



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

## GOVERNING BOARD MEETING

Tuesday, January 11, 2022

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 **January 11, 2022**, 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. **BOARD ORGANIZATIONAL MEETING PURSUANT TO A.R.S. § 15-321**
  - A. Election of Governing Board President
  - B. Election of Governing Board Vice-President
  - C. Establish regular board meeting dates, times, and location(s)
  - D. Establish official location(s) for posting of board notices/agendas
  - E. Possible action regarding choice of options for student expulsion hearings

Pages 1-4

7. **CELEBRATING SUCCESSES**  
Pages 5-8     **A. HUSD VIPs –**  
                  1. Volunteer – Austin Mullins  
                  2. Classified – Jamie Huber  
                  3. Certified – Amanda Zeman

8. **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.

9. **CONSENT ITEMS**

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

- Pages 9-12     **A. Governing Board Meeting Minutes of December 07, 2021** (audio recording is posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))

- Pages 13-18    **B. Personnel Recommendations**

- Pages 19-176 **C. Financial/Business**  
                  1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,691,344.97  
                  2. Approval of Payroll voucher(s) in the amount of \$ 5,989,244.07

- 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 193-204 **G. Request for approval to renew the IGA between HUSD and YCESA**

- Pages 205-208 **H. Request for approval of HUSD Classified Job Placement Schedule for 2021-22.**

- Pages 209-212 **I. Request for approval of the ESSER funded IS Specialist position for IT.**

- Pages 213-216 **J. Request for approval of the Job Description of the Behavior Specialist contingent on grant funding.**

- Pages 217-228 **K. Request to dispose of inoperable District Equipment.**

- Pages 229-230 **L. Gifts and Donations**

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

- Pages 231-232 **A. School update from Granville Elementary School Principal Patricia Scarpa to include:**  
                  • A walk-About in Video Format  
                  • Opportunities

- Celebrations

Pages 233-238 **B.** Bradshaw Mountain High School CTE Program Buildout

Pages 239-240 **C.** Humboldt Unified School District's Pandemic Update

#### **11. ACTION**

Pages 241-250 **A.** Request for approval of the purchase of 12 busses and the trade-in of 12 busses.

Pages 251-252 **B.** Request for approval to increase hourly pay for teachers to homebound students.

Pages 253-278 **C.** Request for approval of the Supplemental Labor Partnership with ABM.

Pages 279-280 **D.** Request for approval of a new course, Guitar 3, at Bradshaw Mountain High School.

Pages 281-282 **E.** Request for approval of a new course, Introduction to Statistics, at Bradshaw Mountain High School.

Pages 283-320 **F.** Request for approval of the proposed 2022-2023 BMHS Course Description Guide.

#### **12. PERSONNEL**

Pages 321-324 **A.** Discussion and possible action to accept the evaluation report of the Superintendent for the 2021-22 school year

Pages 325-326 **B.** Discussion and possible action regarding payment of the first half of the Superintendent's performance pay for the 2021-22 school year.

#### **13. ANNOUNCEMENTS**

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

January 25, 2022	6:30 PM	Work Study Session	@ Transportation Training Facility
February 08, 2022	6:30 PM	Regular Meeting	@ Transportation Training Facility
February 22, 2022	6:30 PM	Work Study Session	@ Transportation Training Facility
March 08, 2022	6:30 PM	Regular Meeting	@ Transportation Training Facility
April 12, 2022	6:30 PM	Regular Meeting	@ Transportation Training Facility

#### **14. ADJOURNMENT**

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

# BOARD ORGANIZATIONAL MEETING

## Item 6

- A. Election of Governing Board President
- B. Election of Governing Board Vice-President
- C. Establish regular board meeting dates,  
times, and location(s)
- D. Establish official location(s) for posting of  
board notices/agendas
- E. Possible action regarding choice of options  
for student expulsion hearings

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <u>6A</u>
FROM:	John Pothast, Superintendent	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Organizational Meeting of the Board for 2022	Action X
<hr/>		
OBJECTIVE:	Board Governance	

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### **SUPPORTING DATA:**

Arizona Revised Statute 15-321 and Board Policy BDA require the Board to hold an organizational meeting between January 1 and January 15 of each year. The purpose of this meeting is the election of officers, the scheduling of meetings, and the establishment of an official posting place for Board notices and agendas.

The Board currently meets on the second Tuesday of each month, beginning at 6:30 p.m., and rotates meeting locations among the district's schools when meeting in person. The official posting locations are the district's website and the Administrative Office. Once voted on, this information is filed with the Yavapai County Board of Supervisors.

The officers of the Board and their duties are outlined in Board Policy BDB and shall consist of a president, with a term of one or two years established by the Board at the time of election, and a vice president, with a term of one year.

In addition, at the time of the organizational meeting the Board may choose between two options for the hearing of student expulsion cases. Option A would be for the board to conduct expulsion hearings; Option B allows the Board to approve all expulsion hearings to be held by a hearing officer and recommendations sent to the Board for final action. The Board previously approved a list of hearing officers and may, if they desire, vote at this time to accept Option B for the 2022 calendar year, as was done for the 2021 calendar year.

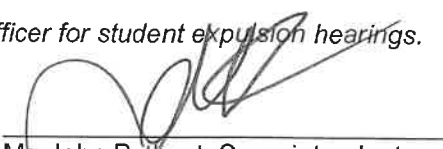
### **SUMMARY & RECOMMENDATION:**

It is recommended the Governing Board elect a president and vice president, set meeting dates, times and locations, establish an official posting place, and elect to continue the practice of a hearing officer hearing all expulsion hearings with the recommendation sent to the Board for final action.

### **Sample Motions:**

- A) I move to nominate \_\_\_\_\_ for the office of president for a one-year/two-year term (select one).
- B) I move to nominate \_\_\_\_\_ for the office of vice president for a one-year term.
- C) I move to approve regular governing board meetings to be held the second Tuesday of each month at 6:30 PM at various District locations.
- D) I move to approve the posting locations at the District Office and on the District website.
- E) I move to approve Option B to use a Hearing Officer for student expulsion hearings.

Approved for transmittal to the Governing Board

  
Mr. John Pothast, Superintendent

Questions should be directed to: Samantha Bartmus, Administrative Assistant to the Superintendent & Governing Board (759-5007)



# The Humboldt Schools.

*Motivating achievement since 1906.*

## GOVERNING BOARD MEETING DATES

The following are official dates for the Board of Education open meetings to be held during 2022. Board meetings are *generally* held the second Tuesday of every month (except for March/Spring Break and October/Fall Break, or prominent religious holidays). The deadline for submitting public information to be considered as an agenda item is **15 days prior to the Board Meeting for which someone would like an item addressed.** Consideration of a public request will be given to the Superintendent and discussed with the Board President for approval. **Official agendas are posted at the District Office and on the District website ([www.humboldtunified.com](http://www.humboldtunified.com)) no later than 24 hours prior to the Board Meeting.**

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**Meetings will be held at 6:30 pm unless otherwise posted.**

### 2022

January	Tuesday, 1/11	@ TRANSPORTATION TRAINING FACILITY
February	Tuesday, 2/8	@ TRANSPORTATION TRAINING FACILITY
March	Tuesday, 3/8	@ TRANSPORTATION TRAINING FACILITY
April	Tuesday, 4/12	@ TRANSPORTATION TRAINING FACILITY
May	Tuesday, 5/10	@ TRANSPORTATION TRAINING FACILITY
June	Tuesday, 6/14	@ TRANSPORTATION TRAINING FACILITY
July	Tuesday, 7/12	@ TRANSPORTATION TRAINING FACILITY
August	Tuesday, 8/9	@ TRANSPORTATION TRAINING FACILITY
September	Tuesday, 9/13	@ TRANSPORTATION TRAINING FACILITY
October	Tuesday, 10/18	@ TRANSPORTATION TRAINING FACILITY
November	Tuesday, 11/8	@ TRANSPORTATION TRAINING FACILITY
December	Tuesday, 12/13	@ TRANSPORTATION TRAINING FACILITY

*December 08, 2021*





# CELEBRATING SUCCESSES

## Item 7

### A. HUSD VIPs – Granville Elementary

1. Volunteer – Austin Mullins
2. Classified – Jamie Huber
3. Certified – Amanda Zeman



## **Granville Elementary School**

5250 Stover Drive, Prescott Valley, Arizona 86314  
Main: (928) 759-4800 - Attendance: (928) 759-4801 - Fax: (928) 759-4820  
Patricia Scarpa, Principal

It is an honor to introduce you to Ms. Austin Mullins, Volunteer for Granville Elementary School.

Austin served and continues to serve Granville Elementary in a variety of ways. She is an integral member of our school Parent-Teacher Organization and shares her energy, enthusiasm, creativity and 'can-do' attitude with the entire school community on a daily basis. She has big ideas and works diligently to see them through from helping with the annual Prescott Valley Parade Float to supporting teachers with funds for supplies and special projects. She is a creative problem solver with a natural ability to make systems run smoothly. She can analyze a situation and offer a variety of solutions to meet the needs of students, staff and families. Austin truly cares about Granville. She goes above and beyond to make sure our school is safe, has what it needs, and is a fun place to be! She loves to plan and help with events that parents and families are excited to attend.

As one of her colleagues says, "Austin Mullins is a very involved parent on the PTO, as well as an amazing staff member to Granville. Ms. Austin goes above and beyond with her duties on the playground, including putting "treasures" out for our students to dig for, which makes the kids love recess even more! She can always be found at school - either on the playground, work room, or volunteering for something else! She is a leader who cares about the staff and school like no other! She is someone who does so much behind the scenes that often goes unnoticed, however, she helps to complete our school."

Please join me in congratulating Ms. Austin Mullins as Granville Elementary School's Volunteer of the year! Thank you, Austin, for all you do for our school community. You are invaluable to us!

**Vision:** *Granville Elementary prepares college and career-bound civic leaders who will create positive change in a dynamic world.*



## **Granville Elementary School**

5250 Stover Drive, Prescott Valley, Arizona 86314  
Main: (928) 759-4800 - Attendance: (928) 759-4801 - Fax: (928) 759-4820  
Patricia Scarpa, Principal

I would like to introduce you to Mrs. Jamie Huber, Purchasing Clerk for Granville Elementary School.

It is an absolute honor to share about the wonderfulness of Jamie Huber; a person of kindness, compassion and responsibility. As one of her colleagues so eloquently said about her. "Jamie Huber is a dedicated team member, who fully puts her entire heart into her family, which includes Granville. She is constantly helping in challenging areas that others might shy away from. Jamie treats everyone with a caring heart, a big smile and a friendly hug. Jamie takes pride in knowing as many students and parents by name as she can, and they all love her for it. She believes that the students are more than a number and she wants them all to feel special and know that they are cared for. She truly is an asset to Granville, and we are so thankful for her!"

Jamie certainly has a special way about her. Every interaction with students is met with deep respect for the whole child, a listening ear and a loving heart. Her warm personality and enthusiasm glow with every welcoming smile greeting students and families alike as they enter the front office. She is genuinely excited for students who come up to receive a Golden Gecko prize and relishes in their pride of a job well done. Jamie maintains her welcoming personality all the while keeping Granville's staff well stocked with materials and supplies as well as keeping our finances solvent. She skillfully attends to the finest of details within the myriad of budgets and budget codes and takes her responsibilities seriously.

We are very fortunate that Mrs. Jamie Huber chooses Granville as her work and school home. Her passion and commitment to excellence is without question. Thank you and congratulations, Mrs. Jamie Huber!

**Vision:** *Granville Elementary prepares college and career-bound civic leaders who will create positive change in a dynamic world.*



## **Granville Elementary School**

5250 Stover Drive, Prescott Valley, Arizona 86314

Main: (928) 759-4800 - Attendance: (928) 759-4801 - Fax: (928) 759-4820

Patricia Scarpa, Principal

It is with great pleasure that I introduce you to Ms. Amanda Zeman, Third Grade Teacher and PTO Volunteer extraordinaire.

Amanda has been dedicated to student excellence in education here in Humboldt Unified for seven years now. When you walk into Amanda's classroom, you will immediately notice an organized, student centered space with choice seating and areas for small group instruction. Amanda's teaching styles are dynamic and ever changing to meet the needs of her class. She tackles hands-on projects and STEM activities. She is a master at student engagement. It is clear how much her students love learning and having her for a teacher.

A staff member shares, "Amanda Zeman is a teacher who gives her all! She is so involved with any and everything at Granville, including the PTO as well as her class and students. She has a knack for making people feel so welcome and loved. She is consistently making sure her students are cared for, whether it is sending extra little things home, checking in on a student over break, or even challenging her students in special and different ways. She gives an inside look at what our teachers need and want for support and makes sure that the PTO does everything they can to support the staff at Granville. She is someone who we are lucky to have as a part of our team!"

Amanda exemplifies the passion and commitment essential for positive student achievement reflective in the million ways she dedicates her time and energy to providing focused, individualized and pertinent lessons for her students. Furthermore, she is committed to supporting all of our staff through her membership on our PTO, providing an important perspective to the PTO Board. She is also actively involved in all of the PTO events, most notably, sharing her trailer for the PV Holiday Parade Float.

Granville is the caring and supportive school community it is in part because of the many positive contributions Ms. Amanda Zeman has made. Thank you and congratulations, Ms. Amanda Zeman!

**Vision:** *Granville Elementary prepares college and career-bound civic leaders who will create positive change in a dynamic world.*

# CONSENT

## Item 9A.

### Minutes

December 07, 2021

(Audio minutes are available on the district website)

POSTED  
12/03/21  
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 **December 7, 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 \*\***

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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                       |
| 00:05     | 2. | PLEDGE OF ALLEGIANCE/FLAG CEREMONY              |
| 00:26     | 3. | ROLL CALL<br>ALL PRESENT                        |
| 00:44     | 4. | AGENDA REVIEW/ACCEPT<br>ACCEPTED UNANIMOUSLY    |
| 01:05     | 5. | CURRENT EVENTS<br>A. Board<br>B. Superintendent |
|           | 6. | CELEBRATING SUCCESSES                           |
| Pages 1-4 | A. | HUSD VIPs –                                     |
| 13:13     |    | 1. Volunteer – Pat Harris                       |
| 04:40     |    | 2. Classified – Andrea Valdez                   |
| 09:25     |    | 3. Certified – Krista Iverson                   |

**19:14 7. PUBLIC PARTICIPATION**

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**23:18 8. CONSENT ITEMS**

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

Pages 5-8 **A.** Governing Board Meeting Minutes of November 09, 2021 (audio recording is posted on the District's website at [www.humboldtunified.com](http://www.humboldtunified.com))

Pages 9-14 **B.** Personnel Recommendations

Pages 15-170 **C.** Financial/Business

1. Approval of Accounts Payable voucher(s) in the amount of \$ 814,312.82
2. Approval of Payroll voucher(s) in the amount of \$ 4,157,499.72

Pages 171-178 **D.** Monthly Budget Report

Pages 179-182 **E.** Monthly Student Activities Report

Pages 183-186 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for July 2021.

Pages 187-194 **G.** Request for approval for renewal of Teen Lifeline MOU.

Pages 195-196 **H.** Request for approval of three ESSER funded teaching positions at the high school.

Pages 197-198 **I.** Request for approval of three ESSER funded specialist positions.

Pages 199-200 **J.** Request to approve Parent/Citizen/Booster organizations for the 2021-2022 school year.

Pages 201-202 **K.** Gifts and Donations  
***Passed Unanimously***

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

**25:45 A.** School update from Lake Valley Elementary School Principal Aimee Fleming to include:

- LVES Focus
- Happening at LVES
- Celebrations

**58:15 B.** Humboldt Unified School District's Pandemic Update

**10. ACTION**

**1:05:10 A.** Request for approval of proposed model for Bright Futures Preschool.  
***Passed Unanimously***

- 1:11:30 B. Request for approval of the Classified Wage Placement Schedule for December 26, 2021 to June 30, 2022.  
***Passed Unanimously***
- 1:54:00 C. Request for approval to begin the process of selling the old District Office Building.  
***Passed Unanimously***
11. **PERSONNEL**
- 2:05:50 \*A. Annual evaluation of the Superintendent, John Pothast (Possible executive session pursuant to A.R.S. § 38-431.03 (A)(1)(Personnel))
- 2:05:04 12. **ANNOUNCEMENTS**
- A. Next Scheduled Board Meetings are:
- |                   |         |                 |                                    |
|-------------------|---------|-----------------|------------------------------------|
| January 11, 2022  | 6:30 PM | Regular Meeting | @ Transportation Training Facility |
| February 08, 2022 | 6:30 PM | Regular Meeting | @ Transportation Training Facility |
| March 08, 2022    | 6:30 PM | Regular Meeting | @ Transportation Training Facility |

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CONSENT

Item 9B.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on January 11, 2022

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

Certified Staff

1. Emily Torres - ELD Teacher @ BMHS (12/17/21)
2. Deborah Zeit - Resource Teacher @ BMHS (FMLA 12/6/21 TO 1/17/22)

Classified Staff

1. Pamela Anderson - Bus Driver @ Transportation (12/31/21)
2. John Brannon - Mechanic @ Transportation (12/28/21)
3. Sebastian Cameron - Custodian @ BMHS (12/17/21)
4. Teresa Decker - F and N Manager @ HES (12/17/21)
5. Doris Fischer - Resource Aide @ LTS (12/17/21)
6. David Gomez - M/S/P Aide @ MVES (12/17/21)
7. Terese Krucek - BASP Coordinator @ DO (1/3/22)
8. Joan Matheson - Attendance Secretary @ MVES (FMLA 10/18/21 TO 12/10/21)
9. Demian Medina - After School Aide @ BASP (12/3/21)
10. Robin Necochea - Bus Driver @ Transpo (FMLA 11/1/21 TO 12/17/21)
11. Jeffrey Neunz - Lead Night Custodian @ GES (1/8/22)
12. Claudia Olivaria Rodriguez - F and N Cook @ BMHS (12/18/21)
13. Jessica Robertson - (FMLA 11/19/21 TO 11/19/22)
14. Amelia Rogers - M/S/P Aide @ LVES (12/10/21)
15. Cynthia Schulze - Playground Aide @ CSES (12/9/21)
16. Hope Thomas - CTE Specialist @ BMHS (12/17/21)
17. Charles Wagner - Bus Driver @ Transportation (FMLA 11/3/21 TO 1/5/22)
18. Katherine Wyly - ELL Aide @ BMHS (1/3/22)

Substitute + Staff

1. NONE

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

Certified Staff

1. Matthew Drennen - Foreign Lang Teacher @ BMHS (replaces Sean Johnson)

Classified Staff

1. Donald Barnes - Custodian @ DO (replaces Nick Othon)
2. Svetlana Bell - F and N Worker @ CSES (replaces Jodi Stretton)
3. Robin Berardi - IT Tech @ DO (fills an ESSER funded position)
4. Alicia Blevins - Resource Aide @ GHMS (replaces Todd Kelsey)
5. Alexandra Chavez - Title 1 Aide @ LTS (replaces Paige Brinkmann)
6. Patricia Etcheverry - Receiving Clerk @ HES (replaces Kathleen Harmon)
7. Kelli Field - Title 1 Aide @ HES (replaces Patricia Etcheverry)
8. John Gaskins - Custodian @ MVES (replaces Jeffrey Neunz)

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

### *PERSONNEL DEPARTMENT*

## Personnel Consent Agenda for Board Meeting on January 11, 2022

9. Amanda Kasl - M/S/P Aide @ LVES (replaces Lori Rice)
10. Kimberly McCauley - F and N Asst Manager @ BMHS (replaces Jessica Nobre Eaton)
11. Pam McClure - Resource Aide @ LTS (replaces Doris Fischer)
12. Annasarah Montana - M/S/P Aide @ LVES (replaces Amelia Rogers)
13. Austin Mullins - F and N Worker @ GES (replaces Svetlana Bell)
14. Jeffrey Nunez - Lead Night Custodian @ GES (replaces Brandon Miliron)
15. Kaylyn Orellana- Preschool Aide @ Bright Futures Preschool (replaces Megan Jensen)
16. Vanessa Pontious - F and N Cook @ BMHS (replaces Claudia Olivarría Rodriguez)
17. Shyanne Roque - M/S/P Aide @ LVES (fills an unfilled position)
18. Brittney Rye - Playground Aide @ GES (replaces Amber Mullins)
19. Robert Schmidt - Mechanic @ Transportation (replaces John Brannon)
20. Dorothy Stewart - Health and Wellness Coordinator @ DO (fills an ESSER position)

#### Substitute + Staff

1. NONE

### **C. SUPPLEMENTAL CONTRACTS**

#### Overloads

1. Deborah Griffin - Overload is for providing support in 2 co-taught classrooms
2. Greg Staley - Overload is for his Adaptive PE class taught during his prep

Certified Stipends Specifically Listed on Board-approved 2021-2022 Stipend Schedule  
(M&O-\$11,025 ; Tax Credit-\$00.00; General Tax Credit- \$4,655; SPED-\$0.00; Other- \$00.0)

1. Jeff Enders - JV baseball Coach @ BMHS
2. Mike Green - 8th Grade Basketball @ LTS
3. Kevin Hutson - Basketball Coach @ GES
4. Jeremy Mazon - JV Wrestling Coach @ BMHS
5. Jennifer Mraz - Child Study Coordinator @ GES
6. Paul McLeland - Boys Basketball Coach @ CSES
7. Paul McLeland - Head Track Coach @ BMHS (spring)
8. Isabel Potter - Drama Advisor @ BMHS
9. Jantina Russell - Drama Technical Advisor @ BMHS
10. Brent Welsh - Girls Basketball Coach @ CSES

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on January 11, 2022

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

1. Patricia Etcheverry - FROM Receiving Clerk @ HES TO 4th Grade Teacher @ HES (fills an unfilled position)

Classified

1. Rachelle Annenkoff - FROM F and N Worker II @ BMHS TO F and N Clerk @ BMHS (replaces Kim McCauley)
2. Jean Bruner - FROM F and N Cook TO F and N Worker @ LTS (replaces Erika Marrufo)
3. Erika Marrufo - FROM F and N Worker TO F and N Cook @ LTS (replaces Jean Bruner)
4. Lisa Bentley Mast - FROM F and N Cook TO F and N Manager @ HES (replaces Teresa Decker)
5. Nick Othon - FROM Custodian @ DO TO M/S/P Aide @ BMHS (replaces Tammy Llewellyn)
6. Amber Owens - FROM F and N Worker II TO F and N Worker II @ BMHS (replaces Rachelle Annenkoff)
7. Keri Williams - FROM Admin Secretary at CSES TO Receptionist @ GHMS (replaces Hailey Ogle)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
*PERSONNEL DEPARTMENT*  
Personnel Consent Agenda for Board Meeting on January 11, 2022

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

Certified

1. NONE

Classified

1. NONE

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

1. NONE

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

1. NONE



CONSENT

Item 9D.

Monthly Budget Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item #9D  
FROM: Roger Studley, Finance Director Reading  
DATE: January 11, 2022 Discuss  
SUBJECT: Monthly Budgets - Board Report Action  
Consent X

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OBJECTIVE: Goal # 2: Planning for Future Student Needs

---

### SUPPORTING DATA:

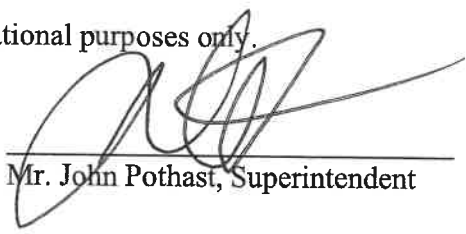
Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

### SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

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



## Humboldt Unified School District No. 22

### Expenditure Budget Balance Report

Fiscal Year: 2021-2022

Account Number / Description

☒ Summary Only

From Date: 12/1/2021

To Date: 12/31/2021

Fund:	001	MAINT & OPER FUNDS	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
		<b>Fund 001 Total:</b>	\$33,985,605.00	\$2,786,217.78	\$14,455,988.36	\$19,529,636.64	\$17,614,530.93	\$1,915,105.71
								5.64%
Fund:	011	CLASSROOM-BASE SAL						
		<b>Fund 011 Total:</b>	\$1,300,516.00	\$260,076.53	\$260,076.53	\$1,040,439.47	\$603.81	\$1,039,835.66
								79.96%
Fund:	012	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%
Fund:	013	CLASSROOM-OTHER						
		<b>Fund 013 Total:</b>	\$2,546,952.00	\$1,223,065.51	\$1,223,065.51	\$1,323,886.49	\$0.00	\$1,323,886.49
								51.98%
Fund:	024	INDIAN GAMING - INSTRUCTIONAL IMPROV						
		<b>Fund 024 Total:</b>	\$182,875.12	\$15,763.38	\$89,411.32	\$93,463.80	\$119,138.11	(\$25,674.31)
								-14.04%
Fund:	071	SEI - STRUCTURED ENGLISH IMMERSION						
		<b>Fund 071 Total:</b>	\$210,861.04	\$17,965.01	\$88,288.86	\$122,572.18	\$56,055.35	\$66,516.83
								31.55%
Fund:	110	TITLE 1 LEA						
		<b>Fund 110 Total:</b>	\$1,975,513.38	\$130,678.95	\$629,911.70	\$1,345,601.68	\$770,963.41	\$574,638.27
								29.09%
Fund:	111	TITLE 1 LEA						
		<b>Fund 111 Total:</b>	\$0.00	\$0.00	\$25,180.54	(\$25,180.54)	\$0.00	(\$25,180.54)
								0.00%
Fund:	140	TITLE II-IMPROV TEACHER QUAL(14/15)						
		<b>Fund 140 Total:</b>	\$333,825.53	\$9,632.47	\$67,691.10	\$266,134.43	\$62,429.19	\$203,705.24
								61.02%
Fund:	162	TITLE IV-A STUDENT SUPPORT & ACADEMIC I						
		<b>Fund 162 Total:</b>	\$26,180.39	\$158.82	\$555.82	\$25,624.57	\$816.75	\$24,807.82
								94.76%
Fund:	163	TITAL IV-A, STUDENT SUPPORT & ENRICHMEI						
		<b>Fund 163 Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$1,251.85	(\$1,251.85)
								0.00%
Fund:	190	TITLE III LEP PROGRAM						

## Humboldt Unified School District No. 22

### Expenditure Budget Balance Report

Fiscal Year: 2021-2022



Summary Only

From Date: 12/1/2021

To Date:

12/31/2021

Account Number / Description

	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
<b>Fund 190 Total:</b>	\$75,068.54	\$2,808.96	\$7,178.88	\$67,889.66	\$9,699.43	\$58,190.23 77.52%
<b>Fund 191</b>						
TITLE III LEP PROGRAM (FY20)						
<b>Fund 191 Total:</b>	\$83,234.19	\$0.00	(\$526.70)	\$83,760.89	\$0.00	\$83,760.89 100.63%
<b>Fund 195</b>						
TARGETED SUPPORT & IMPROVEMENT GRNT						
<b>Fund 195 Total:</b>	\$27,900.71	\$0.00	\$0.00	\$27,900.71	\$0.00	\$27,900.71 100.00%
<b>Fund 196</b>						
TARGETED SUPPORT & IMPROVEMENT GRNT						
<b>Fund 196 Total:</b>	\$42,500.00	\$0.00	(\$103.85)	\$42,603.85	\$0.00	\$42,603.85 100.24%
<b>Fund 220</b>						
IDEA - BASIC - ENT						
<b>Fund 220 Total:</b>	\$1,366,298.62	\$68,128.28	\$333,742.16	\$1,032,556.46	\$449,823.90	\$582,732.56 42.65%
<b>Fund 221</b>						
IDEA - PRESCHOOL GRANT						
<b>Fund 221 Total:</b>	\$45,465.86	\$2,825.97	\$13,773.33	\$31,692.53	\$14,312.32	\$17,380.21 38.23%
<b>Fund 222</b>						
IDEA for FY21 use ONLY						
<b>Fund 222 Total:</b>	\$0.00	\$0.00	\$14,777.20	(\$14,777.20)	\$0.00	(\$14,777.20) 0.00%
<b>Fund 260</b>						
CTE BASIC GRANT						
<b>Fund 260 Total:</b>	\$58,725.83	\$0.00	\$2,674.08	\$56,051.75	\$10,621.07	\$45,430.68 77.36%
<b>Fund 261</b>						
CTE BASIC GRANT						
<b>Fund 261 Total:</b>	\$0.00	\$0.00	\$27,235.35	(\$27,235.35)	\$0.00	(\$27,235.35) 0.00%
<b>Fund 290</b>						
MEDICAID OUTREACH						
<b>Fund 290 Total:</b>	\$106,301.68	\$563.46	\$22,877.99	\$83,423.69	\$141.39	\$83,282.30 78.35%
<b>Fund 291</b>						
MEDICAID DIRECT						
<b>Fund 291 Total:</b>	\$678,602.36	\$109,354.43	\$295,524.18	\$383,078.18	\$317,768.80	\$65,309.38 9.62%
<b>Fund 336</b>						
ESSER II						
<b>Fund 336 Total:</b>	\$0.00	\$60,806.37	\$830,256.43	(\$830,256.43)	\$213,101.04	(\$1,043,357.47)

## Humboldt Unified School District No. 22

Expenditure Budget Balance Report      From Date: 12/1/2021      To Date: 12/31/2021      ☒ Summary Only

**Fiscal Year: 2021-2022**

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
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## Humboldt Unified School District No. 22

### Expenditure Budget Balance Report

Fiscal Year: 2021-2022



Summary Only

From Date: 12/1/2021

To Date: 12/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
<b>Fund: 510</b> FOOD SERVICE						
<b>Fund 510 Total:</b>	\$3,237,933.30	\$301,606.90	\$1,320,908.55	\$1,917,024.75	\$1,158,317.29	\$758,707.46 23.43%
<b>Fund: 515</b> CIVIC CENTER						
<b>Fund 515 Total:</b>	\$16,164.54	\$1,451.72	\$27,896.79	(\$11,732.25)	\$1,652.64	(\$13,384.89) -82.80%
<b>Fund: 517</b> BUS RENTAL						
<b>Fund 517 Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.40	(\$1,062.40) 0.00%
<b>Fund: 522</b> BEFORE/AFTER SCHOOL PROGRAM						
<b>Fund 522 Total:</b>	\$124,642.73	\$6,703.53	\$31,612.48	\$93,030.25	\$34,873.06	\$58,157.19 46.66%
<b>Fund: 523</b> BRIGHT FUTURES PRESCHOOL						
<b>Fund 523 Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	(\$1,000.00) 0.00%
<b>Fund: 525</b> AUX OPERATIONS						
<b>Fund 525 Total:</b>	\$5,149.94	\$26,199.56	\$87,053.02	(\$81,903.08)	\$74,148.32	(\$156,051.40) -3030.16%
<b>Fund: 526</b> ACT FEES TAX CRED						
<b>Fund 526 Total:</b>	\$0.00	\$17,460.01	\$74,835.86	(\$74,835.86)	\$38,990.16	(\$113,826.02) 0.00%
<b>Fund: 530</b> GIFTS & DONATIONS						
<b>Fund 530 Total:</b>	\$0.00	\$11,166.30	\$22,497.30	(\$22,497.30)	\$10,081.42	(\$32,578.72) 0.00%
<b>Fund: 550</b> INSURANCE PROCEEDS						
<b>Fund 550 Total:</b>	\$63,100.60	\$0.00	\$3,000.00	\$60,100.60	\$7,000.00	\$53,100.60 84.15%
<b>Fund: 551</b> INSURANCE - AEI						
<b>Fund 551 Total:</b>	\$1,222.86	\$579.11	\$2,895.90	(\$1,673.04)	\$3,699.35	(\$5,372.39) -439.33%
<b>Fund: 555</b> TEXTBOOKS						
<b>Fund 555 Total:</b>	\$0.00	\$0.00	\$1,059.60	(\$1,059.60)	\$0.00	(\$1,059.60) 0.00%
<b>Fund: 565</b> LITIGATION RECOVERY						

## 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: 12/1/2021	To Date: 12/31/2021		
		Budget	Range To Date	YTD	Balance	Encumbrance
						Budget Balance % Remaining Bud
<b>Fund:</b>	<b>570</b>	<b>Fund 565 Total:</b>	\$1,445.00	\$0.00	\$1,445.00	\$0.00
		INDIRECT COSTS				100.00%
<b>Fund:</b>	<b>570</b>	<b>Fund 570 Total:</b>	\$915,821.12	\$322,984.70	\$592,836.42	\$116,337.19
		JTED - MTN. INSTITUTE				12.70%
<b>Fund:</b>	<b>596</b>	<b>Fund 596 Total:</b>	\$1,190,335.58	\$137,902.64	\$1,052,432.94	\$832,634.38
		CAPITAL OUTLAY				69.95%
<b>Fund:</b>	<b>610</b>	<b>Fund 610 Total:</b>	\$4,720,178.20	\$699,774.69	\$4,020,403.51	\$3,859,447.44
		BOND BUILDING				81.98%
<b>Fund:</b>	<b>630</b>	<b>Fund 630 Total:</b>	\$124,073.75	\$17,744.45	\$106,329.30	\$106,329.30
		ENERGY REBATES				85.70%
<b>Fund:</b>	<b>665</b>	<b>Fund 665 Total:</b>	\$340,716.50	\$0.00	\$340,716.50	\$340,716.50
		BUILDING RENEWAL GRANT - SFB				100.00%
<b>Fund:</b>	<b>691</b>	<b>Fund 691 Total:</b>	\$4,151,582.17	\$90,273.37	\$4,061,308.80	\$2,671,181.32
		DEBT SERVICE FUNDS				64.34%
<b>Fund:</b>	<b>700</b>	<b>Fund 700 Total:</b>	\$0.00	\$1,000.00	(\$1,000.00)	(\$1,000.00)
		STUDENT ACTIVITIES				0.00%
<b>Fund:</b>	<b>850</b>	<b>Fund 850 Total:</b>	\$0.00	\$1,308.89	(\$8,204.02)	(\$19,751.02)
		Grand Total:	\$63,032,511.97	\$5,350,455.45	\$41,325,971.32	\$16,819,843.77
						26.68%

End of Report



CONSENT

Item 9E.

Student Activities Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **9E**  
FROM: Roger Studley, Finance Director Reading  
DATE: January 11, 2022 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.

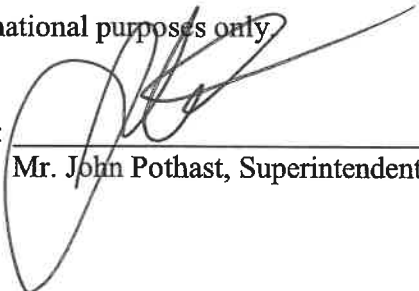
This report is in a new format since it is a cash driven fund. Beginning cash balances have been added in so you can see all the transactions for each club.

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:



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Mr. John Pothast, Superintendent

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



# STUDENT ACTIVITY REPORT

December 2021

	Beginning Balance	Revenue	Expended	Balance	Encumbered	Available Cash
<b>Coyote Springs 133</b>						
Student Council	1,611	598	313	1,896	-	1,896
<b>Granville 135</b>						
Chorus/Choir	348	-	-	348	-	348
Student Council	1,466	1,067	300	2,233	584	1,648
<b>Humboldt 131</b>						
Student Council	5,547	-	-	5,547	-	5,547
<b>Lake View 110</b>						
Student Council	5,886	-	-	5,886	-	5,886
<b>Liberty Traditional 134</b>						
Jr Optimists	135	1,351	64	1,423	1	1,422
Student Council	3,485	1,199	320	4,364	300	4,064
<b>Mountain View 132</b>						
Student Council	1,736	-	-	1,736	-	1,736
Subtotal ES	20,214	4,215	996	23,433	885	22,548
<b>Brad Mntn MS 120</b>						
Ntl Honor Society	2,792	-	-	2,792	-	2,792
Science	376	-	-	376	-	376
Student Council	2,776	1,514	250	4,039	550	3,490
<b>Glassford Hill MS 125</b>						
Ntl Honor Society	84	-	-	84	-	84
Student Council	4,362	2,916	1,132	6,146	4,298	1,848
Subtotal MS	10,391	4,430	1,383	13,438	4,848	8,590
<b>Brad Mntn HS 230</b>						
Art	352	-	-	352	-	352
AVID	342	-	-	342	-	342
Baseball	20	-	-	20	-	20
DECA	158	-	-	158	-	158
FBLA Business	-	2,207	-	2,207	1,330	877
FBLA Media	252	414	240	426	-	426
French Club	33	-	-	33	-	33
G.O.A.L.S. Club	61	-	-	61	-	61
Girls Basketball	216	-	-	216	-	216
HOSA/Nursing	4,694	720	1,235	4,179	880	3,299
HOSA/SportsMedicine	1,116	980	-	2,096	929	1,166
Interact	3,106	180	119	3,167	281	2,886
JROTC	1,543	-	-	1,543	-	1,543
Mu Alpha Theta	170	4,075	1,553	2,692	303	2,390
Ntl Art Honor Society	524	55	66	513	389	124
Ntl Honor Society	1,957	410	385	1,982	240	1,742
P.A.L.S.	2,056	120	777	1,399	369	1,030
Student Council	2,934	18,057	1,451	19,541	2,819	16,722
Upward Bound	37	-	-	37	-	37
Subtotal HS	19,570	27,218	5,825	40,963	7,540	33,424
Interest To Date:		66				
<b>TOTAL Student Activities</b>	<b>50,176</b>	<b>35,930</b>	<b>8,204</b>	<b>77,901</b>	<b>13,273</b>	<b>64,628</b>



CONSENT

Item 9F.

