

**NOTICE
OF REGULAR MEETING
& PUBLIC HEARING
OF THE
GOVERNING BOARD**



**Friday, June 14, 2019
9:00 AM
via teleconference**

Pursuant to A.R.S. 38-431.01, notice is hereby given to the general public that the CAVIAT Governing Board will hold a combined regular meeting and public hearing on **Friday, June 14, 2019 beginning at 9:00 AM** at the 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 Brent Neilson: 928-864-8379

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. PUBLIC HEARING-2019-2020 Proposed Maintenance Operating Budget and Capital Budgets
This will be the preliminary budget presentation for the FY 2019-20 budget. After the hearing, Board action is required to adopt the "proposed" budget. In July, a final Board vote will conclude the process.

- A. Call to Order of Public Hearing
- B. Review of 2019-2020 Proposed Maintenance Operating Budget and Capital Budgets – Claudina Douglas– **4**
Non Action Item
- C. Call for Questions and Discussion
- D. Adjournment of Public Hearing/ Call to Order of regular meeting
- E. Approval of proposed budget for FY2019-2020 budget – **Action Item**

4. CONSENT AGENDA

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

- A. Approval of Minutes: May 2, 2019 Regular Meeting **58**
- B. Approval of expense and payroll vouchers **63**
- C. Approval of Student Activities Account Balances for May 2019 **66**
- D. Approval of the intergovernmental agreements for 2019-2020 of the following member districts: Fredonia-Moccasin Unified District, Flagstaff Unified School District, Page Unified School District and Williams Unified School District **67**
- E. Approval of the Memorandum of Understanding with Northland Preparatory Academy, for 2019-2020, for our Central Campus programs delivered via Coconino Community College **129**
- F. Approval of the Memorandum of Understanding with Flagstaff Arts and Leadership Academy, for 2019-2020, for our Central Campus programs delivered via Coconino Community College and Satellite Programming **136**
- G. Approval for Jenn Merrick to be designated as the Student Activities Treasurer for SY 19-20
Per our auditor's request, CAVIAT board needs to designate someone to be the point person for the student accounts. Jenn already works with teachers to check their deposits, before I take them to the county treasurer's office. This designation just makes it official.
- H. Approval of ADI as sole source vendor for CAVIAT Business Services for FY20 **152**
- I. Approval of 3rd Party Vendor, ADI, for Payroll Services and Accounts Payable and Budgeting Services for CAVIAT JTED for fiscal year 2019-2020 **153**
- J. Approval of Tyler Technologies as sole source vendor for Schoolmaster Student Information Management System for FY19-20 **163**

- K. Approval of Tyler Technologies Schoolmaster Licenses and associated costs for 2019-2020
3.5% increase from SY18-19 164
- L. Approval for C. Cristine Swan, CPA to complete the CAVIAT FY 2019 Annual Audit
- M. Approval of the Annual TRUST and Alliance Proposal Acceptance Form (PAF) and Coverage Acceptance Form (CAF) for 2019-2020 165
- N. Approval of Dr. Brent Neilson as the CAVIAT CTED Qualified Evaluator for the 2019-2020 Fiscal Year (in accordance with Policy GCO Evaluation of Professional Staff Members)
As per policy GCO--Evaluation of Professional Staff Members, the CAVIAT CTED designates the Brent Neilson as the district's qualified evaluator for the teacher performance evaluation system and other certified and non-certified administrative staff members.
- O. Approval of new CAVIAT Central Campus Program, Early Childhood Education (countywide) and Construction Technologies (Flagstaff only), School Year 2019-2020, delivered by Coconino Community College
- P. Approval for the CAVIAT CTED Teacher Evaluation Instrument for 2019-2020 169
- Q. Approval of CAVIAT instructor contracts Sharon Hebestreit (Central Campus-Flagstaff) and Rich Krueger (Central Campus-Flagstaff) for SY 19-20 173
The contracts approved would be for instructors: Sharon Hebestreit, and Rich Krueger We will provide two contracts...one for under 30 days, and one for remainder of school year, after said time if enrollment is sufficient.
- All the above employees are in good standing and their annual evaluations have been completed.*
- R. Approval Guest Teachers Wendy Wetzel and Dr. Beth Chesterman, Flagstaff Central Campus for 2019-2020 at \$20 per hour
- S. Approval of the 4-year Arizona School Board Association service agreement subscription renewal, for 48 months, at \$291 per month, pre-paid in full, for a total of \$13,968. 177
5. UNFINISHED BUSINESS-none at this time
6. NEW BUSINESS
- A. Approval of Bill Justice for the 2019 -2020 ASBA Delegate Assembly September 8th, 2018 @ 8:30 am - 11:00 am in Scottsdale - **Action Item**
It should be noted that this is not an obligatory function of any school Board but rather an opportunity to be represented in the process ASBA uses to establish legislative priorities.
- As is customary, we like to identify a Board member and alternate to serve at the ASBA delegate assembly in September.*
- This person will represent CAVIAT and help establish legislative priorities for the year.*
- Those who are willing to serve are encouraged to express their interests so that the nomination and approval process may be accomplished.*
- If someone is slotted to attend this conference, I would like to suggest that she/he is our delegate.*
- B. ASBA Policy Advisories 646-650-First reading-**Non-Action Item** 187
- C. Discussion and Possible Approval by the CAVIAT Governing Board, to add the Coconino Community College Central Campus CTE teachers to the CAVIAT contract with the AZ Curriculum Consortium-**Possible Action Item**
While this will increase the CAVIAT financial contribution to the AZ Curriculum Consortium, I personally feel this is worth the increased cost, and further demonstrates our commitment to the success of the Central Campus programs, as well as demonstrating that we are good partners with CCC.
- D. Discussion and Possible Approval to Lease the CAVIAT Central Campus, to Coconino Community College, annually, providing them access to our classrooms, lab space, and secured storage- **Possible Action Item** 222
As you can see in the draft rental agreement the annual cost is \$1. FUSD has agreed to do the same for CCC. To date, while CCC Admin has not requested to use our site, though I have offered on multiple

occasions. However, other CCC staffers have expressed interest in using our building. Again, I think demonstrates our partnership and support of CCC.

E. Discussion and Possible Approval of the 2019-2020 IGA with Coconino Community College for CAVIAT Central Campus Programs-**Possible Action Item**

F. Suggested Future Agenda Items- **Non Action Item**

7. REPORTS

A. Governing Board

B. Superintendent

1) Legislative Update

2) Update on iCREATE Grant

3) Student climate survey for 2019-2020

240

4) CTSO Student Successes

291

5) Central Campus Enrollment Updates SY 19-20

Enrollment numbers for programs as of today, 6-5-19 are:

Alt. Energy Year 1 - 0

Alt. Energy Year 2 - 1

Bioscience - 1

Business Year 1 - 1

Business Year 2 - 2

CIS - 8

CNA - 12

ECE - 1

EMS - 5

HRM - 1

Medical Assistant Year 1 - 6

Medical Assistant Year 2 - 2

PreHealth Careers - 5

Engineering Sciences - 15

Veterinary Assistant - 16

Marine Tech - 0

6) Update on Page Area Students Participating Summer CAMT paid by CAVIAT

8. **CALENDAR OF EVENTS** The next Regular Board Meeting and Public Hearing for Budget Approval FY 19/20 is scheduled for **Monday, July 8th 2019 at 9am. This meeting will be held via teleconference.**

9. **ADJOURNMENT - Action Item**

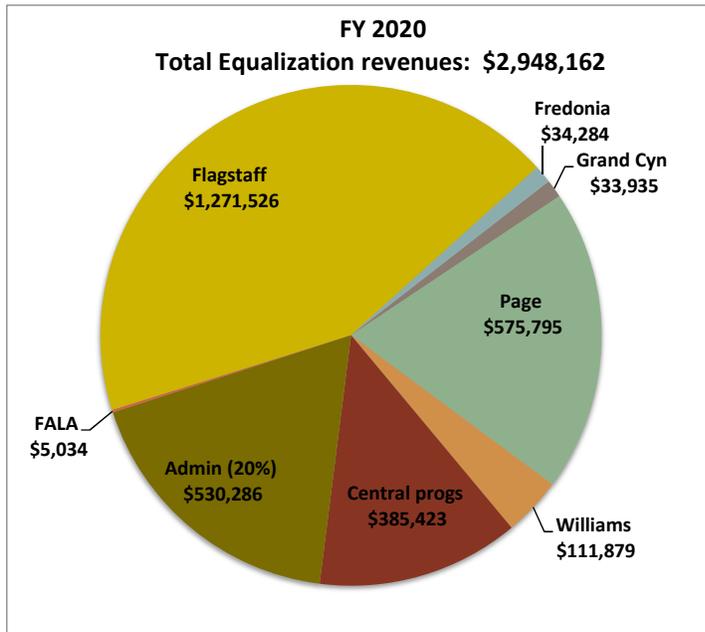
AGENDA DATED THIS June 5th, 2019-

CANCELLED DUE TO LACK OF QUORUM

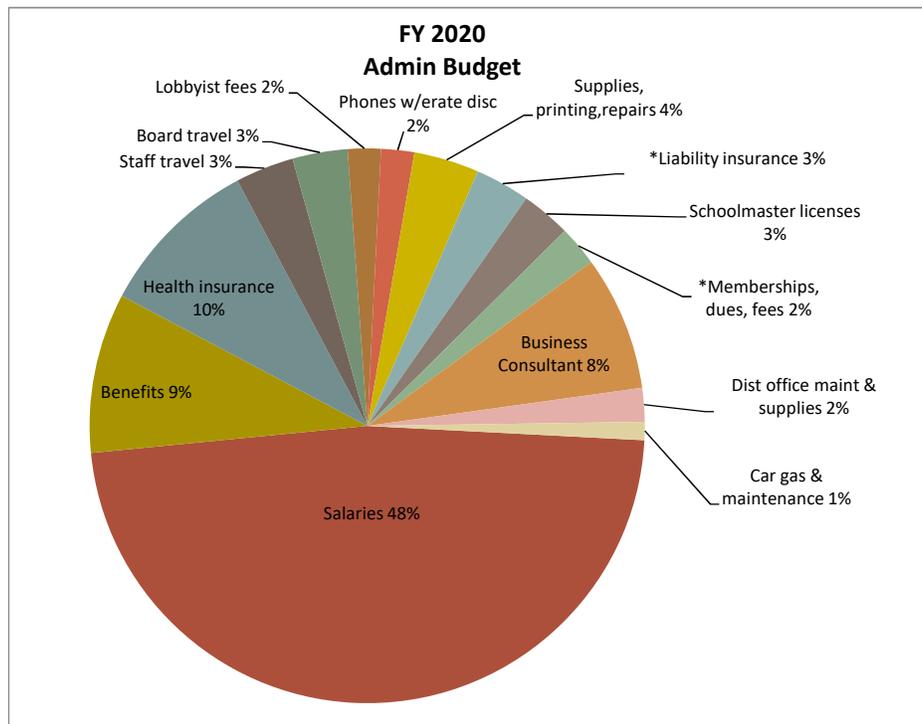
Brent Neilson
Superintendent

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 Brent Neilson at 928-864-8379 at least seventy-two (72) hours prior to the time scheduled for the meeting.

FALA	\$	5,034
Flagstaff	\$	1,271,526
Fredonia	\$	34,284
Grand Cyn	\$	33,935
Page	\$	575,795
Williams	\$	111,879
Central progs	\$	385,423
Admin (20%)	\$	530,286
Total	\$	2,948,162



FY20	Budget
Salaries	\$ 222,986
Benefits	\$ 43,655
Health insurance	\$ 44,494
Staff travel	\$ 16,000
Board travel	\$ 15,000
Lobbyist fees	\$ 9,000
Phones w/erate disc	\$ 9,000
Supplies, printing,repairs	\$ 17,800
*Liability insurance	\$ 15,000
Schoolmaster licenses	\$ 13,500
*Memberships, dues, fees	\$ 11,000
Business Consultant	\$ 36,840
Dist office maint & supplies	\$ 9,150
Car gas & maintenance	\$ 5,000
Audit	\$ 18,000
TOTAL Expenses	\$486,426
20% revenues	\$530,286
Difference	\$43,860





FY 2020
STATE OF ARIZONA
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET
DISTRICTWIDE BUDGET

Proposed

Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2020 was

Proposed June 14, 2019
Adopted
Revised
Date

Signed lines for Superintendent and Business Manager

SIGNED

SIGNED

The FY 2020 budget file for the version described above will be uploaded via
the Common Logon on ADE's website by June 15, 2019
Type the Date as MM/DD/YYYY

Superintendent Signature

Business Manager Signature

Superintendent Name (Typed Name)

Business Manager Name (Typed Name)

District Contact Employee:

Telephone: Email:

REVENUES AND PROPERTY TAXATION

Table with 2 columns: Description, Amount. Rows include Total Budgeted Revenues for Fiscal Year 2019 (\$1,928,944) and Estimated Revenues by Source for Fiscal Year 2020 (Local, Intermediate, State, Federal, TOTAL).

District Tax Rates for Prior and Budget Fiscal Years (A.R.S. §15-903.D.4)

Table comparing Prior FY 2019 and Est. Budget FY 2020 tax rates for Primary, Secondary, M&O Override, Special Program Override, Capital Override, Class A/B Bonds, CTED, and Desegregation.

TOTAL BUDGETED EXPENDITURES AND AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

Table with 3 columns: Description, Budgeted Expenditures, Budget Limit. Rows include Maintenance and Operation Fund, Unrestricted Capital Fund, Federal Projects, and Total Aggregate School District Budget Limit.

AVERAGE TEACHER SALARIES (A.R.S. §15-903.E)

Table with 2 columns: Description, Amount. Rows include Average salary of all teachers in FY 2020, FY 2019, increase from prior year, and percentage increase.

Average salary does not include Prop Performance Pay as it is based on various criteria and could change from year to year. In FY19, all teachers were paid \$33.05/hr. In FY20, all teachers will be paid \$34.70/hr, which is a 5% increase.

Table with 2 columns: Description, Amount. Rows include Average salary of all teachers in FY 2018 and Total percentage increase in average teacher salary since FY 2018.

DISTRICT NAME CAVIAT

COUNTY Coconino

CTD NUMBER 030801000

VERSION Proposed

DISTRICT CONTACT INFORMATION

Superintendent
 Business Manager
 School District Employee Report (SDER) Coordinator
 AzEDS/ADM Data Coordinator
 Governing Board Member
 Governing Board Member

Prefix	First Name	Last Name	Suffix	Email Address	Telephone Number
Dr.	Brent	Neilson		bneilson@caviat.org	928-645-2737
	Claudina	Douglas		cdouglas@adibiz.com	
	Mike	Twyford		mtwyford@caviat.org	928-645-2737
	Mike	Twyford		mtwyford@caviat.org	928-645-2737
	Matt	Yost		myost@grandcanyonschool.org	
	Doug	Wells		scoopwgc@aol.com	
	Bill	Justice		justice86040@scinternet.net	
	Elouise	Goatson		egoatson@pageud.org	
	Kay	Leum		steven.yazzie@srpnet.com	
	Craig	Howdeshell		chowdeshell@gmail.com	
	Lee	Treece		leetreece1@gmail.com	
	Brian	Locke		block@fisd1.org	

SELECT from Dropdown

Student Information Systems (SIS) Vendor

Tyler Technologies (Schoolmaster)

Accounting Information System

Other, please add at right

QuickBooks

District's website home page address

www.caviat.org

FUND 001 (M&O)

MAINTENANCE AND OPERATION (M&O) FUND

Expenditures	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ Decrease	
	Prior FY	Budget FY						Prior FY 2019	Budget FY 2020		
100 Regular Education											
1000 Instruction	1.	0.00						0	0	0.0%	
2000 Support Services											
2100 Students	2.	0.00						0	0	0.0%	
2200 Instructional Staff	3.	0.00						0	0	0.0%	
2300 General Administration	4.	0.00						0	0	0.0%	
2400 School Administration	5.	0.00						0	0	0.0%	
2500 Central Services	6.	0.00						0	0	0.0%	
2600 Operation & Maintenance of Plant	7.	0.00						0	0	0.0%	
2900 Other	8.	0.00						0	0	0.0%	
3000 Operation of Noninstructional Services	9.	0.00						0	0	0.0%	
610 School-Sponsored Cocurricular Activities	10.	0.00						0	0	0.0%	
620 School-Sponsored Athletics	11.	0.00						0	0	0.0%	
630 Other Instructional Programs	12.	0.00						0	0	0.0%	
700, 800, 900 Other Programs	13.	0.00						0	0	0.0%	
Regular Education Subsection Subtotal (lines 1-13)	14.	0.00	0.00	0	0	0	0	0	0	0.0%	
200 and 300 Special Education											
1000 Instruction	15.	0.00	51,000	4,085	55,000	1,500	2,034,454	2,828,142	2,146,039	-24.1%	
2000 Support Services											
2100 Students	16.	0.00	100,664	40,058	15,000	21,000	4,000	174,307	180,722	3.7%	
2200 Instructional Staff	17.	0.00			7,000			7,174	7,000	-2.4%	
2300 General Administration	18.	0.00	116,323	46,446	50,000	4,000	5,500	210,391	222,269	5.6%	
2400 School Administration	19.	0.00						0	0	0.0%	
2500 Central Services	20.	0.00			37,000	3,500	500	46,886	41,000	-12.6%	
2600 Operation & Maintenance of Plant	21.	0.00			82,990	10,000		92,990	92,990	0.0%	
2900 Other	22.	0.00					128,144	236,187	128,144	-45.7%	
3000 Operation of Noninstructional Services	23.	0.00						0	0	0.0%	
Subtotal (lines 15-23)	24.	0.00	0.00	267,987	90,589	246,990	40,000	2,172,598	3,596,077	2,818,164	-21.6%
400 Pupil Transportation	25.	0.00						0	0	0.0%	
510 Desegregation (from Districtwide Desegregation Budget, page 2, line 44)	26.	0.00	0.00	0	0	0	0	0	0	0.0%	
530 Dropout Prevention Programs	27.	0.00						0	0	0.0%	
540 Joint Career and Technical Education and Vocational Education Center	28.	0.00	0.00	0	0	0	0	0	0	0.0%	
550 K-3 Reading Program	29.	0.00						0	0	0.0%	
Total Expenditures (lines 14, and 24-29) (Cannot exceed page 7, line 11)	30.	0.00	0.00	267,987	90,589	246,990	40,000	2,172,598	3,596,077	2,818,164	-21.6%

The district has budgeted an amount in the M&O Fund equal to the General Budget Limit as calculated on page 7 of 8.

SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Programs 200 and 300)

(A.R.S. §§ 15-761 and 15-903)

	Prior FY	Budget FY	
1. Total All Disability Classifications	0		1.
2. Gifted Education	0		2.
3. Remedial Education	0		3.
4. ELL Incremental Costs	0		4.
5. ELL Compensatory Instruction	0		5.
6. Vocational and Technical Education (non-CTED)	0		6.
7. Career Education (non-CTED)	0		7.
8. Career Technical Education (CTED)	3,596,077	2,818,164	8.
9. Total (lines 1 through 8. Must equal total of line 24, page 1)	3,596,077	2,818,164	9.

Proposed Ratios for Special Education

(A.R.S. §§15-903.E.1 and 15-764.A.5)

Teacher-Pupil 1 to 0
 Staff-Pupil 1 to 0

Estimated FTE Certified Employees

(A.R.S. §15-903.E.2)

	Prior FY	Budget FY
Number of FTE - Certified Employees	3.50	1.50
Number of FTE - Certified Purchased Services Personnel		

Expenditures Budgeted for Audit Services

M&O Fund - Nonfederal	6350	<u>18000</u>
All Funds - Federal	<i>6330</i>	<u></u>

FY 2020 Performance Pay (A.R.S. §15-920)

Amount Budgeted in M&O Fund for a Performance Pay Component _____

Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line.

Expenditures Budgeted in the M&O Fund for Food Service

Amount budgeted in M&O for Food Service (Fund 001, Function 3100) _____
 (This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a)]

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Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 6810, 6890	Supplies 6600	Interest on Short-Term Debt 6850	Totals	
						Prior FY 2019	Budget FY 2020
Classroom Site Fund 011 - Base Salary							
100 Regular Education							
1000 Instruction						0	0
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff						0	0
Program 100 Subtotal (lines 1-3)	0	0				0	0
200 and 300 Special Education							
1000 Instruction	5,380	432				6,484	5,812
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff						0	0
Program 200 and 300 Subtotal (lines 5-7)	5,380	432				6,484	5,812
Other Programs (Specify) _____							
1000 Instruction						0	0
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff						0	0
Other Programs Subtotal (lines 9-11)	0	0				0	0
Total Expenditures (lines 4, 8, and 12)	5,380	432				6,484	5,812
Classroom Site Fund 012 - Performance Pay							
100 Regular Education							
1000 Instruction						0	0
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff						0	0
Program 100 Subtotal (lines 14-16)	0	0				0	0
200 and 300 Special Education							
1000 Instruction	10,761	862				43,259	11,623
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff						0	0
Program 200 and 300 Subtotal (lines 18-20)	10,761	862				43,259	11,623
Other Programs (Specify) _____							
1000 Instruction						0	0
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff						0	0
Other Programs Subtotal (lines 22-24)	0	0				0	0
Total Expenditures (lines 17, 21, and 25)	10,761	862				43,259	11,623
Classroom Site Fund 013 - Other							
100 Regular Education							
1000 Instruction						0	0
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff						0	0
Program 100 Subtotal (lines 27-29)	0	0	0	0		0	0
200 and 300 Special Education							
1000 Instruction						9,968	0
2100 Support Services - Students						0	0
2200 Support Services - Instructional Staff			11,623			10,000	11,623
Program 200 and 300 Subtotal (lines 31-33)	0	0	11,623	0		19,968	11,623
530 Dropout Prevention Programs							
1000 Instruction						0	0
Other Programs (Specify) _____							
1000 Instruction						0	0
2100, 2200 Support Serv. Students & Instructional Staff						0	0
Other Programs Subtotal (lines 36-37)	0	0	0	0		0	0
Total Expenditures (lines 30, 34, 35, and 38)	0	0	11,623	0		19,968	11,623
Total Classroom Site Funds (lines 13, 26, and 39)	16,141	1,294	11,623	0	0	69,711	29,058

6

VERSION Proposed

% Increase/Decrease	
0.0%	1.
0.0%	2.
0.0%	3.
0.0%	4.
-10.4%	5.
0.0%	6.
0.0%	7.
-10.4%	8.
0.0%	9.
0.0%	10.
0.0%	11.
0.0%	12.
-10.4%	13.
The district has budgeted an amount in Fund 011 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.	
0.0%	14.
0.0%	15.
0.0%	16.
0.0%	17.
-73.1%	18.
0.0%	19.
0.0%	20.
-73.1%	21.
0.0%	22.
0.0%	23.
0.0%	24.
0.0%	25.
-73.1%	26.
The district has budgeted an amount in Fund 012 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.	
0.0%	27.
0.0%	28.
0.0%	29.
0.0%	30.
-100.0%	31.
0.0%	32.
16.2%	33.
-41.8%	34.
0.0%	35.
0.0%	36.
0.0%	37.
0.0%	38.
-41.8%	39.
-58.3%	40.
The district has budgeted an amount in Fund 013 equal to the Classroom Site Fund Budget Limit as calculated on Page 8 of 8.	

10

FUND 610

UNRESTRICTED CAPITAL OUTLAY (UCO) FUND

Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6831, 6832	Interest (4) 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/ Decrease
							Prior FY 2019	Budget FY 2020	
Unrestricted Capital Outlay Override (1)							0	0	0.0%
Unrestricted Capital Outlay Fund 610 (6)									
1000 Instruction						130,000	629,316	130,000	-79.3%
2000 Support Services									
2100, 2200 Students and Instructional Staff							0	0	0.0%
2300, 2400, 2500, 2900 Administration							0	0	0.0%
2600 Operation & Maintenance of Plant							0	0	0.0%
2700 Student Transportation							0	0	0.0%
3000 Operation of Noninstructional Services (5)							0	0	0.0%
4000 Facilities Acquisition and Construction							0	0	0.0%
5000 Debt Service							0	0	0.0%
Total Unrestricted Capital Outlay Fund (lines 2-9)	0	0	0	0	0	130,000	629,316	130,000	-79.3%

The district has budgeted an amount in the UCO Fund equal to the Unrestricted Capital Budget Limit as calculated on Page 8 of 8.

