

**NOTICE  
OF REGULAR MEETING  
OF THE  
GOVERNING BOARD**



**Friday, October 12, 2012  
9:00 AM  
CAVIAT District Office 19 Poplar  
Street, Page, AZ**

Pursuant to A.R.S. 38-431.01, notice is hereby given to the general public that the CAVIAT Governing Board will hold a Regular Meeting on **Friday, October 12, 2012 beginning at 9:00 AM** at the CAVIAT District Office 19 Poplar Street, Page, AZ .  
This meeting will be held via teleconference.

**\*Teleconference Instructions**

(1) Call **1-877-820-7831** (2) Enter pass code: **607436#** (must press# key)  
Call 5 minutes prior to meeting time. Problems? Call Dist Office: 1-800-321-4740  
or Christina Russell: 928-660-8015 or Jac Heiss: 928-814-3663

**1. CALL TO ORDER**

- A. Moment of Silent Meditation
- B. Approval of the Agenda – **Action Item**

**2. CALL TO THE PUBLIC** - Any person wishing to address the Board on a non-agenda item will be granted time to make a presentation at the discretion of the presiding chairperson. Action taken as a result of public input will be limited to directing staff to study the matter for consideration or decision at a later time. Individual remarks may be limited to three minutes.

**3. CONSENT AGENDA**

**Note: All or individual items may be pulled from the consent agenda and discussed individually.**

- A. Approval of Minutes: September 14, 2012 Regular Meeting 3
- B. Approval of expense and payroll vouchers 5

**4. REPORTS**

- A. Governing Board
- B. Superintendent
  - 1) Legislative Report
  - 2) Removal of Academic Classes from Central Programs
  - 3) CTE Program Coordinator Reports
    - a. Ms. Christine Mayer
    - b. Mr. Michael Twyford
    - c. Ms. Colette Cox
  - 4) Letter from ADE dated 10/03/12 re: BUDG 25 Expenditure Analysis for FY2013 (Christina Russell) 7
- C. Other

**5. UNFINISHED BUSINESS-** None for this meeting.

**6. NEW BUSINESS**

- A. Review and approval of 2011-2012 Annual Financial Report- **Action Item** 9

*This relates to the Annual Financial Report which we are obliged to submit each year to the State. Christina will offer a summary at our meeting. The Report requires Board approval.*

- B. First reading of Policy EBAA- Reporting of Hazards/Warning Systems (Pesticide Application Notice) - **Non-Action Item** 20

*When this item was proposed during a previous policy adoption cycle, we omitted it because we did not have students attending on our Page Campus. Fortunately, Christina brought this to my attention and it is important that we do adopt the policy as we now have students attending and on occasion, we utilize an exterminator service. This would constitute our first reading and provides a proper protocol for the usage of pesticides.*

- C. Intergovernmental agreement with Northland Pioneer College for provision of joint technical education courses for 2012-2013- **Action Item** 24

*This IGA is to establish the conditions for our on site Industrial Mechanics program in Page. Although we were able to get all of the other agreements in place in a timely manner, this one is new to us and Northland Pioneer College so it has taken a bit more time to work out the details. Essentially, it structures the program and provides financial guidelines and will have been approved by attorneys of both parties by the time we meet. If anything changes, we will advise the Board and ask for conditional approval to expedite the process.*

**7. CALENDAR OF EVENTS**

The next Regular Board Meeting is scheduled for **Friday, November 2, 2012** at 9 a.m. in Page, Arizona.

A. October 25, 2012- ASBA County Workshop (Flagstaff)

**8. ADJOURNMENT - Action Item**

AGENDA DATED THIS 5th day of October

*Christina Russell*

**Executive Secretary**

Documents pertaining to this agenda, except that of a confidential nature, may be viewed at the CAVIAT District Office 19 Poplar Street, Page, AZ during regular working hours. If any disabled person needs any type of accommodation, please notify Christina Russell at 928-645-2737 at least seventy-two (72) hours prior to the time scheduled for the meeting.

**MINUTES OF REGULAR MEETING OF THE  
COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY**

CAVIAT District Office, 19 Poplar Street, Page, AZ 86040

September 14, 2012

**Governing Board Members Present:**

Mr. Carl Cluff, Chairman (via teleconference)  
Mr. Lee Treece (via teleconference)  
Ms. Irene Jones  
Ms. Elouise Goatson  
Mr. John Echols (via teleconference)  
Mr. Jerry Williams

**Others Present:**

Jac Heiss – Superintendent (via teleconference)  
Ms. Christina Russell – Board Secretary, Business Mgr.  
Mr. Michael Twyford- CTE Program Coordinator (Page)

**Governing Board Members Not Present:**

Mr. Dave Bowman  
Mr. Tristan Heisley  
Mr. David Beckerleg

Chairman Cluff called the meeting to order at 10:02 a.m.

Mr. Treece moved to approve the agenda. Goatson seconded and the motion carried unanimously.

**CALL TO THE PUBLIC**

No members of the public asked to address the Board.

**CONSENT AGENDA**

Ms. Goatson moved to approve the minutes and expense reports (Items 3.A. and 3.B.) Mr. Williams seconded; the motion carried unanimously.

Mr. Echols moved to approve the out of state travel request for Ms. Colette Cox (Item 3.C.) Ms. Goatson seconded; the motion carried unanimously.

**GOVERNING BOARD REPORTS**

- Mr. Treece reported on the Coconino Community College Foundation Awards breakfast that took place that morning. CAVIAT was well-represented by the six central program students that participated in addition to Mr. Doug Allan of Flagstaff USD. He thanked the board for their monetary support of the breakfast.
- Mr. Treece also referenced the letter that was sent to each board member by the Friends of ASBA, who are encouraging support for Proposition 204.
- Mr. Williams reported on his attendance at the ASBA (Arizona School Boards Association) Law Conference. He thanked CAVIAT for sending him and stated that the conference was very informative. In an effort to go paperless, ASBA asked attendees to bring their iPads, laptops or tablets to the conference, as all materials were made available in electronic format.
- Mr. Williams also reported on the recent efforts of the Sierra Club and other entities to possibly shutter the Navajo Generating Station in Page.

**SUPERINTENDENT REPORT**

Superintendent Heiss reported on the following items:

- **Legislative update.** A.R.S. 15-393 (O), states that central programs can only be offered at a centralized campus owned and operated by a joint technical education district. If the Legislature consents to removing the terms “owned and” it would free up opportunities to offer central programs at private industry or vacant buildings, like the Sinagua Middle School wing. There is optimism that this change will be well supported by the newly elected officials. Other funding forecasts are projecting that all districts, including JTEDs, could possibly get additional funding per student.
- **Update on meeting with John Cardani, Coconino Community College Executive Director of Community and Corporate Learning.** Mr. Cardani attended a recent CAVIAT employee meeting, where he shared opportunities for both students and adults to obtain certification through the programs he oversees. Mr. Cardani would also be able to assist with the distance learning initiative, as he utilizes that channel through the college.
- **Status of academic classes in our central programs.** Because current program offerings through the community college require academic courses as pre-requisites, Mr. Heiss is working with Flagstaff USD to possibly offer more of those academics through the dual enrollment process. The cost to the student for each credit hour will be \$25 and Mr. Heiss is concerned that some students may not be able to afford rate, even though it’s already greatly reduced. It’s possible that the CAVIAT central programs may have to eliminate some or all academic courses next school year.
- **CTE Program Coordinator updates.**  
**Christine Mayer- Preparations** are underway for the October 9 Monster.com event in Flagstaff. Each school has been offered the opportunity to send 50 students (300 students countywide). **Grand Canyon** High School has a new principal and counselor. They are working on appointing a CTE Administrator. They are excited about the prospects of expanding program offerings via distance learning and are overall very open to working with CAVIAT in discovering new delivery

methods to benefit their students. **The central** program enrollment this year is ninety. The most popular programs are Law Enforcement and Pre-Health Careers. The new Alternative Energy program has an enrollment of eleven and the students are very enthusiastic about the program.

- **Michael Twyford- The Industrial Mechanics** program (in Page) started on September 10, with 7 adults and 4 students enrolled. Two employees from the Navajo Generating Station will be instructors this semester. **Mr. Twyford** is working with Mr. Cardani to hopefully start up a marine mechanics program next fall. **He** reminded the Board that the new iPads come with a 2-year warranty for all support, including technical support.
- **Colette Cox** – Ms. Cox was not present at the meeting.