Ratification of Expenditures

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>9F</b>
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	January 11, 2022	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 December 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.

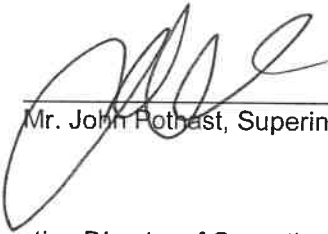
### **SUMMARY & RECOMMENDATION:**

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

### **Sample Motion:**

*I move to approve the ratification of all Contracts, Work Agreements and Supplementals from December 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**  
11/24/2021 thru 01/4/2022  
(Contracts, Work Agreements, Supplemental)

Contract Type	Name	Primary Job Title	Contract Name	Hire Date	Primary Site
CERTIFIED	ETCHEVERRY, PATRICIA L	TEACHER	CERTIFIED CONTRACT	8/1/2016	HES
CLASSIFIED	MCCLURE, PAMELA M	RESOURCE AIDE	CLASSIFIED STAFF AT WILL NOTICE	8/15/2019	LTS
CERTIFIED	BACKUS, MATTHEW V	TEACHER	CERTIFIED CONTRACT	1/3/2022	GHMS
CLASSIFIED	GASKINS, JOHN D	CUSTODIAN	CLASSIFIED STAFF AT WILL NOTICE	12/17/2021	MVES
CERTIFIED	MCLELAND, D PAUL	TITLE I AIDE	ELEMENTARY WINTER COACH	3/22/2021	CSES
CERTIFIED	WELSH, BRENT	TEACHER	ELEMENTARY WINTER COACH	7/26/2021	GES
CERTIFIED	POTTER, ISABEL L	TEACHER	CERTIFIED STIPEND	7/26/2021	BMHS-W
CLASSIFIED	ORELLANA, KAYLYN E	PRESCHOOL AIDE	CLASSIFIED STAFF AT WILL NOTICE	1/3/2022	BFPS
CLASSIFIED	MULLINS, AUSTIN M	F&N WORKER	CLASSIFIED STAFF AT WILL NOTICE	1/23/2020	F&N
CLASSIFIED	BELL, SVETLANA V	F&N WORKER	CLASSIFIED STAFF LESS 20 HOURS A WEEK	12/12/2012	F&N
CLASSIFIED	FIELD, KELLI A	TITLE I AIDE	CLASSIFIED STAFF AT WILL NOTICE	8/3/2018	HES
CLASSIFIED	STEWART, DOROTHY J	ESSER HLTH WELLNESS COORD	CLASSIFIED STAFF AT WILL NOTICE	9/13/2011	DO
CLASSIFIED	NEUNZ, JEFFREY A	CUSTODIAN	CLASSIFIED STAFF AT WILL NOTICE	10/27/2021	GES
CERTIFIED	HEAD, TROY R	TEACHER	CERTIFIED CONTRACT	12/7/2021	BMHS-W
CERTIFIED	PACHEL, BETHANY J	TEACHER	CERTIFIED CONTRACT	12/7/2021	CSES
CLASSIFIED	GUJARDO, DENISE A	MOD SEV PROF AIDE	CLASSIFIED STAFF AT WILL NOTICE	10/22/2021	BMHS-W
CLASSIFIED	GUJARDO, DENISE A	MOD SEV PROF AIDE	CLASSIFIED STAFF AT WILL NOTICE	10/22/2021	BMHS-W
CLASSIFIED	DIXON, NEIL D	COACH	CLASSIFIED STIPEND OUTSIDE	12/2/2021	BMHS-W
CLASSIFIED	BERARDI, ROBIN L	IS TECHNICIAN	CLASSIFIED STAFF LESS 20 HOURS A WEEK	8/20/2002	DO
CLASSIFIED	FOSTER, CHRISTINA M	RECEPTIONIST	CLASSIFIED STAFF AT WILL NOTICE	12/16/2021	BMHS-W
CLASSIFIED	DIMASSA, ALYSON N	LIBRARY COORDINATOR	CLASSIFIED STAFF AT WILL NOTICE	12/3/2021	BMHS-W
CLASSIFIED	ETCHEVERRY, PATRICIA L	TEACHER	CLASSIFIED STAFF AT WILL NOTICE	8/1/2016	HES
CLASSIFIED	HEAD, TROY R	TEACHER	CLASSIFIED STIPEND OUTSIDE	12/7/2021	BMHS-W
OVERLOAD 1ST SEM	GRIFFIN, DEBORAH K	TEACHER	OVERLOAD 1ST SEM	7/29/2019	MVES



CONSENT

Item 9G.

HUSD/YCESA IGA

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #96
FROM:	Dr. Christine Griffin, Executive Director of Educational Services and Innovation	Reading
DATE:	January 11, 2021	Discuss
SUBJECT:	Intergovernmental Agreement for Grants Management Services with YCESA and HUSD	Action
		Consent X
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs	

### SUPPORTING DATA:

Attached you will find the Intergovernmental Agreement for Grants Management Services with YCESA and HUSD.

The agreement has been reviewed and approved by legal counsel.

### SUMMARY & RECOMMENDATION:

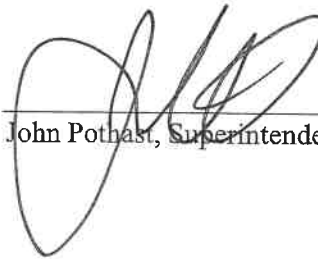
It is the recommendation of the administration to approve the renewal of the Intergovernmental Agreement for Grants Management Services with YCESA and HUSD for the 2021-2022 school year.

### Sample Motion:

*I move to approve the Intergovernmental Agreement for Grants Management Services with YCESA and HUSD for the 2021-2022 school year.*

Approved for transmittal to the Governing Board:

Mr. John Pothast, Superintendent





**INTERGOVERNMENTAL AGREEMENT  
FOR GRANT MANAGEMENT SERVICES  
BETWEEN HUMBOLDT UNIFIED SCHOOL DISTRICT NO. 22  
AND YAVAPAI COUNTY**

This Intergovernmental Agreement for Grant Management Services (hereinafter referred to as this "IGA") is made and entered into by and between Humboldt Unified School District No. 22, a political subdivision of the State of Arizona (hereinafter referred to as "HUSD"), and Yavapai County through the Yavapai County School Superintendent also known as the Yavapai County Education Service Agency, a political subdivision of the State of Arizona (hereinafter referred to as "YCESA"). HUSD and YCESA may each be referred individually as a "Party" and collectively as the "Parties."

**RECITALS**

**WHEREAS**, pursuant to A.R.S. § 15-342(13), HUSD is authorized to enter into this IGA with YCESA; and,

**WHEREAS**, pursuant to A.R.S. § 15-301(C), YCESA is designated as a local education agency for the purpose of serving as an education service agency that is eligible to receive and spend local, state and federal monies to provide programs and services to school districts, charter schools, county free library districts, municipal libraries, nonprofit and public libraries, tribal libraries, private schools and tribal schools within that county; and,

**WHEREAS**, pursuant to A.R.S. § 15-302(B), YCESA may provide discretionary programs to HUSD; and,

**WHEREAS**, pursuant to A.R.S. § 15-365, YCESA may establish service programs and HUSD may participate in service programs established; and,

**WHEREAS**, pursuant to A.R.S. § 11-952, the Parties are authorized and wish to enter into this IGA for joint or cooperative action for YCESA to provide consulting for and assistance with grant management services.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual promises and conditions set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, HUSD and YCESA, intending to become legally bound, agree as follows:

- 1. Duration/Term.** This IGA's term is for one (1) year and shall be effective for Fiscal Year 2021-2022 (hereinafter referred to as "FY 2021-22") from July 1, 2021, through June 30, 2022. This IGA is contingent on funding availability of HUSD and YCESA, on the grant services needs of HUSD, and budgetary requirements and priorities of HUSD and YCESA. So long as funding is available, this IGA shall automatically renew for up to five (5) successive one-year terms (from July 1 through June 30).

## **2. Termination.**

- 2.1 **Termination by Mutual Agreement.** This IGA may be terminated at any time by mutual agreement of the Parties.
  - 2.2 **Termination for Convenience/Termination Without Cause.** Either Party may terminate this IGA with thirty (30) days written notice specifying the termination date.
  - 2.3 **Termination for Breach.** In the event of a material breach, default, or violation of any term or condition of this IGA by any Party, the Party claiming breach shall provide written notice to the breaching Party and said notice shall set forth the factual basis for the determination that a breach has occurred. If the breach is not remedied within fifteen (15) days of the breaching Party's receipt of notice, this IGA shall immediately terminate, at the option of the Party alleging such breach.
  - 2.4 **Immediate Termination by YCESA.** This IGA may be terminated prior to its expiration, at the election of YCESA, without penalty or prejudice to YCESA, immediately upon written notice by YCESA to HUSD upon the occurrence of the following events:
    - 2.4.1 Governmental emergency action that lasts for more than fourteen (14) days that makes it impracticable for YCESA to perform its obligations under this IGA;
    - 2.4.2 Changes to applicable laws and regulations that make it impracticable for YCESA to perform its obligations under this IGA; or
    - 2.4.3 Any event or action that makes it impracticable for YCESA to perform its obligations under this IGA.
  - 2.5 **Cancellation for Conflict of Interest.** This IGA is subject to cancellation for conflict of interest pursuant to ARS § 38-511, the pertinent provisions of which are incorporated into this IGA by reference.
  - 2.6 Any termination or cancellation of this IGA shall not relieve the Parties of their respective obligations for costs of goods or services actually provided prior to the effective date of the termination.
3. **Scope of Services.** YCESA agrees to provide grant management services, which includes, but is not limited to, assisting, mentoring, and collaborating for support with entitlement grants and/or writing of competitive grant applications for state or federal funds. YCESA also agrees to provide fiscal support for grant management services, which includes, but is not limited to, reporting, budget application, and fiscal compliance.
4. **Payment and Consideration.** YCESA agrees to provide grant management services, including fiscal support, and HUSD agrees to pay YCESA at the rate of Fifty-Two and No/100 Dollars (\$52.00) per hour or Four Hundred Sixteen and No/100 Dollars (\$416.00) per eight-hour day for time YCESA spends providing grant management services, including fiscal support, to HUSD, including, but not limited to, pay at the rate of \$52.00 per hour for time YCESA spends providing grant management services, including fiscal support, on the telephone, on-site, and at Governing Board meetings. HUSD agrees to pay YCESA \$52.00 per

hour for YCESA's travel time to HUSD's site(s), Governing Board meetings, and to any other location. YCESA will invoice HUSD for grant management services, including fiscal support, and HUSD is responsible for and shall pay all charges invoiced by YCESA in accordance with this IGA within thirty (30) days of the date of invoice.

5. **Confidentiality of Student Records; Privacy of Records.** The Parties shall keep confidential all student records and all student's personally identifiable information in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and regulations adopted thereunder, including 34 CFR part 99; the Reauthorization of the Individuals with Disabilities Education Act of 2004 ("IDEA"), 20 U.S. Code § 1400, and regulations adopted thereunder; the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and regulations adopted thereunder; the Privacy Act of 1974, 5 U.S.C. § 552a, and regulations adopted thereunder; State and Federal law; and HUSD policies.
6. **Retention and Inspection of Records.** Each Party shall make, and shall contractually require each subcontractor to make, all books, accounts, reports, files, and other records relating to the performance of this IGA open to inspection and audit at reasonable times during regular business hours. Each Party shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files, and other records relating to the performance of this IGA for a period of five (5) years after termination of this IGA.
7. **Non-appropriation of funds.** The Parties recognize and acknowledge that both Parties are governmental entities and this IGA's validity is based upon the availability of public funding. In the event public funds are not appropriated for the performance of either Party's obligations under this IGA, then the affected Party shall notify the other Party in writing of any such non-allocation of funds at the earliest possible date, and this IGA shall automatically expire without penalty to either Party, except that the Parties are still responsible for their obligations and costs incurred prior to any expiration of this IGA. If either Party's allocation of funds is reduced, then the scope of this IGA may be reduced, if appropriate, or this IGA may be cancelled without further duty or obligation, except that the Parties are still responsible for their obligations and costs incurred prior to any cancellation of this IGA.
8. **Force Majeure.** Except for the duty to pay contracted prices for goods or services actually provided, neither Party shall be liable in any manner for any delay or failure that last longer than thirty (30) days to perform its obligations under this IGA arising out of or caused, directly or indirectly, by circumstances beyond such Party's reasonable control, including, without limitation, acts of God; earthquakes; fires; floods; wars; civil or military disturbances; acts of terrorism; sabotage; strikes; pandemics; epidemics; viral or communicable disease outbreaks; quarantines; riots; power failures; computer failure and any such circumstances beyond a Party's reasonable control as may cause interruption, loss or malfunction of utility, transportation, computer (hardware or software), or telephone communication service; accidents; labor disputes; acts of civil or military authority; governmental emergency action; changes to applicable laws and regulations; or inability to obtain labor, material, equipment or transportation. A Party claiming the benefit of this provision shall, as soon as reasonably practicable after the occurrence of any such event, (a) provide written notice to the other Party of the nature and extent of any such Force Majeure condition; and, if practicable, (b) use commercially reasonable efforts to remove any such causes and resume performance under this IGA.

- 9. Property Disposition Clause.** The Parties do not anticipate the joint acquisition of property attributable to the exercise of each Party's duties and obligations pursuant to this IGA. Any property acquired during the term of this IGA shall be returned to the purchasing Party no more than thirty (30) days from the effective date of termination of this IGA.
- 10. Insurance.** Each Party shall maintain appropriate insurance. Certificates of Insurance shall be provided to a Party upon request.
- 11. Mutual Indemnification.** To the maximum extent permitted by law, each Party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other Party, its officers, officials, agents, employees, or volunteers from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of actions taken in performance of this IGA to the extent that such Claims are caused by the acts, omissions, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.
- 12. Notices.** All notices required or permitted to be given under the terms of this IGA shall be in writing, and shall be effective upon hand delivery, deposit with a reputable overnight courier such as FedEx for overnight delivery or three (3) business days after deposit with the U.S. Mail via certified or registered mail, postage prepaid, return receipt requested as follows:

**If to HUSD to:**

Humboldt Unified School District No. 22  
Attn: John Pothast, School Superintendent  
6411 N. Robert Road  
Prescott Valley, AZ 86314

**If to YCESA to:**

Yavapai County School Superintendent  
Attn: Tim Carter  
2970 Centerpointe East Drive  
Prescott, AZ 86301

A Party shall have the right to change the place notice is to be given by providing written notice to the other Party in accordance with this section.

- 13. Relationship of Parties.** Nothing contained in this IGA shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the Parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this IGA, be entitled or eligible, by reason of this IGA, to participate in any benefits or privileges given or extended by the other Party to its employees. Neither Party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees.
- 14. Third Parties.** Nothing in this IGA shall be deemed to create any right in any person not a

Party hereto. Nothing contained in this IGA shall create a contractual relationship with or a cause of action in favor of a third party against HUSD or YCESA. This IGA is not intended to benefit any third party.

- 15. Assignment.** No Party to this IGA may assign any of its rights or responsibilities under this IGA, either voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or any other manner, except with the prior written consent of the other Party. No Party may delegate any performance under this IGA, except with the prior written consent of the other Party. Any purported assignment of rights or delegation of performance in violation of this section is void.
- 16. Compliance with Law.** The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this IGA, including environmental laws.
- 17. Fingerprint and E-verify.** If required, and only to the extent required, the Parties shall comply with the fingerprinting provisions in A.R.S. § 15-512(H) and the e-verify provisions in A.R.S. § 41-4401.
- 18. Non-discrimination.** The Parties shall comply with State Executive Order 2009-09, the pertinent provisions of which are incorporated into this IGA by reference, and which mandate, in part, that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- 19. Legal Arizona Workers Act Compliance.** The Parties hereby warrant that they will at all times during the term of this IGA comply with all federal immigration laws applicable to their employment of their employees and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach, and the Parties shall have the right to terminate this IGA for such a breach, in addition to any other applicable remedies. The Parties retain the legal right to inspect the papers of each contractor or subcontractor employee who performs work pursuant to this IGA to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.
- 20. Workers’ Compensation.** Each Party will comply with the notice of A.R.S. § 23-1022(E). For purposes of A.R.S. § 23-1022, irrespective of the operations protocol in place, each Party is solely responsible for the payment of Workers’ Compensation benefits for its employees.
- 21. Alternative Dispute Resolution.** Pursuant to A.R.S. § 12-1518, disputes under this IGA shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.
- 22. Waiver of Jury Trial.** The Parties hereby waive their respective rights to trial by jury in any

action or proceeding arising out of this IGA.

- 23. Governing Law and Venue.** This IGA shall be governed by, and construed and enforced, in accordance with the laws of the State of Arizona. Any action or claim arising from, under, or pursuant to this IGA shall be brought in the courts, state or federal, within the State of Arizona, and the Parties expressly waive the right to bring any legal action or claim in any other court. The Parties hereby consent to venue in Yavapai County for all purposes in connection with any action or proceeding commenced between the Parties hereto in connection with or arising from this IGA. Any changes in the governing laws, rules, and regulations that do not materially affect HUSD's obligations under this IGA during the Term of this IGA will apply but will not require an Amendment.
- 24. Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this IGA or the relationship among the Parties hereto, either Party may propose amendments to this IGA to bring this IGA into conformity with such laws. If HUSD and YCESA are unable to reach agreement on the renegotiation of this IGA within thirty (30) days of the initiation of negotiations, then either Party may terminate this IGA upon written notice to the other Party.
- 25. Implied Contract Terms.** Each provision of law and any terms required by law to be in this IGA are a part of this IGA as if fully stated herein.
- 26. Severability/Unenforceable Provisions.** In the event that any of the provisions of this IGA are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this IGA are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 27. Waiver.** A Party's failure or neglect to enforce any term, covenant, condition, right, or duty in this IGA does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this IGA. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this IGA shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.
- 28. Parol Evidence.** This IGA is intended by the Parties as a final and complete expression of their agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this IGA.
- 29. Headings and Construction of Agreement.** In construing this IGA, all headings and titles are for the convenience of the Parties and for organizational purposes only and shall not be considered in interpreting the meaning of any provision in this IGA or considered a part of this IGA. Whenever required by the context, each number shall include the plural, each gender

shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association.

**30. Fair Meaning.** This IGA is intended to express the mutual intent of the Parties and shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

**31. Entire Agreement.** This IGA contains the entire, integrated agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This IGA supersedes all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this IGA must be in writing and signed by all Parties.

**32. Counterparts and Electronic Signatures.** This IGA may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. The Parties understand and agree that they have the right to execute this IGA through paper or through electronic signature technology, and to the extent they sign electronically, their electronic signature is the legally binding equivalent to their handwritten signature. Signatures sent by electronic means (facsimile, scanned and sent via e-mail, or signed by electronic signature service where legally permitted) shall be deemed original signatures. The Parties expressly waive any objection to the admissibility of this IGA on the grounds that it is an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature. Each Party may sign any number of copies of this IGA, and each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.

**33. Legal Agreement.** This IGA is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this IGA, each person signing this IGA represents and warrants that he or she is duly authorized and has the legal capacity to execute this IGA and understands the meaning of all terms contained herein and agrees to their application and enforceability.

## APPROVALS

**IN WITNESS WHEREOF,** the Parties have caused this IGA to be executed by their duly authorized officials and have affixed their signatures to this IGA on the date written below.

**HUSD:** Humboldt Unified School District No. 22

\_\_\_\_\_  
Signature of Governing Board President

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Governing Board Member

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Governing Board Member

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Governing Board Member

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Governing Board Member

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

\_\_\_\_\_  
Printed Name

DETERMINATION OF COUNSEL

Pursuant to A.R.S. § 11-952(D), the foregoing IGA has been reviewed by the undersigned attorney for HUSD, who has determined that this IGA is in proper form and is within the powers and authority granted under the laws of the State of Arizona to HUSD.

CH for CSH  
Signature

Date: 12/29/21

Claire DeChambre/Hufford Horshman  
Printed Name and Title/Law Firm Name

**YCESA: Yavapai County**

\_\_\_\_\_  
Mary Mallory, Chair  
Yavapai County Board of Supervisors

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



**ATTEST:**

\_\_\_\_\_  
Kim Kapin, Clerk of the Board  
Yavapai County Board of Supervisors

APPROVED AS TO CONTENT BY:

\_\_\_\_\_  
Tim Carter  
Yavapai County School Superintendent

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

DETERMINATION OF COUNSEL

Pursuant to A.R.S. § 11-952(D), the foregoing IGA has been reviewed by the undersigned attorney for Yavapai County, who has determined that this IGA is in proper form and is within the powers and authority granted under the laws of the State of Arizona to Yavapai County.

\_\_\_\_\_  
Joy L. Biedermann  
Deputy Yavapai County Attorney

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



**CONSENT**

**Item 9H.**

**Classified Job Placement Schedule**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #9H
FROM:	Kort Miner, Executive Director of Operations	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Approval of HUSD Classified Job Placement Schedule	Action
		Consent X

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**OBJECTIVE:** Board Governance

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**SUPPORTING DATA:**

The Board approved the increase to minimum wage and an increase to the Classified Job Placement Schedule at the December 14, 2021 Board meeting. This is the updated Classified Job Placement schedule with the increases to the hourly rate.


**SUMMARY & RECOMMENDATION:**

It is recommended that the Governing Board approve the updated HUSD Classified Job Placement schedule for the 2021-2022 school year.

**Sample Motion:**

*I move to approve the updated HUSD Classified Job Placement schedule for the 2021-2022 school year.*

Approved for transmittal to the Governing Board:

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

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

# HUMBOLDT UNIFIED SCHOOL DISTRICT

*John Pothast, Superintendent*

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

## CLASSIFIED JOB PLACEMENT

### 2021-2022

#### **LEVEL 1 - \$ 12.80**

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

#### **LEVEL 2 - \$13.16**

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

#### **LEVEL 3 - \$13.39**

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

#### **LEVEL 4 - \$14.04**

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

#### **LEVEL 5 - \$14.70**

Afterschool Program Coordinator  
Classified Personnel Technician  
Clerk - Acctg Auxiliary Operations  
Clerk- Acctg High School  
Lead Mtnc Custodian (HS)  
Registrar - Campus  
Registrar- Special Services  
Secretary - Admin F&N  
Secretary - Admin Maint. and Operations  
Secretary - Counseling  
Secretary - Admin Special Services  
Secretary- Admin Transportation  
Secretary- Administrative Campus  
District Health and Wellness Coordinator

#### **LEVEL 6 - \$15.37**

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

#### **LEVEL 7 - \$16.05**

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

#### **LEVEL 8 - \$16.74**

District Maintenance Technician  
Mechanic

#### **LEVEL 9 - \$17.99**

Budget Technician/Cash Manangement  
CTE Specialist  
IS Specialist  
Procurement Specialist

#### **LEVEL 10 - \$19.25**

Admin Sec/ Supt/Gov Bd  
Facilities Coordinator  
Lead Mechanic

#### **Sub Rate of Pay**

##### **Teachers**

\$105 a full day \$115 a day for long term  
\$115 a day HQ \$130 long term HQ  
\$115 a day at HES \$125 long term at HES

##### **Classified \$12.80 per hour**

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



**CONSENT**

**Item 9I.**

**ESSER Funded IS Specialist Position**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>91</b>
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Approval of the ESSER funded IS Specialist position in IT	Action
		Consent X
<hr/> <b>OBJECTIVE:</b> Goal #2 – Focus on planning for future student needs <hr/>		

### **SUPPORTING DATA:**

In order to help support the direction of the IT Department in regard to providing support for students and teachers across the district, the administration is asking the Board to approve the addition of the IS Specialist position in the IT Department. This position is ESSER funded, therefore, they are temporary positions until October 1, 2023.

This will increase the number of techs in the IT Department so they can continue to knock out projects and to also provide support for our students and staff.

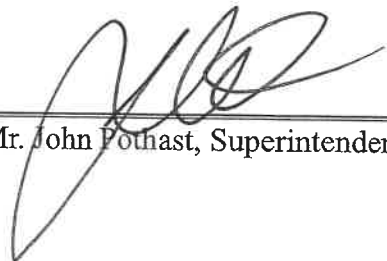
### **SUMMARY & RECOMMENDATION:**

It is the recommendation of administration that the HUSD Governing Board approve the IS Specialist position for the IT Department that is ESSER funded.

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

*I move to approve the the ESSER funded IS Technician position for the iT Department.*

Approved for transmittal to the Governing Board:

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

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





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

**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>IS TECHNICIAN (ESSER)</b>
<b>DEPARTMENT:</b>	Information Technology
<b>REPORTS TO:</b>	Director of Information Technology
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Level 7
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	05/14/2019

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**Grant funded position from September 2021 to October 1, 2024**

**SUMMARY:** Works with Information Services staff and school staff to deploy and maintain district technology resources and assists the Director of Technology with the oversight and operation of District Instructional technology and operational support technology. Serves as an information resource to students and staff regarding Information Technology services and capabilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Installs and deploys new technology resources as directed
- Troubleshoots issues with workstations, laptops, network servers/switches/firewalls, interactive classroom technology and basic network devices
- Installs and troubleshoots various software resources
- Evaluates, prioritizes and addresses hardware, software, and network connectivity problems
- Completes technology work orders as assigned
- Refers unresolved technology problems to the Network Administrator.
- Assists teachers and other site staff with the use of available district technology resources
- Answers technical support phone calls and responds to emergency issues as needed
- Assists with technology upgrade projects
- May be assigned other special technology projects by the Network Administrator or the Director of Technology
- Provides remote assistance, as well as hands-on assistance to end users to diagnose and troubleshoot certain technology issues
- Works with other members of the District's Information Services department to determine / evaluate future district technology needs
- Attends ongoing technology (software and hardware) training as directed and necessary
- Assists with bench hardware repair, system imaging and upgrades
- Shares relevant information received from all sources to the school administration and staff, when appropriate
- Assists in arranging for the installation of hardware devices and software programs as needed
- Responsible for the security, upkeep, operation and care of all assigned equipment

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of the use and utilization of technology in educational environments
- Ability to generate production work with speed and accuracy and to meet timelines
- Basic understanding of Windows-based devices
- Basic understanding of Chrome and Android devices
- Operational understanding of network principles such as DHCP and DNS
- Ability to communicate effectively verbally and in writing
- Ability to work independently and as part of a team



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

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**JOB DESCRIPTION**

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

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Vocational/Associate Degree or college coursework with specialization in technology preferred
- Two years' experience in the field of technology preferred
- Virtualization, Cloud, Cybersecurity certifications preferred, other technology certifications desirable.
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook as well as those identified above.

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

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

**WORK ENVIRONMENT:**

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

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

CONSENT

Item 9J.

Behavior Specialist Job Description

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #95
FROM:	Dr. Christine Griffin, Executive Director of Educational Services and Innovation	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	ESSER Funded Job Description	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:

Humboldt Unified School District qualifies for the FY21 Elementary and Secondary School Emergency Relief (ESSER III) Fund grant. This grant contains requirements for LEAs to set aside a minimum of 20% of their total grant award to address learning loss. The 20% set-aside must be used to support the implementation of evidence-based interventions that respond to students' academic, social, emotional, and mental health needs and also address the disproportionate impact of COVID-19 on vulnerable student populations. HUSD has created positions to support activity, strategies, and/or interventions that improve student outcomes. The Behavior Specialist will provide direct and consultative services and support to the overall educational environment by utilizing effective behavioral strategies and addressing student behaviors. Provide ongoing behavior intervention strategies for all students in all aspects of the educational environment, including creating functional behavioral assessments and behavior intervention plans.

### SUMMARY & RECOMMENDATION:

It is the recommendation of the Administration to approve the Job Description of the Behavior Specialist contingent on grant funding

### Sample Motion:

*I move to approve the Job Description of the Behavior Specialist contingent on grant funding.*

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



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

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**JOB DESCRIPTION**

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**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Knowledge of data usage, including collection, analysis, interpretation and reporting
- Ability to do perform multiple administrative functions simultaneously
- Ability to manage personnel
- Ability to maintain confidentiality
- Knowledge and understanding of the continuous improvement process
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Masters degree in Education or Psychology or related field
- Holds Valid Arizona Teacher Certificate
- Has proven experience in behavior management in K-12
- Valid Board Certified Behavior Analyst (BCBA) certification preferred
- Demonstrated ability to assess children's behavioral needs and competence in the design of appropriate instructional strategies and educational programs.
- Strong interpersonal and communication skills
- Criminal justice/Fingerprint clearance

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

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

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

**WORK ENVIRONMENT:**

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

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



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>BEHAVIOR SPECIALIST</b>
<b>DEPARTMENT:</b>	Educational Services
<b>REPORTS TO:</b>	Director of Educational Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/xxxx

**SUMMARY:** Provide direct and consultative services and support to the overall educational environment by utilizing effective behavioral strategies to address student behaviors. Provide ongoing behavior intervention strategies for all students in all aspects of the educational environment, including creating functional behavioral assessments and behavior intervention plans.

**PLEASE NOTE:** This position is funded through the Elementary and Secondary School Emergency Relief Fund (ESSER). The funding for this position is contingent on grant approval and grant funding.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Conduct Functional Behavior Assessments (FBAs), create Behavior Intervention Plans (BIPs) and classroom needs assessments.
- Develop/assist with individual behavior management programs for students.
- Evaluate the effectiveness of behavior management plans.
- Develop a district-wide system for behavior consultations.
- Develop data collection forms and methodologies for the district.
- Assist and participate in Child Study teams, as appropriate, to facilitate the development of intervention plans for students in the area of behavior.
- Develop, implement and train staff on behavior intervention plans.
- Consult with staff on topics including behavior management and classroom accommodations that support appropriate classroom behavior.
- Advise staff on data analysis techniques including obtaining baselines, recording and collecting data, graphing and evaluating data.
- Assist teachers in their understanding of the individual needs of students.
- Participate in providing staff development activities for teachers to improve their skills in behavior management strategies.
- Provide ongoing consultation to staff regarding situational appropriate behavior management plans and practices.
- Conduct student observations in order to evaluate students' strengths and weaknesses.
- Demonstrate a commitment to professional growth by participating in a variety of professional activities related to behavior management.
- Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the district.
- Perform other duties as assigned.

CONSENT

Item 9K.

Disposal of Inoperable Equipment

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>9K</b>
FROM:	Roger Studley	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Disposal of Inoperable District Equipment	Action
		Consent <input checked="" type="checkbox"/>
<hr/> OBJECTIVE: Goal #2 – To Focus on Planning for Future Student Needs <hr/>		

### **SUPPORTING DATA**

Administration seeks Governing Board approval to dispose of the attached list of assets. These items are no longer usable.

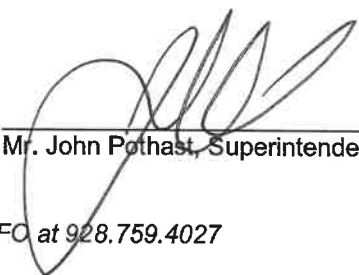
### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve the disposal of listed equipment.

### **Sample Motion**

*I move to approve the disposal of equipment as presented.*

Approved for transmittal to the Governing Board:

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

Questions should be directed to: Roger Studley, CFO at 928.759.4027



**ASSETS TO BE DISPOSED AFTER HHS SCHOOL BOARD APPROVAL**  
**JANUARY 2021-2022**

HUSD ASSET TAG #	SERIAL NO	DESCRIPTION OF ASSET	DEPARTMENT	REASON FOR DISPOSAL
202986		CITRIX	INFORMATIONAL SERVICES	OBSOLETE
204128	6300214EE	PROJECTOR	INFORMATIONAL SERVICES	OBSOLETE
204344	332222800875	CANON CAMCORDER	INFORMATIONAL SERVICES	OBSOLETE
204655	BVMWM1D1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204668	8MP2C01	OPTIPLEX 745	INFORMATIONAL SERVICES	OBSOLETE
204669	GTN0DD1	OPTIPLEX 745	INFORMATIONAL SERVICES	OBSOLETE
204707	G88394QPXYL	MAC PRO SERVER	INFORMATIONAL SERVICES	OBSOLETE
204836	DWRGXV1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204850	FQM0LQ1	LATITUDE E5420	INFORMATIONAL SERVICES	OBSOLETE
204852	7XLPQF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204872	9WLPOF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204875	1WLPOF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204878	FVLPQF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204879	1YLPQF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204886	4WLPOF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204888	6VLPQF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204890	4YLPQF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204891	3YLPQF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204895	6WLPOF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204912	49B4TF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204920	19B4TF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204929	58B4TF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204932	D8B4TF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204934	H8B4TF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204962	3BHT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204963	F9HT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204964	HBHTQG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204965	CBHT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204969	6CHT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204970	4CHT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204971	3CHT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204972	J9HT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
204973	98HT0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205057	49730120	TOSHIBA PROJECTOR	INFORMATIONAL SERVICES	BROKEN
205062	63RCNH1	LATITUDE D830	INFORMATIONAL SERVICES	NON REPAIRABLE
205205	113C0194	JVC DVM700	INFORMATIONAL SERVICES	OBSOLETE
205214	61GRSH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205269	1400120EA	LCD PROJECTOR	INFORMATIONAL SERVICES	OBSOLETE
205329	6HF8NH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205426	6P76VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205428	9P16VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205429	83SSYG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205430	4P76VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205436	DP76VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205556	F7CU03630	PROJECTOR	INFORMATIONAL SERVICES	BROKEN
205615	98XOVG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205620	G7XOVG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205714	46SSVC1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
205756	FOC0943U1T0	CATALYST SWITCH	INFORMATIONAL SERVICES	OBSOLETE

205757	C07DG2K4DD6L	MAC MINI SERVER	INFORMATIONAL SERVICES	OBSOLETE
205782	FQM0LQ1	LATITUDE E5420	INFORMATIONAL SERVICES	OBSOLETE
205883	5R8R9P1	OPTIPLX 780	INFORMATIONAL SERVICES	OBSOLETE
205885	B3S5YG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
205909	2X6GGK1	OPTIPLX 760	INFORMATIONAL SERVICES	OBSOLETE
205930	C8HV0R1	OPTIPLX 780	INFORMATIONAL SERVICES	OBSOLETE
205931	G8GX0R1	OPTIPLX 780	INFORMATIONAL SERVICES	OBSOLETE
205936	BMXSYG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
205951	7TK2TK1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
205959	5P76YG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
205961	JVXSYG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
205962	CZG65M1	OPTIPLX 780	INFORMATIONAL SERVICES	OBSOLETE
205966	2VXSYG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206027	2GQ20D1	OPTIPLX 745	INFORMATIONAL SERVICES	OBSOLETE
206030	HFKG6D1	OPTIPLX 745	INFORMATIONAL SERVICES	OBSOLETE
206071	2XCJGK1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206088	6PC1DD1	OPTIPLX 745	INFORMATIONAL SERVICES	OBSOLETE
206144	B9PKQN1	OPTIPLX GX780	INFORMATIONAL SERVICES	OBSOLETE
206150	B8PKQN1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206170	CCPX0D1	OPTIPLX 745	INFORMATIONAL SERVICES	OBSOLETE
206175	6VW11D1	OPTIPLX 745	INFORMATIONAL SERVICES	OBSOLETE
206443	7P55HH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206447	CNSTKH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206451	7TB3HH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206452	FD4XGH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206454	JBZZGH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206457	GCZZGH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206500	NNG00115310184	LIGHTSPEED ROCKET SERVER	INFORMATIONAL SERVICES	OBSOLETE
206590	FOL16224HD	CISCO CATALYST	INFORMATIONAL SERVICES	OBSOLETE
206592	2KU323R8000BB	NETGEAR NAS 2100	INFORMATIONAL SERVICES	OBSOLETE
206606	7TW11D1	OPTIPLX 745	INFORMATIONAL SERVICES	OBSOLETE
206656	C07IG08YDKDJ	MAC MINI SERVER	INFORMATIONAL SERVICES	OBSOLETE
206657	C07IG0BJDKDJ	MAC MINI SERVER	INFORMATIONAL SERVICES	OBSOLETE
206673	87K7YF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206677	8IN2MG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206681	9S13MG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206684	6NKNKF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206685	FX13MG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206689	B6K7YF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206693	36K7YF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206694	28K74F1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206694	28K7YF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
206738	1462121133077-UHB	LaCle DRIVE	INFORMATIONAL SERVICES	OBSOLETE
206856	F4LKLNY5F193	IPAD	INFORMATIONAL SERVICES	OBSOLETE
207015	D86CPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207029	7FGD7G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207031	CTNYSF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207034	644VWG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE

