



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

## GOVERNING BOARD MEETING

Tuesday, November 09, 2021

HUSD Transportation Training Facility  
6411 N Robert Road (bldg. 500)  
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 **November 9, 2021**, at the **Transportation Training Facility Bldg 500**, located at **6411 N. Robert Road, Prescott Valley, Arizona**. This meeting will also be **live-streamed**, as we begin our transition back to the traditional in-person only meetings.

**\*\* ATTENDEES ARE ENCOURAGED TO WEAR A FACEMASK \*\***

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

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

6. CELEBRATING SUCCESSES

Pages 1-4

- A. HUSD VIPs –
  1. Volunteer – Ed & Esther Brohner
  2. Classified – Sandra Palacios
  3. Certified – Kori Huibregtse
- B. Board Training Accomplishments
  1. Associate of Boardsmanship – Corey Christians
  2. Master of Boardsmanship – Paul Ruwald

**7. PUBLIC PARTICIPATION**

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

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

**8. CONSENT ITEMS**

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

- Pages 5-10 **A.** Governing Board Meeting Minutes of October 05 & October 26, 2021 (audio recording is posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))
- Pages 11-14 **B.** Personnel Recommendations
- Pages 15-176 **C.** Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,591,024.18
  2. Approval of Payroll voucher(s) in the amount of \$ 2,992,760.42
- Pages 177-184 **D.** Monthly Budget Report
- Pages 185-188 **E.** Monthly Student Activities Report
- Pages 189-192 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for July 2021.
- Pages 193-198 **G.** Request for approval of the revised 2021-22 Stipend Schedule
- Pages 199-204 **H.** Request for approval of HUSD Supplemental Wage Schedule.
- Pages 205-206 **I.** Request to dispose of obsolete Library Books.
- Pages 207-210 **J.** Request for approval to sign Waiver of Conflict of Interest from Yavapai County Education Service Agency.
- Pages 211-212 **K.** Request for approval to adopt Universal Screener K-12, Fastbridge.
- Pages 213-234 **L.** Request for approval of annual Contract Renewal for NACOG – Head Start Food Services.
- Pages 235-246 **M.** Request for approval of annual Contract Renewal for NACOG – Head Start Special Services.
- Pages 247-252 **N.** ~~Request for approval of the HB 2035 Sex Education Certification of Compliance with the State Board of Education regarding the process and content of sex education provided to HUSD students.~~
- Pages 253-254 **O.** Gifts and Donations

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

Pages 255-256 **A.** School update from Mountain View Elementary School Principal Kim Grant to include:

- Standards Referenced instruction and Grading
- Multi-Tiered Student Supports (MTSS)
- Happenings at Mountain View

Pages 257-258 **B.** ESSER III Funding

Pages 259-260 **C.** Humboldt Unified School District's Pandemic Update

**10. ACTION**

Pages 261-266 **A.** The board will discuss, consider and give direction on voting on one bylaw change proposal from the Arizona School Boards Association. This bylaw proposal by the ASBA Board of Directors must be approved by two-thirds of the ASBA member boards to be effective. After discussion, the Board will vote to give direction to President Adler, or his designee, to vote in the manner the board has approved.

Pages 267-270 **B.** Discussion and possible action regarding Meet and Confer committee Prop 301 proposal.

Pages 271-272 **\*C.** The Board may vote to move into executive session pursuant A.R.S §38-431.03 (A)(7)(Sale of Property) for discussion regarding the sale of the old District Office Building.

**11. ANNOUNCEMENTS**

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

December 7, 2021	6:30 PM	Regular Meeting	@ TBD
January 11, 2021	6:30 PM	Regular Meeting	@ TBD
February 08, 2022	6:30 PM	Regular Meeting	@ TBD

**12. ADJOURNMENT**

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# CELEBRATING SUCCESSES

## Item 6

### A. HUSD VIPs – Mountain View Elementary School

1. Volunteer – Mr. & Mrs. Brohner
2. Classified – Sandra Palacios
3. Certified – Kori Huibregtse

### B. Board Training Accomplishments

1. Associate of Boardsmanship – Corey Christians
2. Master of Boardsmanship – Paul Ruwald



November 9, 2021

HUSD Volunteer of the Month (VIP)- Mountain View Elementary School- Ed and Esther Brohner

Mountain View Elementary School is honored and proud to recognize Ed and Esther Brohner as the November HUSD Volunteer VIP. Ed and Esther are a part of Starting Pointe Church, a community partner with Mountain View. They have both joined the Site Council as community members for several years. When there is an event to volunteer at Mr. and Mrs. Brohner are there.

When Covid-19 shut down our schools Ed and Esther knew that our staff would still need their support. They checked in often to see what they could do. Mr. and Mrs. Brohner decided that our staff could use some calorie support and brought in a basket of mixed goodies for the staff to share. They often would call and see if the basket was empty and then replenish it! When it is time to feed the staff during conferences or any other time, the Brohners gather a group to make a meal and help serve it. Ed and Esther understand that happy staff make for happy students!

Mr. and Mrs. Brohner are the first to volunteer when they hear of an event happening. They come and help with the Book Fair by helping the younger students to write their wish lists. Ed is also known to see that a student really wants a certain book but can't afford it and all of a sudden they have enough money to buy it! Once upon a time when we could have Fall Festivals, Ed and Esther were there with a crew to help set up, run events, and clean up. They don't miss a beat!

Ed has also joined our sixth graders on their overnight field trips when we don't have enough male volunteers. He does a great job with helping the young men make the right decisions and see that they can still have fun.

Mr. and Mrs. Brohner are examples of community members who want to make sure our students have lots of opportunities. Their time and efforts do not go unnoticed. They are amazing with a positive attitude towards all that they do.

It is my extreme pleasure to recommend Ed and Esther Brohner, as the November HUSD Volunteer VIP.

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



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

November 9, 2021

HUSD Classified Employee of the Month (VIP)- Mountain View Elementary School- Sandra Palacios

Mountain View Elementary School is honored and proud to recognize Sandra Palacios, Moderate/Severe/Profound Aide, as the November HUSD VIP. Ms. Palacios is in her tenth year here at Mountain View. She also can be found translating for our parents who speak Spanish.

Ms. Palacios is a positive, collaborative member of our campus who takes constant pride in working at Mountain View. She is amazing with the students. We call her the student whisperer! When there is a struggle with some of our friends, we find Sandra! They see her coming, and go do what we were asking them to do without her saying a word. She doesn't raise her voice, just her eyebrow!

Ms. Palacios always has a smile on her face. She has a great reputation with all of the students and staff. Students enjoy talking with her and showing her what they can do. Sandra is very enthusiastic and encourages them to keep doing good things. Staff enjoy hearing of her latest adventures with students. She has a great sense of humor until you try to give her a hug. Then adults get the eyebrow!

Sandra is one of the first people we go to when we need someone to translate for a parent. She does a great job of making sure both the staff and family have been heard and the needs of the students are met. Ms. Palacios can be seen translating at the office before and after school, IEP meetings, parent teacher conferences, and parent nights.

Recently, we had a parent night regarding Standards Referenced Grading. We realized at the last minute that we hadn't asked for a translator. Sandra was more than willing to jump in and help. She was there and made sure the parents understood the information. She doesn't just translate, but goes above and beyond to ask clarifying questions.

Ms. Palacios enjoys working with our students and staff at Mountain View. The students look up to her and appreciate her calm demeanor. She always wants what is best for kids and our school. Sandra pushes students to do their best and models that through her work as well. Mountain View is better due to the hard work of Sandra Palacios.

It is my extreme pleasure to recommend Sandra Palacios as the November HUSD Classified VIP.





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November 9, 2021

HUSD Certified Employee of the Month (VIP)- Mountain View Elementary School- Kori Huibregtse

Mountain View Elementary School is honored and proud to recognize Kori Huibregtse, an English Language Learner teacher, as the November HUSD VIP. Mrs. Huibregtse has been an educator for seventeen years; fourteen of those have been here at Mountain View. She always gives 110% of herself into her teaching and supporting staff through the MTSS process. Mrs. Huibregtse is dedicated to the students at Mountain View.

Kori goes above and beyond for all students as well as her colleagues. She is a positive member of our team and highly collaborative. She works with teachers to make sure she is supporting the work that is happening in their classrooms. She is always willing to step in and help any students that might be struggling. Mrs. Huibregtse can be seen in the hallways working with students to help them to continue to learn the English language and to be successful in all they do.

Mrs. Huibregtse is very structured and has high expectations of her students who are learning both language and content. Her students thrive in her classroom and know she cares about them and their learning. She is very patient and understanding with all of her students. Kori can be seen tutoring her students before school to help them grow.

Mrs. Huibregtse is Co-chair of our MTSS team. She has worked tirelessly to streamline the process so that teachers can easily collect the data they need to support their students. Kori has been known to find interventions and find extra support to get the process started. Teachers and parents appreciate her organization and understanding of the process. Kori makes it a positive experience and works closely with those involved to make sure students receive the support they need to be successful. Kori is a team player and volunteers to help her colleagues. She has a commitment to providing high quality instruction and helping those around her to do the same.

Kori's love for teaching and her love for her students shine through everything she does here at Mountain View. She supports families and colleagues through her commitment to excellence in education for all learners! We all benefit from Kori's uplifting attitude and consistent determination that all students can and will learn!

It is my extreme pleasure to recommend Kori Huibregtse as the November HUSD Certified VIP.



# CONSENT

## Item 8A.

### Minutes

October 05 & October 26, 2021

(Audio minutes are available on the district website)

POSTED  
10/1/21  
5:00 p.m.

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

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

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 **October 5, 2021**, at **Transportation Training Facility Bldg 500**, located at **6411 N. Robert Road, 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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**\*\* ATTENDEES ARE ENCOURAGED TO WEAR A FACEMASK \*\***

**AGENDA**

**6:30 PM REGULAR SESSION**

- 00:00 1. WELCOME AND CALL TO ORDER**
- 00:15 2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
- 00:35 3. ROLL CALL**  
*Paul Ruwald - Excused Absence*
- 01:14 4. AGENDA REVIEW/ACCEPT**  
*Accepted unanimously with changes to Item Consent B- Personnel*
- 02:39 5. CURRENT EVENTS**  
A. Board  
B. Superintendent
- 6. CELEBRATING SUCCESSES**  
Pages 1-4 A. HUSD VIPs –  
**05:50 1. Volunteer – Gloria Grose**  
**09:11 2. Classified – Greg Kimball**  
**13:00 3. Certified – Hunter Stephens**

**7. PUBLIC PARTICIPATION**

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**20:52 8. CONSENT ITEMS**

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Pages 5-8 **A.** Governing Board Meeting Minutes of September 11, 2021 (audio recording is posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))

Pages 9-12 **B.** Personnel Recommendations

Pages 13-124 **C.** Financial/Business  
1. Approval of Accounts Payable voucher(s) in the amount of \$ 938,442.40  
2. Approval of Payroll voucher(s) in the amount of \$ 1,476,810.18

Pages 125-132 **D.** Monthly Budget Report

Pages 133-136 **E.** Monthly Student Activities Report

Pages 137-142 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for July 2021.

Pages 143-148 **G.** Request for approval of the revised 2021-22 Stipend Schedule

Pages 149-150 **H.** Request for cooperative purchasing memberships for the 21-22 FY.

Pages 151-154 **I.** Request to dispose of inoperable district equipment.

Pages 155-158 **J.** Request for approval of new job description—Admin Secretary of Operations/Maintenance.

Pages 159-162 **K.** Request for B-Bond projects

Pages 163-164 **L.** Gifts and Donations  
***Passed Unanimously***

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

**22:45 A.** School update from Bradshaw Mountain Middle School Principal Jessica Bennett to include:  
• Overview of BMMS / The Bruin Way  
• Unique challenges and opportunities  
• Social Emotional Learning  
• Co-Teaching and Teaming  
• Standards Based Learning

38:34 B. Humboldt Unified School District's Pandemic Update

10. ACTION

46:27 A. Request for approval of the revision of Policy GDL – Support Staff Workload  
***Passed Unanimously***

47:29 B. The board will discuss, consider and give direction on voting on one bylaw change proposal from the Arizona School Boards Association. This bylaw proposal by the ASBA Board of Directors must be approved by two-thirds of the ASBA member boards to be effective. After discussion, the Board will vote to give direction to Ms. Bartmus to vote in the manner the board has approved.  
***Motion to Table vote and discussion until further information is provided.***

55:55 C. Request for approval of Annual Financial Report – FY 20-21  
***Passed Unanimously***

\*D. The Board may vote to move into executive session pursuant A.R.S §38-431.03 (A)(7)(Sale of Property) for discussion regarding the sale of the old District Office Building.  
***Discussion Only***

11. PERSONNEL

\*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 termination of at-will employee, Tracie Flewellen.  
***Termination passed unanimously***

1:02:10 12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

November 9, 2021	6:30 PM	Regular Meeting	@ TBD
December 14, 2021	6:30 PM	Regular Meeting	@ TBD
January 11, 2022	6:30 PM	Regular Meeting	@ TBD

13. ADJOURNMENT

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POSTED  
10/21/21  
5:00 p.m.

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

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

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#### AGENDA

#### 6:30 PM SPECIALSESSION

- |       |    |   |
|-------|----|---|
| 00:05 | 1. | <b>WELCOME AND CALL TO ORDER</b>  |
| 00:13 | 2. | <b>PLEDGE OF ALLEGIANCE/FLAG CEREMONY</b>   |
| 00:38 | 3. | <b>ROLL CALL</b><br><i>Corey Christians Excused Absence</i>   |
| 00:56 | 4. | <b>AGENDA REVIEW/ACCEPT</b><br><i>Accepted Unanimously</i>  |
|       | 5. | <b>ACTION</b>   |
| 01:20 | A. | Discussion and possible action for BoardDocs and Governance Software.<br><i>Corey Christians arrived to meeting beginning of presentation.</i><br><i>Passed Unanimously</i> |
| 39:10 | B. | Discussion and possible action to approve the hiring of new Director of Technology.<br><i>Passed Unanimously</i>  |
|       | 6. | <b>DISCUSSION</b>   |
| 44:12 | A. | Discussion regarding Meet and Confer committee work update for Prop 301.  |
|       | 7. | <b>PERSONNEL</b>  |

Pages 9-10      **\*A.** Annual goals of the Superintendent, John Pothast [Possible executive session pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel)]

1:31:13 **8. ANNOUNCEMENTS**

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

November 9, 2021	6:30 PM	Regular Meeting	@ TBD
December 14, 2021	6:30 PM	Regular Meeting	@ TBD
January 11, 2022	6:30 PM	Regular Meeting	@ TBD

## **9. ADJOURNMENT**

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CONSENT

Item 8B.