### UNFINISHED BUSINESS

#### • **Second Reading and Adoption of Policies:**

- DGD – Credit Cards (*Adopted*)
- DJE – Bidding/Purchasing Procedures (*Adopted*)
- GB – General Personnel Policies (*Adopted*)
- GCCD – Professional/Support Staff Military/Legal Leave(*Adopted*)
- GCK- Professional Staff Assignments and Transfers(*Adopted*)
- GCMF – Professional Staff Duties and Responsibilities(*Adopted*)
- GCO- Evaluation of Professional Staff Members (*Adopted*)
- IHAL- Teaching About Religion (*NOT Adopted*)
- IHAMB- Family Life Education( *NOT Adopted*)
- IHBCA- Programs for Pregnant/Parenting Students (*Adopted*)
- IHBE- Bilingual Instruction/Native Language Instruction (*NOT Adopted*)
- IHBHD- Online/Concurrent/Correspondence Courses(*Adopted*)
- IKE-RB Promotion and Retention of Students (*NOT Adopted*)
- IJM- Special- Interest Materials Selection and Adoption (*Adopted*)
- KD- Public Information and Communication (*Adopted*)
- KHC- Distribution/Posting of Promotional Materials (*Adopted*)
- GBAB- Family Life Education (*Replaced by IHAMB*)
- GBECA- Nonmedical Use or Abuse of Drugs or Alcohol (*Adopted*)
- JICH- Drugs and Alcohol Use by Students (*Adopted*)
- KFA- Public Conduct on School Property (*Adopted*)

Ms. Jones moved to adopt the policies as listed above. Ms. Goatson seconded and the motion carried unanimously.

### NEW BUSINESS

- **Consideration to approve intergovernmental agreement with West-Mec JTED for Lobbying Services for Fy2012-2013.** Ms. Goatson moved to approve the intergovernmental agreement. Mr. Echols seconded and the motion carried.
- **Approval of ASBA’s 2013 Top 10 Legislative Priorities.** Ms. Jones moved to approve Item V. Funding 10. Enable Joint Technological Education Districts (JTEDs) and all its subcategories (a-f) as CAVIAT’s top priority and have that one item count for 10 votes. Mr. Echols seconded and the motion carried unanimously.
- **Consideration to change date of the November regular meeting from November 9 to November 2.** Mr. Echols moved to approve changing the date to November 2. Ms. Goatson seconded and the motion carried unanimously.
- **Consideration to modify Policy BID- Joint Board Member Compensation and Expenses and DKC- Expense Authorization/Reimbursement.** Superintendent Heiss explained that it’s not always convenient or advisable to carpool and invited the Board’s input on whether carpooling should be compulsory and whether those opting not to carpool should either forego any mileage reimbursement or perhaps get reimbursed at half the rate. It was advised that when a third party pays the mileage to a CAVIAT event, it would be inappropriate for a Board member to seek additional reimbursement from CAVIAT. Mr. Treece suggested keeping the current policies intact. The Board concurred and added that Board members and employees should always strive to carpool when possible and practical to avoid incurring additional expenses.

### CALENDAR OF EVENTS

The next Regular Board Meeting is scheduled for Friday, October 12, 2012 at 9 a.m. and will be held via teleconference.

October 9, 2012- CAVIAT/Monster.com Entrepreneurial Youth Summit at Sinagua Middle School and High Country Conference Center (Flagstaff).

### ADJOURNMENT

At 11:30 a.m., Mr. Williams moved to adjourn the meeting. Ms. Goatson seconded and the motion carried unanimously.

Respectfully submitted

*Christina Russell*

Christina Russell, Board Secretary  
September 14, 2012

**CAVIAT**  
**Monthly Expense Report for Board Approval**  
As of September 30, 2012

Type	Date	Num	Name	Memo	Amount	Balance
Wells Fargo						465,667.20
001- M&O						101,122.85
Deposit	09/04/2012			Deposit- Nestle electric bill pmt	238.91	101,361.76
Check	09/05/2012	313000038	Century Link	C.Mayer phone bill dated 9/7/12 928-779-6104	-104.52	101,257.24
Check	09/05/2012	313000039	Allied Waste Services	3-0516-0001057 Bill dated 9/14	-62.51	101,194.73
Check	09/05/2012	313000040	CenturyLink Teleconference	71955462 teleconf bill dated 9/22	-16.09	101,178.64
Check	09/05/2012	313000041	Page Utility Enterprises	15.1710.02/Electric & water bill dated 8/31/12	-497.22	100,681.42
Check	09/05/2012	313000042	Jerry Williams	Travel reimb 8/10	-124.60	100,556.82
Check	09/05/2012	313000043	Preferred Heating & Cooling, Inc.	A/C service and repair inv #11731	-392.89	100,163.93
Check	09/05/2012	313000044	Valorie Twyford (Cleaning Services)	Office cleaning services 8/5-9/1	-432.00	99,731.93
Check	09/05/2012	313000045	Page Unified School District CTE (596)	Reimb for July 2012 CAVIAT expenses	-15,403.90	84,328.03
Check	09/07/2012	313000046	Valorie Twyford	Reimb for overhead projector for IM class	-99.99	84,228.04
Check	09/10/2012	313000048	Coconino Community College	Foundation Annual Mtg breakfast/table of 8	-200.00	84,028.04
Check	09/10/2012	313000049	All Aboard Embroidery	inv #843, 2 mens shirts w/ logo	-50.50	83,977.54
Check	09/10/2012	313000050	Pitney Bowes	Act #8000-9090-0515-1654 bill dated 9/3	-130.57	83,846.97
Check	09/10/2012	313000051	Coconino Community College	VOID:	0.00	83,846.97
Check	09/10/2012	313000052	Verizon Wireless	465793365-00001	-383.21	83,463.76
Check	09/11/2012	313000053	John Heiss	reimb water heater,laptop charger	-238.69	83,225.07
Check	09/11/2012	313000054	John Schoppmann	Inv #573/Bldg maintenance services	-202.50	83,022.57
Check	09/11/2012	313000055	Flagstaff High School	(11) Student fees for Alternative Tech class	-660.00	82,362.57
Paycheck	09/14/2012	DD08-14-14			-1,291.65	81,070.92
Paycheck	09/14/2012	DD08-14-15			-1,489.47	79,581.45
Paycheck	09/14/2012	DD08-14-17			-617.34	78,964.11
Paycheck	09/14/2012	DD08-14-12			-420.66	78,543.45
Paycheck	09/14/2012	DD08-14-13			-2,204.67	76,338.78
Paycheck	09/14/2012	DD08-14-16			-1,730.63	74,608.15
Liability Check	09/14/2012	EPR14-14-12			-298.67	74,309.48
Liability Check	09/14/2012	313500019			-334.39	73,975.09
Liability Check	09/14/2012	EPR9-14-12			-1,448.56	72,526.53
Liability Check	09/14/2012	EPF9-14-12			-2,472.53	70,054.00
Liability Check	09/14/2012	313500020			-700.00	69,354.00
Check	09/14/2012	313000056	Jerry Williams	travel reimb 9/5-9/8 ASBA Law conf	-373.20	68,980.80
Check	09/18/2012	313000057	Cable One	Internet bill dated 9/25/12/Acct#23413-459543-01-3	-89.95	68,890.85
Check	09/18/2012	313000058	Wells Fargo Corporate Card	Misc expenses/Acct...5742	-1,419.55	67,471.30
Check	09/18/2012	313000059	Fred Pryor Seminars	Inv #13893376 9/25 seminar C.Russell	-74.00	67,397.30
Check	09/18/2012	313000060	West-MEC	Lobbyist services fee for 2012-2013	-9,000.00	58,397.30
Liability Check	09/20/2012	313500018			-570.66	57,826.64
Check	09/21/2012	313000064	C Russell (Petty Cash)	Misc expenses	-250.00	57,576.64
Check	09/24/2012	313500021			-2,279.15	55,297.49
Check	09/26/2012	313000065	Christina C Russell	Travel reimb 9/24,25	-217.75	55,079.74
Paycheck	09/28/2012	DD09-28-12			-385.82	54,693.92
Paycheck	09/28/2012	DD09-28-17			-456.76	54,237.16
Paycheck	09/28/2012	DD09-28-13			-2,204.69	52,032.47
Paycheck	09/28/2012	DD09-28-14			-1,264.99	50,767.48
Paycheck	09/28/2012	DD09-28-15			-1,481.28	49,286.20
Paycheck	09/28/2012	DD09-28-16			-1,730.62	47,555.58
Liability Check	09/28/2012	EPA09-28-12			-298.67	47,256.91
Liability Check	09/28/2012	313500022			-329.50	46,927.41
Liability Check	09/28/2012	EPR09-28-12			-1,448.56	45,478.85
Liability Check	09/28/2012	EPF09-28-12			-2,425.67	43,053.18
Liability Check	09/28/2012	313500023			-700.00	42,353.18
Check	09/28/2012	313500024			-289.95	42,063.23
Check	09/28/2012	313000066	John Schoppmann	Inv #590/Install hallway gate at dist office	-121.81	41,941.42
Check	09/28/2012	313000067	Verizon Wireless	465793365-00001 bill dated 9/28	-402.48	41,538.94
Deposit	09/28/2012			Deposit- Nestle electricity pmt	235.49	41,774.43
Deposit	09/30/2012			Deposit- Sept property taxes	39,693.58	81,468.01
Deposit	09/30/2012			Deposit- Sept interest	144.87	81,612.88
Total 001- M&O					-19,509.97	81,612.88

