



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, March 08, 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
Corey Christians, Vice President
Ryan Gray, Member
Suzie Roth, Member
Paul Ruwald, Member

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **March 8, 2022**, at the **Transportation Training Facility, Building 500**, located at **6411 North Robert Road, Prescott Valley, Arizona**. A live-stream link is available in the School Board section of our website at HumboldtUnified.com

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

AGENDA

6:30 PM REGULAR SESSION

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

6. **CELEBRATING SUCCESSES**
 - A. HUSD VIPs – Candice Blakely-Stump, Glassford Hill Middle School Principal
 1. Certified – Tim Derickson
 2. Classified – Michael Reardon
 3. Volunteer – Brittney Rye

Pages 1-4

7. **PUBLIC PARTICIPATION**

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

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

8. CONSENT ITEMS

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

- Pages 5-8 **A.** Governing Board Meeting Minutes of February 8, 2022 (audio recordings are posted on the District's website at www.humboldtunified.com)
- Pages 9-12 **B.** Personnel Recommendations
- Pages 13-209 **C.** Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$1,111,842.63
 2. Approval of Payroll voucher(s) in the amount of \$3,122,473.33
- Pages 210-216 **D.** Monthly Budget Report
- Pages 217-219 **E.** Monthly Student Activities Report
- Pages 220-222 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for February of the 2021-2022 fiscal year
- Pages 223-224 **G.** Request for approval to revise the job title of Computer Lab Aide to Art Aide and adjust their FTE from .875 to 1.0
- Pages 225-233 **H.** Request for approval to revise the job descriptions for ELD Teacher and ELD Coordinator
- Pages 234-238 **I.** Request for approval to revise the job description for Teacher CTE Digital Communications
- Pages 239-252 **J.** Request for approval of IGA Renewal, Yavapai County Election Services
- Pages 253-255 **K.** Request for approval of the Classified Placement Schedule
- Pages 256-264 **L.** Request for approval of the HUSD/NACOG Special Education Services Agreement
- Pages 265-266 **M.** Gifts and donations

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

- Pages 267-268 **A.** School update from Glassford Hill Middle School, Principal Candice Blakely-Stump to include: Focus on Marzano's High Reliability Schools Framework – Level 1: Creating a Safe and Collaborative Learning Environment
- Building Community Connections and Supports
 - Blue Room – Focus Zone
 - Building Relationship Time (BRT)
 - PD for Staff with Beth Dunn and Toni Monreal on the 3 R's
 - Panther Activity Time (PAT)
 - Before/After School Clubs
- Pages 269-270 **B.** Joint Superintendent & Board Meeting with other local districts
- Pages 271-272 **C.** Humboldt Unified School District's Pandemic Update

10. ACTION

Pages 273-277 **A.** Solicitation No. RFP #22-01-27 for Contracted Special Education Services

Pages 278-284 **B.** Special Education Teacher Stipend

Pages 285-300 **C.** Ratification of the Master Services Agreement (MSA) between Humboldt Unified School District & Sentinel Technologies

Pages 301-315 **D.** Approval of 2022-2023 Certified, Psychologist and Administrator Contract Language

Pages 316-318 **E.** Approval of 2022-2023 Administrator/Director Contracts

Pages 319-323 **F.** Approval of 2022-2023 Certified Employee Contracts

11. PERSONNEL

***A.** The Board may vote to move into executive session pursuant to A.R.S § 38-431.03 (Q)(1)(Certified Personnel) for discussion regarding the termination of employee, David Kelly

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

April 12, 2022	6:30 p.m.	Regular Meeting	@ Transportation Training Facility
May 10, 2022	6:30 p.m.	Regular Meeting	@ Transportation Training Facility
June 14, 2022	6:30 p.m.	Regular Meeting	@ Transportation Training Facility

13. ADJOURNMENT

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

CELEBRATING SUCCESSES

Item 6

HUSD VIPs – Glassford Hill Middle School

1. Certified – Tim Derickson
2. Classified – Michael Reardon
3. Volunteer – Brittney Rye



Humboldt Unified
School District #22



GLASSFORD HILL MIDDLE SCHOOL

MRS. CANDICE STUMP, PRINCIPAL
MRS. JAMIE STRETTON, ASSISTANT PRINCIPAL



Home of the
PANTHERS

March 8, 2022

Submitted by Candice Blakely-Stump, Glassford Hill Middle School Principal

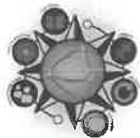
For recognition of efforts above and beyond on behalf of the district, I would like to nominate Mr. Tim Derickson for HUSD employee of the month.

Mr. Derickson has been a valued employee of HUSD for the past fifteen years. He began his teachings at Liberty Traditional School before moving over to Glassford Hill Middle School to teach science. Tim's instructional performance in the classroom is enhanced by his extensive knowledge, experience, and passion working with children. He maximizes efforts to establish a learning environment in which students respect each other and the learning environment. Tim has consistently demonstrated through patience, tolerance, and skill, the ability to relate to and create positive relationships with all students and staff. His enthusiasm for teaching has generated a positive environment that promotes the love of learning.

Tim is one of the most professional, dedicated, passionate, and caring teachers that I have had the pleasure to work with. His performance in the classroom is enhanced by his extensive knowledge and experience working in a middle school environment. He maximizes efforts to establish a learning environment in which students respect each other and their teachers. Tim has consistently demonstrated through patience, tolerance, and skill, the ability to relate to and effectively instruct all students. His love of the content has generated a positive environment that promotes a love of learning.

In addition to Tim's love for his content and learning in the classroom, he is a respected teacher among the school. Tim is a problem solver and always approaches problems from a proactive approach and from the perspective of a parent, teacher, and community member. Tim took on the role of planning, organizing, and implementing our after school programs. Without his leadership it would be unlikely that we would have been able to provide these opportunities for our students. Tim strives for excellence not only with everything he does but with everything that his students do.

It is for these many reasons that I nominate Mr. Tim Derickson as March's HUSD employee of the month.



Humboldt Unified
School District #22



GLASSFORD HILL MIDDLE SCHOOL

MRS. CANDICE STUMP, PRINCIPAL
MRS. JAMIE STRETTON, ASSISTANT PRINCIPAL



Home of the
PANTHERS

March 8, 2022

Submitted by Candice Blakely-Stump, Glassford Hill Middle School Principal

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Mr. Michael Reardon for HUSD employee of the month.

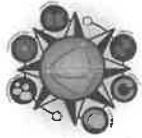
Michael is a devoted Humboldt Unified School District employee. He has been an employee with Humboldt School District for fifteen years. Michael is devoted to our school and student success through building positive relationships and creating a friendly environment. He knows the importance of building relationships with each of our students, staff, and parents. Michael greets every student and staff member every day with a smile and a spark of enthusiasm that ignites every person he encounters to pass on his positive energy. Michael is a true role model for everyone at HUSD. He is all about our students and school community.

When I first started at Glassford Hill Middle School in June we had two custodians and a campus that needed quite a bit of summer clean-up. Michael and his crew of one spent June getting the classrooms in shape for the upcoming school year. By the end of June Michael was a one man mighty maintenance crew! Michael never complained, he kept mushing on with his duties and spent many long days and sometimes evenings making sure that the campus was getting done what needed to get done. As if Michael wasn't busy enough with his regular summer duties we added in the needs of the new Glassford Hill administration. In true Michael style, he just went with the flow and accommodated all of the additional tasks that Jamie and I asked for with a smile on his face.

Michael is one of the kindest, most compassionate humans I have ever met. Michael truly cares about everyone on the GHMS team and always makes sure that everyone's needs are met no matter what. The pride that Michael has for the Glassford Hill campus is evident in the work he does. Michael never misses a day of work, he shows up with a smile on his face and a lets get 'r done attitude.

Michael is truly an amazing individual who truly loves what he is doing. He is dedicated to our students and to his work at GHMS. Glassford Hill Middle School is very lucky to have such a valuable and knowledgeable individual as a dedicated employee.

It is for these reasons that I nominate Mr. Michael Reardon as March's HUSD employee of the month



Humboldt Unified
School District #22



GLASSFORD HILL MIDDLE SCHOOL

MRS. CANDICE STUMP, PRINCIPAL
MRS. JAMIE STRETTON, ASSISTANT PRINCIPAL



Home of the
PANTHERS

March 8, 2022

Submitted by Candice Blakely-Stump, Glassford Hill Middle School Principal

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Mrs. Brittney Rye for HUSD volunteer of the month.

Brittney has been a valued volunteer and PTO President at Glassford Hill Middle School for the past two years. I have had the pleasure of collaborating with Brittney this year as principal at Glassford Hill Middle School.

Brittney is President of our PTO and has served as a member of our PTO Board since 2020. Brittney has helped to organize and grow our PTO to be a productive organization that is student centered. She is a proud mommy of three HUSD kids and works at Granville Elementary School, yet still finds time to support our school by volunteering her time, energy, and resources.

Brittney has the unique ability to do fourteen things at one time. When you see her on campus she is always carrying boxes, answering her ringing cell phone, managing her three daughters (and usually three other kids too.) She is a master multitasker.

Brittney can always be counted on to organize fundraisers, order pizzas for student celebrations, organize and manage staff celebrations, and helps manage the PTO funds. Brittney is the most kind, patient, and gentle human being that never gets riled up or raises her voice, no matter how much is happening around her.

I can't thank her enough for the talent and expertise she contributes to our campus on a daily basis. Her dedication to GHMS and Humboldt Unified School District truly makes a difference in the lives of our students and staff.

It is for these many reasons that I nominate Mrs. Brittney Rye as March's HUSD volunteer of the month.

CONSENT

Item 8A.

Minutes

February 8, 2022

(Audio minutes are available on the district website)

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

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **February 08, 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.
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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 |
| 00:03 | 2. | PLEDGE OF ALLEGIANCE/FLAG CEREMONY |
| 00:30 | 3. | ROLL CALL
<i>Corey Christians and Paul Ruwald Excused Absence</i> |
| 00:53 | 4. | AGENDA REVIEW/ACCEPT
<i>Accepted Unanimously</i> |
| 01:20 | 5. | CURRENT EVENTS
A. Board
B. Superintendent |
| | 6. | CELEBRATING SUCCESSES |
| Pages 1-4 | | A. HUSD VIPs – |
| 06:35 | | 1. Volunteer – Matt Showalter |
| 10:50 | | 2. Classified – Julie Spencer |
| 15:00 | | 3. Certified – Tiffany Church |

22:08 7. PUBLIC PARTICIPATION

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

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29:55 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 January 11, 2022 (audio recording is posted on the District's website at www.humboldtunified.com)

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

Pages 15-200 **C.** Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,996,355.68
2. Approval of Payroll voucher(s) in the amount of \$ 2,725,740.22

Pages 201-208 **D.** Monthly Budget Report

Pages 209-212 **E.** Monthly Student Activities Report

Pages 213-216 **F.** Request for ratification of expenditures for Contracts, Work Agreements and supplementals for July 2021.

Pages 217-220 **G.** Request for approval of Waiver of Conflict of Interest from Yavapai County Attorney's Office.

Pages 221-228 **H.** Request for approval of the revised 2021-22 Stipend Schedule due to approval of Boy's Volleyball.

Pages 229-234 **I.** Request for approval of HUSD Supplemental Wage Schedule.

Pages 235-246 **J.** Request for approval to dispose of inoperable equipment.

Pages 247-252 **K.** Request for approval of renewal for the IGA between HUSD and Mingus Springs Charter School.

Pages 253-256 **L.** Request for approval of the 2021 Tax Credit Recap.

Pages 257-258 **M.** Request for approval of the 504 Coordinator Stipend.

Pages 259-260 **N.** Gifts and Donations
Passed Unanimously

9. DISCUSSION ITEMS (no action will be taken)

31:25 A. School update from Bradshaw Mountain High School Principal Brett Dahl to include:
• Building a Professional Learning Community

- What are we doing when students don't learn
- How are we preparing students to be successful beyond High School

1:04:45 B. Aggregate Expenditure Limit Update.

2:22:50 C. Humboldt Unified School District's Pandemic Update

10. **ACTION**

2:33:07 A. Request for approval of a Realtor selection for the sale of the Old DO Building.
Passed Unanimously

2:36:10 B. Request for approval of ESSER funds being used for HVAC assessment and preventative maintenance.
Passed Unanimously

11. **Personnel**

2:44:33rec. *A. Discussion and possible action regarding the renegotiation of Superintendent Pothast's contract
[Possible executive session pursuant to A.R.S. §38-431.03 (A)(1)(Personnel)]
New 3 Year Contract Passed Unanimously

2:40:45 12. **ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

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

2:47:00 13. **ADJOURNMENT**

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CONSENT

Item 8B.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on March 8, 2022

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

Certified Staff

1. Anna Austin - 2nd Grade Teacher @ LVES (5/20/22)
2. Seth Cooper - 6th Grade Teacher @ LTS (5/20/22)
3. Teresa Dingee - Speech Pathologist (5/20/22)
4. Matthew Drennen - Foreign Language Teacher @ BMHS (2/15/22)
5. Fawn Johnson - 2nd Grade Teacher @ HES (5/20/22)
6. Cynthia Koll - 1st Grade Teacher @ LTS (5/20/22)
7. Kristen Munchinsky - 6th Grade Teacher @ HES (2/4/22)
8. Stephen Ross - Math Teacher @ BMHS (5/20/22)
9. Jessica Stringer - 2nd Grade Teacher @ XXX (LOA 3/21/22 TO 5/20/22)
10. Mary Supergan - Music Teacher @ GHMS (5/20/22) - ESI

Classified Staff

1. Michelle Bratt - Teachers Aide @ CSES (2/17/22)
2. Chris Conway - M/S/P Aide @ BMHS (3/11/22)
3. John Crawford - Campus Security @ (3/1/22)
4. Sunni Hoskins - Preschool Aide @ BFPS (5/19/22)
5. Laurie Jaques - Playground Aide @ HES (2/25/22)
6. Stacy Marcus - Admin Secretary of Federal Programs @ DO (LOA 2/4/22 TO 3/1/22)
7. Christine Moreno - F and N Worker @ LVES (2/18/22)
8. Teresa Medrano - Receiving Clerk @ MVES (FMLA 2/9/22 TO 8/9/22)
9. Mildred Salt - Title 1 Aide @ MVES (FMLA 11/15/21 TO 12/17/21)
10. Teresa Schick - Bus Aide @ Transportation (3/14/22)

Substitute + Staff

- 1.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on March 8, 2022

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

Certified Staff

- 1.

Classified Staff

1. Carla Cordero - Playground Aide @ HES (replaces Laurie Jaques)
2. Aubrey Folker - Preschool Aide @ BFPS (fills a vacant position)
3. Timothy Hendsreson - Bus Driver @ Transpo (replaces Sondra Schmidt)
4. Nikatcha High - M/S/P Aide @ MVES (replaces David Gomez)
5. Kathryn Johansen - Admin Secretary for the Superintendent/Governing Board (replaces Samantha Bartmus)
6. Jerry Johnson - M/S/P Aide @ LVES (fills an open position)
7. Jenny Mairena - F and N Worker @ LVES (replaces Christine Moreno)
8. Danielle Morrell - Title 1 Aide @ GES (replaces Lori Ansel)
9. Dustin Mosher - IT Tech @ DO (replaces John Leroy)
10. Allen Perez - Bus Driver @ Transportation (replaces Fred Pamer)
11. Kisha Stevens - M/S/P Aide @ HES (replaces Kaila Sorenson)

Substitute + Staff

1. Vickie Hale - Sub Bus Driver @ Transportation

C. SUPPLEMENTAL CONTRACTS

Overloads

1. Sonya Corrales - Overload is for the coverage of 2 Student Support Centers @ CSES
2. Audrey Matson - Supervision for 2 co-taught classrooms @ CSES

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

(M&O-\$9,922.50; Tax Credit-\$612.50; General Tax Credit- \$0.00; SPED-\$0.00; Other- \$00.0)

1. Carly Acton - Child Study Coordinator (split) @ LTS
2. Lydia Cademartori - Child Study Coordinator (split) @ LTS
3. Katherine Davis - Art Advisor @ LTS
4. Corrine Gray - MS Choir Director @ LTS
5. Rachael Hay - Volleyball Coach @ CSES
6. Sam Kissinger - Asst Basketball Coach @ BMMS
7. RJ Mayer - Junior National Honor Society @ LTS
8. Andy Mraz - Boys Tennis Coach @ BMHS
9. Sheila Peabody - MS Orchestra @ LTS
10. Diane Peters -MS Combined Soccer Coach @ BMMS
11. Jill Stakemiller - MS Team Lead @ LTS

Other Stipends

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

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on March 8, 2022

D. IN-DISTRICT TRANSFERS

Certified

1. Ana Medina - FROM 4th grade Teacher @ LTS TO ELD Teacher @ LTS (replaces Karina Cruz on 8/3/22)

Classified

1. Lori Ansell - FROM Title I Aide @ GES TO ESSER Success Coach @ GES (fills an ESSER funded position)
2. James Crawford - FROM Lead Night Custodian @ BMHS TO Lead Night Custodian @ CSES (replaces Roberta Baldwin)
3. Shawn Finnerty - FROM Custodian @ BMHS TO Custodian @ DO (replaces Nick Othon)
4. Lori Timmons-Crofutt - FROM M/S/P Aide @ BMMS TO ESSER Success Coach @ BMMS (fills an ESSER funded position)

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

Certified

1. NONE

Classified

- 1.