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(5) Expenditures Budgeted in Unrestricted Capital Outlay (UCO) Fund for Food Service

Enter the amount budgeted in UCO for Food Service [Amount will be used to determine district compliance with state matching requirements pursuant to CFR Title 7, §210.17(a)]

(2) Detail by object code:

Unrestricted
Capital Outlay

- 6641 Library Books
- 6642 Textbooks
- 6643 Instructional Aids
- 673X Furniture and Equipment
- 673X Vehicles
- 673X Tech Hardware & Software

(6) Expenditures, if any, budgeted in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211.

(3) Includes principal on Capital Equity Fund loans of _____, principal on capital leases of _____, and principal on bonds of _____.

(4) Includes interest on Capital Equity Fund loans of _____, interest on capital leases of _____, and interest on bonds of _____.

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

Expenditures	UNRESTRICTED CAPITAL OUTLAY		BOND BUILDING		NEW SCHOOL FACILITIES		ADJACENT WAYS		
	Fund 610		Fund 630		Fund 695		Fund 620 (2)		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
Total Fund Expenditures	1.	629,316	130,000	0	0	0	0	0	1.
Select Object Codes Detail (1)									
6150 Classified Salaries	2.	0		0		0		0	2.
6200 Employee Benefits	3.	0		0		0		0	3.
6450 Construction Services	4.	0		0		0		0	4.
6710 Land and Improvements	5.	0		0		0		0	5.
6720 Buildings and Improvements	6.	0		0		0		0	6.
673X Furniture and Equipment	7.	0	0	0		0		0	7.
673X Vehicles	8.	0	0	0		0		0	8.
673X Technology Hardware & Software	9.	0	0	0		0		0	9.
6831, 6832 Redemption of Principal	10.	0		0		0		0	10.
6841, 6842, 6850 Interest	11.	0		0		0		0	11.
Total (lines 2-11)	12.	0	0	0	0	0	0	0	12.
Total amounts reported on lines 2-11 above for:									
Renovation	13.	0		0				0	13.
New Construction	14.	0		0		0		0	14.
Other	15.	0		0		0		0	15.
Total (lines 13-15, must equal line 12)	16.	0	0	0	0	0	0	0	16.

(1) Lines 2-11 may not include all budgeted expenditures of the fund. Total budgeted expenditures for each fund should be included on Line 1.

(2) Amount budgeted on line 1 for the Adjacent Ways Fund that will result in a tax levy in FY 2020 _____

12

**CALCULATION OF FY 2020 GENERAL BUDGET LIMIT
(A.R.S. §15-947.C)**

**A.
Maintenance
and Operation**

<p>*1. FY 2020 Revenue Control Limit (RCL) (from APOR55 tab, page 4)</p>	<p>\$ <u>2,668,370</u></p>	<p>\$ <u>2,668,370</u></p>	<p>\$</p>
<p>*2. (a) FY 2020 District Additional Assistance (DAA) (from APOR55 tab, page 5)</p>	<p>\$ <u>279,794</u></p>		
<p>(b) DAA Reduction for State Budget Adjustments (from APOR55 tab, page 5)</p>	<p><u>0</u></p>		
<p>(c) Total DAA (line 2.a minus 2.b)</p>	<p>\$ <u>279,794</u></p>	<p><u>149,794</u></p>	
<p>*3. FY 2020 Override Authorization (A.R.S. §§15-481 and 15-482 or 15-949 if small school adjustment phase down applies, see Calculations page, Calculation of Maximum Override for a District No Longer Eligible for a Small School Adjustment, line 6 and Calculation of Small School Adjustment Phase Down Limit, line 6)</p>			
<p>(a) Maintenance and Operation</p>			
<p>(b) Unrestricted Capital Outlay</p>			
<p>(c) Special Program</p>			
<p>*4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (Up to \$50,000 if no election is chosen for phase down, see Calculations page, Calculation of Small School Adjustment Phase Down Limit, line 6)</p>			
<p>*5. Tuition Revenue (A.R.S. §§15-823 and 15-824)</p>			
<p>Local (Do not include full-day kindergarten or summer school tuition)</p>			
<p>(a) Individuals and Other Private Sources</p>			
<p>(b) Other Arizona Districts</p>			
<p>(c) Out-of-State Districts and Other Governments</p>			
<p>State</p>			
<p>(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)</p>			
<p>*6. State Assistance (A.R.S. §15-976) and Special Ed. Voucher Payments Received (A.R.S. §15-1204)</p>			
<p>*7. Increase Authorized by County School Superintendent for Accommodation Schools [not to exceed amount on Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 15(e)] (A.R.S. §15-974.B)</p>			
<p>8. Budget Increase for:</p>			
<p>(a) Desegregation Expenditures (A.R.S. §15-910.G-K)</p>			
<p>* (b) Tuition Out Debt Service (from Calculations page, Calculation of Tuition Out for High School Students, line 5) (A.R.S. §15-910.M)</p>		<p><u>0</u></p>	
<p>* (c) Budget Balance Carryforward (from Calculations page, Calculation of M&O Fund Budget Balance Carryforward, line 13) (A.R.S. §15-943.01)</p>		<p><u>0</u></p>	
<p>(d) Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)</p>			
<p>(e) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2018 (A.R.S. §15-910.N)</p>			
<p>* (f) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)</p>			
<p>* (g) FY 2019 Performance Pay Unexpended Budget Carryforward (from Calculation page, Calculation of M&O Fund Budget Balance Carryforward, line 10.f) (A.R.S. §15-920)</p>		<p><u>0</u></p>	
<p>(h) Excessive Property Tax Valuation Judgments (A.R.S. §§42-16213 and 42-16214)</p>			
<p>* (i) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §§15-923 and 15-947)</p>			
<p>*9. Adjustment to the General Budget Limit (A.R.S. §§15-272, 15-905.M, 15-910.02, and 15-915) Include year(s) and descriptions, as applicable.</p>			
<p>(a) Prior Year Over Expenditures/Resolutions:</p>			
<p>(b) Decrease for Transfer from M&O to Energy and Water Savings Fund</p>			
<p>(c) Increase for Energy and Water Savings Fund Transfer to M&O</p>			
<p>(d) Noncompliance Adjustment</p>			
<p>(e) ADM/Transportation Audit Adjustment</p>			
<p>(f) Other:</p>			
<p>*10. Estimated Allocation of Additional Funding (2016 Prop 123 & Laws 2015, 1st S.S., Ch. 1, §6)</p>			
<p>11. FY 2020 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 cannot exceed this amount)</p>		<p>\$ <u>2,818,164</u></p>	
<p>12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 10) (A.R.S. §15-905.F) (to page 8, line A.11)</p>			<p>\$</p>

* Subject to adjustment prior to May 15 as allowed by A.R.S. Revisions are described in the instructions for these lines, as needed.

030801000
Proposed

B.
Unrestricted
Capital Outlay

0

130,000

130,000

SUPPLEMENT TO SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET FOR DISTRICTS THAT BUDGET FOR ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)

English Language Learners Supplement	FTE		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700
	Prior FY	Budget FY					
Expenditures							
English Language Learner Fund 071 (A.R.S. §15-756.04)							
1000 Instruction	1.	0.00					
2000 Support Services							
2100 Students	2.	0.00					
2200 Instructional Staff	3.	0.00					
2300 General Administration	4.	0.00					
2400 School Administration	5.	0.00					
2500 Central Services	6.	0.00					
2600 Operation & Maintenance of Plant	7.	0.00					
2700 Student Transportation	8.	0.00					
2900 Other	9.	0.00					
Total (lines 1-9) (to Budget, page 6, Other Funds, line 2)	10.	0.00	0.00	0	0	0	0
Compensatory Instruction Fund 072 (A.R.S. §15-756.11)							
1000 Instruction	11.	0.00					
2000 Support Services							
2100 Students	12.	0.00					
2200 Instructional Staff	13.	0.00					
2300 General Administration	14.	0.00					
2400 School Administration	15.	0.00					
2500 Central Services	16.	0.00					
2600 Operation & Maintenance of Plant	17.	0.00					
2700 Student Transportation	18.	0.00					
2900 Other	19.	0.00					
Total (lines 11-19) (to Budget, page 6, Other Funds, line 3)	20.	0.00	0.00	0	0	0	0

19

2

Other 6800	Totals		% Increase/ Decrease
	Prior FY 2019	Budget FY 2020	
	0	0	0.0% 1.
	0	0	0.0% 2.
	0	0	0.0% 3.
	0	0	0.0% 4.
	0	0	0.0% 5.
	0	0	0.0% 6.
	0	0	0.0% 7.
	0	0	0.0% 8.
	0	0	0.0% 9.
0	0	0	0.0% 10.
	0	0	0.0% 11.
	0	0	0.0% 12.
	0	0	0.0% 13.
	0	0	0.0% 14.
	0	0	0.0% 15.
	0	0	0.0% 16.
	0	0	0.0% 17.
	0	0	0.0% 18.
	0	0	0.0% 19.
0	0	0	0.0% 20.

SUMMARY OF SCHOOL DISTRICT PROPOSED EXPENDITURE BUDGET

CTD NUMBER 030801000
VERSION Proposed

I certify that the Budget of _____ District, _____ County for fiscal year 2020 was officially proposed by the Governing Board on _____, 2019, and that the complete Proposed Expenditure Budget may be reviewed by contacting _____ at the District Office, telephone _____ during normal business hours.

President of the Governing Board

1. Average Daily Membership:		Prior Year	Budget Year	4. Average Teacher Salaries (A.R.S. §15-903.E) 1. Average salary of all teachers employed in FY 2020 (budget year) 20,809 2. Average salary of all teachers employed in FY 2019 (prior year) 19,818 3. Increase in average teacher salary from the prior year 991 4. Percentage increase 5% Average salary does not include Prop Performance Pay as it is based on various criteria and could change from year to year. In FY19, all teachers were paid \$33.05/hr. In FY20, all teachers will be paid \$34.70/hr, which is a 5% increase. 5. Average salary of all teachers employed in FY 2018 18,182 6. Total percentage increase in average teacher salary since FY 2018 14%
	2018 ADM	2019 ADM	2020 ADM	
Attending	0.000	0.000	0.000	
2. Tax Rates:		Prior FY	Est. Budget FY	
Primary Rate (equalization formula funding and budget add-ons not required to be in secondary rate)		0.0000	0.0000	
Secondary Rate (voter-approved overrides, bonds, and Career Technical Education Districts, and desegregation, if applicable)		0.0500	0.0500	
3. Budgeted Expenditures and Budget Limits:		Budgeted		
		Expenditures	Budget Limit	
Maintenance & Operation Fund		2,818,164	2,818,164	
Classroom Site Fund		29,058	29,056	
Unrestricted Capital Outlay Fund		130,000	130,000	

	MAINTENANCE AND OPERATION EXPENDITURES						% Inc./(Decr.) from Prior FY
	Salaries and Benefits		Other		TOTAL		
	Prior FY	Budget FY	Prior FY	Budget FY	Prior FY	Budget FY	
100 Regular Education							
1000 Instruction	0	0	0	0	0	0	0.0%
2000 Support Services							
2100 Students	0	0	0	0	0	0	0.0%
2200 Instructional Staff	0	0	0	0	0	0	0.0%
2300, 2400, 2500 Administration	0	0	0	0	0	0	0.0%
2600 Oper./Maint. of Plant	0	0	0	0	0	0	0.0%
2900 Other	0	0	0	0	0	0	0.0%
3000 Oper. of Noninstructional Services	0	0	0	0	0	0	0.0%
610 School-Sponsored Cocurric. Activities	0	0	0	0	0	0	0.0%
620 School-Sponsored Athletics	0	0	0	0	0	0	0.0%
630, 700, 800, 900 Other Programs	0	0	0	0	0	0	0.0%
Regular Education Subsection Subtotal	0	0	0	0	0	0	0.0%
200 and 300 Special Education							
1000 Instruction	150,864	55,085	2,677,278	2,090,954	2,828,142	2,146,039	-24.1%
2000 Support Services							
2100 Students	141,157	140,722	33,150	40,000	174,307	180,722	3.7%
2200 Instructional Staff	0	0	7,174	7,000	7,174	7,000	-2.4%
2300, 2400, 2500 Administration	165,726	162,769	91,551	100,500	257,277	263,269	2.3%
2600 Oper./Maint. of Plant	0	0	92,990	92,990	92,990	92,990	0.0%
2900 Other	0	0	236,187	128,144	236,187	128,144	-45.7%
3000 Oper. of Noninstructional Services	0	0	0	0	0	0	0.0%
Special Education Subsection Subtotal	457,747	358,576	3,138,330	2,459,588	3,596,077	2,818,164	-21.6%
400 Pupil Transportation	0	0	0	0	0	0	0.0%
510 Desegregation	0	0	0	0	0	0	0.0%
530 Dropout Prevention Programs	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	0	0	0	0	0	0	0.0%
TOTAL EXPENDITURES	457,747	358,576	3,138,330	2,459,588	3,596,077	2,818,164	-21.6%

SUMMARY OF SCHOOL DISTRICT PROPOSED EXPENDITURE BUDGET (Concl'd)

CTD NUMBER 030801000
 VERSION Proposed

TOTAL EXPENDITURES BY FUND				
Fund	Budgeted Expenditures		\$ Increase/(Decrease) from Prior FY	% Increase/(Decrease) from Prior FY
	Prior FY	Budget FY		
Maintenance & Operation	3,596,077	2,818,164	(777,913)	-21.6%
Instructional Improvement	11,822	3,000	(8,822)	-74.6%
English Language Learner	0	0	0	0.0%
Compensatory Instruction	0	0	0	0.0%
Classroom Site	69,711	29,058	(40,653)	-58.3%
Federal Projects	2,276	2,300	24	1.1%
State Projects	281,651	37,500	(244,151)	-86.7%
Unrestricted Capital Outlay	629,316	130,000	(499,316)	-79.3%
New School Facilities	0	0	0	0.0%
Adjacent Ways	0	0	0	0.0%
Debt Service	0	0	0	0.0%
School Plant Fund	0	0	0	0.0%
Auxiliary Operations	0	0	0	0.0%
Bond Building	0	0	0	0.0%
Food Service	0	0	0	0.0%
Other	28,466	8,050	(20,416)	-71.7%

M&O FUND SPECIAL EDUCATION PROGRAMS BY TYPE		
Program (A.R.S. §§15-761 and 15-903)	Prior FY	Budget FY
Total All Disability Classifications	0	0
Gifted Education	0	0
Remedial Education	0	0
ELL Incremental Costs	0	0
ELL Compensatory Instruction	0	0
Vocational and Technical Education (non-CTED)	0	0
Career Education (non-CTED)	0	0
Career Technical Education (CTED)	3,596,077	2,818,164
TOTAL	3,596,077	2,818,164

PROPOSED STAFFING SUMMARY				
Staff Type	Purchased Services Personnel FTE	Employee FTE	Total FTE	Staff-Pupil Ratio
Certified --				
Superintendent, Principals, Other Administrators		1	1	1 to 0.0
Teachers		2	2	1 to 0.0
Other			0	1 to
Subtotal	0	3	3	1 to 0.0
Classified --				
Managers, Supervisors, Directors		3	3	1 to 0.0
Teachers Aides			0	1 to
Other			0	1 to
Subtotal	0	3	3	1 to 0.0
TOTAL	0	6	6	1 to 0.0
Special Education --				
Teacher			0	1 to
Staff			0	1 to

FY 2020 Truth in Taxation Work Sheet (A.R.S. §15-905.01)

Table with 3 columns: Line Item, Amount, and Primary Property Tax. Line 1: FY 2020 Truth in Taxation Base Limit (from FY 2019 TNT work sheet, line 3 + line 11) \$ 0. Line 2: Deduction for discontinued programs \$ 0. Line 3: Adjusted FY 2020 TNT Base Limit \$ 0.

FY 2020 Budgeted Expenditures

Table with 3 columns: Line Item, Amount, and Primary Property Tax. Line 4: Desegregation (no longer a primary levy, must be zero) \$ 0. Line 5: Dropout Prevention (from page 1, line 27) \$ 0. Line 6: Joint Career and Technical Education and Vocational Education Center \$ 0. Line 7: Small School Adjustment (from page 7, line 4, columns A and B) \$ 0.

Adjustments for FY 2019 Expenditures

Table with 3 columns: Line Item, Amount, and Primary Property Tax. Line 8: Desegregation, Dropout Prevention, and Joint Career and Technical Education and Vocational Education Center. Sub-line a: FY 2019 Total Actual Expenditures for programs above \$ 0. Sub-line b: Sum of FY 2019 original budget amounts for programs above (from FY 2019 TNT work sheet, sum of lines 4, 5, and 6) \$ 0. Sub-line c: Expenditures over/(under) original budget (line 8.a minus line 8.b) \$ 0. Line 9: Small School Adjustment. Sub-line a: FY 2019 final budget for Small School Adjustment \$ 0. Sub-line b: FY 2019 original budget for Small School Adjustment (from FY 2019 TNT work sheet, line 7) \$ 0. Sub-line c: Amount over/(under) budget for Small School Adjustment (line 9.a minus line 9.b) \$ 0. Line 10: Total (add lines 4 through 7 and line 8.c. and line 9.c.) \$ 0. Line 11: Excess over Truth in Taxation Limit (1) (Line 10 minus line 3. If negative, enter zero.) \$ 0. Line 12: Amount to be Levied in FY 2020 for Adjacent Ways pursuant to A.R.S. §15-995 (from page 5, footnote 2) (1) \$ 0. Line 13: Amount to be Levied in FY 2020 for Liabilities in Excess of the Budget pursuant to A.R.S. §15-907 (1) \$ 0.

Calculations for Truth in Taxation Notice

Table with 3 columns: Calculation, Amount, and Primary Property Tax. A: Sum of lines 11, 12, and 13 \$ 0. B.1: Current Assessed Value \$ 0. B.2: (Line 3 divided by line B.1) x \$10,000 \$ 0 (2). C.1: Sum of lines 3, 11, 12, and 13 \$ 0. C.2: (Line C.1 divided by line B.1) x \$10,000 \$ 0 (2).

- (1) If an amount on line 11, 12, or 13 is greater than zero, the district must publish a Truth in Taxation Hearing Notice as described in A.R.S. §15-905.01.
(2) \$10,000 is used in these calculations to determine the amounts to include on the truth in taxation hearing notice for a \$100,000 home, as property tax residential properties are levied at 10% of the assessed valuation per A.R.S. §42-15003.

: Rate
ed

axes on

DATA ENTRY SHEET

FY 2020 LEGISLATIVE AMOUNTS

Base Level Amount (A.R.S. §15-901, as amended by Laws 2019, Ch. 265, §7)	\$	4,150.43
State Support Level per Route Mile (A.R.S. §15-945, as amended by Laws 2019, Ch. 265, §10)		
0.5 mile or less OR more than 1.0 mile	\$	2.69
More than 0.5 mile through 1.0 mile	\$	2.20
Qualifying Tax Rate for districts except career technical education districts		1.8954

UNWEIGHTED STUDENT COUNT

All districts must complete lines 1 through 6 below.

Prior years ADM amounts (lines 1 and 2) are used to calculate district additional assistance (DAA), including DAA growth factor if applicable, in accordance with A.R.S. §15-961. Estimated current year ADM (lines 3 through 6) is used to calculate the Group A weighted student count included in the Base Support Level calculation on the APOR55 tab, page 4.

	PSD	K-8	9-12	Total
1. Prior Years ADM (A.R.S. §§15-901 and 15-961) FY 2018 100th-Day ADM				
2. FY 2019 100th-Day ADM			432.331	432.331
3. Current Year ADM (A.R.S. §§15-943 and 15-808) FY 2020 Estimated Non-AOI Student Count			476.155	476.155
4. FY 2020 Estimated AOI Full-Time Student Count				0.000
5. FY 2020 Estimated AOI Part-Time Student Count				0.000
6. Total FY 2020 Estimated Student Count	0.000	0.000	476.155	476.155

STUDENT COUNT BY CATEGORY

Student counts used to calculate the Group B weighted add-on count used in calculating the Base Support Level.

	Non-AOI Student Count	AOI Full-Time Student Count	AOI Part-Time Student Count
7. K-3 Reading			
8. K-3			
9. ELL			
10. HI			
11. MD-R, A-R, and SID-R			
12. MD-SC, A-SC, and SID-SC			
13. MD-SSI			
14. OI-R			
15. OI-SC			
16. P-SD			
17. DD*, ED, MIID, SLD, SLI*, and OHI			
18. ED-P			
19. MOID			
20. VI			
21. Total Add-on Count (lines 7 through 20)	0.000	0.000	0.000

*School aged students only

ADJUSTMENTS TO BASE SUPPORT LEVEL/BASE REVENUE CONTROL LIMIT (A.R.S. §15-944.E)

- 1. Check box if district is designated as a small isolated district by the State Board of Education. (A.R.S. §15-901)
- 2. Check box if the district has been approved for additional monies for teacher compensation by the State Board of Education. (A.R.S. §15-952)
- 3. Check box if the district has been approved to provide 200 days of instruction by ADE. (A.R.S. §15-902.04)

4. Adjusted FY 2020 Base Level Amount	\$4,150.43
5. Actual Teacher Experience Index (TEI) from FY 2019 Teacher Experience Report (if actual TEI is less than 1.0000 use 1.0000) (A.R.S. §15-941)	
6. FY 2018 actual non-federal audit expenditures from all funds (A.R.S. §15-914.F)	\$22,172.00
7. FY 2018 actual federal audit expenditures from all funds	
8. FY 2018 actual total audit expenditures from all funds (line 6 plus line 7)	\$22,172.00

TRANSPORTATION (A.R.S. §§15-816.01, 15-945, as amended by Laws 2019, Ch. 265, §10, and 15-946)

1. FY 2019 Approved Daily Route Miles	
2. Number of Eligible Students Transported in FY 2019	
3. FY 2019 Annual Expenditure for Bus Tokens	
4. FY 2019 Annual Expenditure for Bus Passes	
5. Actual Route Miles traveled in July and August 2018 to Transport Pupils w/Disabilities for Extended School Year	
6. Estimated Route Miles Traveled in June 2019 to Transport Pupils w/Disabilities for Extended School Year	

OTHER INFORMATION

1. Capital Transportation Adjustment (A.R.S. §15-963.B)	
a. PSD	
b. K-8	
c. 9-12	
2. Actual DAA State Budget Reduction Amount calculated by ADE (leave blank for budget adoption)	
a. PSD and K-8	
b. 9-12	
3. Consolidation/Unification Increase for Transitional Costs incurred in first year (A.R.S. §§15-912 and 15-912.01)	

ASSESSED PROPERTY VALUATIONS

4. 2019 Primary Assessed Valuation (AV)	\$1,488,033,969
5. 2019 Primary Assessed Valuation (AV2)	
6. 2019 Salt River Project (SRP) Valuation	\$59,707,591
2019 Government Property Lease Excise Tax Assessed Valuation	

DATA ENTRY SHEET

BUDGET BALANCE CARRYFORWARD (A.R.S. §15-943.01)

8.	Adjustments to the General Budget Limit (from FY 2019 BUDG75)	
9.	FY 2019 M&O Fund actual expenditures (from FY 2019 AFR)	\$3,596,077.00
10.	FY 2019 M&O Fund Actual Expenditures (if any) for:	
a.	Special Program Override	
b.	Desegregation (A.R.S. §15-910)	
c.	Tuition Out Debt Service	
d.	Dropout Prevention Programs	
e.	Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)	
f.	Performance Pay (A.R.S. §15-920)	
11.	Budget Balance Carryforward transferred to the School Opening Fund (if any)	\$0.00

DATA ENTRY SHEET

DISTRICTS RECEIVING FEDERAL IMPACT AID REVENUES (A.R.S. §15-905.R):

12.	FY 2020 Impact Aid Revenue	
13.	Impact Aid revenue deposited in FY 2020 to the Impact Aid Revenue Bond Debt Service Fund for principal and interest payments	
14.	Impact Aid revenue transferred in FY 2020 to the M&O Fund to provide cash for the TRCL/TSL difference	
15.	Impact Aid revenue transferred in FY 2020 to the M&O Fund to reduce or eliminate taxes	
16.	FY 2019 Ending Cash Balance in the Impact Aid Fund	

DISTRICTS OPERATING UNDER THE PROVISIONS OF THE SMALL SCHOOL ADJUSTMENT (A.R.S. §15-949):

17. Check box if the district previously operated under a small school adjustment and no longer qualifies based on current year ADM. The phase down limit for an override election pursuant to A.R.S. §15-481 is shown in the appropriate section of the Calculations page. If this box is checked, the district **must** complete line 18 below.