**CAVIAT**  
**Monthly Expense Report for Board Approval**  
As of September 30, 2012

Type	Date	Num	Name	Memo	Amount	Balance
<b>610 - Capital Outlay</b>						<b>340,571.13</b>
Check	09/18/2012	313000061	**Wells Fargo Corporate Card	Misc expenses/Acct...5742	-4,263.37	336,307.76
Deposit	09/30/2012			Deposit- Sept property taxes	3,248.71	339,556.47
Deposit	09/30/2012			Deposit- Sept interest	11.86	339,568.33
Total 610 - Capital Outlay					-1,002.80	339,568.33
<b>625 - Soft Capital</b>						<b>12,811.05</b>
Check	09/18/2012	313000062	Follett Higher Education Group	Act 1011-1500/CCC FY12/13 FALL textbooks	-15,670.45	-2,859.40
Deposit	09/30/2012			Deposit- Sept property taxes	775.39	-2,084.01
Deposit	09/30/2012			Deposit- Sept interest	2.83	-2,081.18
Total 625 - Soft Capital					-14,892.23	-2,081.18
<b>374 - E-Rate</b>						<b>1,135.75</b>
Check	09/18/2012	313000063	Century Link	Phone bill dated 9/22 928-645-2737	-126.10	1,009.65
Total 374 - E-Rate					-126.10	1,009.65
<b>515 - Civic Center Funds</b>						<b>3,418.02</b>
Deposit	09/04/2012			Deposit- Nestle parking space pmt (Sept)	200.00	3,618.02
Deposit	09/28/2012			Deposit- Nestle lease pmt Oct	200.00	3,818.02
Total 515 - Civic Center Funds					400.00	3,818.02
<b>530 - Gifts &amp; Donations - GFEC \$50k</b>						<b>6,608.40</b>
Check	09/07/2012	313000047	Lake Powell Printing	24 Monster.com event posters	-79.72	6,528.68
Total 530 - Gifts & Donations - GFEC \$50k					-79.72	6,528.68
Total Wells Fargo					-35,210.82	430,456.38
					<b>-35,210.82</b>	<b>430,456.38</b>

WARRANT  
Coconino Association for Vocations, Industry & Technology  
Wells Fargo Corporate Card

\*\*313000058  
9/18/2012

IM class supplies	130.41
C. Russell travel 8/10,15	129.08
Board Meeting 8/10 lunch and supplies	76.28
Employee meeting 8/31 lunch and supplies	41.50
(4) 2X3 banners for CCC and FUSD (CAVIAT partnership)	72.47
CCC orientation supplies	192.92
Postage stamp supply for district office	601.75
Fuel for district vehicle	119.16
iPad accessories	55.98

WARRANT  
Coconino Association for Vocations, Industry & Technology  
Wells Fargo Corporate Card

\*\*313000061  
9/18/2012

(8)workbench tables and 6 floormats for IM classroom	1,882.17
13 stools and 3 floormats for IM classroom/Page	2,249.58
Computer cables & surge protectors for IM computer	131.62



State of Arizona  
Department of Education

John Huppenthal  
Superintendent of  
Public Instruction

October 03, 2012

The District Governing Board of Coconino Association for Vocation Industry and CTDS: 030801000  
19 Poplar Street  
Page, AZ 86040

RE: The BUDG25 Expenditure Analysis for FY 2013 as of 10/03/2012

In accordance with ARS §15-905(E), based on the FY 2013 Expenditure Budget submitted to the Arizona Department of Education (ADE); this letter summarizes the FY 2013 BUDG25 Budget Analysis Report which determines if the budgeted expenditures exceed the budget limits as calculated by ADE. A detailed copy of the FY 2013 BUDG25 report is available online at [http://www.ade.az.gov/SFSInbound/79381/Reports/2013\\_BUDG25\\_79381\\_103201275921.PDF](http://www.ade.az.gov/SFSInbound/79381/Reports/2013_BUDG25_79381_103201275921.PDF).

Fund	ADE Calculated Limit	District Budgeted	Exceeds Limit	Amount Under Budgeted
M&O (001)	\$2,017,702	\$2,017,702	\$0	\$0
UNR (610)	\$3,385,527	\$3,386,262	(\$735)	\$0
SCA (625)	\$44,024	\$52,350	(\$8,326)	\$0

1% of the GBL = \$20,177.02

Revision is not Required!

Pursuant to ARS §15-905(E), if the district has exceeded the Budget Limit(s) in Maintenance and Operations (M&O), Unrestricted Capital (UNR), or Soft Capital Allocation (SCA) by more than \$100,000 or 1% of the General Budget Limit (GBL), the district is required to revise its expenditure budget on or before December 15, 2012. The budgeted expenditures in all over budgeted funds must be reduced to not exceed the respective Budget Limit(s).

The current BUDG25 is based on the APOR55-1 with an apportionment date of 10/01/2012, the FY 2013 estimated CORL and Soft Capital Reductions, and the district's FY 2013 Expenditure Budget processed as of 10/01/2012. These values may change as the BUDG25 report is updated monthly.

Pursuant to ARS § 15-905(E) a district shall not increase the budget between the proposed expenditure budget and the adopted expenditure budget. The table below reflects any changes in budget capacities that were made between the proposed and adopted budgets.

Fund	Proposed	Adopted	Change
M&O (001)	\$2,017,702	\$2,017,702	\$0
UNR (610)	\$3,386,262	\$3,386,262	\$0
SCA (625)	\$52,350	\$52,350	\$0

Revised budgets must be filed with the County School Superintendent and transmitted to the Superintendent of Public Instruction via the common logon at <https://www.ade.az.gov/commonlogon>, using the School Finance Upload (Budgets/AFR). Districts participating in the Accounting Responsibility Program, pursuant to ARS §15-914.01, must submit the revised budget directly to ADE electronically.

If the district has any questions regarding the FY 2012 ADM or add-on counts, please contact the district's LEA Analyst (<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>); or, for budget related questions, please contact the Budget Team at 602-542-5695 or via e-mail at <mailto:sfbudgetteam@azed.gov>.

Sincerely,



Lyle Friesen  
Deputy Associate Superintendent, School Finance

copy: Office of the Auditor General  
County School Superintendent  
District Superintendent  
Business Manager



# ANNUAL FINANCIAL REPORT

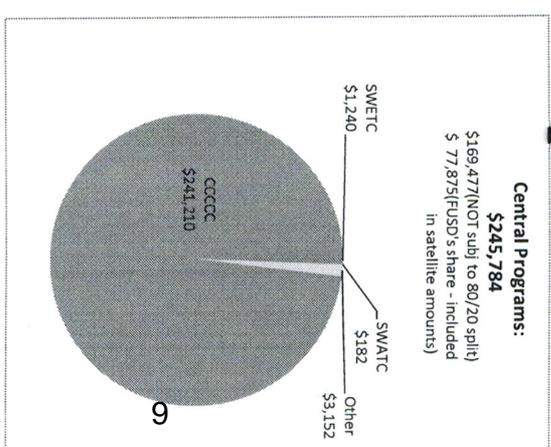
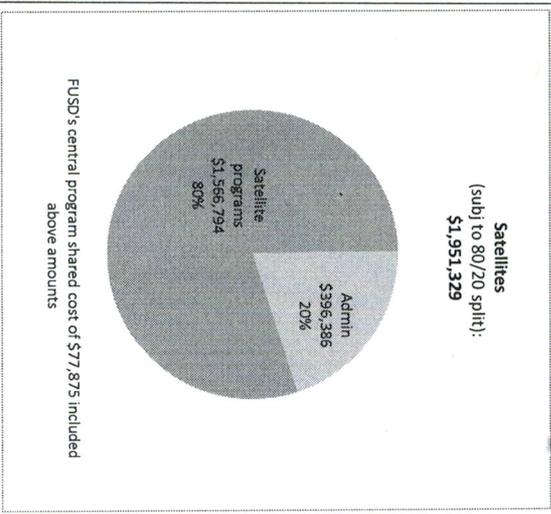
We, the Governing Board of the District, hereby certify the  
**Annual Financial Report per A.R.S. §15-904**  
 for the Fiscal Year  
**2012**

SIGNATURE/DATE	SIGNATURE/DATE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The Annual Financial Report file(s) for FY 2012 uploaded to the Arizona Department of Education's Web site on  
 October 12, 2012 contain(s) the data for the AFR described above.  
 Date

Superintendent Signature	Business Manager Signature
_____	_____
christinarussell@cableone.net	928-645-2737
District Contact Employee	Telephone Number
_____	_____
_____	christinarussell@cableone.net
_____	E-mail

Total 2012 Revenues:  
**\$2,120,806**



TOTAL EXPENDITURES BY FUND

- Maintenance & Operation (from page 2, line 33) \$ 1,238,845
- Classroom Site Funds (from page 3, line 49 plus page 3, footnote 1) \$ 0
- Unrestricted Capital Outlay (from page 4, UCO Fund line 10) \$ 572,851
- Soft Capital Allocation (from page 6, line 27) \$ 49,115