Personnel Recommendations



## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### PERSONNEL DEPARTMENT

## Personnel Consent Agenda for Board Meeting on November 9, 2021

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

#### Certified Staff

1. Robin Berardi - IT Help Desk @ DO (10/29/21)
2. Nancy Elliott - Resource Teacher @ GES (FMLA 8/20/21 to 11/1/21)
3. Sandra France - Library Coordinator @ BMHS (10/8/21)
4. Sandra Kelley - Kindergarten Teacher @ GES (LOA 9/24/21 to 12/3/21)
5. Jessica Kissinger - 6th Grade Teacher @ CSES (10/22/21)
6. Randi McDonough - Resource Teacher @ MVES (10/18/21)

#### Classified Staff

1. Deborah Fischer - Custodian @ DO (11/6/21)
2. Tracy Flewellen - Attendance Secretary @ GHMS (10/5/21)
3. Sam Hilmes - M/S/P Aide @ CSES (10/8/21)
4. Teresa King - Bus Driver @ Transportation (10/4/21)
5. Carolina Urzua Pollock - F and N Worker @ BMHS (LOA 9/27/21 to 12/17/21)
6. Leah Pritzi - Speech Pathologist (LOA 9/30/21 to 12/17/21)
7. Robert Terry - Director of IT (10/13/21)

#### Substitute + Staff

1. Chris Cordero - Coach @ BMHS (9/14/21)
2. Nick Cristia - Coach @ BMHS (9/14/21)
3. Haley Crozier - Coach @ BMHS (9/14/21)
4. Patricia Denmark - AVID Tutor A BMHS (9/14/21)
5. Kaitlyn DeHerrera - AVID Tutor @ BMHS (9/14/21)

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

#### Certified Staff

1. Allyson Davidson - ELD Teacher @ LTS (replaces Mary Reeves)
2. Erica Tenette - 1st Grade Teacher @ CSES (fills open position)
3. Kahlyn Porter - ELA Teacher @ BMHS (fills an open position)

#### Classified Staff

1. Frank Delamater - Title 1 Aide @ MVES (replaces Erica Tenette)
2. Kelly Dexter - Receptionist @ BMHS (replaces Marcy McDermott)
3. James Everett - Data Coordinator @ DO (replaces Scott Terry)
4. Joel Solorio Flores - Custodian @ LVES (replaces Dennis Donnely)
5. Aubrey Folker - Preschool Aide @ BFPS (replaces Cathy Generalli)
6. Denise Guajaardo - Resource Aide @ BMHS (replaces Christina Terry)
7. Linda Head - Data Coordinator II @ DO (fills new position)
8. Cindy McGuire - M/S/P Aide @ MVES (replaces Kerryann Kuapahi)
9. Mark Mo - IT Director (replaces Bob Terry)
10. Demian Medina - Activity Club Assistant @ BASP (fills open position)
11. Michael McGuire - Resource Aide @ BMHS (replace Justin Bitsilly)
12. Jeffrey Neunz - Custodian @ MVES (replaces Jesus Necochea)

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### PERSONNEL DEPARTMENT

## Personnel Consent Agenda for Board Meeting on November 9, 2021

13. Heather Quintero - SpED Bus Aide @ Transportation (replaces Amanda Chance)
14. Christine Tarling - Title 1 Aide @ LTS (replaces Sandra Libby)
15. Andrew Walker - After School Program Aide @ BASP (fills open position)

#### Substitute + Staff

1. Heather Quintero - Bus Aide @ Transportation

### C. SUPPLEMENTAL CONTRACTS

#### Overloads

1. Karen Christensen - Overload for students with an IEP in the Bears Den
2. Michael Ingerson - Overload for middle school online
3. Jennifer Mraz - Overload due to class size for 1st quarter only
4. Elke Sundermann - Reduce math class sizes

#### Certified Stipends Specifically Listed on Board-approved 2021-2022 Stipend Schedule

(M&O-\$6,737 ; Tax Credit-\$0.00; General Tax Credit- \$00.00; SPED-\$0.00; Other- \$00.00)

1. Paige Brinkmann - 8th Grade Girls Basketball Coach (\$1,225) M and O
2. Tammy Hewston - Girls on the Run stipend (\$612.50) M and O
3. Katelyn Johnson - Head Freshman Volleyball Coach (\$1,837.50) M and O
4. Caitlin Klem - Student Council Advisor @ MVES (\$612.50) M and O
5. Nancy McKeehan - Middle School Team Lead @ GHMS (\$1,225) M and O
6. Yaritza Moses - Girls on the run Stipend @ MVES (\$612.50) M and O
7. Kimberly Roberts - Girls on the Run stipend @ MVES (\$612.50) M and O

#### 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 November 9, 2021

1.

Classified

1. Teresa Bailey - FROM Attendance Secretary @ CSES TO Attendance Secretary @ GHMS (replaces Tracie Flewellen)
2. Marcy McDermott - FROM Receptionist @ BMHS TO Administrative Secretary @ BMHS (replaces Claudia Stewart)

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

Certified

1.

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:	November 9, 2021	Discuss
SUBJECT:	Monthly Budgets - Board Report	Action
		Consent X
<hr/> OBJECTIVE: Goal # 2: Planning for Future Student Needs <hr/>		

### SUPPORTING DATA:

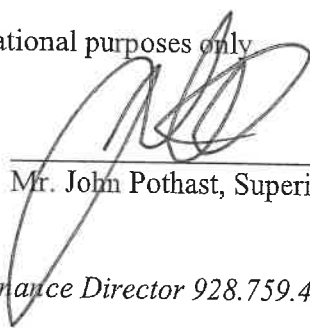
Attached is the monthly Expenditure Budget Balance Report.

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: 2021-2022

Account Number / Description

Fund:	Account Number / Description	Summary Only	From Date:	To Date:	10/31/2021	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
	MAINT & OPER FUNDS										
	<b>Fund 001 Total:</b>					\$34,017,705.00	\$2,479,801.05	\$8,834,548.07	\$25,183,156.93	\$22,260,247.32	\$2,922,909.61
											8.59%
	CLASSROOM-BASE SAL										
	<b>Fund 011 Total:</b>					\$1,300,516.00	\$0.00	\$0.00	\$1,300,516.00	\$0.00	\$1,300,516.00
											100.00%
	CLASSROOM-PERF PAY										
	<b>Fund 012 Total:</b>					\$2,317,227.00	\$0.00	\$0.00	\$2,317,227.00	\$0.00	\$2,317,227.00
											100.00%
	CLASSROOM-OTHER										
	<b>Fund 013 Total:</b>					\$2,546,952.00	\$0.00	\$0.00	\$2,546,952.00	\$0.00	\$2,546,952.00
											100.00%
	INDIAN GAMING - INSTRUCTIONAL IMPROV										
	<b>Fund 024 Total:</b>					\$182,875.12	\$14,535.96	\$57,886.36	\$124,988.76	\$147,735.76	(\$22,747.00)
											-12.44%
	SEI - STRUCTURED ENGLISH IMMERSION										
	<b>Fund 071 Total:</b>					\$210,861.04	\$17,194.49	\$52,512.81	\$158,348.23	\$148,480.58	\$9,867.65
											4.68%
	TITLE 1 LEA										
	<b>Fund 110 Total:</b>					\$1,980,513.38	\$120,276.04	\$367,445.79	\$1,613,067.59	\$1,028,835.08	\$584,232.51
											29.50%
	TITLE II-IMPROV TEACHER QUAL(14/15)										
	<b>Fund 140 Total:</b>					\$333,825.53	\$6,624.61	\$47,381.96	\$286,443.57	\$75,597.46	\$210,846.11
											63.16%
	TITLE IV-A STUDENT SUPPORT & ACADEMIC I										
	<b>Fund 162 Total:</b>					\$26,180.39	\$158.83	\$238.21	\$25,942.18	\$1,052.63	\$24,889.55
											95.07%
	TITLE III LEP PROGRAM										
	<b>Fund 190 Total:</b>					\$75,068.54	\$985.62	\$2,083.88	\$72,984.66	\$11,544.02	\$61,440.64
											81.85%
	TITLE III LEP PROGRAM (FY20)										
	<b>Fund 191 Total:</b>					\$83,234.19	\$0.00	\$0.00	\$83,234.19	\$0.00	\$83,234.19
											100.00%
	TARGETED SUPPORT & IMPROVEMENT GRN1										

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2021-2022

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 10/1/2021	To Date: 10/31/2021	Budget Balance	
Account Number / Description		Budget	Range To Date	YTD	Balance	% Remaining Bud
<b>Fund:</b>	<b>196</b>	<b>Fund 195 Total:</b>	\$27,900.71	\$0.00	\$27,900.71	\$27,900.71 100.00%
		TARGETED SUPPORT & IMPROVEMENT GRN1				
<b>Fund:</b>	<b>220</b>	<b>Fund 196 Total:</b>	\$42,500.00	\$0.00	\$42,500.00	\$42,500.00 100.00%
		IDEA - BASIC - ENT				
<b>Fund:</b>	<b>221</b>	<b>Fund 220 Total:</b>	\$1,366,298.62	\$56,188.86	\$1,168,654.13	\$621,756.42 45.51%
		IDEA - PRESCHOOL GRANT				
<b>Fund:</b>	<b>260</b>	<b>Fund 221 Total:</b>	\$45,465.86	\$3,113.85	\$37,394.82	\$17,610.15 38.73%
		CTE BASIC GRANT				
<b>Fund:</b>	<b>290</b>	<b>Fund 260 Total:</b>	\$58,725.83	\$0.00	\$56,146.75	\$55,429.90 94.39%
		MEDICAID OUTREACH				
<b>Fund:</b>	<b>291</b>	<b>Fund 290 Total:</b>	\$106,301.68	\$2,947.21	\$86,450.67	\$85,950.67 80.86%
		MEDICAID DIRECT				
<b>Fund:</b>	<b>336</b>	<b>Fund 291 Total:</b>	\$679,332.07	\$67,498.83	\$511,039.89	\$84,290.55 12.41%
		ESSER II				
<b>Fund:</b>	<b>346</b>	<b>Fund 336 Total:</b>	\$0.00	\$18,835.10	(\$691,412.96)	(\$867,937.41) 0.00%
		ESSER III				
<b>Fund:</b>	<b>349</b>	<b>Fund 346 Total:</b>	\$4,000,000.00	\$0.00	\$4,000,000.00	\$4,000,000.00 100.00%
		NAT'L FOREST FEES				
<b>Fund:</b>	<b>353</b>	<b>Fund 349 Total:</b>	\$1,458,773.16	\$38,280.48	\$1,270,613.01	\$574,730.47 39.40%
		TAYLOR GRAZING				
<b>Fund:</b>	<b>400</b>	<b>Fund 353 Total:</b>	\$32,393.84	\$0.00	\$32,393.84	\$32,393.84 100.00%
		CTE PRIORITY PROGRAM				
<b>Fund:</b>	<b>400</b>	<b>Fund 400 Total:</b>	\$40,340.59	\$0.00	\$40,340.59	\$36,535.59





## Humboldt Unified School District No. 22

### Expenditure Budget Balance Report

Fiscal Year: 2021-2022

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date:	10/1/2021	To Date:	10/31/2021		
		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
<b>Fund:</b>	525	AUX OPERATIONS						
		<b>Fund 525 Total:</b>						
<b>Fund:</b>	526	ACT FEES TAX CRED						
		<b>Fund 526 Total:</b>						
<b>Fund:</b>	530	GIFTS & DONATIONS						
		<b>Fund 530 Total:</b>						
<b>Fund:</b>	550	INSURANCE PROCEEDS						
		<b>Fund 550 Total:</b>						
<b>Fund:</b>	551	INSURANCE - AEI						
		<b>Fund 551 Total:</b>						
<b>Fund:</b>	555	TEXTBOOKS						
		<b>Fund 555 Total:</b>						
<b>Fund:</b>	565	LITIGATION RECOVERY						
		<b>Fund 565 Total:</b>						
<b>Fund:</b>	570	INDIRECT COSTS						
		<b>Fund 570 Total:</b>						
<b>Fund:</b>	596	JTED - MTN. INSTITUTE						
		<b>Fund 596 Total:</b>						
<b>Fund:</b>	610	CAPITAL OUTLAY						
		<b>Fund 610 Total:</b>						
<b>Fund:</b>	630	BOND BUILDING						
		<b>Fund 630 Total:</b>						
<b>Fund:</b>	665	ENERGY REBATES						

# Humboldt Unified School District No. 22

## Expenditure Budget Balance Report

Fiscal Year: 2021-2022

Account Number / Description

		<input checked="" type="checkbox"/> Summary Only	From Date: 10/1/2021	To Date: 10/31/2021		
		Budget	Range To Date	YTD	Balance	Encumbrance
						Budget Balance % Remaining Bud
<b>Fund 665 Total:</b>		\$340,716.50	\$0.00	\$0.00	\$340,716.50	\$0.00 \$340,716.50 100.00%
<b>Fund 691</b>	BUILDING RENEWAL GRANT - SFB					
<b>Fund 691 Total:</b>		\$4,119,199.40	\$9,926.63	\$25,665.02	\$4,093,534.38	\$511,001.95 \$3,582,532.43 86.97%
<b>Fund 700</b>	DEBT SERVICE FUNDS					
<b>Fund 700 Total:</b>		\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00 (\$1,000.00) 0.00%
<b>Fund 850</b>	STUDENT ACTIVITIES					
<b>Fund 850 Total:</b>		\$723.40	\$1,421.81	\$2,623.28	(\$1,899.88)	\$7,743.01 (\$9,642.89) -1333.00%
<b>Grand Total:</b>		\$66,081,622.09	\$3,211,060.38	\$12,474,105.53	\$53,607,516.56	\$29,247,377.01 \$24,360,139.55 36.86%

End of Report



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: November 9, 2021 Discuss  
SUBJECT: Student Activities - Board Report Action

Consent X

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OBJECTIVE: Goal # 2: Planning for Future Student Needs

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### SUPPORTING DATA:

Attached is the monthly Student Activity Report.

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

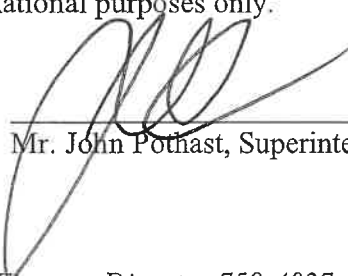
This report is in a new format since it is a cash driven fund. Beginning cash balances have been added in so you can see all the transactions for each club.

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

### SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

## STUDENT ACTIVITY REPORT

October 2021

	Beginning Balance	Revenue	Expended	Balance	Encumbered	Available Cash
Coyote Springs 133						
Student Council	1,611	-	-	1,611	-	1,611
Granville 135						
Chorus/Choir	348	-	-	348	-	348
Student Council	1,466	-	-	1,466	559	907
Humboldt 131						
Student Council	5,547	-	-	5,547	-	5,547
Lake View 110						
Student Council	5,886	-	-	5,886	-	5,886
Liberty Traditional 134						
Jr Optimists	135	-	-	135	85	50
Student Council	3,485	-	-	3,485	320	3,165
Mountain View 132						
Student Council	1,736	-	-	1,736	-	1,736
Subtotal ES	20,214	-	-	20,214	964	19,250
Brad Mntn MS 120						
Ntl Honor Society	2,792	-	-	2,792	-	2,792
Science	376	-	-	376	-	376
Student Council	2,776	1,223	250	3,748	250	3,499
Glassford Hill MS 125						
Ntl Honor Society	-	-	-	-	-	-
Student Council	4,362	1,266	592	5,036	577	4,459
Subtotal MS	10,306	2,489	843	11,953	827	11,126
Brad Mntn HS 230						
Art	352	-	-	352	-	352
AVID	342	-	-	342	-	342
Baseball	20	-	-	20	-	20
DECA	158	-	-	158	-	158
FBLA	252	374	-	626	240	386
French Club	33	-	-	33	-	33
G.O.A.L.S. Club	61	-	-	61	-	61
Girls Basketball	216	-	-	216	-	216
HOSA/Nursing	4,694	-	-	4,694	2,513	2,181
HOSA/SportsMedicine	1,116	980	-	2,096	929	1,166
Interact	3,106	-	119	2,987	281	2,706
JROTC	1,543	-	-	1,543	-	1,543
Mu Alpha Theta	524	45	-	569	200	369
Ntl Art Honor Society	1,957	120	-	2,077	-	2,077
Ntl Honor Society	2,056	120	240	1,936	906	1,030
P.A.L.S.	2,934	17,857	230	20,561	883	19,678
Student Council	37	-	-	37	-	37
Upward Bound	37	-	-	37	-	37
Subtotal HS	19,438	19,496	589	38,345	5,952	32,393
Interest To Date:		-				
TOTAL Student Activities	49,958	21,985	1,431	70,512	7,743	62,769





# 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, November 9, 2021	Discuss
SUBJECT:	Ratifications of Expenditures for Contracts / Work Agreements & Supplementals	Action
		Consent X

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA:**

This is the approval of ratifications of all Contracts, Work Agreements and Supplementals from October during the 2021-2022 fiscal year.