18.	Enter the fiscal year that the district exceeded the allowable student counts for the first time. (A.R.S. §15-949.C and .E)	FY	
19.	For unified districts that qualified for a phase down limit for K-8 or 9-12 but not both, enter 10% of the RCL attributable to the nonqualifying K-8 or 9-12 weighted student count as provided in A.R.S. §15-971(B)(2)(a).		

DISTRICTS NEEDING BSL ADJUSTMENT DUE TO TUITION LOSS (A.R.S. §§15-954 and 15-902.01):

Only complete this section if the district receives less tuition from a district which is inside or outside of this state because the district of residence began to offer instruction in one or more high school grade levels not previously offered.

20.	Base year - the fiscal year before the other district began to offer instruction	FY	
21.	Base year Attending ADM Grades 9-12		
22.	Number of tuitioned students lost in the year after the base year due to district of residence offering instruction in Grades 9-12 not offered previously		
23.	Tuition received in base year		
24.	Tuition received in fiscal year after base year		
25.	<input type="checkbox"/> Check box if the district lost student count resulting from the formation of a joint unified school district pursuant to A.R.S. §15-450		
26.	Additional number of tuitioned students lost in the second year after the base year (Type 05 districts only)		
27.	Additional number of tuitioned students lost in the third year after the base year (Type 05 districts only)		

TYPE 03 DISTRICT INFORMATION

1.	High School Student Count Transported by District of Residence to District of Attendance (A.R.S. §15-951.C)	
2.	Tuition Out for High School Students (A.R.S. §§15-448.J, 15-842, 15-910.M, and 15-951):	

Attending District Name	Attending District CTD Number	Tuition Out High School Count	Debt Service Per Pupil Tuition	M&O & UCO, Per Pupil Tuition
-------------------------	-------------------------------	-------------------------------	--------------------------------	------------------------------

Use lines 2.a through 2.e for budget **adoption** (as necessary)

a.				
b.				
c.				
d.				
e.				

Use lines 2.f through 2.j for budget **revision** (as necessary)

f.	0	0		
g.	0	0		
h.	0	0		
i.	0	0		
j.	0	0		

3. Check box for Type 03 districts no longer within a high school district due to the unification of the high school district. (A.R.S. §15-448.J)

ACCOMMODATION DISTRICT (TYPE 01) INFORMATION (A.R.S. §15-974)

1. Check box if the district offers instruction in grades 9-12. **Accommodation districts only.**
Only accommodation districts with a student count of **more** than 125 in grades K-8 or accommodation districts that offer instruction in grades 9-12 and have a student count of **more** than 100 in grades 9-12, should complete lines 2 through 4.

2.	Maintenance & Operation (M&O) Fund FY 2019 ending cash balance	
3.	10% of the FY 2020 RCL calculated using the district's 2019 ADM	
4.	Up to 5% of the FY 2020 RCL calculated pursuant to A.R.S. §15-482.B	\$

CALCULATIONS

CALCULATION OF SUPPORT LEVEL WEIGHTS (GROUP A WEIGHTS)

	DESIGNATED AS ISOLATED		NOT DESIGNATED AS ISOLATED	
	K-8	9-12	K-8	9-12
Student Count 0.001-99.999				
Support Level Weight	1.559	1.669	1.399	1.559
Student Count 100.000-499.999				
Student Count Constant	500.000	500.000	500.000	500.000
Student Count	-	0.000	0.000	476.155
Difference	=	0.000	0.000	23.845
Weight Adjustment Factor	x	0.0005	0.0005	0.0003
Support Level Weight Increase	=	0.000	0.000	0.010
Support Level Weight	+	1.358	1.468	1.278
Adjusted Support Level Weight	=	0.000	0.000	0.000
Student Count 500.000-599.999				
Student Count Constant	600.000	600.000	600.000	600.000
Student Count	-	0.000	0.000	0.000
Difference	=	0.000	0.000	0.000
Weight Adjustment Factor	x	0.0020	0.0020	0.0012
Support Level Weight Increase	=	0.000	0.000	0.000
Support Level Weight	+	1.158	1.268	1.158
Adjusted Support Level Weight	=	0.000	0.000	0.000
Student Count 600.000 or More				
Support Level Weight			1.158	1.268
Career Technical Education District				
Support Level Weight (A.R.S. §15-943.02)				1.339

OTHER CALCULATIONS

- Portion of BSL/BRCL from total K-3 and total K-3 Reading weighted student counts:

K-3	\$	0.00
K-3 Reading	\$	0.00
- Additional Tax in Districts Ineligible for Equalization Assistance, Amount to be Levied and Paid to the State (A.R.S. §15-992)

	\$	0.00
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CALCULATION OF DISTRICT ADDITIONAL ASSISTANCE (DAA) PER STUDENT COUNT AMOUNTS (A.R.S. §§15-951.C and 15-962.01)

TABLE TO CALCULATE DAA PER STUDENT COUNT

	K-8	9-12
1. FY 2020 Student Count (2019 ADM): .001 - 99.999		
DAA per Student Count	\$ 544.58	\$ 601.24
2. FY 2020 Student Count (2019 ADM): 100.000 - 499.999		
a. Student Count Constant	500.000	500.000
b. Student Count	-	432.331
c. Difference	=	67.669
d. Weight Adjustment Factor	x	0.0003
e. Support Level Weight Increase	=	0.027
f. Support Level Weight	+	1.398
g. Adjusted Support Level Weight	=	1.425
h. Support Level Amount	x	\$ 405.59
i. DAA per Student Count	=	\$ 577.97
3. FY 2020 Student Count (2019 ADM): 500.000 - 599.999		
a. Student Count Constant	600.000	600.000
b. Student Count	-	0.000
c. Difference	=	0.000
d. Weight Adjustment Factor	x	0.0012
e. Support Level Weight Increase	=	0.000
f. Support Level Weight	+	1.268
g. Adjusted Support Level Weight	=	0.000
h. Support Level Amount	x	\$ 405.59
i. DAA per Student Count	=	\$ 0.00
4. FY 2020 Student Count (2019 ADM): 600.000 or More & Career Technical Education Districts		
DAA per Student Count	\$ 450.76	\$ 492.94

CALCULATION OF MAINTENANCE AND OPERATION (M&O) FUND BUDGET BALANCE CARRYFORWARD (A.R.S. §15-943.01)

1. General Budget Limit (GBL) (from FY 2019 latest revised Budget, page 7, line 11)	\$	3,596,077.00
2. Adjustments to the GBL (from FY 2019 BUDG75)	\$	0.00
3. Adjusted GBL	\$	3,596,077.00
4. Budgeted M&O expenditures (from FY 2019 latest revised Budget, page 1, line 30, Total Budget Year Column)	\$	3,596,077.00
5. Adjustments to the GBL (from line 2)	\$	0.00
6. Adjusted Budgeted Expenditures	\$	3,596,077.00
7. Lesser of the Adjusted GBL (line 3) or the Adjusted Budgeted Expenditures (line 6)	\$	3,596,077.00
8. FY 2019 M&O Fund actual expenditures (from FY 2019 AFR)	\$	3,596,077.00
9. Budget Balance (line 7 minus line 8) (If negative, zero is shown. Any negative amount is shown here in parentheses.)	\$	0.00

Note: For lines 10.a through 10.f the FY 2019 actual expenditures are deducted from the budget amount. If the result is negative, zero is shown.

	FY 2019 Budget	Actual	Unexpended Budget
10. FY 2019 Actual Expenditures:			
a. Special Program Override	\$ 0.00	\$ 0.00	\$ 0.00
b. Desegregation	\$ 0.00	\$ 0.00	\$ 0.00
c. Tuition Out Debt Service	\$ 0.00	\$ 0.00	\$ 0.00
d. Dropout Prevention Programs	\$ 0.00	\$ 0.00	\$ 0.00
e. Joint Career and Technical Education and Vocational Education Center	\$ 0.00	\$ 0.00	\$ 0.00
f. Performance Pay	\$ 0.00	\$ 0.00	\$ 0.00

CALCULATIONS

- 11. Budget Balance after Deductions (If negative, the district does not have any budget balance to carry forward.)
- 12. Budget Balance Carryforward transferred to the School Opening Fund (not to exceed the lesser of line 11 or the FY 2019 M&O Fund ending cash balance)
- 13. Actual Budget Balance Carryforward to be used in M&O Fund (for GBL calculation on page 7, line 8.c)

- 14. Accommodation District Cash Balance Carryforward
 - a. M&O Fund cash balance as of June 30, 2019
 - b. Actual Budget Balance Carryforward
 - c. Remaining M&O Cash Balance
- 15. Accommodation District Maximum RCL Addition that may be authorized by County School Superintendent:
 - a. The amount on line 14.c or
 - b. 10% of the FY 2020 RCL calculated using the district's 2019 ADM
 - c. Up to 5% of the FY 2020 RCL calculated pursuant to A.R.S. §15-482.B
 - d. Result (line 15.b plus line 15.c)
 - e. The lesser of line 15.a or 15.d

\$	0.00
-	\$ 0.00
=	\$ 0.00
\$	0.00
-	\$ 0.00
=	\$ 0.00
\$	0.00
\$	0.00
+	\$ 0.00
=	\$ 0.00
\$	0.00

\$	0.00
\$	0.00
+	\$ 0.00
=	\$ 0.00

CALCULATIONS

CALCULATION OF THE AMOUNT AVAILABLE TO BE SPENT IN THE IMPACT AID FUND (A.R.S. §15-905.R)

1.	FY 2020 Impact Aid Revenue		\$	0.00
2.	Impact Aid revenue deposited in FY 2020 to the Impact Aid Revenue Bond Debt Service Fund for principal and interest payments	-	\$	0.00
3.	TRCL/TSL Difference		\$	0.00
4.	Impact Aid revenue transferred in FY 2020 to the M&O Fund to provide cash for the TRCL/TSL difference calculated on line 3	-	\$	0.00
5.	Impact Aid revenue transferred in FY 2020 to the M&O Fund to reduce or eliminate taxes	-	\$	0.00
6.	FY 2019 Ending Cash Balance in the Impact Aid Fund	+	\$	0.00
7.	FY 2020 Amount Available to be Spent in the Impact Aid Fund (on page 6, Federal Projects line 16)	=	\$	0.00

CALCULATION OF SMALL SCHOOL ADJUSTMENT PHASE DOWN LIMIT

Applies to any district that operated under the provisions of the small school adjustment (A.R.S. §15-949.A), and exceeded the allowable student counts for the first time before FY 2000. Districts that operated under the provisions of a small school adjustment and exceeded the allowable student counts for the first time after FY 1999, should refer to the next section to calculate their maximum override.

If in FY 2020, the K-8 student count is greater than 125 but less than 154, or the 9-12 student count is greater than 100 but less than 176, the district may continue to adopt a budget using a small school adjustment on page 7, line 4 of up to \$50,000 without an election. **OR** If the district holds an override election as provided in A.R.S. §15-481, the district may include up to the amount calculated below on page 7, line 3(a). **For purposes of small school adjustment, the FY 2020 student count is the 2019 ADM.**

1.	A district whose student count K-8 has exceeded 125 but is less than 154 may determine the small school adjustment phase down as follows:		\$	150,000.00
	a. Phase down base			0.000
	b. FY 2020 K-8 student count	-		125.000
	c. Small school student count limit	=		0.000
	d. Student count above the small school limit			0.000
	e. Adjusted Support Level Weight (See Table I at right for calculation)	x		0.000
	f. Weighted student count above small school limit	=		0.000
	g. Base Level Amount	x		0.00
	h. Phase down reduction factor	-	\$	0.00
	i. Grades K-8 small school adjustment phase down limit		\$	0.00
2.	A unified or union high school district whose student count in grades 9-12 has exceeded 100 but is less than 176 may determine the small school adjustment phase down as follows:		\$	350,000.00
	a. Phase down base			0.000
	b. FY 2020 9-12 student count	-		100.000
	c. Small school student count limit	=		0.000
	d. Student count above the small school limit			0.000
	e. Adjusted Support Level Weight (See Table II at right for calculation)	x		0.000
	f. Weighted student count above small school limit	=		0.000
	g. Base Level Amount	x		0.00
	h. Phase down reduction factor	-	\$	0.00
	i. Grades 9-12 small school adjustment phase down limit		\$	0.00
3.	For unified districts that qualified for a phase down limit for K-8 or 9-12 but not both, enter 10% of the RCL attributable to the nonqualifying K-8 or 9-12 weighted student count as provided in A.R.S. §15-971(B)(2)(a).		\$	0.00
4.	Allowable Small School Adjustment, subject to an election		\$	0.00
5.	10% of the District's Total RCL		\$	0.00
6.	Maximum override, subject to an election (Greater of line 4 or line 5)		\$	0.00

CALCULATION OF MAXIMUM OVERRIDE FOR A DISTRICT NO LONGER ELIGIBLE FOR A SMALL SCHOOL ADJUSTMENT

Applies to any district that operated under the provisions of a small school adjustment (A.R.S. §15-949.A) and exceeded the allowable student counts for the first time after FY 1999. Districts that operated under the provisions of the small school adjustment and exceeded the allowable student counts for the first time before FY 2000, should refer to the section above.

If in FY 2020, the K-8 student count is greater than 125 but less than 181, or the 9-12 student count is greater than 100 but less than 185, the district may hold an override election as provided in A.R.S. §15-481. The maximum amount the district may budget on Budget, page 7, line 3(a), subject to an override election, is the amount calculated below. **For purposes of small school adjustment, the FY 2020 student count is the 2019 ADM.**

1.	A district whose K-8 student count has exceeded 125, but is less than 181 may determine the maximum small school adjustment override as follows:		\$	0.00
	a. FY 2020 K-8 student count			0.000
	b. Small school student count limit	-		125.000
	c. Student count above the small school limit	=		0.000
	d. Phase-down factor	x		0.0045
	e. Result	=		0.0000
	f. Maximum Percent Increase to apply to RCL (.35 minus line 1.e)			0.0000
	g. K-8 Revenue Control Limit	x		0.00
	h. K-8 small school budget override limit (line 1.f x line 1.g) (If less than zero, zero is entered)		\$	0.00
2.	A district whose 9-12 student count has exceeded 100, but is less than 185 may determine the maximum small school adjustment override as follows:		\$	0.00
	a. FY 2020 9-12 student count			0.000
	b. Small school student count limit	-		100.000
	c. Student count above the small school limit	=		0.000
	d. Phase-down factor	x		0.0065
	e. Result	=		0.0000
	f. Maximum Percent Increase to apply to RCL (.65 minus line 2.e)			0.0000
	g. 9-12 Revenue Control Limit	x		0.00
	h. 9-12 small school budget override limit (line 2.f x line 2.g) (If less than zero, zero is entered)		\$	0.00
3.	For unified districts that qualified for a phase down limit for K-8 or 9-12 but not both, enter 10% of the RCL attributable to the nonqualifying K-8 or 9-12 weighted student count as provided in A.R.S. §15-971(B)(2)(a).		\$	0.00
4.	Allowable Small School Adjustment, subject to an election (line 1.h plus line 2.h plus line 3)		\$	0.00
5.	10% of the District's Total RCL		\$	0.00
6.	Maximum override, subject to an election (Greater of line 4 or line 5)		\$	0.00

CALCULATIONS

CALCULATION OF TUITION OUT FOR HIGH SCHOOL STUDENTS (A.R.S. §§15-448.J, 15-824, 15-910.M, and 15-951) For Common School Districts NOT within a High School District (Type 03)

LINES 1 AND 2 ARE FOR BUDGET ADOPTION

1. Increase to the GBL for Debt Service Tuition Outside the RCL

		A	B	C	D	
Attending District Name	Attending District CTD Number	Tuition Out High School Count	Debt Service Per Pupil Tuition	Debt Service Tuition Limit	Per Pupil Tuition in Excess of Debt Service Limit (B-C)	Increase to GBL (A x D)
a.	0	0.000	0.00	0.00	0.00	0.00
b.	0	0.000	0.00	0.00	0.00	0.00
c.	0	0.000	0.00	0.00	0.00	0.00
d.	0	0.000	0.00	0.00	0.00	0.00
e.	0	0.000	0.00	0.00	0.00	0.00
f.	Total High School Count:		0.000			
g.	Increase to GBL for Debt Service Tuition Outside the RCL (to line 5):					0.00

2. Increase to DSL and RCL for Tuition

Attending District Name	E M&O & UCO, Per Pupil Tuition	F Per Pupil Tuition Incl. Limited Debt Service (E + lesser of B or C)	Increase to DSL and RCL (A x F)
a.	0.00	0.00	0.00
b.	0.00	0.00	0.00
c.	0.00	0.00	0.00
d.	0.00	0.00	0.00
e.	0.00	0.00	0.00
f.	Increase to DSL and RCL for Tuition:		0.00

LINES 3 AND 4 ARE FOR BUDGET REVISION

3. Increase to the GBL for Debt Service Tuition Outside the RCL

		A	B	C	D	
Attending District Name	Attending District CTD Number	Tuition Out High School Count	Debt Service Per Pupil Tuition	Debt Service Tuition Limit	Per Pupil Tuition in Excess of Debt Service Limit (B-C)	Increase to GBL (A x D)
a.	0	0.000	0.00	0.00	0.00	0.00
b.	0	0.000	0.00	0.00	0.00	0.00
c.	0	0.000	0.00	0.00	0.00	0.00
d.	0	0.000	0.00	0.00	0.00	0.00
e.	0	0.000	0.00	0.00	0.00	0.00
f.	Total High School Count:		0.000			
g.	Revised Total Increase to GBL for Debt Service Tuition Outside the RCL (to line 5):					0.00

4. Increase to DSL and RCL for Tuition

Attending District Name	E M&O & UCO, Per Pupil Tuition	F Per Pupil Tuition Incl. Limited Debt Service (E + lesser of B or C)	Increase to DSL and RCL (A x F)
a.	0.00	0.00	0.00
b.	0.00	0.00	0.00
c.	0.00	0.00	0.00
d.	0.00	0.00	0.00
e.	0.00	0.00	0.00
f.	Revised Increase to DSL and RCL for Tuition (to line 6):		0.00

5. Adopted or Revised Increase to GBL for Debt Service Tuition Outside the RCL

0.00

6. Total Adjustment for Increase/(Decrease) in Tuition Out for High School Students after budget revision (line 4.f minus line 2.f)

0.00

CALCULATION OF ADJUSTMENT FOR TUITION LOSS AND STUDENT REVENUE LOSS PHASE-DOWN (A.R.S. §§15-954 and 15-902.01)

NOTE 1: This section is completed only if the district has indicated that it receives less tuition from a district which is inside or outside of this state because the district of residence began to offer instruction in one or more high school grade levels not previously offered.

1. Base Year Attending ADM Grades 9-12		0.00
2. Factor of 5%	x	0.05
3. ADM loss required to qualify	=	0.000
4. Number of tuitioned students lost in the year after the base year due to district of residence offering instruction in grades 9-12 not offered previously		0.000

NOTE 2: If line 3 is greater than line 4, do not complete the rest of this section. District does not qualify for an increase in the base support level (BSL).

5. Tuition received in base year		0.00
6. Tuition received in fiscal year after base year	-	0.00
7. Tuition loss (If result is less than zero, zero is entered)	=	0.00
8. BSL Adjustment for the first year after the base year		0.00
9. BSL Adjustment for the second year after the base year	first year factor x	0.75
	second year factor x	0.50
	third year factor x	0.25
10. BSL Adjustment for the third year after the base year	=	0.00
11. Increase in BSL for Tuition Loss Adjustment (line 8 + line 9 + line 10)		0.00

NOTE 3: In addition to any adjustment for tuition loss received pursuant to A.R.S. §15-954, a district which loses students from its student count resulting from the formation of a joint unified school district (pursuant to A.R.S. §15-450) and does not receive tuition for those students for the budget year, may increase its BSL (A.R.S. §15-902.01).

12. A district which loses at least 500 students may increase the BSL:

CALCULATIONS

a. By \$650,000 for the first year of the loss.	\$ 0.00
b. By \$600,000 for the second year following the loss.	\$ 0.00
c. By \$500,000 for the third year following the loss.	\$ 0.00
d. By \$300,000 for the fourth year following the loss.	\$ 0.00
e. By \$100,000 for the fifth year following the loss.	\$ 0.00
13. A union high school district may increase the BSL:	
a. By \$100,000 if it loses at least 50 students in the first year.	\$ 0.00
b. By \$200,000 if it loses an additional 50 students in the second year.	\$ 0.00
c. By \$325,000 if it loses an additional 50 students in the third year.	\$ 0.00
d. By \$200,000 in the fourth year if it was eligible for the third year loss.	\$ 0.00
e. By \$100,000 in the fifth year if it was eligible for the fourth year loss.	\$ 0.00

ADDITIONAL STATE AID TO EDUCATION (ASAE) INFORMATION FOR DEPARTMENT OF REVENUE (A.R.S. §15-992)

1. Dropout Prevention Program (from page 1, line 27)	\$ 0.00
2. Tuition-Out Debt Services (from Calculation of Tuition Out for High School Students section, lines 1.a through 1.e, column A x column B)	\$ 0.00
3. Adjustment for Tuition Loss (from APOR55 tab, page 4, BSL Adjustments section)	\$ 0.00
4. Liabilities in Excess of School Budget (from TNT Work Sheet, line 13)	\$ 0.00
5. Vocational M&O Expenses (from page 1, line 28)	\$ 0.00
6. Adjacent Ways (from TNT Work Sheet, line 12)	\$ 0.00
7. Phase Down Small School Budget Limit Exemption (based on Calculation of Small School Adjustment Phase Down Limit section, only if \$50,000 option is used without an election)	\$ 0.00

District Name CAVIAT

County Coconino

CTD Number 030801000

Version Proposed

Basic Calculations For Equalization Assistance FY 2019-20

District Page: **1 of 6**

<u>Non-AOI Student Counts</u>									
<u>Student Count</u>	<u>PSD</u>	<u>K-8</u>	<u>9-12</u>	<u>Total</u>	<u>Student Count</u>	<u>PSD</u>	<u>K-8</u>	<u>9-12</u>	<u>Total</u>
FY 2019-20 ADM	0.000	0.000	476.155	476.155	FY 2018-19 ADM	0.000	0.000	432.331	432.331

<u>Weighted Student Counts</u>	<u>Student Count</u>	<u>Support Level Weight</u>	=	<u>Weighted Student Count</u>
FY 2019-20 ADM: District PSD	0.000	x 1.450	=	0.000
District K-8	0.000	x 0.000	=	0.000
District 9-12	476.155	x 1.339	=	637.572
SubTotal	476.155			637.572

<u>Add-Ons (FY 2019-20 ADM)</u>	<u>Student Count</u>	<u>Support Level Weight</u>	=	<u>Weighted Add-on Count</u>
K-3 Reading	0.000	x 0.040	=	0.000
K-3	0.000	x 0.060	=	0.000
ELL	0.000	x 0.115	=	0.000
HI	0.000	x 4.771	=	0.000
MD-R, A-R, SID-R	0.000	x 6.024	=	0.000
MD-SC, A-SC, SID-SC	0.000	x 5.833	=	0.000
MD-SSI	0.000	x 7.947	=	0.000
OI-R	0.000	x 3.158	=	0.000
OI-SC	0.000	x 6.773	=	0.000
P-SD	0.000	x 3.595	=	0.000
DD*, ED, MIID, SLD, SLI*, OHI	0.000	x 0.003	=	0.000
ED-P	0.000	x 4.822	=	0.000
MOID	0.000	x 4.421	=	0.000
VI	0.000	x 4.806	=	0.000
Total Weighted Student Count Add-Ons				0.000

*School aged students only

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Basic Calculations For Equalization Assistance FY 2019-20

