALES, LISSETTE M
MORRISON, RUSSELL C

MOSER, LISA
NETHERTON, PAMELA S
O NEILL, RANDI K
OBRIEN, SHAWNA A
PERPICH, CYNTHIA J
POPE, ANDREA M
PORTILLO, MARVIN J
ROBERTS, STEPHANI M
ROSS, STEPHEN F
RUSSELL, JANTINA R
RUSSO, RICHARD T
SAARI, ELIZABETH J
SIMON, MICHAEL J
SMITH, DANTE L
SMITH, JEREMY E
SPOHN, SONYA N
STALEY, GREGORY J
STROBEL, ANDREA R
SUPERGAN, ROBERT E
TANNEHILL, MICHAEL R
TORRES, EMILY A
VAN OSS, BETH H
VICK, JONATHAN W
YOUNG, ROBERT B
YOUNG, VAL
ZADOW, ELLIOTT L
ZEIT, DEBORAH J

Bradshaw Mtn Middle School

HAMILTON, DIANE R
HERSCHELMAN, SARAH Y
JOHNSON, CARISSA E
KISSINGER, SAMUEL J
MARTIN, SARAH B
MORENO, PAULA L
OHM-MOSER, ARDETH I
ROSE, MICHAEL H
ROWADER, DARRELL
STEPHENS, ALEXA R
STEPHENS, PAUL H
TETREAU, ASHLEY H
TUBERA, ASHLEY R
TUBERA, BRYAN A

WILSON, WENDY L

Bright Futures Preschool

KLINE, STEPHANIE
LOURENCO, JONA R
PADILLA MELTON, TANYA M

Coyote Spring Elementary School

BERRY, YVONNE M
BOEN, JORDON B
CARINO, DARLENE M
CLARK, DESIREE J
CLARK, PAMELA
COMPROSKY, ERIN M.F
CORRALES, SONYA - LOI
CORTEZ, EMILY M
DAMKO, CHRISTINA J
EICHENBERGER, KRISTEN L
FLICK, SARA L
GASTINEAU, KAMI - LOI
GIALLARETO, LINDA
HAMMOND, LANI E
HAY, RACHAEL B
HOUSTON, ADRIENNE R
JOHNSON, DAVID E
KISSINGER, JESSICA
LEUSCHNER, RACHAEL L
MACY, HALEY R
MATSON, AUDREY A
MC CABE, MICHELLE L
O CONNELL, BONNIE S
OLSON, MARLEY M
ROGGE, KATHERINE A
RUIZ, JENNIFER L
RUIZ, NANCY S
SHIDELER, DUSTIN L
SMITH, STACY M
STUKENBERG MILLER, JULIE P
TORP, JENNIFER L
TURNER, TAMMY L
WOODRUFF, HEIDI R

HUSD Certified Staff Contracts for 2021-22

Curriculum

LERETTE, DIANE L
SALLINGER, DIANE M
MEDINA, JENNIFER N
TERRY, SCOTT

Glassford Hill Middle School

ARNONE, PAUL C
BETLAN, KRISTY N
BOLES, MARTY L
DAVIS, MARY S
DE MOSS, ELSA Y
DERICKSON, TIMOTHY J
EDMUNDSON, DONTE J
FRIEDRICH, JARED A
HAYES, JAMES E
HERBERT, ROSS A
HOULT, KELSEY S
INGERSON, KARI A
INGERSON, MICHAEL D
MCKEEHAN, NANCY L
MONK, MERISSA E
MRAZ, MATTHEW S
NAVARRO, JASMINE E
RHONE, SUNSHINE
ROBERTS, NATHAN D
STEVENSON, SHARON D
SUNDERMANN, ELKE
SUPERGAN, MARY M
VICK, STEVEN G

Granville Elementary School

BLUMSTEIN, PEYTON A
CORONA, BETHANY
DAVIS, KAREN L
ELLIOTT, NANCY L
ERICKSON, VICKI L
FITTERER, ALLISON M
FULFER, MELINDA