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

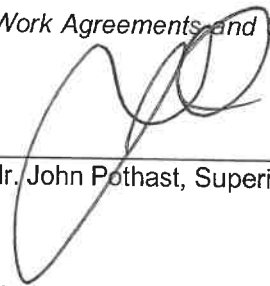
### **SUMMARY & RECOMMENDATION:**

It is recommended that the Governing Board approve the ratification of all Contracts, Work Agreements and Supplementals from October during the 2021-2022 fiscal year.

### **Sample Motion:**

*I move to approve the ratification of all Contracts, Work Agreements and Supplementals from October during the 2021-2022 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 10/01/2021 to 10/25/2021

Jmp 10/25/2021

Contract Type	Name	Primary Job Title	Contract Name	Hire Date	Primary Work Site
CLASSIFIED	QUINTERO, HEATHER A	BUS AIDE	CLASSIFIED STAFF AT WILL NOTICE	10/26/2021	TRANS
CLASSIFIED	DELAMATER, FRANK C	TITLE I AIDE	CLASSIFIED STAFF AT WILL NOTICE	10/26/2021	MVES
CLASSIFIED STIPEND	BRINKMANN, PAIGE J	TITLE I AIDE	CLASSIFIED STIPEND INTERNAL 2	7/31/2020	LTS
OVERLOAD 1ST SEM	CHRISTERSON, KAREN L	TEACHER	OVERLOAD 1ST SEM	7/31/2006	BMHS-W
CERTIFIED	CALDERON, CARLOS O	PSYCHOLOGIST	CERTIFIED STIPEND	7/20/2021	SSO
CLASSIFIED	MCDERMOTT, MARCY L	SECRETARY	CLASSIFIED STAFF AT WILL NOTICE	7/31/2019	BMHS-W
CLASSIFIED	STEWART, CLAUDIA A	SECURITY	CLASSIFIED STAFF AT WILL NOTICE	8/12/1998	BMHS-W
OVERLOAD 1ST SEM	INGERSON, MICHAEL D	TEACHER	OVERLOAD 1ST SEM	7/31/2012	GHMS
CERTIFIED	MCKEEHAN, NANCY L	TEACHER	CERTIFIED STIPEND	7/30/2018	GHMS
CLASSIFIED	TARLING, CHRISTINE N	TITLE I AIDE	CLASSIFIED STAFF AT WILL NOTICE	7/30/2021	LTS
CLASSIFIED	EVERETT, JAMES M	DATA COORDINATOR	TERM CLASSIFIED EMPLOYEE 12 MONTHS	10/18/2021	BMHS-E
CLASSIFIED	HEAD, LINDA D	DATA COORDINATOR	TERM CLASSIFIED EMPLOYEE 12 MONTHS	10/20/2021	BMHS-E
CLASSIFIED	FOLKER, AUBREY D	PRESCHOOL AIDE	CLASSIFIED STAFF AT WILL NOTICE	10/18/2021	BFPS
CLASSIFIED	MCGUIRE, MICHAEL R	RESOURCE AIDE	CLASSIFIED STAFF AT WILL NOTICE	10/18/2021	BMHS-W
CLASSIFIED	WALKER, ANDREW P	HOMEWORK CLUB AIDE	CLASSIFIED LESS 20 HOURS A WEEK	10/18/2021	BMHS-E
CERTIFIED	KLEM, CAITLIN E	TEACHER	CERTIFIED STIPEND	7/30/2018	MVES
CLASSIFIED	BAILEY, TERESA K	ATTENDANCE SECRETARY	CLASSIFIED STAFF AT WILL NOTICE	3/20/2013	GHMS
CERTIFIED	TENETTE, ERICA Z	TEACHER	CERTIFIED CONTRACT	11/30/2020	CSES
CERTIFIED	DAVIDSON, ALLYSON PAIGE	TEACHER	CERTIFIED CONTRACT	10/18/2021	LTS
CLASSIFIED	LOCKE, CASSANDRA F	F&N WORKER II	CLASSIFIED STAFF AT WILL NOTICE	10/5/2021	F&N
CLASSIFIED	SPECTOR, NATALIE M	ADMIN SECRETARY	CLASSIFIED STAFF AT WILL NOTICE	10/5/2021	GES



**CONSENT**

**Item 8G.**

**Revised 2021-22 Stipend Schedule**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8G
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	November 9, 2021	Discuss
SUBJECT:	Approval of the revised 2021-22 Stipend Schedule	Action
		Consent X

---

OBJECTIVE: Board Governance

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### **SUPPORTING DATA**

The attached stipend schedule includes deletions, clarification of number of positions, adjustments to categories and rates, and additions using non M&O funding. Here are the changes (highlighted):  
-Art after hours used to read "Art After Hours @ CSES." To make things equitable, "CSES" has been removed, it now reads "Art After Hours" and can be used for any elementary who needs it.

### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve the revised 2021-2022 Stipend Schedule.

### **Sample Motion**

I move to approve the attached revised 2021-22 Stipend Schedule for the 2021-22 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, 759-4006*



## 2021-2022 STIPEND SCHEDULE

[illegible]

## 21-22 Board Approved Stipend Schedule

	Sofball - Freshman Coach	1	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
TRACK (Spring Season)						
	Track - Head Coach	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Track - Assistant Coach - HS	2	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Track - Assistant Coach - HS	Per Trigger #	Tax Credit/Auxiliary	-	-	-
	Track Boys - MS	1 per building	M/O			
	Track Girls - MS	1 per building	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Track - Assistant Coach - MS	1 per building	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Track - Assistant Coach - MS	Per Trigger #	Tax Credit/Auxiliary	\$ 612.50	\$ 796.25	\$ 980.00
March-May	Track - Coach - Elementary	1 per building	Tax Credit/Auxiliary	\$ 612.50	\$ 796.25	\$ 980.00
	Track - Assistant Coach - Elementary	Per Trigger #	Tax Credit/Auxiliary			
SOCCER (Winter Season)						
	Soccer Boys - Head Coach	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Soccer Girls - Head Coach	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Soccer - Assistant Coach - HS	Per Trigger #	Tax Credit/Auxiliary	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer Boys - JV Coach	1	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer Girls - JV Coach	1	M/O	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Soccer - Combined Boys Girls- MS	1	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Soccer - Combined Girls Coach - MS	1	M/O	\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
	Soccer - Assistant Coach - MS	Per Trigger #	Tax Credit/Auxiliary	\$ 612.50	\$ 796.25	\$ 980.00
CROSS COUNTRY (Fall Season)						
	Cross Country - Head Coach	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Cross Country - Assistant Coach - HS	Per Trigger #	Tax Credit/Auxiliary	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
	Cross Country - Combined Boys and Girls Coach - MS	4		\$ 1,225.00	\$ 1,592.50	\$ 1,960.00
GO						
TENNIS (Spring Season)						
	Tennis Boys - Head Coach	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis Girls - Head Coach	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Tennis - Assistant Coach	Per Trigger #	Tax Credit/Auxiliary	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
SWIMMING (Fall Season)						
	Swim - Head Coach	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Swim - Assistant Coach	Per Trigger #	Tax Credit/Auxiliary	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
GOLF (Fall Season)						
	Golf - Head Coach Boys	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Golf - Head Coach Girls	1	M/O	\$ 2,450.00	\$ 3,185.00	\$ 3,920.00
	Golf - Assistant Coach	Per Trigger #	Tax Credit/Auxiliary	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00
CHEER (Fall Season/Winter Season)	(2 seasons) Cheer Coach - Head Cheer Coach - Assistant	1  Per Trigger #	M/O  M/O	\$ 2,450.00  \$ 1,225.00	\$ 3,185.00  \$ 1,592.50	\$ 3,920.00  \$ 1,960.00
JROTC	(3 seasons) JROTC Head Coach JROTC Assistant Coach (45+ students)	1  Per Trigger	  Tax Credit/Auxiliary	  \$ 612.50	  \$ 796.25	  \$ 980.00
MUSIC (School Year)						
	Band Director - Middle School *MS Band stipend requires minimum of six (6) after school and/or evening events per year. Choir Director - Middle School *MS Choir stipend requires minimum of six (6) after school and/or evening events per year.	1 per building  1 per building  1	M/O  M/O  M/O	\$  \$  \$	\$ 1,225.00  \$ 1,592.50  \$ 3,822.00	\$ 1,960.00  \$ 1,960.00  \$ 4,704.00

21-22 Board Approved Stipend Schedule

	Marching Band Director - High School	1	M/O	1	\$	2,940.00	\$	3,822.00	\$	4,704.00
	Marching Band Assistant - High School (45+ students)	Per Trigger #	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	Marching Band Assistant - High School	2	Tax Credit/Auxiliary	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	Music Director - Elementary	1 per building	M/O	5	\$	612.50	\$	796.25	\$	980.00
	*Elementary Choir stipend requires minimum of three (3) after school and/or evening events per year.									
STUDENT COUNCIL (School Year)										
	Student Council Advisor - High School	1	M/O	3	\$	1,837.50	\$	2,388.75	\$	2,940.00
	Student Council Advisor - Middle School	1 per building	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	Student Council Advisor - Elementary	1 per building	M/O	5	\$	612.50	\$	796.25	\$	980.00
YEARBOOK (School Year)										
	Yearbook Advisor - High School	1	M/O	3	\$	1,837.50	\$	2,388.75	\$	2,940.00
	Yearbook Advisor - Middle School	1 per building	M/O	5	\$	612.50	\$	796.25	\$	980.00
DRAMA (School Year)										
	Drama Advisor - High School	1	M/O	1	\$	2,940.00	\$	3,822.00	\$	4,704.00
	*HS Drama stipend requires minimum of ten (10) after school and/or evening events per year.									
	Drama Technical Advisor - HS	1	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	*HS Drama Tech stipend requires minimum of eight (8) after school and/or evening events per year.									
	Drama Advisor - Middle School	1 per building	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	*MS Drama stipend requires minimum of six (6) after school and/or evening events per year.									
HIGH SCHOOL (School Year)										
	Advanced Ed - Co-Chair	2	M/O	3	\$	1,837.50	\$	2,388.75	\$	2,940.00
	CTSO Advisor - High School (FBLA (2), HOSA (2) Thespian (1))	5	JT/ED		\$	1,850.00				
	Department Chair (LA, Math, Science, Social Studies) - High School	1 per core class	M/O	3	\$	1,837.50	\$	2,388.75	\$	2,940.00
	AVID Coordinator - High School	1	M/O	3	\$	1,837.50	\$	2,388.75	\$	2,940.00
	Department Chair (except LA, Math, Science, Social Studies) - High School	1 per department	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	Graduation Sponsor - High School	1	M/O	5	\$	612.50	\$	796.25	\$	980.00
	Prom Sponsor - High School	1	M/O	5	\$	612.50	\$	796.25	\$	980.00
	High School Speech/Forensics/Mock Trial Advisor	1	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	Calculus Camp Instructor	1	Yavapai College/ Embury-Riddle		\$	2,500.00				
	Link Advisor (3)	3	FFMA		\$	612.50				
MIDDLE SCHOOL (School Yr.)										
	Athletic Director - Middle School	1 per building	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	Reading Counts - Middle School	1 per building	M/O	5	\$	612.50	\$	796.25	\$	980.00
	Student Advisor Group Leader - Middle School	6	MGI Grant	other	\$	612.50	\$	-	\$	-
	Team Leader - Middle School		M/O	5	\$	1,225.00	\$	1,592.50	\$	1,960.00
	BMMS (3)	7th, 8th, Elective								
	GHMS (4)	7th, 8th, Elective, Honors								
	LTS (1)	7/8 Combo								
	AVID Coordinator - Middle School	1 per building	M/O		\$	1,850.00				
	"Clubs/Program" stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.		Tax Credit		\$	612.50				
ELEMENTARY SCHOOL (School Yr.)										
	Child Study Coordinator - Elementary	1 per building	M/O	4	\$	1,225.00	\$	1,592.50	\$	1,960.00
	Reading Counts - Elementary	1 per building	M/O	5	\$	612.50	\$	796.25	\$	980.00
	Art After Hours - Elementary	1 per building	M/O		\$	612.50				
	"Clubs" stipend to be paid a fixed \$612.50 from Tax Credit as available and with Principal approval.									
TRIGGERS										
	A sports team with <10...stipend= 1/2 pay rate									
	A sports team with 24+...assistant coach (Tax Credit)									



# CONSENT

## Item 8H.

### HUSD Supplemental Wage Schedule

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8H
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	November 11, 2021	Discuss
SUBJECT:	Approval of HUSD Supplemental Wage Schedule	Action
		Consent X

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA:**

This is the approval of the HUSD Supplemental Wage Schedule for the remainder of the 2021-2022 school year.

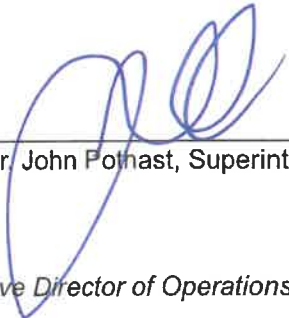
Due to the minimum wage increase in January 2022, the supplemental wage schedule has been updated to reflect the increase in minimum wage.

### **SUMMARY & RECOMMENDATION:**

It is recommended that the Governing Board approve the HUSD Supplemental Wage Schedule for the 2021-2022 school year. .

### **Sample Motion:**

*I move to approve the HUSD Supplemental Wage Schedule for the 2021-2022 school year.*

Approved for transmittal to the Governing Board:   
Mr. John Potnast, Superintendent

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



2020-2021 HUSD SUPPLEMENTAL WAGE SCHEDULE (Board Approved on 11/09/2021)				
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	\$12.80	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	
Kindergarten Early Screening	\$100.00	Day		
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	\$12.80	Hour		Paid w/ General Athletic Auxiliary Fund
Student Worker - Food	\$12.80	Hour		Paid w/ F&N Funds
Student Worker - SPED Transition	\$12.80	Hour		Paid w/ SPED Funds
Substitute Certified	\$105.00	Day	Certified	
Long-Term Certified Sub	\$115.00	Day	Certified	Starting at Day 11 after 10 consecutive days doing the same job.
Substitute Certified (Humboldt Elementary)	\$115.00	Day	Certified	
Substitute Classified	\$12.80	Hour	Classified	Entry Level Pay Per Hour Based On Job Category after 10 days
Nurse Substitute	\$105	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	\$12.80	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/Classified	Paid w/ General Athletics Auxiliary Funds
Announcer	\$35.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Scoreboard	\$35.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Chain Crew	\$35.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Security	\$35.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Team Liaison	\$50.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
JV/Freshman Football*				
Ticket Seller / Taker	\$30.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Announcer	\$30.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Scoreboard	\$30.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Chain Crew	\$30.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Security	\$30.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Volleyball (Varsity, JV, and Freshman Games)*				
Ticket Seller / Taker	\$40.00	Event	Certified/Classified	Or \$20, \$15,
Announcer / Scoreboard	\$50.00	Event	Certified/Classified	Or \$20, \$15, \$15/game.
Libero Tracker	\$50.00	Event	Certified/Classified	Or \$20, \$15, \$15/game.
Security	\$50.00	Event	Certified/Classified	Paid w/ General
Basketball (Varsity, JV, and Freshman Games)*				
Ticket Seller / Taker	\$40.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Announcer	\$50.00	Event	Certified/Classified	Or \$20, \$15,
Scoreboard	\$50.00	Event	Certified/Classified	Or \$20, \$15,
Security	\$50.00	Event	Certified/Classified	Or \$20, \$15,
Team Liaison	\$50.00	Event	Certified/Classified	Paid w/ General Athletics Auxiliary Funds
Soccer (JV, Varsity games)				
Ticket Seller / Taker	\$40.00	Event	Certified/Classified	Or \$20/game.
Scoreboard	\$40.00	Event	Certified/Classified	Or \$20/game.