AOI Full Time Student Counts					Student Count	Prior year AOI Full-Time Student Counts are shown on the APOR 55-1, p. 2
Student Count	PSD	K-8	9-12	Total	FY 2018-19 ADM	
FY 2019-20 ADM		0.000	0.000	0.000		

Weighted Student Counts	Student Count	Support Level Weight	=	Weighted Student Count
FY 2019-20 ADM: District PSD	0.000	x 1.450	=	0.000
District K-8	0.000	x 0.000	=	0.000
District 9-12	0.000	x 1.339	=	0.000
SubTotal	0.000			0.000

Add-Ons (FY 2019-20 ADM)	Student Count	Support Level Weight	=	Weighted Add-on Count
K-3 Reading	0.000	x 0.040	=	0.000
K-3	0.000	x 0.060	=	0.000
ELL	0.000	x 0.115	=	0.000
HI	0.000	x 4.771	=	0.000
MD-R, A-R, SID-R	0.000	x 6.024	=	0.000
MD-SC, A-SC, SID-SC	0.000	x 5.833	=	0.000
MD-SSI	0.000	x 7.947	=	0.000
OI-R	0.000	x 3.158	=	0.000
OI-SC	0.000	x 6.773	=	0.000
P-SD	0.000	x 3.595	=	0.000
DD*, ED, MIID, SLD, SLI*, OHI	0.000	x 0.003	=	0.000
ED-P	0.000	x 4.822	=	0.000
MOID	0.000	x 4.421	=	0.000
VI	0.000	x 4.806	=	0.000
Total Weighted Student Count Add-Ons				0.000

*School aged students only

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Basic Calculations For Equalization Assistance FY 2019-20

AOI Part Time Student Counts					Student Count	Prior year AOI Part-Time Student Counts are shown on the APOR 55-1, p. 2
Student Count	PSD	K-8	9-12	Total	FY 2018-19 ADM	
FY 2019-20 ADM		0.000	0.000	0.000		

Weighted Student Counts	Student Count	Support Level Weight	=	Weighted Student Count
FY 2019-20 ADM: District PSD	0.000	x 1.450	=	0.000
District K-8	0.000	x 0.000	=	0.000
District 9-12	0.000	x 1.339	=	0.000
SubTotal	0.000			0.000

Add-Ons (FY 2019-20 ADM)	Student Count	Support Level Weight	=	Weighted Add-on Count
K-3 Reading	0.000	x 0.040	=	0.000
K-3	0.000	x 0.060	=	0.000
ELL	0.000	x 0.115	=	0.000
HI	0.000	x 4.771	=	0.000
MD-R, A-R, SID-R	0.000	x 6.024	=	0.000
MD-SC, A-SC, SID-SC	0.000	x 5.833	=	0.000
MD-SSI	0.000	x 7.947	=	0.000
OI-R	0.000	x 3.158	=	0.000
OI-SC	0.000	x 6.773	=	0.000
P-SD	0.000	x 3.595	=	0.000
DD*, ED, MIID, SLD, SLI*, OHI	0.000	x 0.003	=	0.000
ED-P	0.000	x 4.822	=	0.000
MOID	0.000	x 4.421	=	0.000
VI	0.000	x 4.806	=	0.000
Total Weighted Student Count Add-Ons				0.000

*School aged students only

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Basic Calculations For Equalization Assistance FY 2019-20

Base Support Level				Base Support Level			
	Non-AOI	AOI FT	AOI PT		Non-AOI	AOI FT	AOI PT
Extended BSL Amount	\$2,646,197.96	\$0.00	\$0.00	Weighted Student	637.572	0.000	0.000
Teacher Experience Index	1.0000	1.0000	1.0000	Weighted Add-On	+ 0.000	0.000	0.000
	\$2,646,197.96	\$0.00	\$0.00	Total Weighted	= 637.572	0.000	0.000
				AOI Funding	x	0.95	0.85
Extended BSL Amount Total		\$	2,646,197.96	Base Level Amount	x	\$4,150.43	\$4,150.43
Base Support Level Adjustments Total		\$	22,172.00	Extended Amount	=	\$2,646,197.96	\$0.00
Base Support Level/Base Revenue Control Limit		\$	2,668,369.96				
Calculation For TSL				Base Support Level Adjustments			
Approved Daily Route Miles				Audit Service Expense		\$	22,172.00
Total Approved Daily Route Miles	0			Increase for Tuition Loss Adjustment		\$	0.00
Eligible Students Transported	0			Increase for Student Revenue Loss Phase-Down		\$	0.00
Unadjusted Route Miles Per Eligible Student	0.000						
State Support Level Per Route Mile	0.00			Base Support Level Adjustments Total		\$	22,172.00
Daily Route Miles x 180 Days	0.00						
To and From School Support Level	\$	0.00		Calculation for DSL			
Activity Trip Level Factor		0.00		2019-20 Base Support Level (BSL)/BRCL		\$	2,668,369.96
Activity Trip Support Level	\$	0.00		2019-20 Consolidation		\$	0.00
Handicapped Extended School Year Mileage		0.000		Tuition Out For High School Students (Type 03)		\$	0.00
Handicapped Extended School Year Support Level	\$	0.00		2019-20 Transportation Support Level (TSL)		\$	0.00
				2019-20 District Support Level (DSL)		\$	2,668,369.96
Annual Expenditures For:	Bus Passes	Bus Tokens		Calculation For RCL			
Districts	\$0.00	\$0.00	\$	2019-20 Base Support Level (BSL)/BRCL		\$	2,668,369.96
2019-20 Transportation Support Level (TSL)			\$	2019-20 Consolidation		\$	0.00
			0.00	Tuition Out For High School Students (Type 03)		\$	0.00
				2019-20 Trans. Revenue Control Limit (TRCL)		\$	0.00
				2019-20 Revenue Control Limit (RCL)		\$	2,668,369.96
Calculation For TRCL				2019-20 DSL \$ 2,668,369.96 2019-20 RCL \$ 2,668,369.96			
2018-19 Transportation Revenue Control Limit (TRCL)		\$	0.00				
Change:	2019-20 TSL	\$	0.00				
	2018-19 TSL	\$	0.00				
	Difference:	\$	<u>0.00</u>				
Preliminary FY2019-20 TRCL			\$	0.00			
120% of FY2019-20 TSL	\$	0.00					
Adjusted FY2019-20 TRCL			\$	0.00			
2019-20 Transportation Revenue Control Limit			\$	0.00			

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District Name CAVIAT

County Coconino

CTD Number 030801000

Version Proposed

Basic Calculations For Equalization Assistance FY 2019-20

District Page: **5 of 6**

<u>District Additional Assistance (DAA) Calculations</u>	<u>PSD</u>	<u>K-8</u>	<u>9-12</u>	<u>Total</u>
FY 2019-20 District Student Count	0.000	0.000	476.155	
Type 03 District Tuition Out Trans. Count <i>(For Type 03 High School Only, Per Student Count Factor at 50%)</i>	0.000	0.000	0.000	
DAA Per Student Count	x \$450.76	x \$0.00	x \$492.94	
Preliminary DAA	= \$0.00	= \$0.00	= \$234,715.85	\$234,715.85
DAA Growth Factor				
FY 2019-20 Actual Student Count			476.155	
FY 2018-19 Actual Student Count	/		432.331	
FY 2019-20 DAA Growth Factor*	=		1.1014	
<i>*If less than or equal to 1.05, use 1. If greater than 1.05%, use 1 plus 50% of growth.</i>				
District DAA	\$0.00	\$0.00	\$246,615.94	\$246,615.94
DAA For High School Textbooks				
FY 2019-20 Actual 9-12 Student Count			476.155	
Support Level Amount For Textbooks			x \$69.68	
DAA For Textbooks				\$33,178.48
				\$279,794.42
DAA Adjustment	\$0.00		\$0.00	\$0.00
Total FY 2019-20 DAA Base	\$0.00		\$279,794.42	\$279,794.42

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District Name CAVIAT

County Coconino

CTD Number 030801000

Version Proposed

Basic Calculations For Equalization Assistance FY 2019-20

District Page: **6 of 6**

<u>Equalization Base for Lesser of DSL/RCL</u>				
	<u>Weighted Student Count</u>	<u>Percentage</u>	<u>Lesser of DSL or RCL</u>	<u>RCL/DSL Allocation</u>
PSD-8	0.000	0.0000	\$2,668,369.96	\$0.00
9-12	637.572	1.0000	\$2,668,369.96	\$2,668,369.96
Tuition Out For High School Student (Type 03)				\$0.00
Total	637.572			\$2,668,369.96

		<u>Qualifying Tax Rate</u>			<u>Qualifying Levy</u>
Primary Assessed Valuation (AV)	\$1,488,033,969.00	K-8	\$0.0500		
Primary Assessed Valuation 2 (AV2)	\$0.00	9-12	\$0.0500		
SRP Assessed Valuation	\$59,707,591.00				
GPLET Assessed Valuation	\$0.00				
Equalization Assessed Valuation	\$1,547,741,560.00 (/100)	X	\$0.0500	=	\$773,870.78

<u>Calculation of Equalization Assistance</u>				
	<u>PSD-8</u>	<u>9-12</u>		<u>Total</u>
RCL/DSL Allocation	\$0.00	\$2,668,369.96		\$2,668,369.96
DAA Allocation	\$0.00	\$279,794.42		\$279,794.42
District Type 03 Tuition Out Charge		\$0.00		\$0.00
FY 2019-20 Equalization Base	\$0.00	\$2,948,164.38		\$2,948,164.38
Qualifying Levy	\$773,870.78	\$773,870.78		\$1,547,741.56
Total Equalization Assistance	\$0.00	\$2,174,293.60		\$2,174,293.60

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Page	Reference	Instructions	Revision Instructions
	General	<p>These instructions are provided to help school districts prepare the expenditure budget. Within the forms, blue font and light blue highlights indicate that an instruction is linked to that specific line. An instructions button has also been provided that links to any general instructions or to the first instruction for a page. To return to the related form after reviewing the instructions, simply click on the form's tab at the bottom of the Excel screen or press the Alt and back arrow keys.</p> <p>Districts should complete the Data Entry page and Supplement, as applicable, <u>before</u> completing pages 1 through 8. To ensure that the district's data can be properly processed by ADE, formulas should not be changed without specific instructions from either the Arizona Auditor General's Office, Accounting Services Division, or ADE, School Finance.</p>	
	General	<p>Amounts in the prior year columns should be recorded from the budget columns of the latest revised Budget for FY 2019. Amounts should be rounded to the nearest dollar.</p> <p>Districts should budget for FY 2020 retirement contributions at the rate of 11.94% and for long term disability at a rate of 0.17% for a total contribution rate of 12.11%. Districts should also budget for any applicable alternative contribution payments to state retirement at a rate of 10.41%.</p>	
	Budget Revision	<p>Instructions for budget revision requirements have been incorporated into this document for each applicable line item. All lines that include revision instructions have a "Yes" in the Revision Instructions column to the right. To see only the revision instructions apply the filter so that only rows marked "Yes" will show.</p> <p>Prior to May 15 of the budget year, districts <u>must</u> make all of the revisions described in these instructions that would result in a decrease in budget limits and districts <u>may</u> make any of the described revisions that result in an increase in budget limits. Total expenditures in the Maintenance and Operation (M&O), Unrestricted Capital Outlay (UCO), and Classroom Site Funds (CSF) must not exceed the adjusted General Budget Limit (GBL), Unrestricted Capital Budget Limit (UCBL), and Classroom Site Fund Budget Limit (CSFBL), respectively, as reported on pages 7 and 8 of the latest revised budget. Therefore, if the net change to any of these budget limits is a <u>decrease</u>, the district <u>must</u> reduce budgeted expenditures in the related fund, to ensure that the budgeted amounts are within the prescribed limit. If the net change to any of these budget limits is an <u>increase</u>, the district <u>may</u> choose to revise budgeted expenditures in the related fund.</p>	Yes
	Budget Revision Continued	All districts must revise the FY 2020 budget to include the 2019 (prior year) and 2020 (current year) 100th-Day ADM from the applicable year's ADMS46-1 report, "Recalculated ADM State Aid Report."	Yes
Cover	District Tax Rates	District tax rates for FY 2019 should be the actual tax rates set by the County Board of Supervisors in August 2018. Tax rates for FY 2020 should be the district's best estimate. Districts should include detailed secondary tax rates for M&O, Special Program, and Capital Overrides; Class A Bonds; Class B Bonds; Career Technical Education District (CTED); and Desegregation. Class A Bonds are general obligation bonds approved by voters on or before December 31, 1998. Class B Bonds are general obligation bonds approved by voters after December 31, 1998.	
Cover	Average Teacher Salaries	<p>In accordance with A.R.S. §15-903(E), a district's budget must include the prominent display of the average salary of all teachers employed by the district for the budget and prior years, and the increase in the average salary of all teachers employed by the district for the budget year reported in dollars and percentage. Districts must also prominently post this information on their website home pages separate from their budgets. The law does not provide a definition of a teacher. Districts should be consistent in the type of salary information included in this table from year to year. An optional comment box is available to provide details on the average teacher salary calculation used by the district.</p> <p>Budget Revision Districts should revise the average teacher salary information any time a revised budget is submitted to ADE.</p>	Yes

Page	Reference	Instructions	Revision Instructions
District Contact Info		Fill in the contact information for all positions listed on this tab. If any of the positions don't exist at your district, please fill in the appropriate person to contact related to that topic. Budget Revision Districts should revise contact information, if necessary, any time a revised budget is submitted to ADE.	Yes
1	Line 4	Function code 2300, object code 6820-Judgments Against the District should be used to budget for excessive property tax valuation judgments to be paid in FY 2020. This amount should also be included on page 7, line 8(h). Pre-approval by ADE is required. Contact ADE's School Finance payment team at the email address below. SFPaymentTeam@azed.gov	
1	Line 9	Budget Revision Districts participating in the National School Lunch Program that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the M&O Fund on this line before May 15. ADE's Health & Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted. Any questions related to the state matching requirements should be directed to ADE's Health & Nutrition Services at (602) 542-8700.	Yes
1	Line 27	A district authorized by ADE to continue participation in Dropout Prevention Programs for FY 2020 pursuant to Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2, must budget the additional amount on this line.	
1	Line 28	A district that has entered into an intergovernmental agreement to establish a jointly owned and operated career and technical education and vocational education center, in accordance with A.R.S. §15-789, should budget for the center's expenditures on this line. A.R.S. §15-910.01 This provision does not apply to CTEDs established pursuant to A.R.S. §15-392. A.R.S. §15-910.01 requires the State Board of Education (SBE) approval prior to including an amount here. Currently, no districts have been authorized by the SBE.	
1	Line 29	Districts should budget for K-3 Reading Program expenditures on this line. The SBE must give approval to a district before any portion of the monies generated by the K-3 reading support level weight may be distributed to the district. A.R.S. §15-211 Contact ADE's Move on When Reading program area with questions concerning the K-3 Reading plan requirement and approval status at the link below. http://www.azed.gov/mowr/	
2	Spec. Ed. by Type	All expenditures budgeted in the M&O Fund for special education programs should be included regardless of the revenue source (e.g., state equalization assistance and property taxes). Districts should retain supporting documentation for the allocation of expenditures budgeted for individual special education programs. Supporting documentation should include a list of the programs, the number of teachers and students by program, and all computation work sheets. However, districts should budget total expenditures in Program 200—Special Education for disability classifications defined in A.R.S. §15-761 on line 1, Total All Disability Classifications.	
2	Spec. Ed by Type - Lines 4 and 5	Program code 260—ELL Incremental Costs and program code 265—ELL Compensatory Instruction are required to track expenditures related to English Language Learners (ELL). See Supplement instructions for more information on ELL.	
2	FTE Certified Employees	Include all certified personnel filling certified positions at the district.	
2	Audit Services	Enter the budgeted expenditures for nonfederal program and compliance audits (required object code 6350) to be paid from the M&O Fund only, and the budgeted expenditures for federal single audits (optional object code 6330) from <u>all</u> funds.	

Page	Reference	Instructions	Revision Instructions
2	M&O for Food Service	Districts participating in the National School Lunch Program are required to budget a portion of their state revenues to support the operation of their food service program. Districts should budget in the M&O Fund any amounts that will be expended during the 2020 school year for the operation of the food service program. Any questions related to the state matching requirements should be directed to ADE's Health & Nutrition Services at (602) 542-8700. Budget Revision Districts that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the M&O Fund on this line before May 15. ADE's Health & Nutrition Services will verify that amounts budgeted were spent when the	Yes
3	General	The Classroom Site Funds (CSF) are budget-controlled funds that must be used to supplement, rather than supplant, existing monies and in accordance with Laws 2000, 5th S.S., Ch. 1, §62, must not be used for administrative purposes. See USFR Memorandum No. 194 for additional guidance on the use of CSF monies.	
3	Lines 13, 26, and 39	Include amounts budgeted for registered warrant expense in the Interest on Short-Term Debt column. Districts should budget up to the Classroom Site Fund Budget Limit (CSFBL) as calculated on page 8, line B.7.	
3	Line 40	The total amount budgeted on line 40 cannot exceed the CSFBL on page 8, Line B.7. The total amount budgeted in FY 2020 will affect the next year's CSFBL. See A.R.S. §15-978 and calculation on page 8.	
4	Line 10	The amount budgeted in the UCO Fund cannot exceed the Unrestricted Capital Budget Limit (UCBL) on page 8, line A.12. The amount budgeted in Fund 610 in FY 2020 will affect the next year's UCBL. See A.R.S. §15-947(D) and calculation on page 8.	
4	Footnote 5	Districts participating in the National School Lunch Program are required to budget a portion of their state revenues to support the operation of their food service program. Districts should budget in the UCO Fund any amounts that will be expended during the 2020 school year for the food service program. Any questions related to the state matching requirements should be directed to ADE's Health & Nutrition Services at (602) 542-8700. Budget Revision Districts that have not already budgeted for the state matching requirements, should include any amounts to be expended for their food service program in the UCO Fund on this line before May 15. ADE's Health & Nutrition Services will verify that amounts budgeted were spent when the annual financial reports are submitted.	Yes
5	Other Funds— Required Capital Expenditure Detail for Funds 610, 630, 695, & 620	In accordance with A.R.S. §15-904(B), detailed budgeted and actual expenditures for only the items listed in lines 2-11 must be reported from the UCO (610), Bond Building (630), New School Facilities (695), and Adjacent Ways (620) Funds. The amounts reported on lines 2-11 may not include all expenditures of these funds as shown on line 1. Total budgeted expenditures for each fund should be included on line 1 of the table. In addition, these detailed expenditures reported on lines 2-11 must be separately reported as new construction or renovation on lines 13-15. If the designation of new construction or renovation does not apply to a particular expenditure reported on lines 2-11, the amount should be reported as "Other." Therefore, total budgeted expenditures for the detailed object codes listed for each fund as reported on line 12 must agree to the total amounts reported on line 16, by fund. Amounts on lines 12 and 16 may be less than the amounts on line 1 for each fund.	
5	Adjacent Ways Fund	In accordance with A.R.S. §15-995, each adjacent ways project proposal must be filed with the School Facilities Board and include the project cost estimate. If the entire project cost for the adjacent ways project is greater than \$50,000, the expenditure cannot be made unless the School Facilities Board validates both of the following: -The project that is proposed to be funded by the assessment is in compliance with state laws relating to adjacent ways projects. -The proposal selected by the district does not contain any additional work that is not listed in the adjacent ways proposal submitted by the district.	

Page	Reference	Instructions	Revision Instructions
6	Federal Projects, Line 16	Districts that receive Impact Aid monies should deposit them in Fund 378—Impact Aid. Monies in the fund are federal monies not subject to legislative appropriation. All districts that receive Impact Aid revenue should complete the Districts Receiving Federal Impact Aid Revenues portion of the Other Information section on the Data Entry tab to calculate the amount available to be spent in the Impact Aid Fund.	
6	State Projects, Line 26	In accordance with A.R.S. §15-249.06, as amended by Laws 2019, Ch. 98, §1, monies received from the college credit by examination incentive program should be deposited in Fund 456—College Credit Exam Incentives. At least 50% of the incentive bonus monies received from this program must be distributed to the associated classroom teacher for each student who passes a qualifying exam and to other teachers of relevant subjects who instructed that student, including but not limited to teachers in the same department or subject matter that contributed to the student passing the examination, as identified by the governing board or the school principal. The remainder of any bonus monies received from this program must be allocated by the school principal on behalf of the students who receive a passing score and may be used for teacher professional development or student instructional support, reimbursement of exam fees, or instructional materials.	
6	State Projects, Line 27	In accordance A.R.S. §15-249.08, as amended by Laws 2019, Ch. 265, §5, monies received from the Results-based Funding Fund should be deposited in Fund 457—Results-based Funding. Monies received must not supplant monies budgeted or received from any other source that are generally provided to that school. The majority of the monies received must be used at the school that earned the results for teacher salaries, to hire teachers, for school leader salaries, for classroom supplies, and for other strategies to sustain outcomes for students at that school. A portion of the monies received may be used for expanding and replicating that school site as a quality school model.	
6	Other Funds, Lines 2 and 3	Funds 071 and 072 should be budgeted in detail on the Supplement. Fund totals will pull to these lines. See the instructions for the Supplement for additional information.	
6	Other Funds, Line 4	In accordance with A.R.S. §15-1102, the proceeds from the sale or lease of school district property should be deposited in the School Plant Fund (500). Expenditures made from the School Plant Fund (500) should be made in accordance with the requirements of A.R.S. §15-1102. Districts may establish sub funds for School Plant in funds 501-504 to account for monies received that are restricted to different purposes by statute, but one total budget for all related monies must be reported here in Fund 500.	
6	Other Funds, Line 32	Budgeted expenditures related to monies remaining in Fund 080—Student Success Fund should be reported on line 32—Other, along with any other funds not included elsewhere in the budget.	
6	Internal Service Funds, Line 2	Include all expenditures for Intergovernmental Agreements (IGAs) in this line. If the district uses funds other than 955 to separately account for multiple IGAs, all IGA fund expenditures should be totaled and reported on this line.	
7	General	<p>For budget adoption, districts may apportion amounts on this page between the M&O and UCO Funds. After original adoption, and prior to May 15 of the budget year, amounts may be reapportioned based on the budgetary needs of the district, unless otherwise indicated on Budget, page 7, or in the following instructions.</p> <p>Record in column A on this page all amounts budgeted for use in the M&O Fund (to be included in the GBL). Record in column B all amounts budgeted for use in the UCO Fund (to be carried over to the calculations on Budget, page 8).</p> <p>Budget Revision When actual amounts are required, use the actual amount to date plus the estimated amount for the remainder of the fiscal year. After the May 15 budget revision, amounts cannot be reallocated between M&O and UCO.</p>	Yes