GORDON, ASHLEY
HARDESTY, SETH
HUTSON, KEVIN E
JACK, LEANN B
JOHNSON, CORTNI H
KELLEY, SANDRA R
KNOTTS, RACHAEL C
MAC GREGOR, KATIE B
MC FARLAND, MICHELLE L
MRAZ, JENNIFER E
NAASZ, BENJAMIN R
POLAND, GUY P
RUIZ, NANCY S
RUSHTON, ELIZABETH D
RUSSO, LAURA L H
SANFORD, ELLEN K
SCAIFE, JENICA
SCHEFFERT, TRACEY I
SHAVER, SANDRA L
SHIDELER, DUSTIN L
TAYLOR, KATRINA
TICER, MARY E
WEYER, JOSEPH J
ZEMAN, AMANDA R

Humboldt Elementary School

AUSTIN, KATHERYN
GRACE CASS - LOI
BUDD, TRISHA L
FRENCH, MIRANDA N
HOLLANDER, LEWIS E
JOHNSON, FAWN J
KING, TABITHA - ONLINE
MONVON, NERISSA - LOI
MUNCHINSKY, KRISTEN M
MYRMEL, JAMY L
NASH, CAILIN E
PEMBERTON, TERRI J
PRITSOS, MICHAEL S H
PRUNOTTO, VIKKI D
SMILEY, MELINDA R
SPENCER, KAREN
WALKER, MELISSA A

WALTON, GWENDOLYNN
WOODS, MALLORY - LOI
WEYER, JOSEPH J
WYLIE, RACHEL

Lake Valley Elementary School

APALATEGUI, MONIQUE Y
AUSTIN, ANNA N
BAKER, CRYSTAL - ONLINE
BOWSER, AMY E
BRANTLEY, ANASTASIA M
BUSK, ANDREW M
BUSK, MARISSA S
CHILICKY, GAYLEE
CLARK, JEANNIE A
CZEREPAK, CHRISTINE A
DAVIS, TAMMY L
ESPOSITO, VALERIE N
EVANS, DEREK F
FETTY, JEANELLE E
GORDANIER, TARYN M
JANOWSKI, MICAELA D
KADAH, KATRINA T
LINCOLN MOUSSEAU, AMY L
MC KNIGHT, VALTIE C
MILLER, JULIE A
PETERSEN, MORGAN
QUESENBERRY, HOLLY S
ROMNEY, CRYSTAL D
VAN DYKE, LEIGHANN
VAN KIRK, KELLY A
WAGNER, KAREN M
WAGTER, JANI L

Liberty Traditional School

HUSD Certified Staff Contracts for 2021-22

ACTON, CARLI J
ANDREWS, JUDITH
ARNONE, PAUL C
BEILFUSS, JACLYN
BLACK, MELODY L
BRUHN, MARY D
CADEMARTORI, LYDIA H
CARRERAS, TROY P
CLOUD, MERCEDES O
CRUZ, KARINA S
DAVIS, KATHERINE A
FADGEN, JESSICA V
GRAY, CORINNE R
HIATT, JULIE
JANKLOW, DANIEL R
KOLL, CYNTHIA D
KUBALL, CONNIE J
LONON, KYLE S
LONON, LAURINDA M
MAYER, RONALD G
MEDINA, ANA B
MURPHY, CHRISTINA L
NOREUIL, HOLLIE N
PERCIVAL, PAMELA J
PEREZ BADILLO, JUDITH
REEVES, MARY Y
REDMON, JASON
RENFROE, JULIE M
RICCA, AMY E
ROBERTS, LINDA R
SCHREINER, JOSHUA W
SOUTHARD, JULIA E
STOLZ, SALLY
TAGHON, RHEA N
ZALFINI, ALBERT F

Mountain View Elementary

ALLARD, LOUISA A
BELL, KRISTA M
BOONE, DAVID H
BUSKIRK, LYNETTE R
CASTILLO, KEVIN B
DEASO, ANTHONY
DEASO, ROBERTA R
FUNSTON, SUSAN K
GRIFFIN, DEBORAH K
HEWSTON, TAMMY T
HUIBREGTSE, KORI M
JACKSON, JENENE M
JOHNSON, DAVID E
KLEM, CAITLIN E
LEWIS, MICHAEL
MC ELWEE, ALLISON S
MCDONOUGH, RANDI M
MOSES, YARITZA T
MRAZ, MICHELE L
ROBERTS, KIMBERLY K
ROSS, REBECCA J
SCARPA, PATRICIA E
STRINGER, JESSICA L
WOOD, LAURA