207039	58ZVDG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207051	3QTYGG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207052	B0T2NH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207053	JDVFSH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207054	B0S9LX1	LATITUDE E6430S	INFORMATIONAL SERVICES	OBSOLETE
207170	J73YRG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207172	4FQ7CF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207181	6VMZ6G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207186	8DVXCF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207189	4FPMRCF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207193	8VHZGG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207197	2JKXF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207200	GSC3GG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207203	FBG3GG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207204	84KZ6G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207206	6LBWCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207207	GXH2691	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207208	2RR9MG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207218	8PRZ6G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207219	52Q3FH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207243	4YR9MG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207252	JX8ZCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207273	JMXYNJ1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207274	BQR9MG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207275	FQ5ZCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207276	H7WTSF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207279	BHW9TG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207281	J5PDJF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207282	HN5ZCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207283	8WVXLG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207285	CQ5ZCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207286	BL8DMG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207287	G8T2NH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207289	7Y51DH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207291	2JGNTF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207292	71NSKH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207293	8QCX6G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207294	85WN0G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207298	FHGNTF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207300	2ZQTSF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207301	5GW9TG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207306	80T2NH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207312	GNR9MG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207314	DJW9TG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207318	5Y8ZCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207319	7S0WLG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207330	CL8DMG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
207331	1B790F1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE

207333	DQZ6G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207339	538Y3H1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207357	CL9X3H1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207370	1M74KH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207372	6G4HPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207376	JGFHPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207378	BR55TH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207379	G71WFG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207384	62B6TF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207385	5QYGF61	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207387	FM9JPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207389	550WLG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207394	82RMLH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207395	D58WDG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207399	J911DH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207413	CBXV9G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207415	C78WDG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207418	27PDJF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
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207440	CCN3NH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207442	8XP26H1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207443	GPVNZD1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207445	71L3PH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
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207450	DGLJPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207452	DZ24PH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207454	GZ50DH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207455	JWZ3PJ1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207464	JLR6G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207470	FK5ZCH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207472	6PCXQF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207475	55TNZD1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207476	GLVDVG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207479	7XTKQH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207482	257R3H1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207546	23KKPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207563	DPOXLG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207580	154HHJ1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207619	8B7KPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207622	268WDG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207648	8G7BG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207666	32X0DH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207668	HCYODH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207674	81L90F1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207675	BWQZ6G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207693	1H02RF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207712	49427G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207713	45QZD1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE

207714	CTC3GG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207715	D2K10F1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207716	F9K3VF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207717	FN7XH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207718	9PRZ6G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207721	47B0LH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207727	2XJ5CH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207727	9N9NCH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207750	22KKPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207752	D85MPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207753	5034PH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207754	6C530G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207755	4J1V1F1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207759	3D03HG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207760	DDM3LH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207761	FCWHPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207763	6HW9TG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207764	45MV3H1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207765	9QRQF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207766	H65MPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207767	DQY79G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207768	2W0Y0G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207769	G8Y0DH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207770	F7SMPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207772	BZQTSF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207774	HX51DH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207775	7KR2HH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207776	DL8DMG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207777	4QGDMG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207779	6YGF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207780	3KRZHH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207781	2L905F1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207783	CFH92G1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207785	GHYLLH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207786	5F4NPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207788	H2X0DH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207789	988WDG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207790	6DG3GG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207792	3QH59F1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207793	F1N5KH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207794	6J5GP11	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207795	BL4PJ1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207796	4G5GPH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207798	7NMRCF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207799	GK8GF1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207801	FL74KH1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207803	BCHS9F1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE
207804	47QPRG1	OPTIPLX 755	INFORMATIONAL SERVICES	OBSOLETE

207805	F3WKPH1	OPTIPIX 755	INFORMATIONAL SERVICES	OBSOLETE
207806	4JMR3G1	OPTIPIX 755	INFORMATIONAL SERVICES	OBSOLETE
207807	24JPH1	OPTIPIX 755	INFORMATIONAL SERVICES	OBSOLETE
207808	6F9NPH1	OPTIPIX 755	INFORMATIONAL SERVICES	OBSOLETE
207809	B2KKPH1	OPTIPIX 755	INFORMATIONAL SERVICES	OBSOLETE
207871	18LYKH1	OPTIPIX 755	INFORMATIONAL SERVICES	OBSOLETE
207884	1N4SU3H	OPTIPIX 755	INFORMATIONAL SERVICES	OBSOLETE
208241	84HH321	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208275	GMJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208277	9QJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208300	70KH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208309	20KH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208330	23HH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208351	JGJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208384	FZJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208482	5QJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208483	JPJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208484	5NJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208487	BZGH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208488	H1HH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208489	22HH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208490	1NHJ312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208493	7RJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208499	CYJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208503	1PJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208504	9VJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208505	GJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208507	1WJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208509	J0KH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208510	HZJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208511	5LJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208512	6KH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208513	BKJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208514	CBJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208516	7DJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208517	2CJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208518	1CJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208519	DCGH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208520	DBJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208521	7CJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208522	DDJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208523	2CGH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208525	3FJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208530	JZJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208533	GDJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208553	B0KH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208560	7ZJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	
208565	BDJH312	LATITUDE 3340	UNUSABLE, SALVAGED FOR PARTS	

208568	8DJH312	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208571	1FJH312	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208623	17PKQN1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208625	37XOVG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208653	1GKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208656	5HKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208657	7GKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208663	JFKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208666	9GKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208676	JGKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208677	7HKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208680	8FKF912	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208721	9DJ10F1	OPTIPLEX 755	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208723	GWYGGF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208810	49PSVG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208811	F3ZZGH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208815	6R23KH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208818	3GSGPH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208820	8GXWCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208823	6IH92G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
208941	6QJH312	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
208981	NNG00151310519	LIGHTSPEED ROCKET SERVER	INFORMATIONAL SERVICES	OBSOLETE
208982	NNG00151510547	LIGHTSPEED ROCKET SERVER	INFORMATIONAL SERVICES	OBSOLETE
209006	1GHCPH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209007	DK79DF1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209206	DLXQGOVRG-5WQ	IPAD	INFORMATIONAL SERVICES	OBSOLETE
209221	B1XTNJ1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209234	35FMQH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209249	5WQ4CG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209254	1WCF4G1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209278	9VJQTG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209306	H9H5N52	LATITUDE 3340	INFORMATIONAL SERVICES	BAD MOTHER BOARD
209322	66N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209323	2XH5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209327	GXH5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209329	5YH5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209332	BFM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209338	67N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209339	B8H5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209345	6NM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209346	7DM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209347	8MM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209355	2GM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209357	GGM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209358	4LM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209359	HKM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209361	HMM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209362	DMM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS

209363	209363	3FM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209367	209367	96N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209369	209369	46N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209373	209373	HDM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209377	209377	87N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209381	209381	GF5N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209388	209388	J5N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209389	209389	F9H5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209390	209390	5FM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209391	209391	HGM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209393	209393	H5N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209395	209395	BNM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209396	209396	18H5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209397	209397	HL5N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209402	209402	DFM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209403	209403	7YH5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209406	209406	GMM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209407	209407	77N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209410	209410	JDM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209412	209412	FM5N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209414	209414	6FM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209421	209421	H8H5N51	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209425	209425	GZH5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209428	209428	3LM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209431	209431	57N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209436	209436	JHX5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209440	209440	HFM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209441	209441	56N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209452	209452	1YH5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209456	209456	BM5N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209457	209457	H6N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209462	209462	19H5B52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209463	209463	5MM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209464	209464	B4N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209466	209466	FLM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209467	209467	D9H5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209468	209468	2NM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209469	209469	7MM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209471	209471	8FM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209472	209472	2YH5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209474	209474	JMM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209475	209475	FFM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209476	209476	4FM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209477	209477	F4N5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209480	209480	9FM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209481	209481	BSN5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209482	209482	9NM5N52	LATITUDE 3340	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS
209544	209544	7SCL462	LATITUDE E6440	INFORMATIONAL SERVICES	UNUSABLE, SALVAGED FOR PARTS



209643	868WDG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209718	B7PKQN1	OPTIPLEX GX780	INFORMATIONAL SERVICES	OBSOLETE
209719	78X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209725	HPYLLH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
209791	2R5ZCH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
211619	NN60017340231	LIGHTSPEED ROCKET SERVER	INFORMATIONAL SERVICES	OBSOLETE
211847	67X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212050	17X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212051	FBX0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212052	J7X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212053	1JFINH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212054	97V0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212055	9HFJNH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212057	86X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212058	68PKQN1	OPTIPLEX GX780	INFORMATIONAL SERVICES	OBSOLETE
212059	8NCMFQ1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212060	19PKQN1	OPTIPLEX GX780	INFORMATIONAL SERVICES	OBSOLETE
212061	67PKQN1	OPTIPLEX GX780	INFORMATIONAL SERVICES	OBSOLETE
212063	C8X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212064	59X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212065	32X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212066	B7X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212067	58X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212068	79X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212069	7JFINH1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
212255	99X0VG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
001045	HTQ5DG1	OPTIPLEX 755	INFORMATIONAL SERVICES	OBSOLETE
STW-000291	DFKF912	LATITUDE E3340	INFORMATIONAL SERVICES	OBSOLETE
				NON REPAIRABLE



CONSENT

Item 9L.

MVES PTO

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9L
FROM:	John Pothast, Superintendent	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Approval of Parent/Citizen/Booster organization	Action
		Consent X

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**OBJECTIVE:** Board Goal #3: To Increase Parental & Community Engagement

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### **SUPPORTING DATA**

Governing Board Policy KJA requires that Parent/Citizen/Booster organizations seeking to be approved by the school and District must be approved by the Governing Board.

Parent/Citizen/Booster organizations must provide:

- A. Name of the organization and school affiliation.
- B. Written statement of purpose.
- C. A current list of officers including their corresponding contact information.
- D. Bylaws.
- E. If applicable, a copy of the Articles of Incorporation, including the organization's 501(c)(3) "Not for Profit" status letter from the Internal Revenue Service. Parent/citizen organizations can obtain their own 501(c)(3) determinations from the Internal Revenue Service.
- F. Employer Identification Number.
- G. Certificate of Insurance (one million dollar [\$1,000,000] policy) naming the District as additional insured.

The following organizations have submitted the required documentation and they are on file with the District's Finance Department.

- MVES

### **SUMMARY & RECOMMENDATION**

It is recommended that the Governing Board approve recognition for the listed organizations for the 2021-2022 school year.

### **Sample Motion**

*I move to approve recognition of the Parent/Citizen/Booster organization as presented for the 2021-2022 school year.*

Approved for transmittal to the Governing Board:

  
Superintendent John Pothast

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

**CONSENT**

**Item 9M.**

**Gifts & Donations**

## **GIFTS & DONATIONS – January 11, 2022**

GFWC The Monday Club

Donated a monetary amount to the Granville Elementary Fine Arts

With a donor's value of \$500.00

Marilynn Gingrich

Donated clothing and a suitcase to the Family Resource Center

With a donor's value of \$100.00

Kathy Woods

Donated (5) \$20 Walmart cards to the Bradshaw Mountain High School Angel Tree

With a donor's value of \$100.00

Chas Partridge

Donated (10) \$20 Walmart cards to the Bradshaw Mountain High School Angel Tree

With a donor's value of \$200.00

Sheryl Nilson

Donated (11) \$25 cards from Kohls, Safeway, Rue21 & Old Navy to the Bradshaw Mountain High School Angel Tree

With a donor's value of \$275.00

Barry Barbe-Cato

Donated (36) \$50 food cards to Bradshaw Mountain High School Families in need

With a donor's value of \$1800.00

Yavapai County – Board of Supervisors

Donated a monetary amount to the Bradshaw Mountain High School Art Department

With a donor's value of \$250.00

Emmanuel Lutheran Church

Donated 563 pairs of socks to the Family Resource Center

Sons of the American Revolution – Prescott Chapter

Donated a monetary amount to the Bradshaw Mountain High School JROTC

With a donor's value of \$100.00

St. Lukes Episcopal Parish Church

Sponsored 7 Angel tree Students at Bradshaw Mountain High School

With a donor's value of \$1450.00

Kimberly Sanchez

Donated 3 boxes and 2 large bags of clothing to the Family Resource Center

With a donor's value of \$250.00

Advanced Coatings, Inc

Prepared and painted the interior high walls of the Cafeteria at Glassford Hill Middle School

With a donor's value of \$4,966.23

Prescott Frontier Rotary Foundation

Donated a monetary amount to the Bradshaw Mountain TLC

With a donor's value of \$3,000.00

St. Lukes Episcopal Church

Donated \$500.00 for art supplies to Coyote Springs Elementary School

# DISCUSSION

## Item 10A.

Granville Elementary School Update

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>10A</b>
FROM:	Patricia Scarpa, Granville Elementary Principal	Reading <input type="checkbox"/>
DATE:	January 11, 2022	Discuss <input checked="" type="checkbox"/>
SUBJECT:	Granville Elementary Update	Action <input type="checkbox"/>
		Consent <input type="checkbox"/>
OBJECTIVE:	Goal #1 To Raise the Level of Student Achievement Goal #2 To Focus on Planning for Future Student Needs	

### **SUPPORTING DATA**

Principal Patricia Scarpa will give an update of current events at Granville Elementary School including:

- A Walk-About in Video Format
- Opportunities
- Celebrations

### **SUMMARY & RECOMMENDATION**

### **Sample Motion**

Approved for transmittal to the Governing Board:

  
\_\_\_\_\_  
Mr. John Potthast, Superintendent

Questions should be directed to: Patricia Scarpa, 928-759-4800



# DISCUSSION

## Item 10B.

BMHS CTE Program Buildout

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>105</b>
FROM:	Dr. Christine Griffin, Executive Director of Educational Services and Innovation	Reading
DATE:	January 11, 2022	Discuss    X
SUBJECT:	BMHS CTE Buildout	Action
		Consent
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs	

### SUPPORTING DATA:

Humboldt Unified School District is looking into building an addition onto the Bradshaw Mountain High School gymnasium for the Career and Technology Education's Sports Medicine and Computer Science programs. The CTE Sports Medicine course is designed to help students develop a general awareness of health careers and specific preparation for physical therapy and sports medicine occupations. The Computer Science and Information Technology course focuses on preparing students for employment in careers related to building linkages in IT occupations for entry-level, technical, and professional careers that relate to the design, development, support, and management of hardware, software, multimedia, and system integration services.

The CTE addition would also allow space to create a Construction Technology program that will provide students with classroom instruction and hands-on experiences in various aspects of the construction industry.

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*

November 22, 2021

Jeannette Arntzen  
Procurement Specialist  
Humboldt Unified School District  
6411 N Robert Rd  
Prescott Valley, AZ 86314

**PROJECT:** Classroom Addition – Bradshaw Mountain High School

**SUBJECT:** Fee Proposal

**REFERENCE:** 1GPA 18-21P-08

Dear Jeannette:

Thank you for the opportunity to provide this fee proposal for a classroom addition for Bradshaw Mountain High School. We have prepared a preliminary floor plan and elevations for your review and this proposal is based on that design. The location of the addition is on the northeast corner of the existing gym building. There are existing underground utilities that will have to be relocated as well as topographic/drainage challenges that will have to be addressed in the building design.

Our scope of work includes basic Architectural, Mechanical, Plumbing, Electrical, Structural, and Civil services including Construction Contract Administration. The fees for this project are as follows:

Sub-Consultants:

• Mechanical/Plumbing Engineering (KCE)	\$ 5,100.00
• Electrical Engineering (KCE)	\$ 4,100.00
• Structural Engineering (Bixler)	\$ 4,500.00
• Civil Engineering (Larson)	\$ 5,000.00

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<b>Sub-Consultants</b>	<b>\$28,000.00</b>
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HDA Architects:

• Architectural Design & Coordination (HDA)	\$49,500.00
• Construction Administration CA (HDA)	\$16,500.00
• Reimbursable Expenses	\$ 2,000.00

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<b>Total Fixed Fee</b>	<b>\$68,000.00</b>
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Allowances:

• Structural Special Inspections (RAMM) (estimated)	\$ 5,500.00
• Geotechnical Engineering (RAMM) (estimated)	\$ 2,500.00
• Special Systems Tie-in (SSE) (estimated)	\$ 1,200.00

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<b>Allowances</b>	<b>\$ 9,200.00</b>
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BRUCE R. SCOTT, AIA  
MANAGING PARTNER

Jeannette Arntzen  
Bradshaw Mountain H.S. Fee Proposal  
November 22, 2021  
Page 2 of 2

Project invoicing will include copies of sub-consultant invoices. Allowances are estimated and will be billed at the actual cost of the service.

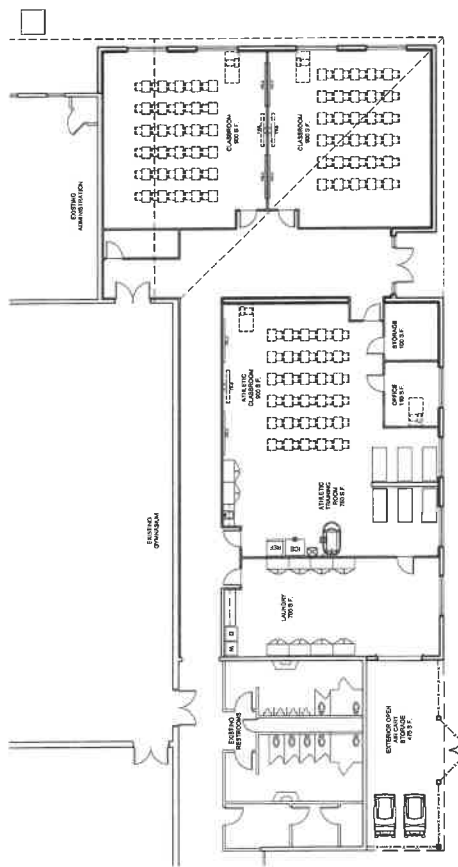
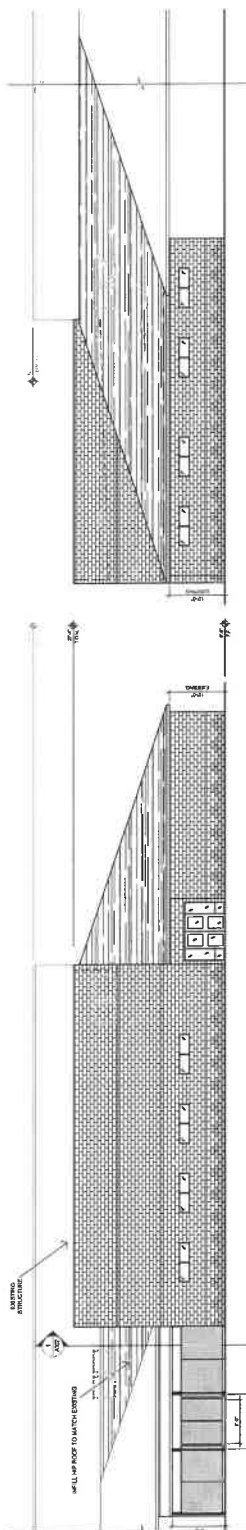
Please let me know if you have any questions.

Sincerely,  
HDA ARCHITECTS, LLC

A handwritten signature in black ink that reads "David A. Mar". The signature is fluid and cursive, with the first name "David" and last name "Mar" clearly legible.

David A. Mar  
Associate

DAM/sh





# DISCUSSION

## Item 10C.

HUSD Pandemic Update

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO:	Humboldt Unified School District Governing Board	Item # <i>10C</i>
FROM:	John Pothast, Superintendent	Reading
DATE:	Tuesday, January 11, 2022	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 11A.

Bus Purchases and Trade-ins

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **11A**

FROM: Dr. Christine Griffin, Executive Director of Educational Services and Innovation Reading

DATE: January 11, 2022 Discuss

SUBJECT: Purchase of 12 Busses and Trade-In of 12 Busses Action X

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

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### SUPPORTING DATA:

Humboldt Unified School District is approved for the Elementary and Secondary School Emergency Relief (ESSER II) funds. This Federal funding can help K-12 districts upgrade their bus fleets. HUSD is in need of replacing 12 deteriorating and aging busses which contribute to approximately 75% of repair costs from the transportation service budget.

Per Arizona Administrative Code, R7-2-1131 a Request for Quote was issued. Board approval is requested for the trade-in of twelve 2009 IC International busses with the value of \$2,500 each for a total of \$30,000 trade-in value and the purchase of twelve Blue Bird All-American Front Engine School Busses at \$164,802.77 each (after a volume discount and trade-in value) at a total cost of \$1,977,633.28 including sales tax and delivery.

Total from ESSER II: \$1,318,422.16. Total from Capital: \$659,211.12.

Trade-in:

Bus #, Year, VIN#, Notes, Trade Price				
09-01	2009	4DRBWAAR49A113107	84 Passenger with Maxxforce	\$2,500.00
09-03	2009	4DRBWAAR19A113095	84 Passenger with Maxxforce	\$2,500.00
09-04	2009	4DRBWAAR39A113096	84 Passenger with Maxxforce	\$2,500.00
09-05	2009	4DRBWAAR59A113097	84 Passenger with Maxxforce	\$2,500.00
09-06	2009	4DRBWAAR79A113098	84 Passenger with Maxxforce	\$2,500.00
09-07	2009	4DRBWAAR99A113099	84 Passenger with Maxxforce	\$2,500.00
09-08	2009	4DRBWAAR19A113100	84 Passenger with Maxxforce	\$2,500.00
09-09	2009	4DRBWAAR39A113101	84 Passenger with Maxxforce	\$2,500.00
09-10	2009	4DRBWAAR59A113102	84 Passenger with Maxxforce	\$2,500.00
09-11	2009	4DRBWAAR79A113103	84 Passenger with Maxxforce	\$2,500.00
09-12	2009	4DRBWAAR99A113104	84 Passenger with Maxxforce	\$2,500.00
09-13	2009	4DRBWAAR09A113105	84 Passenger with Maxxforce	\$2,500.00

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

Purchase:

Model	Bus Description	QTY	Total Price Including Sales Tax, Delivery, Vol. Discount, and Trade-in
T3FE-4004	BLUEBIRD ALL-AMERICAN FRONT ENGINE SCHOOL BUS	12	\$1,944,633.28

SUMMARY & RECOMMENDATION:

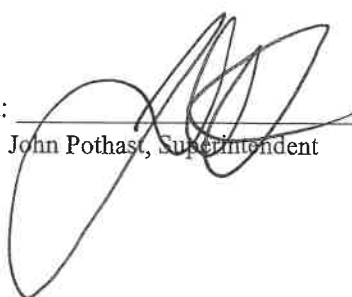
It is the recommendation of the administration to approve the purchase of twelve Bluebird All-American Front Engine School Busses and the trade-in of twelve 2009 IC International school busses.

Sample Motion:

*I move to approve the purchase of twelve Bluebird All-American Front Engine School Busses and the trade-in of twelve 2009 IC International school busses.*

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*



Customer: HUMBOLDT UNIFIED DISTRICT  
Address: 8766 E. HWY 69  
PRESCOTT VALLEY AZ 86314  
Attention: Mr. Kenneth Fox

Quote Date: 12/28/2021  
Quote Expire: 02/26/2022  
BOSS Quote ID #: 206443  
MESIC Contract #: 18F-CSBS-0904

**QUOTE SUMMARY**

**BLUE BIRD ALL-AMERICAN FRONT ENGINE SCHOOL BUS**

84 PASSENGER (LAP BELT READY SEATS)  
CUMMINS B6.7 250HP DIESEL ENGINE (5 YEAR/100K MILE WARRANTY - STANDARD)  
ALLISON 2500 PTS TRANSMISSION (5 YEAR/UNLIMITED MILEAGE WARRANTY)  
BLUE BIRD 3 YEAR/UNLIMITED MILEAGE WARRANTY  
REI 3 CAMERA SYSTEM  
CUMMINS 10 YEAR/UNLIMITED MILEAGE EXTENDED ENGINE WARRANTY

MODEL	BASE BUS DESCRIPTION	QTY	MOHAVE BUS PRICE
T3FE-4004		12	\$1,397,036.40
TOTAL ORDER FROM CUSTOMER 6-15			
ADDITIONAL OPTIONS T3FE:			\$344,304.00
VOLUME DISCOUNT:			(\$6,000.00)
BUS PREPARATIONS, SERVICE & PARTS:			\$116,925.00
SUB TOTAL:			\$1,852,265.40
FORD / GM CHASSIS INCENTIVES:			\$0.00
OTHER INCENTIVES:			\$0.00
TRADES:			(\$30,000.00)
MOHAVE FEE INCLUDED			
ARIZONA 8.5% SALES TAX :			\$153,333.88
LOCAL DELIVERY CHARGE:			\$2,034.00
TOTAL PRICE INCLUDING SALES TAX AND DELIVERY:			\$1,977,633.28

\*BY SIGNING BELOW THE CUSTOMER AGREES THAT ALL PRICING AND SPECIFICATIONS INCLUDED IN THIS QUOTE ARE CORRECT AND MEETS THE CUSTOMERS SATISFACTION.

**\*\* QUOTATION VALID FOR 60 DAYS / STOCK BUSES SUBJECT TO PRIOR SALE**

**\*\* Quote is Subject to Any Manufacturer's Price Increases Beyond 60 Days**

**PLEASE SIGN AND SUBMIT THIS QUOTE WITH YOUR PURCHASE ORDER TO MOHAVE EDUCATIONAL SERVICES**

Customer Signature	Date of Acceptance (mm/dd/yyyy)
Quoted By: Stephen Polizzatto	
Telephone: (602) 694-0343	
Email: stephen@canyonstatebus.com	



**BLUE BIRD**

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Qty	Options	Description	List Price	Mohave Member Price	Total
1	00155-01	BATTERY TIE DOWN FRAME	\$52.72	\$29.00	\$29.00
1	00161-00	EMERGENCY EQUIPMENT CMPT,UPR FRONT	\$318.18	\$175.00	\$175.00
1	00163-01	PANEL,SERVICE ACCESS,RR UPPR BULKHEAD	\$65.45	\$36.00	\$36.00
1	00252-00	STEPWELL PROTECTION	\$83.63	\$46.00	\$46.00
1	00505-05	FUEL TANK DOOR,SPRING-LOADED,LOCKING	\$38.18	\$21.00	\$21.00
1	00582-00	FLAPS FRONT, FULL LENGTH	\$96.36	\$53.00	\$53.00
1	00586-00	FLAPS REAR WITH BB LOGO	\$112.72	\$62.00	\$62.00
1	00591-00	REAR MUDFLAP EXTENSION	\$29.09	\$16.00	\$16.00
1	00661-01	FE 5 LB DRY W/HOSE (DRIVERS CPT)	\$112.72	\$62.00	\$62.00
1	00661-05	FE 5 LB DRY W/HOSE (EMER EQUIP CPT)	\$112.72	\$62.00	\$62.00
1	00741-02	CIRCUITS,SPARE,BODY HARN,TWO,14 GA	\$30.90	\$17.00	\$17.00
1	00754-00	TRIANGULAR WARNING DEVICE FLOOR	\$63.63	\$35.00	\$35.00
1	00989-09	FLOOR,PLYWOOD,5/8 BB,MARINE GRADE	\$1145.45	\$630.00	\$630.00
1	01014-00	STEEL FLOOR TRIM	\$150.90	\$83.00	\$83.00
1	01502-00	INSULATED DRIVERS AREA	\$170.90	\$94.00	\$94.00
1	01506-00	SOUND DEADENING SPRAY COAT 1/16 THK	\$100.00	\$55.00	\$55.00
1	01507-02	ACOUSTIC HEADLINING FULL LENGTH	\$1109.09	\$610.00	\$610.00
1	01922-04	DAYTIME RUN LGTS,W/O P/BRAKE DEACTIVATE	\$81.81	\$45.00	\$45.00
1	02679-00	EXTEND WINDOW RAIL	\$49.09	\$27.00	\$27.00
1	02683-00	EXTEND SEAT RAIL	\$116.36	\$64.00	\$64.00
1	03110-00	GRIP HANDLES	\$70.90	\$39.00	\$39.00
1	03183-02	VISOR,ACRYLIC,LEFT SIDE,ADJUST,W/KNOB	\$125.45	\$69.00	\$69.00
1	03183-06	VISOR,ACRYLIC,DRS WDO,ADJUST,W/KNOB	\$167.27	\$92.00	\$92.00
1	03311-01	2 PC SHADED W/S	\$81.81	\$45.00	\$45.00
1	20293-00	FORWARD GRAB RAIL ADA SPECIFICATION	\$72.72	\$40.00	\$40.00
1	30026-03	FAN,AUXILIARY,UPPER CENTER,6"	\$118.18	\$65.00	\$65.00
2	30029-01	WIRING,VENT,ROOF HATCH,BUZZER	\$0.00	\$0.00	\$0.00
1	30056-18	HOSE,HTR,EPDM,W/CT CLAMPS	\$281.81	\$155.00	\$155.00
1	30057-02	SWITCH,NOISE SUPPRESSION,LATCHING	\$0.00	\$0.00	\$0.00
1	30060-01	HEATER,12K,DRIVERS	\$454.54	\$250.00	\$250.00
1	30060-19	HEATER,80K,LH,FRONT,F/M	\$863.63	\$475.00	\$475.00
1	30060-21	HEATER,80K,LH,REAR,F/M	\$1009.09	\$555.00	\$555.00
1	30116-05	LIGHTS,DIRECTIONALS,RR,AMBER LED	\$52.72	\$29.00	\$29.00
1	30117-21	LIGHTS,DIR/MKR,SIDE,LED,FRT,BELT	\$140.00	\$77.00	\$77.00
1	30117-23	LIGHTS,DIR/MKR,SIDE,LED,REAR,BELT	\$140.00	\$77.00	\$77.00
1	30120-07	LIGHTS,DIR/PARK,FRT,AMBER,LED	\$134.54	\$74.00	\$74.00
1	30121-03	WIRING,DIR,SIDE,FRONT,BELTLINE	\$0.00	\$0.00	\$0.00
1	30121-05	WIRING,DIR,SIDE,REAR,BELTLINE	\$0.00	\$0.00	\$0.00
1	30151-05	LIGHTS,DOME,120 LUMENS,LED	\$818.18	\$450.00	\$450.00
1	30155-04	LIGHT,2 DOME,DRIVERS,LED,SEPARATE SW	\$180.00	\$99.00	\$99.00
1	30157-03	DOME,RR SW,2 LGTS/2 ROWS	\$27.27	\$15.00	\$15.00
1	30158-03	DOME,2 ROW/2 SWITCHES,F & R,CONFIG	\$121.81	\$67.00	\$67.00
1	30173-06	LIGHT,4" LED,STOP/TAIL,VANDAL RESIST	\$70.90	\$39.00	\$39.00
1	30175-03	LIGHT,7" STOP/TAIL,LED	\$50.90	\$28.00	\$28.00
1	30176-09	LIGHT,7 INCH BACKUP,LED	\$281.81	\$155.00	\$155.00
1	30196-05	HOODS,WARNING LIGHTS,INDIVIDUAL	\$0.00	\$0.00	\$0.00
1	30199-02	SYSTEM,WARN,8-LGT,N/SEQ	\$0.00	\$0.00	\$0.00
1	30200-19	LIGHTS,WARN,LED,8-LGT,AMB/RED	\$927.27	\$510.00	\$510.00
1	30201-02	SEQUENCE,W/L SYSTEM,NON-SEQUENTIAL	\$21.81	\$12.00	\$12.00

1	30210-08	SWITCH,W/L,EM OVERRIDE,LOC,RH	\$0.00	\$0.00	\$0.00
1	30222-04	SWITCH,EMERGENCY OVERRIDE	\$29.09	\$16.00	\$16.00
1	30249-03	ACTIVATION, HEADLAMP FLASH W/WARN LGT	\$103.63	\$57.00	\$57.00
1	30260-25	RADIO,AM,FM,MP3,USB,SD,MMC,BT WITH PA	\$809.09	\$445.00	\$445.00
1	30269-06	SPEAKER,DLX,8 SPKR SYS W/WIRING	\$245.45	\$135.00	\$135.00
1	30295-07	LOCATION,STOP ARM,DUAL	\$0.00	\$0.00	\$0.00
1	30296-19	S/ARM,AIR,H/I,REFL,LED,STROBE,DUAL	\$890.90	\$490.00	\$490.00
1	30297-10	WIRING,S/ARM,AIR W/INDEP FLSHR	\$109.09	\$60.00	\$60.00
1	30298-01	ALERT SYSTEM,REAR,MOTORIST	\$800.00	\$440.00	\$440.00
1	30310-02	HORN,BACKING SAFETY,112 DB	\$227.27	\$125.00	\$125.00
1	30316-06	WIRING,W/L,LED STROBING	\$25.45	\$14.00	\$14.00
1	30325-02	POWER,BAT CONTROL,WARNING LIGHTS	\$0.00	\$0.00	\$0.00
1	30325-03	POWER,BAT CONTROL,CLER/CSTR/ID LGTS	\$0.00	\$0.00	\$0.00
1	30325-04	POWER,BAT CONTROL,DOME LIGHTS	\$0.00	\$0.00	\$0.00
1	30331-02	CIRCUIT PROTECTION,BREAKERS,MANUAL RESET	\$49.09	\$27.00	\$27.00
1	30361-04	LETTERING,BATTERY	\$34.54	\$19.00	\$19.00
4	30365-01	LETTERING,EMERGENCY EXIT,ABOVE EXIT	\$0.00	\$0.00	\$0.00
1	30365-02	LETTERING,EMERGENCY DOOR,ABOVE EXIT	\$0.00	\$0.00	\$0.00
5	30366-01	LETTERING,EMERGENCY,INTERIOR,VINYL,BL ACK	\$0.00	\$0.00	\$0.00
5	30366-02	LETTERING,EMERGENCY,EXTERIOR,VINYL,B LACK	\$0.00	\$0.00	\$0.00
4	30430-04	VINYL,REFL,P/O WINDOW YELLOW,3M	\$0.00	\$0.00	\$0.00
1	30430-07	VINYL,REFL,2IN SIDE YELLOW,3M	\$281.81	\$155.00	\$155.00
1	30430-08	VINYL,REFL,1.75 IN RR YELLOW,3M	\$152.72	\$84.00	\$84.00
1	30430-62	VINYL,REFL,SB SIGN,FRT/RR YELLOW	\$158.18	\$87.00	\$87.00
1	30456-05	MIRROR,REARVIEW,INT,10 X 30,NONGLAR	\$49.09	\$27.00	\$27.00
1	30481-01	MIRROR,REARVIEW,REMOTE CONTROL	\$147.27	\$81.00	\$81.00
1	30482-06	HEATED MIRROR,EXT,15 MIN TIMER	\$563.63	\$310.00	\$310.00
1	30483-19	MIRROR,EXT,OPEN VIEW,ES SPLIT SYSTEM	\$60.00	\$33.00	\$33.00
1	30600-01	FAK,MULTI-STATE,POLY	\$125.45	\$69.00	\$69.00
1	30647-01	BODY FLUID KIT,ARIZONA	\$49.09	\$27.00	\$27.00
1	30758-01	CERTIFICATION,4-WHEEL ALIGNMENT	\$0.00	\$0.00	\$0.00
1	30784-09	PANEL,MODESTY,BARRIER,ENT DOOR	\$87.27	\$48.00	\$48.00
1	30784-43	PANEL,MODESTY,BARRIER,DRIVER,LH	\$43.63	\$24.00	\$24.00
1	30797-01	ARMREST,RH,DRIVER,SEAT,NATIONAL	\$60.00	\$33.00	\$33.00
2	30820-09	BARRIER, 39 INCH HIGH BACK	\$300.00	\$165.00	\$330.00
28	30834-06	CUSHION,SEAT,STANDARD,REBOND FOAM	\$0.00	\$0.00	\$0.00
28	30852-05	MODULE,SEAT,COLOR,GRAY	\$38.18	\$21.00	\$588.00
1	30883-02	DECAL,BATTERY DISCONNECT SWITCH,BLACK	\$20.00	\$11.00	\$11.00
1	30887-03	SEAL,CLOSEOUT,BATTERY COMPT TO BODY	\$114.54	\$63.00	\$63.00
1	30905-03	HOLDER,CUP	\$78.18	\$43.00	\$43.00
1	30905-05	CONSOLE MOUNT,ARM REST	\$58.18	\$32.00	\$32.00
1	30906-03	COMPARTMENT,DOCUMENT,BARRIER MTD	\$27.27	\$15.00	\$15.00
1	30921-02	LATCH,LOCKABLE,ELEC PANEL	\$0.00	\$0.00	\$0.00
1	30959-03	PANEL,SIDE,16 GA,19 3/4 SKIRT	\$1136.36	\$625.00	\$625.00
1	30977-16	DOOR,ENT,OUTWARD OPENING W/AIR ACTUATOR	\$0.00	\$0.00	\$0.00
1	30981-03	LOCK,SECURITY,ENT DOOR	\$116.36	\$64.00	\$64.00
1	31021-09	COVERING,FLOOR,RUBBER,DARK GREY	\$0.00	\$0.00	\$0.00
1	31027-02	STEPTREAD,VINYL,GRAY	\$0.00	\$0.00	\$0.00
1	31038-04	SEALER,FLOOR COVERING SEAMS,CLEAR	\$163.63	\$90.00	\$90.00
1	31049-10	HANDRAIL,ENT DR,BARR,ADA,1.25 O.D.	\$147.27	\$81.00	\$81.00