Page	Reference	Instructions	Revision Instructions
7	Line 1	After completing the Data Entry tab, the amount of the district RCL from the APOR55 tab, page 4 will pull to line 1. Budget Revision For budget revision, the Data Entry tab should be revised and the recalculated RCL will pull to line 1. See budget revision instructions for the Data Entry tab.	Yes
7	Lines 2(a)-(c)	Budget Revision Compare the amount for District Additional Assistance (DAA) on lines 2(c) to the applicable amount calculated by ADE on page 1 of the most recent FY 2020 BUDG25 Report. The amounts on lines (a) and (b) can be reconciled to page 5 of the district's most recent FY 2020 APOR 55-1 report from ADE. Districts that include a reduction greater than the amount calculated by ADE on line (b), will reduce their budget capacity by that amount. See budget revision instructions for Data Entry tab, Other Information section, line 2.	Yes
7	Line 2(b)	Laws 2018, Ch. 285, §27, as amended by Laws 2019, Ch. 265, §20, requires ADE to reduce DAA for FY 2020 for school districts with 2019 ADM of 1,100 or more. See the instructions for Data Entry tab, Other Information, line 2.	
7	Line 3	Do not include any overrides authorized to use excess Impact Aid cash on these lines. Districts should use prior year ADM to calculate the RCL for overrides (A.R.S. §15-943). Districts may recalculate their RCL based on prior year ADM in a separate copy of this budget file. Do not submit this separate copy of the file to ADE. Alternatively, districts can get weighted student counts from page 4 of ADE's FY 2019 "APOR Equalization Report", APOR 55-1. ADE has also posted a link to an override calculation worksheet that may be used as a guide in estimating the override amount. The override calculation worksheet and instructions can be found at the link below. In accordance with A.R.S. §15-951(B), the RCL used to determine the maximum M&O and Special Program overrides for Type 03 districts does not include the tuition paid by the district for high school students attending another district.	
		http://www.azed.gov/finance/files/2018/05/2019budgetoverrideestimator.xls	
7	Line 3(a)	See Line 3 Instructions above. If the voters in the override election authorize the district to exceed the RCL, and the increase is to be fully funded by revenues other than property taxes [A.R.S. §15-481(F)], only revenues derived from the FY 2019 ending cash balance in the M&O Fund [after the primary tax rate is reduced to zero as required by A.R.S. §15-481(T)] may be used. A.R.S. §15-481(P) Note: Districts will not be able to fund an override with Impact Aid monies in FY 2020, as Impact Aid monies are accounted for in the Impact Aid Fund.	
7	Line 3(a) Continued	The maximum amount a district may request for an M&O budget override is 15% of the district's RCL. If the district also requests a Special Program override pursuant to A.R.S. §15-482, the maximum amount a district may request for an M&O override is 10% of the RCL. A.R.S. §15-481(G)	
7	Line 3(b)	See Line 3 Instructions above. If the voters in the override election authorize the district to exceed the Capital Outlay Revenue Limit or District Additional Assistance and the increase is to be fully funded by revenues other than property taxes [A.R.S. §15-481(M)], only revenues derived from the FY 2019 ending cash balance in the M&O and UCO Funds [after the primary tax rate is reduced to zero as required by A.R.S. §15-481(T)] may be used. A.R.S. §15-481(S) Note: Districts will not be able to fund an override with Impact Aid monies in FY 2020, as Impact Aid monies are accounted for in the Impact Aid Fund. The maximum amount a district may request for a capital budget override is 10% of the RCL. A.R.S. §15-481(AA)	

Page	Reference	Instructions	Revision Instructions
7	Line 3(c)	See Line 3 Instructions above. A.R.S. §15-482 allows a district to request a budget override for programs designed for preschool students with disabilities and students enrolled in kindergarten through grade 12. The amount for the Special Program override may not exceed 5% of the RCL. If the voters in the override election authorize the district to exceed the RCL, and the increase is to be fully funded by revenues other than property taxes [A.R.S. §15-481(J)], the increase may only be budgeted and expended if sufficient monies are available in the M&O Fund. A.R.S. §15-481(Q) Note: Districts will not be able to fund an override with Impact Aid monies in FY 2020, as Impact Aid monies are accounted for in the Impact Aid	
7	Lines 3(a)-(c)	Budget Revision If the RCL originally used to calculate an override was reduced after budget adoption, the district must recalculate the maximum M&O, UCO, and Special Program override amounts in accordance with the instructions above. Arizona Attorney General Opinion 190-020 prohibits districts from recalculating overrides based on an increase in the RCL after secondary taxes have been levied for the applicable year. The amounts reported on lines 3(a) through (c) may not exceed the lesser of the original or recalculated maximum	Yes
7	Line 4	Districts with a student count of 125 or less in grades K-8, or 100 or less in grades 9-12 must include an amount on this line if they choose to make a small school adjustment to ensure that page 1, line 30 does not exceed the GBL for M&O. If the district previously qualified for a small school adjustment but has exceeded these student counts, see the instructions for Data Entry tab, Other Information section, lines 17 and 18. For the purposes of Small School Adjustment, districts should use prior year student count (2019 ADM). Districts should not include amounts on these lines for expenditures that are to be made from the Impact Aid Fund. Budget Revision If the district received approval from the county board of supervisors to revise its budget to include the cost of additional pupils that were not anticipated at budget adoption in accordance with A.R.S. §15-949(A)(2), include the revised amount on this line and notify ADE of any approved increase via email at SFBudgetTeam@azed.gov .	Yes
7	Line 5	Districts charging tuition for full-day kindergarten and summer school should <u>not</u> include an increase to the GBL. These tuition revenues should be recorded in the Community School Fund (520). Budget Revision Districts should compare actual tuition revenues received or expected to be received by June 30 to the amounts reported on lines 5(a) through (d) to determine whether the amounts must be decreased or may be increased. The debt service portion of tuition revenues should not be included on lines 5(a) through (d); as those revenues should be reported in the Debt Service Fund (700).	Yes
7	Line 5(d)	More information and instructions for calculating this amount can be found at the link below: http://www.azed.gov/finance/certificates-of-educational-convenience/	
7	Line 6	Include assistance received from the State for students whose parents are employed by certain State institutions as described in A.R.S. §15-976. Also, include amounts paid to the school district through the special education voucher payment system such as payments for teaching students at the district instead of sending the student to the Arizona State Schools for the Deaf and the Blind. Budget Revision Districts should use the work sheets provided by ADE to calculate the revised assistance to schools using the ADM reported on the FY 2020 ADM15. The work sheets are available on ADE's website at the link below. http://www.azed.gov/finance/certificates-of-educational-convenience/	Yes

Page	Reference	Instructions	Revision Instructions
7	Line 7	<p>Districts should <u>not</u> include amounts on this line for expenditures that are to be made from the Impact Aid Fund.</p> <p>Budget Revision If the June 30, 2019, actual cash balance for the M&O Fund was incorrectly estimated, an accommodation school district must complete and submit a revised budget file, even if the amount recorded on line 7 of the adopted budget is not revised. If the June 30, 2019 actual cash balance for the M&O Fund was accurate, accommodation schools may revise this file for other changes.</p> <p>The Actual Budget Balance Carryforward displayed on Calculations tab, Calculation of M&O Budget Balance Carryforward section, line 14.b should agree to the “Allowed Budget Balance Carry Forward” as reported on page 2 of the most recent FY 2019 BUDG75 Report.</p> <p>Record the district’s actual cash balance for the M&O Fund at June 30, 2019, on Data Entry tab, Accommodation District Information section, line 2. Finally, districts should recalculate lines 3 and 4 based on the revised RCL on APOR55 tab, page 4.</p> <p>Districts should compare the recalculated amount on line 15(e) of the Calculations tab to line 7 to determine whether the amount must be decreased or may be increased.</p>	Yes
7	Line 8(a)	<p>The total amount budgeted for desegregation expenditures in the M&O, UCO, and Impact Aid Funds cannot exceed the amount budgeted in FY 2009. Districts should <u>not</u> include amounts on these lines for desegregation expenditures that are to be made from the Impact Aid Fund.</p>	
7	Line 8(b)	<p>Districts should not include amounts on this line for expenditures that are to be made from the Impact Aid Fund.</p> <p>Budget Revision A common school district not within a high school district (Type 03) should report any adjustment for the excess debt service portion of actual tuition, as described in A.R.S. §§15-910(M) and 15-951(A) and (F), on this line. (See Budget Revision instructions for Data Entry tab, Type 03 District Information section, line 2.)</p>	Yes
7	Line 8(c)	<p>Districts are required to use actual expenditures in calculating the budget balance carryforward. Districts that have overexpended in the FY 2019 M&O Fund as authorized by the county board of supervisors, in accordance with A.R.S. §15-907, cannot record a budget balance carryforward.</p> <p>Districts should complete Data Entry page, Other Information section, lines 8 through 11. Districts may transfer an amount to the School Opening Fund, not to exceed the lesser of the FY 2019 M&O Fund ending cash balance or the actual budget balance carryforward. The amount transferred will reduce the amount of the budget balance carryforward; therefore, the amount carried forward may not exceed the amount on Calculation page, Calculation of M&O Fund Budget Balance Carryforward section, line 13.</p> <p>Budget Revision Districts should compare the amount on line 8(c) to the allowable amount on the FY 2019 BUDG75 Report to determine if revisions are necessary. The amounts on this line cannot exceed the amount reported on page 2 of the BUDG75 Report.</p>	Yes
7	Line 8(d)	<p>A district authorized by ADE to continue participation in the Dropout Prevention Programs, in accordance with Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2, for FY 2020 may record on this line an amount not to exceed the amount budgeted for the Dropout Prevention Programs in FY 1991. Districts should not include amounts on this line for expenditures that are to be made from the Impact Aid Fund.</p>	

Page	Reference	Instructions	Revision Instructions
7	Line 8(e)	A district may budget an amount less than or equal to interest expense for registering warrants or for net interest expense (interest expense minus interest income) on tax anticipation notes outside the FY 2020 RCL, if both of the following conditions apply: --The County Treasurer pooled all school district monies for investment during FY 2018 as provided in A.R.S. §15-996. --For those districts that received state aid in FY 2018, the districts applied for state aid apportionment before the date set as provided in A.R.S. §15-973	
7	Line 8(f)	For the first 3 years that a joint career and technical education and vocational education center is operating and serving students, all or a portion of the center's expenditures may be budgeted outside the RCL. A.R.S. §15-910.01 requires the State Board of Education (SBE) approval prior to including an amount here. The district <u>must</u> notify the SBE before adopting a Budget for the first year of operation, and notify ADE School Finance if this line will be used in calculating the GBL. Currently, no districts have been authorized by the SBE. This provision does not apply to career technical education districts established pursuant to A.R.S. §15-392.	
7	Line 8(g)	Do <u>not</u> include amounts budgeted for the Performance Pay component of the CSF here. Budget Revision Districts should compare the amount on this line to the applicable amounts on the FY 2019 BUDG75 Report to determine if revisions are necessary. The amounts on this line cannot exceed the amounts reported on page 2 of the BUDG75 Report.	Yes
7	Line 8(h)	Record the amount of any judgments expected to be paid in FY 2020 for an excessive property tax valuation judgment per A.R.S. §§42-16213 and 42-16214. This amount should also be included on page 1, line 4. Pre-approval by ADE is required. Contact ADE's School Finance payment team by email at SFPaymentTeam@azed.gov.	
7	Line 8(i)	Record the amount of reimbursements for unorganized territory mileage received from performance of a transportation services contract. Budget Revision Districts should compare actual reimbursements for transportation services received or expected to be received by June 30 to the amount reported on this line. The amount on this line cannot exceed the actual amount received for providing these transportation services.	Yes
7	Line 9	Record adjustments to the General Budget Limit on these lines. If more than 1 year or type of adjustment is recorded on any one line, indicate each year and the associated amount for each type of adjustment in the line description, but record only one combined amount for all years and types on each line. Record negative amounts in parentheses. Districts that need assistance with the adjustments should contact ADE's budget team. Budget Revision Districts should compare the budgeted adjustment amounts to the applicable ADE calculated values on page 1 of the most recent FY 2020 BUDG25, to determine if the amounts should be revised.	Yes
7	Line 10	For FY 2020, 2016 Prop 123 and Laws 2015, 1st Special Session, Ch. 1, §6 provide total additional funding of \$50,000,000 to districts and charter schools on a pro rata basis. Districts should increase their budget limits by estimating their portion of the increase by multiplying the district's percentage of statewide weighted student count, as reported on page 1 of its most recent Classroom Site Fund Detail Report, by \$50,000,000. However, actual amounts will vary and ADE will notify districts of the final amounts. District CSF Detail Reports can be accessed at the link below. Budget Revision Districts should compare actual additional funding received or expected to be received for the fiscal year to the amount reported on this line. The amount on this line cannot exceed the actual amount received for additional funding.	Yes
		http://apps.azed.gov/SchoolFinanceReports/Reports	Yes

Page	Reference	Instructions	Revision Instructions
8	Line A.2	Budget Revision Line A.2, if required, should agree to the most recent FY 2019 BUDG75 Report, page 2, “Add to FY20 Expenditure Budget for (UNR), page 8, line A2” This line will also include any positive or negative A.R.S. §15-915 adjustments as approved by ADE. Contact ADE’s School Finance budget team with questions concerning the reconciliation of any differences at SFBudgetTeam@azed.gov.	Yes
8	Lines A.3	Budget Revision Line A.3 should agree to the most recent FY 2019 BUDG75 Report, page 2 “Unrestricted Capital Available for FY19.” Contact ADE’s School Finance budget team with questions concerning the reconciliation of any differences at SFBudgetTeam@azed.gov.	Yes
8	Line A.6	Budget Revision This line should reflect total actual UCO Fund 610 expenditures as reported on the district’s FY 2019 AFR, less expenditures approved under A.R.S. §15-907 that are in excess of the most recently revised adopted FY 2019 UCO budget (budget page 4, line 10).	Yes
8	Line A.8	Budget Revision Line A.8 should agree to the actual amount of interest earned on investments as reported on the district’s FY 2019 AFR for the UCO Fund.	Yes
8	Line A.9	The district should forward a copy of the award letter from the SFB stating the specific amount being deposited in Fund 610, to ADE’s School Finance budget team at SFBudgetTeam@azed.gov. Budget Revision Enter the amount of money, if any, received or expected to be received, by fiscal year end.	Yes
8	Line A.10	Record adjustments to the UCBL on these lines. If more than 1 year or type of adjustment is recorded for any one line, indicate each year and the associated amount for each type of adjustment in the line description, but record only one combined amount for all years and types on each line. Record negative amounts in parentheses. Districts should contact ADE’s School Finance budget team at SFBudgetTeam@azed.gov before budgeting an amount on this line.	
8	Line A.10 continued	Budget Revision Districts should compare budgeted adjustment amounts to the applicable ADE calculated values on page 2 of the most recent FY 2020 BUDG25, to determine if the amounts should be revised.	Yes
8	Line B.2	Budget Revision Line B.2 should reflect total actual CSF expenditures as reported on the district’s FY 2019 AFR.	Yes
8	Line B.4	Budget Revision This line should agree to the total actual interest earned on CSF investments, as reported on the FY 2019 AFR for all 3 CSFs.	Yes
8	Line B.5	In accordance with A.R.S. §15-977(G)(1), the per pupil amount is calculated based on estimated available resources in the Classroom Site Fund for the budget year and adjusted for prior year revenue carryforwards or shortfalls. However, actual payments to districts may differ from the estimated per pupil Classroom Site Fund allocation. The FY 2020 allocation for the district is \$434 multiplied by the district’s weighted student count (based on fundable students attending within the school district). The FY 2020 CSF actual payments detail reports will be available on ADE’s website at the link below beginning in August 2019. http://apps.azed.gov/SchoolFinanceReports/Reports	
8	Line B.6	Some districts have lost CSF budget capacity from budgeting less than the CSFBL in prior years. This line may be used to recapture that budget capacity. Districts that need assistance with the adjustment should contact ADE’s budget team.	

Page	Reference	Instructions	Revision Instructions
Suppl	ELL General	<p>A.R.S. §15-756.02, as amended by Laws 2019, Ch. 3, §3, requires each school district to implement on a school-by-school basis 1 or more Structured English Immersion (SEI) and Alternative English Instruction (AEI) models adopted or approved by the State Board of Education pursuant to §A.R.S. 15-756.01. A.R.S. §15-756.01, as amended by Laws 2019, Ch. 3, §2, defines incremental costs as the costs that are associated with an SEI program pursuant to A.R.S. §15-752 or an AEI program pursuant to A.R.S. §15-753 that are in addition to the normal costs of conducting programs for English proficient students. Further, incremental costs do not include costs that replace the same types of service provided to English proficient students or compensatory instruction.</p> <p>A.R.S. §15-756.11 defined compensatory instruction as programs in addition to normal classroom instruction that may include individual or small group instruction, extended day classes, summer school, or intersession school. Compensatory instruction programs must be limited to improving the English proficiency of current ELL students and students who were ELL students and who have been reclassified as English proficient within the previous 2 years.</p>	
Suppl	ELL General Continued	<p>ELL Fund 071 is used to account for monies received from ADE to provide for the incremental cost of instruction to ELLs and must be used to supplement existing programs. In accordance with A.R.S. §15-756.03 and .04, as amended by Laws 2019 Ch. 3, §§4 and 5, ELL monies must not be used to supplant federal, state, or local monies, including desegregation monies, previously used for ELLs, or used to pay for the normal costs of conducting programs for English proficient students. Districts are required to submit a separate ELL Budget Request Form to ADE to request these monies for FY 2020.</p>	
Suppl	ELL General Continued	<p>In accordance with A.R.S. §15-756.11, the Compensatory Instruction Fund 072 is used to account for monies received from ADE for compensatory instruction programs in addition to normal classroom instruction as described above. Monies must be used to supplement existing programs and not supplant federal, state, or local monies, including desegregation monies levied pursuant to A.R.S. §15-910, used for ELLs or ELL compensatory instruction that were budgeted as of February 23, 2006. For FY 2020, there were no new monies available for compensatory instruction programs. ADE will allow districts to use the remaining monies but will deduct those amounts from future funding requests for compensatory instruction programs.</p>	
Suppl	ELL General Continued	<p>In all funds where ELL costs are incurred, districts should use program code 260—ELL Incremental Costs to record incremental costs necessary to implement an approved ELL model, program code 265—ELL Compensatory Instruction to record the costs of providing compensatory instruction to ELL students and students reclassified as English proficient in the last 2 years, and program code 435—Pupil Transportation—ELL Compensatory Instruction for transportation costs approved as part of compensatory instruction. However, when desegregation monies in the M&O Fund are used to pay for incremental or compensatory instruction costs, districts should use program codes 514—ELL Incremental Costs and 515—ELL Compensatory Instruction.</p>	
Suppl	ELL General Continued	<p>Districts may have ELL costs, in funds other than ELL Fund 071 and Compensatory Instruction Fund 072, that are beyond the incremental costs necessary to implement an approved ELL model and that are not considered compensatory instruction by statute. Districts should code these costs to program code 100—Regular Education. Districts may choose to separately track these costs in their accounting records using a more detailed program code under 100, such as program code 160.</p>	
Summary	Page 1	<p>Districts should report total PSD-12 average daily membership for fiscal years 2018 and 2019 from the ADMS45-2 Report, available on ADE's website. Districts should estimate 2020 current fiscal year ADM.</p>	
Truth in Taxation Work Sheet	General	<p>In accordance with A.R.S. §15-905.01, a district must hold a truth in taxation hearing on or before the adoption of the expenditure budget if the district budgets an amount that is higher than the truth in taxation base limit, levies any amount for adjacent ways pursuant to A.R.S. §15-995, or levies any amount for liabilities in excess of the budget pursuant to A.R.S. §15-907.</p>	

Page	Reference	Instructions	Revision Instructions
Truth in Taxation Work Sheet	General Continued	All districts must complete the Truth in Taxation Work Sheet to calculate the district's truth in taxation base limit, to determine if a hearing is required, and to report the portion of the FY 2020 primary property tax rate related to each of the truth in taxation expenditure categories. Information from this Work Sheet is provided to the Department of Revenue, Property Tax Oversight Commission. If an amount on line 11, 12, or 13 is greater than zero, the district must publish a truth in taxation hearing notice and hold a hearing. The amounts calculated on lines A, B.2, and C.2 of the Work Sheet should be used, where indicated, on the sample truth in taxation hearing notice. Districts must submit the completed Work Sheet to ADE as part of the budget package and must notify ADE of any subsequent changes to the truth in taxation base limit. If a truth in taxation hearing is held, the Work Sheet must also be made available to the general public at the hearing. See Review, Submission, and Publication Instructions issued with the 2020 expenditure budget forms and A.R.S. §15-905.01 for further requirements.	
Truth in Taxation Work Sheet	General Continued	The truth in taxation work sheet and notice do not need to be completed for budget revisions. The impact of any revisions should be included in the following year's truth in taxation calculation.	
Truth in Taxation Work Sheet	Line 1	The prior year TNT Base Limit reported on line 1 is the total of the Adjusted FY 2019 TNT Base Limit and the 2019 Excess over TNT Limit. This calculation assumes that the district properly noticed any required TNT Hearing in 2019. If the district reported an amount on the Excess over Truth in Taxation Limit line in 2019 but did not provide the required notification of a TNT hearing, the 2019 Excess over TNT Limit amount should not be added here.	
Truth in Taxation Work Sheet	Line 2	Use this line to reduce the TNT Base limit (line 1) for programs that the district is no longer eligible to budget for. Districts that are no longer eligible to budget for any of the programs on lines 4 through 7, or if the expenditures for those programs will be made only in the Impact Aid Fund, should have a TNT base limit of zero after deducting amounts for discontinued programs on this line.	
Truth in Taxation Work Sheet	Line 8.a	Use actual expenditures to date plus estimated amounts for the remainder of FY 2019.	

Page	Reference	Instructions	Revision Instructions
Data Entry	General	Districts should enter their CTD number and select the budget version on the Cover page prior to completing the Data Entry page. Formulas included on the Calculations and APOR55 pages will pull the data from the Data Entry and the Cover pages to calculate the amounts required for pages 7 and 8.	
Data Entry	General	The same data used by school districts to complete the budget work sheets prior to FY 2020 is entered on the Data Entry page and used in the Calculations and APOR55 pages. Districts should complete the applicable portions of the Data Entry tab before completing the Budget forms. To ensure that the district's data can be properly processed by ADE, formulas should not be changed without specific instructions from either the Arizona Auditor General's Accounting Services Division or ADE, School Finance.	
Data Entry	Unweighted Student Count Line 1	FY 2018 ADM is used to calculate the district's FY 2020 District Additional Assistance (DAA) growth factor, if any. Obtain the total ADM amount from the most recent ADE report "Basic Calculations for Equalization Assistance," APOR 55-1, available on ADE's website.	
Data Entry	Unweighted Student Count Line 2	Prior Year ADM FY 2019 100th-day ADM is used for all districts in the calculation of District Additional Assistance (DAA). Obtain total 100th-day ADM for PSD, K-8, and 9-12, including AOI students, from ADE report "2018-2019 ADM Recalculated State Aid Report," ADMS46-1, available on ADE's website. For common school districts not within a high school district (Type 03), the 9-12 column for this line should include only those students actually taught by the Type 03 district, if any. Budget Revision Districts should update amounts on this line to reflect 2019 100th-day ADM as reported on ADE report "2018-2019 ADM Recalculated State Aid Report," ADMS46-1.	Yes
Data Entry	Unweighted Student Count Lines 3, 4, and 5	Current Year ADM Current year ADM amounts are used to calculate the group A weighted student count and the weighted student count for the BSL calculation on the APOR55 page. For budget adoption, districts should estimate the student counts for Non-AOI, AOI Full-Time and AOI Part-Time for FY 2020. There are no ADE reports available to refer to at the time of budget adoption for these counts. For common school districts not within a high school district (Type 03), the 9-12 column for this line should include only those students that will be taught by the Type 03 district, if any. Budget Revision Districts should update amounts on these lines to reflect 2020 100th-day ADM as reported on ADE report "2019-2020 ADM Recalculated State Aid Report," ADMS46-1, available on ADE's website.	Yes

Page	Reference	Instructions	Revision Instructions
Data Entry	Student Count by Category Lines 7 through 20	For budget adoption, districts should estimate the FY 2020 student count for these lines. Budget Revision After the 100th-day in session, student counts to determine the Add-On weighted student counts should be obtained from the following ADE reports: K-3 Student Counts for both the K-3 & K-3 Reading support level weights "Summary Adjusted ADM Report," ADM20 ELL "English Language Learner Average Daily Membership," ELL20 Children with Disabilities "Special Education Program Summary ADM Report," SPED20	Yes
Data Entry	Student Count by Category Line 7	In accordance with A.R.S. §15-943, use these lines for the K-3 Reading support level weight. A.R.S. §15-211 requires districts to submit a plan for improving the reading proficiency of its pupils in Kindergarten programs and grades 1-3 to ADE by October 1 each year. This plan is required to include a budget for the use of the monies generated by the K-3 and K-3 Reading support level weights. Additionally, districts are required to use the monies generated by the K-3 Reading support level weight ONLY on instructional purposes intended to improve reading proficiency for pupils in Kindergarten programs and grades 1-3 with particular emphasis on pupils in Kindergarten programs and grades 1 and 2. K-3 Reading weight will only be included in the district's APOR55-1 and BUDG25 after the district's K-3 Reading Program Plan is approved by the State Board of Education. To facilitate budgeting for the monies generated by the K-3 and K-3 Reading support level weights, the portion of the district's base support level (BSL) that is generated by the K-3 and K-3 Reading support level weights is calculated and shown on line 1 in the Other Information section of the Calculations tab. Questions concerning the K-3 Reading plan requirement and approval status should be directed to ADE's Move on When Reading section at the link below: http://www.azed.gov/mowr/	
Data Entry	Student Count by Category Line 9	ELL (English Learners)	
Data Entry	Student Count by Category Line 10	HI (Hearing Impairment)	
Data Entry	Student Count by Category Line 11	MD - R (Multiple Disabilities - Resource), A - R (Autism - Resource), and SID - R (Severe Intellectual Disability - Resource)	
Data Entry	Student Count by Category Line 12	MD - SC (Multiple Disabilities - Self-contained), A - SC (Autism - Self-contained), and SID - SC (Severe Intellectual Disability - Self-contained)	
Data Entry	Student Count by Category Line 13	MD - SSI (Multiple Disabilities Severe Sensory Impairment)	
Data Entry	Student Count by Category Line 14	OI -R (Orthopedic Impairment - Resource)	
Data Entry	Student Count by Category Line 15	OI - SC (Orthopedic Impairment - Self Contained)	
Data Entry	Student Count by Category Line 16	P - SD (Preschool - Severe Delay)	