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



# CONSENT

## Item 8I.

### Disposal of Obsolete Library Books

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8I
FROM:	Dr. Christine Griffin, Executive Director- Educational Services & Innovation	Reading
DATE:	November 9, 2021	Discuss
SUBJECT:	Library Book Disposal	Action
		Consent X
<hr/>		
OBJECTIVE:	Board Governance	

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### **SUPPORTING DATA:**

Humboldt Unified School District continues to review and update its collections. Through this process, it has been determined that there have been library books that have not been circulated for a number of years. Humboldt Elementary School has 33 boxes of obsolete books to be disposed of.

Humboldt Unified School District Administration is requesting the disposal of the 33 boxes of Library Books at HES that have been identified as a part of this process.

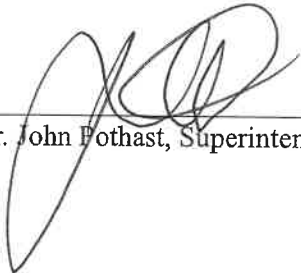
### **SUMMARY & RECOMMENDATION**

It is the recommendation from the administration to approve the disposal of obsolete library books

### ***Sample Motion:***

*I move to approve the disposal of obsolete library books.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

*Questions should be directed to: Dr. Christine Griffin, Executive Director- Educational Services and Innovation (759-4010)*

# CONSENT

## Item 8J.

YCESA Waiver of Conflict of Interest

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8J
FROM:	Dr. Christine Griffin, Executive Director of Educational Services and Innovation	Reading
DATE:	November 9, 2021	Discuss
SUBJECT:	Humboldt Unified School District Waiver of Conflict of Interest through the Yavapai County Education Service Agency	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:

Yavapai County Attorney's Office (YCAO) may need to provide legal services and preparation of supporting documentation, memoranda of understanding, and agreements for Grants Management Services including, but not limited to, any additional contracts, intergovernmental agreements, follow-on agreements, amendments, renewals, or extensions, with Yavapai County through the Yavapai County School Superintendent. Humboldt Unified School District has been provided with a waiver of conflict of interest from the YCAO for the conflict of interest between Yavapai County Education Service Agency and Humboldt Unified School District, both of who are clients of the YCAO.

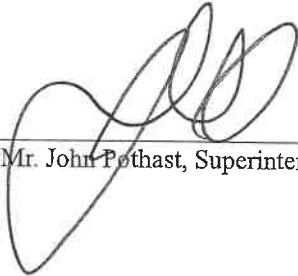
### SUMMARY & RECOMMENDATION:

It is the recommendation of the administration that the HUSD Governing Board approve the Waiver of Conflict of Interest through the Yavapai County Attorney's Office for the 2021-2022 school year.

### Sample Motion:

*I move to approve the Waiver of Conflict of Interest through the Yavapai County Attorney's Office for the 2021-2022 school year.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

## WAIVER OF CONFLICT OF INTEREST

Re: Humboldt Unified School District No. 22 – Waiver of Conflict of Interest regarding legal services and preparation of an agreement for Grant Management Services, including, but not limited to, any additional contracts, intergovernmental agreements, follow-on agreements, amendments, renewals, or extensions, with Yavapai County through the Yavapai County School Superintendent

The Governing Board of Humboldt Unified School District No. 22, having reviewed the conflict of interest letter dated August 31, 2021, from Deputy County Attorney Joy L. Biedermann of the Yavapai County Attorney's Office (the "YCAO"), affirms that it is fully informed and it consents to and understands the implications of waiving the conflict of interest of the YCAO between Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22, both of which are clients of the YCAO.

Therefore, the Governing Board of Humboldt Unified School District No. 22 approves the Waiver of Conflict of Interest and authorizes the YCAO to proceed with providing legal services and preparation of an agreement for Grant Management Services on behalf of Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22, if requested and if such dual representation is appropriate. The Governing Board of Humboldt Unified School District No. 22 also authorizes the YCAO to prepare any additional contracts, intergovernmental agreements, follow-on agreements, amendments, renewals, or extensions between Yavapai County through the Yavapai County School Superintendent and Humboldt Unified School District No. 22.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Humboldt Unified School District No. 22  
Governing Board  
6411 N. Robert Road  
Prescott Valley, AZ 86314

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





# CONSENT

## Item 8K.

### Fastbridge

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8K
FROM:	Dr. Christine Griffin, Executive Director of Educational Services and Innovation	Reading
DATE:	November 9, 2021	Discuss
SUBJECT:	Universal Screener K-12	Action
		Consent X
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OBJECTIVE:	Board Governance	

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### **SUPPORTING DATA:**

As part of its Title I Reading Intervention programs, Humboldt Unified School District in June 2021, adopted the Fastbridge Universal Screener for K-3 students to determine where they are at in the development of reading, math, and social-emotional behavior skills. The screener is meant to give staff a quick snapshot of student data and is used as one of several data points to determine whether or not a student requires additional support in developing necessary skills.

The Universal Screener is the first step in building an effective MTSS program. With Fastbridge, teachers can create an accurate measurement of learning goals and identify specific skills a student is struggling with. Fastbridge also offers evidence-based recommendations for closing achievement gaps. The Universal Screener was initially adopted K-3 and will provide actionable data for all HUSD students when implemented K-12.

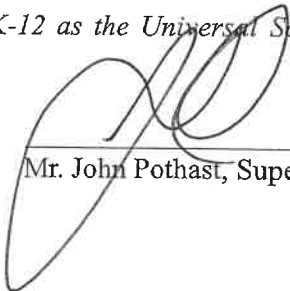
### **SUMMARY & RECOMMENDATION**

It is the recommendation from the administration to approve the adoption of FastBridge K-12 as the Universal Screener for the Humboldt Unified School District.

#### ***Sample Motion:***

*I move to approve the adoption of FastBridge K-12 as the Universal Screener used in the Humboldt Unified School District.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

*Questions should be directed to: Dr. Christine Griffin, Executive Director- Educational Services and Innovation (759-4010) or Diane Sallinger, ELA Curriculum/Intervention Coordinator (759-5111)*

# CONSENT

## Item 8L.

### NACOG – Head Start Food Services

## HUMBOLDT UNIFIED SCHOOL DISTRICT

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

FROM: Jody Buckle, Director of Food and Nutrition Reading  
Arthur Studley, Director of Finance

DATE: November 9, 2021 Discuss

SUBJECT: NACOG – Head Start Action

Annual Contract Renewal – Food Service Provider Consent X

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OBJECTIVE: Goal # Planning for Future Student Needs

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### SUPPORTING DOCUMENTATION:

Attached is the annual contract renewal between Northern Arizona Council of Governments – Head Start and Humboldt Unified School District – Food Service Department.

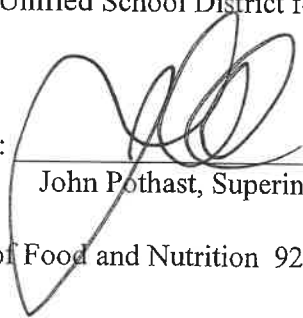
The District currently provides food service to NACOG Head Start on a contract basis.

The District bills NACOG a per meal price, which generates additional revenue sufficient to off-set the costs charged to NACOG, as well as, provides some additional funds. Meals are delivered to off-site NACOG classes, actual miles are charged at \$.445.

### SUMMARY & RECOMMENDATION:

It is recommended the Governing Board renew the annual contract between Northern Arizona Council of Governments and Humboldt Unified School District for the purpose of providing meal service.

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
John Pothast, Superintendent

Please direct questions to Jody Buckle, Director of Food and Nutrition 928-759-5012  
Or Arthur Studley 928-759-4027

# STANDARD AGREEMENT TO PROVIDE FOOD SERVICE

BETWEEN A CHILD CARE INSTITUTION AND A CATERER

2021-2022

This agreement ("Agreement") is entered into on October 1, 2021 by and between **Northern Arizona Council Of Governments Head Start CTD #03-26-02-000** ("Institution") and **HUMBOLDT UNIFIED SCHOOL DISTRICT** ("Caterer") for meals in accordance with the rules and regulations of the Child and Adult Care Food Program (CACFP). The total estimated contract amount is: **\$120,000**.

## **BACKGROUND**

Whereas, it is not within the capability of the Institution to prepare specified meals under the **Child and Adult Care Food Program (CACFP)**;

Whereas, the facilities and capabilities of the Caterer are adequate to prepare and deliver specified meals to the Institution's facility(ies); and Whereas, the Caterer is willing to provide such services to the Institution on a **Fixed-price** contract basis.

Therefore, both parties agree as follows:

## **AGREEMENT**

### **1. Terms and Conditions**

- 1.1. **Duration:** This Agreement shall become effective after both parties sign it and Arizona Department of Education (ADE) approves it. The Caterer shall provide meals during the period beginning on **October 1, 2021** and ending on **September 30, 2022**.
- 1.2. **Food Services:** The Caterer agrees to prepare breakfast/lunch/snack for delivery and/or serving to the site(s) specified in Paragraph 1.3, per the required menu planning option specified in Section 2.1. The Institution has approved the menu, which is incorporated into this Agreement by this reference.
- 1.3. **Service Site(s):** For the purpose of this Agreement, the Caterer shall make and deliver meals that comply with the CACFP and this Agreement to the food service site(s) **at the following location(s): Prescott Valley Head Start, Prescott Valley Early Head Start, Nye Child and Family Development Center, Humboldt Head Start, and Liberty Head Start.**
- 1.4. **Delivery Requirements:** The Caterer shall make deliveries of the meals only to the authorized Site(s) specified in Paragraph 1.3 within the hours and on the days designated below. The Caterer shall make deliveries **on the following day(s) and time(s): All centers Monday-Thursday at 7:30 AM and 10:30 AM; Nye and Prescott Valley Early Head Start on Fridays at 7:30 AM and 10:30 AM.**
- 1.5. **Meal Prices:** The Caterer's price for each meal type as based on the Institution's written estimate of meals needed, except as provided in Section 2.2.6. The prices shall be firm for the term of the contract.
  - Each Breakfast meal is \$ **1.89**
  - Each Lunch meal is \$ **3.40**
  - Each Snack meal is \$ **0.91**
  - Each Supper meal is \$ **N/A**
  - Delivery Per Actual Miles Traveled \$0.445/mile**

### **2. Program Regulations**

- 2.1. **Meal Pattern and Food Preparation:**

2.1.1. The Caterer shall assure that each meal provided to the Institution under this Agreement meets the minimum requirements as to the meal pattern and nutritional content as specified and approved by the CACFP.

2.1.2. All meals served under the Program shall meet the requirements of 7 CFR 226.20. [7 CFR 226.6(i)(10)]

2.1.3. The Caterer shall work with the Institution regarding requests made to meet USDA and ADE menu and meal pattern best practices.

2.1.4. All breakfasts, lunches, and suppers delivered for service in outside-school-hours care centers shall be unitized, with or without milk, unless the SA (State Agency) determines that unitization would impair the effectiveness of food service operations. For meals delivered to child care centers and day care homes, the SA (State Agency) may require unitization, with or without milk, of all breakfasts, lunches, and suppers only if the SA (State Agency) has evidence indication that this requirement is necessary to ensure compliance with 7 CFR 226.20. [7 CFR 226.6(i)(11)]

2.1.5. The Caterer shall not subcontract any portion of this Agreement.

2.2. Menu Preparation and Approval:

2.2.1 The Caterer must provide menus to the Institution on a weekly basis if no cycle menus are used; or, if cycle menus are used, they must be furnished monthly or as the cycle runs. [7 CFR 226.6(i)(4)]

2.2.2. The Caterer shall provide the Institution, for approval, a proposed menu for the designated operational period at least **10 business days** prior to the beginning of the period to which the menu applies.

2.2.3. The Institution shall notify the Caterer in writing within **5 business days** of receipt of the next period's proposed cycle menu, of any changes, additions, or deletions.

2.2.4. Any changes to the menu made after Institution approval must be agreed upon by the Institution and documented on the menu records. Menu items may be adjusted in writing by the mutual consent of both parties.

2.2.5. The Caterer shall adjust the menus at the request of the Institution whenever the Institution determines certain items to be unacceptable. Such items can be determined to be unacceptable because of

- (1) a monotonous diet resulting from items served frequently or the similarity to other items;
- (2) the nutritional needs of the participants;
- (3) susceptibility to spoilage; or
- (4) excessive waste resulting from unpopularity of items with participants.

2.2.6. The Institution shall be responsible for informing the Caterer of its reasons for determining that a meal is unacceptable in writing within forty-eight (48) hours of when the meal is delivered to the site.

2.2.7. Such adjustments shall be made at the earliest convenience of both parties, but in no instance later than one week after request, except that in the case of spoilage, adjustment shall be made in such a manner that the participants in attendance on the day spoilage is discovered shall receive acceptable meals meeting meal requirements.

2.3. Meal Accommodations:

2.3.1. The Institution is required, based on Federal law and USDA regulations, to make reasonable modifications to accommodate participants with disabilities. Modifications would include providing special meals, at no extra charge, to participants with a disability when the disability restricts the participant's diet. Modification requests shall be supported by a written statement in accordance with CACFP program policies, signed by a licensed healthcare professional per HNS 11-2015. If the

modification can be made while adhering to the CACFP meal pattern, the modification must be supported by the CACFP Participant Menu Modification Form and can be signed by a parent or guardian.

2.3.2. The Institution and the Caterer shall work together to implement procedures for parents or guardians to request modifications to meal service for participants with disabilities and to resolve grievances. [7 CFR 15b.25 and 7 CFR 15b.6(b)]

2.4. Meal Delivery:

2.4.1. The Caterer's meal delivery vehicle must be adequately constructed so as to protect the food, foodservice equipment, and utensils from contamination at all times during transportation. The delivery vehicle interior surfaces must be clean at all times during transportation of meals.

2.4.2. During the transportation of meals, hot foods that are temperature controlled for safety, must be kept at a minimum temperature of 135° F at all times.

2.4.3. During the transportation of meals, cold foods that are temperature controlled for safety, must be kept at or below 41° F at all times and be transported in containers capable of maintaining temperatures at or below 41° F.

2.4.4. The Caterer must monitor and document temperatures of menu items prior to transport, upon arrival, and at the time of serving. A temperature log for each menu item served must be completed daily and maintained. The Caterer's temperature log must be made available to the Institution when requested.

2.5. Meal Estimates:

2.5.1. The Institution shall provide in writing, before the first day of operation, a reasonably accurate estimate of the number of meals to be delivered to the Institution each day.

2.5.2. The Caterer shall allow the Institution to increase or decrease the number of meal orders, as needed, when the request is made in writing within 24 hours of the scheduled delivery time.  
[7 CFR 226.6(i)(9)]

2.5.3. Errors in meal order counts made by the Institution shall be the sole responsibility of the Institution.

2.6. Menu Records and Documentation: [7 CFR 226.15(e)]

2.6.1. The Caterer shall maintain full and accurate records/production worksheets that document:

- (1) The menus provided to the Institution during the term of the agreement;
- (2) A listing of all components of each meal; and
- (3) An itemization of the quantities and portion sizes of each component used to prepare each meal.

2.6.2. The Caterer agrees to provide meal preparation documentation by using yield factors for each food item as listed in the USDA Food Buying Guide when calculating and recording the quantity of food prepared for each meal.

2.6.3. The Caterer shall also maintain and make available:

- (1) Recipes, Nutrition Facts labels, and any necessary Child Nutrition (CN) labels or product specification sheets related to the menus served;
- (2) Records of nutrition information for whole grain rich foods, breakfast cereals, and yogurts. See Exhibit A for specific record types. [HNS Memo #27-2018];
- (3) Such cost records as invoices, receipts, or other documentation that exhibit the purchase, or otherwise availability to the Caterer, of the meal components and quantities itemized in the meal production records; and
- (4) On a daily basis, an accurate count of the number of meals, by meal type, prepared for and delivered to the Institution. Meal count documentation must include the number of meals requested by the Institution in writing.