1	31156-05	LIGHT,STEPWELL,LED,ADA	\$372.72	\$205.00	\$205.00
1	31184-04	GLASS,RR EMER DR,LWR,DK TINT,LAM	\$45.45	\$25.00	\$25.00
1	31185-04	GLASS,RR EMER DR,UPR,DK TINT,LAM	\$60.00	\$33.00	\$33.00
1	31187-04	GLASS,REAR VISION,DK TINT,LAM	\$85.45	\$47.00	\$47.00
1	31188-03	GLASS,ENT DR,LOWER,TINT,LAM	\$58.18	\$32.00	\$32.00
1	31189-03	GLASS,ENT DR,UPPER,TINT,LAM	\$52.72	\$29.00	\$29.00
4	31193-22	WINDOW,S/S,P/O,12",TEMP,TINT,BLK	\$112.72	\$62.00	\$248.00
1	31200-48	WDO ASSY,DRV,GRN TINT,LAM,BLK	\$61.81	\$34.00	\$34.00
1	31201-09	BUZZER,MID SEC,P/O WINDOW	\$0.00	\$0.00	\$0.00
4	31201-10	WIRING,P/O WINDOW,DRS BUZ ONLY	\$0.00	\$0.00	\$0.00
26	31202-24	WINDOW,S/S,12",TEMP,TINT,BLK	\$12.72	\$7.00	\$182.00
1	40049-02	OIL SLINGER	\$101.81	\$56.00	\$56.00
1	40049-05	COVER,PARKING BRAKE,E-Z GRIP	\$14.54	\$8.00	\$8.00
1	40052-03	ADJ,SLK,AUTO,MERITOR	\$0.00	\$0.00	\$0.00
1	40053-03	CHAMBERS,BRAKE,AIR,WABCO	\$0.00	\$0.00	\$0.00
1	40070-07	BRAKES,AIR,MERITOR,6"FRT/7"RR	\$1327.27	\$730.00	\$730.00
1	40076-01	BRAKES,ANTI-LOCK(ABS),AIR	\$0.00	\$0.00	\$0.00
1	40085-01	LIFTING REINFORCEMENT,BUMPER	\$50.90	\$28.00	\$28.00
1	40099-01	PEDALS,ADJUSTABLE	\$1818.18	\$1000.00	\$1,000.00
1	40134-07	ALTERNATOR,LEECE-NEVILLE,240 AMP,AVI 160	\$190.90	\$105.00	\$105.00
1	40165-07	TORQUE MGNT,SPL070 DRIVELINE	\$0.00	\$0.00	\$0.00
1	40165-08	TORQUE MGNT,ISB ENGINE 40179	\$0.00	\$0.00	\$0.00
1	40168-01	HEATER,ENGINE BLOCK,INTERNAL,750W	\$254.54	\$140.00	\$140.00
1	40171-08	GOVERNOR,ROAD SPEED,70 MPH	\$0.00	\$0.00	\$0.00
1	40179-51	ENGINE,CUM B6.7,DSL,250HP@660LB-FT	\$5200.00	\$2860.00	\$2,860.00
1	40216-04	TAILPIPE,UNDER BUMPER,TURN-DOWN	\$0.00	\$0.00	\$0.00
1	40241-02	FUEL SYSTEM,DSL,100 GAL BFR RH FILL	\$672.72	\$370.00	\$370.00
1	40291-09	TIRES,MICH,11R22.5H XZE2 LRH	\$2009.09	\$1105.00	\$1,105.00
1	40390-04	BALANCE,REAR WHEELS	\$100.00	\$55.00	\$55.00
1	40411-01	TOW HOOKS, FRONT	\$96.36	\$53.00	\$53.00
1	40411-02	TOW HOOKS, REAR	\$309.09	\$170.00	\$170.00
1	40432-17	TRANS,ALLISON,2500PTS 6 SPEED	\$0.00	\$0.00	\$0.00
1	40493-04	PROGRAM,TCM,PERF,ATI,ALL TRANS	\$0.00	\$0.00	\$0.00
1	40213-04	ENGINE EMISSIONS CONTROL,2021	\$18372.72	\$10105.00	\$10,105.00
1	31300-26	WARRANTY, SILVER 3/10	\$1245.45	\$685.00	\$685.00
<b>TOTAL BLUE BIRD OPTIONS:</b>					<b>\$28,692.00</b>



## Bus Preparations, Service & Parts

### CANYON STATE OPTIONS

Qty	Options	Description	Price	Total
1	06001A	Transit /Conventional Models / Get ready # 06-001A	\$2096.00	\$2,096.00
1	CAMERA SYSTEM INSTALL-4	CAMERA SYSTEM-INSTALLATION (4 HOURS)	\$464.00	\$464.00
1	HD420-3-500	4 CH HD420 DVR w/3 Cameras & 500GB Hard Drive	\$2297.75	\$2,297.75
1	SBP-290590	Extended Engine Warranty, 10yr/Unl. Mile, B6.7	\$4886.00	\$4,886.00
			<b>TOTAL:</b>	<b>\$9,743.75</b>

### TRADES

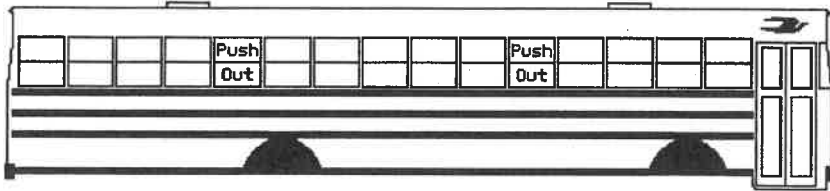
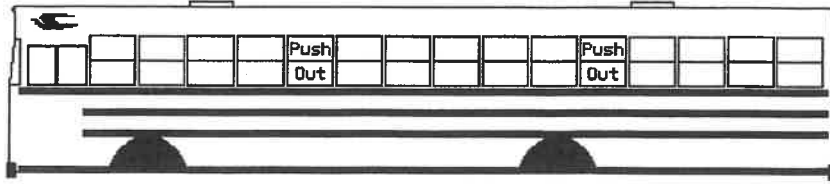
Qty	YEAR	BODY # / BUS # / DESCRIPTION	TRADE AMOUNT	Total
1	2009	4DRBWAAR19A113095 / 09-03 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR39A113096 / 09-04 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR59A113097 / 09-05 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR79A113098 / 09-06 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR49A113107 / 09-01 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR99A113099 / 09-07 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR19A113100 / 09-08 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR39A113101 / 09-09 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR59A113102 / 09-10 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR79A113103 / 09-11 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR99A113104 / 09-12 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
1	2009	4DRBWAAR09A113105 / 09-13 / IC INTERNATIONAL	(\$2500.00)	(\$2,500.00)
			<b>TRADES TOTAL:</b>	<b>(\$30,000.00)</b>

### DELIVERY CHARGES

Qty	Type	Range Miles	Price	Total
1	Delivery with Trade.	91	\$169.50	\$169.50
			<b>TOTAL DELIVERY CHARGES:</b>	<b>\$169.50</b>







SP: 29514 T3FE 4004, B4 CAP



BP: 5012992 T3FE 4004 232 WB



**ACTION**

**Item 11B.**

**Teachers to Homebound Students Pay  
Increase**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #11B
FROM:	Patty Bitsilly, Director of Special Services	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Homebound Teacher Hourly Pay	Action X
		Consent
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement Goal #2: To Focus on Planning for Future Student Needs	

### **SUPPORTING DATA**

Homebound services are provided to students who have documentation from a medical doctor that their medical condition does not allow them to physically attend school for a minimum of three months. Historically, the district has provided homebound services each year to less than four students each year, typically no more than one or two students simultaneously. Services are provided for four hours each week by a teacher assigned to the student. Teachers are currently paid \$25.00/hour and receive mileage reimbursement.

This year, we currently have five students in need of homebound services simultaneously and have experienced difficulty filling those positions. It is the recommendation of the Special Services department that the weekly hours be increased from 4 to 5 hours weekly to allow for appropriate preparation time (1 hour weekly) for the sessions. In addition, it is recommended that the hourly rate be increased to \$50.00/hour. This would be competitive with other opportunities in the district for teachers. Mileage reimbursement would continue to be provided.

The funding would be provided using Medicaid funds.

### **SUMMARY & RECOMMENDATION**

It is recommended that the board approve this increase in hourly pay for homebound teachers.

### **Sample Motion**

*I move to approve the increase in hourly pay for homebound teachers.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

Questions should be directed to: Patty Bitsilly, 759-4081

# ACTION

## Item 11C.

ABM Partnership

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 11C
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Approval of the Supplemental Labor Partnership with ABM.	Action X
		Consent

---

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

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### **SUPPORTING DATA:**

Due to the struggles HUSD has encountered over the last few years in filling custodial and maintenance positions, HUSD would like to enter into a partnership with ABM Industries for supplemental labor for eight custodial positions for the second semester. ABM will also provide oversight, training and supervision of these employees.

On July 13, 2021 the Board approved a service contract from ABM from July 14, 2021 to December 30, 2021 (112 days). During this time ABM was able to provide us with anywhere from 2 to 5 custodians at GHMS and BMHS.

We would like to continue with this service from January 3, 2022 to June 30, 2022 (129 days)

### **SUMMARY & RECOMMENDATION:**

The estimated cost of filling these positions internally would be approximately \$201,977.60. ABM's service contract is for \$231,657. Although it is more expensive to go with ABM, we have not been able to fill all of these positions in the last three years. The cost difference will be covered under the ESSER III grant. The service contract is also only for the second semester (129 days of service till the end of June) so HUSD can continue or discontinue for the next fiscal year depending on how our experience with ABM is during both semesters.

The elements of the program and agreement have been reviewed and approved to form by legal counsel.

It is recommended that the Governing Board approve the agreement.

### **Sample Motion:**

*I move to approve the Supplemental Labor Agreement with ABM Industries as presented for the second semester of the 2021-2022 school year.*

Approved for transmittal to the Governing Board:

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

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



# Humboldt Unified School District

A Supplemental Labor Solution For...

## **Humboldt Unified School District**

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A supplemental labor partnership specific to  
Humboldt Unified School District needs and goals  
- focused on flexibility, competitive pricing, and  
guaranteed service-delivery.

# HUMBOLDT USD LABOR SOLUTION

## CONTENTS

**1**

### PROPOSAL INTRODUCTION

Pg. 03

Included in the section is the executive summary, which briefly outlines the totality of the proposed offering as it relates to your goals. Additionally, it frames the proposal by showing your objectives and how we're poised to deliver these outcomes.

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**2**

### MEET THE TEAM

Pg. 07

A quick look at ABM and your direct management team. This section also illustrates our credibility to perform the request work by providing our portfolio of similar accounts in the region and supporting references.

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**3**

### THE PROPOSED SOLUTION MODEL

Pg. 12

This is a detailed look at the customized plan for your facilities and desired scope. It covers staffing, processes, equipment, and your district's specific transition plan.

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**4**

### VALUE ADDITIONS

Pg. 17

Although the timing might not yet be right, we'd like to show you all the ways we can become your trusted facilities management partner. This section covers all the services we offer and the value to your district.

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**5**

### PRICING

Pg. 21

This section covers the general pricing structure as well as the breakdown of any costs.

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MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT // GROUNDS PROPOSAL - RFP# 2020-001  
Building Value

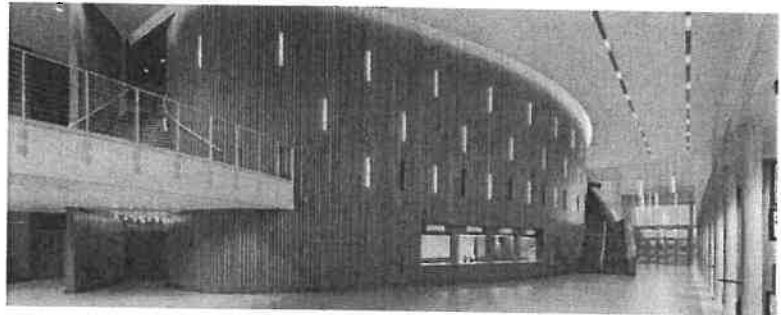
# 1. Proposal Introduction



# THE EXECUTIVE SUMMARY



*A solution that  
supports Humboldt  
Unified School District  
staffing challenges*



Dear Kort,

Thank you for the collaboration on the Supplemental Labor Program for Humboldt Unified School District. We are excited at the opportunity to provide a more sustainable solution for your custodial labor needs. Humboldt USD is not alone in the current staffing situation. Numerous districts struggle with staffing due to the pandemic, the stimulus to unemployment, and varying pay rates. This has created labor gaps that have stressed your staff and diminished your district's ability to operate effectively. We at ABM understands these challenges, and we've created a model that addresses all of your needs, and exceeds expectations in delivering qualified support staff. To do this, we focused on the following three critical areas.

**Flexibility:** We're proposing a solution that allows you to flex employees to the campuses that need them the most. We intend to create standardized workflows and training programs that aligns with any work your district might need done. This model is also modular and can accommodate additional staff or right-size itself if demand diminishes. This allows the seamless application of support staff no matter what the day holds.

# HUMBOLDT USD LABOR SOLUTION

**Competitive Pricing:** For our partnership to be successful, we must present a compelling business case. We've created a program that almost certainly saves Humboldt USD money over a comparative overtime labor model. We are providing services for 134 days starting June 14, 2021 - December 31, 2021. Through the 6 months on campus we will evaluate processes, staffing patterns, provide training to all staff members (ABM and District employees), we will work as one team to create efficiencies in the processes. After the 6 months of service we can evaluate the efficiencies together and further evaluate the pricing and service needs for Humboldt USD.

**Increased Accountability:** The pandemic has further elevated the need for adequate staffing to safely perform the critical functions of cleaning, disinfecting, and food preparation. Our model ensures that you always have the staff you need, when you need them and the staff will be the same team members on your campus for the entirety of the contract (with the exception of termination or leaving of an employee)

We know that together we can overcome any challenge, and our collective futures are genuinely bright in partnership. ABM is here to allow you to focus on what's important, Humboldt USD's overall student achievement.

Respectfully,

*MaryBeth Stuart, RD*

Director Of Education Solutions  
(602)245-6947

Marybeth.stuart@abm.com

# THE PROPOSAL OBJECTIVES



## 1. FLEXIBILITY

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It was made clear during our call that it's not entirely sure what the day might hold and that you need a model that allows you to flex staffing when and where you need it. ABM will train our staff on anything they might encounter, standardizing workflows and processes to meet Humboldt USD goals. Additionally, flexibility means we'll assess staffing levels every quarter to ensure you always have the right number of employees.



## 2. COST-SAVINGS

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During our discussion, you outlined the need to create a compelling business case for this supplemental labor model. With that in mind, we've created a highly cost-effective solution that avoids the hefty price of overtime usage. Additionally, it gives Humboldt USD back time and labor hours to focus on more critical items.



## 3. INCREASED ACCOUNTABILITY

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When we spoke, you talked about the lack of accountability with your current temporary labor vendor and how employees were often ill-equipped or unprepared for custodial and food service work. You also mentioned their inability to supply the critical employees needed for your district to function in this time of the pandemic. We are proposing a dedicated model that ensures you get the people when and where you need them.



# 2. Meet The Team



# CREDIBILITY DEFINED

## ABM IN ARIZONA



**ENERGY**  
23% average energy reduction  
for client properties



**HVAC & MECHANICAL**  
1,820+ heating and cooling  
systems serviced and maintained



**JANITORIAL**  
39+ million sq. ft. of  
buildings cleaned every day



**LANDSCAPE & TURF**  
250+ properties serviced  
and maintained



**PARKING & TRANSPORTATION**  
18,000+ parking spaces and 50+  
parking locations managed every day



# Arizona

Our 2,690+ team members in Arizona are dedicated to providing maintenance to 700+ facilities, including Phoenix Sky Harbor International Airport.



Serving Arizona  
since 1955



2,690+ Arizonians  
employed



6  
branch locations



700+ buildings  
maintained



We maintain **Phoenix  
Sky Harbor  
International Airport**

[ABM.com/AZ](http://ABM.com/AZ)

## WHAT THIS MEANS FOR HUMBOLDT USD

The figures above are just that, numbers. More important is what they mean for Humboldt USD. They illustrate that ABM is the right partner with the blend of experience and performance-driven culture to deliver on your staffing goals.

- ABM is the largest employer of facility service personnel in the state of Arizona
- Advanced human resources capabilities, illustrating the ability to deliver on any of your staffing requests.
- Training and best-practices are leveraged from various industries, infusing the best ideas at Humboldt USD's campuses.
- A performance-driven culture that'll ensure quality service and consistent staffing.

# ARIZONA CLIENTS & ASSOCIATIONS

## NOTABLE K-12 ARIZONA CLIENTS

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Agua Fria UHSD – Arizona / 1GPA</li><li>• Altar Valley ESD – Arizona / 1GPA</li><li>• Buckeye ESD – Arizona / 1GPA</li><li>• Cave Creek USD – Arizona / 1GPA</li><li>• Colorado River Schools - Arizona (Janitorial Grounds, &amp; FOM) / 1 GPA</li><li>• Dysart USD – Arizona (Grounds &amp; Janitorial) 1 GPA</li><li>• Laveen ESD – Arizona / 1GPA</li><li>• Liberty ESD – Arizona / 1GPA</li><li>• Murphy ESD – Arizona / 1GPA</li></ul> | <ul style="list-style-type: none"><li>• Paradise Valley USD – Arizona / 1GPA – Lead Entity</li><li>• Phoenix Country Day School - Arizona</li><li>• Scottsdale Unified School District - Arizona</li><li>• Tolleson Elementary SD – Arizona / 1GPA</li><li>• Tolleson Union HSD – Arizona / 1GPA</li><li>• Higley USD – Arizona / 1 GPA</li><li>• Union ESD - Arizona / 1GPA</li><li>• West-MEC – Arizona / 1GPA</li></ul> |
|--|--|



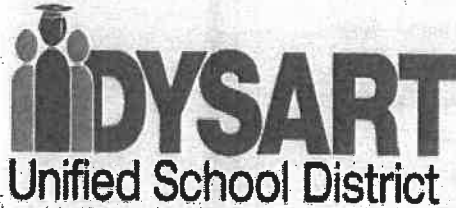
- Arizona Association of School Administrators (AASA)
- Arizona Associations of School Boards (AASB)
- Arizona Association of School Business Officials (AASBO) Alliance Partner
- BuyBoard
- 1 GPA
- Purchasing Cooperative of America (PCA)
- Association of School Business Officials (ASBO)
- AZALAS

## EDUCATION REFERENCES

### ACCOUNT

### CLIENT

### CONTACT INFO



#### DYSART UNIFIED SCHOOL DISTRICT

- Custodial/Grounds
- 2,900,000 sq. ft.
- 30 Sites
- Service Since 2008

#### BOB ENGLISH

Director of Maintenance &  
Operations

Phone: (623) 764-0141



#### SCOTTSDALE UNIFIED SCHOOL DISTRICT

- Custodial Account
- 4,236,000 sq. ft.
- 36 Sites
- Service Since 2001

#### EVERETT HAYES

Custodial Coordinator

Phone: (480) 540-7007



#### HIGLEY UNIFIED SCHOOL DISTRICT

- Custodial Account
- 800,000sq. ft.
- 3 Sites
- Service Since 2020

#### MICHAEL FOWLER

Phone: (480) 721-3102



# HUMBOLDT USD LEADERSHIP TEAM

## MYRON LUCKBACH

## SENIOR VP OF OPERATIONS



"Standing ready to deliver on Austin's support needs"

Myron leads all aspects of operations with a deep focus on exceeding customer expectations. An industry veteran with over 30+ years of facility services experience, Myron has held various senior-level positions with ABM's Education and Commercial Divisions, including Regional Vice President of Operations. Myron achieved the distinction of Certified Building Service Executive (CBSE) from the Building Service Contractors Association International (BSCAI). He is a certified Cleanroom Trainer and is a member of the Institute of Environmental Sciences & Technology (IEST).

## ANDY CHANG

## VICE PRESIDENT OPERATIONS



"Quality and service are my focuses"

Andy Chang currently serves as Regional Vice President of Operations in the western part of the country. He brings over 25 years of facilities management experience and is a proven leader and team builder. In his current role, he is responsible for providing strategic and operational assistance to the Division president while growing and retaining clients across his multi-state region. Many of our current clients in Andy's region are state schools.

Andy earned a master's in Business Administration from the University of Houston.

## BOB LOON

## DISTRICT MANAGER



"I'm confident that I can help"

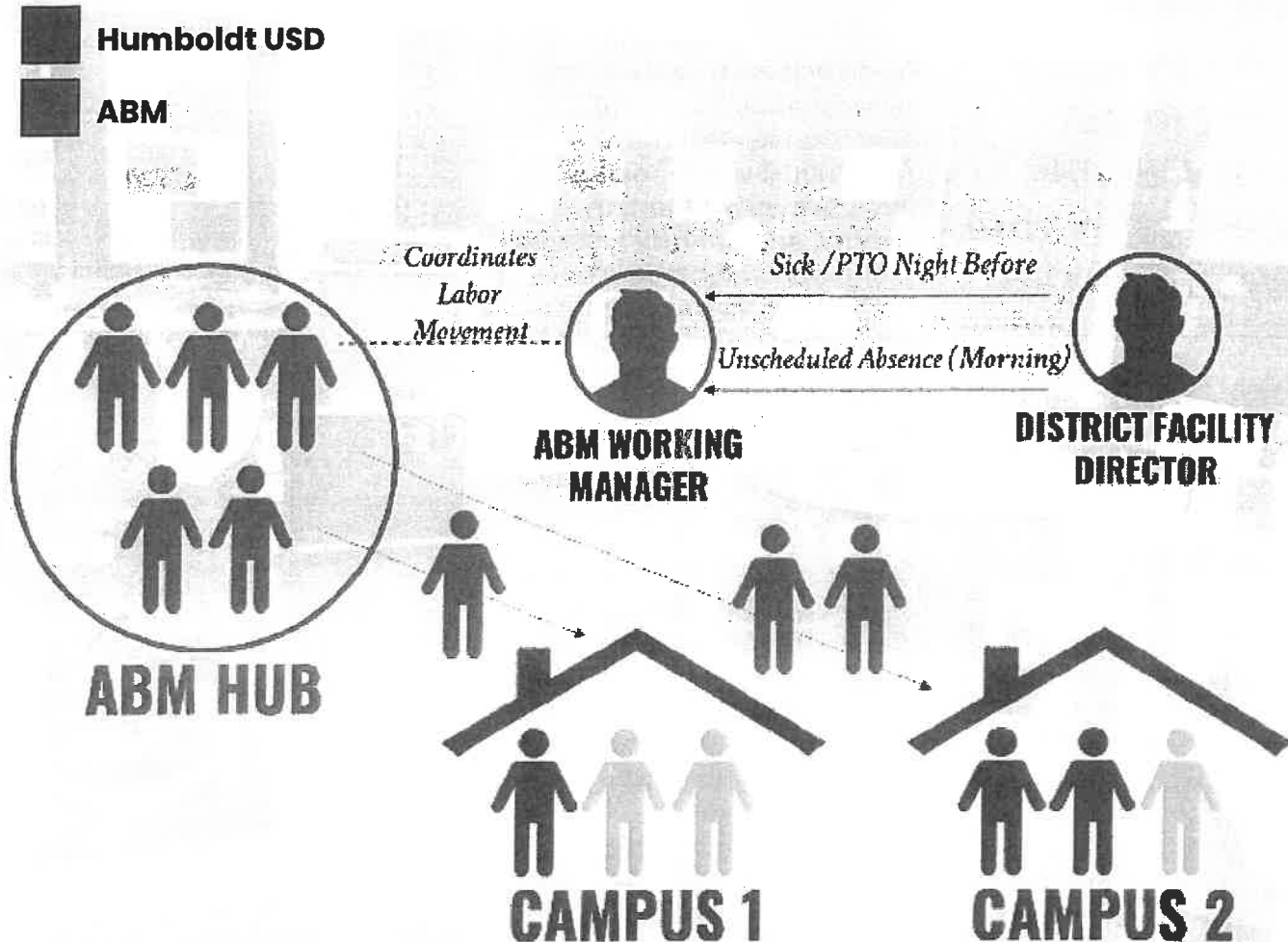
Robert oversees all custodial operations in Arizona within ABM's Education Division. Bob has over 35 years of experience in the custodial industry, specializing in customer service and people management.

He has held various positions within ABM's Education Division including his current position as Regional Director of Operations.



# 3. The Solution

## HOW IT WORKS



## BENEFITS OVERVIEW

**This model offers dramatically improved service quality in the following ways...**

1. Increased redundancy of requested staff.
2. Produces cost-savings over an overtime model.
3. Dedicates staff and resources only to Humboldt USD.
4. Incorporates ABM and Humboldt USD's hiring, background-checking, and training best-practices.
5. Also reduces Humboldt USD's human resource and opportunity costs associated

# STAFF TRAINING PROGRAM

***"A system that  
augments  
Humboldt  
USD training  
requirements and  
keeps pace with***

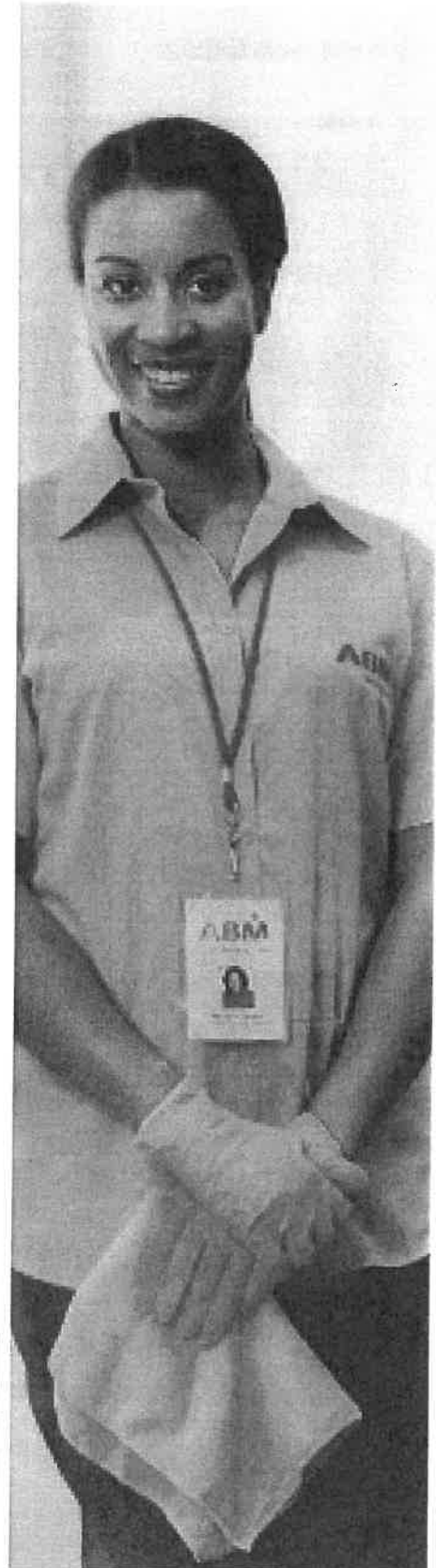
## **OVERVIEW:**

To ensure consistency and accessibility, we utilize our own online training platform for new team member on-boarding and ongoing staff development called ABM University. The ABM University platform enables management and hourly staff to access a comprehensive variety of service-specific and career development training courses and curricula.

Management dashboards provide leadership with a quick look at individual progress via a Training Plan Progress Chart. We design a specific training plan for each team member, affording continuous on-demand training throughout the year.

Team member portals grant access to testing and assessments in a "Netflix" style course catalogue (thumbnail view). Topics include safety, infection control, and general cleaning techniques, clean-room techniques, maintenance, and many more service-line subjects. Team members can provide feedback and rate the courses they take to help us provide the most effective training possible.

Whether self-directed or done in small workgroups, ABM University helps team members stay certified, compliant, and ready to expand their skill sets. These learning opportunities have a tremendous positive impact on team member engagement and organizational performance. We continuously update and add new videos throughout the year to stay current with the most up-to-date materials/topics specific to job functions and infection prevention/control practices.



**ABM**University

# BACKGROUND SCREENING WITH STERLING TALENT SOLUTIONS

Hiring and onboarding the most qualified candidates quickly and efficiently to fill open positions is a top priority. ABM partners with Sterling Talent Solutions to provide reliable, fast and compliance-focused criminal background checks. By partnering with Sterling, we offer a variety of screening packages to meet your needs.

Clients may choose from a wide range of Fair Credit Reporting Act (FCRA) compliant packages and a la carte options to suit their needs.

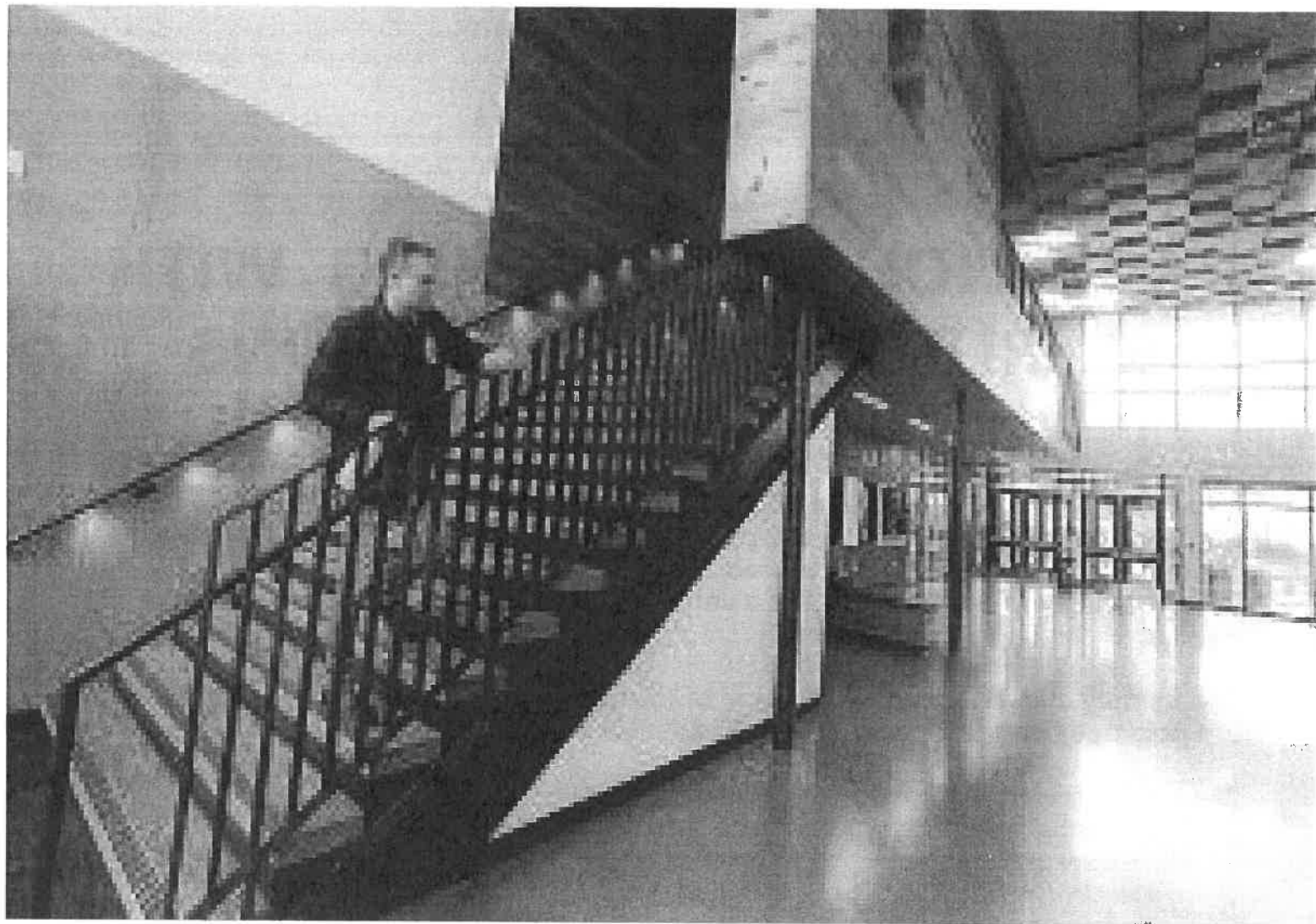
**The basic Service Worker package covers the following searches:**

- Social Security Number (SSN) Trace
  - Review and confirm up to 10 years of address history
  - Identify names and aliases associated with the social security number
  - Review any "also known as" names such as maiden names, nicknames, common misspellings and more
- Multi-State Criminal Database Check
  - Uses Name and Date of Birth (DOB) to scour thousands of aggregated sources, further expanding the list of criminal record search locations
- Department of Justice (DOJ) Sex Offender Registry Check
  - Searches the U.S. Department of Justice Sex Offender Registry, which includes real time listings of registered sex offenders in 49 states, offering complete and current reporting of any convictions and/or infractions
- Office of Foreign Assets Control (OFAC) Check
  - Supplies a watch list for potential threats to national security as identified by the U.S. Treasury Department

**Sterling Talent Solutions offers a comprehensive suite of criminal background checks powered by CourtDirect™, their exclusive technology and fulfillment process providing:**

- Direct, automated access to more than 2,200 county, state and federal U.S. courts
- Team of trained court research specialists to prioritize and streamline criminal record searches
- Continuous quality monitoring for greater accuracy
- A secure, compliant and efficient way to get results back 2 – 4 times faster than the industry over 70% completed in the same day"





# 4. Value Additions

# OTHER WAYS WE CAN HELP HUMBOLDT USD



## MAINTENANCE & REPAIR

Preventative Maintenance

Trades Management

HVAC

Plumbing

Electrical

Infrastructure Management

Central Plant, Boilers, Chillers

Fire-Life/Safety

Stockroom Management (MRO)

Energy Management

Procurement / Vendor Sourcing

Handyman Services

Waste Management

Project Management



## ANCILLARY SERVICES

Concierge / Reception

Conference Services

Mail room



## JANITORIAL

Residential Disinfection & Cleaning

Common Areas / Living Spaces

Summertime Conferences / Camps

Academic, Admin, and Athletic

EnhancedClean™ (COVID-19)



## LANDSCAPE & TURF

Sports Turf Management

General Campus Landscaping

Snow and Ice Removal

Exterior Event Spaces

Pest Control



## INNOVATION & TECHNOLOGY

Computer Maintenance  
Management System

Quality Inspection & Assurance

Building Analytics

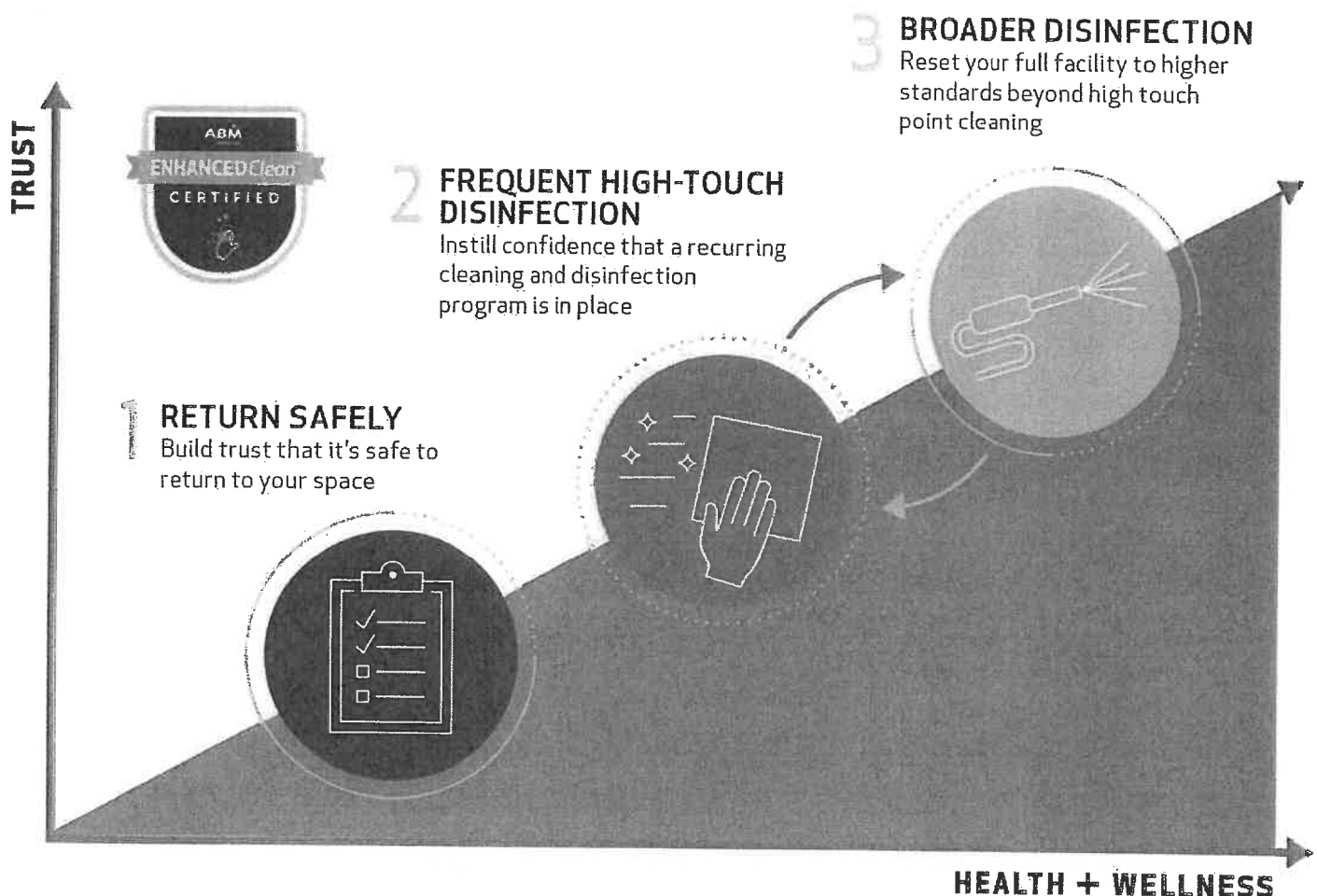
# ABM ENHANCEDCLEAN™ PROGRAM

## *Pathogen control for occupant and building wellness*

*A holistic approach to creating healthier buildings for your District*

ABM is uniquely positioned to help Midlothian ISD prevent the spread of pathogens through a three-step approach to building disinfection, backed by an expert-certified disinfection process and training program.