Page	Reference	Instructions	Revision Instructions
Data Entry	Student Count by Category Line 17	DD (Developmental Delay for children in kindergarten through age 10), ED (Emotional Disability), MIID (Mild Intellectual Disability), SLD (Specific Learning Disability), SLI (Speech/Language Impairment for K-12), and OHI (Other Health Impairments)	
Data Entry	Student Count by Category Line 18	ED - P (Emotional Delay - Private)	
Data Entry	Student Count by Category Line 19	MOID (Moderate Intellectual Disability)	
Data Entry	Student Count by Category Line 20	VI (Visual Impairment)	
Data Entry	Adjustments to BSL/BRCL Line 1	Districts designated as small isolated districts by the State Board of Education in accordance with A.R.S. §15-901 should use the check box on this line to activate the increase for small isolated districts in the calculation of the Group A support level weight.	
Data Entry	Adjustments to BSL/BRCL Line 2	Districts approved by the State Board of Education to receive additional monies for teacher compensation in accordance with A.R.S. §15-952 should use the check box on this line to activate the increase for the calculation of the BSL/BRCL.	
Data Entry	Adjustments to BSL/BRCL Line 3	In accordance with A.R.S. §15-902.04, school districts electing to provide 200 days of instruction during FY 2020 must receive approval from ADE prior to June 1, 2019. These districts should use the check box on this line to activate the increase for the calculation of the BSL/BRCL and the TSL/TRCL. Please contact the district's ADE School Finance account analyst for specific instructions and the form to request approval. Please contact ADE's School Finance account analyst team by email for specific instructions at the link below. SFAnalystTeam@azed.gov	
Data Entry	Adjustments to BSL/BRCL Line 4	As districts mark the proper check boxes on lines 1 through 3 above, the Adjusted FY 2020 Base Level Amount will automatically update to the proper amount to be used on page 4 of the APOR55 tab.	
Data Entry	Adjustments to BSL/BRCL Line 5	Use the FY 2019 "Teacher Experience Index (TEI)," SDER 96, available on ADE's website at the link below. Districts should print a copy or save an electronic copy for their records. www.ade.az.gov/sder/publicreports.asp	
Data Entry	Adjustments to BSL/BRCL Line 6	A.R.S. §15-914.F allows districts to increase the BSL if financial and compliance audit costs will be incurred for the budget year. Enter the non-federal FY 2018 audit expenditures from all funds on line 6. Amount entered should agree to the district's FY 2018 AFR. Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO).	
Data Entry	Adjustments to BSL/BRCL Line 7	Enter the FY 2018 federal audit expenditures from all funds (should agree to FY 2018 AFR). Do not include costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of district's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO).	
Data Entry	Transportation Lines 1 & 2	Obtain the amounts from the ADE report "Transportation Route Report," TRAN 55-1, available on ADE's website. A common school district not within a high school district must use the approved daily route miles and eligible students transported, excluding approved daily route miles and eligible students for high school students attending school in another district and being transported by another district.	

Page	Reference	Instructions	Revision Instructions
Data Entry	Transportation Lines 3 & 4	Used to increase the transportation support level for the annual expenditure for bus tokens and passes for students who qualify as eligible students as defined by A.R.S. §15-901. Enter the FY 2018 annual expenditures for bus tokens and passes from the ADE report "Transportation Route Report," TRAN 55-1, available on ADE's website.	
Data Entry	Transportation Line 5	The Extended School Year Route Miles for Pupils with Disabilities are obtained from the ADE report "Transportation Route Report," TRAN 55-1, available on ADE's website.	
Data Entry	Other Information Line 1	Enter any amount approved by the State Board of Education for a Capital Transportation Adjustment. Districts are eligible to receive a Capital Transportation Adjustment for the purchase of transportation vehicles if the district: --Has a student count of fewer than 600 in kindergarten and grades 1-12, --Transports as eligible students at least one-third of the total student count of the district, and --Has an approved daily route mileage per eligible student transported of more than 1.0, calculated in accordance with A.R.S. §15-945 on page 4 of the APOR55 tab. Any amount reported on this line will be pulled to the DAA Adjustment line on page 5 of the APOR55 tab. Amounts entered on lines 1(a) through 1(c) should agree to the DAA Adjustment amounts reported on the district's APOR 55-1, p. 5.	
Data Entry APOR55	Other Information Line 2 Page 5	Laws 2018, Ch. 287, §27, as amended by Laws 2019, Ch. 265, §20, requires ADE to reduce district additional assistance (DAA) for school districts with 2019 ADM of 1,100 or more for FY 2020. For budget adoption, districts with 2019 ADM of 1,100 or more will have the reduction calculated on page 5 of the APOR55 tab at 32.1% of the calculated DAA. To override this calculation, districts may enter amounts on lines 2.a and 2.b. Districts with 2019 ADM of less than 1,100 are exempt from the reduction and no amounts should be entered on lines 2.a and 2.b. Districts with 2019 ADM close to the 1,100 threshold should contact ADE, School Finance, for additional guidance on calculating the reduction. The actual amount will vary and ADE will notify districts of the final amounts. The Governor and the Legislature intend that districts increase the total percentage of classroom spending over the prior year's percentages in the combined categories of instruction, student support, and instructional support. Budget Revision Districts should enter the actual reduction amounts received from ADE for budget revisions on lines 2.a and 2.b.	Yes
Data Entry	Other Information Line 2 Continued	If the district enters amounts for capital transportation adjustment on lines 1.a through 1.c these amounts are also included in the DAA Adjustment line on the APOR55 tab, page 5. These amounts will cause a discrepancy between the DAA Adjustment shown on the APOR55 tab and the amount reported on the District's actual APOR 55-1 report until the capital transportation amounts are manually loaded into the APOR system by ADE, which usually occurs in March.	
Data Entry	Other Information Line 3	Include the amount of any transitional costs that are directly associated with routine formalities that are necessary as a result of consolidation, such as changing of signs, letterhead, stationery and similar issues.	
Data Entry	Other Information Line 5	Unified districts (Type 02) with a 9-12 Primary Assessed Valuation that differs from its PSD-8 Primary Assessed Valuation should enter its 9-12 valuation on the AV2 line.	
Data Entry	Other Information Line 8	This line should be left blank for budget adoption. Once the BUDG75 Report is available, districts may recalculate carryforward amounts for reconciliation to ADE's BUDG75 Report by filling in amounts on these lines from that report and zero filling the unexpended budget lines 10(a) through 10(e) below.	Yes
Data Entry	Other Information Line 9	For budget adoption, M&O actual expenditures should be based upon the FY 2019 actual expenditures to date plus estimated expenditures for the remainder of the fiscal year including encumbrances.	

Page	Reference	Instructions	Revision Instructions
Data Entry	Other Information Line 10.f	In accordance with A.R.S. §15-920, districts may budget any unexpended budget balance in the M&O section attributable to the Performance Pay component in its salary schedule from FY 2019 for use in that component in FY 2020. The Performance Pay budget amount is the portion of FY 2019 M&O expenditures budgeted for a performance pay component of the salary schedule shown on the FY 2019 Budget, page 2. Additionally, the amount calculated on this line, is specifically exempt from the RCL and should be entered on the Budget, page 7, line 8(g).	
Data Entry	Other Information Line 12	Districts receiving Impact Aid revenues only: Include the amount from the most recent FY 2019 designated "Voucher for Impact Aid Section 8003 Payments," "Total Payments Summary" line not including any section 8005(d)(2)-Late Applicant 10% Payment Reduction and any section 8007 construction amounts that would be included in Fund 699—Federal Impact Aid (Construction). Also, include any Section 8002 payments and any prior year Impact Aid payments expected to be received after the FY 2019 encumbrance period and recorded in FY 2020 revenues.	
Data Entry	Other Information Line 14	Districts receiving Impact Aid revenues only: Districts that do not levy taxes to cover the difference between the equalization assistance funding provided through the TSL and the locally funded TRCL, may transfer Impact Aid cash to the M&O Fund to provide funding for the TSL/TRCL difference. The TSL/TRCL difference is shown to the right and the amount entered on line 14 should not exceed this amount.	
Data Entry	Other Information Line 15	Districts receiving Impact Aid revenues only: This line could include the amount of the qualifying tax levy calculated on APOR 55-1, page 6 for districts that do not levy taxes.	
Data Entry	Other Information Line 17	Districts operating under a small school adjustment only: This section applies to any district that operated under the provisions of the small school adjustment, in accordance with A.R.S. §15-949(A), and exceeded the allowable student counts in the current year. Districts may hold an override election as provided in A.R.S. §15-481. Select the checkbox to calculate the maximum amount the district may budget on Budget, page 7, line 3(a), subject to an override election. The calculated amount will be displayed in the appropriate section of the Calculations tab. For purposes of small school adjustment, the FY 2020 student count is the 2019 ADM. Districts that activate this checkbox must also complete line 18 below.	
Data Entry	Other Information Line 18	Districts operating under a small school adjustment only: Enter the fiscal year that the district exceeded the allowable student counts for the first time as a 4 digit year. For assistance in determining the proper fiscal year to enter on this line districts should contact ADE, School Finance at SFBudgetTeam@azed.gov.	
Data Entry	Type 03 District Information Line 2	In accordance with A.R.S. §15-951, Type 03 common school districts may increase their Revenue Control Limit (RCL) and District Support Level (DSL) for tuition payable for high school students who attend school in another school district. However, the bond issues (Debt Service) portion of those costs that are included in the RCL and DSL are limited based on the number of students for which the resident district pays tuition; the remaining bond issues portion may be used to increase the General Budget Limit (GBL) on page 7.	

Page	Reference	Instructions	Revision Instructions
Data Entry	Type 03 District Information Line 2 Continued	<p>This section allows common school districts not within a high school district (Type 03) to budget the amount of tuition expenditures that will increase the DSL and RCL and the amount that will increase the GBL, based on the estimated tuition charges provided by the district of attendance. The estimated tuition for the budget year is to be provided by the District of Attendance by May 1 of the current year.</p> <p>Budget Revision</p> <p>The final amounts for all districts must be included on lines 2.f through 2.j. The total tuition adjustment (difference between lines 2.a through 2.e and lines 2.f through 2.j) will pull automatically to the calculation of the DSL and RCL.</p> <p>Final tuition charges will be provided by the District of Attendance by May 1 of the budget year, and amounts should be adjusted accordingly in lines 2.f through 2.j before May 15. Lines 2.a through 2.e should not be revised. (Note: Tuition bill charges may be reported by fund type. This relates to how the District of Attendance will apply tuition payments received; these are not the funds that the District of Residence must pay tuition from.)</p> <p>Districts should not include amounts for expenditures that are to be made from the Impact Aid Fund.</p>	Yes
Data Entry	Type 03 District Information Line 3	Common school districts no longer within a high school district due to the unification of the high school district that pay tuition that includes existing debt service from the former high school district or that includes the portion of any debt service of the unified school district that pertains to any construction or renovation of high school facilities should use the check box to properly calculate the district's debt service limitation on the Calculations page.	
Data Entry	Accommodation District (Type 01) Information Line 1	<p>Accommodation districts only: Accommodation districts that offer instruction in grades 9-12 should mark the check box to increase the transportation activity support level factor in accordance with A.R.S §15-945.</p>	
Data Entry	Accommodation District (Type 01) Information Line 2	<p>Accommodation districts only: Only accommodation schools with a student count of more than 125 in grades K-8 or accommodation schools that offer instruction in grades 9-12 and have a student count of more than 100 in grades 9-12, should complete lines 2 through 4.</p> <p>The maximum RCL addition that may be authorized by the County School Superintendent is displayed on Calculations tab, Calculation of M&O Fund Budget Balance Carryforward, line 15.e. The amount entered on page 7, line 7 cannot exceed this amount.</p>	
Calculations	General	<p>This page uses formulas and the information entered on the Cover and the Data Entry page to make the calculations that previously had been performed in the budget work sheets prior to FY 2020. Cells highlighted in pink contain a link to the related cell on the Data Entry page.</p> <p>As no data is entered on this page, all cells are locked and formulas should not be changed without specific instructions from either the Arizona Auditor General's Accounting Services Division or ADE, School Finance.</p>	
Calculations	Debt Service Per Pupil Tuition	<p>If the district pays tuition to other districts for greater than 1,000 pupils or if the check box is activated on Data Entry page, line 3, the actual debt service cost per pupil is shown. (A.R.S. §§15-824 and 15-448.J)</p> <p>If the district pays tuition to other districts for 750 or fewer pupils, the lesser of the actual debt service cost per pupil or \$750 is shown. If the district pays tuition to other districts for 1,000 or fewer but more than 750 pupils, the lesser of the actual debt service cost per pupil or \$800 is shown. (A.R.S. §15-824)</p>	

Page	Reference	Instructions	Revision Instructions																								
Calculations	Debt Service Tuition Limit	<p>If the district pays tuition to other districts for greater than 1,000 pupils or if the check box is activated on Data Entry page, line 3, the actual debt service cost per pupil is shown. (A.R.S. §§15-951.F and 15-448.J)</p> <p>If the district pays tuition to other districts for 750 or fewer pupils, \$150 is shown. If the district pays tuition to other districts for 1,000 or fewer but more than 750 pupils, \$200 is shown. (A.R.S. §15-951.F)</p>																									
APOR55	General	Amounts entered on the Data Entry page will automatically populate the appropriate fields on the APOR55 page. Districts should compare and, when necessary, revise budgeted amounts to agree to the district's APOR 55-1 report, after it is issued by ADE.																									
APOR55	Page 4, Audit Service Expense	The amount shown for audit expense may not agree to the District's actual APOR 55-1 report from ADE until the amount is manually entered by ADE later in the fiscal year.																									
APOR55	Page 4, Activity Trip Level Factors	<p>In accordance with A.R.S. §15-945(B), the support level for academic education, career and technical education, vocational education, and athletic trips is computed by multiplying the To and From School Support Level by the appropriate factor from the table below.</p> <table border="1" data-bbox="472 722 1292 932"> <thead> <tr> <th data-bbox="472 722 748 747"></th> <th colspan="2" data-bbox="748 722 1292 747">Route miles per eligible student</th> </tr> <tr> <th data-bbox="472 747 748 772"><u>District type</u></th> <th data-bbox="748 747 951 772"><u>1.0 or less</u></th> <th data-bbox="951 747 1292 772"><u>More than 1.0</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="472 772 748 798">Type 01 w/o HS instruction</td> <td data-bbox="748 772 951 798">0.10</td> <td data-bbox="951 772 1292 798">0.12</td> </tr> <tr> <td data-bbox="472 798 748 823">Type 01 w/ HS instruction</td> <td data-bbox="748 798 951 823">0.15</td> <td data-bbox="951 798 1292 823">0.18</td> </tr> <tr> <td data-bbox="472 823 748 848">Type 02</td> <td data-bbox="748 823 951 848">0.15</td> <td data-bbox="951 823 1292 848">0.18</td> </tr> <tr> <td data-bbox="472 848 748 873">Type 03</td> <td data-bbox="748 848 951 873">0.15</td> <td data-bbox="951 848 1292 873">0.18</td> </tr> <tr> <td data-bbox="472 873 748 898">Type 04</td> <td data-bbox="748 873 951 898">0.10</td> <td data-bbox="951 873 1292 898">0.12</td> </tr> <tr> <td data-bbox="472 898 748 924">Type 05</td> <td data-bbox="748 898 951 924">0.25</td> <td data-bbox="951 898 1292 924">0.30</td> </tr> </tbody> </table>		Route miles per eligible student		<u>District type</u>	<u>1.0 or less</u>	<u>More than 1.0</u>	Type 01 w/o HS instruction	0.10	0.12	Type 01 w/ HS instruction	0.15	0.18	Type 02	0.15	0.18	Type 03	0.15	0.18	Type 04	0.10	0.12	Type 05	0.25	0.30	
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Type 03	0.15	0.18																									
Type 04	0.10	0.12																									
Type 05	0.25	0.30																									

CAVIAT FY20 Proposed Budget Notes

Budget Balance Carryover Amounts

- Prior Year (FY19) Actual Expenditures (for M&O, Capital Outlay, and CSF)

- Since we are not at the end of the year, these amounts are unknown.
- Largely contingent on satellite districts requesting their funds
- Since we budgeted that we would spend everything, we will assume that we will before the fiscal year is closed.
- This means the Budget Balance Carryover amounts will be zero, so for the proposed budget, we will only be looking at FY20 funds for M&O and Capital Outlay
- As a result, there will be significantly less budgeted expenditures on the proposed budget than in the previous year.
- However, once the fiscal year is closed and the AFR is complete, we can put together a revised budget to reflect actual data and budget to spend any carryover that we may have.

Changes to ADMS and State Revenues

- For our Central Programs, ADMS has changed to allow students to be counted as a 0.75 instead of 0.25.

- This change results in triple the amount of revenues available to operate the central programs

- Base Level Amount has increase 5%.

- 2% of the increase is for the annual inflation. The other 3% is to assist with increasing teacher pay. CAVIAT has given all teachers a 5% increase from FY19, bringing their hourly rate up to \$34.70.

Total Revenues on Cover Page

- A reminder that, for an unknown reason, the local income does not include the property tax portion of equalization.

- For FY20, this amount is estimated at \$773,871, making the total estimated revenue for FY20 \$3,082,721.

Minutes of Regular Meeting
Coconino Association for Vocations, Industry and Technology
Fredonia District Media Center
221 E. Hortt Street Fredonia, AZ 86022
Thursday, May 2nd, 2019 9:00 AM

Governing Board Members Present:

Ms. Kay Leum
Mr. Brian Locke, Chairman
Mr. Lee Treece
Mr. Doug Wells
Mr. Matt Yost
Ms. Elouise Goatson
Mr. Bill Justice

Governing Board Members Absent:

Mr. Craig Howdeshell

Others Present:

Dr. Brent Neilson

Chairman Locke called the meeting to order at 9:02

Mr. Justice moved to approve the agenda. Mr. Wells seconded and the motion carried unanimously.

Call to the Public

None for this meeting

SPECIAL PRESENTATIONS

A. Student Presentations-Fredonia Moccasin Unified School District Administrators and CAVIAT/CTE students

Students presented information regarding their program experiences, CTSO experiences, their competitions, their assessments, and their future goals.

Ms. Mudrow shared student completer rates, assessment results, enrollments by program, and business partnerships and work-based learning opportunities.

Board members thanked them for their time and presentation.

B. FY18 Audit Review- Ms. Cristi Swan, CPA (via teleconference)

Cristi Swan provided an overview of this year's audit compared to last year's audit. No questions were asked by the board.

CONSENT AGENDA

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

- A. Approval of Minutes: April 11, 2019
- B. Approval of expense and payroll vouchers
- C. Approval of the CAVIAT District Student Fundraising Account deposits and balances for April 2019
- D. Approval of CAVIAT Central Campus Programs for 2019-2020
- E. Approval of CAVIAT Student Handbook 2019-2020
- F. Approval of the CAVIAT District Calendars for School Year 2019-2020 for campuses/CTE programs in Fredonia, Flagstaff, Flagstaff Arts and Leadership Academy, Page, Grand Canyon and Williams, as well as CAVIAT/Coconino Community College Programs.

Ms. Leum wanted to removed item A for discussion.

Mr. Justice moved to approve the consent agenda, less item A. Ms. Wells seconded and the motion carried unanimously.

Ms. Leum shared she felt the minutes did not accurately address the board's discussion regarding the tuition options provided by CCC.

The board discussed the options provided, however, she felt there was not a consensus and the minutes reflected the board was in favor of option 1.

Ms. Goatson and Mr. Wells felt there was discussion regarding all 4 options, and agreed no action was taken as it was not a discussion item, but their sense was that the board did favor option one.

All agreed this would be an action item once the IGA from CCC is provided.

Mr. Justice moved to approve item A of the Consent Agenda, Mr. Wells seconded, and the consent agenda item A passed with 6 yes votes. Ms. Leum abstained.

UNFINISHED BUSINESS

5. UNFINISHED BUSINESS

A. Possible Approval regarding providing financial support to each member district to help cover the CTE Dual Enrollment Teacher Stipends, if the district cannot cover said expense with their current CAVIAT allocation- **Action Item**

Mr. Justice moved to approve item A, Ms. Goatson seconded and the motion carried unanimously.

B. Possible Approval regarding financially supporting CAVIAT member district CTE teachers for Professional Development Session provided by ACTE AZ Premier Series, West MEC or Pima JTED, or similar pre-approved CTE professional development entity (\$100 dollar per registration occurrence) not to exceed \$6000 for FY 2018-2019 and FY 2019-2020-**Action Item**

Mr. Justice moved to approve item B, Ms. Leum seconded and the motion carried unanimously.

C. Discussion and Approval of CAVIAT Governing Board's SUBMISSION OF PROPOSED ISSUES FOR CONSIDERATION FOR THE 2020 ASBA POLITICAL AGENDA-**Action Item**

Mr. Justice moved to approve item the following for the CAVIAT Governing Board's SUBMISSION OF PROPOSED ISSUES FOR CONSIDERATION FOR THE 2020 ASBA POLITICAL AGENDA: 1. Correct Implementation of the CTED Business Rules as prescribed by HB2683 and 2. Fully restore 9th grade CTE/CTED eligibility and funding to allow students to explore career fields and/or certification completion., Ms. Goatson seconded and the motion carried unanimously.

NEW BUSINESS

A. Approval of Audit for fiscal year 2018 (as presented at the May 2nd, 2019 meeting by Cristi Swan, CPA)- **Action Item**

Mr. Justice moved to approve item A, Mr. Wells seconded and the motion carried unanimously.

B. Approval to designate Dr Brent Neilson as the reviewer and signer for all official district documents-**Action Item**

Ms. Goatson moved to approve item B, Mr. Justice seconded and the motion carried unanimously.

C. Consideration to approve the Coconino Community College Leased Addendum for SY 2019-2020- **Possible Action Item**

Mr. Justice moved to approve item C, Ms. Leum seconded and the motion carried unanimously.

D. Consent to representation by Coconino County Attorney's Office for fiscal year 2019 for intergovernmental agreement and contracts- **Action Item**

Mr. Justice moved to approve item D, Mr. Wells seconded and the motion carried unanimously.

E. Approval of the 2018-2019 CAVIAT Central Campus Program Compliance Documentation-**Action Item**

Ms. Leum asked if the compliance process and indicators are documented somewhere for other to reference. Dr. Neilson shared ADE has the compliance indicators for both Perkins

and CTEDs. These are available with all the Program Specialists, as well as on the ADE CTE website.

Ms. Leum moved to approve item E, Mr. Wells seconded and the motion carried unanimously.

F. Approval of pay structure for CAVIAT Central Campus teachers for SY 2019-2020-**Action Item**

Mr. Justice moved to approve item F, Ms. Leum seconded and the motion carried unanimously.

G. Discussion regarding CAVAT Governing Board member participation at Member District Graduation ceremonies-**Non-Action Item**

Ms. Leum stated she would attend the Fredonia graduation.

H. Suggested Future Agenda Items- **Non Action Item**

None at this time

Governing Board Reports

None at this meeting

Superintendent Update

1) Update on Central Campus recruitment and enrollment

Dr. Neilson reviewed the current recruitment efforts and enrollment for Central Programs for SY 2019-2020.