2.7. Records:

2.7.1. The Caterer shall retain all records related to this Agreement in its possession for five (5) years after the expiration of the Agreement.

2.7.2. The Caterer shall make books and records pertaining to operations under this Agreement available to the Institution at any reasonable time. The records are subject to inspection or audit by a certified public accountant hired by the Institution, representatives of the Arizona Department of Education (ADE), the US Department of Agriculture (USDA), the US General Accounting Office, and the USDA Office of Inspector General (OIG) at any reasonable time and place.

2.7.3. The Institution shall have the right, at its expense, to inspect and audit the books and records of the Caterer to verify its performance and expenses submitted under this Agreement. Inspection shall take place during normal business hours at the Caterer's place of business.

2.7.4. The Institution shall assure records are being completed daily and kept on file.

2.8. Health Certification and Safety:

2.8.1. The Institution must have the County required number of Food Safety Inspections completed at each site in which meals are served.

2.8.2. The Caterer must have the County required number of Food Safety Inspections completed every year at the facility in which meals are prepared. The Caterer shall maintain this health certification for the duration of the agreement. **The Caterer must provide a copy of the current health inspection with this agreement.**

2.8.3. The Caterer shall provide the Institution with copies of the current health inspections. The Caterer also agrees to notify the Institution of the results of any health inspection that is made during the duration of this agreement.

2.8.4. The Caterer shall maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations and comply with the food safety requirements.

2.8.5. The Caterer shall assure that all food is properly stored, prepared, packaged, and transported. In addition, any substance that the food contacts or which is used in conjunction with the food shall be so handled as to assure that it does not become contaminated. [7 CFR 226.6(i)(3)]

2.9. Licenses:

2.9.1. The Caterer shall maintain, in current status, all Federal, State, and local licenses and permits required for the operation of the business conducted by the Caterer.

2.9.2. The Caterer must have a State or local "Permit to Operate" for any facility where it prepares meals. The Caterer shall maintain a current "Permit To Operate" for the duration of the agreement. **The Caterer must provide a copy of the Permit to Operate with this agreement.**

2.10. Invoicing/Payment:

2.10.1. The Caterer shall present to the Institution an invoice accompanied by reports no later than the 15th day of each month which itemizes the previous period's delivery.

2.10.2. The Institution shall pay the Caterer by the 30th day of each month the full amount as presented on the itemized invoice.



2.10.3. The Institution shall pay the Caterer for all meals delivered when due in accordance with the Agreement.

2.10.4. The Institution shall notify the Caterer within forty-eight (48) hours of receipt of any discrepancy in the invoice.

2.10.5. No payment shall be made for meals that are spoiled or unwholesome at the time of service, do not meet specifications developed for each food component specified in 7 CFR 226.20, or do not otherwise meet the requirements of this Agreement.

2.10.6. No deduction in payment shall be made by the Institution unless the Institution notifies the Caterer in writing within forty-eight (48) hours of the meal service for which the deduction is to be made, specifying the number of meals for which a deduction is to be made and describing the reasons for the deduction.

2.10.7. The Caterer agrees to forfeit payment for meals which are not ready within one (1) hour of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in this Agreement.

2.10.8. In cases of nonperformance or noncompliance on the part of the Caterer, the Caterer shall pay the Institution for any excess costs the Institution incurs by obtaining meals from another source. [7 CFR 226.6(i)(7)]

*Neither ADE nor USDA will assume any liability for payment of the difference between the number of meals prepared and delivered by the Caterer and the number of meals served by the Institution that are eligible for reimbursement. In addition, neither ADE nor USDA will be responsible for resolving issues of partial or non-payment per the terms of this Agreement.*

2.11. Program Compliance: The Institution shall assure that the Caterer has a copy of 7 CFR 226.20, the Meal Pattern that is to be followed, and all other technical assistance materials pertaining to the food service requirements of the CACFP. The Institution will, within twenty-four (24) hours of receipt from ADE Health & Nutrition, advise the Caterer of any changes in the food service requirements.

2.12. Program Regulations: The Caterer shall be in conformance with the applicable portions of the Institution's agreement under the program. [7 CFR 226.6(i)(6)]

### 3. **Specific Institution Responsibilities**

3.1. Cleaning: The Institution shall be responsible for cleaning the eating areas daily.

3.2. Contract Documents: The Institution will work with the Caterer to prepare all contract documents.

3.3. Institution Representative Duties:

3.3.1. The Institution shall ensure that an Institution representative is available at each delivery site, at the specified time on each specified delivery day to receive, inspect, and sign for the requested number of meals. This individual will verify the temperature, quality, and quantity of each meal delivery.

3.3.2. The Institution assures the Caterer that this individual will be trained and knowledgeable in the record keeping and meal requirements of the CACFP and with local health and safety codes.

3.4. Procurement:

3.4.1. The Institution will maintain a written code of conduct that prohibits real or apparent conflict of interest and disciplinary actions that are to be applied for violations of such standards. [2 CFR 200.318(c)(1)]

3.4.2. The Institution will maintain written procurement procedures that ensure full and open competition exists to the maximum extent possible. [2 CFR 200.319]

3.4.3. The Institution will conduct all procurement for the Child Nutrition Programs in accordance with 2 CFR 200.318-326.

#### 4. General Terms

- 4.1. Advice of Counsel: Each party acknowledges that, in executing this Agreement, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all the terms and provisions of this agreement. Arizona Department of Education (ADE) is not a party to any contractual relationship between the Institution and the Caterer. ADE is not obligated, liable, or responsible for any action or inaction taken by the Institution or the Caterer based on this agreement. ADE's review of the agreement is limited to assuring compliance with Federal and State procurement requirements and program regulations. ADE does not review or judge the fairness, advisability, efficiency, or fiscal implications of this agreement.
- 4.2. Affordable Care Act: The Caterer understands and agrees that it shall be solely responsible for compliance with the patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care and Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act "ACA"). The Caterer shall bear sole responsibility for providing health care for its employees who provide service to the Institution as required by Federal or State law.
- 4.3. Agreement Modification, Nonperformance, or Default: This Agreement constitutes the entire understanding between the Caterer and the Institution with respect to the subject matter hereof and there is no other written or oral understandings or agreements with respect hereto. No variation or modification of the Agreement and no waiver of its provisions shall be valid unless in writing, signed by the duly authorized officers of the Institution and the Caterer, and approved by ADE. No assignment or transfer of this Agreement may be made, in whole or in part, without the prior written consent of the Institution.
- 4.4. Amendments to the Agreement: The parties cannot alter any provision in this Agreement that is required by any law, rule or regulation. The parties cannot otherwise amend or alter this Agreement, except as to minor, non-substantive provisions or issues that do not materially affect the scope of work or the cost of the Agreement. The parties must mutually agree, in a written document signed by both parties and attached to this Agreement, amend, add, or delete an Article or Appendix. Any amendment to this Agreement shall become effective at the time specified in the amendment and after ADE approves it.
- 4.5. Applicable Law: The law of the State of Arizona shall govern this Agreement.
- 4.6. Assignment: This Agreement may not be assigned by either party without the prior written consent of the other party.
- 4.7. Authority: The Institution is the responsible authority without recourse to USDA or ADE for the settlement and satisfaction of all contractual and administrative issues arising in any way from this agreement. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.
- 4.8. Civil Rights Compliance: The Caterer shall ensure compliance that in the operation of the Program, no participant shall be denied benefits or be otherwise discriminated against because of race, color, national origin, age, sex, or disability. State agencies and Institutions shall comply with the requirements of: Title VI of the Civil Rights Act of 1964; title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs; Executive Order 13166; Sections VII, XII and Appendix B, USDA Guidance on Services for Persons with LEP; and Department of Agriculture regulations on nondiscrimination. [7 CFR 210.23(b)]

- 4.9. Construction and Effect: A waiver of any failure under this Agreement shall neither be construed as, nor constitute a waiver of, any subsequent failure. This Agreement supersedes all prior negotiations, representations, or Agreements. The Article and Paragraph headings are used solely for convenience and shall not be deemed to limit the subject of the Articles and Paragraphs or be considered in their interpretation.
- 4.10. Contract Termination:
- 4.10.1. Either party may, at any time during the life of this Agreement, terminate this Agreement without cause by giving thirty (30) days written notice to the other party of its intention to do so.
- 4.10.2. The Institution may terminate this Agreement upon written notice if the Caterer fails to fully comply with the terms and conditions.
- 4.10.3. All notices to the Institution shall be addressed to the Institution at the address listed on the signature page, and all notices to the Caterer shall be addressed to the Caterer at the address listed on the signature page.
- 4.10.4. The Institution may terminate this Agreement under Arizona Revised Statutes 38-511 (Cancellation for conflict of interest - [www.azleg.state.az.us/ars/38/00511.htm](http://www.azleg.state.az.us/ars/38/00511.htm)) for a violation of that statute. This notice complies with the requirements of that statute.
- 4.10.5. The Institution may, upon written notice of default to the Caterer, terminate the whole or any part of this Agreement in any one of the following circumstances:
- (1) If the Caterer fails to make delivery of meals, other agreed upon items (i.e. eating utensils, supplies, storage equipment), or to perform the services within the time specified herein; or
  - (2) If the Caterer fails to perform any of the other provisions of this Agreement in accordance with its terms and does not correct such failure within forty-eight (48) hours after requested to do so.
- 4.10.6. Availability of Funds: The Institution may terminate this Agreement, without penalty, if its Governing Board fails to appropriate funds in subsequent fiscal years to support the program that is the subject of this Agreement. The Institution shall give the Caterer prompt written notice after it knows that funding will not be available. No liability shall accrue to the Institution in the event this provision is exercised, and the Institution shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- 4.11. Employment: The Caterer shall comply with all applicable Federal, State, and local laws and regulations pertaining to wages, hours, conditions of employment, and nondiscrimination in employment. USDA is an Equal Opportunity Provider.
- 4.12. Energy Policy and Conservation Act: The Caterer shall meet the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201) [Appendix II to 2 CFR 200(H)]
- 4.13. Equal Employment Opportunity: The Caterer shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60). [Appendix II to 2 CFR 200(C)]
- 4.14. E-Verify Requirement: The Caterer shall comply with all Federal immigration laws and regulations relating to employees and shall comply with A.R.S. 23-214, Subsection A (After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)

4.15. Indemnification:

4.15.1. The Caterer shall indemnify, defend and hold the Institution harmless against any loss of damage (including attorney's fees and costs of litigation) caused by the Caterer's negligent act or omission, theft by the Caterer's employees, or the negligent or intentional acts or omissions of the Caterer's agents or employees. The Caterer shall defend any suit against the Institution alleging personal injury or property damage arising out of the transportation of meals or other items to the Site(s) or out of the acts of the Caterer's employees, and any suit alleging bodily injury, sickness, or disease arising out of the consumption of the meals delivered by the Caterer to the Food Service Site(s), and shall be liable for any damages agreed to by the parties or awarded as a result of such litigation.

4.15.2. The Institution shall promptly notify the Caterer in writing of any claims against the Caterer or the Institution and, in the event a suit is filed, shall promptly forward to the Caterer all papers in connection therewith. The Caterer shall not incur any expense or make any settlement without the Institution's consent. However, if the Caterer refuses or neglects to defend any such suit, the Institution may defend, adjust, or settle any such claim, and the costs of such defense, adjustment, or settlement, including reasonable attorney's fees, shall be charged to the Caterer.

4.16. Insurance: During the term of this Agreement, the Caterer shall maintain insurance policies described below issued by companies licensed in Arizona with a current A.M. Best rating of A: VIII or better. The Caterer shall also name the Institution as additionally insured under the liability policy for the duration of the agreement. And upon request, the Caterer will provide the Institution with a certificate evidencing such insurance coverage.

- (1) Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Agreement; and
- (2) Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Caterer's owned, hired, and non-owned vehicles; and
- (3) Workers' Compensation: The Caterer shall maintain a system of coverage for workers' compensation in conformance with applicable State law covering all of its employees who may be employed in connection with food service provided to the Institution.

4.17. Non-Discrimination: The Caterer shall comply with State Executive Order No. 99-4, 2000-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act. The Caterer shall not discriminate in either the provision of services, or in employment, against any person because of sex, race, disability, marital or family status, national origin, veteran's status, sexual preference, or religion. The Caterer agrees to comply with all applicable Federal and State laws, rules, regulations, and executive orders relating to non-discrimination, affirmative action, and equal employment opportunity.

4.18. Payroll Taxes and Costs: The Caterer shall pay its employees directly and shall withhold and pay all applicable Federal and State employment taxes and payroll insurance with respect to its employees, including an applicable income, social security, Medicare and employment taxes, and workers' compensation costs.

5. **Caterer Certification Statements**

5.1. Certificate of Independent Price Determination: The Caterer admits that all prices in this Agreement have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Caterer or with any competitor certification regarding non-collusion. ***Complete and submit Certificate of Independent Price Determination form, Exhibit A.***

- 5.2. **Conflict of Interest:** The Caterer's signature on this Agreement indicates there is no conflict of interest associated with the award of this Agreement. No one employed by the Institution is related to or has any other personal or professional relationship with the Caterer and/or his/her family.
- 5.3. **Contract Work Hours and Safety Standard Act:** The Caterer shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standard Act (40 USC 327-330) as supplemented by Department of Labor Regulations (29 CFR Part 5). [Appendix II to 2 CFR 200(E)]
- 5.4. **Debarment, Suspension, Ineligibly, and Voluntary Exclusion:** By signing this Agreement, the Caterer certifies that they have not been debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. [Appendix II to 2 CFR 200(H)]
- 5.5. **Byrd Anti-Lobbying Amendment:** The Caterer must sign and submit a Certification Regarding Lobbying and Disclosure of Lobbying Activities. The Caterer states that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions. [Appendix II to 2 CFR 200(I)]  
*Complete and submit Lobbying and Lobbying Disclosure forms, Exhibit B.*
- 5.6. **Clean Air Act, Clean Water Act, and Environmental Protection Agency Regulation:** The Caterer shall comply with all applicable standards, orders, and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency regulations which prohibit the use, under nonexempt Federal contracts, grants or loans to facilities included on the EPA List of Violating Facilities. The Institution shall report all violations to the grantor agency and to the USEPA Administrator for Enforcement (EN-329). [Appendix II to 2 CFR 200(G)]

6. Signatures

For the Institution:

Signature

Chris Fetzer

Name of Representative

NACOG Executive Director

Title of Representative

121 E Aspen Ave

Mailing Address Street/PO Box

Flagstaff, AZ 86001

Mailing Address City, State, Zip Code

(928) 774-9504

Telephone

Chris.Fetzer@nacog.org

E-Mail Address

Date

For the Caterer:

Signature

Name of Representative

Title of Representative

Mailing Address Street/PO Box

Mailing Address City, State, Zip Code

Telephone

E-Mail Address

Date

## Exhibit A – Certificate of Independent Price Determination

### Certificate of Independent Price Determination

Both the School Food Authority and the Caterer (Offeror) shall execute this Certificate of Independent Price Determination.

Humboldt Unified School District

NACOG Head Start

Name of Caterer

Name of School Food Authority

(A) By submission of this Offer, the Offeror certifies and in the case of a joint Offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this Offer have been arrived at independently, without consultation, communication or Agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this Offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror or to any competitor; and

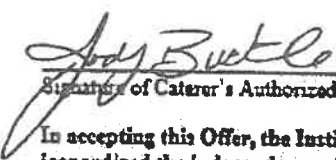
(3) No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not to submit, an Offer for the purpose of restricting competition.