Beyond maintaining cleanliness, the ABM EnhancedClean™ program can help assure students, faculty, staff and visitors that you're doing your part to create healthier spaces—whether it's upon reopening comprehensively, disinfecting more frequently, or looking at the health of your building more holistically with advanced technologies.





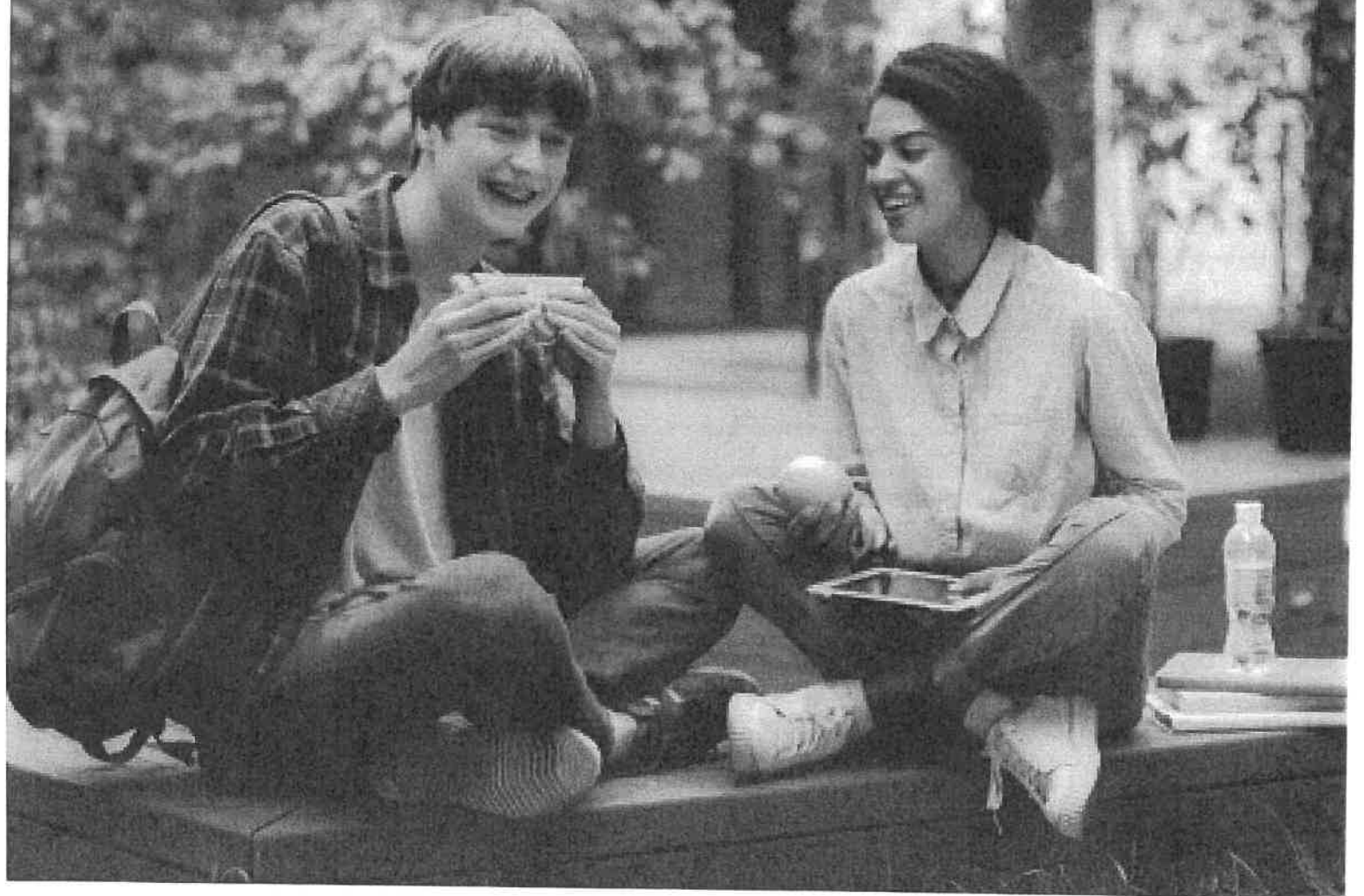
# ABM ENHANCED CLEAN™ PROGRAM

## OVERVIEW:

Every school district is unique, but what all campuses have in common is the ongoing need for preventative practices and regular disinfection to improve the health and wellness of your buildings and the students, faculty and staff. We can help you meet the evolving challenges of reopening and ongoing facility services, supplemented by broad disinfection technologies to cover every angle of building wellness.

STEP	SUGGESTED FREQUENCY	METHODS EMPLOYED	TEAM MEMBERS DEPLOYED	SUPPLIES AND EQUIPMENT
<b>Step 1: Return Safely</b> Build trust that it's safe to return to your space.	Intervals based on reentry	Pre-opening site assessment(s) using reentry checklists to inform return to work strategy Workforce protocols (i.e. PPE & social distancing procedures) Implement preventative products strategy One-time enhanced clean	Certified disinfection specialists	<ul style="list-style-type: none"> <li>No-touch fixtures, dispensers &amp; door openers</li> <li>Centralized trash receptacles</li> <li>Sensor technologies</li> <li>Hand-sanitizing stations (based on availability)</li> <li>Disinfecting wipes for occupants (based on availability)</li> <li>EPA-registered disinfectants qualified for use against SARS-CoV-2</li> </ul>
<b>Step 2: Frequent High-Touch Disinfection</b> Instill confidence that a recurring cleaning and disinfection program is in place.	Intervals range from hourly to daily	Site-specific SOW for each facility type based on occupancy levels Cleaning and disinfection of all high touch point areas in facility	Certified disinfection specialists	<ul style="list-style-type: none"> <li>Occupant Communication Kits</li> <li>EPA-registered disinfectants qualified for use against SARS-CoV-2</li> <li>Proper PPE</li> <li>Microfiber program</li> </ul>
<b>Step 3: Broader Disinfection</b> Reset your full facility to higher standards beyond high touch point cleaning.	Intervals range from nightly to quarterly	Large area disinfection	Certified disinfection specialists	<ul style="list-style-type: none"> <li>Electrostatic sprayers</li> <li>Hospital grade EPA-registered disinfectants with faster kill time and broader pathogen spectrum if an outbreak has occurred in your facility</li> <li>Continued product testing</li> <li>Evidence-based testing and validation</li> </ul>

# 5. Pricing



# PRICING OVERVIEW

## CONTRACT TERMS

**Proposed Contract Structure:** Fixed-Fee

**Contract Length:** 6 Months

- 129 Days January 1, 2022– June 30, 2022
- Annual price July 1, 2022 – June 30, 2023 @ 260 days = \$466,905.40

**Payment Schedule:** Net 30 days

### ABM Provides

- Project Manager and Supervisor included in the rates
- Hiring is at or above \$15.00 per hour

Option 1	Annual Pricing	Monthly Pricing
<b>Custodial Staff Only 8 custodians including floor Tech, Supervisor, and Project Manager</b>	\$231,657.00 (129 days)	Based on days of the month \$1795.79/ day
July 1, 2022– June 30, 2023	\$466,905.40 ( 260 days)	Based on days of the month \$1795.79/ day

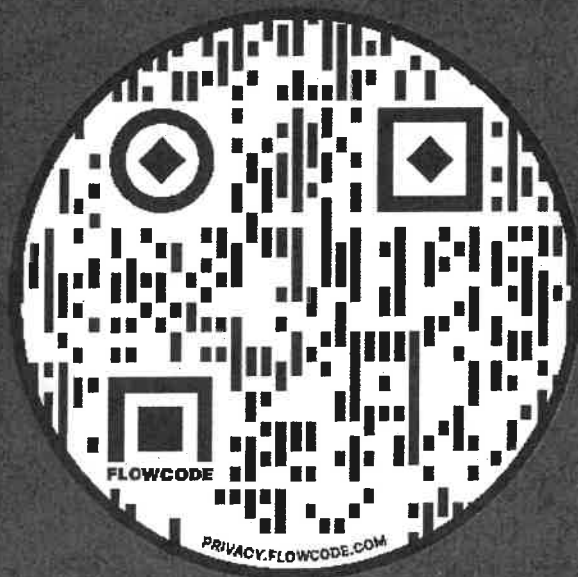
## NOTES

- ABM intends to review staffing on a quarterly basis to ensure correct numbers for Humboldt USD.



*Thank You*





**ABM<sup>®</sup>**

Building Value



# ACTION

## Item 11D.

New Course: Guitar 3

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 110
FROM:	Brett Dahl, BMHS Principal	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Approval of new course: Guitar 3	Action X
		Consent
<hr/>		
OBJECTIVE:	1. To Raise the Level of Student Achievement	

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### SUPPORTING DATA

This course is designed to improve student's basic skills learned in level one and intermediate skills learned in level two. Emphasis in this course is on further developing individual musicianship and extending abilities to read music; play classical, jazz, and advanced popular genres of music; perform as member of an advanced ensemble; and further learn/apply concepts of music theory to literature for performance and original compositions as they relate to the guitar. Students enrolled in Guitar 3 will compete in the Arizona Band and Orchestra Directors Association Arizona Area Guitar Festival. Students in Guitar 3 will have additional performance opportunities within the community and the opportunity to work with regional clinicians. Additional fees for the competitions may be charged.

### SUMMARY & RECOMMENDATION

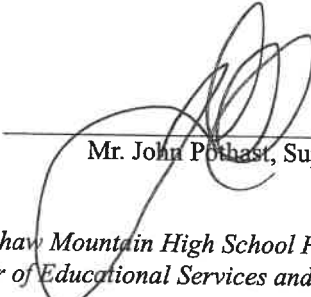
Guitar 3 is designed to build upon prior knowledge of Guitar 1 and 2 and extend learning of previous skills and course material. Students will further explore classical, jazz, and fingerpicking playing techniques and further advance their understanding of music theory and literacy. Students will further develop their musicianship skills to an advanced level and perform individually as an advanced ensemble. Students will perform through school and community events, as well as at conferences and competitions. Students will further explore classical, jazz, and fingerpicking playing techniques and deepen their understanding of music theory and literacy.

**It is the recommendation from the BMHS administration to approve the 2022-2023 Bradshaw Mountain High School Guitar 3 class.**

### Sample Motion

***I move to approve Guitar 3 as a one-year course worth one credit. The course will be offered at Bradshaw Mountain High School beginning in the 2022-2023 school year.***

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

*Questions should be directed to: Brett Dahl, Bradshaw Mountain High School Principal, Dave Capka, CTE Director, & Dr. Christine Griffin, Executive Director of Educational Services and Federal Programs*



# ACTION

## Item 11E.

New Course: Introduction to Statistics

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>11E</b>
FROM:	Brett Dahl, BMHS Principal	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Approval of new course: Introduction to Statistics	Action <input checked="" type="checkbox"/> X
		Consent
<hr/>		
OBJECTIVE:	1. To Raise the Level of Student Achievement	

### SUPPORTING DATA

This course is designed to give students an overview of statistics in preparation for college statistics. This is not an AP offering. It is designed after MAT 167, which is taught at Yavapai College. Students will gain an understanding of many of the same topics of the AP Course, but will go at a slower pace and will not have the pressure of performing well for the AP Exam. It provides a 4th year math course for those students who start high school in Pre-AP Geometry, but no longer want to continue with AP courses.

### SUMMARY & RECOMMENDATION

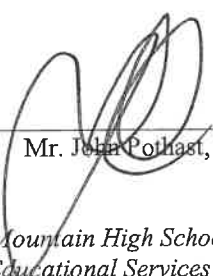
Introduction to statistics is designed to provide students with opportunities to learn that are appropriate for their academic level. It will expand upon prior knowledge gained in College Math as well as push students to learn more about statistics in preparation for college.

**It is the recommendation from the BMHS administration to approve the 2022-2023 Bradshaw Mountain High School Introduction to Statistics class.**

### Sample Motion

**I move to approve Introduction to Statistics as a one-year course worth one credit. The course will be offered at Bradshaw Mountain High School beginning in the 2022 - 2023 school year.**

Approved for transmittal to the Governing Board:

  
Mr. John Polthast, Superintendent

*Questions should be directed to: Brett Dahl, Bradshaw Mountain High School Principal, Dave Capka, CTE Director, & Dr. Christine Griffin, Executive Director of Educational Services and Federal Programs*

# ACTION

## Item 11F.

2022-2023 BMHS Course Description

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>MF</b>
FROM:	Brett Dahl, BMHS Principal	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Proposed 2022-2023 BMHS Course Description Guide	Action X
		Consent

---

OBJECTIVE:      Goal 1: Student Achievement  
                         Goal 2: Focus on Planning for Future Student Needs

---

For your approval is the proposed 2022-2023 Bradshaw Mountain High School Course Description Guide. This guide has multiple purposes for students and families when planning for course selection in the subsequent school year, understanding the many educational pathways available, fees for courses, graduation requirements and provides answers to questions concerning a student's four-year plan of study at BMHS. This is being presented to you in January to meet the needs of those families making decisions for their children's next steps for attending schools in Humboldt Unified School District. Additionally, this information is made available to our eighth-grade students to have and use during transition meetings scheduled at all of our HUSD middle schools. This guide allows for HUSD to proactively answer many questions that parents and students may have and make available to the community a complete description of BMHS course offerings, fees, and educational pathways.

The Course Description Guide has the following changes from the 2021-2022 version:

- Updated state testing requirements, p. 5;
- Inclusion of proposed course, Introduction to Statistics, p. 22;
- Redesign of Advanced PE, p. 35;
- Inclusion of proposed course, Guitar 3, p. 39;
- Introduction of BMOA fee in order to cover textbooks and related course expenses, p. 65

### SUPPORTING DATA

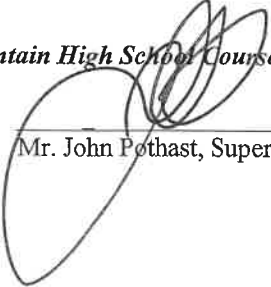
### SUMMARY & RECOMMENDATION:

It is the recommendation from administration to approve the 2022-2023 Bradshaw Mountain High School Course Description Guide.

#### *Sample Motion:*

*I move to approve the 2022-2023 Bradshaw Mountain High School Course Description Guide.*

Approved for transmittal to the Governing Board:

  
Mr. John Pothast, Superintendent

*Questions should be directed to: Brett Dahl, Bradshaw Mountain High School Principal & Dr. Christine Griffin, Executive Director of Educational Services and Federal Programs*

# BRADSHAW MOUNTAIN HIGH SCHOOL



Course Description Guide  
2022-2023

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# **Mission of the School Counseling Department**

School Counseling is an integral part of the total education process at Bradshaw Mountain High School. Our mission is to provide all students the opportunity to become responsible adults by delivering a comprehensive competency-based school counseling program that will contribute to their success in school and beyond.

## **School Counseling Curriculum**

The Bradshaw Mountain High School counseling program promotes and enhances student learning in the following domains:

- Academic development
- Career development
- Personal/social development

The school counseling curriculum is composed of organized objectives and is delivered by school counselors in classrooms, small group settings, and individually. It is sequential in nature and designed to meet the developmental needs of all students to ensure that every student receives an equal opportunity to participate fully in the educational process.

## **Program benefits**

### **For Students:**

- Relates educational program to future success
- Facilitates career exploration and development
- Assists in acquiring knowledge of self (abilities, skills, and interests)
- Assures equitable access to educational opportunities

### **For Parents:**

- Provides support for parents in advocating for their child's academic, career, and personal/social development
- Develops a system for their child's long-range planning and learning
- Increases opportunities for parent/school interaction

## **Annual Nondiscrimination Notification**

Humboldt Unified School District does not discriminate on the basis of sex, race, color, national origin, age, or disability in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. Humboldt Unified School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available, such as business, CNA, sports medicine, graphic design, and fire science (Film & TV/Digital Photography, Nursing, Sports Med, Stagecraft, Networking, Marketing & MICTED).

The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Humboldt Unified School District also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Executive Director of Educational Services/Federal Programs  
Christine Griffin  
6411 N. Robert Rd.  
Prescott Valley, AZ 86314  
(928) 759-4000  
robert.bueche@humboldtunified.com

Principal  
Brett Dahl  
6000 E. Long Look Dr.  
Prescott Valley, AZ 86314  
(928) 759-4000  
brett.dahl@humboldtunified.com

El Distrito Unificado de las Escuelas Humboldt no discrimina en ninguna forma en lo que se refiere a lo relacionado con el sexo, la raza, el color de la piel, la nacionalidad, la edad o incapacidad física en la participación en sus programas y/o actividades y también provee acceso igual a los niños Scouts y a los otros grupos que son designados para gente joven. El Departamento de Educación Técnica y de Carreras Universitarias del Distrito Unificado de Escuelas Humboldt no discrimina la inscripción o el acceso a cualquier programa disponible tales como: Fotografía digital, de películas y televisión, de enfermería, de medicina de deportes, de teatro técnico, de conexión de redes, de mercadotecnia, y en MICTED\*. La falta de un buen conocimiento del idioma de inglés no es una barrera para la admisión o la participación en las actividades y en los programas del Distrito. El Distrito tampoco discrimina en lo relacionado con contratos de trabajo o de empleos. Las siguientes son las personas que han sido designadas y encargadas para hacer la investigación necesaria con respecto a las disciplinas que existen en contra de cualquier clase de discriminación.

## **Translation Services**

Any school document or information can be translated as needed. Contact the English Language Department at 928-759-4047. Cualquier documento de la escuela y la información que se puede traducir como sea necesario. Contacte el departamento de idioma inglés al 928-759-4047.

## **Graduation**

The Humboldt Unified School District provides a graduation ceremony for students who have met state and district requirements. Participation in commencement exercises is encouraged but is not mandatory. Students who have successfully completed the credit and administrative requirements for graduation are eligible to participate in commencement exercises.

To receive a Bradshaw Mountain High School diploma, a student must:

1. Complete a minimum of 22 credits before the ceremony.
2. Pass all academic requirements for graduation.
3. Complete all administrative procedures required.



## **Valedictorian/Salutatorian**

Valedictorian and Salutatorian are the top 1% of the senior class based on the following criteria:

1. Weighted letter grades from courses taken since the beginning of 9th grade (the first year after 8th grade) from an accredited high school through the first semester of senior year (7 semesters total).
2. Grades earned on the student's first attempt.
3. In the case of a tie, the valedictorian is awarded to the student who has the highest number of weighted A's.
4. A Student must attend BMHS as a full-time student both semesters of their senior year (fourth year after 8th grade).
5. Salutatorian(s) make(s) up the remaining 1% of the senior class.

## **GPA/Class Rank**

1. Class ranking is determined each semester beginning with the completion of the first semester of freshman year and ending with the completion of the first semester of senior year.
2. Class rank is based on the unweighted grades earned in regular education classes.
3. Total grade points begin accumulating with the ninth grade. Grade points are divided by total units attempted to produce the cumulative grade point average. Students are ranked according to grade point average.
4. Weighted courses are offered at a 5.0 grading scale (A=5 points, B=4 points, C=3 points, D=2, F=0).
5. Unweighted courses are offered at a 4.0 grading scale (A=4 points, B=3 points, C=2 points, D=1, F=0).

## **Student Records**

Students requesting official or unofficial transcripts should go to [www.parchment.com](http://www.parchment.com) to request an official transcript at a small cost.

Changes to student information such as address, telephone number, and emergency contact must be made by filling out the Student Information Change Form.

Legal documentation is required for all guardianship, student name, and marital status changes.

## **Test Out/Credit Transfer Procedures**

Bradshaw Mountain High School students must fulfill the academic requirements for high school graduation. Test out and credit transfer procedures exist in order to measure student learning and knowledge. **Test out procedures are not an option for BMHS students who wish to earn credit for courses that have not yet been taken.**

### **Test out procedures for courses at Bradshaw Mountain High School are as follows:**

1. There may be a \$25 fee for each test taken.
2. Students desiring to test out of a course must contact the department chair of that subject.
3. Each "test for credit" may have two segments:
  - A. A work portfolio in which the student will produce projects, labs, etc.
  - B. A test
4. Students may attempt to test out only once for credit in any course.
5. Students may not test out for credit in a class in which they are currently enrolled.
6. Students may not test out for credit as a method of repeating the course. (See Credit Recovery Policy)
7. All test outs must be completed by the end of the second week of each semester, unless it is due to a transfer situation where a grade has yet to be assigned.

## Testing

### State required tests:

- ACT Aspire for students in 9th grade.
- ACT for students in 11th grade.
- Arizona's Instrument to Measure Standards in Science (AzSCI) for students in 11th grade.
- Assessments to measure the standards have been adopted by the State Board of Education and are administered to all students as a requirement for graduation.
- Beginning with the class of 2017, all students in the state of Arizona must complete and pass a civics test prior to graduation. This test may be given and passed beginning in middle school.
- Beginning with the class of 2020, all students must complete a CPR training.
  - **NOTE:** Test dates and requirements are subject to change (per Arizona Department of Education).

### College and Military Admissions Testing:

- PSAT/NMSQT - Fall of 10th and/or 11th grade (predecessor to the SAT test)
- ACT - Spring of 11th grade; if missed, fall of 12th grade
- SAT - Spring of 11th grade; if missed, fall of 12th grade
- Armed Services Vocational Aptitude Battery (ASVAB) – Fall of 11th grade; if missed, fall of 12th grade

### Advanced Placement:

Designated AP courses (AP) – Spring of 10th, 11th, and 12th grade

## Grade Level Placement

Grade level placement is determined by the school year the student begins ninth grade. The cohort/graduation year is calculated by adding four years to the year in which the student entered the ninth grade. Once set, the cohort year does not change regardless of credits earned.

## Class Schedules

Incoming 9th grade class schedules are determined by 8th grade teacher recommendation and 9th grade course requirements with parent signature/approval. All other student schedules are determined during a parent/student/counselor Education Career Action Plan (ECAP) meeting Fall of 9th grade.

## ECAP (Education and Career Action Plan)

An ECAP reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals. Every student in grades 9-12 shall develop an ECAP in consultation with a school counselor and parent/guardian. The student ECAP may be revised throughout high school to ensure that the student has the opportunity to study careers of his/her choice. Each spring students receive a printout of their selected courses for teacher and parent signature/approval. This signed course selection sheet must be returned to your counselor for completion.

## Revisions to ECAP

Each spring students receive a printout of their selected courses for teacher and parent signature/approval. This signed course selection sheet must be returned to your counselor for completion.

## Late Enrollment and Audit Policy

Any student entering BMHS after the 10th day of school each semester without transfer grades is enrolled on an audit basis for that semester. Auditing means that the student is required to attend class, participate in classroom activities, complete all homework and take tests just as if they are receiving credit. Teachers will enter an “AU” into the gradebook upon the student’s entrance in the course. At the end of the semester, the “AU” may be removed and the final exam given for letter grade credit if the teacher determines that the student has shown that he/she knows the material studied in class.

## Pre-Registration and New Registration

Bradshaw Mountain High School students pre-register in the spring of the currently enrolled year. New student registration begins two weeks prior to the beginning of school.

## Schedule Corrections

Students may request to add/drop a course within the first 10 days of each semester. Schedule corrections may be made under the following circumstances:

1. Satisfying graduation requirements
2. Incomplete schedule
3. Balancing of class size
4. Completion of credit recovery courses
5. Teacher recommendation for student placement
6. Cancellation of class
7. A conflict of two classes offered only in the same period

If a student has enough credits to withdraw from a class while maintaining full-time status (six classes for fresh – juniors, five classes for seniors, or seven classes with an Early Bird), he/she may request this within the first 20 days of each semester without penalty. Any course dropped **after the 20th day** will reflect a W/F (withdraw/fail) on the official transcript, which will adversely affect GPA and Arizona Interscholastic Association (AIA) eligibility. If, as a result, a new class is added, no credit will be granted for that class.

## Homeschooled Students

Bradshaw Mountain High School welcomes homeschooled students. If a student was homeschooled for at least one semester and wishes to earn credit for the courses completed, the parent must provide BMHS with a transcript or a list of courses covered, and books and materials used. All home school credits are evaluated by the administration to determine Pass/Fail or letter grade. *Homeschooled students may participate in extracurricular activities* as long as they meet enrollment/attendance zone requirements.

## Homebound Students

In the case of a serious medical condition, a student may be eligible for homebound services. Students who must be absent from school due to an extended illness (90 days) may be eligible with medical documentation from a physician. The school nurse should be contacted to obtain the homebound packet. Once the student has a completed application, medical documentation and a meeting with school administration, homebound services may begin.

## **Special Education Services**

Humboldt Unified School District provides a full continuum of special education supports and services to eligible students as stated on their Individual Education Program (IEP) under IDEA. Each eligible student will be enrolled in classes based on the services listed on their IEP. The student may take a general education class, a co-taught general education class (taught by a general education teacher and a special education teacher) or a class taught by a special education teacher. **Please note: Course titles are found within the course description for each class and on the schedule and transcript of the student(s) enrolled in these classes. The key for the course titles is listed at the end of each department where applicable.**

## **BMHS Advanced Placement (AP)**

Advanced Placement (AP) is a national program, which Bradshaw Mountain High School offers in cooperation with the College Board to provide students the opportunity to pursue rigorous coursework, which research demonstrates increases students' chances for long-term success. It is a program of credit by examination for college level studies pursued in high school. Advanced Placement courses are open to all students in high school and may provide college level credit based on their performance on an exam at the end of the course. Students who excel in a given subject may take the AP exam without enrolling in the AP course. The College Board charges a set fee for each exam.

AP exams are scored on a scale of 1 to 5. Students who earn a 4 or 5 on an AP exam will have their BMHS 1st and 2nd semester grades changed to an A; a score of 3 will result in the student's course grade being increased one letter grade for both semesters. A score of 1 or 2 will not affect the student's course grade. A grade of F in the course will not be changed regardless of the AP exam score.

## **AP Academy**

The AP Academy is a school within a school that is designated for students interested in pursuing the AP Diploma. The AP Academy is by application only. Please contact the school for more information.

## **Class Level Placement**

Students in AP, Pre-AP, and Honors courses have until the first quarter report to determine if the accelerated level is appropriate. If not, level change paperwork must be initiated through the teacher at that time.

## **BMHS Pre-AP Program**

The mission of the Pre-AP Program at Bradshaw Mountain High School is to provide enriched opportunities for academic excellence to highly motivated students. Through a comprehensive plan of instruction across grade levels and content areas, students will experience a curriculum that emphasizes analytical thinking, creative inquiry, and independent learning. Pre-AP classes provide a strong foundation for AP coursework.

Pre-AP courses are weighted on a 5.0 grading scale.

## Dual Enrollment Program

Humboldt Unified School District and Yavapai Community College (YCC) offer a cooperative program to junior and senior students to earn dual high school and college credits.

Dual credit courses are offered on the high school campus during the student's regularly scheduled day. Enrollment requires that students receive an appropriate score on a skills assessment and/or have the required college course prerequisite. These courses are \$10/Yavapai College credit, and students are required to purchase required textbooks or other resources. Students will have to register as a Yavapai student. **NOTICE: A student's grade earned in a college credit class MAY affect eligibility for future financial aid! This includes dual enrollment courses taken during high school.**

Dual Credit courses at Bradshaw Mountain High School are limited. For an explanation of dual credit courses, see the specific department section of this booklet.

## NCAA/NAIA Eligibility

All high school athletes who desire to enroll and compete as college freshmen in a Division I or Division II institution must complete the NCAA Initial Eligibility Center Release Form or the NAIA Eligibility Center Release Form **at the end of the junior year**. For more information and to register, go to [www.ncaa.org/eligibilitycenter](http://www.ncaa.org/eligibilitycenter) or [www.playnaia.org](http://www.playnaia.org). Register to take the ACT and/or SAT and use the NCAA Eligibility Center code "9999" and for the NAIA Eligibility Center use code "9876." Visit the counseling office to have your transcript uploaded and to learn more about a submission of a fee waiver.

## Grades

Semester grades are final. Parents/ guardians wishing to discuss grades should contact the teacher by leaving a message on their voicemail or by email. Parents are encouraged to access this information through FamilyLink on the district website.

## Grading Scale

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59-below = F

I = Incomplete

AU = Audit

NC = No Credit

## FamilyLink

Parents and students can access information, such as: attendance, grades, schedule and the school calendar through the internet by logging into the Humboldt Unified School District website ([www.humboldtunified.com](http://www.humboldtunified.com)). Information on how to access Family Link is available in the school counseling department.

## Progress Reports/Report Cards

Progress reports are distributed to students every 4.5 weeks. Semester grades are mailed at the conclusion of the fall and spring semesters, showing credit earned on the transcript.

**Incompletes (I)**

Students who receive an incomplete (I) at the end of the semester must make up the required work **within two weeks** or the grade will default to an F (fail). Extreme emergencies may provide an exception to this policy and are considered on a case-by-case basis. Administrative approval is needed for an incomplete to be given as a final grade on the report card.

**Loss of Credit (NC)**

Students who are absent (**excused and unexcused**) more than 9 school days per semester will receive NO CREDIT (NC) for that class. Students have the right to appeal the Loss of Credit. Contact the Attendance Office for additional information.

**Credit Recovery**

Students who have failed courses or wish to improve their grades may do so online through our credit recovery program. Students must complete their online registration with their school counselor. Seniors must complete all credit recovery coursework by the first week in May in order to participate in the graduation ceremony. There is a fee charged for all credit recovery courses.

ACADEMIC REQUIREMENTS FOR HIGH SCHOOL GRADUATION				
	BMHS Diploma	Silver Diploma*	Gold Diploma*	AP Academy Diploma*
<b>REQUIRED CORE COURSES</b>				
ENGLISH	4 credits	4 credits	4 credits	4 credits
MATHEMATICS	4 credits	4 credits	4 credits	4 credits
SCIENCE	3 credits	3 credits	3 credits	3 credits
WORLD HISTORY AND GEOGRAPHY	1 credit	1 credit	1 credit	1 credit
U.S. HISTORY	1 credit	1 credit	1 credit	1 credit
AMERICAN GOVERNMENT	0.5 credit	0.5 credit	0.5 credit	0.5 credit
ECONOMICS	0.5 credit	0.5 credit	0.5 credit	0.5 credit
ADDITIONAL CORE CREDIT*	not necessary	1 credit	1 credit	not necessary
<b>OTHER REQUIRED COURSES</b>				
PHYSICAL EDUCATION	1 credit	1 credit	1 credit	1 credit
CAREER AND TECHNICAL EDUCATION	1 credit	1 credit	1 credit	1 credit
FINE ARTS	1 credit	1 credit	1 credit	1 credit
ELECTIVES	5 credits	4 credits	4 credits	4 credits
ACADEMY PREP	not necessary	not necessary	not necessary	1 credit
FOREIGN LANGUAGE	not necessary	2 credits	2 credits	2 credits
MEET STATE TESTING REQUIREMENTS	Yes	Yes	Yes	Yes
<b>TOTAL</b>	<b>22</b>	<b>24</b>	<b>24</b>	<b>24</b>
<p><b>All STUDENTS MUST MEET THE ACADEMIC REQUIREMENTS FOR THE BMHS DIPLOMA, which includes meeting the requirements for state-mandated testing.</b></p> <p><b>*Class of 2016 &amp; beyond</b> – the full-time, four-year AVID student waives the 1.0 additional core credit requirement for Silver/Gold Diploma.</p> <p><b>*Gold and Silver Diploma candidates</b> will take a 1.0 additional credit in any of the college core areas – English, math, science, social studies, foreign language, or fine arts.</p> <p><b>*Gold, Silver, and AP Academy Diploma candidates (class of 2020 and beyond)</b> will take four years of mathematics, including 1.0 math credit during the senior year.</p>				

### **\*Silver Diploma**

1. Earn 24 credits with a grade of “C” or better in all classes in which they have been enrolled as a high school student.
2. Take four years of mathematics, including 1.0 math credit during the senior year.

### **\*Gold Diploma**

1. Earn 24 credits with a “C” or better in all classes in which enrolled as a high school student.
2. Take four years of mathematics, including 1.0 math credit during the senior year.
3. Receive a 3 or better on at least two AP tests by the end of junior year.
4. Take a minimum of four AP classes in four years of high school.

### **\*AP Diploma**

1. Earn 24 credits with a “C” or better in all classes in which enrolled as a high school student.
2. Take four years of mathematics, including 1.0 math credit during the senior year.
3. Take at least six AP courses throughout the four years of high school.
4. Remain in the AP Academy.

### **\*AP Capstone Diploma**

1. Earn 24 credits with a “C” or better in all classes in which enrolled as a high school student.
2. Take four years of mathematics, including 1.0 math credit during the senior year.
3. Take at least six AP courses throughout the four years of high school.
4. Take AP Seminar and score 3 or higher, AP Research and score 3 or higher, take 4 additional AP Exams earning a score of 3 or higher on each exam.
5. Remain in the AP Academy.

## **AGEC-A (Arizona General Education Curriculum) Opportunity**

The AGECA is a 35 semester-credit general education curriculum block that fulfills the lower division general education requirements (foundational studies) from Arizona public community college to any other Arizona public community college or university. Students who take advantage of the AGECA opportunities can continue to participate in all of Bradshaw Mountain High School’s opportunities (pre-AP, AP, AP Academy, CTED, dual enrollment, and extracurriculars). Students who successfully complete all 35 credits through the AGECA and Yavapai College will be accepted at any of Arizona’s public post-secondary institutions and courses will transfer without loss of credit. Students must maintain a minimum of a 2.5 GPA. Students who pass certain Advanced Placement (AP) tests meeting minimum cut scores can count AP earned credits as part of the 35-credit AGECA block. Yavapai College tuition may be required for concurrent coursework.

### **Subject Area Requirements**

- First Year Composition (6 credits)
- Mathematics (3 credits)
- Physical and Biological Sciences (8 credits - 2 classes)
- Arts and Humanities (6-9 credits selected from at least two different course prefixes)
- Social and Behavioral Sciences (6-9 credits selected from at least two different course prefixes)
- Communication (0-3 credits)
- Options (0-6 credits)

**Students must complete a course from each of the following AGECA Special Awareness areas:**

- Intensive Writing/Critical Inquiry (IWR)
- Ethnic/Race/Gender (ERG) Awareness
- Global/International or Historical (GIH)



# ENGLISH

**BMHS offers a variety of English courses centered on the Arizona State Standards to help students prepare for their ultimate post-high school goals. Four credits of English are required for graduation. Pre-AP and AP courses are demanding, but open to all students.**

## **English 9**

**Grade: 9**

**English credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: None**

This course uses the MyPerspectives program to deepen students' understanding of the elements of fiction, nonfiction, poetry, and drama through the study of short stories, novels, poems, plays, historical documents, and nonfiction selections. Students analyze and compare fiction and nonfiction selections with a focus on comprehensive and analytical strategies. Students will learn how to improve their fiction, nonfiction, functional, explanatory, and argumentative writing skills. Students work collaboratively and independently to master the skills practiced within the whole class learning in order to prepare for their future courses and state testing requirements. *Course titles: English 9, English 9 E, English 9 M, English 9 CC, English 9 SS*

## **Pre-AP English 9**

**Grade: 9**

**English credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: None (Successful completion of summer reading required)**

Pre-AP English 9 is a comprehensive reading and writing class designed with rigorous lessons to prepare students for Pre-AP English 10 and state testing requirements. Students will learn how to annotate and gather textual evidence while analyzing short stories, novels, poems, plays, historical documents, and nonfiction selections. There will be a focus on improving both academic and personal vocabulary. Students will also learn how to improve their fiction, nonfiction, functional, explanatory, and argumentative writing skills. Students will work both independently and in a collaborative work environment.