FUNDS AVAILABLE

Beginning Fund Balance (1)

REVENUE

1000 Local

- 1110 Property Taxes
- 1140 Penalties and Interest on Taxes
- 1280 Revenue in Lieu of Taxes
- 1310 Tuition from Individuals
- 1320 Tuition from Other Arizona Districts
- 1330 Tuition from Out-of-State Districts
- 1340 Tuition from Other Private Sources (Other than Individuals)
- 1350 Tuition from Other Government Sources Within Arizona
- 1360 Tuition from Other Government Sources Outside Arizona
- 1410 Transportation Fees from Individuals
- 1420 Transportation Fees from Other Arizona Districts
- 1430 Transportation Fees from Out-of-State Districts
- 1440 Transportation Fees from Other Private Sources (Other than Individuals)
- 1450 Transportation Fees from Other Government Sources Within Arizona
- 1460 Transportation Fees from Other Government Sources Outside Arizona
- 1500 Investment Income
- Other (Specify) (2)

Subtotal (lines 2-18)

2000 Intermediate

- 2110 County School Fund
- 2120 County Equalization Assistance
- 2210 Special County School Reserve Fund
- Other (Specify)

Subtotal (lines 20-23)

3000 State

- 3110 State Equalization Assistance
- 3120 Additional State Aid
- Other (Specify)

Subtotal (lines 25-27)

4000 Federal

- 4100 Unrestricted Revenue Received Directly from the Federal Government
- 4200 Unrestricted Revenue Received from the Federal Government through the State
- 4500 Restricted Revenue Received from the Federal Government through the State
- 4700 Revenue Received from the Federal Government through Other Intermediate Agencies
- 4800 Revenue in Lieu of Taxes
- 4900 Revenue for/on Behalf of the District
- Other (Specify)

Subtotal (lines 29-35)

Total Fund Revenue (lines 19, 24, 28, and 36)

- 5100 Issuance of Bonds
- 5200 Fund Transfers-In
- Other (Specify)

TOTAL FUNDS AVAILABLE (lines 1 and 37 - 40)

Total Expenditures

- 6900 Other Financing Uses and Other Items

TOTAL EXPENDITURES AND OTHER USES (lines 42 plus 43)

ENDING FUND BALANCE (line 41 minus line 44) (3)

	MAINTENANCE AND OPERATION FUND 001 ACTUAL	CAPITAL OUTLAY FUND 610 ACTUAL	ADJACENT WAYS FUND 620 ACTUAL	SOFT CAPITAL ALLOCATION FUND 625 ACTUAL	DEBT SERVICE FUND 700 ACTUAL
1	62,468	77,178	0	22,241	0
2	466,571	308,313		14,043	
3					
4	9,504	6,280		286	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16	5,440	3,594		164	
17					
18	481,515	318,187	0	14,493	0
19					
20					
21	192,818	127,415		5,803	
22					
23	192,818	127,415		5,803	
24					
25	594,734	393,003		17,900	
26					
27					
28	594,734	393,003		17,900	0
29					
30					
31					
32					
33					
34					
35					
36	0				0
37	1,269,067	838,605	0	38,196	0
38					
39					
40	1,331,535	915,783	0	60,437	0
41	1,238,845	572,851	0	49,115	0
42					
43	1,238,845	572,851	0	49,115	0
44	92,690	342,932	0	11,322	0
45					

(1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance on hand of \$ \_\_\_\_\_ at 7/1/11.

(2) The Government Property Lease Excise Tax revenue included on line 18 is \$ \_\_\_\_\_

(3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance on hand of \$ \_\_\_\_\_ at 6/30/12.

MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease in Actual
						Budget	Actual	
<b>100 Regular Education</b>								
1000 Instruction						0	0	0.0%
2000 Support Services						0	0	0.0%
2100 Students						0	0	0.0%
2200 Instructional Staff						0	0	0.0%
2300 General Administration						0	0	0.0%
2400 School Administration						0	0	0.0%
2500 Central Services						0	0	0.0%
2600 Operation & Maintenance of Plant						0	0	0.0%
2900 Other						0	0	0.0%
3000 Operation of Noninstructional Services						0	0	0.0%
610 School-Sponsored Co-curricular Activities						0	0	0.0%
620 School-Sponsored Athletics						0	0	0.0%
630 Other Instructional Programs						0	0	0.0%
700, 800, 900 Other Programs						0	0	0.0%
Regular Education Subsection Subtotal (lines 1-13)	0	0	0	0	0	0	0	0.0%
<b>200 Special Education</b>								
1000 Instruction			817,092		2,000	824,429	819,865	-65.7%
2000 Support Services						0	0	0.0%
2100 Students						0	0	0.0%
2200 Instructional Staff					300	0	300	-16.7%
2300 General Administration	71,964	23,824	44,164	912	720	141,067	141,584	-4.6%
2400 School Administration	123,236	33,759	7,806	389		166,044	170,883	-3.3%
2500 Central Services	52,436	22,590	11,368	3,046	218	100,307	89,658	-7.4%
2600 Operation & Maintenance of Plant			15,686	6,562		24,460	22,248	-13.6%
2900 Other						50,000	0	0.0%
3000 Operation of Noninstructional Services						0	0	0.0%
Subtotal (lines 15-23)	247,636	80,173	896,116	11,682	3,238	1,306,307	1,238,845	-56.3%
<b>300 Special Education Disability ESEA, Title VIII</b>								
(from Supplement, page 1, line 10)	0	0	0	0	0	0	0	0.0%
<b>400 Pupil Transportation</b>								
(from Supplement, page 1, line 10)	0	0	0	0	0	0	0	0.0%
<b>510 Desegregation</b>								
(from Districtwide Desegregation Expenditures, page 2, line 44)	0	0	0	0	0	0	0	0.0%
<b>520 Special K-3 Program Override</b>								
(from Supplement, page 1, line 20)	0	0	0	0	0	0	0	0.0%
<b>530 Dropout Prevention Programs</b>								
1000 Instruction							0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.							0	0.0%
Subtotal (lines 29 and 30)	0	0	0	0	0	0	0	0.0%
<b>540 Joint Career and Technical Education and Vocational Education Center (from Supplement, page 1, line 30)</b>								
Total Expenditures (lines 14, 24-28, 31, and 32)	247,636	80,173	896,116	11,682	3,238	1,306,307	1,238,845	-56.3%

CLASSROOM SITE FUNDS (011, 012, AND 013) - REVENUES, EXPENDITURES, AND FUND BALANCES

Revenues and Expenditure Function Codes	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 (1)	Supplies 6600	Other Interest 6850 (2)	Total Expenditures		% Increase/Decrease in Actual	Ending Fund Balance
								Budget	Actual		
<b>Classroom Site Fund 011 - Base Salary</b>											
Revenues											
CSF Allocation (0.0%)	1										
Interest Income	2										
Total Revenues (lines 1 and 2)	3	0									
Expenditures											
1000 Regular Education	4										
1000 Instruction	5										
2200 Support Services - Students	6										
Program 100 Subtotal (lines 4-6)	7		0								
200 Special Education	8										
1000 Instruction	9										
2100 Support Services - Students	10										
2200 Support Services - Instructional Staff	11										
Program 200 Subtotal (lines 8-10)	12		0								
Other Programs (Specify)	13										
1000 Instruction	14										
2100 Support Services - Students	15										
2200 Support Services - Instructional Staff	16										
Other Programs Subtotal (lines 12-14)	17		0								
Total Classroom Site Fund 011 - Base Salary	18		0								
<b>Classroom Site Fund 012 - Performance Pay</b>											
Revenues											
CSF Allocation (0.0%)	17										
Interest Income	18										
Total Revenues (lines 17 and 18)	19	0									
Expenditures											
100 Regular Education	20										
1000 Instruction	21										
2100 Support Services - Students	22										
2200 Support Services - Instructional Staff	23										
Program 100 Subtotal (lines 20-22)	24		0								
200 Special Education	25										
1000 Instruction	26										
2100 Support Services - Students	27										
2200 Support Services - Instructional Staff	28										
Program 200 Subtotal (lines 24-26)	29		0								
Other Programs (Specify)	30										
1000 Instruction	31										
2100 Support Services - Students	32										
2200 Support Services - Instructional Staff	33										
Other Programs Subtotal (lines 28-30)	34		0								
Total Classroom Site Fund 012 - Performance Pay	35		0								
<b>Classroom Site Fund 013 - Other</b>											
Revenues											
CSF Allocation (0.0%)	33										
Interest Income	34										
Total Revenues (lines 33 and 34)	35	0									
Expenditures											
100 Regular Education	36										
1000 Instruction	37										
2100 Support Services - Students	38										
2200 Support Services - Instructional Staff	39										
Program 100 Subtotal (lines 36-38)	40		0								
200 Special Education	41										
1000 Instruction	42										
2100 Support Services - Students	43										
2200 Support Services - Instructional Staff	44										
Program 200 Subtotal (lines 40-42)	45		0								
530 Dropout Prevention Programs	46										
1000 Instruction	47										
Other Programs (Specify)	48										
1000 Instruction	49										
2100 Support Serv. - Students & Instructional Staff	49										
Other Programs Subtotal (lines 45 and 46)	49		0								
Total Classroom Site Fund 013 - Other	49		0								
Total Classroom Site Funds (lines 16, 32, and 48)	49		0								

(1) For FY 2012, the district received Classroom Site Fund revenue of \_\_\_\_\_ and expended \_\_\_\_\_ in Fund 010, object code 6390 for Classroom Site Fund pass-through payments to district-sponsored charter schools. This amount is not included in the amounts reported for Fund 013.