(B) Each person signing this Offer on behalf of the Caterer certifies that:

(1) He or she is the person in the Offeror's organization responsible within the organization for the decision as to the prices being Offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

(2) He or she is not the person in the Offeror's organization responsible for the decision as to the prices being Offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

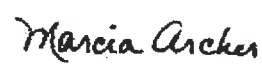
To the best of my knowledge, this Caterer, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

  
Signature of Caterer's Authorized Representative

  
Title

  
Date

In accepting this Offer, the Institution certifies that no representative of the Institution has taken any action which may have jeopardized the independence of the Offer referred to above.

  
Signature of Institution  
Authorized Representative

Health & Nutrition Manager

Title

09/28/21

Date

Note: Accepting a bidder's Offer does not constitute award of the contract.

**Exhibit B – Certification Regarding Lobbying and Disclosure of Lobbying Activities**

**CERTIFICATION REGARDING LOBBYING**

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative Agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Humboldt Unified School District / 6411 N. Robert Rd. Prescott Valley AZ 86314

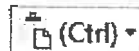
Name/Address of Organization

Jody Buckle / Food & Nutrition Director

Name/Title of submitting Official

Jody Buckle  
Signature

9/20/2021  
Date





## DISCLOSURE OF LOBBYING ACTIVITIES INSTRUCTIONS FOR COMPLETION OF SF-LLL

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or Agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative Agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

# DISCLOSURE OF LOBBYING ACTIVITIES

☒ Check this box if not applicable

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan guarantee <input type="checkbox"/> e. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known Congressional District, if known: _____			<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b> Congressional District, if known: _____		
<b>6. Federal Department/Agency:</b> _____			<b>7. Federal Program Name/Description</b> CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b> _____			<b>9. Award Amount, if known:</b> \$ _____		
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI): (attach continuation sheet(s) SF-LLL-A, if necessary)			<b>b. Individuals Performing Services (including address)</b> (last name, first name, MI): (attach continuation sheet(s) SF-LLL-A, if necessary)		
<b>11. Amount of Payment (check all that apply):</b> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			<b>13. Type of Payment (check all that apply):</b> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify: _____		
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____					
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), of Member(s) contracted, for payment indicated on item 11: (attach Continuation Sheet(s) SF-LLL-A, if necessary)</b>					
<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<b>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>			Signature: <u>Jody Buckle</u> Print Name: <u>Jody Buckle</u> Title: <u>Food &amp; Nutrition Director</u> Telephone No.: <u>928-758-5012</u> Date: <u>9/28/2021</u>		
Federal Use Only: _____					

## Exhibit C – Summary of Recordkeeping Requirements

### Summary of Recordkeeping Requirements

Sponsors must provide documentation that shows the nutrient content for meal pattern requirements and allow reviewers to clearly identify how each label connects to foods being served. You may make photocopies or cut from actual packaging.

Meal Pattern Recordkeeping	
Food Items	Recordkeeping Required
Whole Grain-Rich Foods	Product Label and at least one of the following: <ul style="list-style-type: none"> <li>• "Whole Wheat" statement on the label* (<i>bread and pasta products only</i>)</li> <li>• Any State agency's WIC-approved whole grain food list</li> <li>• Label that includes one of the FDA-approved Health Statements</li> <li>• Ingredients List</li> <li>• One or more acceptable forms of Whole Grain-Rich documentation for the National School Lunch Program;</li> <li>• Manufacturer Documentation or Standardized Recipe</li> </ul>
Breakfast Cereals	All of the following: <ul style="list-style-type: none"> <li>• Product Label</li> <li>• Nutrition Facts Label</li> <li>• Ingredients List</li> </ul>
Yogurts	Both of the following: <ul style="list-style-type: none"> <li>• Product Label</li> <li>• Nutrition Facts Label</li> </ul>
Products with Child Nutrition (CN) Labels	Both of the following: <ul style="list-style-type: none"> <li>• Product Label</li> <li>• CN Label</li> </ul>

\*Note: A "Whole Grain" package statement does not provide sufficient evidence of meeting the whole grain-rich requirement.

## Exhibit D – CACFP Meal Patterns

# Breakfast Meal Pattern for the CACFP

## Child and Adult Care Food Program

Required Components at Breakfast: fluid milk, vegetables/fruits/portions of both, and a grain are required components at breakfast.		Flexibility: a meat/meat alternate may be served in place of the entire grain component up to 3 times per week.		
Food Components and Food Items	Required <i>minimum</i> serving size by age group			
	Ages 1-2	Ages 3-5	Ages 6-18 <sup>1</sup>	Adults
Fluid Milk <sup>1</sup>	4 fl oz or 1/2 cup	6 fl oz or 3/4 cup	8 fl oz or 1 cup	8 fl oz or 1 cup <sup>2</sup>
Vegetables, Fruits, or Portions of Both <sup>2</sup>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains (oz eq) <sup>3</sup>				
Bread	1/2 slice	1/2 slice	1 slice	2 slices
Bread products, i.e. biscuits, rolls, muffins	1/2 serving	1/2 serving	1 serving	2 servings
Cooked breakfast cereal <sup>4</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1 cup
Ready-to-eat breakfast cereal <sup>4</sup> (dry, cold)				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	2 cups
Puffed cereal	3/4 cup	3/4 cup	1-1/4 cup	2-1/2 cups
Granola	1/8 cup	1/8 cup	1/4 cup	1/2 cup
Meat/Meat Alternates <sup>5</sup> <i>Optional. May be served in place of a grain no more than 3x per week.</i>	1/2 oz	1/2 oz	1 oz	2 oz
Beans or peas	1/8 cup	1/8 cup	1/4 cup	1/2 cup
Natural or processed cheese	1/2 oz	1/2 oz	1 oz	2 oz
Cottage or ricotta cheese	1/8 cup or 1 oz	1/8 cup or 1 oz	1/4 cup or 2 oz	1/2 cup or 4 oz
Eggs	1/4 large egg	1/4 large egg	1/2 large egg	1 large egg
Lean meat, poultry, or fish	1/2 ounce	1/2 ounce	1 oz	2 oz
Peanut butter, soy nut butter, or other nut/seed butters	1 tablespoon	1 tablespoon	2 tablespoons	4 tablespoons
Tofu (store-bought or commercially prepared)	1/8 cup or 1.1 oz with at least 2.5g of protein	1/8 cup or 1.1 oz with at least 2.5g of protein	1/4 cup or 2.2 oz with at least 5g of protein	1/2 cup or 4.4 oz with at least 10g of protein
Yogurt <sup>6</sup>	1/4 cup or 2 oz	1/4 cup or 2 oz	1/2 cup or 4 oz	1 cup or 8 oz

<sup>1</sup> Fluid milk served must be pasteurized. Whole milk must be served to participants ages 12-23 months. Children 24 months and older must be served 1% or fat-free milk. Participants ages 6 and older may be served flavored low-fat or fat-free milk, however, it is a high-sugar item. Adult participants may be served yogurt in place of milk once per day.

<sup>2</sup> Pasteurized full-strength juice may only be served once per day. As a best practice, juice should be limited to no more than twice per week and should not be served when milk is also being served.

<sup>3</sup> All grains served must be either enriched, whole grain-rich, bran or germ. At least one serving per day must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirements.

<sup>4</sup> Breakfast cereals, including hot cereal and ready-to-eat cereal, must contain no more than 6 grams of sugar per dry oz.

<sup>5</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week.

<sup>6</sup> Yogurt must contain no more than 23 grams of sugar per 6 ounces.

<sup>7</sup> Serving sizes for participants ages 13-18 apply to emergency shelters and at-risk afterschool programs.

Meal Pattern | April 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

# Lunch/Supper Meal Pattern for the CACFP

## Child and Adult Care Food Program

All five components must be served at lunch and supper.		Flexibility: a second different vegetable can be served in place of the fruit component.		
Food Components and Food Items	Required minimum serving size by age group			
	Ages 1-2	Ages 3-5	Ages 6-18 <sup>1</sup>	Adults
Fluid Milk <sup>1</sup>	4 fl oz or 1/2 cup	6 fl oz or 3/4 cup	8 fl oz or 1 cup	8 fl oz or 1 cup <sup>2</sup>
Meat/Meat Alternates	1 oz	1-1/2 oz	2 oz	2 oz
Lean meat, poultry, or fish	1 oz	1-1/2 oz	2 oz	2 oz
Tofu, soy product, or alternate protein products <sup>3</sup>	1 oz	1-1/2 oz	2 oz	2 oz
Cheese	1 oz	1-1/2 oz	2 oz	2 oz
Large egg	1/2	3/4	1	1
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup	1/2 cup
Peanut butter, soy nut butter, or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp
Yogurt <sup>4</sup>	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup	8 oz or 1 cup
Peanuts, soy nuts, tree nuts, or seeds <sup>5</sup>	1/2 oz	3/4 oz	1 oz	1 oz
Grains (oz eq) <sup>6</sup>				
Bread	1/2 slice	1/2 slice	1 slice	2 slices
Bread products, i.e. biscuits, rolls, muffins	1/2 serving	1/2 serving	1 serving	2 servings
Cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1 cup
Vegetables <sup>6</sup>	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruits <sup>6,7</sup>	1/8 cup	1/4 cup	1/4 cup	1/2 cup

<sup>1</sup> Fluid milk served must be pasteurized. Whole milk must be served to participants ages 12-23 months. Children 24 months and older must be served 1% or fat-free milk. Participants ages 6 and older may be served flavored low-fat or fat-free milk, however, it is a high-sugar item.

<sup>2</sup> ADULTS ONLY: Adult participants may be served yogurt in place of milk once per day. Milk is optional at supper.

<sup>3</sup> Alternate protein products must meet the requirements in [Appendix A to Part 226](#).

<sup>4</sup> Yogurts must contain no more than 23 grams of sugar per 6 ounces.

<sup>5</sup> No more than 50% of the meat/meat alternate requirement shall be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate at lunch and supper.

<sup>6</sup> Pasteurized full-strength juice may only be served once per day. As a best practice, juice should be limited to no more than twice per week and should not be served when milk is also being served.

<sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

<sup>8</sup> All grains served must be either enriched, whole grain-rich, bran or germ. At least one serving per day must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirements.

<sup>9</sup> Breakfast cereals, including hot cereal and ready-to-eat cereal, must contain no more than 6 grams of sugar per dry oz.

<sup>\*</sup> Serving sizes for participants ages 13-18 applies to emergency shelters and at-risk afterschool programs.

# Snack Meal Pattern for the CACFP

## Child and Adult Care Food Program

Select at least two of the five components to serve at snack.

Food Components and Food Items	Required <i>minimum</i> serving size by age group			
	Ages 1-2	Ages 3-5	Ages 6-18 <sup>1</sup>	Adults
<b>Fluid Milk<sup>1</sup></b>	4 fl oz or 1/2 cup	4 fl oz or 1/2 cup	8 fl oz or 1 cup	8 fl oz or 1 cup <sup>2</sup>
<b>Meat/Meat Alternates</b>	1/2 oz	1/2 oz	1 oz	1 oz
Lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz	1 oz
Tofu, soy product, or alternate protein products <sup>3</sup>	1/2 oz	1/2 oz	1 oz	1 oz
Cheese	1/2 oz	1/2 oz	1 oz	1 oz
Large egg	1/2	1/2	1/2	1/2
Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup	1/4 cup
Peanut butter, soy nut butter, or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp	2 tbsp
Yogurt <sup>4</sup>	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup	4 oz or 1/2 cup
Peanuts, soy nuts, tree nuts, or seeds	1/2 oz	1/2 oz	1 oz	1 oz
<b>Grains (oz eq)<sup>5</sup></b>				
Bread	1/2 slice	1/2 slice	1 slice	1 slice
Bread products, i.e. biscuits, rolls, muffins	1/2 serving	1/2 serving	1 serving	1 serving
Cooked breakfast cereal <sup>7</sup> , cereal grain, and/or pasta	1/4 cup	1/4 cup	1/2 cup	1/2 cup
Ready-to-eat breakfast cereal <sup>7</sup> (dry, cold)				
Flakes or rounds	1/2 cup	1/2 cup	1 cup	1 cup
Puffed cereal	3/4 cup	3/4 cup	1-1/4 cup	1-1/4 cup
Granola	1/8 cup	1/8 cup	1/4 cup	1/4 cup
<b>Vegetables</b>	1/2 cup	1/2 cup	3/4 cup	1/2 cup
<b>Fruits</b>	1/2 cup	1/2 cup	3/4 cup	1/2 cup

<sup>1</sup> Fluid milk served must be pasteurized. Whole milk must be served to participants ages 12-23 months. Children 24 months and older must be served 1% or fat-free milk. Participants ages 6 and older may be served flavored low-fat or fat-free milk, however, it is a high-sugar item.

<sup>2</sup> ADULTS ONLY: Adult participants may be served yogurt in place of milk once per day.

<sup>3</sup> Alternate protein products must meet the requirements in [Appendix A to Part 226](#).

<sup>4</sup> Yogurts must contain no more than 23 grams of sugar per 6 ounces.

<sup>5</sup> Pasteurized full-strength juice may only be served once per day. As a best practice, juice should be limited to no more than twice per week and should not be served when milk is also being served.

<sup>6</sup> All grains served must be either enriched, whole grain-rich, bran or germ. At least one serving per day must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirements.

<sup>7</sup> Breakfast cereals, including hot cereal and ready-to-eat cereal, must contain no more than 6 grams of sugar per dry oz. Serving sizes for participants ages 13-18 applies to emergency shelters and at-risk afterschool programs.

Meal Pattern | April 2020 | Arizona Department of Education | This institution is an equal opportunity provider.



## Exhibit E – CACFP Arizona Menu Best Practices




The CACFP provides a unique opportunity to shape lifelong nutrition behavior. The Arizona Department of Education (ADE) and the United States Department of Agriculture (USDA) have best practices to ensure participants receive the best nutrition possible while in care. Incorporating just a few or all of the best practices provides participants with nutritious meals and increases the quality of your menu.

### USDA

- ☐ Make at least 1 of the 2 required snack components a vegetable or a fruit
- ☐ Serve only unflavored milk to all participants
- ☐ Offer a variety of fruits, especially whole fruits
- ☐ Limit serving processed meats to no more than one serving per week
- ☐ Provide 2 or more servings of whole grain-rich grains per day
- ☐ Serve only natural cheeses and choose low-fat or reduced-fat cheeses

### ARIZONA

- ☐ Serve lettuce with an additional vegetable for the vegetable component
- ☐ Limit 100% fruit or vegetable juice to twice per week or less Empower Standard
- ☐ Increase variety! Limit crackers and breakfast cereal
- ☐ Limit combined entrées to three components or less to ensure a side at all meals
- ☐ Offer a variety of dark green, red, orange, and deep yellow vegetables, including root vegetables and dried peas & beans
- ☐ Source seasonal & local foods to feature on the menu
- ☐ Cook from scratch! Limit commercially processed or frozen entrées



#### Navigating Menu Changes

**Permanent Change:** You can change your menu at any time. Your assigned specialist is available for support but does not need to approve changes. Did you discover a new exciting entrée? Go for it!

**One-Time Change:** Find inspiration from your farmers market and feature local seasonal foods at any time. Just mark your one-time substitution on your posted menu.

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## Exhibit F – CACFP Sample Menu

Center Name: \_\_\_\_\_

Week of \_\_\_\_\_ to \_\_\_\_\_

(Select One) \_\_\_\_\_

We proudly participate in the Child and Adult Care Food Program! For information about the CACFP, please ask our staff.