F. CLASSIFIED STAFF - VOLUNTEER AGREEMENT FORM STIPENDS

1. NONE

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

1. NONE

CONSENT

Item 8D.

Monthly Budget Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8D
FROM:	Roger Studley, Finance Director	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	Monthly Budgets - Board Report	Action	
		Consent	X

OBJECTIVE: Goal # 2: Planning for Future Student Needs

SUPPORTING DATA:

Attached is the monthly Expenditure Budget Balance Report.

This report summarizes district expenditures and current encumbrances per fund.

SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

Questions should be directed to: Roger Studley Finance Director 928.759.4027

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

Account Number / Description

☒ Summary Only From Date: 2/1/2022 To Date: 2/28/2022

Budget Balance
% Remaining Bud

Fund:	001	MAINT & OPER FUNDS	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 001 Total:	\$34,030,676.00	\$2,572,656.51	\$19,487,710.12	\$14,542,965.88	\$14,122,506.40	\$420,459.48 1.24%
Fund:	011	CLASSROOM-BASE SAL	\$1,300,516.00	\$127.59	\$263,387.35	\$1,037,128.65	\$0.00	\$1,037,128.65 79.75%
		Fund 011 Total:						
Fund:	012	CLASSROOM-PERF PAY	\$2,317,227.00	\$0.00	\$0.00	\$2,317,227.00	\$0.00	\$2,317,227.00 100.00%
		Fund 012 Total:						
Fund:	013	CLASSROOM-OTHER	\$2,546,952.00	\$4,549.01	\$1,227,614.52	\$1,319,337.48	\$0.00	\$1,319,337.48 51.80%
		Fund 013 Total:						
Fund:	024	INDIAN GAMING - INSTRUCTIONAL IMPROV	\$182,875.12	\$15,761.18	\$119,708.47	\$63,166.65	\$95,065.69	(\$31,899.04) -17.44%
		Fund 024 Total:						
Fund:	071	SEI - STRUCTURED ENGLISH IMMERSION	\$135,499.75	\$7,527.65	\$102,683.17	\$32,816.58	\$29,301.14	\$3,515.44 2.59%
		Fund 071 Total:						
Fund:	110	TITLE 1 LEA	\$1,696,972.53	\$119,386.01	\$848,908.82	\$848,063.71	\$590,642.29	\$257,421.42 15.17%
		Fund 110 Total:						
Fund:	111	TITLE 1 LEA	\$0.00	\$0.00	\$25,180.54	(\$25,180.54)	\$0.00	(\$25,180.54) 0.00%
		Fund 111 Total:						
Fund:	140	TITLE II-IMPROV TEACHER QUAL(14/15)	\$333,825.53	\$5,963.73	\$80,655.34	\$253,170.19	\$48,117.70	\$205,052.49 61.43%
		Fund 140 Total:						
Fund:	162	TITLE IV-A STUDENT SUPPORT & ACADEMIC I	\$26,180.39	\$158.76	\$873.44	\$25,306.95	\$635.09	\$24,671.86 94.24%
		Fund 162 Total:						
Fund:	163	TITAL IV-A, STUDENT SUPPORT & ENRICHMEI	\$0.00	\$0.00	\$1,251.85	(\$1,251.85)	\$0.00	(\$1,251.85) 0.00%
		Fund 163 Total:						
Fund:	190	TITLE III LEP PROGRAM						

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

Summary Only

From Date: 2/1/2022

To Date: 2/28/2022

Account Number / Description

	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund 190 Total:	\$75,068.54	\$1,341.40	\$8,714.98	\$66,353.56	\$3,860.38	\$62,493.18 83.25%
Fund 191 Total:	\$83,234.19	\$0.00	(\$526.70)	\$83,760.89	\$0.00	\$83,760.89 100.63%
Fund 195 Total:	\$27,900.71	\$0.00	\$0.00	\$27,900.71	\$0.00	\$27,900.71 100.00%
Fund 196 Total:	\$42,500.00	\$0.00	(\$103.85)	\$42,603.85	\$0.00	\$42,603.85 100.24%
Fund 220 Total:	\$1,366,298.62	\$71,393.45	\$471,884.04	\$894,414.58	\$354,135.94	\$540,278.64 39.54%
Fund 221 Total:	\$45,465.86	\$2,944.50	\$18,467.89	\$26,997.97	\$10,106.95	\$16,891.02 37.15%
Fund 222 Total:	\$0.00	\$0.00	\$14,777.20	(\$14,777.20)	\$0.00	(\$14,777.20) 0.00%
Fund 260 Total:	\$58,725.83	\$135.00	\$7,854.38	\$50,871.45	\$14,842.17	\$36,029.28 61.35%
Fund 261 Total:	\$0.00	\$0.00	\$27,235.35	(\$27,235.35)	\$0.00	(\$27,235.35) 0.00%
Fund 290 Total:	\$106,301.68	\$2,921.41	\$25,940.79	\$80,360.89	\$6,066.30	\$74,294.59 69.89%
Fund 291 Total:	\$678,602.36	\$16,567.39	\$413,187.04	\$265,415.32	\$205,453.53	\$59,961.79 8.84%
Fund 326 Total:	\$0.00	\$4,654.94	\$4,654.94	(\$4,654.94)	\$0.00	(\$4,654.94)

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: 2/1/2022	To Date: 2/28/2022	Budget Balance	
Account Number / Description			YTD	Balance	Encumbrance	% Remaining Bud
Fund: 336	ESSER II					0.00%
	Fund 336 Total:	\$4,000,000.00	\$257,558.06	\$2,553,514.16	\$1,883,798.74	\$669,715.42 16.74%
Fund: 346	ESSER III					
	Fund 346 Total:	\$0.00	\$99,406.07	(\$424,884.25)	\$337,702.31	(\$762,586.56) 0.00%
Fund: 349	NAT'L FOREST FEES					
	Fund 349 Total:	\$2,308,773.16	\$52,761.25	\$1,875,807.94	\$484,060.03	\$1,391,747.91 60.28%
Fund: 353	TAYLOR GRAZING					
	Fund 353 Total:	\$32,393.84	\$0.00	\$32,393.84	\$0.00	\$32,393.84 100.00%
Fund: 400	CTE PRIORITY PROGRAM					
	Fund 400 Total:	\$15,944.65	\$1,321.21	\$2,151.45	\$11,803.63	\$1,989.57 12.48%
Fund: 450	GIFTED					
	Fund 450 Total:	\$5,009.74	\$0.00	\$5,009.74	\$0.00	\$5,009.74 100.00%
Fund: 456	COLLEGE CREDIT BY EXAMINATION INCENTIV					
	Fund 456 Total:	\$21,596.43	\$0.00	\$11,445.72	\$0.00	\$10,150.71 47.00%
Fund: 457	RESULTS - BASED FUNDING					
	Fund 457 Total:	\$0.00	\$0.00	(\$24,485.00)	\$4,528.14	(\$29,013.14) 0.00%
Fund: 483	SAFE SCHOOLS EXPANSION					
	Fund 483 Total:	\$74,744.23	\$4,940.68	\$39,160.84	\$33,910.36	\$1,673.03 2.24%
Fund: 485	WRP					
	Fund 485 Total:	\$300,290.10	\$18,694.90	\$141,636.72	\$98,899.64	\$59,753.74 19.90%
Fund: 499	RURAL ASSISTANCE					
	Fund 499 Total:	\$4,068.54	\$0.00	\$4,068.54	\$0.00	\$4,068.54 100.00%

Humboldt Unified School District No. 22

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

To Date: 2/28/2022

From Date: 2/1/2022

☒ Summary Only

Account Number / Description

Budget Balance
% Remaining Bud

Fund:	500	SCH PLANT- > 1 YR	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
		Fund 500 Total:	\$77,362.74	\$0.00	\$42,131.41	\$35,231.33	\$45,666.95	(\$10,435.62) -13.49%
Fund:	510	FOOD SERVICE						
		Fund 510 Total:	\$3,237,933.30	\$280,016.50	\$1,748,639.61	\$1,489,293.69	\$945,487.24	\$543,806.45 16.79%
Fund:	515	CIVIC CENTER						
		Fund 515 Total:	\$16,164.54	\$389.74	\$29,666.97	(\$13,502.43)	\$2,154.47	(\$15,656.90) -96.86%
Fund:	517	BUS RENTAL						
		Fund 517 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.40	(\$1,062.40) 0.00%
Fund:	522	BEFORE/AFTER SCHOOL PROGRAM						
		Fund 522 Total:	\$124,642.73	\$6,803.93	\$44,809.49	\$79,833.24	\$23,082.25	\$56,750.99 45.53%
Fund:	523	BRIGHT FUTURES PRESCHOOL						
		Fund 523 Total:	\$0.00	\$0.00	\$1,055.27	(\$1,055.27)	\$1,000.00	(\$2,055.27) 0.00%
Fund:	525	AUX OPERATIONS						
		Fund 525 Total:	\$5,149.94	\$17,303.52	\$131,665.76	(\$126,515.82)	\$65,734.94	(\$192,250.76) -3733.07%
Fund:	526	ACT FEES TAX CRED						
		Fund 526 Total:	\$0.00	\$19,757.40	\$109,325.85	(\$109,325.85)	\$35,853.41	(\$145,179.26) 0.00%
Fund:	530	GIFTS & DONATIONS						
		Fund 530 Total:	\$0.00	\$10,462.58	\$33,590.85	(\$33,590.85)	\$4,341.37	(\$37,932.22) 0.00%
Fund:	550	INSURANCE PROCEEDS						
		Fund 550 Total:	\$63,100.60	\$0.00	\$3,000.00	\$60,100.60	\$7,000.00	\$53,100.60 84.15%
Fund:	551	INSURANCE - AEI						
		Fund 551 Total:	\$1,222.86	\$579.06	\$4,054.29	(\$2,831.43)	\$3,184.14	(\$6,015.57) -491.93%
Fund:	555	TEXTBOOKS						

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: 2/1/2022	To Date: 2/28/2022	Budget Balance	
Account Number / Description			YTD	Balance	Encumbrance	% Remaining Bud
		Budget	Range To Date			
		\$0.00	\$0.00	\$1,059.60	(\$1,059.60)	\$0.00 (\$1,059.60) 0.00%
Fund 555 Total:						
565	LITIGATION RECOVERY					
Fund 565 Total:		\$1,445.00	\$0.00	\$0.00	\$1,445.00	\$0.00 \$1,445.00 100.00%
570	INDIRECT COSTS					
Fund 570 Total:		\$950,821.12	\$61,389.22	\$443,933.52	\$506,887.60	\$440,206.39 \$66,681.21 7.01%
596	JTED - MTN. INSTITUTE					
Fund 596 Total:		\$1,190,335.58	\$48,356.72	\$217,623.13	\$972,712.45	\$197,872.69 \$774,839.76 65.09%
610	CAPITAL OUTLAY					
Fund 610 Total:		\$5,309,178.20	\$17,771.20	\$849,082.79	\$4,460,095.41	\$1,259,530.14 \$3,200,565.27 60.28%
630	BOND BUILDING					
Fund 630 Total:		\$124,073.75	\$0.00	\$17,744.45	\$106,329.30	\$0.00 \$106,329.30 85.70%
665	ENERGY REBATES					
Fund 665 Total:		\$340,716.50	\$0.00	\$0.00	\$340,716.50	\$0.00 \$340,716.50 100.00%
691	BUILDING RENEWAL GRANT - SFB					
Fund 691 Total:		\$4,151,582.17	\$12,233.66	\$102,507.03	\$4,049,075.14	\$1,383,733.82 \$2,665,341.32 64.20%
700	DEBT SERVICE FUNDS					
Fund 700 Total:		\$0.00	\$0.00	\$329,522.31	(\$329,522.31)	\$0.00 (\$329,522.31) 0.00%
850	STUDENT ACTIVITIES					
Fund 850 Total:		\$0.00	\$5,810.56	\$17,394.17	(\$17,394.17)	\$12,793.31 (\$30,187.48) 0.00%
Grand Total:		\$67,411,371.83	\$3,741,644.79	\$29,800,081.22	\$37,611,290.61	\$22,764,139.95 \$14,847,150.66 22.02%

End of Report

CONSENT

Item 8E.

Student Activities Report

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8E
FROM:	Roger Studley, Finance Director	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	Student Activities - Board Report	Action	
		Consent	X

OBJECTIVE: Goal # 2: Planning for Future Student Needs

SUPPORTING DATA:

Attached is the monthly Student Activity Report.

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

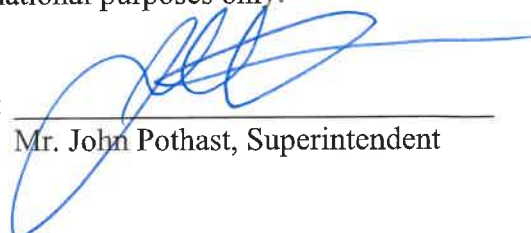
This report is in a new format since it is a cash driven fund. Beginning cash balances have been added in so you can see all the transactions for each club.

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

SUMMARY & RECOMMENDATION:

No action necessary. Report presented for informational purposes only.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

STUDENT ACTIVITY REPORT

February 2022

	Beginning Balance	Revenue	Expended	Balance	Encumbered	Available Cash
Coyote Springs 133						
Student Council	1,611	598	813	1,396	-	1,396
Granville 135						
Chorus/Choir	348	-	-	348	-	348
Student Council	1,466	1,067	325	2,207	559	1,648
Humboldt 131						
Student Council	5,547	-	-	5,547	-	5,547
Lake View 110						
Student Council	5,886	-	-	5,886	-	5,886
Liberty Traditional 134						
Jr Optimists	135	1,170	277	1,029	-	1,029
Student Council	3,485	1,617	592	4,510	1,621	2,888
Mountain View 132						
Student Council	1,736	-	-	1,736	-	1,736
Subtotal ES	20,214	4,452	2,007	22,659	2,180	20,479
Brad Mntn MS 120						
Ntl Honor Society	2,792	-	-	2,792	-	2,792
Science	376	-	-	376	-	376
Student Council	2,776	1,514	674	3,616	126	3,490
Glassford Hill MS 125						
Ntl Honor Society	84	-	-	84	-	84
Student Council	4,362	3,070	5,105	2,327	193	2,135
Subtotal MS	10,391	4,584	5,779	9,196	319	8,877
Brad Mntn HS 230						
Art	352	-	-	352	-	352
AVID	342	-	-	342	-	342
Baseball	20	-	-	20	-	20
DECA	158	-	-	158	-	158
FBLA Business	-	3,093	-	3,093	1,330	1,763
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	1,335	4,079	880	3,199
HOSA/SportsMedicine	1,116	980	-	2,096	929	1,166
Interact	3,106	230	344	2,992	1,182	1,810
JROTC	1,543	-	-	1,543	-	1,543
Mu Alpha Theta	170	4,075	1,855	2,390	-	2,390
Ntl Art Honor Society	524	165	299	390	279	111
Ntl Honor Society	1,957	575	418	2,114	207	1,907
P.A.L.S.	2,056	200	936	1,319	609	710
Student Council	2,934	19,387	4,181	18,141	4,877	13,264
Upward Bound	37	-	-	37	-	37
Subtotal HS	19,570	29,838	9,608	39,801	10,294	29,506
Interest To Date:		88				
TOTAL Student Activities	50,176	38,962	17,394	71,744	12,793	58,951

CONSENT

Item 8F.

Ratification of Expenditures

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8F
FROM:	Kort Miner, Executive Director of Operations	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	Ratifications of Expenditures for Contracts / Work Agreements & Supplementals	Action	
		Consent	X

OBJECTIVE: Board Governance

SUPPORTING DATA:

This is the approval of ratifications of all Contracts, Work Agreements and Supplementals from February 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.