(2) Include amounts expended for registered warrant expense in Funds 011, 012, and 013 on lines 16, 32, and 48, respectively.

DISTRICT NAME CAVIAT

COUNTY Coconino

CTDS NUMBER

030801000

UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES

Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6830	Interest 6840, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/ Decrease in Actual
							Budget	Actual	
<b>Unrestricted Capital Outlay Override (1)</b>									
1000 Instruction		12,572	0			518,539	531,111	130,792	0
2000 Support Services									0.0%
2100, 2200 Students and Instructional Staff			6,345				6,345	0	306.1%
2300, 2400, 2500, 2900 Administration			20,395				20,395	6,416	217.9%
2600 Operation & Maintenance of Plant						4,000	4,000	0	0.0%
2700 Student Transportation							0	0	0.0%
3000 Operation of Noninstructional Services							0	0	0.0%
4000 Facilities Acquisition and Construction			11,000				11,000	368,203	-97.0%
5000 Debt Service							0	0	0.0%
<b>Total Unrestricted Capital Outlay Fund (lines 2-9)</b>		12,572	37,740	0	0	522,539	572,851	505,411	13.3%

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [(A.R.S. §15-904.(B))]

Selected Expenditures by Object Code	SOFT CAPITAL ALLOCATION Fund 625		BOND BUILDING Fund 630		BUILDING RENEWAL Fund 690		NEW SCHOOL FACILITIES Fund 695	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
6150 Classified Salaries								
6200 Employee Benefits								
6450 Construction Services								
6710 Land and Improvements								
6720 Buildings and Improvements								
6731 Furniture and Equipment								
6734 Vehicles								
6737 Technology								
6830 Redemption of Principal								
6840, 6850 Interest								
<b>Total amounts reported on lines 1 through 10 above for:</b>								
Renovation								
New Construction								
Other								
<b>Total (lines 11-13)</b>								

Funds 625, 630, and 695

- 1. New construction cost per square foot
- 2. Land acquisition costs

\$ 0  
\$ 0

CAPITAL ASSETS AS OF JUNE 30, 2012	
Land and Improvements	\$97,200
Buildings and Improvements	\$264,104
Furniture, Equipment, Vehicles, and Technology	\$12,922
Construction in Progress	\$0
<b>Total</b>	<b>\$374,226</b>

DISTRICT NAME CAVIAT

COUNTY Coconino

CTDS NUMBER

030801000

FEDERAL AND STATE PROJECTS

	BEGINNING FUND BALANCE		REVENUE		FUND TRANSFERS (OUT)		EXPENDITURES		ENDING FUND BALANCE	
	ACTUAL		ACTUAL		ACTUAL	6910 & 6930 (1)	ACTUAL	BUDGET	ACTUAL	ACTUAL
<b>FEDERAL PROJECTS</b>										
100-130 ESEA Title I - Helping Disadvantaged Children										
140-150 ESEA Title II - Prof. Development and Technology										
160 ESEA Title IV - 21st Century Schools										
170-180 ESEA Title V - Promote Informed Parent Choice										
190 ESEA Title III - Limited English & Immigrant Students										
200 ESEA Title VII - Indian Education										
210 ESEA Title VI - Flexibility and Accountability										
220 IDEA Part B										
230 Johnson-O'Malley										
240 Workforce Investment Act										
250 AEA-Adult Education										
260-270 Vocational Education - Basic Grants										
280 ESEA Title X - Homeless Education										
290 Medicaid Reimbursement										
374 E-Rate										
3 Impact Aid										
300-399 Other Federal Projects (exclude E-Rate & Impact Aid)										
<b>Total Federal Project Funds (lines 1-17)</b>	0		3,960		0		2,535		3,850	110
	18									18

	BEGINNING FUND BALANCE		REVENUE		FUND TRANSFERS (OUT)		EXPENDITURES		ENDING FUND BALANCE	
	ACTUAL		ACTUAL		ACTUAL	6910 & 6930 (1)	ACTUAL	BUDGET	ACTUAL	ACTUAL
<b>STATE PROJECTS</b>										
400 Vocational Education										
410 Early Childhood Block Grant										
420 Ext. School Yr. - Pupils with Disabilities										
425 Adult Basic Education										
430 Chemical Abuse Prevention Programs										
435 Academic Contests										
450 Gifted Education										
455 Family Literacy Pilot Program										
460 Environmental Special Plate										
465-499 Other State Projects										
<b>Total State Project Funds (lines 19-28)</b>	0		0				0		0	0
	29									29
<b>Total Federal and State Projects (lines 18 and 29)</b>	0		3,960		0		2,535		3,850	110
	30									30

(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; all other Federal Projects Funds may only make transfers-out to the Indirect Costs Fund (object code 6910) based on an approved indirect cost rate.

	BEGINNING FUND BALANCE		FUND TRANSFERS IN (OUT) 5200 (6930)	EXPENDITURES		ENDING FUND BALANCE
	ACTUAL	REVENUE ACTUAL		BUDGET	ACTUAL	
020 Instructional Improvement						
050 County, City, and Town Grants						
071 Structured English Immersion (1)						
072 Compensatory Instruction (1)						
500 School Plant (Lease over 1 year)						
505 School Plant (Lease 1 year or less)						
506 School Plant (Sale)						
515 Civic Center						
520 Community School						
525 Auxiliary Operations						
526 Extracurricular Activities Fees Tax Credit						
530 Gifts and Donations						
535 Career & Tech. Ed. & Voc. Ed. Projects						
540 Fingerprint						
545 School Opening						
550 Insurance Proceeds						
555 Textbooks						
565 Litigation Recovery						
570 Indirect Costs						
575 Unemployment Insurance						
580 Teacherage						
585 Insurance Refund						
590 Grants and Gifts to Teachers						
595 Advertisement						
596 Joint Technical Education						
620 Adjacent Ways						
625 Soft Capital Allocation						
630 Bond Building						
639 Impact Aid Revenue Bond Building						
640 School Plant-Special Construction						
650 Gifts and Donations—Capital						
660 Condemnation						
665 Energy and Water Savings						
686 Emergency Deficiencies Correction						
690 Building Renewal						
691 Building Renewal Grant						
695 New School Facilities						
700 Debt Service						
720 Impact Aid Revenue Bond Debt Service						
750 Permanent						
850 Student Activities						
Other						
<b>INTERNAL SERVICE FUNDS 950-989</b>						
9 Self-Insurance						
95 Intergovernmental Agreements						
9 OPEB						
9						

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	0	
Class Size Reduction	0	
Dropout Prevention Programs	0	
Instructional Improvement Programs	0	
Total Expenditures (lines 1-4)	0	0

(1) Actual Revenues and Actual Expenditures should agree with Supplement, page 3, Fund 071—line 13 and Fund 072—line 26.

DISTRICT NAME CAVIAT

COUNTY Coconino

CTDS NUMBER 030801000

- A. 1. Bonds Outstanding, June 30, 2012 \$0  
 2. FY 2012 Assessed Valuations and Tax Rates
- |   |               |          |        |
|---|---------------|----------|--------|
| a. Primary                                | \$            | Tax Rate |        |
| b. Secondary                              | \$ 15,907,485 | Tax Rate | 0.0500 |
| 3. Number of Schools                      |               |          | 180    |
| 4. Actual Days in Session                 |               |          | 18,661 |
| 5. Area of School District (Square Miles) |               |          |        |

- B. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)
- |   |       |                             |    |
|---|-------|-----------------------------|----|
| 1. Destruction or damage                            | M & O | Unrestricted Capital Outlay | 1. |
| 2. Excessive/unexpected legal expenses              | 0     | 0                           | 2. |
| 3. Mitigation or removal of health or safety hazard | 0     | 0                           | 3. |

- C. Current Expenditures by Category
- |   |             |
|---|-------------|
| 1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)         | \$1,367,511 |
| 2. Classroom Supplies (Function 1000, Object Code 6600)                               | \$35,995    |
| 3. Administration (Functions 2300, 2400, 2500, & 2900)                                | \$399,855   |
| 4. Support Services—Students (Function 2100)  | \$0         |
| 5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400) | \$27,698    |
| 6. Total Current Expenditures   | \$1,831,059 |

D. Does the district wish to have indirect cost rates calculated for use in federally funded programs?  No

IF YES, the following information must be completed to qualify for approved Indirect Cost Rates for FY 2014.