2) Legislative Update

Dr. Neilson reviewed current issues/event for our current legislative session.

3) Update on Governing Board seat vacancies

Dr. Neilson shared that the County Superintendent's office has released another posting for the current board vacancies in Coconino County.

4) CAVIAT District Summer Hours of Operation

Dr. Neilson reviewed the 4-10s schedule with the governing board and shared these times/dates will be posted on the website and at the two offices.

CALENDAR OF EVENTS

The next Regular Board Meeting is scheduled for **June 14th, 2019** at 9 a.m. and is via teleconference. (proposed budget for FY19/20)

FUTURE MEETINGS:

July 8th, 2019 (MONDAY) via teleconference (budget approval for FY19/20)

August 16th, 2019 via teleconference

ADJOURNMENT

Mr. Justice moved to adjourn the meeting, Mr. Wells seconded and the motion carried unanimously. Meeting was adjourned at 11:08.

Respectively Submitted:



Dr Brent Neilson, CAVIAT Superintendent

Board Approved 6-14-19

CAVIAT
Monthly Expense Report for Board Approval

Type	Date	Num	Name	Memo	Amount	Balance
6953 Chase Payroll Taxes						0.00
Liability Check	05/15/2019	E-pay	Financial Agent-Federal Tax Deposit Proc.	86-1016013 QB Tracking # -2025604970	-3,088.46	-3,088.46
Liability Check	05/15/2019	ACH	Arizona State Retirement System	Acct#464160	-1,991.72	-5,080.18
Liability Check	05/20/2019	E-pay	Financial Agent-Federal Tax Deposit Proc.	86-1016013 QB Tracking # -1844838970	-942.00	-6,022.18
Liability Check	05/31/2019	E-pay	Financial Agent-Federal Tax Deposit Proc.	86-1016013 QB Tracking # -1676095970	-2,690.36	-8,712.54
Liability Check	05/31/2019	ACH	Arizona State Retirement System	Acct#464160	-1,991.72	-10,704.26
Total 6953 Chase Payroll Taxes						-10,704.26
3182 Chase Operating Account						2,370,704.80
Bill Pmt -Check	05/06/2019	319000210	ADI Business Solutions	Business Services Agreement	-3,070.00	2,367,634.80
Bill Pmt -Check	05/06/2019	319000211	Brian Locke	Travel Expenses	-147.10	2,367,487.70
Bill Pmt -Check	05/06/2019	319000212	Doug Wells	Travel Expenses	-227.20	2,367,260.50
Bill Pmt -Check	05/06/2019	319000213	Quill.com	Account #C6917312	-87.00	2,367,173.50
Bill Pmt -Check	05/06/2019	319000214	Verizon Wireless	465793365-00001	-143.68	2,367,029.82
Bill Pmt -Check	05/06/2019	319000215	William Justice	Travel Reimbursal	-76.54	2,366,953.28
Bill Pmt -Check	05/10/2019	319000216	Brent Neilson	Travel Expenses Reimbursal	-33.00	2,366,920.28
Bill Pmt -Check	05/10/2019	319000217	CenturyLink 71955462	Account #71955462	-19.73	2,366,900.55
Bill Pmt -Check	05/10/2019	319000218	Elouise Goatson	Travel Reimbursal	-72.09	2,366,828.46
Bill Pmt -Check	05/10/2019	319000219	Kay Leurn	Travel Expenses	-73.87	2,366,754.59
Bill Pmt -Check	05/10/2019	319000220	Page Utility Enterprises	15.1710.02	-253.41	2,366,501.18
Bill Pmt -Check	05/10/2019	319000221	Republic Services	3-0516-0001057	-85.24	2,366,415.94
Bill Pmt -Check	05/10/2019	319000222	South Central Communications	Account #13907300	-149.95	2,366,265.99
Liability Check	05/14/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/13/2019	-9,117.17	2,357,148.82
Paycheck	05/15/2019	DD11302128	Chesterman, Elizabeth A	Direct Deposit	0.00	2,357,148.82
Paycheck	05/15/2019	319500090	Etcitty, Wallace T		-1,431.49	2,355,717.33
Paycheck	05/15/2019	DD11302129	Hebestreit, Sharon M	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302130	Killingsworth, Yvonne V	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302132	Merrick, Jennifer	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302134	Tabor, Aaron J	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302135	Twyford, Michael E	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302136	Wetzel, Wendy S	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302137	Woodruff, Robert D	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302131	Krueger, Richard W	Direct Deposit	0.00	2,355,717.33
Paycheck	05/15/2019	DD11302133	Neilson, Brent A	Direct Deposit	0.00	2,355,717.33
Liability Check	05/15/2019	319500091	Arizona Department of Revenue	86-1016013	-461.15	2,355,256.18
Liability Check	05/15/2019	319500092	Legend Employee Benefit Account	Employer#2284 contrib's for ppe	-50.00	2,355,206.18
Liability Check	05/15/2019	319500093	The Legend Group/ADSERV	Brent Neilson 9083	-150.00	2,355,056.18
Liability Check	05/17/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/16/2019	-2,385.75	2,352,670.43
Paycheck	05/20/2019	319500094	Etcitty, Wallace T		-788.50	2,351,881.93
Paycheck	05/20/2019	DD11302138	Hebestreit, Sharon M	Direct Deposit	0.00	2,351,881.93
Paycheck	05/20/2019	DD11302139	Krueger, Richard W	Direct Deposit	0.00	2,351,881.93
Paycheck	05/20/2019	DD11302140	Tabor, Aaron J	Direct Deposit	0.00	2,351,881.93
Liability Check	05/20/2019	319500095	Arizona Department of Revenue	86-1016013	-195.00	2,351,686.93
Check	05/24/2019	319000223	Wells Fargo Corporate Card	Credit Card 5742	-3,259.57	2,348,427.36
Liability Check	05/24/2019	319000224	ASBAIT	#13647	-2,647.87	2,345,779.49
Bill Pmt -Check	05/24/2019	319000225	Canyonlands Distributors	Bottled water/ Inv. 91749	-13.60	2,345,765.89
Bill Pmt -Check	05/24/2019	319000226	CenturyLink 928-522-9954 200B	928-522-9954 200B	-287.74	2,345,478.15
Bill Pmt -Check	05/24/2019	319000227	CenturyLink 928-645-2737 583B	Account #928-645-2737 583B	-140.26	2,345,337.89
Liability Check	05/30/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/28/2019	-8,720.36	2,336,617.53
Paycheck	05/31/2019	DD11302141	Chesterman, Elizabeth A	Direct Deposit	0.00	2,336,617.53
Paycheck	05/31/2019	319500096	Etcitty, Wallace T		-631.21	2,335,986.32
Paycheck	05/31/2019	DD11302142	Hebestreit, Sharon M	Direct Deposit	0.00	2,335,986.32
Paycheck	05/31/2019	DD11302143	Killingsworth, Yvonne V	Direct Deposit	0.00	2,335,986.32
Paycheck	05/31/2019	DD11302144	Krueger, Richard W	Direct Deposit	0.00	2,335,986.32
Paycheck	05/31/2019	DD11302145	Merrick, Jennifer	Direct Deposit	0.00	2,335,986.32
Paycheck	05/31/2019	DD11302147	Tabor, Aaron J	Direct Deposit	0.00	2,335,986.32
Paycheck	05/31/2019	DD11302148	Twyford, Michael E	Direct Deposit	0.00	2,335,986.32
Paycheck	05/31/2019	DD11302149	Woodruff, Robert D	Direct Deposit	0.00	2,335,986.32
Paycheck	05/31/2019	DD11302146	Neilson, Brent A	Direct Deposit	0.00	2,335,986.32
Liability Check	05/31/2019	319500097	Arizona Department of Revenue	86-1016013	-393.75	2,335,592.57
Liability Check	05/31/2019	319500098	Legend Employee Benefit Account	Employer#2284 contrib's for ppe	-50.00	2,335,542.57
Liability Check	05/31/2019	319500099	The Legend Group/ADSERV	Brent Neilson 9083	-150.00	2,335,392.57
Liability Check	05/31/2019	319500100	First Financial Administrators, Inc.	Group 70108	-665.14	2,334,727.43
Total 3182 Chase Operating Account						-35,977.37
TOTAL						-46,681.63

Fiscal Year to Date Balance	7/31/2018	2,702,894.66
	8/31/2018	2,592,769.48
	9/30/2018	2,136,061.90
	10/31/2018	2,092,003.71
	11/30/2018	2,041,649.13
	12/31/2018	2,000,979.07
	1/31/2019	1,957,037.52
	2/28/2019	1,897,999.79
	3/31/2019	1,852,487.36
	4/30/2019	788,478.59
	5/31/2019	741,796.96

CAVIAT
Monthly Expense Report for Board Approval

Type	Date	Num	Name	Memo	Amount	Balance
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Coconino Association for Vocations, Industry, and Tech.
Wells Fargo Elite Card Transaction Detail
May 2019

Type	Date	Name	Memo	Debit	Credit	Balance
0203 Wells Fargo Elite Card5742						
Check	05/24/2019	Wells Fargo Corporate Card	Credit Card 5742	3,259.57		-3,259.57
Credit Card Charge	05/24/2019	Cowboy Buttes Restaurant	Governing Board Meeting L...		103.55	-3,156.02
Credit Card Charge	05/24/2019	ConstantContact.com			21.98	-3,134.04
Credit Card Charge	05/24/2019	Best Western	Travel Expenses		145.14	-2,988.90
Credit Card Charge	05/24/2019	Best Western	Travel Expenses		145.14	-2,843.76
Credit Card Charge	05/24/2019	Best Western	Travel Expenses		145.14	-2,698.62
Credit Card Charge	05/24/2019	Shell	Gasoline Purchase		32.87	-2,665.75
Credit Card Charge	05/24/2019	Shell	Gasoline Purchase		31.37	-2,634.38
Credit Card Credit	05/24/2019	Enterprise Rental Car	Refund	480.27		-3,114.65
Credit Card Charge	05/24/2019	Enterprise Rental Car	Car Rental for Jenn Merrick		411.25	-2,703.40
Credit Card Credit	05/24/2019	Budget Rent a Car	Refund	115.31		-2,818.71
Credit Card Charge	05/24/2019	Westward Look Wyndham Grand ...	SLC HOSA event lodging		315.06	-2,503.65
Credit Card Charge	05/24/2019	Westward Look Wyndham Grand ...	SLC HOSA event lodging		315.06	-2,188.59
Credit Card Charge	05/24/2019	Westward Look Wyndham Grand ...	SLC HOSA event lodging		315.06	-1,873.53
Credit Card Charge	05/24/2019	Wal Mart	Office Supplies Purchase		45.72	-1,827.81
Credit Card Charge	05/24/2019	Good 2 Go	Fuel for HOSA trip car rental		36.40	-1,791.41
Credit Card Charge	05/24/2019	Barros Pizza	HOSA Travel Expenses		44.13	-1,747.28
Credit Card Charge	05/24/2019	Shell	Gasoline Purchase		30.13	-1,717.15
Credit Card Charge	05/24/2019	Safeway	Gasoline Purchase		29.87	-1,687.28
Credit Card Charge	05/24/2019	Web Magi	Website Maintenance		98.00	-1,589.28
Credit Card Charge	05/24/2019	NAU Parking Meters	Parking Meter		3.00	-1,586.28
Credit Card Charge	05/24/2019	Sam's Club	Gasoline Purchase		46.98	-1,539.30
Credit Card Charge	05/24/2019	Safeway	Gasoline Purchase		17.85	-1,521.45
Credit Card Charge	05/24/2019	NAU Parking Meters	Parking Meter		6.00	-1,515.45
Credit Card Charge	05/24/2019	Safeway	Gasoline Purchase		29.77	-1,485.68
Credit Card Charge	05/24/2019	Cal-Ranch	Classroom Supplies Purcha...		31.58	-1,454.10
Credit Card Charge	05/24/2019	Enterprise Rental Car	Recruitment at Grand Can...		220.13	-1,233.97
Credit Card Charge	05/24/2019	Home Depot - Washington	Need Support		226.85	-1,007.12
Credit Card Charge	05/24/2019	Home Depot - Washington	Need Support		546.83	-460.29
Credit Card Charge	05/24/2019	Facebook, Inc.	Need Support		38.07	-422.22
Credit Card Charge	05/24/2019	Safeway	Need Support		49.21	-373.01
Credit Card Charge	05/24/2019	Gap Express	Need Support		39.86	-333.15
Credit Card Charge	05/24/2019	Shell	Need Support		16.52	-316.63
Credit Card Charge	05/24/2019	Eegees	Need Support		37.18	-279.45
Credit Card Charge	05/24/2019	Safeway	Need Support		30.54	-248.91
Credit Card Charge	05/24/2019	Enterprise Rental Car	Need Support		248.91	0.00
Total 0203 Wells Fargo Elite Card5742				<u>3,855.15</u>	<u>3,855.15</u>	<u>0.00</u>
TOTAL				<u>3,855.15</u>	<u>3,855.15</u>	<u>0.00</u>

CAVIAT
Wells Fargo
Credit Card 5742
5/24/2019
319000223
3,259.57

0102 Chase Operatin Credit Card 5742
3,259.57

**Coconino Association for Vocations, Industry, and Tech.
Monthly PAYROLL Report for Board Approval**

05/31/19

Cash Basis

As of May 31, 2019

Type	Date	Num	Name	Memo	Paid Amount
0102 Chase Operating Acc 3182					
Liability Check	05/14/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/13/2019	-9,117.17
Paycheck	05/15/2019	DD11302128	Chesterman, Elizabeth A	Direct Deposit	0.00
Paycheck	05/15/2019	319500090	Etcitty, Wallace T		-1,431.49
Paycheck	05/15/2019	DD11302129	Hebestreit, Sharon M	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302130	Killingsworth, Yvonne V	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302132	Merrick, Jennifer	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302134	Tabor, Aaron J	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302135	Twyford, Michael E	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302136	Wetzel, Wendy S	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302137	Woodruff, Robert D	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302131	Krueger, Richard W	Direct Deposit	0.00
Paycheck	05/15/2019	DD11302133	Neilson, Brent A	Direct Deposit	0.00
Liability Check	05/15/2019	319500091	Arizona Department of Revenue	86-1016013	-461.15
Liability Check	05/15/2019	319500092	Legend Employee Benefit Account	Employer#2284 contrib's for ppe	-50.00
Liability Check	05/15/2019	319500093	The Legend Group/ADSERV	Brent Neilson 9083	-150.00
Liability Check	05/17/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/16/2019	-2,385.75
Paycheck	05/20/2019	319500094	Etcitty, Wallace T		-788.50
Paycheck	05/20/2019	DD11302138	Hebestreit, Sharon M	Direct Deposit	0.00
Paycheck	05/20/2019	DD11302139	Krueger, Richard W	Direct Deposit	0.00
Paycheck	05/20/2019	DD11302140	Tabor, Aaron J	Direct Deposit	0.00
Liability Check	05/20/2019	319500095	Arizona Department of Revenue	86-1016013	-195.00
Liability Check	05/24/2019	319000224	ASBAIT	#13647	-2,647.87
Liability Check	05/30/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/28/2019	-8,720.36
Paycheck	05/31/2019	DD11302141	Chesterman, Elizabeth A	Direct Deposit	0.00
Paycheck	05/31/2019	319500096	Etcitty, Wallace T		-631.21
Paycheck	05/31/2019	DD11302142	Hebestreit, Sharon M	Direct Deposit	0.00
Paycheck	05/31/2019	DD11302143	Killingsworth, Yvonne V	Direct Deposit	0.00
Paycheck	05/31/2019	DD11302144	Krueger, Richard W	Direct Deposit	0.00
Paycheck	05/31/2019	DD11302145	Merrick, Jennifer	Direct Deposit	0.00
Paycheck	05/31/2019	DD11302147	Tabor, Aaron J	Direct Deposit	0.00
Paycheck	05/31/2019	DD11302148	Twyford, Michael E	Direct Deposit	0.00
Paycheck	05/31/2019	DD11302149	Woodruff, Robert D	Direct Deposit	0.00
Paycheck	05/31/2019	DD11302146	Neilson, Brent A	Direct Deposit	0.00
Liability Check	05/31/2019	319500097	Arizona Department of Revenue	86-1016013	-393.75
Liability Check	05/31/2019	319500098	Legend Employee Benefit Account	Employer#2284 contrib's for ppe	-50.00
Liability Check	05/31/2019	319500099	The Legend Group/ADSERV	Brent Neilson 9083	-150.00
Liability Check	05/31/2019	319500100	First Financial Administrators, Inc.	Group 70108	-665.14
Total 0102 Chase Operating Acc 3182					-27,837.39
0102 Chase Payroll Taxes 6953					
Liability Check	05/15/2019	E-pay	Financial Agent-Federal Tax Deposit Proc.	86-1016013 QB Tracking # -2025604970	-3,088.46
Liability Check	05/15/2019	ACH	Arizona State Retirement System	Acct#464160	-1,991.72
Liability Check	05/20/2019	E-pay	Financial Agent-Federal Tax Deposit Proc.	86-1016013 QB Tracking # -1844838970	-942.00
Liability Check	05/31/2019	E-pay	Financial Agent-Federal Tax Deposit Proc.	86-1016013 QB Tracking # -1676095970	-2,690.36
Liability Check	05/31/2019	ACH	Arizona State Retirement System	Acct#464160	-1,991.72
Total 0102 Chase Payroll Taxes 6953					-10,704.26
2111 Direct Deposit Liabilities					
Liability Check	05/14/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/13/2019	9,099.67
Paycheck	05/15/2019	DD11302128	Chesterman, Elizabeth A	Direct Deposit	-122.15
Paycheck	05/15/2019	DD11302129	Hebestreit, Sharon M	Direct Deposit	-125.00
Paycheck	05/15/2019	DD11302129	Hebestreit, Sharon M	Direct Deposit	-424.56
Paycheck	05/15/2019	DD11302130	Killingsworth, Yvonne V	Direct Deposit	-357.11
Paycheck	05/15/2019	DD11302131	Krueger, Richard W	Direct Deposit	-810.34
Paycheck	05/15/2019	DD11302132	Merrick, Jennifer	Direct Deposit	-1,310.04
Paycheck	05/15/2019	DD11302133	Neilson, Brent A	Direct Deposit	-400.00
Paycheck	05/15/2019	DD11302133	Neilson, Brent A	Direct Deposit	-2,387.31
Paycheck	05/15/2019	DD11302134	Tabor, Aaron J	Direct Deposit	-993.93
Paycheck	05/15/2019	DD11302135	Twyford, Michael E	Direct Deposit	-1,950.51
Paycheck	05/15/2019	DD11302136	Wetzel, Wendy S	Direct Deposit	-62.12
Paycheck	05/15/2019	DD11302137	Woodruff, Robert D	Direct Deposit	-156.60
Liability Check	05/17/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/16/2019	2,380.50
Paycheck	05/20/2019	DD11302138	Hebestreit, Sharon M	Direct Deposit	-125.00
Paycheck	05/20/2019	DD11302138	Hebestreit, Sharon M	Direct Deposit	-654.50
Paycheck	05/20/2019	DD11302139	Krueger, Richard W	Direct Deposit	-779.50
Paycheck	05/20/2019	DD11302140	Tabor, Aaron J	Direct Deposit	-821.50
Liability Check	05/30/2019	ACH	QuickBooks Payroll Service	Created by Payroll Service on 05/28/2019	8,704.61
Paycheck	05/31/2019	DD11302141	Chesterman, Elizabeth A	Direct Deposit	-61.08
Paycheck	05/31/2019	DD11302142	Hebestreit, Sharon M	Direct Deposit	-125.00
Paycheck	05/31/2019	DD11302142	Hebestreit, Sharon M	Direct Deposit	-511.49
Paycheck	05/31/2019	DD11302143	Killingsworth, Yvonne V	Direct Deposit	-314.73
Paycheck	05/31/2019	DD11302144	Krueger, Richard W	Direct Deposit	-723.41
Paycheck	05/31/2019	DD11302145	Merrick, Jennifer	Direct Deposit	-1,310.05
Paycheck	05/31/2019	DD11302146	Neilson, Brent A	Direct Deposit	-400.00
Paycheck	05/31/2019	DD11302146	Neilson, Brent A	Direct Deposit	-2,387.32
Paycheck	05/31/2019	DD11302147	Tabor, Aaron J	Direct Deposit	-547.30
Paycheck	05/31/2019	DD11302148	Twyford, Michael E	Direct Deposit	-1,950.52
Paycheck	05/31/2019	DD11302149	Woodruff, Robert D	Direct Deposit	-373.71
Total 2111 Direct Deposit Liabilities					0.00
TOTAL					-38,541.65

Coconino Association for Vocations, Industry and technology
Student Activities
Report of Cash Receipts, Disbursements, Transfers, and Cash Balances
Month End April 2019

Club/Organization	Cash Balance	Receipts	Disbursements	Transfers		Cash Balance
	4/25/2019			In	Out	4/25/2019
Fashion Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marine Tech	\$ 15.21	\$ -	\$ -	\$ -	\$ -	\$ 15.21
Veterinary Assist	\$ 837.98	\$ -	\$ 837.98	\$ -	\$ -	\$ -
Total	\$ 853.19	\$ -	\$ 837.98	\$ -	\$ -	\$ 15.21

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS INDUSTRY AND TECHNOLOGY
AND
FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1
FOR
PROVISION OF CAREER TECHNICAL EDUCATION COURSES**

This Intergovernmental Agreement (“Agreement”) is entered into between the **Coconino Association for Vocations Industry and Technology** (CAVIAT), an Arizona career technical educational district (“CTED”), and **Flagstaff Unified School District No. 1**, a political subdivision of the state of Arizona (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) §11-951;

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S §15-393;

WHEREAS, the Parties want to provide career technical education courses (“CTED Courses”) as a part of a career technical education district program (“CTED Program”), as those terms are defined in A.R.S. §15-391, at a satellite campus designated by School District, and to operate under a satellite model with School District continuing to provide the instruction and facilities for such courses;

WHEREAS, the Parties may want to provide CTED Courses and/or CTED Program at satellite campuses designated by School District and to receive classes under the centralized model utilizing video conferencing distance learning (VCDL) technology to deliver classes. School District will continue to provide facilities and facilitators for the CTED Courses;

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 CTED will provide CTED Courses and a CTED Program, as defined below, which meet the criteria provided in A.R.S. §15-391.

2. Term

This Agreement shall commence and be effective on July 1, 2019, 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 Party given no later than thirty (30) days before the end of the semester; provided, however, that

termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the Parties, all property purchased by CAVIAT, or by School District with CTED funding, under this Agreement shall remain the property of CAVIAT and shall be returned to CAVIAT by School District when no longer in use or upon termination, whichever is sooner pursuant to A.R.S. §11-952(B)(4) CAVIAT shall, using the procedures specified in the Uniform System of Financial Records for Arizona School Districts (“USFR”), maintain an inventory of all equipment which CAVIAT supplies to School District and which is to be returned to CAVIAT.

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

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

(1) The services provided by the parties shall be proportionally calculated in the cost of delivering the service.

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

(3) School District may request amendments to Exhibit A during the term of this Agreement in the event of changes in teaching staff, student enrollment, or equipment or facility changes during the year. Amendments must be submitted in writing to CAVIAT and approved by CAVIAT superintendent no later than April 30th of each current school year. Any change in the amount of support from School District and the amount of contribution from CAVIAT shall not exceed the total amount shown in Exhibit A, as amended from time to time. No new programs may be added except as provided in Paragraph 4(D) of this Agreement.

(4) Payment obligations of CAVIAT under this Agreement are conditioned upon receipt of funds from the State of Arizona and/or funds received by tax levies. The obligations of each School District are conditioned upon the availability to School District of funds that may lawfully be used for such purpose.

(5) Payments will be made to each School District at a minimum on a monthly basis after School District provides proof of incurred expenditures.

(6) For School District students enrolled in a Central Program provided by Coconino Community College (CCC), CAVIAT will retain 20% of the revenue generated by those students. In the event the CAVIAT allocation of 80% of the revenue generated does not cover the entire costs associated with students enrolled in Coconino Community College programs, CAVIAT will retain sufficient funds from School District payment to defray the balance of costs.

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. CAVIAT may, at its expense, request an audit or accounting of expenditures by School District related to career technical education programs.