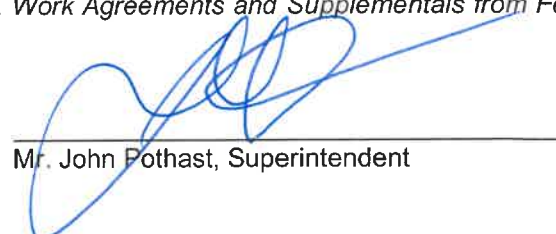
SUMMARY & RECOMMENDATION:

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

Sample Motion:

I move to approve the ratification of all Contracts, Work Agreements and Supplementals from February 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
02/04/2022 thru 02/28/2022
(Contracts, Work Agreements, Supplemental)

Contract Type	Name	Primary Job Title	Hire Date	Primary Work Site
CLASSIFIED	JOHANSEN, KATHRYN A	SECRETARY	7/8/2019	DO
CLASSIFIED	PEREZ, ALLEN A	BUS DRIVER - Regular Ed	2/28/2022	TRANS
CLASSIFIED	JOHNSON, JERRY N	MOD SEV PROF AIDE	2/28/2022	LVES
CLASSIFIED	MORRELL, DANIELLE N	TITLE I AIDE	2/28/2022	GES
OVERLOAD 2ND SEM	MATSON, AUDREY A	TEACHER	7/29/2019	CSES
CERTIFIED	KISSINGER, SAMUEL J	TEACHER	7/31/2017	BMMS
OVERLOAD 2ND SEM	CORRALES, SONYA E	TEACHER	7/26/2021	CSES
CERTIFIED	HAY, RACHAEL B	TEACHER	7/31/2017	CSES
CLASSIFIED	FINNERTY, SHAWN M	CUSTODIAN	11/15/2019	BMHS-E
CLASSIFIED	BRINKMANN, PAIGE J	CUSTODIAN	7/31/2020	LTS
OVERLOAD 2ND SEM	CHRISTERSON, KAREN L	TEACHER	7/31/2006	BMHS-W
CLASSIFIED	CUNNINGHAM, STEPHEN L	SUB TEACHER	1/25/2013	GES
CLASSIFIED	ENDRES, JEFFREY D	COACH	2/22/2022	BMHS-W
CLASSIFIED	GREEN, MICHAEL T	COACH	1/29/2018	GHMS
CLASSIFIED	GREEN, MICHAEL T	COACH	1/29/2018	GES
CLASSIFIED	KELSEY, TODD C	MOD SEV PROF AIDE	3/16/2016	GES
CLASSIFIED	MOSHER, DUSTIN H	IS HELPDESK TECH	2/14/2022	BMHS-E
CLASSIFIED	ANSELL, LORI A	ESSER SUCCESS COACH	6/5/2007	GES
CLASSIFIED	TIMMONS CROFUTT, LORI A	ESSER SUCCESS COACH	11/2/2015	BMMS
CLASSIFIED	FOLKER, AUBREY D	PRESCHOOL AIDE	10/18/2021	BFPS
CLASSIFIED	CRAWFORD, JAMES C	LEAD NIGHT CUSTODIAN	7/19/2021	CSES
CERTIFIED	ROGGE, KATHERINE A	TEACHER	7/31/2017	CSES
OVERLOAD 2ND SEM	BEILFUSS, DOUGLAS R	TEACHER	6/5/2001	BMHS-W
CERTIFIED	CARPENTER, KIMBERLY K	TEACHER	7/27/2020	LTS
CERTIFIED	HERSCHELMAN, SARAH Y	TEACHER	8/1/2005	BMMS
OVERLOAD 2ND SEM	CHRISTERSON, KAREN L	TEACHER	7/31/2006	BMHS-W
OVERLOAD 2ND SEM	GRIFFIN, DEBORAH K	TEACHER	7/29/2019	MVES
CERTIFIED	WILLS, NATALIE I	TEACHER	7/30/2021	MVES

CONSENT

Item 8G.

Revised Job Title of Computer Lab Aide

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8G
FROM:	Mr. Kort Miner, Executive Director of Operations/HR	Reading
DATE:	March 8, 2022	Discuss
SUBJECT:	Revised name and FTE for Art Aide	Action
		Consent X

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

SUPPORTING DATA

In May of 2019 a discussion item was brought to the Board to offer Art as an elective and to repurpose Computer Lab Aides to Art Aides to support this initiative. In April 2020 the Board approved the Art Aide job description and for the placement of this position on Level 3 of the Classified placement schedule. However, what was not approved was the increase of the FTE from .875 to 1.0 and for the name change for the 4 positions at our elementary schools.

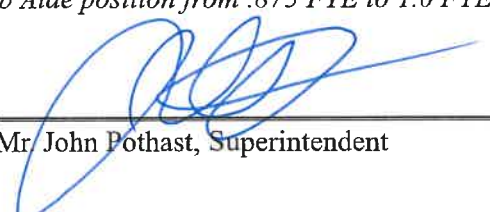
SUMMARY & RECOMMENDATION

It is the recommendation of the administration to approve the increase of the “Computer Lab Aide” position from .875 FTE to 1.0 FTE and to update the name change to “Art Aide.”

Sample Motion

I move to approve the increase of the Computer Lab Aide position from .875 FTE to 1.0 FTE and to update the name change to Art Aide.

Approved for transmittal to the Governing Board:


Mr. John Pothast, Superintendent

CONSENT

Item 8H.

Revised Job Descriptions for ELD
Teacher and ELD Coordinator

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8H
FROM:	Mr. Kort Miner, Executive Director of Operations/HR	Reading
DATE:	March 8, 2022	Discuss
SUBJECT:	Revised Job Descriptions- ELD Coordinator, ELD Teacher	Action
		Consent X

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

SUPPORTING DATA

In reviewing the job descriptions, there were a number of duplications and inefficiencies in the wording, responsibilities, skills, and job requirements. Therefore, the proposed action intends to realign and streamline the positions identified. All deletions and corrections are indicated by ~~strike-throughs~~ and red print.

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

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

SUMMARY & RECOMMENDATION

It is the recommendation that the Governing Board approve the recommendation to revise the job descriptions for ELD Teacher and ELD Coordinator.

Sample Motion

I move to approve the revised job descriptions for ELD Teacher and ELD Coordinator.

Approved for transmittal to the Governing Board:


Mr. John Pothast, Superintendent



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JOB DESCRIPTION

JOB TITLE: **ELL ELD TEACHER**
DEPARTMENT: School
REPORTS TO: Principal
FLSA STATUS/CLASSIFICATION: Exempt; Certified
SUPERVISORY DUTIES: ~~ELL~~ ELD Aides
APPROVED ON: xx/xx/2014

SUMMARY: ~~Provides support to the instructional process As a~~ The ELD teacher provides instructional support to EL students (**Students learning the English language**). ~~The instruction will be given in small groups through with specific responsibility for supervising students within the classroom both pull-out and push-in instruction and other assigned areas.~~ This position does NOT require knowledge of a second language. This position includes developing SEI Instruction (Structured English Immersion) lesson plans and delivering group and/or individual student instruction (**and can include pull-out and push-in instruction**) within established curriculum guidelines, collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues. Additionally, the classroom teacher is to respond to a wide range of inquiries from students' parents or guardians regarding the instructional program and student progress.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Supports mainstream teachers "by attending grade-level/content area team meetings that builds into and from what is happening in the integrated setting".**
- **Lead "collaborative data talks between the site-based SEI Teacher and grade-level/content area teams, resulting in targeted ELD groups and differentiated ELD instruction that are based on real-time formative assessment data."**
- **Guides mainstream teachers in the process of writing integrated lesson plans using ELP standards.**
- **Responsible for tracking, maintaining and updating all paperwork, data and lesson plans in compliance with the state department**
- **May travel to several schools based upon the EL population and needs**
- **Understands, administers and attends trainings on the ELD Methodologies from the OELAS Department at the Arizona Department of Education**
- **Attends ELD EL Professional Development Meetings on a regular basis for AZELLA data reflection and to receive SEI training**
- **Attends training for the AZELLA and assists in administering the AZELLA test**
- **Understands and administer the curriculum guides of the District as based on state and common core standards**
- **Develops lesson plans and instructional materials based on district curriculum guides, standards, and expectations; includes emergency plans in the case of absence and/or illness**
- **Establishes and communicates well-defined objectives for each lesson, including relevant projects and activities**
- **Translates lesson plans into learning experiences that reflect research-based instructional strategies, including a variety of instructional strategies such as inquiries, group discussion, lecture, discovery, etc. and addresses the individual needs, interests, abilities, and maturity levels of the students**
- **Communicates and plans with other members of the staff in the delivery of meaningful instruction for shared students who participate in other programs such as special education programs, CTE, ELL, etc.**
- **Attends staff meetings and district in-service programs (see Policy GCMC)**
- **Serves on curriculum and other school committees as requested and able**



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JOB DESCRIPTION

- Is responsible for discharging instructional and non-instructional school-related activities in a thorough and timely manner
- Supervises, evaluates, and provides work assignments to assigned instructional assistants and/or student teachers; works collaboratively with teachers throughout the District; may be responsible for the evaluation and supervision of classified staff
- Acts as a supportive and contributing member of the professional staff by participating in group decision making, and contributing to the development of a positive, cooperative educational environment
- Participates in professional development activities to enhance professional skills and maintain Arizona certification
- Evaluates, provides, and maintains accurate reports and records of individual student progress on a regular basis; this includes accurate attendance records, grade reports, and special program requirements
- Identifies and refers unusual student behavior to the appropriate specialists
- Reports any student injury or illness or injury to self on school grounds or at school events to the site nurse and principal
- Enforces and follows the school and district approved discipline plan
- Is responsible for the supervision of students at all times on school grounds or at school events
- Advises administration in accordance with established policies and completes all required forms accurately and in a timely manner
- Accounts and maintains inventory for classroom, school and district property
- Advises administration of needed repairs, replacements and/or unsafe building conditions as soon as they occur
- Reports to work daily at the times assigned and remains on duty through the time prescribed
- Submits and justifies purchasing recommendations to support and enhance the instructional program to the Site Principal or designee
- Communicates with parents through conferences and other means to discuss student educational needs and progress
- Interprets and communicates school policies and programs to students and parents
- Performs those duties on school grounds or at school events which protect the health and safety of students and other employees

KNOWLEDGE, SKILLS & ABILITIES:

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

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Experience as a teacher



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JOB DESCRIPTION

- 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.

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

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

WORK ENVIRONMENT:

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

JOB TITLE: ENGLISH LANGUAGE DEVELOPMENT (ELD) COORDINATOR

DEPARTMENT: Federal Programs & School Improvement (Is this the correct title)

REPORTS TO: Executive Director of Educational Services and Innovation ~~Federal Programs & School Improvement~~ (replace with new title?)

FLSA STATUS/CLASSIFICATION: Exempt; Certified

SUPERVISORY DUTIES: ~~ELL~~ ELD Aide, ~~ELL~~ ELD Teacher, Assessment Secretary

APPROVED ON: xx/xx/2014

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Is directly responsible to the ~~Director of Federal Programs and School Improvement~~ Executive Director of Educational Services & Innovation in areas that relate to the administration of the ELD EL program and collaborates to coordinate instruction of ELs.
- Works in collaboration with site level administrators and district level administrators
- Reviews and adheres to district policies and procedures
- ~~Stays informed of developments in the profession by attending state level meetings and conferences.~~ Combined with last bullet because they both say the same thing
- Visits schools to observe ~~ELD classrooms~~ ELD Instruction on a regular basis to ensure effective implementation of programs and instructional, research-based practices
- Develops, coordinates, implements, monitors and revises ELD program to remain compliant with Arizona State laws, Title III Grant guidelines, ELD program requirements, and Arizona ELP Standards & College and Career Readiness Standards
- Coordinates with district translators translation and interpreting services develops and monitors translation budget (Title III)
- Assists principals with the hiring of staff for ELD
- Assists principals in "customizing" ELD programs to best serve the academic, cultural, and demographic needs of each site
- Works with HR Director to establish effective and equitable site ELD staffing and funding sources
- Effectively administers all aspects of ELD grants (Title III and SEI Budget). This includes writing and applying for the grants, meeting appropriate deadlines, submitting amendments, and meeting all eligibility requirements as directed by State and Federal laws.
- ~~Works with Special Education teachers/Director to identify and serve ELL students using the IEP Process~~ (line below is a better description)
- Works with Special Education, and school site educational teams to identify and implement learning plans, IEPs and RTI for students in need of interventions
- ~~Collaborates with Director of Federal Programs to coordinate instruction of ELLs.~~ (combined this with top bullet to make more sense)



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JOB DESCRIPTION

- Stays informed of updates on program requirements and compliance developments in the profession by attending ADE OELAS state level meetings and conferences ~~Practitioners of English Language Learners meetings and the OELAS conference for~~

Program Planning

- Restructures existing HUSD programs to meet State Sheltered English Immersion program requirements.
- Updates all Arizona Department of Education policies and procedures and implements appropriate additions/deletions/changes
- Develops and continues to update District ~~ELL~~ **ELD** Program Manual
- Develops and updates required ~~ELL~~ **ELD** program forms
- Purchases, processes, and distributes materials for Structured English Immersion (SEI) classrooms ~~SEI Models for use with ELL EL students.~~
- Oversees the Title III Budget and SEI Budget
- Maintains and monitors inventory of all teacher materials.
- Prepares for ADE Monitoring Cycles
- Works with ~~Director of Educational Services Federal Programs~~ **Executive Director of Educational Services & Innovation** to update ~~ELL~~ **ELD** program information on ALEAT (ADE Program Tracking System)
- Compiles and tracks all current ~~ELL~~ **ELD** ~~EL~~ students
- Develops curriculum, ELD pacing guides **and monitoring tools** ~~Discrete Skills Grade Books~~

Compensatory Instruction (No longer grant funded, but required)

- Organizes the K-12 ELL Compensatory Education before and after school programs (hire teachers, **distributes materials, track forms**)

Assessment/Implementation

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

Statistical Tracking/Analysis

- Oversees the accuracy in ~~ELL~~ **EL** testing and programming data in ~~Schoolmaster~~ **Synergy** and verifies SDELL 70, SDELL 71, SDELL 72, and Student Integrity reports for upload to Arizona Department of Education.
- Oversees **the maintenance of** ~~Creates and accurately maintains~~ current rosters of all enrolled students as well as those exited **with 2-year monitoring forms**
- Oversees maintaining all ~~ELL~~ **ELD** files to ensure total compliance in the record-keeping area.
- Analyzes and interprets data with teachers to establish correlation between assessment data and classroom instruction and student progress on ~~AIMS/PARCC~~ **state and district mandated** assessments
- ~~Guides teacher in statistical analysis of AZELLA scores and student progress on AIMS/PARCC state and district mandated Assessments~~ **(combined with bullet above to make more sense)**



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JOB DESCRIPTION

ELD Teacher Professional Development

- Provides, **develops, and delivers** on-going ELD professional development for certified staff and paraprofessionals.
- ~~Organizes and delivers SEI training sessions and in-services~~ **(already said)**
- ~~Meets regularly with ELL-EL teachers to analyze AZELLA data and Discrete Skills Gradebooks to track progress and drive instruction~~ **(already said)**

KNOWLEDGE, SKILLS & ABILITIES:

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

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

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

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs. **(Do we need to add google? Not sure what is stated on all JDs)**

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:



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JOB DESCRIPTION

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

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

CONSENT

Item 8I.

Revised Job Descriptions for Teacher
CTE Digital Communications

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 8I
FROM:	Mr. Kort Miner, Executive Director of Operations/HR	Reading
DATE:	March 8, 2022	Discuss
SUBJECT:	Revised Job Descriptions- Teacher CTE Digital Communications	Action
		Consent X

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

SUPPORTING DATA

In 2018 the CTE Department at the high school changed the name of the program as well as realigned standards as they fit better in the sequence of CTE courses at BMHS. In May of 2018 the Board approved the change from "Film and TV" to "Digital Communications," however, the actual job description was never updated.

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

SUMMARY & RECOMMENDATION

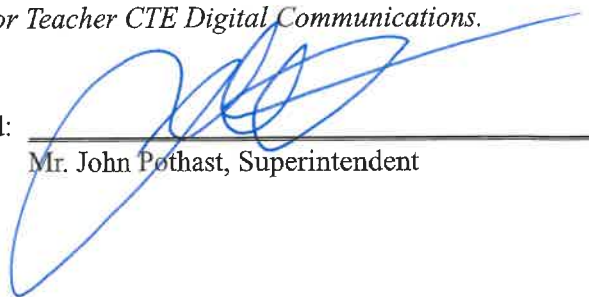
It is the recommendation of the administration to approve the revisions to the job description for Teacher CTE Digital Communications.