CLARK, JODY - LOI
DINGEE, TERESA M
DOOLEY, SHERRY L
GOFF, SHEEVAUN
HARRIS, CHRISTINE J
PAFFUMI, AMANDA A
SWEET, VICTORIA S
THURLOW, RHONDA F
TORP, JEFFREY N
ZINZILIETA, SUZANN J
ADAMS, VALERIE S
BEDFORD, VICKI B
BOUTIN, CYNTHIA D
DARLEY, APRIL L
GAMBLE, JARED E
MONREAL, TONI L
MONTES, GUADALUPE V
MYERS, DARCY D
OTT, KRISTIN L
POWERS, ANNA D
PRITZL, LEAH - LOI
ADAMS, VALERIE S

Special Services Office

BOYER, PATRICIA

ACTION

Item 10E.

2021-2022 Administrator/Director
Contracts

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10E
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	Tuesday, April 13, 2021	Discuss
SUBJECT:	Approve 2021-2022 Administrators/Directors Contracts.	Action X
		Consent

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

SUPPORTING DATA:

During the 2020-2021 school year, all Administrators and Directors were evaluated by the Superintendent and/or assigned designee. Based on both formal and informal evaluation components, the following Administrators and Directors have been performing their duties successfully.

SUMMARY & RECOMMENDATION:

The following professionals are needed next year to effectively accomplish the District's goals on behalf of the community and students we serve. It is recommended, therefore, that 2021-2022 contracts be offered to the following individuals (attachment).

Sample Motion:

I move to approve the issuance of 2021-2022 administrative contracts for the Administrators and Directors as presented.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

Admin/Director Contracts for 2021-22

BARKER, LETICIA	BUSINESS MANAGER	FINANCE
BENNETT, JESSICA B	PRINCIPAL	BRADSHAW MTN. MIDDLE SCHOOL
BITSILLY, PATRICIA A	DIRECTOR SPECIAL EDUCATION	SPECIAL SERVICES
BLAKELY STUMP, CANDICE M	PRINCIPAL	COYOTE SPRINGS ELEMENTARY SCHOOL
BRADSHAW, RICHARD A	ASST PRINCIPAL	BRADSHAW MTN. HIGH SCHOOL (W)
BUCKLE, JODY A	DIRECTOR FOOD & NUTRITION	FOOD SERVICE
BUECHE, ROBERT A	EXEC DIR OF CURRICULUM AND FEDERAL PROGRAMS	CURRICULUM/FED GRANTS/SPEC PROJ
DAHL, BRETT V	PRINCIPAL	BRADSHAW MTN. HIGH SCHOOL (W)
DENMAN, BETH A	PRINCIPAL	GLASSFORD HILL MIDDLE SCHOOL
DERICKSON, DANETTE L	PRINCIPAL	LIBERTY TRADITIONAL SCHOOL
FLEMING, AIMEE M	PRINCIPAL	LAKE VALLEY ELEMENTARY SCHOOL
FOX, KENNETH C JR	DIRECTOR TRANSPORTATION	TRANSPORTATION
GOLIGOSKI, LAURA K	ASST PRINCIPAL	BRADSHAW MTN. HIGH SCHOOL (W)
GRANT, KIMBERLY J	PRINCIPAL	MOUNTAIN VIEW ELEMENTARY SCHOOL
GRIFFIN, CHRISTINE E	PRINCIPAL	GRANVILLE ELEMENTARY SCHOOL
JOHNSTON, CHARLES D	ASST PRINCIPAL	LIBERTY TRADITIONAL SCHOOL
KEELING, PATRICK R	DIRECTOR INFORMATION TECH	INFORMATION TECHNOLOGY SERVICES
MINER, KORT A	EXEC DIRECTOR OPERATIONS/HR	HUMAN RESOURCES
ROSARIO, RAMON H	DIRECTOR MAINTENANCE	MAINTENANCE DEPT.
ROWE, STEPHANIE J	PRESCHOOL COORDINATOR	BRIGHT FUTURES PRESCHOOL
STRETTON, JAMIE J	ASST PRINCIPAL	GLASSFORD HILL MIDDLE SCHOOL
STUDLEY, ARTHUR ROGERS III	DIRECTOR FINANCE	FINANCE
TANNEHILL, MELISSA A	PRINCIPAL	HUMBOLDT ELEMENTARY SCHOOL
WEATHERWAX, CLAIRINDA L	ASST PRINCIPAL	BRADSHAW MTN. HIGH SCHOOL (W)