## **English 9 - 180 / Read 180**

**Grade: 9**

**English/Elective credit**

**Fee: None**

**Year: 1.0 credit for each course**

**Placement: Determined by test scores and grades.**

READ 180 is a specialized reading course designed to enable identified high school students to improve reading comprehension, increase understanding of narrative and expository text structures including academic reading, functional reading, informational reading and technical reading, in order to learn more effectively from subject-matter textbooks in science, history/social studies, math, and English. Students are introduced to narrative and expository organizational patterns, as well as the academic language used in the aforementioned content classes. This is accomplished through an intensive 2-hour block class every day that utilizes software, independent reading, and whole and small group instruction.

## English 10 - Read 180

**Grade: 10**

**Fee: None**

**Placement: Determined by test scores and grades.**

READ 180 is a specialized reading course designed to enable identified high school students to improve reading comprehension, increase understanding of narrative and expository text structures including academic reading, functional reading, informational reading and technical reading, in order to learn more effectively from subject-matter textbooks in science, history/social studies, math, and English. Students are introduced to narrative and expository organizational patterns, as well as the academic language used in the aforementioned content classes. This is accomplished through an intensive class every day that utilizes software, independent reading, and whole and small group instruction.

**English credit**

**Year: 1.0 credit for each course**

## English 10

**Grade: 10**

**Fee: None**

**Prerequisite: None**

This course uses the MyPerspectives program to deepen students' understanding of the elements of fiction, poetry, and nonfiction through the study of short stories, novels, poems, historical documents, and varied nonfiction selections. Students analyze and compare fiction and nonfiction selections with a special focus on comprehensive and analytical strategies. Students work collaboratively and independently to master the skills practiced within the whole class learning. Students continue to work toward mastery while working through the MyPerspectives units and completing the reading and writing assignments found in their workbooks, online, and through class participation. *Course titles: English 10, English 10 E, English 10 M, English 10 CC, English 10 SS*

**English credit**

**Year: 1.0 credit**

## Pre-AP English 10

**Grade: 10**

**Fee: None**

**Prerequisite: Recommended successful completion of Pre-AP English 9 or teacher recommendation**

This is a rigorous, fast-paced course that serves as a transition into the AP English and AP Capstone courses and is relevant for both college and career readiness. Students will continue to refine their close reading, analytical writing, and language skills introduced in Pre-AP English 9. Students will read closely and analyze a range of complex literary and informational texts, recognize the importance of textual evidence and incorporate it effectively in writing and speaking, and understand how writers and speakers use specific words and sentences to move the thoughts, emotions, and actions of readers and listeners. Completion of assigned summer reading is required.

**English credit**

**Year: 1.0 credit**

## English 11

**Grade: 11**

**Fee: None**

**Prerequisite: English 10 or grade-level placement**

This course covers American literature from the Revolutionary War era to the present. Students study the styles, techniques, philosophies and ideas of major American writers, as well as the historical setting and cultural aspects which influenced their works. Students regularly write brief formative assessments – quick writes, journals, and reader responses, as well as more formal essays: a documented critique/analysis with an argumentative voice and an expository essay that is a “think-piece” in which the students develop their own perspectives on issues. *Course titles: English 11, English 11 E, English 11 M, English 11 CC, English 11 SS*

**English credit**

**Year: 1.0 credit**

## **AP English Literature and Composition**

**Grades: 11-12**

**English credit**

**Fee: AP exam fee**

**Year: 1.0 credit**

**Prerequisite: Recommended successful completion of Pre-AP English 10, AP English Language and Composition, or teacher recommendation**

This challenging course prepares students for the Advanced Placement Exam in Literature and aligns with an introductory college-level literary analysis course. This is the course for literature lovers who want to broaden and enrich their vocabulary, learn to read more closely and critically, and discover and deepen their understanding of how a writer uses language and literary strategies to convey meaning and deepen our reading pleasure. A wide variety of texts, ranging from the Greek classics and Shakespeare through contemporary literature, are studied. Students will learn to write rhetorical analyses of both poetry and prose and use text to support literary arguments of theme, characterization, symbolism, and so on.

## **English 12**

**Grade: 12**

**English credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: English 11 or grade-level placement**

This course focuses on British literature as it relates to contemporary society, as well as some selections from world literature and American literature. Students practice writing narrative, expository research, and documented essays about various genres of literature, ranging from the Anglo-Saxon period to the twentieth century. The writing components of this class emphasizes the writing process and good editing, which includes grammar, usage, and mechanics. *Course titles: English 12, English 12 E, English 12 M, English 12 CC, English 12 SS*

## **College English 101**

**Grade: 12**

**English credit**

**Fee: \$10/YC credit**

**Semester: 0.5 credit**

**Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements**

**YC credit: 3.0 credits with a grade of C or higher**

Students compose expository and argumentative essays for specific audiences with emphasis on the process of writing, reading, critical thinking and introduction to research and documentation. The main focus of the course is the argumentative process, with a minimum of 4500 words of “formal” student writing.

## **College English 102**

**Grade: 12**

**English credit**

**Fee: \$10/YC credit**

**Semester: 0.5 credit**

**Prerequisite: Grade of “C” or higher in ENG 101**

**YC credit: 3.0 credits with a grade of C or higher**

Students continue to hone their reading, research, writing, and critical thinking skills often through, but not exclusive to, the lens of literary analysis. This course includes researching and writing several critical essays with a minimum of 5000 words of “formal” student writing.

## **AP CAPSTONE DIPLOMA AND AP SEMINAR AND RESEARCH CERTIFICATE**

**Grade: 11-12**

**English/Elective credit**

**Fee: AP exam fee**

**Semester: 0.5 credit**

The College Board's AP Capstone is an innovative college-level program based on two new courses – AP Seminar and AP Research – that complement and enhance discipline-specific AP courses. The program provides students with an opportunity to engage in challenging scholarly practice of the core academic skills necessary for successful college completion. The ability to think independently, write effectively, research, collaborate, and learn across disciplines is essential for success in college, career, and beyond.

**Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing will receive the AP Capstone Diploma.**

**Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams will receive the AP Seminar and Research Certificate.**

### **AP Seminar (Component I)**

**Prerequisite: Recommended successful completion of Pre-AP English 9 and 10, pre-AP/AP science and social studies**

AP Seminar is the foundational course of the AP Capstone program and engages students in cross-curricular conversations that explore the complexities of academic and real-world topics and issues by analyzing divergent perspectives. Using an inquiry framework, students practice reading and analyzing articles, research studies, and foundational literary and philosophical texts; listening to and viewing speeches, broadcasts, and personal accounts; and experiencing artistic works and performances. Students learn to synthesize information from multiple sources, develop their own perspectives in research-based written essays, and design and deliver oral and visual presentations, both individually and as part of a team. Ultimately, the course aims to equip students with the power to analyze and evaluate information with accuracy and precision in order to craft and communicate evidence-based arguments.

Students in AP Seminar will complete a team project and presentation, an individual research-based essay and presentation, and an end-of-course exam.

### **AP Research (Component II)**

**Prerequisite: Successful completion of AP Seminar**

AP Research builds on the foundational skills developed in AP Seminar, allowing students to deeply explore an academic topic, problem, or issue of individual interest. Through this exploration, students design, plan, and conduct a year-long research based investigation to address a research question. In this course, students further their skills acquired in AP Seminar by understanding research methodology; employing ethical research practices; and accessing, analyzing, and synthesizing information as they address a research question.

Students in AP Research will complete an academic paper, prepare a presentation and oral defense of their research.

Bradshaw Mountain High School looks forward to the addition of the AP Capstone program with great enthusiasm and expectation! We know the addition of these programs will challenge our bright young learners and introduce them to new learning that will prepare them for whatever path they choose to pursue beyond Bradshaw Mountain High School!

### Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

# **SHELTERED ENGLISH IMMERSION**

**Humboldt Unified School District offers research-based programs of Structured English Immersion language instruction to English Language Learners enrolled in the district. English Language Development instruction includes an emphasis on grammar, listening, speaking, reading, and writing. Students are placed in SEI classes and/or English Language Arts classes based on Arizona English Language Learner Assessment scores and guidelines established by the Arizona Department of Education.**

## **SEI English**

**Grades: 9-12**

**Fee: None**

**Placement: determined solely by**

**Arizona English Language Learner Assessment (AZELLA) scores.**

**English or SEI credit**

**Elective credit for additional SEI courses**

**Year: 1.0 credit/course**

## **SEI Block 1**

**Integrated reading, writing, listening, and speaking**

## **SEI Block 2**

**Focused language instruction, grammar, and vocabulary**

## **SEI Intermediate 1**

**Integrated reading, writing, listening, and speaking**

## **SEI Intermediate 2**

**Focused language instruction, grammar, and vocabulary**

# MATHEMATICS

The classes of 2018 and beyond are required to take four credits of mathematics which are to include: Algebra I, Geometry, Algebra II and one year of significant math beyond Algebra II.

**ALL BRADSHAW MOUNTAIN HIGH SCHOOL STUDENTS ARE EXPECTED TO TAKE A MATH COURSE ALL FOUR YEARS THEY ARE IN HIGH SCHOOL, POSSIBLY EARNING MORE THAN FOUR CREDITS BEFORE GRADUATING.**

College-bound students: Arizona universities currently require a minimum of **four years** of math: Algebra I, Geometry, Algebra II and one higher math for which Algebra II is a prerequisite.

RECOMMENDED SEQUENCE			
	High School Diploma	College Prep	Advanced Placement
9	Algebra IA or Algebra I	Algebra I	Pre-AP Geometry or Pre-AP Algebra II
10	Algebra IB or Geometry	Geometry	Pre-AP Geometry or Pre-AP Algebra II or Pre-Calculus (MAT 182/183)*
11	Geometry or Algebra II	Algebra II	Pre-AP Algebra II or Pre-Calculus (MAT 182/183)* or AP Stats or AP Calculus AB
12	Business/Technical Math or Advanced Mathematics or Algebra II	Advanced Mathematics/ College Math (MAT 142)* or AP Statistics or Pre-Calculus (MAT 182/183)*	Pre-Calculus (MAT 182/182)* or AP Statistics or AP Calculus AB or AP Calculus BC

\* Dual credit OPTION available

**Note:** Students may shift from one sequence to the appropriate level in another sequence at semester based on grades and test scores with a teacher recommendation and parent approval. See individual course requirements for prerequisites.

## Yavapai College Requirements for Dual Enrollment:

1. Students need to meet the YC standards for math and reading. They can accomplish this by:
2. Having qualifying SAT or ACT scores (either math or reading or both), OR
3. A qualifying score on both the math AND reading Accuplacer test

## Recommended Math Supplies:

1. A compass, protractor, and ruler for Geometry.
2. Several spiral notebooks with college-ruled paper and graph paper.
3. A graphing calculator (TI-84) is recommended for math classes Algebra II and higher, and all Pre-AP classes.
4. A scientific calculator is recommended for Algebra 1 and higher.

## **Algebra IA**

**Grades: 9-12**

**Fee: None**

**Math credit**

**Year: 1.0 credit**

**Placement: Teacher recommendation only**

**Students will be placed in this course through teacher recommendation only.** Students will take the entire year to study the topics covered in the first semester of Algebra I. Algebra IA includes the study of the following topics: graphing stories, structures of expressions, number systems and sets, algebraic operations, equations and inequalities, algebraic fractions, systems with two variables, graphing, linear and exponential sequences. This course will also introduce first semester Geometry concepts: Transversals and their angles, Rigid and Non-Rigid Transformations, and Similar and Congruent Figures. *Course titles: Algebra 1A, Algebra 1A E, Algebra 1A M, Algebra 1A CC, Algebra 1A SS*

## **Algebra IB**

**Grades: 10-12**

**Fee: None**

**Math credit**

**Year: 1.0 credit**

**Placement: Teacher recommendation only**

**Students will be placed in this course through teacher recommendation only.** Students will take the entire year to study the topics covered in the second semester of Algebra I. Algebra IB includes the study of the following topics: Graphing Functions, Quadratic Expressions and Functions, Function Transformations and Modeling. This course will also introduce second semester Geometry concepts: Pythagorean Theorem, Polygons, Perimeter, Area, Volume, Surface Area, and Circles. *Course titles: Algebra 1B, Algebra 1B E, Algebra 1B M, Algebra 1B CC, Algebra 1B SS*

## **Algebra I**

**Grades: 9-12**

**Fee: None**

**Math credit**

**Year: 1.0 credit**

**Prerequisite: \*The majority of incoming freshmen will enroll in this course.**

This course provides students experiences with problem solving and patterns, graphing stories, structures of expressions, number systems and sets, algebraic operations, equations and inequalities, algebraic fractions, systems with two variables, graphing, linear and exponential sequences, graphing functions, quadratic expressions and functions, function transformations and modeling. *Course titles: Algebra 1, Algebra 1 E, Algebra 1 M, Algebra 1 CC, Algebra 1 SS*

## **Geometry**

**Grades: 10-12**

**Fee: None**

**Math credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Algebra I**

Geometry is the study of the relationships between points, lines, and planes. Geometry requires students to develop logical reasoning and problem solving skills as they study the Geometry topics such as constructions, angles, proofs, transformations, congruence, similarity, triangles, trigonometry, perpendicular lines, parallel lines and planes, quadrilaterals, the Pythagorean Theorem, polygons, coordinate geometry, perimeter, area, surface area, volume, and circles. The deductive method of proof is emphasized throughout the course and the understanding and use of Algebra skills are relied upon throughout these topics. *Course titles: Geometry, Geometry E, Geometry M, Geometry CC, Geometry SS*



## Pre-AP Geometry

Grades: 9-10

Math credit

Fee: None

Year: 1.0 credit

**Prerequisite:** Successful completion of Algebra I in 8<sup>th</sup> grade and/or teacher recommendation, “B” or higher in Algebra I

Pre-AP Geometry is designed specifically for those students who have shown exceptional talent in Algebra I. The curriculum is the same as regular Geometry, but may proceed at a more accelerated pace with a more in-depth coverage of all topics. Greater emphasis is placed on college and AP testing preparation. (See Geometry) **Note: Students may accept the challenge of taking Pre-AP courses at any point in their high school career; however, should the student’s average drop below a C at semester, the student may be placed in regular college preparatory math.**

## Algebra II

Grades: 10-12

Math credit

Fee: None

Year: 1.0 credit

**Prerequisite:** Successful completion of Algebra I (or IA & IB) plus Geometry with a passing grade

Algebra II is a course that uses the skills and concepts learned in Algebra I, and emphasizes facility with algebraic expressions and forms, especially linear and quadratic forms, powers and roots, and functions based on these concepts: Students study logarithmic, trigonometric, polynomial, and other special functions both for their abstract properties and as tools for modeling real-world situations. There is also a strong emphasis on rational expressions throughout the year. (Note: A graphing calculator is required.) *Course titles: Algebra II, Algebra II E, Algebra II M, Algebra II CC, Algebra II SS*

## Pre-AP Algebra II

Grades: 10-12

Math credit

Fee: None

Year: 1.0 credit

**Prerequisite:** Algebra I, Geometry, teacher recommendation, “C” or higher in Pre-AP Geometry or “B” or higher in Geometry

Pre-AP Algebra II is designed specifically for those students who have shown exceptional talent in Algebra I and Geometry. The curriculum is rigorous and is taught at an accelerated pace to prepare students for Precalculus. Students utilize the skills and concepts from Algebra I to progress into: linear and quadratic expressions, equations, graphing, radical, exponential, and logarithmic expressions and equations; polynomial operations and functions; matrix operations and manipulation; statistical analysis and probability; conic sections and their graphs; trigonometric functions and equations. There is also a strong emphasis on rational expressions throughout the year. **Note: Students may accept the challenge of taking Pre-AP courses at any point in their high school career; however, should the student’s average drop below a C at semester, the student may be placed in regular college preparatory math.**

## **Business/Technical Math**

**Grade: 12**

**Math credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Algebra II with a “D” or lower or grade level placement**

In this course, students explore specific uses of mathematics in today’s business and technological world. Emphasis is placed on skills used in occupations in the Prescott Valley and surrounding areas. Basic algebra and geometry skills are reviewed through the use of technology (computers and graphing calculators). This class is designed for **seniors only**. **Colleges do not recognize this class as a math credit.** Topics covered include: gross and net pay, federal, state and local taxes, budgeting, banking services, loans, credit cards, finance charges, comparison shopping, homeownership, investments, business statistics and probability. This course counts as one of the four year math requirements with significant mathematics content including compound interest, amortization and spreadsheets. *Course titles: BTM, BTM E, BTM M, BTM CC, BTM CC, BTM SS*

## **Advanced Math (Semester 1 only)**

**Grades: 11-12**

**Math credit**

**Fee: None**

**Semester: 0.5 credit**

**Prerequisite: Successful completion of Algebra II with a “C” or better**

Survey of mathematical topics and applications. This course includes statistics, probability, exponential functions, finance, dimensional analysis and other selected discrete math topics. Note: Computer use and graphing calculator **required**. (TI-84 recommended) This course is not offered for dual enrollment. It is high school credit only.

## **College Math (MAT 142)\* (Semester 1 only)**

**Grades 11 - 12**

**Math credit**

**Fee: \$10/college credit**

**Semester: 0.5 credit**

**Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements**

Survey of mathematical topics and applications. This course includes statistics, probability, exponential functions, finance, dimensional analysis and other selected discrete math topics. Note: Computer use and graphing calculator **required**. (TI-84 recommended) Prerequisite: Two years of high school algebra and one year of geometry completed within the last 4 years. Yavapai College: 3 Credit Hours. Should be taken by all non-STEM, and non - business majors)

## **College Algebra (MAT 152)\* (Semester 1 only)**

**Grades: 11-12**

**Math credit**

**Fee: \$10/college credit**

**Semester: 0.5 credit**

**Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements**

Modeling of applications using linear, quadratic, exponential and logarithmic functions. Introduction to solving systems of equations using matrices. Duplicate credit for MAT 152 and/or MAT 187 will not be awarded. Note: A graphing calculator is **required**. (Yavapai College: 3 credit hours. Should be taken by all business majors)

## **Financial Math (Semester 2 only)**

**Grades 11-12**

**Fee: None**

**Math/Elective credit**

**Semester: 0.5 credit**

**Placement: Prerequisite: Successful completion of Algebra II with a "C" or better**

A survey of personal financial math topics. Topics include: Paystubs, taxes, credit, checking accounts, savings accounts, loans, mortgages, investments, and budgets. This course will be offered for all students taking Advanced Math, College Math, or College Algebra 1st semester. In addition, those students enrolled in Pre-Calculus and Calculus may take this semester as an additional elective credit to learn more about personal finance in preparation for life after high school graduation.

## **Introduction to Statistics**

**Grades: 12**

**Fee: None**

**Math Credit**

**Year: 1.0 credit**

**Placement: Successful completion of Advanced/College Math and Financial Math junior year**

Introduction to Statistics is a fourth year math class (**Seniors only**) that consists of two semesters of high school academic work that is comparable to the first semester statistics courses in colleges and universities. The purpose of this course is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Note: Computer use and graphing calculator **required** (TI-84 recommended).

Students are exposed to four broad conceptual themes:

Exploring Data: Observing patterns and departures from patterns

Planning a Study: Deciding what and how to measure

Anticipating Patterns in Advance: Producing models using probability and simulation

Statistical Inference: Confirming models

## **Precalculus (MAT 182/183)\***

**Grades: 10-12**

**Fee: \$10/college credit**

**Math credit**

**Year: 1.0 credit**

**Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements**

This course is designed for the student with a strong background in high school mathematics. Topics covered include: The first semester in MAT 182 (3 credits)-- functions and their graphs (linear, quadratic, exponential, rational, circular and logarithmic); and in the second semester in MAT 183 (2 credit)--trigonometry, and analytical geometry. Topics from college algebra and trigonometry essential to the study of calculus and analytic geometry will also be covered. Duplicate credit for MAT 142 and/or MAT 152 will not be awarded. Credit is earned at Yavapai College only after successfully completing both semesters with an average score of a "C" or better. (Note: A graphing calculator is required) (Yavapai College: 5 credit hours)

## **AP Calculus AB**

**Grades: 11-12**

**Fee: AP Exam Fee**

**Math credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Precalculus with a grade of "C" or better**

AP Calculus consists of two semesters of high school academic work that is comparable to the first semester calculus courses in colleges and universities. This course emphasizes the study of limits, derivatives, and integration. It is **expected** that students who take this class seek college credit and/or placement by attempting the AP Calculus AB Exam. Students who successfully complete the course and examination may receive credit and/or advanced placement for a one-semester introductory college calculus course. A graphing calculator is required for the course and the exam.

## AP Calculus BC

**Grades: 11-12**

**Math credit**

**Fee: AP Exam Fee**

**Year: 1.0 credit**

**Prerequisite: Successful completion of AP Calculus AB with a grade of "C" or better**

AP Calculus BC includes all AP Calculus AB topics with additional topics of parametric equations, polar functions, vector equations, and polynomial approximations and series. It is **expected** that students who take this class seek college credit and/or placement by attempting the AP Calculus BC Exam. Students who successfully complete the course and examination may receive credit and/or advanced placement for a one-semester introductory college calculus course. A graphing calculator is required for the course and the exam.

## AP Statistics

**Grades: 11-12**

**Math credit**

**Fee: AP Exam Fee**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Algebra II with a grade of "C" or better**

AP Statistics consists of two semesters of high school academic work that is comparable to the first semester statistics courses in colleges and universities. The purpose of this course is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Note: Computer use and graphing calculator **required** for course and the exam. (TI-84 recommended)

Students are exposed to four broad conceptual themes:

Exploring Data: Observing patterns and departures from patterns

Planning a Study: Deciding what and how to measure

Anticipating Patterns in Advance: Producing models using probability and simulation

Statistical Inference: Confirming models

It is **expected** that students who take this class seek college credit and/or placement by attempting the AP Statistics Exam. Students who successfully complete the course and examination may receive credit and/or advanced placement for a one-semester introductory college statistics course. A graphing calculator is required for the course and the exam.

### Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

# SOCIAL STUDIES

## World History and Geography

**Grade: 10**

**Social Studies credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: None**

Students will first review the basic concepts of geography and throughout the year will see the influence that geography has on the development of Western and Non-Western civilizations. Through careful study, the student is introduced to the study of the past and is encouraged to explore its relevance to the present. The course is broken down into the following units: Foundations of Western and Non-Western Civilizations – Ancient and Medieval life, Transition to Modern Times – Renaissance, Reformation, and the Rise of Nation States; Revolutions and the Rise of the Nationalism; The Industrial Revolution; World Wars and Totalitarianism; The world from 1945 to present. *Course titles: World History, World History E, World History M, World History CC, World History SS*

## AP World History: Modern

**Grade: 10**

**Social Studies credit**

**Fee: AP exam fee**

**Year: 1.0 credit**

**Placement: Recommended to have completed Pre-AP English 9 with a C or better, or an A or B in English 9**

In AP World History: Modern, students investigate significant events, individuals, developments, and processes from 1200 to the present. Students develop and use the same skills, practices, and methods employed by historians: analyzing primary and secondary sources; developing historical arguments; making historical connections; and utilizing reasoning about comparison, causation, and continuity and change over time. The course provides six themes that students explore throughout the course in order to make connections among historical developments in different times and places: humans and the environment, cultural developments and interactions, governance, economic systems, social interactions and organization, and technology and innovation.. This course prepares students to pass the Advanced Placement Exam for World History:Modern for college credit, therefore the academic demands of this class are exacting and challenging.

## United States History

**Grade: 11**

**Social Studies credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Completion of World History**

This course is a survey of the people and events that influenced the development of the United States of America. Students follow the history of our nation and the democratic way of life from the times of colonization to the present. *Course titles: U.S. History, U.S. History E, U.S. History M, U.S. History CC, U.S. History SS*

## AP United States History

**Grade: 11**

**Social Studies credit**

**Fee: AP exam fee**

**Year: 1.0 credit**

**Placement: Recommended to have completed Pre-AP English 10 with a C or higher, or an A or B in English 10**

This is an in-depth study of the history of the United States through the use of critical thinking skills, analysis and discussion. Students write a variety of essays in class using historical documents and their knowledge of the history of America. This course prepares students for the Advanced Placement Exam in United States History, for which college credit may be earned.

## **American Government**

**Grade: 12**

**Fee: None**

**Social Studies credit**

**Semester: 0.5 credit**

**Prerequisite: Completion of World and U.S. History**

This course covers the origin and philosophy behind the creation of our Constitution. It includes an exploration of the three different branches of the national government as well as state government. The course also discusses political campaigns, voting, the federal bureaucracy, Supreme Court cases, original documents, current government issues, and past government crises. Included is a newspaper portfolio project related to government concepts. *Course titles: Am. Govt, Am. Govt E, Am. Govt M, Am. Govt CC, Am. Govt SS*

## **AP United States Government and Politics**

**Grade: 12**

**Fee: AP exam fee**

**Social Studies credit**

**Year: 1.0 credit**

**Placement: Completion of World and U.S. History**

This course covers the origin and philosophy behind the creation of our Constitution. It includes an exploration of the three different branches of the national government and a comparison with the functions of the state governments. The course also discusses political campaigns, voting, the federal bureaucracy, original documents, current government issues, and past government crises.

## **Economics**

**Grade: 12**

**Fee: None**

**Social Studies credit**

**Semester: 0.5 credit**

**Prerequisite: Completion of World and U.S. History**

This course covers the basics of macroeconomics, such as the law of supply & demand, capitalism, inflation, recession, monetary policy, international trade and unemployment. It also covers microeconomics, such as credit, investing, banking, insurance and government regulatory programs. *Course titles: Econ, Econ E, Econ M, Econ CC, Econ SS*

## **AP Economics**

**Grade: 12**

**Fee: AP exam fee**

**Social Studies credit**

**Year: 1.0 credit**

**Placement: Completion of World and U.S. History**

This course covers the basics of macroeconomics, such as the law of supply and demand, capitalism, inflation, recession, monetary policy, international trade and unemployment. It also covers microeconomics, such as credit, investing, banking, insurance and government regulatory programs. Students in this class can take either the AP Macroeconomics or AP Microeconomics test, or both.

## **AP Psychology**

**Grades: 10-12**

**Fee: AP exam fee; \$10 lab fee**

**Elective credit**

**Year: 1.0 credit**

**Prerequisite: None**

The AP Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. They also learn about the ethics and methods psychologists use in their science and practice. This course prepares students for the Advanced Placement exam in Psychology, for which college credit may be earned.

### Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

# SCIENCE

**Bradshaw Mountain offers comprehensive lab-based science courses.  
Our offerings range from the study of the earth to AP Physics.**

## **Geoscience**

**Grade: 9**

**Fee: \$5 lab fee**

**Prerequisite: None**

**Lab Science credit**

**Year: 1.0 credit**

This course is the conventional entry course in science. It offers an in-depth, process study of the earth and the universe. It enhances a student's understanding and appreciation of astronomy, geology, meteorology; as well as how humans impact and interact with Earth's systems. Classroom activities include lectures, laboratory experiences, and individual activities. *Course titles: Geoscience, Geoscience E, Geoscience M, Geoscience CC, Geoscience SS*

## **Pre-AP Geoscience**

**Grade: 9**

**Fee: \$5 lab fee**

**Placement: Should maintain a C average**

**Lab Science credit**

**Year: 1.0 credit**

Pre-AP Geoscience covers the same areas as Geoscience, with more depth and at a faster pace. This allows more time to include additional studies of historical geology and earth resources. This course is rigorous and requires student self-motivation and self-direction.

## **Biology**

**Grades: 10-12**

**Fee: \$10 lab fee**

**Prerequisite: None**

**Lab Science credit**

**Year: 1.0 credit**

This is a process-oriented course that includes a brief history of biology and technological developments. Areas of study include the scientific method, an introduction to basic chemistry, cell structure and reproduction, the nature of membranes, photosynthesis and cellular respiration, genetics, microbiology, botany, and general ecology. Classroom activities include laboratory and microscope technique, discussion, and lecture. *Course titles: Biology, Biology E, Biology M, Biology CC, Biology SS*

## **Pre-AP Biology**

**Grades: 9-10**

**Fee: \$10 lab fee**

**Placement: Should maintain a C average**

**Lab Science credit**

**Year: 1.0 credit**

This is a rigorous course for anyone wishing to enroll in AP Biology. The course will examine such disciplines as genetics, evolution, ecology, microbiology and biotechnology. Some other major topics include scientific method, classification, cell structure and function, cell reproduction, DNA, RNA and protein synthesis. Lab use will accompany the biotechnology, genetics and microbiology sections. This course is rigorous and requires student self-motivation and self-direction.



## **AP Biology**

**Grades: 10-12**

**Fee: AP exam fee; \$20 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Prerequisite: Biology/Pre-AP Biology and Chemistry/Pre-AP Chemistry**

The AP Biology course is a rigorous, second-year biology course designed to be the equivalent of an introductory college biology course. This course will put a great deal of emphasis on data collection and interpretation, problem solving and critical thinking. Participation in discussions, cooperative groups and laboratory investigations is expected.

## **Chemistry**

**Grades: 10-12**

**Fee: \$10 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Algebra I**

Chemistry is the study of the composition and structure of matter. Students are guided to develop an atomic and molecular interpretation of the properties and behavior of matter. To accomplish these goals, students write and use chemical equations, work in the laboratory, and use mathematics to determine amounts of matter involved in reactions. Laboratory safety is taught and reinforced throughout the course. *Course titles: Chemistry, Chemistry E, Chemistry M, Chemistry CC, Chemistry SS*

## **Pre-AP Chemistry**

**Grades: 10-12**

**Fee: \$10 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Placement: Should maintain a C average**

Pre-AP Chemistry is designed for students who are interested in pursuing a career in engineering, medicine, or the sciences. Like general chemistry, the course includes the study of the composition and structure of matter, and the reactions that matter experiences, however the pace is faster and the level of difficulty is greater; it covers all of the topics of general chemistry, as well as acid-base reactions and thermochemistry. Laboratory safety is taught and reinforced throughout the course.

## **AP Chemistry**

**Grades: 10-12**

**Fee: AP exam fee; \$20 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Prerequisite: Chemistry/Pre-AP Chemistry and Algebra II**

AP Chemistry is a rigorous, second-year chemistry course that is appropriate for the student who has successfully completed a first-year chemistry course and Algebra 2. The curriculum is aligned to that of a first-year college chemistry course. Laboratory investigations are an integral part of the AP Chemistry class. Students will have an opportunity to take the AP exam for college credit near the end of the course in May.

## **Physics**

**Grades: 11-12**

**Fee: \$10 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Algebra II**

Physics is the study of the relationship that exists between matter and energy – including what matter and energy are, and how they affect each other. A course in physics will provide a student with the necessary background to pursue a degree in engineering, architecture, the physical sciences, as well as the basic knowledge required to understand how machines function. Physics includes the fields of acoustics, electromagnetism, mechanics, modern physics, optics, and thermodynamics. Students will solve the problems of physics, and will perform experiments to introduce and validate physics theory. *Course titles: Physics, Physics E, Physics M, Physics CC, Physics SS*

## **Pre-AP Physics**

**Grade: 11-12**

**Fee: \$10 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Placement: Should maintain a C average**

Physics is the study of matter and energy, and the interactions between the two. It includes the fields of acoustics, electromagnetism, mechanics, modern physics, optics, and thermodynamics. Students will perform experiments to introduce and validate physics theory.

## **AP Physics 1**

**Grades: 11-12**

**Fee: AP exam fee; \$20 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Placement: Should maintain a C average**

AP Physics 1 is algebra-based and equivalent to a first-semester college course in algebra-based physics. The course covers Newtonian mechanics (including rotational dynamics and angular momentum); work, energy, and power; and mechanical waves and sound.

## **AP Physics 2**

**Grades: 11-12**

**Fee: AP exam fee; \$20 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Placement: Should maintain a C average**

AP Physics 2 is Algebra based and is equivalent to a second-semester college course in algebra-based physics. The course covers fluid mechanics; thermodynamics; electricity and magnetism; optics; and atomic and nuclear physics.

## Environmental Science

**Grades: 11-12**

**Fee: \$10 lab fee**

**Lab Science credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Biology**

Environmental science is an interdisciplinary academic field that integrates physical and biological sciences, to the study of the environment, and the solution of environmental problems. Environmental science provides an integrated, quantitative, and interdisciplinary approach to the study of environmental systems. Related areas of study include environmental studies and environmental engineering. Environmental studies incorporates more of the social sciences for understanding human relationships, perceptions and policies towards the environment. Environmental engineering focuses on design and technology for improving environmental quality. This class may not count as a lab science to colleges/universities outside the state of Arizona.

*Course titles: Environmental Science, Environmental Science E, Environmental Science M, Environmental Science CC, Environmental Science SS*

## Anatomy & Physiology

**Grades 11-12**

**Fee: \$20**

**Science credit**

**Year: 1.0 credit**

**Prerequisite: Biology**

This is a one-year, content-oriented course that includes the study of medical terminology and anatomy and physiology of the major human body systems. Its purpose is to prepare the student for all Allied Health programs, including CNA and Sports Medicine, as well as fulfilling the requirements for a high school lab science credit. Areas of study include medical terminology, scientific method, homeostatic control mechanisms, human body structure and function, chemistry of life, cells and tissues, and the organ systems (integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive). This class will also utilize laboratory work including microscope and dissection labs.

*Course titles: Anatomy and Physiology, Anatomy and Physiology E, Anatomy and Physiology M, Anatomy and Physiology CC, Anatomy and Physiology SS*

### Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
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# WORLD LANGUAGES

**Bradshaw Mountain High School offers Spanish and French. These courses fulfill college admission requirements and allow for advanced study.**

Students who are planning on attending a four-year year university should keep the following in mind:

- For regular admission, most universities require two years of study of the same language, and some require three.
- Some degree plans require further foreign language courses at the college level, and some universities reward credit for high school coursework if the student can demonstrate proficiency, either by testing or by performance in a college course.
- The student should keep in mind that the amount of time elapsed between the last course taken in high school and the first opportunity for testing or coursework at the university could affect his or her performance, so for some students it may be advisable to take language courses later in high school rather than sooner.
- Placements tests will determine students' placement in the correct language level course only. Placement tests are **not** a test out procedure.
- Native Spanish and French speakers should strongly consider taking a language other than their native language.

## Spanish 1

**Grades: 9-12**

**Fee: None**

**Prerequisite: None**

Spanish 1 students learn to communicate in Spanish through writing and vocabulary acquisition while speaking, listening and reading. Not intended for native speakers. *Course titles: Spanish 1, Spanish 1 E, Spanish 1 M, Spanish 1 CC, Spanish 1 SS*

**Foreign Language/Elective credit**

**Year: 1.0 credit**

## Spanish 2

**Grades: 9-12**

**Fee: None**

**Prerequisite: Successful completion of Spanish 1 with a C or higher**

Students study Hispanic culture, geography, and history in the native language. As part of their overall assessment, students read, write, and demonstrate speaking and listening proficiencies. *Course titles: Spanish 2, Spanish 2 E, Spanish 2 M, Spanish 2 CC, Spanish 2 SS*

**Foreign Language/Elective credit**

**Year: 1.0 credit**

## Spanish 101

**Grades: 9-12**

**Fee: \$10/credit**

**Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements**

Dual credit course offered in conjunction with Yavapai College. This course focuses on the fundamentals of speaking, writing, listening, and reading of Spanish. Includes an introduction to the culture of the Spanish-speaking world.

**Foreign Language/Elective credit**

**1st Semester: 1.0 credit for each course**

**YC credit: 3.0 credits with grade of C or higher**

## **Spanish 102**

**Grades: 9-12**

**Fee: \$10/credit**

**Placement: Satisfactory fulfillment of all Yavapai College Dual Enrollment requirements, including the successful completion of Spanish 1**

Dual credit course offered in conjunction with Yavapai College. This course assumes a basic/novice level of Spanish language acquisition and Latin American cultural norms. This course focuses on the development of speaking, writing, listening, and reading proficiency in Spanish at the intermediate level. Includes culture of the Spanish-speaking world.

**Foreign Language/Elective credit**

**2nd Semester: 1.0 credit for each course**

**YC credit: 3.0 credits with grade of C or higher**

## **AP Spanish**

**Grade: 12**

**Fee: None**

**Elective credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Pre-AP Spanish 3 with a "C" or better**

Through the study of history, culture, and customs, students develop a greater degree of mastery in basic Spanish language skills. Reading materials include classical and contemporary literature.