Sample Motion

I move to approve the revised job descriptions for Teacher CTE Digital Communications.

Approved for transmittal to the Governing Board: _____

Mr. John Pothast, Superintendent





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JOB DESCRIPTION

JOB TITLE:	TEACHER CTE DIGITAL COMMUNICATIONS
DEPARTMENT:	School
REPORTS TO:	Principal
FLSA STATUS/CLASSIFICATION:	Exempt; Certified
SUPERVISORY DUTIES:	None
APPROVED ON:	xx/xx/2022

SUMMARY: Provides support to the instructional process as a teacher with specific responsibility for supervising students within the classroom and other assigned areas. This includes developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines, collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues. Additionally, the classroom teacher is to respond to a wide range of inquiries from students' parents or guardians regarding the instructional program and student progress.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Administer the curriculum guides of the District as based on state adopted standards
- Develop and Facilitate lessons that meet the Arizona Department of Education Technical Skills Standards related to Digital Communications – 09.0702.00
- Utilize effective instructional techniques and resources to meet curriculum goals and objectives.
- Maintain academic and attendance records of students.
- Works with district content specialists to plan and implement a program of study that meets the needs and abilities of all students within the district
- Works with different departments within the district to provide unique learning opportunities for students enrolled in the CTE Programs.
- Monitors and Assesses student work and provides regular, timely feedback of student progress to students and parents.
- Diagnoses, instructs and evaluates specific student needs and seeks assistance of district specialists as required.
- Assists the administration in implementing all policies and rules governing the development of proper student behavior.
- Develops and implements reasonable classroom rules of behavior and procedure in a fair and just manner that creates a classroom environment which is safe and conducive to learning and appropriate to the maturity and interests of students.
- Promotes and follows the adopted school district philosophy, policies, regulations and administrative procedures.
- Communicates concerns and ideas with colleagues, students, parents, and community in a positive, professional and ethical manner.
- Assumes legal responsibility for the supervision of students on school property and in attendance at school-sponsored activities, when applicable.
- Participates in continuing education related to instructional practices, industry practices and Career and Technical Student Organizations.
- Works with to ensure classroom and lab compliance with all local, state and federal regulations related to the industry workplace.



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JOB DESCRIPTION

- Demonstrates the ability to perform duties under stress while interacting with students, parents, peers, and the general public.
- Facilitate expertise in the use of industry-related software including the Adobe Creative Cloud Suite.
- Facilitates and/or administers industry credential exams as outlined by CTE and the Arizona Department of Education.
- Works with the CTE Director to meet local, state and federal guidelines for Career and Technical Education.
- Facilitate and demonstrate expertise with production studio equipment, hardware, and software.
- Serve as a point of contact and facilitate the school's video production and live broadcasting services.
- Serve as advisor to the school's yearbook, and assume the responsibility of supervising and instructing student staff and delivering professional quality content, while meeting mandatory deadlines.
- Manage and supervise the local FBLA Career and Technical Student Organization chapter.
- Interprets and communicates school policies and programs to students and parents
- Maintains appropriate records as required by site and district level administration Performs those duties on school grounds or at school events which protect the health and safety of students and other employees

KNOWLEDGE, SKILLS & ABILITIES:

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

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Meet federal highly qualified teacher requirements
- Experience as a teacher
- Criminal justice/Fingerprint clearance

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



The Humboldt Schools.
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JOB DESCRIPTION

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

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

WORK ENVIRONMENT:

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

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

CONSENT

Item 8J.

IGA Renewal, Yavapai County
Election Services

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8J
FROM:	John Pothast, Superintendent	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	IGA Renewal, Yavapai County Election Services	Action	
		Consent	X

OBJECTIVE:

SUPPORTING DATA:

Attached is the Intergovernmental Agreement (IGA) providing any potential future election services to Humboldt Unified School District.

This Election Services Agreement allows all jurisdictions, who wish, to have their elections conducted by the Yavapai County Elections services. This is for any election in HUSD may participate, such as Governing Board elections or Bond/Override elections. It includes all aspects of the election, such as ballot preparation and conducting the election itself.

This IGA is typically automatically renewed for successive one-year terms, and continues in full force and effect until terminated as provided therein.

The IGA has been reviewed and approved by District Legal Counsel.

SUMMARY & RECOMMENDATION:

It is the recommendation of administration that the Governing Board approve this agreement, and that election services continue to be conducted by the County.

Sample Motion:

I move to approve the Yavapai County Elections Services Agreement as presented.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

THIS INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES (this “Agreement”) is entered into by and between the YAVAPAI COUNTY BOARD OF SUPERVISORS and the YAVAPAI COUNTY RECORDER (collectively the “COUNTY”) and _____, (the “JURISDICTION”).

The COUNTY and the JURISDICTION may each be referred to individually as a “Party” or “party” and collectively as the “Parties or “parties.”

WHEREAS, pursuant to A.R.S. §§11-952, 15-302(A)(7) and (A)(8), 16-205(C), 16-225, or 16-408(D), the governing body of any election district authorized to conduct an election may enter into an agreement with a County Board of Supervisors and County Recorder for election services with the contracted cost of such election to be a charge against the election district; and

WHEREAS, the COUNTY is willing to provide election services to election districts wishing to conduct vote-by-mail elections, but, with the exception of state primary and general elections, will not provide election services to districts wishing to conduct vote center elections unless a vote center election is expressly required by state or federal statute; and

WHEREAS, the JURISDICTION wishes to enter into an agreement with the COUNTY for the provision of elections services subject to the terms and conditions set forth herein,

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Provision of Election Services.** The COUNTY hereby agrees to provide election services to the JURISDICTION for all consolidated election dates set forth by A.R.S. §16-204 during the effective term of this Agreement. This Agreement shall apply to all categories of elections including, but not limited to, primary, general, special, and recall elections. Services to be provided by the COUNTY, and those that remain the responsibility of the JURISDICTION, are set forth in the Elections Task Schedule attached to this Agreement as Exhibit 1.
2. **Limitation on Eligible Elections.** It is understood and agreed that the services to be provided pursuant to this Agreement shall be provided exclusively for vote-by-mail elections with the exception of state primary and general elections and elections expressly required by state or federal statute to be conducted at vote centers. It shall be the responsibility of the JURISDICTION to establish the legal basis for a requirement that an election is required by state or federal statute to be conducted at vote centers. The COUNTY may, in its sole discretion, decline to provide services for any election that it concludes is not required to be conducted at vote centers. The COUNTY will not provide services for exclusively vote-by-mail elections during the state primary and general elections, or any special election called by the legislature, which requires vote centers.
3. **Cancellation of certain elections.** As provided in A.R.S. §16-410, if the number of candidates is less than or equal to the number to be elected, the Yavapai County Board of Supervisors may cancel the election no earlier than one hundred five (105) days before the election and appoint the person(s) who filed the nominating petition/paper to fill the position(s). The COUNTY shall place all such races on a Yavapai County Board of Supervisors agenda for approval of cancellation unless written notice from the JURISDICTION is received by the County Officer in Charge of Elections on or before 120 days before the election.

4. Compensation.

- a. **Fees.** The JURISDICTION shall compensate the COUNTY for election services provided pursuant to this Agreement in accordance with the fees set forth in the most current fiscal year Election/Voter Registration section of the Yavapai County Special Districts Fee Schedule (the “fee schedule”) posted online www.yavapaiaz.gov/sd. The fee schedule is for base services only. Any additional services required by the JURISDICTION will result in additional charges. Additional services include, but are not limited to, the following: court preparation, court appearances, supplemental mailings, recounts, or any service which will cause the COUNTY to incur increased costs or expenses. In the event that additional services are requested, the JURISDICTION should refer to unit and hourly pricing information as set forth on the fee schedule. The COUNTY reserves the right to adjust election service fees annually or otherwise at any time during the effective term of this Agreement notice of which will be posted on the COUNTY’s website. Revised fee schedules will supersede prior fee schedules and be incorporated into this Agreement at the time of revision.
- b. **Late Fees.** Payment in full for all costs associated with the provision of services pursuant to this Agreement shall be made no later than 30 days following the date of the election. In the event that the required payment is not made by the due date deadline specified herein, the COUNTY shall impose a late charge of 2% of the unpaid balance for each 30-day period or portion thereof following the specified deadline for which any portion of the required payment, including unpaid late charges, remains unpaid.
- c. **Termination.** Failure to make payments as required by this Section shall be deemed a material breach of this Agreement and shall be grounds for termination of this Agreement pursuant to Section 8 of this Agreement.

- 5. **Discounts.** The COUNTY has established a discounted fee rate for JURISDICTIONS that provide assistance such as providing meeting sites free of charge or rent, or other services for COUNTY-administered elections.

☐ The JURISDICTION has elected to decline to receive discounted rates.

☐ The JURISDICTION has elected to receive these discounted rates subject to the terms and conditions set forth herein and will provide the service indicated below.

- a. **Services the JURISDICTION Will Provide.** The JURISDICTION and the COUNTY agree that the following two checked services will be provided by the JURISDICTION as consideration for the COUNTY’s provision of election services at the discounted rates as set forth in the Special Districts Fee Schedule posted online at www.yavapaiaz.gov/sd.

JURISDICTION

will provide
(check 2)

Services

- ☐ The JURISDICTION agrees to serve as a ballot drop-off site for any election that the COUNTY requests. In order to provide this service, it must be mutually agreed that the JURISDICTION currently has or could potentially have an outside ballot drop box on its property as supplied by the COUNTY. By checking this box, the JURISDICTION agrees to all duties as outlined in Exhibit 2.
- ☐ The JURISDICTION agrees to provide one vote center or training site at no charge for any statewide or countywide election cycle. Vote centers and training sites must be ADA compliant and are subject to review by the COUNTY.
- ☐ The JURISDICTION agrees to provide one poll worker for the Primary Election and one poll worker for the General Election. A poll worker must be a registered voter in Yavapai County and be able to perform any of the following duties: voter check-in, ballot distribution, voter assistance, equipment setup, and/or poll worker supervision. Such workers will be trusted employees of the JURISDICTION who are eligible to serve as poll workers. Poll workers will receive from the COUNTY the normal compensation for the position worked.
- ☐ The JURISDICTION agrees to provide either a second vote center or training site, or a second poll worker, as described above.

- b. Advance Notice.** The COUNTY hereby agrees to provide the JURISDICTION with at least 30 days notice of any election where the services agreed to above are required.
- c. Discounted Fee Rates; Adjustment of Fees.** The COUNTY hereby agrees to provide election services to the JURISDICTION at the discounted fee rate for all consolidated election dates during the effective term of this Agreement. This Agreement shall apply to all categories of elections including, but not limited to primaries, generals, special, and recall elections. The COUNTY reserves the right to adjust election service fees and discounts annually or otherwise at any time during the effective term of this Agreement notice of which will be posted on the COUNTY's website. Revised schedules will supersede prior schedules and be incorporated into the Election Services Agreement in effect at the time of revision. Failure by the JURISDICTION to provide the agreed-upon services selected under this Agreement shall result in the discounted fee rate being null and void.
- 6. Conduct of Elections.** While the COUNTY will use its best efforts to provide election services pursuant to this Agreement in a capable and competent manner, it shall ultimately be the responsibility of the JURISDICTION to confirm that all legal requirements have been met and that all other activities related to a given election are carried out as required. Upon

request, the COUNTY will provide to the JURISDICTION, in advance, all forms, schedules, documents, and other information pertaining to each election conducted pursuant to this Agreement for the JURISDICTION's review and approval. The JURISDICTION may provide to the COUNTY all informational materials or other election-related documents generated by the JURISDICTION for review by the COUNTY prior to the distribution of such materials or documents.

7. **Term of Agreement.** This Agreement shall be automatically renewed for successive one-year terms **after** the initial term of this Agreement, which shall expire on December 31, 2024. Thereafter, this Agreement shall continue in full force and effect until terminated as provided herein.
8. **Termination**
 - a. **Unilateral Termination.** This Agreement may be terminated by either Party upon 30 days written notice to the other Party of intent to terminate and specifying the termination date, provided, however, that this Agreement may not be unilaterally terminated by either party within 90 days of the date of an election for which the COUNTY would otherwise be providing services pursuant to this Agreement. Any termination of this Agreement shall not relieve the JURISDICTION of its responsibility for costs incurred prior to the effective date of the termination.
 - b. **Termination by Mutual Agreement.** This Agreement may be terminated at any time by mutual agreement of the Parties.
 - c. **Termination for Breach.** In the event of a breach of any term or condition of this agreement, the Party claiming breach shall provide written notice to the other Party specifying the factual basis for the claim that a breach has occurred. If the breach is not remedied within fifteen (15) days after notice is mailed to the Breaching Party at the address provided herein, the Non-breaching Party may terminate this Agreement without further notice.
9. **Conflict of Interest.** This Agreement is subject to the cancellation provisions of A.R.S. §38-511, the pertinent provisions of which are incorporated into this Agreement by reference.
10. **Non-appropriation of Funds.** The parties recognize and acknowledge that the COUNTY and the JURISDICTION are governmental entities and this Agreement's validity is based upon the availability of public funding. In the event public funds are not appropriated for the performance of either or both parties' obligations under this Agreement, then the COUNTY or the JURISDICTION, as appropriate, shall notify the other party in writing of any such non-allocation of funds at the earliest possible date, and this Agreement shall automatically expire without penalty to either party. If the COUNTY's or the JURISDICTION's allocation of funds are reduced, then the scope of this Agreement may be reduced, if appropriate, or this Agreement may be cancelled without further duty or obligation.
11. **Non-Discrimination.** The Parties shall comply with the Office of the Arizona Governor Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment

opportunities, 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.

- 12. E-Verify; Government Procurement.** The Parties hereby warrant that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective 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 of this Agreement and the party who breaches may be subject to penalties up to and including termination of this Agreement.

The Parties further agree to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws at all times during the term of this Agreement.

The Parties retain the legal right to inspect the papers of any contractor or subcontractor in order to verify such party’s compliance with the state and federal immigration laws.

- 13. Workers’ Compensation.** For purposes of workers’ compensation, an employee of a party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another party pursuant to this specific intergovernmental agreement, is deemed to be an employee of both the party who is his primary employer and the party under whose jurisdiction or control or within whose jurisdictional boundaries he is then working, as provided in A.R.S. §23-1022(D). The primary employer party of such employee shall be solely liable for payment of workers’ compensation benefits for the purposes of this section. Each party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the public notice required.

- 14. Indemnification.** To the fullest extent permitted by law, each Party (as “Indemnitor”) agrees to indemnify, defend, and hold harmless the other Party, its departments, officers, officials, agents, and employees (collectively “Indemnitee”) without limitation from and against any and all claims, damages, losses, liabilities, fees, fines, costs, or expenses (including, but not limited to, attorney fees, court costs, and cost of appellate proceedings) relating to, arising from, resulting from or alleged to have arisen from or resulted from this Agreement. Indemnitor’s duty to defend, indemnify, and hold harmless Indemnitee shall arise in connection with any and all claims, damages, losses, liabilities, fees, fines, or expenses, that are attributable to bodily injury, personal injury, sickness, disease, death, or damage to, or destruction of tangible or intangible property including the loss of use therefrom caused in whole or in part by any act, error, mistake or omission of Indemnitor, its departments, officers, officials, employees, agents, vendors, subcontractors or anyone for whose acts Indemnitor may be liable. Indemnitor agrees to waive all rights of subrogation against Indemnitee. The obligations under this Paragraph shall survive the termination of this Agreement.

- 15. 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 Agreement. Any property acquired during the term of this Agreement shall be returned to the purchasing

party no more than thirty (30) calendar days from the effective date of termination of this Agreement.