MAINTENANCE AND OPERATION FUND (Do not include costs related to transportation for the following items). Refer to USFR Chart of Accounts SIII for descriptions of the following function and object codes:

- a. Total Central Services Expenditures (Function 2500) \$  
 b. Total Operation and Maintenance of Plant Expenditures (Function 2600) \$  
 c. Total Communications Expenditures (Object Code 6530) \$  
 d. Total Tuition Expenditures (Object Code 6560) \$

- CAPITAL EXPENDITURES  
 a. Federal and State Projects (Funds 100-499) \$  
 b. Food Service (Fund 510) \$

OTHER  
 Total unused sick and vacation leave included in severance pay (All funds) \$

E. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act \$0

- F. American Recovery and Reinvestment Act (ARRA) Grants and Education Jobs Fund Expenditure Detail
- |  |                     |             |
|--|---------------------|-------------|
| 1. Current expenditures for K-12 instruction (Function 1000, Objects 6100-6600, 6810, 6890)                                    | ARRA Education Jobs | ARRA Grants |
| \$1,849  |                     |             |
| 2. Total current expenditures for K-12 (Functions 1000, 2000, 3100, 3200, Objects 6100-6600, 6810, 6890)                       |                     |             |
| 3. Current expenditures for community services, adult education, and other programs outside of PSD-12 (Programs 700, 800, 900) |                     |             |
| 4. Property expenditures (Functions 1000-3200, Object 6700)  |                     |             |
| 5. School construction expenditures (Function 4000, Objects 6100-6900)   |                     |             |

G. Funds 525 and 526 Expenditure Detail

Fund 525 Auxiliary Operations	Programs 100-600		Programs 700-900		Total
	Object 6731-37	All Other Object Codes (excluding 6900)	All Object Codes (excluding 6900)		
1000 Instruction					0
2000 Support Services					0
2100 Students					0
2200 Instructional Staff					0
2300-2500, 2900 Administration					0
2600 Operation and Maintenance of Plant					0
2700 Student Transportation					0
3000 Operation of Noninstructional Services					0
3100 Food Service Operations					0
3200-3300 Enterprise/Comm. Services					0
3400 Bookstore Operations					0
4000 Facilities Acquisition & Construction					0
5000 Debt Service					0
Total (lines 1-11)	0	0	0	0	0
<b>Fund 526 Extracurricular Activities Fees</b>					
1000 Instruction					0
2000 Support Services					0
2100 Students					0
2200 Instructional Staff					0
2300-2500, 2900 Administration					0
2600 Operation and Maintenance of Plant					0
2700 Student Transportation					0
3000 Operation of Noninstructional Services					0
3100 Food Service Operations					0
3200-3300 Enterprise/Comm. Services					0
3400 Bookstore Operations					0
Total (lines 13-21)	0	0	0	0	0

**A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)**

Areas of Identification [A.R.S. §15-203(A)(15)]

	GRADE												TOTAL			
	K	1	2	3	4	5	6	7	8	9	10	11		12		
1. Quantitative Reasoning															0	1.
2. Verbal Reasoning															0	2.
3. Nonverbal Reasoning															0	3.
4. Total Duplicated Enrollment (lines 1-3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4.

**B. ENROLLMENT OF GIFTED PUPILS BY ETHNICITY**

Total Number Gifted Pupils

1. White, not Hispanic
2. Black, not Hispanic
3. Hispanic
4. American Indian/Alaskan Native
5. Asian or Pacific Islander
6. Total Unduplicated Enrollment (lines 1-5)

**C. M&O AND SCA FUND SPECIAL EDUCATION PROGRAMS BY TYPE**

	PROGRAM 200 BUDGET	PROGRAM 200 ACTUAL
1. Autism	0	
2. Emotional Disability	0	
3. Hearing Impairment	0	
4. Other Health Impairments	0	
5. Specific Learning Disability	0	
6. Mild, Moderate, or Severe Intellectual Disability*	0	
7. Multiple Disabilities	0	
8. Multiple Disabilities with Severe Sensory Impair.	0	
9. Orthopedic Impairment	0	
10. Developmental Delay	0	
11. Preschool Severe Delay	0	
12. Speech/Language Impairment	0	
13. Traumatic Brain Injury	0	
14. Visual Impairment	0	
15. Subtotal (lines 1-14)	0	0
16. Gifted Education	0	
17. Remedial Education	0	
18. ELL Incremental Costs	0	
19. ELL Compensatory Instruction	0	
20. Vocational and Technological Education	1,306,307	1,238,845
21. Career Education	0	
22. Total (lines 15-21)	1,306,307	1,238,845

\* Formerly reported as Mental Retardation

**D. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)**

Actual Expenditures for all Gifted Programs:

K-8	\$	
9-12	\$	
<b>Total</b>	\$	<b>0</b>

**E. EXPENDITURES FOR AUDIT SERVICES**

1. Nonfederal Audit Expenditures - M&O Fund
2. Federal Audit Expenditures - All Funds

	BUDGET	ACTUAL
1.	6,350	6,460
2.	6,330	

**F. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR CAREER LADDER PROGRAM**

Actual Expenditures made in FY 2012

\$ \_\_\_\_\_

**G. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR OPTIONAL PERFORMANCE INCENTIVE PROGRAM**

Actual Expenditures made in FY 2012

\$ \_\_\_\_\_

**H. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY**

Actual Expenditures made in FY 2012

\$ \_\_\_\_\_

**I. TUITION**

**Type 03 Districts Only**

1. Tuition to Other Arizona Districts for high school students only (objects 6561 & 6565)
2. Tuition to Other Arizona District for all other students (objects 6561)
3. Tuition to Out-of-State Districts for high school students only (objects 6562 & 6565)
4. Tuition to Out-of-State Districts for all other students (objects 6562)

	Tuition Expenditures			
	Operations	Capital	Debt	Total
1.				0.1.
2.				0.2.
3.				0.3.
4.				0.4.

**Non-Type 03 Districts**

5. Tuition to Other Arizona Districts (object 6561)
6. Tuition to Out-of-State Districts (object 6562)

5.				0.5.
6.				0.6.

**All Districts**

7. Tuition to Private Schools (object 6563)
8. Tuition to Ed Services/Coops/IGAs (object 6564)
9. Tuition Other (object 6569)
10. Total (lines 1-9)

7.				0.7.
8.				0.8.
9.				0.9.
10.	0	0	0	0.10.

ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY REPORTING

Funds 020-799	Programs 100-600						Programs 700-900			Total	
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, and 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Redemption of Principal 6830	Interest 6840, 6850		Miscellaneous 6890
1000 Instruction	1.	0	548,419	35,222							583,641
2000 Support Services	2.										
2100 Students	3.		6,346								6,346
2200 Instructional Staff	4.										
2300 General Administration	5.		53	168		2,000					2,221
2400 School Administration	6.										
2500, 2900 Central Services, Other	7.		1,947	372							22,715
2600 Operation and Maintenance of Plant	8.	0	5,150								5,150
2700 Student Transportation	9.										0
3000 Operation of Noninstructional Services	10.										0
3100 Food Service Operations	11.										0
3200 Enterprise Operations	12.										0
3300 Community Services Operations	13.										0
3400 Bookstore Operations	14.										0
4000 Facilities Acquisition and Construction	15.										0
5000 Debt Service											
Total (lines 1-14)		0	561,915	35,762	31,396	2,000	0	0	0	0	631,073

Teacher Salaries (All Funds, Function 1000)

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6500)
1. Regular Education (Programs 100, 280, and 520)			
2. Special Education (Programs 200-230, 250, and 300)			
3. Vocational Education (Programs 270 and 540)			
4. Other Programs (Programs 240, 260, 265, 510, 530, and 540)			
5. Co-curricular Activities, Athletics, and Other (Program 600)			

Other Items (All Funds)

6. Textbooks (Function 1000, Object 6640)	\$	34,046
7. Number of FTE-Certified Teachers		0
8. Number of FTE-Contract Teachers		0

Programs 700-900 Expenditure Detail (Funds 020-799)

Funds 020-799	Property 6700	All Other (excluding 6900)	Total
1. Program 700			0
2. Program 800			0
3. Program 900			0
4. Total (lines 1-3)	0	0	0

Property Detail for Function 4000 (Funds 020-799)

1. 6710 Land and Improvements		11,000
2. 6720 Buildings and Improvements		
3. 6730 Equipment		11,000
4. Total (lines 1-3)		22,000
5. 6450 Construction		

**SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT**

I certify that the Annual Financial Report of CAVIAT District, Coconino County, for fiscal year 2012 was approved by the Governing Board on October 12, 2012, and that the complete Annual Financial Report may be reviewed by contacting Christina Russell at the District Office, telephone 928-645-2737, during normal business hours.