**USDA**

	MON	TUES	WED	THURS	FRI
<b>BREAKFAST</b>					
Grain or Meat/Meat Alt					
Fruit/Vegetable					
Fluid Milk					
Extra					
<b>AM SNACK</b>					
Component 1					
Component 2					
Extra					
<b>LUNCH</b>					
Meat/Alternate					
Grain					
Vegetable					
Fruit or Vegetable					
Fluid Milk					
Extra					
<b>PM SNACK</b>					
Component 1					
Component 2					
Extra					
<b>SUPPER</b>					
Meat/Alternate					
Grain					
Vegetable					
Fruit or Vegetable					
Fluid Milk					
Extra					
<b>EVENING SNACK</b>					
Component 1					
Component 2					
Extra					

**Abbreviations:**  
 WW: Whole Wheat  
 WGR: Whole Grain-Rich  
 NM: Nonfat Milk  
 CN: CN Labeled Food Item

**Identification of Mixed Foods:**  
 (i.e. fruit salad: apples, peaches, bananas)

**Required Disclaimers:**  
 All juices served are 100% juice.  
 Whole milk will be served to children 12-23 months. Children 24 months and older will be served 1% or fat-free milk.  
 Hot water is provided and is available to participants throughout the day.

This institution is an equal opportunity provider.



# CONSENT

## Item 8M.

### NACOG – Head Start Special Services

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8M
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	November 9, 2021	Discuss
SUBJECT:	HUSD/NACOG Special Education Services	Action
		Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	

### **SUPPORTING DATA**

The purpose of this Agreement is to establish working procedures between HUSD and NACOG Head Start in the provision of services to preschool children eligible for special education in compliance with Federal and State laws and regulations. The duration of this agreement is for the period of June 1, 2021 to May 31, 2024. Bright Futures Preschool existing staff provide any necessary services.

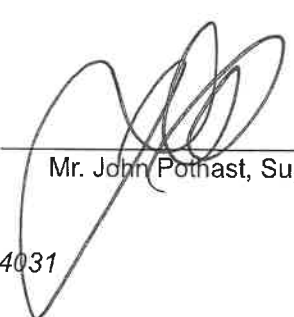
### **SUMMARY & RECOMMENDATION**

It is recommended to the board that approval of this joint collaboration agreement occur.

### **Sample Motion**

I move to approve the Memorandum of Understanding between Humboldt Unified and NACOG Head Start.

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
Mr. John Pothast, Superintendent

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

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
HUMBOLDT UNIFIED SCHOOL DISTRICT  
AND  
NORTHERN ARIZONA COUNCIL OF GOVERNMENTS  
HEAD START PROGRAM**

This Agreement is between **HUMBOLDT UNIFIED SCHOOL DISTRICT (HUSD)** and **NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG) HEAD START** for the period of **June 1, 2021 to May 31, 2024**.

**I. Purpose Statement**

The purpose of this Agreement is to establish working procedures between **HUSD** and **NACOG Head Start** in the provision of services to preschool children eligible for special education in compliance with Federal and State laws and regulations.

It is the intent of this Agreement to:

1. Define which service will be provided by each Agency.
2. Ensure that children eligible for preschool special education services receive a free and appropriate public education, as required by law, in the “Least Restrictive Environment” (LRE).
3. Ensure that cooperative arrangements between **HUSD** and **NACOG Head Start** are developed, implemented and preserved.
4. Ensure that each Agency cooperatively maintains communication and shares leadership responsibility at the local level to ensure that available resources are utilized in the most effective manner.

This Agreement only applies to preschool children with disabilities ages three (3) years to non-kindergarten eligible five (5) years old in accordance with **HUSD** Policy.

**II. Program Mandates**

**Responsibility of HUSD**

- a. To locate and identify preschool children with disabilities through Child Find efforts which include a process for screening.
- b. To assure that special education services to preschool children with disabilities are provided in accordance with the Individuals with Disabilities Education Act (IDEA) as specified in P.L. 99-457 and Part H Reauthorization P.L. 102-119.
- c. To assure that eligible preschool children with disabilities receive special education and related services which are provided at public expense, under the supervision and direction of the HUSD; meet the standards of the Arizona

- Department of Education (ADE); and are provided in conformity with an Individualized Education Plan and parental procedural safeguards.
- d. To submit and maintain ADE census and attendance data on all eligible preschool children with disabilities, including all eligible children enrolled in the Head Start program in HUSD for funding entitlement and budget preparation.
  - e. Work with community agencies to provide services to preschool children with disabilities.
  - f. Collaborate in regard to transportation arrangements as enumerated in Attachment "A".

### **Responsibility of NACOG Head Start Program**

- a. Recruit, enroll, and serve Head Start eligible children ages 3-5 years. Not less than 10% of the total number of agency enrollment opportunities in the Head Start programs shall be made available for children with disabilities of all levels of severity who are eligible to participate (P.L. 92-424).
- b. Screen all enrolled children for potential concerns in the area of health including dental, nutrition, vision, hearing, social-emotional development and developmental skills (gross and fine motor, adaptive, language & social-self help).
- c. Refer children, with parental permission who have failed Head Start developmental screening to appropriate LEA (Local Education Agency) professionals for secondary screening and then a Comprehensive Developmental Assessment (CDA) will commence if child fails the secondary screening.
- d. Input/submit & maintain school year calendar into Student Accountability Information System (SAIS) of ADE. This activity allows HUSD to use NACOG's CTD for the center(s) in the HUSD designated service area to submit enrollment and attendance data.
- e. As available with advance scheduling, provide interpretation for parents who are non-English speaking.
- f. Work with community agencies to provide services to preschool children with disabilities.
- g. Notify HUSD staff of any noted student with special needs' health concerns.
- h. Support a child's parent/guardian to notify HUSD transportation is not necessary from the Head Start Center.

### **III. Program Descriptions**

**HUSD**- Special education and related services provided by HUSD to children with special needs will be designated in the IEP. Consultation and collaboration is available to all Head Start staff. All designated services will be provided based on HUSD's traditional school year calendar. HUSD will not provide special education services on snow delay and snow cancellation days. Services will not be made up in the event of school holidays, absences, and/or days canceled due to conferences, mandatory meetings, trainings, beginning of the year scheduling, and other occasions determined by HUSD staff.

**NACOG Head Start Program** – presently operates one full day preschool classroom and two half day preschool classrooms at the Prescott Valley Head Start Center, two full day preschool classrooms at the Nye Center Head Start Center, two full day preschool classrooms at the Humboldt Head Start Center, two Early Head Start classrooms, one Early Head Start home base and one preschool home base program at the Prescott Valley Early Head Start Center. The Head Start Program is mandated to make available 10% of enrollment opportunities to children with special needs and to assure enrollment of not less than 10% be maintained throughout the program year. An essential part of the Head Start Program is the involvement of parents in their children’s education, planning and involvement in operational activities of the program.

IV. **Service Implementation**

Child Find/Screening

**HUSD will:**

- a. Conduct Child Find screenings by referral.
- b. Provide supplemental materials and equipment as indicated to complete Secondary Screening/assessment.
- c. Provide screening and/or assessment results to parents and appropriate Head Start personnel with parent consent.
- d. Refer children who may be eligible to Head Start.

**NACOG Head Start will:**

- a. Provide initial screenings in accordance with Head Start Performance Standards.
- b. Refer children to HUSD Child Find, as appropriate.
- c. Refer children to HUSD as appropriate.
- d. Seek additional screening and/or assessments as appropriate to meet a child’s needs within the Head Start Program.

V. **Referral/Evaluation**

**HUSD will:**

- a. Accept referrals from Head Start after receiving all documentation including: a completed Preschool Parent Packet (from the child’s parent), initial screening results, and all pertinent screening results and anecdotal data to aid in the assessment process.
- b. Provide information and training (as needed) on the referral process and materials needed.
- c. Follow HUSD and federal guidelines.

**NACOG Head Start will:**

- a. Obtain parent’s signature/approval on Release of Information and Permission to Refer for Advanced Screening or Evaluation (NACOG documents.)

- b. Refer children to HUSD for advanced screening with appropriate parental permissions noted in #1.
- c. Obtain and provide baseline functioning data as appropriate (i.e., health, vision, hearing, developmental screenings, etc.).
- d. Head Start will coordinate with HUSD to assist in the completion of Preschool Parent Packet. This packet should be received by HUSD staff within two weeks of parent receipt.

VI. Comprehensive Developmental Evaluation

**HUSD will:**

- a. Once the completed Preschool Parent Packet and related required paperwork has been received by HUSD, HUSD will obtain parental permission to conduct the Comprehensive Developmental Assessment and other required documents. IDEA allows 60 days in which to complete the CDA and determine eligibility for preschool special education services.
- b. HUSD will conduct all Comprehensive Developmental Assessments of Head Start students in compliance with IDEA guidelines.
- c. HUSD will make three attempts over a reasonable period of time to set appointments with families to schedule the CDA. HUSD will communicate with the referring Head Start Center to assist in contact with parents as appropriate. After three attempts, the child's file will be closed and the parent and Head Start will be notified that the child's file is closed and the parent will need to contact HUSD to re-open the file.

**NACOG Head Start will:**

- a. Assist with screenings and evaluations as requested.
- b. Individualize Education Program development within NACOG program options

VII. Individual Education Plan (IEP) Development

**HUSD will:**

- a. Ensure all required personnel are invited and attend the IEP meetings including the Head Start representative. Required personnel include: the Head Start teacher, parent, special education teacher, and district representative.
- b. Write IEPs in accordance with students' needs with goals which are correlated to the Arizona State Standards.

**NACOG Head Start will:**

- a. Require Head Start representative(s) to attend the IEP meetings.
- b. Assist in ensuring that the parent is in attendance.
- c. Use family-focused approach in goal development.
- d. Collaborate and participate in implementation of identified goals.

VIII. Placement

**HUSD will:**

- a. Provide a full range of services for Child Find, evaluation, consultation and direct and related services as appropriate.
- b. Refer children for Head Start placement as appropriate and mutually agreed.
- c. Be available upon request to meet with Head Start staff at a scheduled time to incorporate IEP goals in lesson plans.

**NACOG Head Start will:**

- a. Head Start will work cooperatively with HUSD on potential request for placement in a Head Start program option.
- b. Work with school district staff to incorporate IEP goals in lesson plans.
- c. Encourage use of Inclusive model as appropriate at the Center level.
- d. Ensure Head Start staff incorporates IEP goals into lesson plans

IX. **Financial Responsibility and Procedures for Reimbursement**

**HUSD will:**

- a. Provide CDA which includes assessments of: vision/hearing (as needed), cognition, motor, social/emotional, adaptive and communication development.
- b. Provide related services as designated in the IEP.

**NACOG Head Start will:**

- a. Provide facility, classroom, equipment, general education staff and services as appropriate.

X. **Procedure for Hiring and Supervising Staff Providing Special Services**

**HUSD will:**

- a. HUSD will follow their established policies and procedures.
- b. Director of Student Support Services is responsible for hiring and supervising HUSD staff.
- c. Preschool Integration Specialist will meet as needed with Disabilities/Mental Health Manager or designee for ongoing review and program modifications.

**NACOG Head Start will:**

- a. Notify the identified HUSD Preschool Integration Specialist and NACOG Head Start Director of concerns and/or needs of the staff.
- b. Determine and supervise contract service providers at non-direct service sites.
- c. Routinely meet with HUSD Preschool Integration Specialist and providers or designee for ongoing review and program modifications.

XI. **Procedures for Review and Monitoring Children's Progress**

**HUSD will:**

- a. Will provide written progress reports minimum of twice a year, (January and May). In addition, HUSD will provide ongoing communication with Head Start staff.
- b. Notify parents of progress and/or concerns

**NACOG Head Start will:**

- a. Ensure compliance with Head Start performance standards and NACOG Head Start's policies regarding classroom and student management.
- b. Provide regular input to Preschool Integration Specialist and providers on each student's progress.
- c. Notify parents of progress and/or concerns
- d. Maintain TSG (Teaching Strategies Gold) portfolios for children enrolled with Head Start and with appropriate releases in place, share information as requested.

**XII. Confidentiality**

**HUSD and NACOG Head Start** shall obtain written consent of the parents before disclosing personally identifiable information from the education records of the child. The written consent must be signed and dated by the parent(s) giving consent and shall include the following:

- a. Specification of the records to be disclosed.
- b. Purpose of disclosure, and
- c. Party or parties to whom the disclosure may be made.
- d. A Comprehensive Developmental Assessment *will not* be completed without parent consent.
- e. Share information that relates to the safety, well-being, and change-of-life issues for the children (e.g. address/phone number changes, physical injury on child, etc.).

**XIII. Training and Technical Assistance**

**HUSD will:**

- a. Provide training regarding HUSD policy and program philosophy.
- b. Describe and discuss specific individual needs and recommendations for interventions as appropriate.
- c. Provide, as requested, training on inclusion for children identified with special needs.
- d. Invite Head Start Staff to in-services and training as appropriate.

**NACOG Head Start will:**

- a. Provide training for HUSD staff regarding NACOG Head Start Performance Standards, agency policy/procedures and philosophies.
- b. Invite HUSD personnel to in-services and training as appropriate.

**XIV. Parent Involvement Activities**



**HUSD will:**

- a. Assist parents in understanding the special education process as defined under IDEA.
- b. Provide Procedural Safeguard Notice (parental rights) upon referral for CDA and annually after that.
- c. Ensure that parents are involved in IEP and process.
- d. Invite families to HUSD special education workshops and trainings as appropriate.

**NACOG Head Start will:**

- a. Provide information to parents regarding their child's disability and special education services.
- b. Be the primary initiator of parent involvement through regular Head Start activities.
- c. Provide Procedural Safeguard Notice (parental rights) upon referral for CDA and annually after placement in special education services.
- d. Communicate regularly, regarding parent participation, to relay parents' concerns or needs.
- e. Assist the families' in understanding the special education process; act as an advocate for Head Start families; provide regular communication on behalf of the families as appropriate with HUSD staff.
- f. Notify school district of appropriate parent trainings as they are planned/scheduled.

XV. Counting and Reporting Children with Disabilities

**HUSD will:**

- a. Complete all reports and documentation required by HUSD and ADE.

**NACOG Head Start will:**

- a. Submit to ADE annual SAIS calendars for each Center to assure reporting of required ADE counts.
- b. Advise HUSD upon completion of the calendar submissions.
- c. Keep daily count of children served with in the center and weekly count in home base option as required by Head Start procedures.
- d. Provide attendance electronic documentation for HUSD representative monthly or as requested. Due by the 5<sup>th</sup> working day of each month for the preceding month.

XVI. Transition Activities

**HUSD will:**

- a. Communicate with the receiving kindergarten school team to ensure successful transition of children with special needs.
- b. Develop kindergarten IEP.

**NACOG Head Start will:**

- a. Follow agreed-upon timelines for transitions.
- b. Meet as a team with the receiving school to exchange information as appropriate.
- c. Develop, as needed, an addendum to the Head Start "Transition Plan" to include specific individualized needs of the special needs child.

XVII. Dispute Resolution

In the event that misunderstandings or differences of opinion occur with regard to policies and procedures necessary to accomplish these objectives, the staff and appropriate supervisor from the respective Agencies will meet to reach a solution. In the event that a resolution is not achieved, the Assistant Directors or their Agency counterparts will meet to resolve the issue. If resolution is not reached through this means, the parties agree to use arbitration to the extent required by ARS Section 12-1518.

XVIII. Termination Review

This Memorandum of Understanding will be reviewed and revised by **HUSD** and **NACOG** every three years, or as needed. Either party upon thirty (30) days written notice may terminate this Agreement.

\_\_\_\_\_  
Chris Fetzer,  
Executive Director  
Northern Arizona Council of Governments

Date: \_\_\_\_\_

\_\_\_\_\_  
John Pothast  
Superintendent of Schools  
Humboldt Unified School District

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN  
HUMBOLDT UNIFIED SCHOOL DISTRICT  
AND  
NORTHERN ARIZONA COUNCIL OF GOVERNMENTS HEAD START PROGRAM**

**ATTACHMENT “A”**

- I. HUSD will assist NACOG Head Start in providing the following information as needed for NACOG Head Start’s federal grant reviews.
  - A. Bus Safety
    1. Documentation of bus transporting Head Start children has a reverse beeper, 2-way communication, mounted fire extinguisher/appropriate signage of location, First Aid Kit/appropriate signage of location, seat belt cutter/appropriate signage of location.
  - B. Driver Qualifications
    2. Proof of completion “Behind the Wheel Training” prior to transporting Head Start children. Proof of completion of following trainings; Child Boarding/Exiting Procedures, Use of Child Restraint Systems, Emergency/Evacuations Procedures, Use of Special Equipment, Child Pick Up/Release Procedures.