16. **Insurance.** The parties shall maintain appropriate insurance. Certificates of Insurance shall be provided to a party upon request.
17. **Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. Any changes in governing laws, rules, and regulations that do not materially affect this Agreement will apply during the term of this Agreement and will not require an amendment.
18. **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 Agreement or the relationship among the parties hereto, either party may propose amendments to this Agreement to bring this Agreement into conformity with such laws. If the parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either party may terminate this Agreement upon written notice to the other party.
19. **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 Agreement, including environmental laws. Non-compliance with any election law shall be deemed a material breach of this Agreement and the party who breaches may be subject to penalties up to and including termination of this Agreement.
20. **Alternative Dispute Resolution.** Pursuant to A.R.S. § 12-1518, disputes under this Agreement may be resolved through the use of arbitration.
21. **Waiver of Jury Trial.** The parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Agreement.
22. **Notices/Contact Information.** Communications regarding services provided pursuant to this Agreement shall be directed to the following:

COUNTY: Lynn Constabile Yavapai County Elections Director 1015 Fair Street, Room 228 Prescott, AZ 86305 Phone: (928) 771-3250 E-mail: web.elections@yavapaiaz.gov	JURISDICTION: Contact: _____ Title: _____ Mailing Address: _____ _____ Phone: _____ E-mail: _____
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All notices under this Agreement must be in writing and sent to the appropriate person. The Parties mutually agree that email is the preferred method of providing any notice required under this Agreement. The recipient of the email shall reply to the email acknowledging receipt of the email from the sender. Notice is effective on the date of actual receipt of the email.

23. **Implied Contract Terms.** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated herein.
24. **Relationship of Parties.** Nothing contained in this Agreement 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 Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the other Party to its employees.
25. **Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the COUNTY or the JURISDICTION. This Agreement is not intended to benefit any third party.
26. **Assignment.** No party to this Agreement may assign any of its rights or responsibilities under this Agreement, 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 parties. No party may delegate any performance under this Agreement, except with the prior written consent of the other parties. Any purported assignment of rights or delegation of performance in violation of this paragraph is void.
27. **Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement 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 Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
28. **Parol Evidence.** This Agreement 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 Agreement.
29. **Waiver.** A party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement 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 Agreement. 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 Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.
30. **Headings and Construction of Agreement.** In construing this Agreement, 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 Agreement or considered a part of this Agreement. 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. This Agreement 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. Execution in Counterparts.** This Agreement 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. Each of the Parties may sign any number of copies of this Agreement. Each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.
- 32. Entire Agreement.** This Agreement contains the entire, integrated agreement of the parties and there are no oral agreements, understandings, or representations relied upon by the parties. This Agreement supersedes all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all parties.
- 33. Legal Agreement.** This Agreement 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 Agreement, each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement and understands the meaning of all terms contained herein and agrees to their application and enforceability.
- 34. Binding Effect.** This Agreement shall not be legally binding upon either party until signed by the Yavapai County Recorder, the Yavapai County Chair of the Board of Supervisors, and the JURISDICTION.

APPROVALS

COUNTY:

Leslie Hoffman, Yavapai County Recorder

Date

Mary Mallory, Chair, Yavapai County Board of Supervisors

Date

ATTEST:

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

In accordance with A.R.S. § 11-952, this Agreement has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to the COUNTY.

Deputy Yavapai County Attorney

Date

JURISDICTION:

Signature

Date

Printed Name and Title

In accordance with A.R.S. § 11-952, this Agreement has been reviewed by the undersigned who has determined that it is in the appropriate form and is within the power and authority granted to the JURISDICTION.

C. Benson Hufford 
Signature

2/25/2022
Date

C. Benson Hufford
Printed Name and Title

Exhibit 1

INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

ELECTIONS TASK SCHEDULE

Responsibilities for the conduct of elections pursuant to the Yavapai County Election Services Agreement are allocated as follows:

TASK	TO BE PERFORMED BY:	
	County	Jurisdiction*
If applicable, obtain pre-clearance of election changes from Department of Justice (Copy of submission to be forwarded to the COUNTY)		X
As required, publish/send Call of Election and/or Notice of Election		X
As required, publish Legal Advertising, Notices, Publicity Pamphlets, etc.		X
Notify COUNTY of intent to participate in the Election at least 150 days before Election day.		X
Within two business days of candidate filing deadline, approval or other deadlines, provide COUNTY with candidate names, rotation order, ballot language and any other ballot text required. Failure to provide required ballot information in a timely manner will cause the exclusion of race(s) from the ballot.		X
Ballot language translation (if applicable) <i>Note: COUNTY will follow the most recent Federal Register with regards to which minority languages to include on the ballot. (https://www.census.gov/programs-surveys/decennial-census/about/voting-rights/voting-rights-determination-file.html)</i>		X
Approve final ballot proof (Required JURISDICTION signoff)		X
Attend and certify official Logic and Accuracy (L&A) Test		X
If applicable, submit agenda item to County Board of Supervisors for election cancellation	X	
Order ballots (Costs included in fee schedule)	X	
If applicable, obtain vote centers, and hire and train poll workers	X	
Publish Logic & Accuracy Test notice	X	
Perform Logic & Accuracy Test	X	
Mail Vote-by-Mail Ballots and Early Ballots (Costs for return postage included in fee schedule)	X	
Process ballots, which includes testing, tabulation, and audit	X	
Perform signature verification on ballot affidavits and provisional ballots	X	
Administer Hand Count Audit, post-election L&A testing and all other audits	X	

* For a countywide election, the JURISDICTION is only responsible for its portion.

PERFORMANCE OF TASKS AS OUTLINED ABOVE MAY HAVE SIGNIFICANT IMPACTS ON THE CONDUCT OF AN ELECTION AND MAY HAVE SIGNIFICANT LEGAL CONSEQUENCES AS WELL. PARTICIPATING JURISDICTIONS ARE ADVISED TO:

1. CAREFULLY REVIEW THE ALLOCATION OF TASKS AND TO DIRECT ANY QUESTIONS TO THE COUNTY CONTACT.
2. MAINTAIN CLOSE CONTACT WITH THE YAVAPAI COUNTY ELECTIONS DEPARTMENT PRIOR TO, DURING, AND AFTER ELECTIONS.
3. REFER ANY QUESTIONS REGARDING ELECTION-RELATED LEGAL ISSUES TO THE JURISDICTION'S LEGAL COUNSEL.

Exhibit 2**INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES
BALLOT DROP BOXES**

JURISDICTIONS who are provided with COUNTY ballot drop boxes hereby agree to the following additional responsibilities:

1. The COUNTY will issue ballot drop box keys to the JURISDICTION. Ballot drop box keys only open the portion of the ballot drop box to allow voters to place ballots in the ballot drop box and do not allow the JURISDICTION access to or the ability to review or retrieve ballots. Ballot drop box keys remain COUNTY property and must not be duplicated. The JURISDICTION agrees to keep ballot drop box keys in a secure location and allow only authorized staff or COUNTY-designated employees access to the ballot drop box keys.
2. The JURISDICTION shall “open” all COUNTY ballot drop boxes on the first day of early voting as instructed by the COUNTY, depending on the specific election.
3. The JURISDICTION shall maintain all COUNTY ballot drop boxes and periodically check them throughout the early voting period and on election night at 7 p.m.
4. The JURISDICTION shall promptly report to the COUNTY any misuse, damage, and/or graffiti to the COUNTY ballot drop box.
5. The JURISDICTION shall “close” and secure all COUNTY ballot drop boxes from accepting any more ballots promptly at 7:00 p.m. on election night.
6. The JURISDICTION shall provide written, advance notice to the COUNTY of any additional uses of the COUNTY ballot drop boxes.
7. The JURISDICTION hereby gives permission for a COUNTY drop box, light and/or camera to be installed on the JURISDICTION’S property. All installed items remain the property of the COUNTY.
8. The JURISDICTION shall provide the COUNTY access to any surveillance of the COUNTY drop box within the JURISDICTION’S control.

CONSENT

Item 8K.

Classified Placement Schedule

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8K
FROM:	Roger Studley, Finance Director	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	Classified Placement Schedule	Action	
		Consent	X

OBJECTIVE: Goal # 2: Planning for Future Student Needs

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: Roger Studley Finance Director 928.759.4027

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

Preschool Lead (BFPS)
Classified Personnel Technician
Clerk - Acctg Auxiliary Operations
Clerk- Acctg High School
Homework/Activity Club Director (BASP)
Lead Maintenance 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 Management
CTE Specialist
IS Specialist
Procurement Specialist

LEVEL 10 - \$19.25

Admin Sec/ Supt/Gov Bd
Facilities Coordinator
Lead Mechanic

Sub Rate of Pay

Teachers/Nurses

\$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 8L.

HUSD/NACOG Special
Education Services

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	8L
FROM:	Patty Bitsilly, Director of Special Services	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	HUSD/NACOG Special Education Services	Action	
		Consent	X
<hr/>			
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement		
<hr/>			

SUPPORTING DATA

This agreement has been updated from November 2021. The Office of Head Start has issued new guidance and we have had to add language to the MOU regarding masks and vaccines.

The purpose of this Agreement is to establish working procedures between HUSD and NACOG Head Start in the provision of services to preschool children eligible for special education in compliance with Federal and State laws and regulations. The duration of this agreement is for the period of June 1, 2021 to May 31, 2024. Bright Futures Preschool existing staff provide any necessary services. This agreement has been reviewed by legal counsel. This agreement will be reviewed every three years. This agreement is written for January 1, 2022 to May 31, 2025.

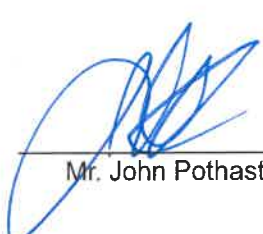
SUMMARY & RECOMMENDATION

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

Sample Motion

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

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

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

This Agreement is between **HUMBOLDT UNIFIED SCHOOL DISTRICT (HUSD)** and **NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG) HEAD START** for the period of **January 1, 2022 to May 31, 2025**.

I. Purpose Statement

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

It is the intent of this Agreement to:

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

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

II. Program Mandates

Responsibility of HUSD

- a. To locate and identify preschool children with disabilities through Child Find efforts which include a process for screening.
- b. To assure that special education services to preschool children with disabilities are provided in accordance with the Individuals with Disabilities Education Act (IDEA) as specified in P.L. 99-457 and Part H Reauthorization P.L. 102-119.
- c. To assure that eligible preschool children with disabilities receive special education and related services which are provided at public expense, under the supervision and direction of the HUSD; meet the standards of the Arizona Department of Education (ADE); and are provided in conformity with an Individualized Education Plan and parental procedural safeguards.
- d. To submit and maintain ADE census and attendance data on all eligible preschool children with disabilities, including all eligible children enrolled in the Head Start program in **HUSD** for funding entitlement and budget preparation.
- e. Work with community agencies to provide services to preschool children with disabilities.

Responsibility of NACOG Head Start Program

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

III. Program Descriptions

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

NACOG Head Start Program – presently operates one (1) full day preschool classroom. The Head Start Program is mandated to make available 10% of enrollment opportunities to children with special needs and to assure enrollment of not less than 10% be maintained throughout the program year. An essential part of the Head Start Program is the involvement of parents in their children's education, planning and involvement in operational activities of the program.

IV. Service Implementation

Child Find/Screening

HUSD will:

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

NACOG Head Start will:

- a. Provide initial screenings in accordance with Head Start Performance Standards.

- b. Refer children to HUSD Child Find, as appropriate.
- c. Refer children to HUSD as appropriate.
- d. Seek additional screening and/or assessments as appropriate to meet a child's needs within the Head Start Program.

V. Referral/Evaluation

HUSD will:

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

NACOG Head Start will:

- a. Obtain parent's signature/approval on Release of Information and Permission to Refer for Advanced Screening or Evaluation (NACOG documents.)
- b. Refer children to HUSD for advanced screening with appropriate parental permissions noted in #1.
- c. Obtain and provide baseline functioning data as appropriate (i.e., health, vision, hearing, developmental screenings, etc.).
- d. Head Start will coordinate with HUSD to assist in the completion of Preschool Parent Packet. This packet should be received by HUSD staff within two weeks of parent receipt.

VI. Comprehensive Developmental Evaluation

HUSD will:

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

NACOG Head Start will:

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

VII. Individual Education Plan (IEP) Development

HUSD will:

- a. Ensure all required personnel are invited and attend the IEP meetings including the Head Start representative. Required personnel include: the Head Start teacher, parent, special education teacher, and district representative.

- b. Write IEPs in accordance with students' needs with goals which are correlated to the Arizona State Standards.

NACOG Head Start will:

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

VIII. Placement

HUSD will:

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

NACOG Head Start will:

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

IX. Financial Responsibility and Procedures for Reimbursement

HUSD will:

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

NACOG Head Start will:

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

X. Procedure for Hiring and Supervising Staff Providing Special Services

HUSD will:

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

NACOG Head Start will:

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

XI. Procedures for Review and Monitoring Children's Progress

HUSD will:

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

NACOG Head Start will:

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

XII. Confidentiality

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

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

XIII. Training and Technical Assistance

HUSD will:

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

NACOG Head Start will:

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

XIV. Parent Involvement Activities

HUSD will:

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

- d. Invite families to HUSD special education workshops and trainings as appropriate.

NACOG Head Start will:

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

XV. Counting and Reporting Children with Disabilities

HUSD will:

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

NACOG Head Start will:

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

XVI. Transition Activities

HUSD will:

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

NACOG Head Start will:

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

XVII. Dispute Resolution

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

XVIII. COVID-19 Addendum

To mitigate the spread of COVID-19, The U.S. Department of Health and Human Services (HHS) is issuing new Head Start Program Performance Standards (HSPPS) to outline mask and COVID-19 vaccine requirements. Effective immediately, all person's ages two years and over are required to wear face masks that fits snugly over the nose, chin, and the sides of the face while in any NACOG Head Start facility.

Effective January 31, 2022, all persons working directly with children or staff in a NACOG Head Start facility must be vaccinated against COVID-19. This means all persons must have received the second dose in a two-dose series or the first of a single dose series and have their vaccination cards on file with NACOG Head Start on or before January 31, 2022, or they will not be allowed in NACOG Head Start facilities to work with children or staff. If there is an exception granted by a state or federal agency for a medical condition or a closely held belief, those exemptions need to be on file at NACOG Head Start on or before January 31, 2022. However, if a person has an exemption, a weekly negative COVID test will be required before they are allowed to work with children or staff in any NACOG Head Start facility. If any agency decides they cannot meet the requirements outlined in this addendum for any reason, NACOG Head Start is committed to working with the agency, staff and families to come up with a solution that is mutually beneficial for all parties.

XIX. Termination Review

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

Chris Fetzer,
Executive Director
Northern Arizona Council of Governments

John Pothast
Superintendent of Schools
Humboldt School District

Date: _____

Date: _____

CONSENT

Item 8M.

Gifts and Donations

GIFTS & DONATIONS – March 8, 2022

Faith Lawrence

Donated 15 bags of clothing, 20 Maverick Gas cards \$15/each to the Family Resource Center.
With a donor's value of \$1,050.00

Robert and Sandra Hill

Donated National Geographic Magazine Collection 1974 through 2019, approximately 500 issues for Bradshaw Mountain High School.
With a donor's value of \$500.00

Jessie and Mike Bourke

Donated \$150.00 cash for the Bradshaw Mountain High School Mountain Bike Club.
With a donor's value of \$150.00

American Legion – Prescott Valley Post #140

Donated Cash donations – for the Bradshaw Mountain High School JROTC (for equipment).
With a donor's value of \$649.27

Prescott Sunrise Lions Club

Donated \$250 to use for classroom supplies at Humboldt Elementary School.
With a donor's value of \$250.00

DISCUSSION

Item 9A.

Glassford Hill Middle School Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	9A
FROM:	Candice Stump, Glassford Hill Middle School Principal	Reading	
DATE:	March 8, 2022	Discuss	X
SUBJECT:	Glassford Hill Middle School Board Update	Action	
		Consent	

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

SUPPORTING DATA

- GHMS Focus on Marzano's High Reliability Schools Framework - Level 1: Creating a Safe and Collaborative Learning Environment
 - Building Community Connections and Supports
 - Blue Room - Focus Zone
 - Building Relationship Time (BRT)
 - PD for Staff with Beth Dunn and Toni Monreal on the 3 R's
 - Panther Activity Time (PAT)
 - Before/After School Clubs

SUMMARY & RECOMMENDATION

Sample Motion

Approved for transmittal to the Governing Board:

John Pothast, Superintendent

Questions should be directed to:



DISCUSSION

Item 9B.

Joint Superintendent & Board Member
Meeting with Other Local Districts

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 9 B
FROM:	Richard Adler, HUSD Board President	Reading
DATE:	Tuesday, March 08, 2022	Discuss X
SUBJECT:	Potential meeting for the Superintendent and Governing Board members of both HUSD & PUSD	Action Consent

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

SUPPORTING DATA:

Discussion about initiating and developing a meeting for the Superintendents and Governing Board Members of HUSD & PUSD. Establish a working relationship to align, collaborate and create relevant programs based on community needs.

SUMMARY & RECOMMENDATION

Sample Motion

N/A

Approved for transmittal to the Governing Board: _____


Mr. John Pothast, Superintendent

Questions should be directed to: Richard Adler, HUSD Board President (928) 759-4000

DISCUSSION

Item 9C.