**1. Average Daily Membership (ADM):**

Attending 654,652  
Resident 461,292

**CTDS NUMBER**

2011 030801000  
2012 461,292

**2. 2012 Tax Rates:**

Primary 0.0000  
Secondary 0.0500

ADE/AG 41 -2025 Rev. 8/12-FY 2012

**President of the Governing Board**

Fund/Program	Beginning Fund Balance	Actual Revenues	Other Financing Sources (Uses)	Expenditures		Ending Fund Balance
				Budget	Actual	
Regular Education				0	0	
Special Education				1,306,307	1,238,845	
Spec. Ed. ESEA, Title VIII				0	0	
Pupil Transportation				0	0	
Desegregation				0	0	
Special K-3 Program Override				0	0	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
Maintenance and Operation Total	62,468	1,269,067	0	1,306,307	1,238,845	92,690
Classroom Site Funds	0	0	0	0	0	0
Instructional Improvement	0	0	0	0	0	0
Unrestricted Capital Outlay	77,178	838,605	0	3,793,386	572,851	342,932
Soft Capital Allocation	22,241	38,196	0	61,618	49,115	11,322
Adjacent Ways	0	0	0	0	0	0
Bond Building	0	0	0	0	0	0
Other Capital Funds	0	0	0	0	0	0
Building Renewal	0	0	0	0	0	0
New School Facilities	0	0	0	0	0	0
Federal Projects	0	3,960	0	2,535	3,850	110
State Projects	0	0	0	0	0	0
County, City, and Town Grants	0	0	0	0	0	0
Structured English Immersion	0	0	0	0	0	0
Compensatory Instruction	0	0	0	0	0	0
School Plant Funds	0	0	0	0	0	0
Food Service	0	0	0	0	0	0
Civic Center	1,150	4,340	0	1,950	2,472	3,018
Community School	0	0	0	0	0	0
Auxiliary Operations	0	0	0	0	0	0
Extracurricular Activities Fees	0	0	0	0	0	0
Gifts and Donations	9,394	0	0	2,786	2,786	6,608
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	0	0	0	0	0	0
School Opening	0	0	0	0	0	0
Insurance Proceeds	0	0	0	0	0	0
Textbooks	0	0	0	0	0	0
Litigation Recovery	0	0	0	0	0	0
Indirect Costs	0	0	0	0	0	0
Unemployment Insurance	0	0	0	0	0	0
Teacherae	0	0	0	0	0	0
Insurance Refund	0	0	0	0	0	0
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	0	0	0	0	0	0
Joint Technical Education	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Emergency Deficiencies Correction	0	0	0	0	0	0
Building Renewal Grant	0	0	0	0	0	0
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Permanent	0	0	0	0	0	0
Student Activities	0	0	0	0	0	0
Self-Insurance	0	0	0	0	0	0
Intergovernmental Agreements	0	0	0	0	0	0
OPFB	0	0	0	0	0	0
Other Funds	0	0	0	0	0	0

## **REPORTING OF HAZARDS / WARNING SYSTEMS**

### **(Pesticide Application Notice)**

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. 15-152, the District shall:

- Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.
- Provide continuing instruction for students absenting themselves.
- Post the areas scheduled to receive pesticide application.
- Maintain written records of pesticide application.

Pest-control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written preapplication notification containing the following information:

- The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 32-2307.

The Superintendent may require the pest-control applicator to fill out and make all required postings in accord with statute and with District policy and regulation. The name and telephone number of the applicator shall be attached to any posting.

The Superintendent shall prepare regulations for the implementation of this policy.

*Adopted:* date of manual adoption

LEGAL REF.: A.R.S. 15-152  
32-2307

CROSS REF.: IKEA - Make Up Opportunities

**REGULATION****REGULATION****REPORTING OF HAZARDS /  
WARNING SYSTEMS****(Pesticide Application Notice)**

The school administrator shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written notification, supervising the posting of notifications as required, and maintaining records of pesticide-application notifications.

**Oral and Written Notice**

All oral and written notification shall contain, at a minimum, the date, time, general areas to be treated, and brand name of the pesticide to be applied. During the *regular school session*, and not less than forty-eight (48) hours prior to pesticide application, notification shall be provided in the manner indicated below.

- Oral notification to all students and school employees shall be provided by means of:
  - School public address systems; *or*
  - Assembly communications; *or*
  - Staff meeting announcements; *or*
  - Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.
- Written notification to the parents or guardians of enrolled students shall be provided by means of:
  - Weekly school lunch menus; *or*
  - Special communications; *or*
  - Newsletters; *or*
  - Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

**Posting of Notice**

**REGULATION****REGULATION**

No less than forty-eight (48) hours prior to pesticide application, signs measuring at least eight and one half inches by eleven inches (8 1/2" x 11") shall be posted to identify pesticide application areas. The signs shall display:

- The words "warning - pesticides."
- The registration number issued by the United States Environmental Protection Agency.
- The date and time of the application.
- A phone number for the school contact person and one (1) for the licensed pesticide applicator.

The signs shall be placed at:

- The main entrance to all buildings where pesticide is to be applied.
- Playing fields where pesticide is to be applied.

The signs may be removed no less than forty-eight (48) hours after the pesticide is applied.

CROSS REF.: IKEA - Make Up Opportunities

**INTERGOVERNMENTAL AGREEMENT**  
**by and between**  
**CAVIAT**  
**and**  
**Northland Pioneer College**  
**for**  
**Provision of Joint Technological Education Courses**  
**at College Location**

This Intergovernmental Agreement (“Agreement”) is entered into between the Coconino Association for Vocations, Industry and Technology (CAVIAT) (hereinafter known as “JTED”) and Navajo County Community College District, also known as Northland Pioneer College (hereinafter known as “College”) for the joint exercise of powers pursuant to A.R.S. §11-952 *et seq.*, A.R.S. §15-393(K) and A.R.S. §15-1544(E);

**WHEREAS**, the parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-393(K) and A.R.S. §15-1544(E);

**WHEREAS**, the parties want to provide joint technological education courses (“JTE Courses”), as defined in Section 4(E) below, at the College’s location in Coconino County, and to operate under a central model;

**NOW THEREFORE**, in consideration of the mutual agreements set forth, the parties agree as follows:

**1. Purpose**

The purpose of this Agreement is to establish the terms and conditions under which JTED will provide JTE Courses which meet the criteria provided in A.R.S. §15-391(3).

**2. Term**

This Agreement shall commence and be effective on July 1, 2012, and shall be for a period of one (1) year unless terminated by either party as provided for in this Agreement. Payment, performance and obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.

**3. Termination**

This Agreement may be terminated by either party upon written notice to the other parties given no later than thirty (30) days before the end of the semester. Said termination shall not become effective until the end of the current semester in which notice is given. Termination of this Agreement shall be consistent with the provisions of A.R.S. §15-395.01. All property purchased by a party under this Agreement shall remain the property of that party and shall be returned to that party by the other party when no longer in use or upon termination, whichever is sooner.

#### 4. Requirements under A.R.S. §15-393(L)

##### A. Financial Provisions and Format for Billing. See Exhibit A.

(1) Payment for services shall not exceed the cost of the services provided.

(2) Payment obligations of JTED under this Agreement are conditioned upon receipt of funds from the State of Arizona. The obligations of College are conditioned upon the availability of funds appropriated or allocated by the governing body of College.

B. **Accountability Provisions.** The parties agree to cooperate as appropriate to ensure compliance of both parties with required student testing schedules and procedures, reporting, and other requirements of applicable state and federal law concerning accountability in educational programs. JTED may request an audit or accounting of expenditures by College related to joint technological education programs.

##### C. Responsibilities.

(1) Responsibilities of JTED.

a. JTED will manage and control the joint technological education district.

b. JTED will be responsible for the content and quality of JTE Courses offered under this Agreement as JTE courses, and shall ensure that such courses meet the standards and outcomes expected of a college course under the criteria of ARS 15-1821.01.

c. JTED will review with the College the standard for the quality of the teachers who instruct JTE Courses and ensure that each such teacher meets the College's requirements for teaching College courses.

d. JTED and College have agreed that all teachers are employees of the College and JTED may reimburse College for a portion of the salary of any teacher instructing a JTE Course.

e. On or before December 31 of each year, JTED shall submit a detailed report to the Career and Technical Education Division of the Department of Education pursuant to A.R.S. §15-393(M).

f. JTED will upload student attendance reports into ADE SAIS system, subject to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, *et seq.*

g. JTED will provide access and appropriate classroom space to accommodate all students in the class at no charge to the College.

h. JTED will defray the cost of any and all students who are concurrently enrolled at Page Unified School District or Tse Yaato Accommodation school and shall reimburse the College for the tuition of those who remain enrolled beyond the dead line for dropping the class without cost for each semester (which is agreed by all parties to be October 17, 2012 for the Fall semester).