## **French 1**

**Grades: 9-12**

**Fee: None**

**Prerequisite: None**

In this course, students will first begin to develop aural and oral skills, then read and write and say familiar words, commands, phrases, short sentences, and basic questions. They will learn to use predictable language in familiar settings. They will start to develop cultural awareness and the ability to recognize the products, practices and perspectives of the culture. *Course titles: French 1, French 1 E, French 1 M, French 1 CC, French 1 SS*

**Foreign Language/Elective credit**

**Year: 1.0 credit**

## **French 2**

**Grades: 9-12**

**Fee: None**

**Prerequisite: Successful completion of high school French 1 with a C or higher**

In this course, students will continue to develop aural and oral skills and read and write familiar words, commands, phrases, short sentences, and basic questions. They will continue to learn predictable language in familiar settings. They will start to develop cultural awareness and the ability to recognize the products, practices and perspectives of the culture. Students in this course will be required to complete additional and more challenging performance assessment tasks for each unit of study. They will also have the constant reinforcement of the basics learned in French 1: numbers, letters, basic phrases of communication, etc. *Course titles: French 2, French 2 E, French 2 M, French2 CC, French 2 SS*

**Foreign Language/Elective credit**

**Year: 1.0 credit**

### Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
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# PHYSICAL EDUCATION

## Girls P.E.

**Grades: 9-12**

**Fee: \$25 P.E. uniform**

**Prerequisite: None**

**P.E. credit**

**Year: 1.0 credit**

Involves the introduction of recreational and lifetime activities, which includes improving one's knowledge and skills through daily participation in team sport activities such as: flag football, brisketball, ultimate frisbee, soccer, handball, basketball, softball and speed ball. In addition, students will be introduced to the basic principles of physical fitness. These principles will be taught in a way that encourages students to perform and improve on an individual basis. Their level of fitness will be measured through the use of the Presidential Physical Fitness Test throughout the course of the year according to the standard for their age.

*Recommendation: Students should try to find a proper, comfortable athletic shoe that provides support for the arch and ankles. This will reduce the risk of injury to the ankles, knees, and heels. Course titles: Girls PE, Girls PE E, Girls PE M, Girls PE CC, Girls PE SS*

## Girls Weight Training

**Grades: 9-12**

**Fee: \$25 P.E. uniform**

**Prerequisite: Successful completion of Girls P.E or approval from coach, administrator and parent. This course is repeatable.**

**P.E./Elective credit**

**Year: 1.0 credit**

Students will be introduced to the basic principles of resistance training. This will involve learning the correct technique, major muscle groups, and a variety of equipment that can be used to train. In addition, students will learn a variety of resistance training methods to incorporate into their lifestyle. *Course titles: Girls Weight Training, Girls Weight Training E, Girls Weight Training M, Girls Weight Training CC, Girls Weight Training SS*

## Boys P.E.

**Grades: 9-12**

**Fee: \$25 P.E. uniform**

**Prerequisite: None**

**P.E. credit**

**Year: 1.0 credit**

Involves the introduction of recreational and lifetime activities, which includes improving one's knowledge and skills through daily participation in team sport activities such as: flag football, brisketball, ultimate frisbee, handball, basketball, softball and speed ball. In addition, students will be introduced to the basic principles of physical fitness. These principles will be taught in a way that encourages students to perform and improve on an individual basis. Their level of fitness will be measured through the use of the Presidential Physical Fitness Test throughout the course of the year according to the standard for their age. *Recommendation: Students should try to find a proper, comfortable athletic shoe that provides support for the arch and ankles. This will reduce the risk of injury to the ankles, knees, and heels. Course titles: Boys PE, Boys PE E, Boys PE M, Boys PE CC, Boys PE SS*

## **Boys Weight Training**

**Grades: 9-12**

**P.E./Elective credit**

**Fee: \$25 P.E. uniform**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Boys P.E or approval from coach, administrator and parent. This course is repeatable.**

Students will be introduced to the basic principles of resistance training. This will involve learning the correct technique, major muscle groups, and a variety of equipment that can be used to train. In addition, students will learn a variety of resistance training methods to incorporate into their lifestyle. *Course titles: Boys Weight Training, Boys Weight Training E, Boys Weight Training M, Boys Weight Training CC, Boys Weight Training SS*

## **Athletic Physical Education**

**Grades: 9-12**

**P.E./Elective credit**

**Fee: None**

**Semester: 0.5 credit**

**Prerequisite: Varsity head coach, administrative, and parental approval required. This course is repeatable.**

Athletic P.E. is designed for the varsity athlete who wants to improve their sport specific skills during the season, and participate in an extensive training program during the off-season. Freshman may participate in Athletic PE after they have successfully made a varsity team and with coach approval.

## **Advanced PE**

**Grades: 10-12**

**P.E. credit**

**Fee: \$25 P.E. uniform**

**Year: 1.0 credit**

**Prerequisite: Freshman PE**

Involves recreational and lifetime activities, which includes improving one's knowledge and skills through daily participation in team sport activities such as: flag football, brisketball, ultimate frisbee, soccer, handball, basketball, softball and speed ball. In addition, students will be introduced to the basic principles of physical fitness. Areas of emphasis will be: safety, and proper warm-up, and lifting. Physical fitness and proper nutrition is an integral part of this class.

## **Adaptive PE**

**Grades: 9-12**

**Physical Education credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Placement determined by a student's Individual Education Program (IEP).**

Students experience an alternative to general P.E. due to challenges related to disability. Activities are structured around the needs of the student.

### **Key for Course Titles**

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
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# FINE & PERFORMING ARTS

## ART

### Intro to Art and Design

**Grade: 9-12**

**Fee: \$30**

**Prerequisite: None**

**Fine Art credit**

**Year: 1.0 credit**

Students will explore the elements and principles of art and design through a variety of mediums. Students will solve visual problems. Art history and appreciation are included. *Course titles: Art, Art M*

### Drawing & Painting

**Grade: 10-12**

**Fee: \$40**

**Prerequisite: Intro to Art & Design**

**Fine Art credit**

**Year: 1.0 credit**

This course teaches advanced painting and drawing techniques. Experimentation is encouraged, with an emphasis on watercolor and acrylic painting. First semester is an exploration of media and technique and the second semester focuses on the development of a portfolio to assist in admittance to a higher art education and/or art related occupations. *Course titles: Drawing and Painting, Drawing and Painting M*

### Advanced Drawing & Painting

**Grade: 11-12**

**Fee: \$50**

**Prerequisite: Drawing & Painting or by instructor approval**

**Fine Art credit**

**Year: 1.0 credit**

This is for serious art students who have successfully taken Drawing & Painting and want to expand their knowledge of various techniques. Art History is explored by experimenting with different types of art styles from classical to modern.

### Ceramic and 3-D Sculpture

**Grade: 10-12**

**Fee: \$40**

**Prerequisite: Intro to Art and Design**

**Fine Art credit**

**Year: 1.0 credit**

Students will explore various 3-D designs by solving visual problems. Basic ceramic arts are discovered through handbuilding and use of a potter's wheel. A variety of other sculptural materials will be explored in addition to clay. Glazing and firing procedures are examined. Art movements and history are included. *Course titles: Ceramic and 3-D Sculpture, Ceramic and 3-D Sculpture M*

### Advanced Ceramic and 3-D Sculpture

**Grade: 11-12**

**Fee: \$50**

**Prerequisite: Passed Ceramic and Sculpture with a least a C grade**

**Fine Art credit**

**Year: 1.0 credit**

This course is a further investigation into various methods of clay forming (hand-building and wheel throwing) and other sculpture methods. A wide variety of materials will be explored in addition to clay. More advanced techniques of construction, glazing, and firing are explored. Sculptures are made using more advanced techniques and varied materials.

## **AP Studio Art/Drawing & Painting or 3-D Design**

**Grade: 11-12**

**Fine Art credit**

**Fee: \$20 course fee and \$30 portfolio fee  
for a total of \$50; AP exam fee**

**Year: 1.0 credit**

**Prerequisite: 70% C or higher in previous art course and instructor approval, with portfolio**

This course is designed for students who are highly motivated in the study, experimentation and creation of art. The exam incorporates submission of a portfolio of student artwork to the AP College Board. This requires the production of a large volume of consistently high quality work. Course may be repeated for credit if a student develops a new portfolio and different portfolio. Open to students that will engage in Studio Art courses in a post- secondary learning institute.

## **INSTRUMENTAL MUSIC**

### **Marching Band**

**Grades: 9-12**

**Fine Art credit; Semester 1: 0.5 credit OR**

**Fees: \$100 (includes Concert Band/Percussion  
fee for the year)**

**PE credit; Semester 1: 0.25 PE/0.25 Fine Arts  
(PE credit ONLY if taken all four years.)**

**Shoes: \$27 (required of all freshmen and as needed for grades 10-12)**

**School-owned instruments: \$50 for the year**

**Prerequisite: Participation in middle/high school band or director approval.**

**Students in this course must also be enrolled in Concert Band, Drumline/Percussion, or Color Guard.**

This first-semester course is offered to wind players, percussionists and color guard members with previous band experience or director's approval. It is designed to further the student's education in instrumental music, provide school spirit and entertainment at sporting events, and show community involvement through participation in local parades and other events. Students interested in participating in the marching band must attend band camp two weeks before school begins. They must also understand that being a member of the band is a considerable time commitment, and requires dedication and perseverance from both the student and parents. All performances and practices are required as a part of the student's grade. There may also be additional expenses required of students for instrument accessories, food, lodging and other travel expenses throughout the semester. *Course titles: Marching Band*

### **Concert Band**

**Grades: 9-12**

**Fine Art credit**

**Fee: Included in Marching Band fee**

**Semester 1 and 2: 0.5 credit each semester**

**Prerequisite: Participation in middle/high school band or director approval.**

This second semester elective course is open to all woodwind and brass players with previous band experience or director's approval. It is designed to further the student's education in instrumental music as well as provide opportunities to perform locally. The content of the course is devoted to Regional Band audition preparation, concert festival preparation, two concerts, and a performance at graduation. All rehearsals and performances are required as a part of the student's grade. *Course titles: Concert Band, Concert Band M*

## **Drumline/Percussion**

**Grades: 9-12**

**Fine Art credit**

**Fee: Included in Marching Band fee**

**Year: 1.0 credit**

**Prerequisite: Previous participation in middle/high school band or director approval. Audition required for Drumline placement (late April or early May). Students in this course must be enrolled in Marching Band.**

This elective course is open to percussionists with prior experience or director's approval. It is designed to further the students' music education by providing instruction in this specialized area of the band. First semester is devoted primarily to drumline and front ensemble instruction as it relates to the BMHS marching band, preparation for the December concert, and regional audition preparation. Second semester is devoted primarily to percussion ensemble work, where students will have the opportunity to improve their skills on a wide range of percussion instruments, as well as regional band audition preparation, concert festival preparation, two concerts, and a performance at graduation. All rehearsals and performances are required as part of a student's grade. Please refer to the description for marching band as it pertains to this class (i.e. additional expenses, rehearsals, and band camp). *Course titles: Drumline/Percussion, Drumline/Percussion M*

## **Color Guard/Winter Guard**

**Grades: 9-12**

**Fine Art credit**

**Fee: \$50/course**

**Semester: 0.5 credit/course**

**Prerequisite: Audition or teacher approval and concurrent enrollment in Marching Band**

This semester elective course is open to all auditioned students and is designed to further students' music education through the medium of dance, choreography and movement. Students will learn how to use flags, rifles and other equipment in a routine designed to visually enhance the marching show. All rehearsals and performances are required as a part of the student's grade. Please refer to the description for marching band as it pertains to this class (i.e. additional expenses, rehearsals and band camp). *Course titles: Color Guard/Winter Guard, Color Guard/Winter Guard M*

## **Jazz Ensemble**

**Grades: 9-12**

**Fine Art credit**

**Fee: \$50**

**Year: 1.0 credit**

**\$50 school instrument usage fee (if applicable)**

**Prerequisite: Audition and director approval only**

This course is open to advanced wind and percussion players who audition or are placed by the director. The course is designed to expose students to intermediate and advanced jazz music and further students' music education by means of this difficult and dynamic genre. The content of the course is devoted to preparation for four quarterly concerts, jazz festival preparation, and other community performances as opportunities arise. As the course meets outside of the normal school day, students will need to understand the commitment this elite ensemble requires, and all rehearsals and performances are required as a part of the student's grade.

## **String Orchestra**

**Grades: 9-12**

**Fee: \$50**

**Fine Art credit**

**Year: 1.0 credit**

**Prerequisite: None (Prior musical experience strongly suggested)**

This course provides a performance medium for beginning to advanced string instrumentalists. No prior experience is required but the class moves quickly so beginning students will need to be very motivated, and prior experience is suggested. The content of the course is devoted to preparation for four quarterly concerts, Regional orchestra audition preparation, orchestra festival preparation, and other community performances as opportunities arise. The school does own a few instruments, but they are distributed on a first-come/first-serve basis. Violinists must provide their own instrument. All rehearsals and performances are required as a part of the student's grade. *Course titles: String Orchestra, String Orchestra M*

## **Guitar 1**

**Grades: 9-12**

**Fee: \$25 course fee**

**Fine Art credit**

**Year: 1.0 credit**

**Prerequisite: None**

This course is open to all high school students wanting to learn how to play the guitar. There is classroom instruction in music theory, note reading, basic chords and chord progression. Students have the opportunity to learn rock, folk, classical, and Blues guitar. Students are required to provide an acoustic guitar.

## **Guitar 2**

**Grades: 10-12**

**Fee: \$25 course fee**

**Fine Art credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Guitar Level One with a grade of C or higher or pass off on basic skills test given by instructor.**

This course is designed to improve the basic skills learned in level one and extend your abilities to read music; play finger-style, flatpick, and classical; play as a member of an ensemble and individually; and learn/apply music theory concepts as they relate to the guitar. Students will have the opportunity to play rock, folk, classical, and Blues guitar. There will also be extended opportunities for ensemble performances during the year. Students are required to provide their own acoustic guitar.

## **Guitar 3**

**Grades: 10-12**

**Fee: \$25 course fee**

**Fine Art credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Guitar Level Two with a grade of C or higher or pass off on basic skills test given by instructor.**

This course is designed to further develop the intermediate skills learned in level two and extend your abilities to read music; play finger-style, flatpick, jazz and classical; play as a member of an ensemble and individually; and learn/apply advanced music theory concepts as they relate to the guitar including, but not limited to scale modes, improvisation, and composition. Students will have the opportunity to play rock, folk, classical, jazz, and blues guitar. There will also be extended opportunities for ensemble performances during the year. Students are required to provide their own acoustic guitar.

## VOCAL MUSIC

### **Note on fees for participation in choirs:**

Each year, part of the fees collected go toward paying for cleaning of tuxedos and gowns. Participation fees vary by choir and help to purchase new performance attire, entrance fees, and expenses involving travel to festivals and other performances, and towards paying for instrumental accompaniments. All performances are mandatory. Grades are based on performances and personal commitment to the group demonstrated by participation in each daily rehearsal, attitude, cooperation, and effort, in addition to personal vocal development and some written work. Special uniform dress is required for performances. **NOTE: Chorus students who wish to go to extracurricular activities may pay a range in fees throughout the year. Overnight trips may require payment for hotel and food.**

### **Concert Choir**

**Grades: 9-12**

**Fee: \$30**

**Prerequisite: None**

**Fine Art credit**

**Year: 1.0 credit**

The Concert Choir is a mixed ensemble of male and female singers and is open to those students who desire to improve their vocal abilities and prepare for possible entrance into the advanced choirs. Daily rehearsals will focus on musicianship skills, vocal health and development, intermediate level theory and sight reading, and other choral music concepts and curriculum. The repertoire will include SAB literature and possible SATB literature depending on the personnel in the choir. This ensemble will be scheduled for at least four public concerts per year and will have opportunities for festivals and travel. An audition with the instructor or teacher recommendation is required for entrance into this choral group. *Course titles: Concert Choir, Concert Choir M*

### **Women's Ensemble**

**Grades: 10-12**

**Fee: \$40**

**Prerequisite: Approval by audition. Advanced degree of proficiency in vocal technique and music theory is preferred. Must have previous musical experience.**

**Fine Art credit**

**Year: 1.0 credit**

This course is an outlet for students who are prepared for a more intense commitment to choir and are ready to pursue more difficult and more acapella choral literature. This smaller female ensemble requires daily rehearsal, which includes intensive study of advanced SSA/SSAA repertoire in preparation for public performances, which are mandatory and in-depth study of music reading and sight-singing. Grades are based on performances and personal commitment to the group demonstrated by rehearsal ethic, attitude, cooperation, and effort, in addition to personal vocal development and some written work. Special uniform dress is required for performances. This group will travel to festivals, work with guest conductors, and may be called upon to perform for community events.

## **Chamber Singers**

**Grades: 10-12**

**Fee: \$40**

**Fine Art credit**

**Year: 1.0 credit**

**Prerequisite: Approval by audition. Advanced degree of proficiency in vocal technique and music theory is preferred. Must have some previous musical experience.**

Daily rehearsals will include intensive study of advanced SATB repertoire with emphasis in Renaissance, Baroque, and Contemporary choral literature in preparation for public performance. In-depth study of music theory principles and sight-singing are also emphasized. Grades are based on performances and personal commitment to the group demonstrated by rehearsal ethic, attitude, cooperation, and effort, in addition to personal vocal development and some written work. This group will travel to festivals, work with guest conductors, and may be called upon to perform for community events. All performances and rehearsals are mandatory.

## **THEATER**

### **Introduction to Theatre**

**Grades: 9-12**

**Fee: \$15 supply fee**

**Prerequisite: None**

**Fine Art/CTE credit**

**Year: 1.0 credit**

Emphasis is placed on the history of drama, classic plays, basic stage terminology, and building a foundation of performance techniques. Students are expected to perform and complete projects within the classroom context including individual and group performances. Participation in productions outside of class is NOT required, although opportunities are available for those that are interested. *Course titles: Introduction to Theatre, Introduction to Theatre M*

### **Intermediate Theatre**

**Grades: 10-12**

**Fee: \$15 script and supply fee**

**Prerequisite: Successful completion of Introduction to Theater and Film with a C average and audition with director**

**Fine Art credit**

**Year: 1.0 credit**

Students continue building on the basics of all aspects of theater and performance learned in the introduction class, with particular emphasis on characterization and preparing for public performances. Students are required to participate in the class production.

### **Advanced Theatre**

**Grades: 11-12**

**Fee: \$15 script and supply fee**

**Prerequisite: Successful completion of Intermediate Drama and audition with director**

**Fine Art credit**

**Year: 1.0 credit**

The advanced course is designed to fine-tune a student's performance skills, and focuses on public performance. Other elements of theatrical production will be taught, including playwriting, directing, auditioning and improvisational skills. Students are required to participate in several competitions throughout the year including the Arizona Thespian Conference and the Northern Arizona Festival of Theater. Other events and productions are required which include, but not limited to, Young Playwrights Festival, Children's Theatre, Senior Directed One-Acts, Improv Olympics, and Scene Night. Additional fees for competitions and events may be charged and mandatory events often include nights and weekends. Off-campus field trips to watch community productions or other theatrical events will be available and are not mandatory.

### Key for Course Titles

- E Essentials** - This class is designed to address the standards of the course while individualizing to meet student needs. It addresses the essential content in a small group setting.
- M Modified Class** - This is a general education class that is modified to meet students' individual learning needs for students that access a modified curriculum.
- CC Core Connectors** - This is a class that is modified to meet students' individual learning needs in a small group setting.
- SS Special School** - This is a specially designed program for students who require a separate location for delivery of services.

# **CAREER & TECHNICAL EDUCATION**

## **Annual Nondiscrimination Notification**

Humboldt Unified School District does not discriminate on the basis of sex, race, color, national origin, age, or disability in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. Humboldt Unified School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available, such as JROTC, Film & TV/Digital Communication Nursing, Sports Med, Stagecraft, Network Security, Business Management, Software and Application Design & MICTED courses offered at Yavapai College.

The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Humboldt Unified School District also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Athletic Director  
Clairinda Weatherwax  
6000 E. Long Look Dr.  
Prescott Valley, AZ 86314  
(928) 759-4100  
[clairinda.weatherwax@humboldtunified.com](mailto:clairinda.weatherwax@humboldtunified.com)

Principal  
Brett Dahl  
6000 E. Long Look Dr.  
Prescott Valley, AZ 86314  
(928) 759-4000  
[brett.dahl@humboldtunified.com](mailto:brett.dahl@humboldtunified.com)

El Distrito Unificado de las Escuelas Humboldt no discrimina en ninguna forma en lo que se refiere a lo relacionado con el sexo, la raza, el color de la piel, la nacionalidad, la edad o incapacidad física en la participación en sus programas y/o actividades y también provee acceso igual a los niños Scouts y a los otros grupos que son designados para gente joven. El Departamento de Educación Técnica y de Carreras Universitarias del Distrito Unificado de Escuelas Humboldt no discrimina la inscripción o el acceso a cualquier programa disponible tales como: Fotografía digital, de películas y televisión, de enfermería, de medicina de deportes, de teatro técnico, de conexión de redes, de mercadotecnia, y en MICTED\*. La falta de un buen conocimiento del idioma de inglés no es una barrera para la admisión o la participación en las actividades y en los programas del Distrito. El Distrito tampoco discrimina en lo relacionado con contratos de trabajo o de empleos. Las siguientes son las personas que han sido designadas y encargadas para hacer la investigación necesaria con respecto a las disciplinas que existen en contra de cualquier clase de discriminación.



## **Career Pathways**

Bradshaw Mountain High School provides comprehensive “Career and Technology Education Programs” designed to prepare all students for the future. The programs not only offer students an opportunity to see relevance in their school courses, but also:

- Provide integration of critical skills identified by business and industry, which include: Thinking Skills, Applied Academic Skills, Life Management Skills, Technology Skills and other career-related skills valued by employers.
- Offer a planned sequence of career development experiences to assist students in making career and advanced educational decisions. The curriculum is competency-based and includes skills necessary for employment in the program areas.
- Teach by using technology.
- Present students with the opportunity to be involved in work-based learning activities in which students can use and improve their career-related skills.
- Allow early release for cooperative classes (co-op) designed for students to have on-the-job training in conjunction with classroom instruction.

## **Yavapai County**

Bradshaw Mountain also offers students an opportunity to enroll in articulated Career and Technical Programs. Students can earn college credits by taking articulated courses (marked with the symbol \*). Students must meet the following requirements:

- Earn at least a “B” in each articulated course.
- Enroll at Yavapai College within two years after high school graduation.
- Apply for Tech Prep status at Yavapai College at the time of admission to the college.
- Successfully complete a minimum of six credit hours at Yavapai College in required credits for the articulated program.

## **NURSING SERVICES**

The Nursing Assistant program at BMHS prepares students to perform technical services involved with planning, organizing, and directing processes related to the provision of nursing assisting services. An integrated approach to teaching and learning is provided as students develop interpersonal relations, career development skills and technical knowledge and skills associated with nursing assisting and the pathway into other health careers. Students will have the opportunity to participate in teams, solve problems, think critically and implement effective solutions. This program is designed and delivered as a coherent sequence of experiences using technical instruction, academic foundations, experiential learning and a supervised occupational experience. Upon successful course completion, students are eligible for application to the AZ State Board of Nursing for nursing assistant certification and employment. Five (5) college credit hours are possible at completion of the CNA program with a 75% or higher through Dual Enrollment at Yavapai College. Career and Technical Student Organization (HOSA) standards will be an integral part of this program.

## **Certified Nursing Assistant - Fundamentals**

**Grades: 12**

**CTE credit**

**Fee: \$30**

**Semester: 1.25 credit (2-period block)**

**Prerequisite: Successful completion of Anatomy and Physiology with a C or higher in both semesters; Application to program; Instructor interview/approval; Current Health Care Provider (professional) CPR Certification; Current First Aid certification**

CNA Fundamentals prepares students to apply academic, employability and technical knowledge and skills related to common industry standards and practices of nursing assisting within the nursing profession. Students will focus on fundamental knowledge and skills essential to the development of personal, professional, leadership and career success qualities of a patient care provider. This class is a two-period block.

**CNA Fundamentals SKILLS LAB** provides students the opportunity to apply CNA Fundamental knowledge from the classroom setting into the hands-on skill portion of the program. All students must be in good health with documented physical ability to lift 50 pounds safely. Students must also be able to see and hear well in order to master the skills required to provide safe, quality care as a CNA. Reasonable accommodations for persons with documented (IEP/504) disabilities will be made. Skills lab is a MANDATORY after-school class, one day a week per student for three and one half (3 ½) hours. The student's day will be assigned at the beginning of the program in August. This class is a graded class and is required for the student to advance into the clinical portion of the program.

*The District does not provide health insurance for student participation in the CNA program. Students participate at their own risk. Parents/guardians are encouraged to purchase supplemental insurance and/or ensure that their private health insurance is adequate.*

## **Certified Nursing Assistant - Advanced Applications**

**Grades: 12**

**CTE credit**

**Fee: \$114 for CNA State Board Exam at completion of program (optional)**

**Semester: 1.25 credit (2-period block)**

**Prerequisite: Successful completion of Certified Nursing Assistant – Fundamentals with a grade of 75% or higher; Successful completion of Certified Nursing Assistant – Fundamentals SKILLS LAB with a grade of 75% or higher)**

CNA Advanced Applications is a continuation of the CNA Fundamentals class and prepares students to apply advanced academic and technical knowledge and skills related to nursing assisting in a variety of settings within the nursing profession. This course builds on previously learned program content and focuses on essential nursing assistant knowledge, skills and work- based learning to develop students as safe and competent patient care providers. This class is a two-period block.

**CNA Advanced Applications CLINICAL** allows the student to demonstrate their knowledge and skill level by performing safe basic nursing care and is required by the Arizona State Board of Nursing. All students must be in good health with documented physical ability to lift 50 pounds safely. Students must also be able to see and hear well in order to master the skills required to provide safe, quality care as a CNA. Reasonable accommodations for persons with documented (IEP/504) disabilities will be made. Clinical is a MANDATORY after school class, one day a week (per student), for four and one half (4 1/2) hours. The student's day will be assigned at the beginning of the program in August. This class is held off-site within the Tri-City Area (specific locations TBD); transportation is not provided. This class is Pass/Fail and is required for the student to be eligible for application to the Arizona State Board of Nursing for nursing assistant certification and employment. Please note, students will also be required to complete after school skills lab hours in addition to clinical hours during 2nd semester.

*\*Upon completion of the CTE Program and passing of the State Assessment, the student shall receive an MICTED cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.*

## **BUSINESS**

### **Business I**

**Grades: 10-12**

**Fee: \$10/college credit**

**Prerequisite: None**

**CTE credit**

**Year: 1.0 credit**

**YC credit: 6.0 credits with grade of C or higher or teacher recommendation.**

This is a dual enrollment course with Yavapai College. Students earn six (6) college credits. Students must maintain a grade of "C" or better to remain in the program. During Semester 1, students will learn the theory of communication in detail, writing for the workplace and develop their skills for delivering professional oral presentations in their workplace. During Semester 2, students will gain a greater understanding of universal management philosophies. Additionally, the student will begin to focus on phases of managerial decision making; planning, organizing, directing, and controlling. Equivalent Yavapai College courses are MGT-120: Supervision Techniques and MGT-223: Human Resources Management.

### **Business II**

**Grades: 11-12**

**Fee: \$10/college credit**

**Prerequisite: Business I**

**CTE credit**

**Year: 1.0 credit**

**YC credit: 6.0 credits with grade of C or higher or teacher recommendation.**

This is a dual enrollment course with Yavapai College. Students earn six (6) college credits. Students must maintain a grade of "C" or better to remain in the program. Students will learn about the different types of supervisory techniques and how to develop those skills. They will also learn how to be effective listeners and problem solvers with regard to their human resources management processes, conflict resolution, change management and team-building. Semester 2 will be based on human resources theory and practice. Students will learn about employee relations, recruitment processes and placement. Students will also learn about the development and evaluation of employees and gain a greater understanding of compensation and benefits. Equivalent Yavapai College courses are MGT-120: Supervision Techniques and MGT-223: Human Resources Management.

*\*On completion of the CTE Program and passing of the state assessment, the student shall receive a MICTED cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.*

## **DIGITAL COMMUNICATION**

### **Digital Media 1- Photography, Videography and Graphic Design**

**Grade 10-12**

**CTE credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: None**

Students in this course learn the basic fundamentals of digital photography, videography and graphic design. Students use Adobe based computer application systems such as Photoshop and Premiere Pro to create photo video and design projects, which include stop-motion animation, short videos and public service announcements. Students develop their writing and editing skills while expanding their understanding of the media industry and available career options.

### **Digital Media 1 - Fundamentals of Photography and Videography - M (Modified class)**

**Grade 10-12**

**Elective Credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Per IEP Team**

Students in this course will learn the basic fundamentals of photography, videography and graphic design, with modifications as appropriate for the student's needs.

### **Digital Media 2A - Production Studio (Bradshaw Mountain Morning News)**

**Grade: 11-12**

**CTE credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Digital Media 1 with a C or better.**

Students continue their professional development by creating and broadcasting daily news announcements for the school campus. Students produce, record and edit digital video commercials and promotional packages of school events, commercials and news packages. Students develop their leadership abilities through participation in the state-recognized Career and Technical Student Organization, FBLA. Upon completion of the class, students can take the Adobe Premiere Pro Certification exam for professional employment and education beyond high school.

\*On completion of the CTE Program and passing of the State Assessment, the student shall receive a CTED cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.

### **Digital Media 2B - Yearbook**

**Grade: 11-12**

**CTE credit**

**Fee:**

**Year: 1.0 credit**

**Prerequisite: Digital Media 1**

Students continue advancing their photography skills and knowledge by continuation of the yearbook development and publication. Students completing this program will be prepared to enter the workforce and/or post-secondary education, where they will be able to apply the skills necessary to be in Digital Photography while also having a strong portfolio to support their knowledge and skill. Students learn leadership skills and develop their leadership abilities through participation in the state-recognized Career and Technical Student Organization, FBLA.

## **Multimedia Independent Study**

**Grades: 11-12**

**CTE credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Digital Media 2 with a grade of C or better.**

Students serve as mentors to the Digital Media 2 students, as they demonstrate their mastery of the technical skills required by the professional industry by creating a digital portfolio. An integrated approach to teaching and learning is recommended as students develop interpersonal relations, career development skills, workplace employability skills and technical knowledge and skills.

## **SPORTS MEDICINE AND REHAB SERVICES**

### **Sports Medicine I**

**Grade: 11-12**

**CTE credit**

**Fee: \$40 (HOSA)**

**Year: 1.0 credit**

**Prerequisite: Anatomy and Physiology**

An advanced lecture-laboratory course designed for students interested in athletic training, medicine, physical therapy, exercise science and/or other related paramedical fields. Students will examine the causes, prevention, evaluation, management, and rehabilitation of various sport related conditions. Topics regarding research, kinesiology, nutrition, pharmacology, exercise science and implementation of sports medicine programs will also be investigated. Enrolled students will be required to work as student athletic trainers. Students will be required to work after school, weekends and will be supervised by the school's athletic trainer.

### **Sports Medicine I - Fundamentals of Athletic Training - M (Modified class)**

**Grade 11-12**

**Elective Credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Per IEP Team**

Students in this course learn the basic fundamentals of athletic training and exercise science, with modifications as appropriate for the student's needs.

### **Sports Medicine II**

**Grade: 11-12**

**CTE credit**

**Fee: \$40 (HOSA)**

**Year: 1.0 credit**

**Prerequisite: Sports Med I**

This course offers instruction and practical application in the skills of a personal trainer as well as the techniques necessary for the prevention and care of athletic injuries. Field experience will be required as students work with athletes as they learn the role and function of athletic training and personal training. Students will be required to work after school, weekends and will be supervised by the school's athletic trainer.

\*On completion of the CTE Program and passing of the State Assessment, the student shall receive a MICTED cord, a certificate and a copy of their transcript, which document their skill attainment and may be used for prospective employers.

## COMPUTER SECURITY

### Intro to Tech

**Grades: 10-12**

**Fee: \$10/college credit**

**Prerequisite: None**

**CTE credit**

**Year: 1.0 credit**

**YC credit: 8.0 credits with grade of C or higher**

This is a dual enrollment course with Yavapai College. Students earn seven (8) college credits. Must maintain a grade of "C" or better to remain in the program.

Students learn the skills necessary to install, manage, and support a computer network. With hands-on exercises, students learn to install network cables and configure both wired and wireless networks. Topics include network cabling, security, network protocols, and operating systems. In the second semester, students will learn how to install, manage and support personal computers and network servers. Hands-on activities provide students with the skills to build, upgrade, and repair personal computers and install and configure desktop and server operating systems. Equivalent college courses are:

#### **CNT-101: Networking & Cyber Security Fundamentals (Semester 1)**

Essential skills practiced in the networking and cybersecurity professions. Network device operation and configuration, network protocols, network security, and troubleshooting are key topics of discussion with hands-on activities. The latest networking standards and technologies are covered.

#### **CNT-110: A+ Computer Technician Certification (Semester 2)**

Install, configure, support, and troubleshoot personal computers. Emphasis on personal computer hardware and software, operating systems, networking, mobile devices, and security. Preparation for the Comp TIA A+ Certification exam.

### Networking Technician

**Grades: 10-12**

**Fee: \$10/college credit**

**Prerequisite/Corequisite: CNT101**

**CTE credit**

**Year: 1.0 credit**

**YC credit: 7.0 credits with grade of C or higher**

This is a dual enrollment course with Yavapai College. Students earn seven (7) college credits. Must maintain a grade of "C" or better to remain in the program.

Students become "administrators" of the classroom network while learning the concepts and procedures involved with computer and network management. Introduction to Cisco programming and myriad operating systems. Students will learn advanced network management skills. With hands-on exercises, students learn to configure Cisco routers and switches and work with a wide variety of computer operating systems. Topics include network design, security, network access controls, and operating systems. Equivalent college courses are:

#### **CNT-118: Operating System Fundamentals (Semester 1)**

An introduction to operating system concepts and functions. Topics include memory management, processes and threads, file systems, networking, virtualization, and operating system security.

### **CNT-140: Cisco Routing & Switching I (Semester 2)**

Study of computer networking standards and operation. Includes network topologies, network protocols and communications, network addressing, network device configuration, network design, and network security. First of three courses to prepare students to pass the Cisco Certified Network Associate (CCNA) certification examination.

### **Student will Earn: Computer Networking Technician Certificate**

This certificate is designed to provide students with the skills necessary to install, troubleshoot and support computers and servers in a small to medium-sized computer network. Students are prepared for two industry certifications: CompTIA A+ Certified IT Technician and CompTIA Network+. Successful students will have the skills required to gain employment in entry-level positions in the information technology field.

#### **Certificate Program Requirements to walk in the YC graduation ceremony**

CNT 101 Networking & Cyber Security Fundamentals

CNT 110 A+ Computer Technician Certification

CNT 118 Operating System Fundamentals

CNT 140 Cisco Routing & Switching I

### **Cybersecurity**

**Grades: 10-12**

**Fee: \$10/college credit**

**Prerequisite/Corequisite: CNT101**

**CTE credit**

**Year: 1.0 credit**

**YC credit: 6.0 credits with grade of C or higher**

This is a dual enrollment course with Yavapai College. Students earn seven (6) college credits. Must maintain a grade of "C" or better to remain in the program.

Students learn to install, support, secure, and troubleshoot network devices such as routers, switches, and servers. In addition, students learn how to configure virtual private networks, firewalls, and intrusion prevention systems. Equivalent college courses are:

### **CNT 105 - Cybersecurity Principles (Semester 1)**

Foundation knowledge and essential skills in all security domains in the cyber world – information security, systems security, network security, mobile security, physical security, ethics and laws, related technologies, defense and mitigation techniques used in protecting businesses.

### **CNT 135 - Security+: Implementing and Maintaining Network Security (Semester 2)**

Network security concepts, communication security, network infrastructure security, basics of cryptography and operational/organizational security. Emphasis on network authentication and authorization, securing network devices and services, virus remedies, preventing network attacks, and securing remote access. Prepares students for the Comp/TIA Security+ certification.

### **Student will Earn: Cybersecurity Technician Certificate**

This certificate is designed to provide students with the skills required to install, configure, and secure a small to medium-sized network. Emphasis is on cybersecurity technologies and implementation. Students are prepared for the CompTIA Security+ certification. Successful students will have the skills required to gain employment in entry-level positions in the information technology field specializing in cybersecurity.



### **Certificate Program Requirements to walk in the YC graduation ceremony**

CNT 101 Networking & Cyber Security Fundamentals

CNT 105 Cybersecurity Principles

CNT 140 Cisco Routing & Switching I

CNT 135 Security+: Implementing and Maintaining Network Security

## **COMPUTERS**

### **Computer Science**

**Grades: 9**

**Fee: None**

**Prerequisite: None**

**Elective credit**

**Year: 1.0 credit**

This course is designed to provide students with an in-depth knowledge of computer systems and exposes students to relevant applications. The course will provide a familiarization with the Microsoft Suite including Microsoft Word, Excel, Publisher, and PowerPoint. The course will cover an introduction to the concept of software development, data analysis, and ethical impacts of computing technology on business practices. The class will also cover employability skills, problem solving, and organization skills. *Course titles: Computer Science, Computer Science M*

### **Software and App Design 1**

**Grade: 10-11**

**Fee: None**

**Prerequisite: Computer Science**

**Elective credit**

**Year: 1.0 credit**

This course focuses on applying problem-solving and critical thinking involved in the process of software development. The course introduces students to coding languages including but not limited to HTML, CSS, JavaScript, and Python. Curriculum from Code.org will be a core aspect of the program. This course explores program coding, analysis, and debugging. Current issues related to privacy and ethical issues in computer security will be addressed in this course. All students who take Software and App Design 1 are encouraged to complete the program and take Software and App Design 2.