HUSD Pandemic Update

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board	Item # 9C
FROM: John Pothast, Superintendent	Reading
DATE: Tuesday, March 08, 2022	Discuss X
SUBJECT: HUSD Pandemic Update	Action
	Consent

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

SUPPORTING DATA:

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

SUMMARY & RECOMMENDATION:

Sample Motion:

N/A

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

ACTION

Item 10A.

Contracted Special Education Services

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10A
FROM:	Patty Bitsilly, Director of Special Services	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	Solicitation No. RFP #22-01-27 for Contracted Special Education Services	Action	X
		Consent	
OBJECTIVE:	Board Goal #2: To Focus on Planning for Future Student Needs Board Goal #4: To Attract and Retain Highly Effective Employees		

SUPPORTING DATA

This solicitation was issued under the School District Procurement Rules adopted by the Arizona State Board of Education and promulgated by related State Statutes. The District utilized Sunny Path Associates, LLC to assist with the procurement process for this project.

PROCESS OVERVIEW

Solicitation No. RFP #22-01-27 for Contracted Special Education Services was issued on January 13, 2022 and two hundred twenty-eight (228) vendors on the Prospective Bidders List were notified via AZPurchasing.org, which serves as the district's official website for these types of opportunities and where all solicitation documents were publicly available. District also published a Public Notice in The Daily Courier, official newspaper of Yavapai County, on the same day. A pre-offer conference was not scheduled. Two (2) amendments were released to clarify the contents of the RFP.

Twenty (20) proposals were received in a timely manner on or before the deadline February 3, 2022 at 10:00 AM, along with forty-three (43) "no bids". Firms were verified within the Arizona Corporation Commission (ACC) system and no exclusions or debarment recorded at the Arizona Department of Administration's State Procurement Office (ADOA-SPO), which determined the offerors were responsive and responsible. Proposals were evaluated using the criteria outlined within the RFP.

1. The Evaluation team consisted of three (3) evaluators from the Special Education Department. These team members reviewed and signed Procurement Disclosure Statements, which are filed within the procurement file. The District's procurement consultant assisted the Procurement Officer with facilitation of the evaluation process.
2. A kickoff evaluation meeting was held on February 3rd where the committee received an overview of the RFP and requirements for review of the proposals submitted for their independent evaluation. There was also a review of the evaluation committee member instructions and strictly confidential nature of the proposals and related materials.
3. An evaluation committee meeting was held on February 15th at 8:15 AM to discuss the independent evaluation to determine strengths and weaknesses of the proposals received related to the Qualifications and Experience of Firm and Method of Approach. The cost analysis was conducted by procurement. It was determined that clarifications were required and, in accordance with A.A.C. R7-2-1046(B), clarifications were requested from eleven (11) Offerors to confirm understanding of the proposal, with a deadline for response at 3:30 PM on February 23, 2022. Nine (9) proposals were determined unacceptable based on limited alignment to the District's special education services needed and not reasonably susceptible for award of a contract. In accordance with A.A.C. R7-2-1046 (G-H), the firms were notified accordingly.

4. All firms responded to the clarifications request. Another evaluation meeting was held on February 25th at 8:15 AM to review clarifications and scoring adjustments, which was finalized and consensus was confirmed.

SCORING TABULATION

The committee evaluated the proposals on a 1000 point scale. Cost scores were determined using the formula outlined within the RFP scale. Upon initial evaluation of the Proposals received, the following scores were assigned:

	Total	Qualifications and Experience of the Firm	Method of Approach	Cost	Format
Supplier	/ 1,000.00 pts	/ 400 pts	/ 300 pts	/ 250 pts	/ 50 pts
Accountable	723	300	150	235	38
AMN	704	300	150	204	50
DotCom	609	200	150	234	25
Dr. Kimberly Hicks	758	300	225	195	38
E-Therapy	595	200	150	220	25
Helping Hands	693	275	192	188	38
Kareem	771	300	225	208	38
National Recruiting Consultants	593	200	150	218	25
NOVA	581	200	150	206	25

Peralta Speech Therapy	697	217	225	217	38
Pinnacle	705	300	150	217	38
Pinwheel	566	200	150	191	25
Pioneer	560	200	150	185	25
PrescenceLearning	608	200	150	233	25
ProCare	712	300	150	224	38
RemoteSpeech	738	300	150	250	38
RoHealth	707	300	150	219	38
Spindle	588	200	150	213	25
Stepping Stones Group, LLC	769	300	225	206	38
Therapy Travelers.com	377	100	75	177	25

Upon Clarification of the Offers received, the following scores were assigned:

	Total	Qualifications and Experience of the Firm	Method of Approach	Cost	Form at	Rank
Supplier	/ 1,000.00 pts	/ 400 pts	/ 300 pts	/ 250 pts	/ 50 pts	
Kareem	780	300	225	217	38	1

Stepping Stones Group, LLC	771	300	225	208	38	2
Dr. Kimberly Hicks	761	300	225	198	38	3
RemoteSpeech	738	300	150	250	38	4
Accountable	726	300	150	238	38	5
ProCare	714	300	150	226	38	6
RoHealth	709	300	150	221	38	7
AMN	707	300	150	207	50	8
Pinnacle	705	300	150	217	38	9
Helping Hands	696	275	192	191	38	
Peralta Speech Therapy	692	217	225	217	33	

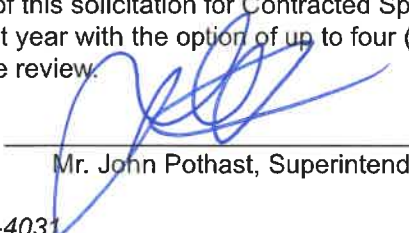
SUMMARY & RECOMMENDATION
AWARD RECOMMENDATION

Based on the information provided and consensus from the Evaluation Committee, the recommendation for award of this solicitation, shall be in accordance with A.R.S. § 41-2534 and A.A.C. R7-2-1042. Per the requirements outlined in the solicitation and overview provided herein, the recommendation is to award this contract on an as-needed, when needed basis for Contracted Special Education Services to the firms ranked 1 through 9 for the first year with the option of up to four (4) years additional renewal based upon annual performance review.

Sample Motion

I move to approve the recommendation for award of this solicitation for Contracted Special Education Services to the firms ranked 1 through 9 for the first year with the option of up to four (4) years additional renewal based upon annual performance review.

Approved for transmittal to the Governing Board:


 Mr. John Pothast, Superintendent

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

ACTION

Item 10B.

Special Education Teacher Stipend

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10B
FROM:	Patty Bitsilly, Director of Special Services	Reading	
DATE:	March 8, 2022	Discuss	
SUBJECT:	Special Education Teacher Stipend	Action	X
		Consent	

OBJECTIVE: To Attract and Retain Highly Effective Employees

SUPPORTING DATA

Humboldt Unified currently has a shortage of Special Education Teachers. The most severe impact is to our Student Support Center (SSC) classes and Private Day classes. These classes support students with moderate to significant needs. Due to the specialized nature of these classrooms and the skill set an SSC or Private Day teacher must have, the Special Services Office requests approval to provide this stipend to each Special Education Teacher assigned to a Student Support Center or Private Day class. This stipend is a total of \$2,500 and will begin in the 21-22 school year. The first stipend will be disbursed in April 2022. This stipend is for current Humboldt Unified teachers as well as incoming teachers and will be given annually (in two disbursements at the end of each semester). Currently, there are 17 Student Support Center Classrooms across the district

The Hard to Fill Stipend will be paid out of Medicaid funds.

SUMMARY & RECOMMENDATION

Due to a teacher shortage, it is the recommendation of the Special Services office that the board approve a stipend for all special education teachers providing support in a Student Support Center class or private day class.

Sample Motion

I move to approve the Special Education Teacher Stipend (SSC/Private Day) of \$2,500 annually.

Approved for transmittal to the Governing Board:



Mr. John Potnast, Superintendent

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

2021-2022 STIPEND SCHEDULE

Category 1 = 12% Category 2 = 10% Category 3 = 7.5% Category 4 = 5% Category 5 = 2.5%										Board Approved (2/9/22)			
POSITION TYPE							STIPEND CATEGORIES AND RATES						
							Number of Positions	*Funding Source	CATEGORY	YEARS			
										0-3		4-6	7+
FOOTBALL (Fall Season)													
	Football - Head Coach	1	M/O	1	\$ 2,940.00	\$ 3,822.00	x1.3	x1.6					
	Football - Assistant Coach	5	M/O	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 4,704.00					
	Football - Assistant Coach - Additional	2	Tax Credit/Auxiliary	3	\$ 1,837.50	\$ 2,388.75	\$ 2,940.00	\$ 2,940.00					
	Football - Flag Football - Elementary	1 per building	Tax Credit/Auxiliary	5	\$ 612.50	\$ 796.25	\$ 980.00	\$ 980.00					

21-22 Board Approved Stipend Schedule

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

21-22 Board Approved Stipend Schedule

[illegible]

284		Head high school coaches new to the District may be granted up to five (5) years credit for coaching experience in the same sport at previous schools.						
		High school assistant coaches, JV Coaches, and Freshman Coaches new to the District may be granted up						

ACTION

Item 10C.

Master Services Agreement
HUSD & Sentinel Technologies

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	10C
FROM:	Mark Mo, Director of Technology	Reading	
DATE:	Tuesday, March 08, 2022	Discuss	
SUBJECT:	Ratification of the Master Services Agreement (MSA) between Humboldt Unified School District and Sentinel Technologies	Action	X
		Consent	

OBJECTIVE:	Plan and Execute New Data Center Migration and Transformation Initiative
------------	--

SUPPORTING DATA:

The approval to sell the old district office building by the governing board during the December 2021 meeting created a need for Humboldt Unified School District (HUSD) to evacuate all IT data center equipment out of this facility.

The entire HUSD core IT network, computer, and data storage infrastructure currently reside within the old district office building, and must be migrated to the new data center located within the Bradshaw Mountain High School by May 2022.

The threat of a significant information security breach, crippling systems failure, or irreversible data corruption/loss looms over HUSD's ability to serve the community with each passing day. The benefits to buying down this immediate and long term risk cannot be overstated:

- *Layered Security* - Role Based Access Control (RBAC) capability will be deployed at multiple layers. This will permit administration of various tasks more securely and at a more granular level.
- *Fault tolerance* - It is not possible for systems to failover and recover under the current server/client architecture. The introduction of a hyper converged virtualized clustered systems design promotes fluidity with load balancing capabilities and also reduces single points of failure,
- *Compliance* - HUSD's Cyber Liability Coverage deductible via The Trust is scheduled to increase from \$5,000 to \$50,000 per incident if our district is unable to implement a viable air gap data protection platform by 7/1/2022:

One other major component that must be addressed, as part of this data center move, is the extremely low survivability of all current data center equipment during this move. Over 90% of the equipment has reached End of Sale/End of Support Life (EOS/EOSL), and many of those have been running for 3+ years continuously without an update or power cycle event.

In order to protect both the integrity and availability of existing systems/data within the scope of this migration and beyond, HUSD IT will deploy modern data center equipment and methodology that are supported and secured. Sentinel Technologies was selected to facilitate the migration of HUSD's entire data center infrastructure footprint, from the old district office building, to a new location located within the Bradshaw Mountain High School by April 2022.

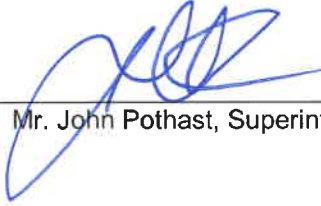
SUMMARY & RECOMMENDATION

In order for this project to move forward and be completed within the target timeframe, it is recommended that the Master Service Agreement with Sentinel Technologies be ratified by the HUSD Governing Board.

Sample Motion

I move to approve the ratification of the Master Service Agreement with Sentinel Technologies as part of the HUSD Data Center Migration and Transformation project.

Approved for transmittal to the Governing Board: _____


Mr. John Pothast, Superintendent

Questions should be directed to: Mark Mo, Director of Technology (928) 759-5024

WRITTEN DETERMINATION

SENTINEL TECHNOLOGIES, INC. 1GPA 22-02PV-18

2022 HUSD Data Center Modernization and Migration Initiative

December 2021 - March 2022

January 19, 2022

Humboldt Unified School District (HUSD) reached out to 4 vendors to conduct an independent data center assessment. The outcome from their discovery and assessment efforts led to solutions proposals to facilitate the migration of HUSD's entire data center infrastructure footprint, from the old district office building, to a new location located within the Bradshaw Mountain High School by March of 2022.

The following factors contributed to the vendor selection decision deemed essential to HUSD:

- Sentinel was able to dedicate resources on their end to execute a thorough discovery, assessment, design, & proposal within a reasonable time frame.
 - Vendor #2 was also able to dedicate resources on their end to execute a thorough discovery, assessment, design, & proposal within a reasonable time frame. However, they were unable to issue a competitive bid due to their proposed solution already under a Deal Registration with another channel partner.
 - Vendor #3 was unable to commit the necessary resources or time to submit a proposal within a reasonable time frame.
 - Vendor #4 was unable to commit the necessary resources or time to complete their initial discovery and assessment engagement with HUSD IT.
- Sentinel overcame a variety of supply chain constraints and resource scheduling challenges to be able to commit both the products and services necessary to complete this project within the targeted time frame.
 - Vendor #2 was able to commit to the resource scheduling, but was unable to commit to delivering the components necessary to complete this project within the targeted time frame.
 - Vendor #3 was unable to produce a proposal with a firm commitment to satisfy all in scope requirements within the targeted time frame.
 - Vendor #4 was also unable to produce a proposal with a firm commitment to satisfy all in scope requirements within the targeted time frame.

HUSD considered other solutions of similar capabilities. Those solutions were deemed unacceptable for the following reasons.

- Lead Time

- A traditional 3 tier solution (*distinct network, compute, and storage components integrated but managed separately*), would delay the migration of the data center until June of 2022 at the earliest due to current and ongoing supply chain constraints.
- Complexity
 - The management of each technology tier, under the traditional 3 tier solution, would introduce 3x the overhead to operate and maintain (O&M).
- Pricing
 - The Hyper Converged Infrastructure solution (HCI) turned out to be more cost efficient when compared to an equivalent traditional 3 tier solution.
 - The traditional 3 tier solution leverages 10 GBE, instead of 25 GBE network switches with the HCI solution.

If sole source approval is deferred or denied, it will have the following impact to HUSD.

- Pricing will increase by a minimum of 17% by 2/1/2022 as communicated by the OEM.
- The ability for HUSD or any vendors to source, secure, and deliver enterprise grade components necessary to facilitate the data center migration will face significant headwinds.
- Unplanned network/systems outages will continue to occur, and likely occur at a higher rate of failure due to the age of the equipment.

In conclusion, selecting Sentinel Technologies, Inc. for this project was determined to be most advantageous to the district.



Humboldt Unified School District

Dell EMC Data Center VxRail

1GPA 22-02PV-18

Presented By:

Brian Shea
Sales Executive
Sentinel Technologies, Inc.
1-480-501-3377
bshea@sentinel.com

Architect:

Jason Schling
Solutions Architect
Sentinel Technologies, Inc.
1-480-897-5927
jschling@sentinel.com

Hardware and Software

		Extended Price
Dell EMC Servers with VxRail	\$	121,918.00
Dell EMC Switches	\$	16,880.00
Veeam Licensing	\$	16,492.00
Microsoft Windows Licensing	\$	33,504.00
Hardware and Software Total	\$	188,794.00

TOTAL PROJECT - Project Total Cost is based on the combined purchase of all Hardware/Software, Professional Services and Solution Maintenance from Sentinel as detailed in the attached Bill of Materials. Unbundling or materially reducing any of these essential elements of the solution may result in modifications to the cost of the remaining elements.

		Extended Price
Hardware and Software	\$	188,794.00
Professional Services - Install Data Center equipment	\$	30,810.00
Professional Services - Time and Material Data Migration	\$	38,720.00
Contingency Recommendation	\$	13,216.00
Project Total	\$	271,540.00
Sales Tax - Bill Actual 8.1%	\$	15,292.31
Shipping	\$	1,500.00
Project Total	\$	288,332.31

Install 5 Servers (4 for vXRail / 1 for Backup). Install 1 Veeam deployment with REFS repository. Install 2 L2 switches connect to upstream L3 switch. Install 1 Vxrail Cluster with 4 hosts. Data Migration (P2V) set at Time and Material with 1 Workshop and migration of up to 30 servers. New equipment to be stood up in Humboldt's new DC room.