(2) Responsibilities of College.

a. Attendance data must be reported at least every week (7) days by the College to JTED.

b. Instructors will, upon request of CAVIAT personnel, periodically provide student progress information for those students considered by the instructor to be at risk of failing a class.

c. If College is offering Distance Learning CTE class opportunities, see Exhibit B.

d. College will provide necessary equipment, supplies, maintenance, property and liability insurance to conduct the JTED courses as agreed upon between College and JTED.

e. College will comply with all safety procedures in order to meet applicable State and Federal regulations.

f. College will cooperate with JTED to provide JTED with timely information for purposes of the report required by A.R.S. §15-393(m).

g. The College will be responsible for ensuring quality and that courses meet the rigors and outcomes expected of a college course meeting the criteria of ARS 15-1821.01.

h. The College will ensure that all instructors meet the standards of the college and that all students enrolled in these courses meet the College's enrollment criteria and the criteria of ARS 15-1821 and 15-1821-01.

h. The College is responsible for complying with all dual enrollment reporting required by the state.

i. The College is responsible for quality and assurance measures such as course monitoring, special training for faculty and participation in department meetings and curriculum development.

m. All College courses offered through this IGA must be approved by the Navajo County Community College District Governing Board to ensure the quality of courses and compliance with all state statutes.

**D. Type of Instruction.** All new College courses must be submitted for approval by August 15 of each school year and approved by the JTED Governing Board. The list of approved courses, type of instruction, the quality and content of each course, shall be attached hereto as Exhibit C. All classes that may generate funding must meet the criteria for programs as required by law. All College teachers are required to follow these criteria.

E. **Quality of Instruction.** “Joint technological education course” shall mean a course which meets the following criteria identified in A.R.S. §15-391(3) and all community college criteria:

(1) The course is designed to directly lead a student toward a specific career, vocation or industry.

(2) The course is taught by an instructor who is certified to teach career and technical education by the State Board of Education or by a postsecondary educational institution.

(3) The course requires specialized equipment or specialized instruction materials above and beyond the scope and cost of a standard educational course.

(4) The course is designed to lead the student toward certification that is accepted by a vocation or industry as a demonstration of skill or competency in that vocation or industry.

(5) The course is part of a program that requires students to obtain a passing score on an examination that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry.

(6) The course meets the standards of a career preparatory vocational program as determined by the career and technical education division of the Department of Education.

(7) The course is certified by the JTED Governing Board as having met all the requirements of this Paragraph (2).

(8) The course is approved by the Career and Technical Education Division of the Department of Education base on requirements prescribed in this Paragraph 2 within 120 days after the submission of all required documentation.

(9) The course is only offered to students in grades 9 through 12 inclusive.

**F. Enrollment.**

- (1) JTED will coordinate enrollment and registration with the staff of College.
- (2) College and JTED must approve all enrollments, verifying student eligibility in classes approved by the JTED Governing Board and the College Governing Board.
- (3) College will provide registration, attendance, credit and final grade information for JTED students in approved courses within 5 days of last day of each semester, consistent with State guidelines and subject to the requirements of FERPA.
- (4) Pursuant to A.R.S. §15-393H, the JTED may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in the joint district. However, the JTED and College have arranged and agree that tuition for courses taught pursuant to this Agreement shall be paid by the student and College shall directly collect such tuition under arrangements between the College and the student.
- (5) College and JTED will cooperate to ensure that students enrolled pursuant to this Agreement comply with all requirements under Proposition 300 as adopted by the College.
- (6) For purposes of this Agreement, a “student” is defined as any person enrolled in the joint district without regard to the person’s age or high school graduation status. Adults and post-secondary students may enroll in College programs subject to College’s policy, except that it is understood that CAVIAT is not financially or otherwise responsible for those students who are not enrolled concurrently at one of the public high schools as cited in Section C. (1) h of this document.

**G. Transportation Services.** Under this Agreement, transportation is not an issue and the College and the JTED have made no arrangements for such.

**5. Cancellation for Conflict of Interest**

Pursuant to A.R.S. §38-511, either party to this Agreement may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when either party receives written notice of the cancellation unless the notice specifies a later time.

## **6. Non-discrimination**

The parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.

## **7. Insurance**

College and JTED each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with State laws and shall name the other party as an additional insured.

## **8. Employees**

An employee of any party to this Agreement who works under the jurisdiction or control of or within the jurisdictional boundaries of another party to this Agreement pursuant to this Agreement is deemed to be an employee of both public agencies for the purposes of Arizona workers' compensation law, and A.R.S. §23-1022. The primary employer shall be solely liable for the payment of workers' compensation benefits.

## **9. Mutual Indemnification**

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other parties (as "Indemnitees") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury or any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

## **10. Applicable Law**

This Agreement shall be governed and interpreted by the laws of the State of Arizona. Unless otherwise stated in this Agreement, JTED shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through 15-396), as amended.

## **11. Mediation**

Neither party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The parties shall share the expenses of mediation, except that shared expenses shall not include the cost incurred by a party for representation by an attorney at the mediations, if such representation is desired.

## **12. Notice**

Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid, to:

### **JTED**

Jac Heiss, Superintendent  
CAVIAT  
P.O. Box 3940  
19 Poplar Street  
Page, AZ 86040  
Phone: 928.645.2737  
Fax: 928.645.2773

### **COLLEGE**

Jeanne Swarthout, President  
Northland Pioneer College  
P. O. Box 610  
Holbrook, AZ 85937  
Fax: 928.524.7419

## **13. Counterparts**

This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. This Agreement is effective as of the date first written above.

## **14. Waiver of Conflict**

The parties to this Agreement are aware that Mangum, Wall, Stoops & Warden, PLLC (the "Law Firm") represents more than one party to this Agreement in various matters, including the drafting and/or review of this Agreement. By signing this Agreement each party specifically acknowledges that (1) the Law Firm has, by this paragraph, informed each party that the Law Firm believes that it will be able to provide competent and diligent representation to each party to this Agreement represented by the Law Firm and its representation of each party is not prohibited by law and does not involve the assertion of a claim by one party against another party to this Agreement, (2) the party is aware of a potential conflict of interest, and (3) the party specifically waives any such claim based on the Law Firm's representation of other parties to this Agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

**IN WITNESS HEREOF**, the parties sign this Agreement:

**COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY (CAVIAT)**

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

Title:   Jac Heiss, Superintendent  

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012, upon resolution of the JTED Governing Board approving this Agreement and authorizing its Superintendent to sign below:

**Attorney approval:**

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the JTED Governing Board.

By: \_\_\_\_\_  
      Legal Counsel for JTED

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon resolution of the District Governing Board of the Navajo County Community College District, approving this Agreement and authorizing its President to sign below:

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Title: Jeanne Swarthout, President

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Governing Board of Navajo County Community College District.

By: \_\_\_\_\_  
Legal Counsel for the Navajo County Community College District

## **EXHIBIT A**

### **FINANCIAL PROVISIONS**

#### **1. APPROVED TUITION AND FEES APPLICABLE TO THIS AGREEMENT**

Tuition: \$62 per credit hour. Media fee: \$35 per student per semester.

Class fee: \$75 for Fall semester; \$145 for Spring semester.

#### **2. IDENTITY OF PERSON OR ENTITY RESPONSIBLE FOR PAYING STUDENT TUITION AND FEES**

CAVIAT is responsible for payment of tuition and fees. An individual billing account will be established for each participating student.

#### **3. ADDITIONAL CHARGES**

Except as provided in this section, no additional fees shall be charged for assessment tests, if any, used for placement purposes. Assessment fees, if any, will be charged subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

#### **4. FINANCIAL AID POLICIES**

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program. The provision, if any, of any grant, scholarship or financial aid shall be subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

All students enrolled in an authorized dual enrollment course are eligible for tuition and fee scholarships.

#### **5. FORMAT FOR BILLING**

Except as provided below, charges will be assessed each semester and invoices shall be sent no later than thirty (30) days after the end of the semester. Payment shall be due within thirty (30) days of receipt of the invoice.

## **Exhibit B**

### **Distance Learning CTE Courses**

Any College participating in Distance Learning CTE Classes utilizing the JTED Video Conferencing Distance Learning (VCDL) network will present the VCDL course to the JTED to accept as an approved site course, participate in JTED training to acquire usage procedures and instructional strategies, provide appropriate classroom environment and staff, and complete all necessary ADE forms in order for the class enrollment to be reported by the College to JTED.

## Exhibit C

### Type of Instruction

*List the program offered and the courses associated with each program. For each course, list the name of the course offered, a description of the course, the days of the week and times the course will be offered, the credit hours earned for completion of the course, and the name of the instructor of the course.*

#### **46.0300 - Electrical & Power Transmission Technologies (Industrial Mechanics)**

Fall Semester (10 credit hours) M, W 5:30 pm – 8:00 pm – Instructors TBA

Spring Semester (up to 12 credit hours) M, W 5:30 pm – 8:00 pm – Instructors TBA