CONSENT

Item 80.

Gifts and Donations

## **GIFTS & DONATIONS – November 09, 2021**

Tyler Von Lossberg

Donated 3 boxes of clothing to the Family Resource Center

With a donor's value of \$400.00

Central Arizona Model Railroad Club

Donated a monetary amount to the Liberty Traditional Student Council

With a donor's value of \$200.00

Benjamin Delamater

Donated Carpet Circles for story time to the Mountain View Elementary School

With a donor's value of \$317.95

Marilynn Stone

Donated a monetary amount to all HUSD Schools – Cafeteria Angel Fund

With a donor's value of \$100.00

# DISCUSSION

## Item 9A.

Mountain View Elementary School  
Update

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9A
FROM:	Kim Grant, Mountain View Principal	Reading
DATE:	November 9, 2021	Discuss X
SUBJECT:	Mountain View School Board Update	Action
		Consent

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

---

### **SUPPORTING DATA**

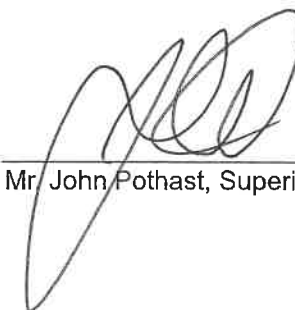
Principal Kim Grant will give an update of current events at Mountain View Elementary School including:

### **SUMMARY & RECOMMENDATION**

- Standards Referenced Instruction and Grading
- Multi-Tiered Student Supports (MTSS)
- Happenings at Mountain View

### **Sample Motion**

Approved for transmittal to the Governing Board:



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Mr. John Pothast, Superintendent



# DISCUSSION

## Item 9B.

### ESSER III Funding

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9B
FROM:	Dr. Christine Griffin, Executive Director of Educational Services and Innovation	Reading
DATE:	November 9, 2021	Discuss X
SUBJECT:	ESSER III Funding	Action
		Consent

---

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

---

### SUPPORTING DATA:

The federal government allocated emergency funds to schools around the country through the American Rescue Plan to support local recovery needs and efforts in response to COVID-19. HUSD is building a plan for how to use those dollars to meet the individual needs of all students while supporting staff and the community. 20% of the funding is required as a set aside to address disrupted learning using evidence-based academic, social-emotional learning strategies for vulnerable populations of students.

Superintendent Pothast will discuss the different challenges, outcomes, and possible solutions leveraging these new funds to accelerate and enrich learning for all students. Stakeholders will be engaged through both virtual and in-person forums, leveraging information collected from a community survey to drive the planning of ESSER III spending.

### SUMMARY & RECOMMENDATION:

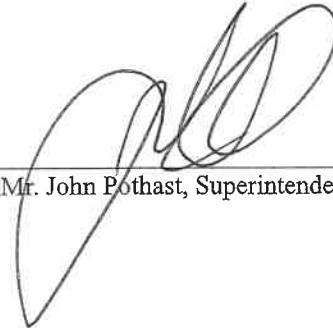
No recommendation is necessary for this discussion item.

### Sample Motion:

*No motion is needed for this discussion item.*

Approved for transmittal to the Governing Board: \_\_\_\_\_

Mr. John Pothast, Superintendent



*Questions should be directed to: Dr. Christine Griffin, Executive Director- Educational Services and Innovation @ 759-4010*

# 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, November 09, 2021	Discuss X
SUBJECT:	HUSD Pandemic Update	Action
		Consent

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

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**SUPPORTING DATA:**

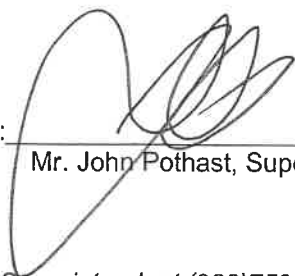
The Governing Board and Superintendent Pothast will discuss the current pandemic and Humboldt Unified School District's plans moving forward.

**SUMMARY & RECOMMENDATION:**

**Sample Motion:**

N/A

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

# ACTION

## Item 10A.

ASBA Board of Directors Bylaw

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10A
FROM:	John Pothast, Superintendent	Reading
DATE:	Tuesday, November 09, 2021	Discuss
SUBJECT:	Proposed Changes to ASBA Bylaws	Action X
		Consent

---

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

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### **SUPPORTING DATA:**

The Board will discuss, consider and give direction on voting on one bylaw change proposal from the Arizona School Boards Association. This bylaw proposal by the ASBA Board of Directors must be approved by two-thirds of the ASBA member boards to be effective. After discussion, the board will vote to give direction to the HUSD Governing Board President Richard Adler, or his designee, to vote in the manner the board has approved. The following is the bylaw proposal to be considered and acted upon: ARTICLE V, Section 2(b)

With unanimous approval of the ASBA Hispanic Native American Indian Caucus and ASBA Board of Directors, this change is being sought by the Hispanic-Native American Indian Caucus (HNAIC). It would create a seat on the ASBA Board of Directors so that Hispanic and Native American interests can be represented simultaneously on the board. Currently, there is one seat on the ASBA Board of Directors designated for a representative of the HNAIC and it alternates every two years between Hispanic representation and Native American representation, creating gaps in representation. By contrast, the Black Alliance has a seat on the ASBA Board of Directors, ensuring representation on the board at all times. This proposed bylaw change also provides the flexibility for the HNAIC to split into two distinct groups of its members so choose and allows those groups to change their names and be recognized under the new names. Currently, there is only one seat designated for the combined Hispanic Native American Indian Caucus.

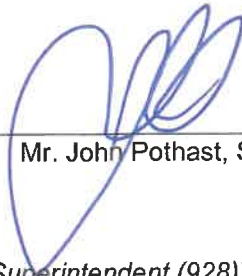
### **SUMMARY & RECOMMENDATION:**

Each Governing Board in the state of Arizona has the opportunity to discuss this potential bylaw change. This bylaw proposal by the ASBA Board of Directors must be approved by two-thirds of the ASBA member boards to be effective.

### **Sample Motion:**

*I move to have President Adler, or his designee, cast an affirmative vote, on behalf of the HUSD Governing Board to support the proposed ASBA bylaw change for ARTICLE V, Section 2(b), regarding the Hispanic Native American Indian Caucus seat on the ASBA Board of Directors.*

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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



## **MEMORANDUM**

**To: ASBA District Member Governing Board Members, Superintendents and Superintendent/Governing Board Secretaries**

**From: Dr. Sheila Harrison-Williams, Executive Director**

**Date: Sept. 21, 2021**

**Re: Proposed Changes to ASBA Bylaw and Voting Instructions for YOUR Board**

With the support of the ASBA Hispanic Native Indian Caucus and the unanimous endorsement of the ASBA Board of Directors, the following recommended amendment to the ASBA Bylaws is being put forth to the membership for a vote.

Article VIII Section 1(b) of the ASBA Bylaws states:

*Amendments may be submitted by action of a member board, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than September 15. Such amendments shall be forwarded to the membership at least thirty (30) days prior to the opening of electronic voting as approved by the ASBA Board of Directors.*

As Executive Director, I certify that I have received the following proposed change to the ASBA Bylaws. In compliance with the ASBA Bylaws, notice is hereby given of these proposed changes. Notice of this proposed amendment to the ASBA bylaws also was provided to members in a letter from the ASBA Board of Directors in July 2021.

**Proposal A** With unanimous approval of the ASBA Hispanic Native America Indian Caucus and endorsement of the ASBA Board of Directors, this change is being sought by the Hispanic-Native American Indian Caucus (HNAIC). It would create a seat on the ASBA Board of Directors so that Hispanic and Native American interests can be represented simultaneously on the board. Currently, there is one seat on the ASBA Board of Directors designated for a representative of the HNAIC and it alternates every two years between Hispanic representation and Native American representation, creating gaps in representation. By contrast, the Black Alliance has a seat on the ASBA Board of Directors, ensuring representation on the board at all times. This proposed bylaw change also provides the flexibility for the HNAIC to split into two distinct groups if its members so choose and allows those groups to change their names and be recognized under the new names.

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azsba.org – o: 602.254.1100 – f: 602.254.1177 – 2100 N. Central Ave., Suite 200, Phoenix, AZ 85004

**Executive Director** – Dr. Sheila Harrison-Williams

**President** – Ann O'Brien, Deer Valley USD • **President Elect** – Monica Trejo, Tempe ESD

**Treasurer** – James Bryce, Solomon ESD • **Secretary** – Desiree Fowler, Page USD

**Immediate Past President** – Steven Chapman, Tolleson UHSD



The proposed change will be voted on by the membership as dictated in the ASBA Bylaws via the electronic voting process:

**Section 1.** *These Bylaws may be amended or repealed, or new ones adopted as follows:*

*(a) By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.*

The voting link is being sent to each member district board. **Electronic voting is now open and will close at 5 p.m. on Monday, December 13, 2021.** Please review the enclosure detailing the procedure and timeline for electronic voting and put consideration of this change on your board's agenda at your regularly scheduled board meeting during this timeframe (now through Dec. 13, 2021). A model agenda item for this action is enclosed. This information, additional resources and the link for voting can be found on our website at: <https://azsba.org/about/governance/bylaws/>

All ASBA district member boards are strongly encouraged to exercise their ASBA membership rights and participate in voting. Your ASBA Board of Directors recommends a YES vote. A change to the bylaws requires an affirmative (YES) vote of two-thirds of all ASBA member district boards, making your boards participation incredibly important.

If you have any questions regarding the proposed changes or the electronic voting process, please contact me either by email ([swilliams@azsba.org](mailto:swilliams@azsba.org)) or by phone at 602 254-1100 or 800 238-4701 (toll free).

Encls.

SHW/kks





## Proposed ASBA bylaw change: ARTICLE V, Section 2(b)

**Rationale:** This change is being sought by the Hispanic-Native American Indian Caucus (HNAIC). It would create a seat on the ASBA Board of Directors so that Hispanic and Native American interests can be represented simultaneously on the board. Currently, there is one seat on the ASBA Board of Directors designated for a representative of the HNAIC and it alternates every two years between Hispanic representation and Native American representation, creating gaps in representation. By contrast, the Black Alliance has a seat on the ASBA Board of Directors, ensuring representation on the board at all times. This proposed bylaw change also provides the flexibility for the HNAIC to split into two distinct groups if its members so choose and allows those groups to change their names and be recognized under the new names.

**Changes are reflected by underlined text and strikethroughs.**

Current language:	Proposed change:
<p><b>Article V – Officers and Board of Directors and Executive Committee</b></p> <p><b>Section 2(b).</b> Any member of an ASBA active member Governing Board serving as President of the Arizona Hispanic Native American Indian Caucus and Black Caucus during his/her term of office in the Caucus.</p>	<p><b>Article V – Officers and Board of Directors and Executive Committee</b></p> <p><b>Section 2(b).</b> Any member of an ASBA active member Governing Board serving as President of the <del>Arizona Hispanic Native American Indian Caucus</del> <u>Hispanic Caucus, Native American Caucus</u> and Black Caucus during his/her term of office in <del>the Caucus</del> <u>such caucus or any successor caucus by another name.</u></p>



# ACTION

## Item 10B.

Prop 301 Proposal

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10B
FROM:	John Pothast, Superintendent	Reading
DATE:	November 9, 2021	Discuss
SUBJECT:	Meet and Confer Committee Work Update	Action X
		Consent

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OBJECTIVE:	Board Governance
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### **SUPPORTING DATA**

The 2021-2022 Meet and Confer Committee has organized and begun meeting, including developing a sub-committee that has been working on defining the use of Prop 301 funds. Although HUSD has an established process for the use of Prop 301 funds, recent legislative action allowed school districts to reconsider the use of Prop 301 funds.

### **SUMMARY & RECOMMENDATION**

Meet and Confer's Prop 301 Sub-Committee recommends keeping HUSD's current guidelines and process for the use of Prop 301 funds, with one change: Removal of Components 2 (Classroom Level Student Achievement data) and Component 3 (School Level Student Achievement Data), leaving only Component 1 (Professional Growth) as the performance aspect for a teacher to receive the funds. There were numerous points that were considered by the sub-committee's work, conversations, and decision.

- Although the Arizona Legislature passed recent legislation that allowed school districts to reconsider the use of Prop 301 funds, the Sub-Committee was unanimous in their belief that the funds should still be used for the original intent of the funds, which was for teachers. Additionally, employment contracts were signed last spring on the understanding that current guidelines and processes would be used in determining salaries, as well as the use of any Prop 301 funds.
- At the state level, the funding source for this money comes directly from state sales taxes collected. Because of that, in years where the state collects a larger amount from sales taxes, Prop 301 funds are larger, and in years where state sales tax collection is smaller, Prop 301 funds are smaller. Historically, teachers have received as little as \$2,000, and as much as \$8,000, due to the fluctuation of sales tax collection at the state level. Prop 301 funding for the current school year is high (and estimated to be roughly \$11,000), due to a larger-than-normal year in sales tax revenues for the state. Projections for next year, and into the future, are expected to have Prop 301 funds back in the "normal" range, which has been around \$5,000-\$7,000.
- As stated earlier, Sub-Committee recommends keeping HUSD's current guidelines and process for the use of Prop 301 funds (with the removal of Components 2 & 3), which includes paying out approximately 1/3 of the funds to teachers in December, and the remainder at the end of the school year in May.
- The larger-than-normal amount in the funds for the current school year prompted a great deal of discussion about the possibility of employee groups other than teachers being able to receive some additional funding as well. Although the Sub-Committee is unanimous in their

recommendation to keep our current guidelines and process for the use of Prop 301 money, the Sub-Committee also recommends that the district use ESSER funds to give a bonus to other employee groups who do not qualify for Prop 301 funds. Those bonus funds would be for the current school year only, and would vary in amount from roughly \$400 – \$2,000, depending on current job classification and rate of pay.

- As stated, the Sub-Committee recommends keeping HUSD's current guidelines and process for the use of Prop 301 funds, with the removal of Components 2 & 3. There was discussion about other performance measures being included. With the state suspending the state's letter grade/accountability system last spring, including additional performance measures did not seem reasonable at this point. However, as HUSD move further along with its work on Personalized Learning, additional performance measures, that make sense, could be considered in the future.

### **Sample Motion**

*I move to proceed with the plans set by Meet and Confer for the use of Prop 301 funds as presented.*

Approved for transmittal to the Governing Board:



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Mr. John Pothast, Superintendent

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



# ACTION

## Item 10C.

Sale of old District Office Building

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10C
FROM:	John Pothast, Superintendent	Reading
DATE:	November 9, 2021	Discuss
SUBJECT:	Potential Sale of old HUSD District Office Building	Action X
		Consent

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OBJECTIVE: Board Governance

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### **SUPPORTING DATA:**

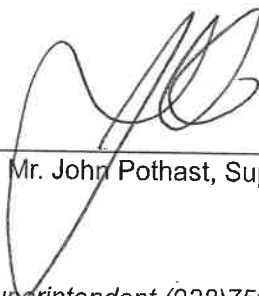
In the November 3, 2020 General Elections, HUSD received voter approval to sell the old HUSD District Office Building, located on Highway 69 in Prescott Valley.

### **SUMMARY & RECOMMENDATION:**

It is recommended the HUSD Governing Board enter into Executive Session to discuss the potential sale of the old District Office Building.

### **Sample Motion:**

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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