***Quote is valid until 02/20/2022**

Dell EMC Servers with VxRail					
Description	Qty	Sell Price	Ext Price	Special Notes	
84TB RAW, 192GB Memory					
Veeam backup repositories					
PowerEdge R540 Server	1	\$ 17,384.00	\$ 17,384.00		
PowerEdge R540 MLK Motherboard V2	1				
Trusted Platform Module 2.0	1				
3.5" Chassis with up to 12 Hot Plug Hard Drives	1				
Internal PERC	1				
PowerEdge R540 Shipping	1				
PowerEdge R540 Shipping Material V2	1				
PowerEdge R540 CCC and BIS Marking No CE Marking	1				
Intel Xeon Silver 4214 2.2G 12C/24T 9.6GT/s 16.5M Cache Turbo HT (85W) DDR4-2400	1				
No Additional Processor	1				
Thank you for Choosing Dell	1				
3200MT/s RDIMMs	1				
Performance Optimized	1				
32GB RDIMM 3200MT/s Dual Rank 8Gb BASE	6				
RAID 5	1				
PERC H740P RAID Controller LP Adapter	1				
12TB 7.2K RPM SATA 6Gbps 512e 3.5in Hot-plug Hard Drive	7				
BOSS controller card + with 2 M.2 Sticks 480GB (RAID 1) LP	1				
Windows Server 2019 Standard 16CORE FI No Med No CAL Multi Language	1				
Windows Server 2019 Standard 16CORE Digitally Fulfilled Recovery Image Multi Language	1				
Windows Server 2019 Standard 16CORE Media Kit Multi Language	1				
Windows Server 2019 Standard No Media WS2016 Std Downgrade DF Media Multi Language	1				
Windows Server 2019 Standard No Media WS2016 STD Downgrade Media Multi Language	1				
OpenManage Enterprise Advanced	1				
iDRAC9 Datacenter x4	1				
iDRAC Group Manager Enabled	1				
iDRAC Factory Generated Password	1				
1x16 FH 3xLP 1CPU	1				
On-Board LOM	1				
Broadcom 57416 Dual Port 10 GbE SFP+ Network LOM Mezz Card	1				
No Internal Optical Drive	1				
Dual Hot-Plug Redundant Power Supply (1+1) 750W	1				
Power Cord - C13 3M 125V 15A (North America Guam North Marianas Philippines Samoa)	2				
PowerEdge 2U Standard Bezel	1				
Dell EMC Luggage Tag	1				
Quick Sync 2 (At-the-box mgmt)	1				
Performance BIOS Settings	1				
UEFI BIOS Boot Mode with GPT Partition	1				
ReadyRails Sliding Rails With Cable Management Arm	1				
No Systems Documentation No OpenManage DVD Kit	1				
US Order	1				
Dell Hardware Limited Warranty Plus On-Site Service	1				
ProSupport Mission Critical: 4-Hour 7x24 On-Site Service with Emergency Dispatch 3 Years	1				
ProSupport Mission Critical: 7x24 HW / SW Technical Support and Assistance 3 Years	1				
Thank you choosing Dell ProSupport. For tech support visit //www.dell.com/support or call 1-800-	1				
On-Site Installation Declined	1				
40TB RAW 192GB Memory 24C (Cluster wide 160TB RAW / 50TB Usable / 768GB / 96 Core)					
VxRail S570 14x3.5"	4	\$ 26,133.50	\$ 104,534.00		
S570 Branding	4				
PSNT Info	4				
VxRail E560/F/N PV570/F S570 Firmware Lock	4				
VxRail Software 7.0.240 Factory Install	4				
No Transformational License Agreement	4				

Dell EMC Servers with VxRail					
Description	Qty	Sell Price	Ext Price	Special Notes	
84TB RAW, 192GB Memory					
Chassis with up to 12 x 3.5" HDDs on BP 4 x 3.5" HDDs on MP and 2 x 3.5" HDDs Flexbay 1	4				
VxRail P/V/S 570 Bezel	4				
Intel Xeon Silver 4214 2.2G 12C/24T 9.6GT/s 16.5M Cache Turbo HT (85W) DDR4-2400	4				
Intel Xeon Silver 4214 2.2G 12C/24T 9.6GT/s 16.5M Cache Turbo HT (85W) DDR4-2400	4				
Additional Processor Selected	4				
3200MT/s RDIMMs	4				
16GB RDIMM 3200MT/s Dual Rank	48				
8TB 7.2K RPM SAS 12Gbps 512e 3.5in Hot-plug Hard Drive	20				
1.6TB SSD SAS Mix Use 12Gbps 512 2.5in Flex Bay AG Drive 3.5 HYB CARR 3 DWPD	4				
Intel X710 Quad Port 10GbE SFP+ rNDC	4				
Broadcom 57412 Dual Port 10GbE SFP+ Adapter PCIe Full Height	4				
Trusted Platform Module 2.0 V3	4				
ReadyRails Sliding Rails With Cable Management Arm	4				
Dual Hot-plug Redundant Power Supply (1+1) 1100W	4				
Power Cord - C13 3M 125V 15A (North America Guam North Marianas Philippines Samoa)	8				
VxRail Small Form Factor Pluggable Cable Kit	4				
VxRail VMware vSAN Standard 3 Years	8				
VxRail HCI System Software Hybrid S	8				
VxRail HCI System Software(CAPACITY 8TB HDD)	20				
VxRail VMware vSphere Standard for 1 processor 3 Years	8				
PowerEdge R740 CE CCC BIS Marking	4				
HClA RecoverPoint for VMWare for 1 node VT	4				
VxRail S570 Shipping	4				
PowerEdge R740 Shipping Material	4				
Riser Config 1 4 x8 slots	4				
PowerEdge R740/R740XD Motherboard	4				
DIMM Blanks for System with 2 Processors	4				
1U Pipe Low Profile Heatsink	4				
1U Pipe Low Profile Heatsink	4				
Performance Optimized	4				
No RAID for S570	4				
HBA330 Controller 12Gbps Mini card	4				
BOSS controller card + with 2 M.2 Sticks 240G (RAID 1) LP	4				
iDRAC9 Enterprise	4				
iDRAC Group Manager Disabled	4				
iDRAC Legacy Password	4				
DHCP with Zero Touch Configuration	4				
iDSDM and Combo Card Reader	4				
Redundant SD Cards Enabled	4				
64GB microSDHC/SDXC Card	4				
64GB microSDHC/SDXC Card	4				
6 Performance Fans for R740/740XD	4				
No Quick Sync	4				
UEFI BIOS Boot Mode with GPT Partition	4				
No Energy Star	4				
No Systems Documentation No OpenManage DVD Kit	4				
VxRail S570 Luggage Tag	4				
US Order	4				
ProSupport Mission Critical vSphere Standard 1 processor (no vRAM limitation for OEM use) 3	8				
Dell Hardware Limited Warranty 1 Year	4				
ProSupport Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 2 Years	4				
ProSupport Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch 1 Year	4				
ProSupport 7x24 HW Tech Support and Assistance 3 Years	4				
Dell Limited Hardware Warranty Extended Year(s)	4				
Thank you choosing Dell ProSupport. For tech support visit http://www.dell.com/support or call 1-800-	4				
Custom Config ProSupport Mission Critical, vSAN, Stand	8				



Humboldt Unified School District

Dell EMC Servers with VxRail				
Description	Qty	Sell Price	Ext Price	Special Notes
84TB RAW, 192GB Memory				
3 Years ProSupport With Mission Critical Software Support	4			
Certified Deployment Partner T1 or Distributors	4			
993-5619	1			
Edu Serv-Dell Tech VxRail Appliance System Administrator OnDemand Expires 1YR	1			
Hardware and Software Sub-Total:			\$121,918.00	



Humboldt Unified School District

Dell EMC Switches					
Description	Qty	Unit Price	Ext Price	Special Notes	
L2 Switches					
Dell EMC Switch S4112F 12 x 10GbE SFP+ 3 x 100GbE QSFP28 FAN to IO 2 x	2	\$ 8,440.00	\$ 16,880.00		
VLT Tech Sheet Document	2				
Dell Networking Jumper Cord 250V 12A 2 Meters C13/C14 US	2				
Dell Networking Jumper Cord 250V 12A 2 Meters C13/C14 US	2				
OS10 Enterprise S4112F	2				
Dell EMC Networking S4112-ON Americas User Guide	2				
Dell Networking Cable SFP+ to SFP+ 10GbE Copper Twinax Direct Attach Cable	24				
Dell Networking Cable 100GbE QSFP28 to QSFP28 Passive Copper Direct	4				
Dell Networking Dual Tray one Rack Unit 4-post rack only S4112	2				
Dell Hardware Limited Warranty 1 Year	2				
ProSupport:7x24 HW/SW Technical Support and Assistance 3 Years	2				
ProSupport:Next Business Day Onsite Service After Problem Diagnosis 2 Years	2				
ProSupport:Next Business Day Onsite Service After Problem Diagnosis 1 Year	2				
Dell Limited Hardware Warranty Extended Year(s)	2				
Thank you choosing Dell ProSupport. For tech support visit	2				
Info 3rd Party Software Warranty provided by Vendor	2				
On-Site Installation Declined	2				
3 Years ProSupport OS10 Enterprise Software Support-Maintenance	2				
			Hardware and Software Sub-Total:	\$16,880.00	



Humboldt Unified School District

VMware Licensing					
Description	Qty	Unit Price	Ext Price	Special Notes	
VMware licensing (ESXi and vSAN)		\$ -	\$ -		
ACAD VSPHERE 7 STD 1 PROC LICS		\$ -	\$ -		
ACAD PROD SNS VSPHERE 7 STD 1 LICS PR OC 3YR		\$ -	\$ -		
ACAD VSAN 7 ADV 1 PROC LICS		\$ -	\$ -		
ACAD PROD SNS VSAN 7 ADV 1 PROCLICS 3YR		\$ -	\$ -		
Hardware and Software Sub-Total:					\$0.00



Humboldt Unified School District

Veeam Licensing					
Description	Qty	Unit Price	Ext Price	Special Notes	
Veeam Licensing					
Veeam Availability Suite Universal Subscription License. Includes Enterprise Plus Edition features. 10 instance pack. 3 Years Subscription Upfront Billing & Production (24/7) Support.	4	\$ 4,123.00	\$ 16,492.00		
Hardware and Software Sub-Total:					\$16,492.00



Humboldt Unified School District

Microsoft Windows Licensing					
Description	Qty	Unit Price	Ext Price	Special Notes	
Microsoft Windows Licensing					
Windows 2019 DC Licensing	48	\$ 698.00	\$ 33,504.00		
Hardware and Software Sub-Total:				\$33,504.00	

**General Proposal Assumptions****Product Lead Times**

Depending on the technologies quoted, orders may be direct or through distribution. Lead times should be expected to be 8 weeks but can exceed 8 weeks. Should expedited equipment requirements arise, there could be an additional charge to source through a warehousing distribution partner.

Site Readiness and Site Survey Requirement:

Every effort has been made to ensure that proper power cords and patch cables have been included to match your environment's infrastructure. The notes section of the Bill of Materials (BOM) explicitly states the quantity and type of cords quoted.

Four options are available to ensure the accuracy of the selected items; please initial next to which method you agree to: (SELECT AND INITIAL ONLY ONE)

Note: In the absence of the Customer selecting one of the four options below, it is agreed that the contract will default to Option #1.

Initials**Option 1**

Customer waives the opportunity to complete a site/closet checklist, has reviewed the BOM and agrees to quantity, type and length of the power and patch cables provided. [Financial obligation for labor and materials for changes identified post order will be the Customer's responsibility]

Option 2

Customer has provided a site/closet review checklist document and confirms the quantity, type and length of the power and patch cables quoted. [Financial obligation for labor and materials for changes identified post order will be the Customer's responsibility, unless Sentinel provided the incorrect part based upon the provided checklist]

Option 3

Customer elects a "for charge" onsite survey of the facilities and closets to determine the quantity, type and length of the power and patch cables required. In addition, Sentinel will assess each closet's cooling and UPS readiness for the proposed equipment being provided. [Financial obligation for labor and materials for changes identified post order will be Sentinel's full responsibility, unless changes to the site have taken place subsequent to the site assessment]

Option 4

Not applicable. This SOW does not contain any work that would be performed in or impacted by the Customer's MDF, IDF or Data Center facilities.

Optics (SFP, SFP+, GBIC, etc...)

Every effort was made in the pre-sales process through white board sessions, BOM reviews and diagrams to identify any and all optics required. **OPTICS AS QUOTED AND SOLD ASSUME A STAND ALONE SYSTEM UNLESS OTHERWISE NOTED.** Migration items and integration items to existing equipment, if not noted, are not included nor is time for the interconnection, planning or design of same. Should any question exist as to the total number, types and use of the optics, Sentinel can set up a design review and white board session prior to the order upon request.



It may be determined during the blueprint process that additional connections are required or recommended. These will require an additional purchase cost to the Customer. Sentinel makes a best effort to avoid any foreseeable additional purchases, but in most cases the final connectivity varies slightly either for a technical reason or due to a physical requirement and this is beyond the fixed price solution design.

Fiber

It is assumed that the Customer's existing fiber will support proposed transmission speeds (i.e. 1GB, 10GB, 40GB, etc.). Customer must ensure that the fiber optic cabling is within manufacturer tolerances for distance and loss in order to support the required transport speeds. In some cases specialized equipment such as attenuators and mode conditioning cables may be required to properly support these speeds. This equipment will be at the expense of the Customer.

Power, Racks & Cooling

Like the optics, Sentinel has made a best effort to match any power requirements and answer any requests of the Customer related to equipment specifications, power cables included or other physical requirements. Any adjustments to fit in racks, connect to specific power terminal types, or secure electrician services to run a new service are beyond the fixed bid project price. Sentinel will respond to any inquiry and provide product literature. Any sizing charts provided are done so as a convenience to the client and DO NOT represent a commitment by Sentinel that, as sold, the equipment is ready for the Customer site. Sentinel offers Technology Area Design (TAD) consulting services should the Customer prefer a more formal and accurate solution.

Patch Cables/Cable Lengths

In most cases the BOM includes any note(s) on cable lengths included. Without the design validation of a formal TAD engagement, only a best effort is made to match the site requirements. Any changes to the cord lengths, connectors or other site readiness items will be in addition to the solution once the order is placed with the manufacturer(s). Many of the vendors offer the ability to select the appropriate items prior to order, but will charge for any replacements needed after the order and this offer will be extended to the Customer through the Sentinel Project Change Request (PCR) process. Unless specified, Sentinel assumes the Customer will provide all patch cables needed and can provide the product literature on any devices upon request.

Project Changes Request

Any changes to scope will be presented and approved through Sentinel Project Management using the Project Change Request (PCR). Changes will not be performed until the PCR is approved for procedure and all budget and timeframe impacts are understood.

Travel Requirements and Cost

Unless specified within the proposal, all travel expenses and time are not included. Travel time shall be invoiced at pre-negotiated rates and expenses plus per diem at actual costs.

Labor Union Requirements

Sentinel has **NOT** included any parameters for Union workers. Any requirement would require a subcontract arrangement to be determined up front and would increase the cost of deployment.

Permits & Access

Unless otherwise agreed, all permits, variances, access to facilities, roof access, building warranty concerns or other site specific information and procedures are the responsibility of the Customer. Sentinel can assist as needed, but will need to be informed of any requirements prior to the site survey to consider these within the validation process.



Remote Support

Sentinel's service estimate assumes remote access support through IP VPN or IP PPP connection. Without this access, additional services may be incurred for optimization and tuning required pre and post installation.

ACTION

Item 10D.

Certified, Psychologist and
Administrator Contract Language

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10D
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	March 8, 2022	Discuss
SUBJECT:	Approval of 2022-2023 Certified, Psychologist and Administrators Contract Language	Action X Consent

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

SUPPORTING DATA:

In the Board packet you will find the proposed 2022-2023 certified contract language, proposed 2022-2023 psychologist contract language and proposed 2022-2023 administrative contract language. The contract language has been vetted by legal counsel.