\*On completion of the CTE program and passing of the state assessment, the student shall receive an MICTED cord, a certificate, and a copy of their transcript which document their skill attainment and may be used for prospective employers.

### **Software and App Design 2**

**Grade: 10-11**

**Fee: None**

**Prerequisite: Software Development 1**

**Elective credit**

**Year: 1.0 credit**

This course elaborates on the concepts covered in Software and App Design 1 with a greater focus on applying problem-solving and critical thinking involved in the process of software development. The course introduces students to coding languages including but not limited to, HTML, CSS, JavaScript, and Python. Curriculum from Code.org will be a core aspect of the program. This course expands program coding, analysis, and debugging. Current issues related to privacy and ethical issues in computer security will be addressed in this course.

\*On completion of the CTE Program and passing of the State Assessment, the student shall receive an MICTED Cord, a certificate, and a copy of their transcript which document their skill attainment and may be used for prospective employers.



## **Leadership, Education, and Training (LET) - JROTC**

JROTC (Junior Reserve Officer Training Corps) has four levels of Leadership, Education, and Training (LET). These classes are designed to teach the values of citizenship, leadership, service to the community, personal responsibility, and give a sense of accomplishment, while instilling self-esteem, teamwork, and self-discipline. The program's focus is reflected in its mission statement, "To Motivate Young People to be Better Citizens." JROTC's performance-based curriculum requires that cadets master competencies, perform skills, apply knowledge, and model or exhibit behaviors representing the desired attitudes. A custom-fitted uniform is worn once a week on the designated uniform day. There is no obligation to join the armed forces; however, satisfactory completion of two years can lead to advanced rank in the Armed Forces. College ROTC scholarships are available for outstanding students meeting college entrance requirements.

\*Students successfully completing a year of JROTC Physical Training (PT) requirements receive (.25) credits for Physical Education (PE). Bradshaw Mountain High School requires 1.0 credit of PE for graduation.

### **LET 1**

**Grade: 9-12**

**Fee: \$25**

**Prerequisite: None**

**CTE/Elective credit**

**Year: 1.0 credit**

This course will give an overview of the JROTC structure and the LET levels. It will focus on maximizing student's potential for success in high school and life through learning study skills and self-management. Students will develop basic leadership, follower, and citizenship skills while beginning to learn effective ways to build relationships with peers and co-workers. Students will practice conflict resolution and engage in community/service learning.

### **LET 2**

**Grade: 10-12**

**Fee: \$25**

**Prerequisite: Grades of "C" or above in LET 1**

**CTE/Elective credit**

**Year: 1.0 credit**

This course continues developing the skills learned in LET 1. In addition, students learn to promote wellness through nutrition, physical fitness, and substance abuse prevention. Students will apply physical and political geography to build global awareness and correlate the rights and responsibilities of citizenship to the purposes of the US government.

### **LET 3**

**Grade: 11-12**

**Fee: \$25**

**Prerequisite: Grades of "C" or above in LET 2**

**CTE/Elective credit**

**Year: 1.0 credit**

This course continues developing the skills learned in LET 1 and 2. In addition, we relate events in US history to choices and responsibilities Americans have today. Students will learn organizational structure and how organizations work. Leadership skills expand into decision making, problem solving, team building, and planning skills needed for complex events.

## **LET 4**

**Grade: 12**

**Fee: \$25**

**CTE/Elective credit**

**Year: 1.0 credit**

**Prerequisite: Grades of "C" or above in LET 3**

This course continues developing the skills learned as LET 1, 2, and 3. In addition, students learn teaching skills and the National Endowment for Financial Education Planning Program (NEFE). Students will learn advanced leadership principles of power bases and influence, styles of leadership, management skills, communication, and motivation. They will learn the role of the military in defending and maintaining peace for a democratic society.

## **STAGECRAFT**

### **Stagecraft 1**

**Grades: 9-12**

**Fee: \$15 course material fee**

**CTE/Fine Art credit**

**Year: 1.0 credit**

**Prerequisite: None**

This course will teach the basics of theater production including all aspects of design and implementation including lighting, sound, costuming, makeup, sets, management, props, and rigging. Students will have the opportunity to participate in school theatrical productions to further enhance their understanding of concepts learned in class.

### **Stagecraft I - Fundamentals of Theater Production - M (Modified class)**

**Grade 9-12**

**Fee: None**

**Elective Credit**

**Year: 1.0 credit**

**Prerequisite: Per IEP Team**

Students in this course learn the basic fundamentals of theater productions and will have opportunities to participate in theatrical productions, with modifications as appropriate for the student's needs.

### **Stagecraft 2**

**Grades: 10-12**

**Fee: \$15 course material fee/\$10 college credit**

**CTE credit**

**Year: 1.0 credit**

**Prerequisite: Successful completion of Stagecraft 1 with a C or higher and an interview with the director.**

**YC Credit: 6.0 with grade of C or higher**

This is a dual enrollment class with Yavapai College. Students will earn six (6) college credits. Students will further enhance their skills in all areas of theatrical production learned in Stagecraft 1. Emphasis will be placed on set, prop, sound and lighting design for the productions of the BMHS Theatrical Troupe. Involvement in productions is required which includes night and weekend commitments as per dual enrollment requirements. Second-year students in the Stagecraft program will compile a professional portfolio and are required to compete in events at the Arizona Thespian State Conference and the Northern Arizona Festival of Theater. Additional fees for the competitions may be charged. Special focus in the course is given to college and career readiness in the field of theatrical production.

### **Stagecraft 3**

**Grades: 10-12**

**Fee: \$15 course material fee/\$10 college credit**

**Prerequisite: Successful completion of Stagecraft 1/2 with a C or higher and an interview with the director.**

**CTE credit**

**Year: 1.0 credit**

**YC Credit: 6.0 with grade of C or higher**

This is a dual enrollment class with Yavapai College. Students will earn six (6) college credits. Emphasis in this course is on sound, makeup, hair and costuming for the productions of the BMHS Theatrical Troupe. Involvement in productions is required which includes night and weekend commitments as per dual enrollment requirements. Third-year students in the Stagecraft program will continue to compile a professional portfolio started in Stagecraft 2 and are required to compete in events at the Arizona Thespian State Conference and the Northern Arizona Festival of Theater. Additional fees for the competitions may be charged. Special focus in the course is given to college and career readiness in the field of theatrical production.

## **WORK EXPERIENCE**

### **Diversified Cooperative Education (DCE) Class**

**Grades: 12**

**Fee: None**

**Prerequisite: Previous CTE courses or currently enrolled in a CTE Program**

**CTE credit**

**Year: 1.0 credit**

This course focuses on interpersonal relationships at work, teamwork and leadership skills, technology, and communication skills needed in the workplace.

### **DCE Work Experience**

**Grade: 12**

**Fee: None**

**Prerequisite: Completion of a CTE Program (minimum of 2 CTE Credits)**

**CTE credit**

**Year: Up to 3.0 credits**

Diversified Cooperative Education (DCE) permits students to obtain work release if they have completed a vocational program and have a job related to the program. The student will receive 1 credit for class seat time and 1 credit per semester for continued work experience. \*Instructor approval required.

### **CTE Internship**

**Grades: 12**

**Fee: None**

**Prerequisite: Completion of Related CTE Program;**

**Marketing II/Production Studio/CNT (minimum of 2 CTE credits)**

**CTE credit**

**Sem: 1.0 credit**

Seniors can translate their career and technical skills into professional work experience. Local businesses can provide program related internships that offer real work experiences, skills and the opportunity to earn credit, while students build their resume. Students must complete 120 hours to receive credit. There is limited seat time for this program. \*Instructor approval required.

# **CAREER TECHNICAL EDUCATION DISTRICT**

**Mountain Institute Career Technical Education District (MICTED) is a cooperative effort among local school districts. Mountain Institute provides a wide variety of additional Career and Technical Education (CTE) courses at their central campus while students concurrently attend their high school for graduation.**

**Several CTED classes earn Yavapai College (YC) credits.**

**Students who drop MICTED courses after the first scheduled day of classes may be held accountable for reimbursing MICTED for all tuition/fees paid to Yavapai College for college credit.**

**Students taking CTED may need to take a zero hour. Some BMHS students participating in CTED may attend a morning session from 6:45-9:15 am. Some BMHS students participating in CTED attend afternoon sessions from 1:45-4:15 pm. Students participating in CTED classes may need to take (a)n online course(s).**

**\*\*Students taking CTED must complete the entire year in order to receive high school credit for CTED.**

**The district does not provide health insurance for student participation in the CNA program. Students participate at their own risk. Parents/guardians are encouraged to purchase supplemental insurance and/or ensure that their private health insurance is adequate.**

## **Aviation Technology I & II**

**Grade: 11-12**

**Prerequisites: None**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 33 with grade of C or higher**

Each class is a year long and will earn a student 2.5 high school credits a year. Are you fascinated by the world of flight? Aviation Technology is designed for you. In two years you will receive FAA ground school certifications in air traffic control, fixed wing flight and helicopters. Instruction includes professional-grade flight simulation, and in your fourth semester you'll be offered the option to actually fly a glider simulation, and in your fourth semester you'll be offered the option to actually fly a glider.

**\*\*Students must travel to be in this program.**

## **Transportation Technologies (Auto Repair) I & II**

**Grades: 11-12**

**Prerequisites: None**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 28 with grade of C or higher**

Each class is a year long and will earn a student 2.5 high school credits a year. Take a minute and think about having absolutely no automobiles... yikes – Now wake up from that nightmare. Without trained personnel in Transportation Technologies/Auto Repair, taking a long time to run an errand is an understatement. This industry must continually adapt to an ever-changing technology in transportation.

**\*\*Students must travel to be in this program.**

## **Welding Technologies I & II**

**Grades: 11 & 12**

**Prerequisites: None**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 20 with grade of C or higher**

Each class is a year long and will earn a student 2.5 high school credits a year. Do you want a career that is critical to the nation's well-being? Do you want to learn one of the few remaining crafts used in manufacturing and construction today? Pursuing a career in the Welding Profession means that you will become skilled in high-tech manufacturing applications using the newest developed materials. Skilled welders are needed across many industries, such as energy production, highway transportation, manufacturing, military applications, architecture and more.

**\*\*Students must travel to be in this program.**

## **Pre-Engineering (Precision Machine/Robotics) I & II**

**Grades: 11-12**

**Prerequisites: Algebra II or concurrent enrollment in Algebra II**

**CTE credit**

**Year: 3 credits**

**YC credits: 29 with grade of C or higher**

Each class is a year long and will earn a student 3 HS credits a year. Without the Engineering Industry we would still be taking our horse and buggy to school. This industry has been vital in technically advancing our world. Are you intrigued by how things work? Do you think about how to make things better? If so, sign up today for the Pre-Engineering Program of Study! Learn about designing and making parts that are used in every other industry in the world giving people safer and better lives.

**\*\*Students must travel to be in this program.**

## **Medical Assisting I & II**

**Grades: 11-12**

**Prerequisite: None**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 5 with grade of C or higher**

Each class is a year long and will earn a student 2.5 high school credits a year. The course content includes an overview of current U.S. healthcare delivery systems and professions including behaviors for success, customer service, and quality improvement. Its purpose is to prepare the student for all Allied Health programs, including Medical Professions II, Certified Nursing Assistant and Sports Medicine. Three (3) college credit hours are possible with a 75% or higher through Dual Enrollment at Yavapai College. Membership in the Career and Technical Student Organization (HOSA) will be required and its standards will be an integral part of this class.

**\*\*Students must travel to be in this program.**

## **Culinary Arts I & II**

**Grades: 11-12**

**Prerequisite: None**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 16 with grade of C or higher**

Each class is a year long and will earn a student 2.5 HS credits a year. In this program you'll learn culinary arts application and hospitality through the focus of American and International cuisine, using professional cooking and baking methods. Students will become proficient in menu planning, use of equipment and time management practices for meal service. In Culinary Arts I students will learn culinary basics and hot foods. In Year II, students will learn breakfast and garde manager and baking and pastries.

**\*\*Students must travel to be in this program.**

## **Drafting & Design I & II**

**Grades: 11-12**

**Prerequisite: None**

**CTE credit**

**Year: 2.5 credits**

Each class is a year long and will earn a student 2.5 HS credits a year. Students learn to use a broad range of material and are trained to imagine structures that answer the human need for both beauty and practically. If this sounds like a great way to earn a living, join the Drafting and Design class via distance learning and learn how to use computer programs (CAD) to design homes and commercial and civic structures.

**\*\*Students must travel to be in this program.**

## **Electrical Line Worker I & II**

**Grades: 11-12**

**Prerequisite: None**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 22 with grade of C or higher**

Each class is a year long and will earn a student 2.5 HS credits a year. A line worker constructs and maintains electric power transmission and distribution facilities. The term is also used for those who install and maintain telephone, telegraph, cable TV and more recent fiber optic lines. Power linemen work on electrically energized (live) and de-energized (dead) power lines.

**\*\*Students must travel to be in this program.**

## **CONSTRUCTION TECHNOLOGIES**

### **Basic Carpentry I**

**Grades: 11-12**

**Prerequisites: None**

**CTE credit**

**Year: 2.5 credits**

Each class is yearlong and will earn a student 2.5 HS credits a year. The student will be reinforced with the skills learned in Basic Carpentry I with hands-on experience in cutting, fastening, footings, framing, assembly, door/window installation, flooring, and finishing.

**\*\*Students must travel to be in this program.**

### **Basic Carpentry II**

**Grades: 11-12**

**Prerequisites: Basic Carpentry I**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 16 with grade of C or higher**

Each class is yearlong and will earn a student 2.5 HS credits a year. The student will be introduced to carpentry safety, hand and power tool operation, blueprint reading, materials, and layout. Hands-on experience in cutting, fastening, footings, framing, assembly, door/window installation, flooring, and finishing.

**\*\*Students must travel to be in this program.**

## **FIRE SERVICE**

### **Fire Service I & II**

**Grades: 11-12**

**Prerequisites: None**

**CTE credit**

**Year: 2.5 credits**

**YC credits: 12 with grade of C or higher**

Our Fire Service Program provides students with hands-on training in fire prevention and fire protection systems. The program will introduce wildland fire prevention which includes fire behavior, fire suppression methods and equipment, and safety and incident command. Students will be trained in the major categories of hazardous materials, including detection and identification of hazardous materials as well as strategy and tactics in the management of these materials. This program provides preparation for Arizona Center of Fire Service Excellence certification. The final year of the program involves preparation for State Fire Marshal Firefighter I and II certification. The preparation trains students in the essentials of firefighting, including fire department operations, firefighting equipment, and safety. Upon the completion of the program, students will have the opportunity to apply to the Fire Academy or continue on at Yavapai College to complete the Fire Science - AAS program.

## **EARLY CHILDHOOD EDUCATION**

### **Early Childhood Education**

**Grades: 11-12**

**Prerequisites: 1st year completion to continue**

**CTE credit**

**Year: 1.25 credits**

**YC credits: 24 with grade of C or higher**

The Early Childhood Education program is designed to prepare students for employment in early childhood settings. The Early Childhood Education program includes instruction in child growth and development, child health, nutrition, safety, planning, and supervision of developmentally-appropriate practices and learning activities. Child guidance, family relationships, parenting, and applicable legal and administrative requirements are also addressed. Preparation for the development and management of effective early childhood programs and facilities is included.

## NON-DEPARTMENTAL

### Peer Tutor

**Grade: 11-12**

**Fee: None**

**Elective credit**

**Year: 1.0 credit**

**Prerequisite: Teacher Recommendation; 2.5 GPA; Administrative Approval**

This class is open to students who have demonstrated the capability to help teachers and their students within the class setting. The student will be available to assist the teacher in daily organizational tasks, as well as assisting students within the class with their peer tutor. The student will gain experience in the daily teaching routine, as well as the interaction with students.

### Teacher Aide

**Grades: 11-12**

**Fee: None**

**Elective credit**

**Semester: 0.5 credit**

**Prerequisite: 2.5 GPA; Teacher approval**

Acceptance is by mutual agreement and for the benefit of both the student and teacher. A student's workload may be rather light and at that time they are expected to do homework or study. The appropriate forms must be filled out in the counseling office. Clerical skills are desired. This position is graded as pass/fail.

### Office/Counselor Aide

**Grades: 11-12**

**Fee: None**

**Elective credit**

**Semester: 0.5 credit**

**Prerequisite: 2.5 GPA; Administrative approval**

Acceptance is by mutual agreement and for the benefit of both the student and staff member. This position requires contact with the public. The student's behavior and grooming must be appropriate for representing the school. Clerical skills are desired. This position is graded as pass/fail.

### Library Aide

**Grades: 11-12**

**Fee: None**

**Elective credit**

**Semester: 0.5 credit**

**Prerequisite: 2.5 GPA; Administrative approval**

This position needs to be mutually agreed upon by the student and librarian. As a library aide, one will learn how a library operates and the various services offered. This position is graded as pass/fail.

### Nurse Aide

**Grades: 11-12**

**Fee: None**

**Elective credit**

**Semester: 0.5 credit**

**Prerequisite: 2.5 GPA; Administrative approval**

Acceptance is by mutual agreement and for the benefit of student and nurse. Students require both clerical and minor first aide skills. This position is graded as pass/fail.



## **Student Leadership**

**Grades: 9-12**

**Elective credit OR Extracurricular activity**

**Fee: None**

**Year: 1.0 credit OR no credit**

**Prerequisite: Be an elected member of student council and a 2.5 GPA**

The students and staff of Bradshaw Mountain High School are committed to the principle of student government and acknowledge the value of granting students considerable autonomy in the governance of their affairs as means by which strong character is developed and nurtured. Student government promotes leadership, self-confidence, and self-reliance. It is a privilege, not a right, and teaches students important lessons regarding the proper balance of freedom, privilege, and responsibility.

## **AVID**

**Grades: 9-12**

**Elective credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Application acceptance into the AVID program**

AVID is an elective course that prepares students in the “academic middle” and first-generation college students for acceptance into a four-year university. Instruction is based on the WICOR (Writing, Inquiry, Collaboration, Organization, and Reading) strategies. Cornell note-taking, tutorials, preparation for college entrance exams, and college field trips are also included. This is a four-year program; four years of AVID adjusts the criteria for the silver/gold diploma.

## **AVID Tutor**

**Grade: 12**

**Elective credit**

**Fee: None**

**Semester: 0.5 credit**

**Prerequisite: 3.0 GPA; AVID Teacher and Coordinator approval**

Acceptance by mutual agreement only after completion of application by students wishing to be tutors for the AVID program. Under the direct supervision of the AVID teacher, tutors work with 5-7 AVID students twice a week during tutorials and assist the teacher in providing academic and organizational skills to students. Tutors are trained in the use of WICOR (writing, including Cornell Note-taking, inquiry, collaboration and reading) strategies and methodologies. Students’ workload may fluctuate and are expected to bring homework or study. This class is Pass/Fail.

## **Mentor Academy Period (MAP)**

**Grades: 9-12**

**Elective credit**

**Fee: None**

**Semester: 0.5 credit**

**Prerequisite: Application and acceptance into the AP Academy**

MAP is an elective designed specifically for the students that are in the AP Academy.

## **English Language Arts Lab**

**Grade: 9-12**

**Elective credit**

**Fee: None**

**Semester: 0.5 credit**

**Prerequisite: Per IEP team**

This is a course that aims to strengthen reading decoding and comprehension skills through a research-based intervention program.

## **Essential Skills Lab**

**Grade: 9-12**

**Fee: None**

**Prerequisite: Per IEP Team**

The essential skills lab offers pre-teaching and re-teaching of key concepts from the general education curriculum as well as support for completion of assignments.

**Elective credit**

**Semester: 0.5 credit**

## **Interpersonal Skills**

**Grade: 9-12**

**Fee: None**

**Prerequisite: Per IEP Team**

Students will be given the opportunity to interact with peers and staff in order to increase their interpersonal skills.

**Elective credit**

**Semester: 0.5 credit**

## **Social Skills**

**Grade: 9-12**

**Fee: None**

**Prerequisite: Per IEP Team**

Students will be given the opportunity to interact with peers and staff in order to increase their social skills.

**Elective credit**

**Semester: 0.5 credit**

## **Organizational and Study Skills**

**Grade: 9-12**

**Fee: None**

**Prerequisite: Per IEP Team**

Students will be given the opportunity to increase their ability to organize their school day, assignments and responsibilities in order to increase their academic success.

**Elective credit**

**Semester: 0.5 credit**

## **TSW/ Career Development**

**Grade: 11**

**Fee: None**

**Prerequisite: Per IEP team**

The Transition from School to Work Program (TSW) is a two-year program that assists students' transition from school to paid, competitive employment, or post-secondary education or training. The student, their family and the TSW staff work together to develop a career plan that is driven by the student's interests, skills and preferences. Classes focus on post-secondary goals, career choices, finding and keeping a job, and adult living skills.

**Elective credit**

**Year: 1.0 credit**

## **TSW/Employment Skills**

**Grade: 12**

**Fee: None**

**Prerequisite: Per IEP team**

The Transition from School to Work Program (TSW) is a two-year program that assists students' transition from school to paid, competitive employment, or post-secondary education or training. The student, their family and the TSW staff work together to develop a career plan that is driven by the student's interests, skills and preferences. Classes focus on post-secondary goals, career choices, finding and keeping a job, and adult living skills.

**Elective credit**

**Year: 1.0 credit**

### **TSW-M Independent Living Skills**

**Grade: 9-12**

**Elective credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Individual Transition Plan**

Students will be given the opportunity to work on transition goals and objectives that have been identified by the student and the IEP team in community and classroom settings. Independent living focuses on money management, community resources, and housing options.

### **TSW-M Career Development**

**Grade: 9-12**

**Elective credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Individual Transition Plan**

Students will be given the opportunity to work on transition goals and objectives that have been identified by the student and the IEP team in community and classroom settings. This course explores possible career, vocational, and workplace options through interest inventories and a variety of hands-on work related experiences to assist students in determining their strengths, preferences and interests as it relates to potential work opportunities and careers.

### **TSW-M Employment Skills**

**Grade: 9-12**

**Elective credit**

**Fee: None**

**Year: 1.0 credit**

**Prerequisite: Individual Transition Plan**

Students will be given the opportunity to work on transition goals and objectives that have been identified by the student and the IEP team in community and classroom settings. A course that provides job readiness experience while training in a job site generally within the school through on campus or in-district work experience.

### **Student Support Center**

**Grade: 9-12**

**Not For Credit**

**Fee: none**

**Prerequisite: Per IEP Team**

Students will be given the opportunity to meet unique needs that cannot be met during academic courses. Examples of unique needs may be physical therapy or occupational therapy, adapted eating/feeding, etc.

# ONLINE LEARNING

## **The Learning Center (TLC)**

**Grade: 10-12**

**Fee: None**

**Admittance: Scheduled through counseling office**

**Credits assigned to a variety of courses**

**Semester: 0.5 credit/course successfully completed**

Unique in the region, BMHS offers students an alternative to a traditional classroom setting. Students wishing to pursue a high school diploma but, for a variety of reasons, are unable to attend classes in a general classroom setting, may attend our computer lab located in the TLC room. There is no fee charged for participation.

School counselors direct courses of study allowing students to earn needed credits, either in preparation to return to classes outside the TLC lab or to complete requirements for graduation. To be considered full-time, students attend four-hour sessions and must attempt and/or pass a minimum of passing one class every three weeks.

The lab is staffed by highly qualified instructors and online teachers are assigned for each class. Students are welcomed to a structured learning environment and encouraged to be successful in their academic purpose. Many students benefit from the small class size and individual attention provided.

Students are able to accelerate their studies by submitting additional assignments from home. Courses are open entry—open exit, meaning a student may begin at any time in the school year and complete a course once all assignments have been submitted. Credits are transcribed by the registrar and become part of students' permanent records.

## **Bears' Den**

**Grade: 9-12**

**Fee: None**

**Admittance: Scheduled through counseling office**

**Credits assigned to a variety of courses**

**Semester: 0.5 credit/course successfully completed**

The Bear Den is a blended learning environment for students who are behind in credits. This class period allows for students to make up credits during the day in an online learning system with a teacher available to help, assist, and monitor their progress. The goal of this class is for students to complete one course per quarter.

## **Bradshaw Mountain Online Academy (BMOA)**

**Grade: 9-12**

**Fee: None**

**Admittance: Scheduled through counseling office**

**Credits assigned to a variety of courses**

**Semester: 0.5 credit/course successfully**

The Bradshaw Mountain Online Academy (BMOA) is an online learning system designed for students who are either unable or choose not to attend traditional classes on the Bradshaw Mountain High School campus. Students enrolled full-time in the BMOA will receive a Bradshaw Mountain Online Academy diploma upon successful completion of graduation requirements. Please consult the counseling office or BMOA literature for more information.

# BMHS COURSE FEES / SCHOOL FEES 2022-2023

CAREER AND TECHNICAL EDUCATION		PERFORMING ARTS (CONTINUED)	
DIGITAL MEDIA COMMUNICATIONS 1	\$10.00	INTERMEDIATE DRAMA	\$15.00
DIGITAL MEDIA COMMUNICATIONS 2	\$10.00	INTRO TO THEATER AND FILM	\$15.00
BUSINESS I	\$10/YC CREDIT	STAGECRAFT 1	\$15.00
BUSINESS II	\$10/YC CREDIT	STAGECRAFT 2	\$15.00/\$10/YC CREDIT
COMPUTERS AND NETWORKING 1	\$10/YC CREDIT	STAGECRAFT 3	\$15.00/\$10/YC CREDIT
COMPUTERS AND NETWORKING 2	\$10/YC CREDIT	<b>INSTRUMENTAL MUSIC</b>	
CNA FUNDAMENTALS	\$30.00	COLOR GUARD PARTICIPATION FEE	\$50.00
CNA STATE BOARD EXAM (OPTIONAL)	\$108.00	GUITAR	\$25.00
CYBERSECURITY	\$10/YC CREDIT	GUITAR 2	\$25.00
DIGITAL PHOTOGRAPHY	\$10.00	INSTRUMENT USAGE (IF APPLICABLE)	\$50.00
PRODUCTION STUDIO 2A / YEARBOOK 2B	\$10.00	JAZZ ENSEMBLE	\$50.00
LET (JROTC)	\$25.00	MARCHING BAND	\$100.00
MULTIMEDIA INDEPENDENT STUDY	\$10.00	MARCHING SHOES (IF APPLICABLE)	\$27.00
		STRING ORCHESTRA	\$50.00
		WINTER GUARD PARTICIPATION FEE	\$50.00
<b>FINE ARTS</b>		<b>VOCAL MUSIC</b>	
ADVANCED CERAMICS AND 3D SCULPTURE	\$50.00	CHAMBER SINGERS	\$40.00
ADVANCED DRAWING AND PAINTING	\$50.00	CONCERT CHOIR	\$30.00
AP STUDIO ART: 2-D DRAWING, 2-D DESIGN AND 3-D DESIGN	\$50.00	WOMEN'S CHORUS	\$30.00
AP STUDIO ART: EXAM FEE	TBD	WOMEN'S ENSEMBLE	\$40.00
CERAMICS AND 3D SCULPTURE	\$40.00		
DRAWING AND PAINTING	\$40.00	<b>SOCIAL STUDIES</b>	
INTRO TO ART	\$30.00	AP PSYCHOLOGY LAB FEE	\$10.00
<b>PERFORMING ARTS</b>		<b>PHYSICAL EDUCATION</b>	
<b>DRAMA</b>			
ADVANCED DRAMA	\$15.00	PE LOCK REPLACEMENT	\$ 5.50
BEGINNING DRAMA	\$15.00	UNIFORM (REQUIRED)	\$25.00

SCIENCE		OPTIONAL PURCHASES	
ANATOMY & PHYSIOLOGY	\$20.00	ACT TEST PREP FEES	\$45.00
AP BIOLOGY	\$20.00	ADULT ATHLETIC PASS (6 & UNDER FREE)	\$40.00
AP CHEMISTRY	\$20.00	SENIOR ATHLETIC PASS (62+)	\$30.00
AP PHYSICS 1	\$20.00	STUDENT ATHLETIC PASS	\$30.00
AP PHYSICS 2	\$20.00	AP EXAM	TBD
PRE-AP BIOLOGY	\$10.00	AP EXAM - FREE/REDUCED	TBD
PRE-AP CHEMISTRY	\$10.00	AVID SUMMER SCHOOL	\$25.00
PRE-AP GEOSCIENCE	\$5.00	DUAL ENROLLMENT	\$10.00/YC CREDIT
PRE-AP PHYSICS	\$10.00	EXTRA GRADUATION TICKETS	\$5.00/TICKET
		EXTRA PHOTO ID	\$5.00
		LIBRARY COPIES	\$0.10/COPY
FOREIGN LANGUAGE		LOST TEXTBOOK/BOOK REPLACEMENT	TBD
SPANISH 102	\$10/YC CREDIT	OVERDUE LIBRARY BOOK	\$0.10/DAY; MAX \$3.00
		PARCHMENT TRANSCRIPT	\$5.00/TRANSACTION
MATHEMATICS		PAY TO PARTICIPATE	\$110.00
COLLEGE ALGEBRA	\$10/YC CREDIT	PAY TO PARTICIPATE - FREE/REDUCED	\$55.00
PRE-CALC	\$10/YC CREDIT	STUDENT PARKING	\$70.00
		STUDENT PARKING AFTER SPRING BREAK	\$45.00
ENGLISH		SUMMER SCHOOL CREDIT RECOVERY	\$50.00/CLASS
COLLEGE ENGLISH 101	\$10/YC CREDIT	TO REOPEN A CREDIT RECOVERY CLASS	\$20.00
COLLEGE ENGLISH 102	\$10/YC CREDIT	YEARBOOK (PRE-REGISTRATION-SEM 1)	\$75.00
		YEARBOOK (SEM 2 BEFORE DELIVERY)	\$80.00
ONLINE LEARNING		YEARBOOK (AFTER DISTRIBUTION)	\$85.00
BMOA	\$10/YEAR	YAVAPAI COLLEGE CONCURRENT TUITION	\$95/\$110/\$122/ YC CREDIT DEPENDING ON COURSE

**PLEASE NOTE: ALL UNPAID FEES WILL BECOME FINES IF NOT PAID BY SEPTEMBER 6, 2022**

## **HUMBOLDT UNIFIED SCHOOL DISTRICT DEFINITIONS AND PROCEDURE FOR REPORTING STUDENT VIOLENCE / HARASSMENT/ INTIMIDATION / BULLYING**

The Governing Board of the Humboldt Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
- occurs when there is a real or perceived imbalance of power or strength;
- may constitute a violation of the law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;
- exposure to social exclusion or ostracism;
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting;
- and damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

**Each Humboldt Unified School District campus has a positive behavioral program. Please contact the principal regarding the campus program and support services available.**

Reference: (the documents listed below are available on the district website at [www.humboldtunified.com](http://www.humboldtunified.com))

HUSD Policy JICK – Student Violence/Harassment/Intimidation/Bullying  
Regulation JICK-R – Student Violence/Harassment/Intimidation/Bullying Exhibit JICK-EA – Student Violence/Harassment/Intimidation/Bullying





# **The Humboldt Schools.**

*Motivating achievement since 1906.*

## **Humboldt Unified School District Governing Board Members**

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

**Mr. John Pothast, Superintendent**  
**Dr. Christine Griffin, Executive Director of Educational Services/Federal Programs**  
**Mr. Kort Miner, Executive Director of Operations**

**Ms. Patty Bitsilly, Director of Special Services**  
**Mr. Roger Studley, Director of Finance**



# PERSONNEL

## Item 12A.

### Superintendent Evaluation Report

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 12A
FROM:	Richard Adler, Governing Board President	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Report of Superintendent Pothast's annual evaluation	Action    X
		Consent

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OBJECTIVE:    Board Governance

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### **SUPPORTING DATA:**

Governing Board President Richard Adler will present a summary of Superintendent Pothast's annual evaluation which was held in executive session at the December 07, 2021, Governing Board meeting.

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

*I move to accept the report of Superintendent Pothast's annual evaluation for fiscal year 2021-22 as presented.*

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

Questions should be directed to: Richard Adler ([richard.adler@humboldtunified.com](mailto:richard.adler@humboldtunified.com))

## **Summary Report**

### **Annual Evaluation of Superintendent Mr. John Pothast**

#### **January 11, 2022**

District Policy CBI outlines the process for the annual performance evaluation of the Superintendent by the Governing Board. This evaluation is designed to provide feedback to the Superintendent in relation to the duties and responsibilities of his position. The Superintendent Evaluation Tool, which appears in District policy as well, was utilized for the purposes of the evaluation. This comprehensive document includes 57 separate evaluation criteria to rate in the areas of Annual Board Goals, Leadership Proficiencies, Supervisory Proficiencies, and Administrative Management Proficiencies. Board members were asked to complete the ratings for each item using a rating scale of Outstanding, Satisfactory, Needs Improvement, Unsatisfactory, or Not Observed. Written comments are also invited for each item as well as summary comments at the end. To assist in this process, the board received Superintendent Pothast's comments on each item, as well as a binder of documentation w/supporting artifacts of his work during this past year. Each board member then independently completed the evaluation instrument and submitted it to the board secretary for compilation. The resulting document was reviewed and discussed with Mr. Pothast in Executive Session during the December 7, 2021 regular meeting of the Governing Board.

The compiled results of board member ratings and comments, along with Superintendent Pothast's supporting materials provided the framework for a robust and open discussion of the Superintendent's strengths, successes and areas for continued growth.

The general consensus of the Governing Board is that Mr. Pothast is doing an excellent job as the educational leader of the district. There emerged a strong pattern of Outstanding and Satisfactory ratings throughout the instrument. The Board considered the ongoing effect of the pandemic throughout John's tenure, therefore there are many exciting initiatives that are currently underway that promise to move our District in a very positive direction.

A few of the board member's words and phrases are highlighted and paraphrased below to describe Superintendent Pothast's performance:

- a year of growth and balance; you have done both very well
- very impressed with how you have integrated yourself into the community leading the district through trying times while keeping a focus on the future your wisdom and temperament are a gift to the community

- outstanding job in a difficult time
- provides a clear vision of innovative teaching and learning
- truly listens, considers other points of view, self-reflective

Superintendent Pothast demonstrates strong leadership through true collaboration. He has shown himself to be an effective and highly ethical educational leader with a clear vision, and a real desire to empower others. These are great qualities for a leader of an organization to possess and the board is grateful for Superintendent Pothast's forward thinking, courageous leadership benefiting both the students and staff of HUSD. The Governing Board looks forward to continuing to work with Superintendent Pothast as we move forward into what promises to be an exciting future!

On behalf of the Governing Board of the Humboldt Unified School District,

Respectfully submitted

Richard Adler, President

# PERSONNEL

## Item 12B.

Superintendent's Performance Pay

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # <b>123</b>
FROM:	Richard Adler, Governing Board President	Reading
DATE:	January 11, 2022	Discuss
SUBJECT:	Superintendent's Performance Pay	Action      X
		Consent
<hr/>		
OBJECTIVE:	Board Governance	

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### **SUPPORTING DATA:**

Legislation mandates that pay for performance be added to superintendents' contracts.

### **METHOD OF PERFORMANCE ASSESSMENT:**

The Superintendent shall be deemed to have earned Performance Pay if a majority of the Governing Board members present and voting on the day of the Performance Pay Assessment agree that the Superintendent has met the Performance Pay criteria.

Fifty percent (50%) of the Performance Pay amount shall be reviewed and determined in December of each year, during the same time that the Board conducts the Superintendent's annual evaluation under Board Policy CBI. If, after the Board has conducted its annual evaluation of the Superintendent, a majority of the Board finds that the Superintendent's performance is rated satisfactory or better, then the Superintendent shall receive one-half (1/2) of his Performance Pay. If a majority of the Governing Board does not rate the Superintendent's performance as satisfactory or better, then the Superintendent will receive none of this one-half (1/2) of the Performance Pay.

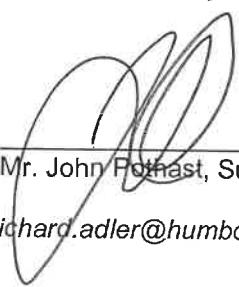
### **SUMMARY & RECOMMENDATION:**

The Superintendent's evaluation was held December 07, 2021. It is recommended that the Board approve payment of this portion of the Superintendent's Performance Pay Plan.

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

*I move to approve payment of the Superintendent's Performance Pay Plan pertaining to the superintendent's annual evaluation.*

Approved for transmittal to the Governing Board:

  
Mr. John Rothast, Superintendent

Questions should be directed to: Richard Adler ([richard.adler@humboldtunified.com](mailto:richard.adler@humboldtunified.com))