SUMMARY & RECOMMENDATION:

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

Sample Motion:

I move to approve the attached 2022-2023 contract language for certified employees, psychologists and administrators.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

Certified Contract

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

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

2. Term - Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.

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

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

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

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

following may occur:

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

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

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

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

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

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

B. Valid fingerprint clearance card;

C. Valid Permanent or Provisional SEI, ESL, or bilingual endorsement, as appropriate, if hired as a teacher instructing students using one of these methods;

D. Verification of previous employment, if applicable.

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

8. Evaluation - Teacher shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. 15-203(A)(38) and 15-537. The evaluation system and instrument in effect as of the date of the first formal observation of the Teacher shall be the system and instrument that is used to evaluate the Teacher for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

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

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

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

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

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

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

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

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

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

*If delivered after the end of the school year, sent to both school and personal email address if provided. This contract delivered by (check one):

___ Personal delivery on _____, 2022

___ Certified employee mailbox/email on _____, 2022

___ U.S. mail sent on _____, 2022

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

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

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

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

EMPLOYEE:

GOVERNING BOARD

DATE: _____ DATE: _____

Certified Psychologist Contract

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

1. Employee agrees to fulfill the requirements of the above-named position as defined by any relevant job description, policies and procedures of the District now in effect or as modified, and applicable law. Employee agrees to perform such duties as assigned by the Board, Superintendent, or any supervisor, and acknowledges that the Employee may be reassigned to any position for which he or she is qualified as the best interest of the District may require.
2. Term - Employee agrees to work the number of contract days designated above, which may include in-service or training days. In the event it becomes necessary to close the schools because of an emergency condition, the designated days of the school calendar may be changed. The number of contract days will remain the same.
3. Compensation - In consideration for these services satisfactorily performed, the District agrees to pay Employee a salary amount as stated above based on placement on the currently approved certified salary schedule specified above. If there is a discrepancy between the initial salary stated in this contract and the salary for which Employee is eligible under the schedule, the schedule shall govern.

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

4. Benefits - Employees shall be entitled to those additional benefits pertaining to the position as may be annually approved by the Board and referenced in Board policy, including Policy GCCA, Policy GCD, and other official Board actions. To the extent appropriate for the occasion, the District may provide, as a de minimis fringe benefit, incidental food and beverages at mandatory staff meetings, in-service trainings, and staff development meetings to encourage staff participation and productive meetings.
5. Funding/Possible Actions - This contract and the salary above is offered by the District based on the District's preliminary assumptions concerning funding levels for fiscal year FY 2020-2021. However, future funding cuts, delays, or other occurrences beyond the District's control may cause the District to receive funding at lower levels than projected for the 2020-2021 school year. If so, one or more of the following may occur:

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

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

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

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

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

B. Valid fingerprint clearance card;

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

D. Verification of previous employment, if applicable.

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

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

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

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

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

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

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

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

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

This contract delivered by (check one):

___ Personal delivery on _____, 2022

___ Certified employee mailbox/email on _____, 2022

___ U.S. mail sent on _____, 2022

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

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

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

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

EMPLOYEE:

GOVERNING BOARD

DATE

DATE

Administrator Certified

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

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

2. Term - This contract shall be for a term of July 1, 2022 through June 30, 2023, unless shortened by a revised start or end date, above.

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

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

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

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

A. Salary reduction notice: Employee's salary may be reduced as permitted by law in order to effectuate

economies or to improve the efficient conduct and administration of the District. A reduction in salary, if any, shall not exceed 10% of the base salary due under section 3 of this contract.

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

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

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

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

B. Valid fingerprint clearance card;

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

D. Verification of previous employment, if applicable.

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

7. Evaluation - The parties acknowledge and agree that the District's evaluation system may be amended prior to or during the term of this Contract. If hired as a principal, employees shall be evaluated through the use of an evaluation system and instrument adopted pursuant to A.R.S. 15-203(A)(38) and 15-503. The evaluation system and instrument in effect as of the date of the first evaluation of the employee shall be the system and instrument that is used to evaluate the employee for the remainder of the school year, except and to the extent that a modified system or instrument is required by law.

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

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

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

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

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

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

*If delivered after the end of the school year, sent to both school and personal email address if provided. This contract delivered by (check one):

____ Personal delivery on _____, 2022

____ Administrator mailbox/email on _____, 2022

____ U.W. mail sent on _____, 2022

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

EMPLOYEE:

GOVERNING BOARD

DATE: _____

DATE: _____

ACTION

Item 10E.

Administrator/Director Contracts

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 10E
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	March 8, 2022	Discuss
SUBJECT:	Approve 2022-2023 Administrators/Directors Contracts.	Action X
		Consent

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

SUPPORTING DATA:

During the 2021-2022 school year, all Administrators and Directors were evaluated by the Superintendent and/or assigned designee. Based on both formal and informal evaluation components, the following Administrators and Directors have been performing their duties successfully.

SUMMARY & RECOMMENDATION:

The following professionals are needed next year to effectively accomplish the District's goals on behalf of the community and students we serve. It is recommended, therefore, that 2022-2023 contracts be offered to the following individuals (attachment).

Sample Motion:

I move to approve the issuance of 2022-2023 administrative contracts for the Administrators and Directors as presented.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

Humboldt Unified School District Administrator and Director Contracts for
2022-23 School Year

BRADSHAW, RICHARD A
BENNETT, JESSICA B
BITSILLY, PATRICIA A
BLAKELY STUMP, CANDICE M
BUCKLE, JODY A
DAHL, BRETT V
DERICKSON, DANETTE L
FLEMING, AIMEE M
FOX, KENNETH C JR
GOLIGOSKI, LAURA K
GRANT, KIMBERLY J
GRIFFIN, CHRISTINE E
JOHNSTON, CHARLES D
MC CABE, MICHELLE L
MINER, KORT A
MO, MARK K
ROSARIO, RAMON H
ROWE, STEPHANIE J
SCARPA, PATRICIA E
STRETTON, JAMIE J
SWEET, VICTORIA S
TANNEHILL, MELISSA A
WEATHERWAX, CLAIRINDA L

ACTION

Item 10F.

Certified Employee Contracts

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #
FROM:	Kort Miner, Executive Director of Operations/HR	Reading
DATE:	March 8, 2022	Discuss
SUBJECT:	Approve Certified Employees 2022-2023 contracts.	Action X
		Consent

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

SUPPORTING DATA:

In preparation for the 2022-2023 school year all current certified staff positions were reviewed to determine whether they were needed to support District programs and student needs for next year.

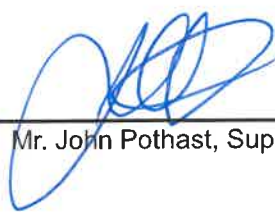
SUMMARY & RECOMMENDATION:

The 2021-2022 certified employees on the attached list are recommended to be rehired for the 2022-2023 school year. Please note that a small number of additional certified recommendations will be brought to the Board at a later meeting once various certification, evaluation, and/or highly qualified issues are addressed.

Sample Motion:

I move to approve the issuance of 2022-2023 contracts to the certified employees listed on the attached document.

Approved for transmittal to the Governing Board:



Mr. John Pothast, Superintendent

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

Humboldt Unified School District Certified Contracts for
2022-23 School Year

BRADSHAW MTN HIGH

AGRO, MARYANNE
BARRAZA, SHAUNA L
BECKER, RACHEL C
BEILFUSS, DOUGLAS R
BENNETT, LINDA M
BLACKWELL, PHILIP B
BLAKE, DARRIN A
BOOHER, STACY M
BRAMBILA, LEONE J
BROWN, JEFFREY L
BUCKLE, LINDSEY D
CAPKA, DAVID R
CHRISTERSON, KAREN L
CHURCH, TIFFANY L
CLARK, SANDRA K
COOK, GARY L
DALPIAZ, CHRIS A
DAMKO, KRISTOFFER J
DURON, JACQUELYN C
EDMUNDSON, DONTÉ J
ELDER, DAVID G
EVANS, STEVEN M
FITTERER, SCOTT R
GILES, BRUCE A
GRISKOWITZ, KATHY L
GROVES, LISA A
HAESE, LAWRENCE N
HAESE, SHARON B
HALL, ERIC W
HEAD, TROY R
HEINBAUGH, JESSICA N
HILER, AMANDA R
HILLIG, BLAIR
HOULT, KELSEY S
HYATT, HELEN
IRWIN, KATELYN L
LARSON, DANIELLE R
LARSON, EMBER L
LEVERON, DENISE L
LOHMAN, BARBARITA
LUNDQUIST, DENISE C
MADLER, TRACY
MINARIK, SHERYL L

MOORE, KYMOTHY K
MORALES, LISSETTE M
MORRISON, RUSSELL C
MOSER, LISA
O NEILL, RANDI K
OBRIEN, SHAWNA A
OZALTIN, CHARISSA R
POPE, ANDREA M
PORTER, KAHLYN T
PORTILLO, MARVIN J
POTTER, ISABEL L
ROBERTS, STEPHANI M
RUSSELL, JANTINA R
RUSSO, RICHARD T
SIMON, MICHAEL J
SMITH, DANTE L
SMITH, JEREMY E
STALEY, GREGORY J
STEPHENS, ALEXA R
STROBEL, ANDREA R
SUPERGAN, ROBERT E
TANNEHILL, MICHAEL R
VAN OSS, BETH H
WILSON, WENDY L
WRIGHT, CHERYL A
YOUNG, ROBERT B
YOUNG, VALERIE J
ZADOW, ELLIOTT L
ZAPATA, BRIANNA A

Bradshaw Mtn Middle

BOYER, PATRICIA H
ELLER, PATTI J
HAIER, PAULINA K
HAMILTON, DIANE R
HERSCHELMAN, SARAH Y
JOHNSON, CARISSA E
KISSINGER, SAMUEL J
MARTIN, SARAH B
MCGILL, JENNIFER M
OHM-MOSER, ARDETH I
REEVES, MARY Y
ROSE, MICHAEL H

ROWADER, DARRELL
STEPHENS, PAUL H
TETREAULT, ASHLEY H
TUBERA, ASHLEY R

Bright Futures Preschool

LOURENCO, JONA R
PADILLA MELTON, TANYA M

Coyote Springs Elementary

BENNETT, KENNETH P
BERRY, YVONNE M
CARINO, DARLENE M
CLARK, DESIREE J
CLARK, JEANNIE
CLARK, PAMELA
CORRALES, SONYA E
CORTEZ, EMILY M
DAMKO, CHRISTINA J
FLICK, SARA L
GASTINEAU, KAMI M
GIALLORETO, LINDA A
HAMMOND, LANI E
HANSON, KRISTEN L
HAY, RACHAEL B
HOUSTON, ADRIENNE R
JOHNSON, DAVID E
LEUSCHNER, RACHAEL L
MACY, HALEY R
MATSON, AUDREY A
O CONNELL, BONNIE S
OLSON, MARLEY M
PACHEL, BETHANY J
ROGGE, KATHERINE A
RUIZ, JENNIFER L
RUIZ, NANCY S
SMITH, STACY M
STUKENBERG MILLER, JULIE P
TENETTE, ERICA Z
TORP, JENNIFER L
TURNER, TAMMY L
WELSH, BRENT
WILSON, MISTI R
WOODRUFF, HEIDI R

Humboldt Unified School District Certified Contracts for
2022-23 School Year

Glassford Hill Middle

ARNONE, PAUL C
BACKUS, MATTHEW V
BEILFUSS, JACLYN
BETLAN, KRISTY N
BOLES, MARTY L
DAVIS, MARY S
DERICKSON, TIMOTHY J
FRIEDRICH, JARED A
HAYES, JAMES E
HERBERT, ROSS A
INGERSON, KARI A
INGERSON, MICHAEL D
KEEFE, SARAH E
MAHONEY, MICHAEL T
MCKEEHAN, NANCY L
MONK, MERISSA E
NAVARRO, JASMINE E
ROBERTS, NATHAN D
STEVENSON, SHARON D
SUNDERMANN, ELKE
TUBERA, BRYAN A
VICK, STEVEN G

Granville Elementary

BLUMSTEIN, PEYTON A
CORONA, BETHANY
DAVIS, KAREN L
ELLIOTT, NANCY L
ERICKSON, VICKI L
FITTERER, ALLISON M
FULFER, MELINDA
GORDON, ASHLEY
HARDESTY, SETH
HUTSON, KEVIN E
JACK, LEANN B
KELLEY, SANDRA R
KNOTTS, RACHAEL C
MAC GREGOR, KATIE B
MARZEC, KATHERINE W
MC FARLAND, MICHELLE L
MINCEY, KATHRYN L
MRAZ, JENNIFER E

NEW, MELISSA R
POLAND, GUY P
RUSSO, LAURA L H
SCAIFE, JENICA
SCHAEFER, ARIELLE S
SCHEFFERT, TRACEY I
SHAYER, SANDRA L
TAYLOR, KATRINA
TIGER, MARY E
WELSH, BRENT
WEYER, JOSEPH J
ZEMAN, AMANDA R

Humboldt Elementary

AUSTIN, KATHRYN M
BUDD, TRISHA L
CASS, GRACE E
CLEMMER, MIRANDA N
CLOUD, MERCEDES O
COMPROSKY, ERIN M.F
ETCHEVERRY, PATRICIA L
HAMEL, MELINDA R
HOLLANDER, LEWIS E
MONZON, NERISSA A
MYRMEL, JAMY L
NASH, CAILIN E
PRITSOS, MICHAEL S H
PRUNOTTO, VIKKI D
SHEFFER, SHARNELL A
WALKER, MELISSA A
WALTON, GWENDOLYNN
WOODS, MALLORY C
WYLIE, RACHEL

Lake Valley Elementary

APALATEGUI, MONIQUE Y
BAKER, CRYSTAL L
BOWSER, AMY E
BRANTLEY, ANASTASIA M
BUSK, ANDREW M
BUSK, MARISSA S
CHILICKY, GAYLEE
CLARK, JEANNIE A
CUMMINGS, DANIELLE L

CZEREPAK, CHRISTINE A
DAVIS, TAMMY L
ESPOSITO, VALERIE N
EVANS, DEREK F
FETTY, JEANELLE E
JANOWSKI, MICAELA D
KADAH, KATRINA T
KING, TABITHA E
LINCOLN MOUSSEAU, AMY L
MILLER, JULIE A
PETERSEN, MORGAN
QUESENBERRY, HOLLY S
ROMNEY, CRYSTAL D
VAN DYKE, LEIGHANN
VAN KIRK, KELLY A
WAGNER, KAREN M
WAGTER, JANI L
WARDEN, KARRIE A

Liberty Traditional School

ACTON, CARLI J
ARNONE, PAUL C
ANDREWS, JUDITH
BARTELT, SARAH R
BRUHN, MARY D
CADEMARTORI, LYDIA H
CARPENTER, KIMBERLY K
CARRERAS, TROY P
DAVIDSON, ALLYSON PAIGE
DAVIS, KATHERINE A
FADGEN, JESSICA V
GRAY, CORINNE R
HIATT, JULIE L
JACKSON, JENNA C
JENSEN, VIOLA D
KOLL, CYNTHIA D
KUBALL, CONNIE J
LONON, KYLE S
LONON, LAURINDA M
MAYER, RONALD G
MEDINA, ANA B
MURPHY, CHRISTINA L
NOREUIL, HOLLIE N
PERCIVAL, PAMELA J

Humboldt Unified School District Certified Contracts for
2022-23 School Year

PEREZ BADILLO, JUDITH
REDMON, JASON W
RENFROE, JULIE M
RHONE, SUNSHINE
RICCA, AMY E
ROBERTS, LINDA R
SCHREINER, JOSHUA W
SOUTHARD, JULIA E
STAKEMILLER, JILL D
STOLZ, SALLY
TAGHON, RHEA N

Mountain View Elementary

ALLARD, LOUISA A
ATWOOD, SHAWNA N
BELL, KRISTA M
BOONE, DAVID H
BUSKIRK, LYNETTE R
CASTILLO, KEVIN B
CULVER, RACHEL
DEASO, ANTHONY
DEASO, ROBERTA R
ERSHIG, JANET D
GRIFFIN, DEBORAH K
HEWSTON, TAMMY T
HUIBREGTSE, KORI M
JACKSON, JENENE M
KLEM, CAITLIN E
KREYLING, CASSANDRA A
LEWIS, MICHAEL
MC ELWEE, ALLISON S
MOORER, SUSAN M

MRAZ, MICHELE L
ROBERTS, KIMBERLY K
ROSS, REBECCA J
RUSHTON, ELIZABETH D
STRINGER, JESSICA L
WILLS, NATALIE I
WOOD, ARISAH ER
WOOD, LAURA

Special Services

DOOLEY, SHERRY L
MONREAL, TONI L
POWERS, ANNA D
PRITZL, LEAH R
SANFORD, ELLEN K
TORP, JEFFREY N
ZINZILIETA, SUZANN J
ARVALLO, NICHOLE L
CALDERON, CARLOS O
GOFF, SHEEVAUN
HARRIS, CHRISTINE J
THURLOW, RHONDA F

Curriculum

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

PERSONNEL

Item 11A.

Termination