C. Responsibilities.

(1) Responsibilities of CAVIAT.

- a. CAVIAT will manage the career technical education district.
- b. CAVIAT will be responsible for the content and quality of CTED Courses taught by School District and shall maintain oversight of all CTED programs.
- c. CAVIAT will establish the standard for the quality of the teachers who instruct CTED Courses.
- d. CAVIAT will review the salaries of teachers who will be instructing CTED Courses on behalf of School District, and may pay School District for such salaries.
- e. CAVIAT may pay School District for providing facilities and instruction for CTED approved classes, or may reimburse other entities for facilities used by School District in which to teach CTED Courses.
- f. CAVIAT shall provide professional development for School District CTED Course and CTED Program teachers. The nature, duration, frequency, and type of professional development provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- g. CAVIAT shall provide ongoing evaluation and support services to School District CTED Courses and CTED Programs. The nature, duration, frequency, and type of evaluation and support services provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- h. CAVIAT will coordinate with School District to upload School District's CTED student attendance reports into the ADE SAIS AzEDS system.
- i. CAVIAT will maintain an itemized listing of goods and services that are provided to School District and which are paid for by the retention of School District student funding. CAVIAT shall provide said itemized list to School District within thirty (30) calendar days of receipt of a request for same from School District.
- j. Within thirty (30) calendar days of approval by CAVIAT's Governing Board, CAVIAT shall submit School District requests for approval or addition of School District CTED Courses or CTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.
- k. CAVIAT shall submit the report required by A.R.S. §15-393.01 in the manner mandated by said statute by no later than December 31st of year for which this Agreement is in effect.
- l. If School District is operating under a traditional block schedule, CAVIAT shall count for the purposes of ADM reporting the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and allow School District to count the remainder of the block as time spent by the student in School District programs.

(2) Responsibilities of School District. Failure of School District to comply with any of the reporting requirements of this Paragraph (2) may result in CAVIAT withholding funds to School District on a temporary or long-term basis.

a. Attendance data must be reported at least every twenty (20) days by School District to CAVIAT in order for the site to receive funding as agreed upon in this Agreement. School District will be compliant with ADE reporting standards, provided, however that CAVIAT and School District may agree that School District will upload the attendance data. If School District is operating under a traditional block schedule, School District shall allow CAVIAT to count the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and School District shall count the remainder of the block as time spent by the student in School District programs.

b. School District is solely responsible to comply with its legal obligations to generate the required Average Daily Membership and to refrain from efforts to prevent or prohibit any student from attending a CTED Course

c. School District will provide the instruction in any CTED Course referenced in Exhibit A at satellite campus(es) through School District teachers who shall remain employees of School District and subject to School District's employment policies. However, School District may, to the extent permitted under A.R.S. §15-537 and the personnel policies of School District, consult with and consider the input received from CAVIAT in teacher evaluations. If School District and CAVIAT are operating on a centralized model basis, then this provision shall not apply.

d. School District will provide a cost analysis and course CTED eligibility documents for each potential CTED class by November 1st of each year for consideration and approval by CAVIAT's Governing Board.

e. School District will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the CTED Courses. If School District uses CTED funds to construct or renovate a facility located on School District's campus or on property owned by School District, the facility shall, except for occasional other uses mutually agreed upon between the Parties, be used only for career and technical education programs offered by CAVIAT and must be made available to all qualified students who live within School District. In the event the facility is no longer used only for career and technical education programs offered by CAVIAT, School District shall, unless the Parties otherwise agree, reimburse CAVIAT for the depreciated cost of the construction and/or renovation as determined by generally accepted accounting principles.

f. School District will be responsible for student discipline. However, School District may, to the extent permitted by A.R.S. §15-841 and the student discipline policies of School District, consult with and consider the concerns of CAVIAT with respect to this issue.

g. School District will insure, repair, and maintain all property and equipment purchased by CAVIAT for use in CTED Courses taught by School District while in the possession of School District. Any equipment purchased by CAVIAT or with funds

provided by CAVIAT must be ordered, installed or available for use by students no later than two months after the equipment has been purchased. All equipment purchased with CTED funds, without regard to price, shall be tagged and accounted for by School District. School District shall make available for audit purposes a complete list of CTED-funded items. School District will return, or dispose of when mutually agreed upon beforehand, the property and equipment owned by CAVIAT when the property and equipment is no longer used by School District for CTED Courses. Disposal of equipment must be in compliance with state regulations, with the equipment first being offered for return to CAVIAT. School District will follow state disposal guidelines if CAVIAT chooses not to receive the equipment back from School District. In the event School District has installed computer software in CAVIAT-owned computers, School District may remove such software from CAVIAT-owned computer prior to removing the computer from School District's satellite campus.

h. School District agrees that it shall use any monies received pursuant to this Agreement to supplement and not supplant base year career and technical education and CTED Courses, and amounts for directly related equipment and facilities. School District agrees that in order to enhance and not supplant career and technical education as required by A.R.S. § 15-393(D)(7) and (8), School District will continue to allocate monies at a level equal to what was spent on career and technical educational and vocational programs in the base year to such programs or directly related equipment or facilities during the term of this Agreement. For purposes of this section, the amount spent in the base year shall be determined and adjusted as appropriate based on the definition and discussion in Memo 219 of the State Auditor General.

i. Except the first year School District has joined a CTED, by October 15 of each year, School District shall complete and submit to CAVIAT all of the following for the previous fiscal year:

(i) The State Auditor General's Memo 219 worksheet (See Exhibit C); and

(ii) All supporting documentation used to substantiate the figures reported on the State Auditor General's Memo 219 worksheet.

j. School District will provide a projected new year site budget no later than April 1st of each school year or as budget allocations are available, and a final detailed current year budget with narrative and expenditures using CTED CTE Final Report Form by June 1st of each school year. All previously unexpended CTED funds held in the 596 accounts must be carried forward for use in the new year, and included in the budget request to CAVIAT's board.

k. School District will comply with all applicable state, federal and CTED safety procedures and regulations.

l. School District will cooperate with CAVIAT to provide CAVIAT with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.

m. School District shall provide CAVIAT with any and all documentation requested by CAVIAT for the purposes of generating the report required by A.R.S. §15-393.01 by no later than November 30th of the then current CTED fiscal year. School District shall provide any documentation requested by CAVIAT after November 30th of the then current CTED fiscal year for the purposes of complying with A.R.S. §15-393.01 in a timely manner.

n. School District will receive and utilize as it deems appropriate its proportionate share of all funds, if any, received from CAVIAT under A.R.S. §15-977 (Proposition 301- Classroom Site Funds) and A.R.S. §15-979 (Proposition 202 – Instructional Improvement Fund).

o. School District shall submit all requests for approval or addition of School District CTED Courses or CTED Programs directly to CTED.

D. Type of Instruction. All CTED courses must be submitted for approval by June 1st of each school year and approved by CAVIAT’s Governing Board. All classes that may generate funding must meet the criteria for programs as required by law. All CTED teachers are required to follow these criteria.

E. Quality of Instruction. “Career technical education course” (“CTED Course”) shall mean a course which is part of a sequence of courses taught as a CTED Program and which meets the criteria identified in A.R.S. §§15-391(3) and (5).

F. Enrollment.

(1) CAVIAT will coordinate enrollment and registration with the staff of each School District campus.

(2) School District and CAVIAT must approve all enrollments, verifying student eligibility in classes approved by CAVIAT’s Governing Board.

(3) School District will provide registration and attendance information for CTED students in approved courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, *et seq.*

(4) CAVIAT may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in a CTED, pursuant to A.R.S. §15-393(H). CAVIAT’s Governing Board will set the tuition rate. Notwithstanding the foregoing, CAVIAT will not be responsible to pay tuition or provide any financial assistance to any student who cannot document that the student is a United States citizen or lawfully present in the United States.

(5) For purposes of this Agreement, a “student” is defined as any person enrolled in School District without regard to the person’s age or high school graduation status. Adults and post-secondary students may enroll in CTED courses subject to School District’s policy. School District shall be responsible to acquire documentation pursuant to A.R.S. §15-828(A).

G. **Transportation Services.** If transportation of students is necessary or if State law requires transport, School District resources will be used to provide such transportation.

5. Cancellation for Conflict of Interest

Pursuant to A.R.S. §38-511, either Party 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

School District and CAVIAT 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 of 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. CAVIAT shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through

15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control.

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 the mediator, however, each Party shall bear its own cost for presentation before the mediator, including the cost incurred by the 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:

CAVIAT
PO Box 3940/19 Poplar Street
Page, Arizona 86040-3940
Fax: 928-645-2773

Flagstaff Unified School District No. 1
3285 E. Sparrow Ave.
Flagstaff, AZ 86004
Fax: 928-527-6015

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.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature pages follow

IN WITNESS HEREOF, the parties sign this Agreement:

COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY

Dated this ____ day of _____ 2019, upon resolution of CAVIAT's Governing Board approving this Agreement and authorizing its Superintendent to sign below:

Coconino Association for Vocations, Industry and Technology (CAVIAT)
PO Box 3940 / 19 Poplar Street
Page, Arizona 86040
928-645-2737

By: _____

Dr. Brent Neilson

Title: Superintendent

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 CAVIAT Governing Board.

By: _____

Legal Counsel for CAVIAT

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Dated this ____ day of _____, 2019, upon resolution of the District Governing Board of the Flagstaff Unified School District No. 1, approving this Agreement and authorizing its Superintendent to sign below:

Flagstaff Unified School District No. 1

3285 E. Sparrow Ave.

Flagstaff, AZ 86004

Fax: 928-527-6015

By: _____

Michael Penca

Title: Superintendent

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 Flagstaff Unified School District Governing Board.

By: _____

Legal Counsel for the Flagstaff Unified School District No. 1

Exhibit A

Funding & Type of Instruction

Itemize the services to be provided and the amounts to be allocated for funding of that service, indicating the amount CAVIAT will contribute to the program and the amount of support required by Flagstaff Unified School District. Itemized services and expenses may include but are not limited to teacher salaries, curriculum, facility usage, utilities, custodial care, and program supplies and equipment.*

Campus (High School or Central Program)	Prog. CIP Code	Satellite or Central	Program	FUSD Allocation	CAVIAT/ FUSD Allocation	Total Costs
Coconino HS	10020090	Satellite	Film & TV	\$0	\$79,001	\$79,001
Flagstaff HS	10020030	Satellite	Graphic/Web Design	\$0	\$86,669	\$86,669
Coconino HS, Flagstaff HS	12050000	Satellite	Culinary Arts	\$149,517	\$119,812	\$269,330
Flagstaff HS	13121000	Satellite	Early Childhood Education	\$40,031	\$30,181	\$70,212
Flagstaff HS	46040030	Satellite	Construction Technologies (Cabinetmaking)	\$38,711	\$14,827	\$53,538
Coconino HS, Flagstaff HS	47060020	Satellite	Automotive Technologies	\$13,868	\$159,978	\$173,846
Coconino HS	15000000	Satellite	Engineering Services	\$0	\$71,634	\$71,634
Coconino HS, Flagstaff HS	48050800	Satellite	Welding Technologies	\$96,965	\$86,315	\$183,281
Flagstaff HS	51080050	Satellite	Sports Medicine & Rehabilitation Services	\$45,583	\$4,500	\$50,083
Coconino HS, Flagstaff HS	10020050	Satellite	Digital Photography	\$38,283	\$88,562	\$126,845
Flagstaff HS	52020000	Satellite	Business Mgmt & Administrative Services	\$0	\$32,647	\$32,647
Coconino HS	48050030	Satellite	Precision Machining	\$53,525	\$2,250	\$55,775
Coconino HS	52190030	Satellite	Interior Design & Merchandising	\$21,668	\$11,000	\$32,668
Flagstaff HS	52190020	Satellite	Fashion Design & Merchandising	\$25,097	\$0	\$25,097
Coconino Comm College**	15120000	Central	Alternative Energy Technician	\$0	\$0	\$0
Coconino Comm College**	52090000	Central	Hospitality Management	\$0	\$0	\$0
Coconino Comm College**	51390000	Central	Nursing Services (C.N.A.)	\$0	\$0	\$0
Coconino Comm College**	51160000	Central	Nursing Services (Pre-Nursing)	\$0	\$0	\$0
Coconino Comm College**	43010000	Central	Law, Public Safety & Security	\$0	\$0	\$0
			CTE Regional Training Ctr Capital Project *	TBD	\$0	\$0
			Totals	\$523,249	\$787,377	\$1,310,626
			*Funds are being accrued for this future project			
			ESTIMATED FY20 CAVIAT/FUSD allocation		\$	1,223,147
			FUSD Share for CAVIAT Central Campus Programs thru CCC estimate		\$	(50,000)
					\$	1,173,147

Exhibit B

Arizona Department of Education

Career and Technical Education District

Program Monitoring Guidance Document

Career and Technical Education Program Monitoring is conducted to ensure compliance with Federal Carl D. Perkins legislation and Arizona Career Technical Education District (CTED) legislation.

Listed in this Program Monitoring Guidance Document are examples of items that evaluators will look for as evidence of compliance for each indicator.

Compiling and Delivering Evidence of Compliance

The acceptable method for compiling and delivering evidence of compliance is through the use of three-ring binders and labeled dividers:

- **Step 1** – Secure a dedicated three-ring binder for every CTED program being monitored.
- **Step 2** – Secure 8 CTED dividers for each binder.
- **Step 3** – Label the dividers:
 - CTED Indicator #1
 - CTED Indicator #2
 - CTED Indicator #3
 - CTED Indicator #4
 - CTED Indicator #5
 - CTED Indicator #6
 - CTED Indicator #7
 - CTED Indicator #8
- **Step 4** – Gather the following evidence artifacts and place them under the appropriate divider:

<p style="text-align: center;">CTED Indicator #1</p>	<p>ARS §15-391 (4)(a) – 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.</p> <p>NOTE: Valid CTED Teaching Certificates include:</p> <ul style="list-style-type: none"> ○ Provisional CTED Secondary in the appropriate content area; or ○ Standard CTED Secondary in the appropriate content area; or ○ Postsecondary certification; or ○ Cooperative Education endorsement for Cooperative Education and DCE courses 	<p>Copy of a valid, program-appropriate Career and Technical Education District (CTED) Teaching Certificate for every instructor in the program</p>
<p style="text-align: center;">CTED Indicator #2</p>	<p>ARS §15-391(4)(b) – Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study</p> <p>and</p> <p>ARS §15-391(4)(b) – Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment in that vocation or industry.</p>	<p>Participation in the appropriate Arizona CTED Technical Skills Assessment, if available</p> <p>NOTE: Evaluator will inspect the CTED Assessment System Administrative Guide to verify that an appropriate Arizona CTED Technical Skills Assessment is available</p> <p>OR, IF THE PROGRAM DOES NOT HAVE AN APPROPRIATE ARIZONA CTE TECHNICAL SKILLS ASSESSMENT:</p> <p>Identify the third-party industry assessments offered to program completers, and provide documentation of assessment implementation and student results.</p>
<p style="text-align: center;">CTED Indicator #3</p>	<p>ARS §15-391(4)(d) – Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment, or work-based learning environment, <u>except for community college courses.</u></p>	<p><u>Course catalog</u></p> <p>OR</p> <p><u>Course syllabus</u></p> <p>OR</p> <p><u>Student records/class roster</u></p> <p>OR</p> <p><u>Evidence indicating that a majority of instructional time is conducted in a laboratory environment, field-based environment, or work-based learning environment</u></p> <p>NOTE: Submitted evidence <u>must</u> indicate that the program offers one or more of the following student work-based participation strategies:</p> <ul style="list-style-type: none"> ○ Cooperative Education/DCE ○ Internships ○ School-based enterprise ○ Apprenticeships ○ Health care clinical experience ○ Laboratory simulation projects ○ Supervised Agricultural Experience ○ Field Experience <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>

<p style="text-align: center;">CTED Indicator #4</p>	<p>ARS §15-391(4)(d) – ...Requires career and technical student organization participation, <u>except for community college courses.</u></p>	<p>Evidence of student participation in a CTSO must include a <u>membership roster</u> for a program-appropriate CTSO, <u>plus one or more of the following:</u></p> <p>CTSO chapter <u>Plan of Work</u></p> <p><u>Schedules, flyers, brochures, etc.</u> that indicate local CTSO activities</p> <p>CTSO <u>meeting agendas/minutes</u></p> <p><u>Lesson plans</u> that reflect co-curricular CTSO activities conducted within the classroom</p> <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>
<p style="text-align: center;">CTED Indicator #5</p>	<p>ARS §15-391(4)(o) – Has demonstrated a need for extra funding in order to provide the career technical education course.</p> <p>and</p> <p>ARS §15-391(4)(o) – A Career Technical Education District has demonstrated a need for extra funding in order to provide the Career Technical Education District program.</p> <p>and</p> <p>ARS §15-391 (4)(m) – Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.</p> <p>and</p> <p>ARS §15-391(4)(c) – Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.</p>	<p>Evidence demonstrating the need for extra funding should include <u>one of the following:</u></p> <p>Specialized equipment inventory</p> <p>List of specialized materials</p> <p>List of customized facilities</p> <p>List of costs incurred due to work-based learning experiences</p> <p>List of costs related to the convening of CTED Advisory Boards and Committees</p> <p>List of CTSO expenditures</p> <p>List of expenses related to industry certifications</p> <p>List of expenses related to teacher professional development</p> <p>List of expenses related to CTED salaries and benefits</p>

<p style="text-align: center;">CTED Indicator #6</p>	<p>ARS §15-391(4)(e) – Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.</p> <p>and</p> <p>ARS §15-391(4)(f) – Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.</p>	<p><u>Master schedule OR district//school/student handbook (hard copy or electronic) indicating that the program’s coherent sequence of courses are offered</u></p>
<p style="text-align: center;">CTED Indicator #7</p>	<p>ARS §15-391(4)(k) – Requires a single or stackable credential...or a skill that will allow a student to obtain work...on graduation before receiving an associate degree or baccalaureate degree.</p> <p>and</p> <p>ARS §15-391(4)(l) – Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry...If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.</p>	<p><u>Written plan to offer industry-recognized certifications or licensures, along with a timeline for implementing the plan</u></p> <p>OR</p> <p><u>List of viable industry certifications and/or licensures that students can obtain prior to graduation</u></p> <p>OR</p> <p><u>List of identified program-embedded skills that will allow a student to obtain entry-level employment prior to receiving an Associate or Baccalaureate degree</u></p> <p>OR</p> <p><u>List of single or stackable credentials</u></p>
<p style="text-align: center;">CTED Indicator #8</p>	<p>ARS §15-391(4)(n) – An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program...(which) includes in-kind contributions and donations.</p>	<p><u>List of business and industry CTED Advisory Board/Committee members</u></p> <p>OR</p> <p><u>List of work-based learning opportunities provided by business and industry</u></p> <p>OR</p> <p><u>List and description of business and industry contributions</u></p> <p><i>NOTE. The business and industry contributions by include, but are not limited to:</i></p> <ul style="list-style-type: none"> ○ <i>In-kind contributions or donations</i> ○ <i>Professional development opportunities provided by business and industry</i> ○ <i>Resources provided to classroom by business and industry, such as classroom speakers, field experiences for students, externships for teachers, industry updates, etc.</i>

Exhibit C State Auditor General's Memo 219 Worksheet

DISTRICT NAME Flagstaff Unified School District COUNTY Coconino CTD NUMBER 030201000

Work Sheet for Determining the Appearance of Supplanting with JTED Monies¹ ESTIMATE FOR FISCAL YEAR 2020

Comparison of Per-Pupil Vocational and Career and Technical Education Expenditures

- 1. Base Level (from the FY's Expenditure Budget Work Sheet C)
- 2. Inflation Factor $[(\text{Current year line 1} - \text{Base Year line 1}) / \text{Base Year line 1}]$
- 3. Base Year Vocational and Career and Technical Education Expenditures
- 4. Adjusted Base Year Expenditures $[(1.0 + \text{line 2}) \times \text{line 3}]$
- 5. Current Year Vocational and Career and Technical Education Expenditures from **All Funds**
- 6. Current Year Expenditures from Fund 596—Joint Technical Education
- 7. Current Year Expenditures from Federal Perkins Grants
- 8. Current Year Expenditures from State Priority Grants
- 9. Remaining Current Year Expenditures (line 5 - lines 6 through 8)
- 10. Student Count (from the FY's Expenditure Budget Work Sheet B)
- 11. Per-pupil Expenditures

Base Year FY 2005	Current Year FY 2020
\$ 2,893.18	\$ 4,089.76
41.36%	
\$ 1,467,862.00	
\$ 2,074,949.81	
	3243083.80
	1026749.9
	100000
	76000
	\$ 2,040,333.90
3775.469	3000.000
\$ 549.59	\$ 680.11

(line 4 / line 10)

(line 9 / line 10)

- 12. Comparison of Per-pupil Expenditures (Line 11, Current Year - Base Year) If negative, District appears to have supplanted vocational and career and technical education expenditures with JTED monies. If applicable, see explanation on line 13 below.
- 13. Explanation, if any, for negative amount calculated on Line 12.

	\$ 130.52
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¹ To address the statutory restriction on supplanting with JTED monies used for capital purposes, JTED member districts must follow the guidance described on the Instructions tab under Capital Expenditures. All JTED spending should comply with spending allowed by the member district's intergovernmental agreement with the JTED, which may further restrict the use of JTED monies.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS INDUSTRY AND TECHNOLOGY
AND
PAGE UNIFIED SCHOOL DISTRICT NO. 8
FOR
PROVISION OF CAREER TECHNICAL EDUCATION COURSES**

This Intergovernmental Agreement (“Agreement”) is entered into between the **Coconino Association for Vocations Industry and Technology** (CAVIAT), an Arizona career technical educational district (“CTED”), and **Page Unified School District No. 8**, a political subdivision of the state of Arizona (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) §11-951;

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S §15-393;

WHEREAS, the Parties want to provide career technical education courses (“CTED Courses”) as a part of a career technical education district program (“CTED Program”), as those terms are defined in A.R.S. §15-391, at a satellite campus designated by School District, and to operate under a satellite model with School District continuing to provide the instruction and facilities for such courses;

WHEREAS, the Parties may want to provide CTED Courses and/or CTED Program at satellite campuses designated by School District and to receive classes under the centralized model utilizing video conferencing distance learning (VCDL) technology to deliver classes. School District will continue to provide facilities and facilitators for the CTED Courses;

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 CTED will provide CTED Courses and a CTED Program, as defined below, which meet the criteria provided in A.R.S. §15-391.

2. Term

This Agreement shall commence and be effective on July 1, 2019, 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 Party given no later than thirty (30) days before the end of the semester; provided, however, that termination shall not become effective until the end of the current semester in which notice is

given. Unless otherwise agreed in writing by the Parties, all property purchased by CAVIAT, or by School District with CTED funding, under this Agreement shall remain the property of CAVIAT and shall be returned to CAVIAT by School District when no longer in use or upon termination, whichever is sooner pursuant to A.R.S. §11-952(B)(4). CAVIAT shall, using the procedures specified in the Uniform System of Financial Records for Arizona School Districts (“USFR”), maintain an inventory of all equipment which CAVIAT supplies to School District and which is to be returned to CAVIAT.

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

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

(1) The services provided by the parties shall be proportionally calculated in the cost of delivering the service.

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

(3) School District may request amendments to Exhibit A during the term of this Agreement in the event of changes in teaching staff, student enrollment, or equipment or facility changes during the year. Amendments must be submitted in writing to CAVIAT and approved by CAVIAT superintendent no later than April 30th of each current school year. Any change in the amount of support from School District and the amount of contribution from CAVIAT shall not exceed the total amount shown in Exhibit A, as amended from time to time. No new programs may be added except as provided in Paragraph 4(D) of this Agreement.

(4) Payment obligations of CAVIAT under this Agreement are conditioned upon receipt of funds from the State of Arizona and/or funds received by tax levies. The obligations of each School District are conditioned upon the availability to School District of funds that may lawfully be used for such purpose.

(5) Payments will be made to each School District at a minimum on a monthly basis after School District provides proof of incurred expenditures.

(6) For School District students enrolled in a Central Program provided by Coconino Community College (CCC), CAVIAT will retain 20% of the revenue generated by those students. In the event the CAVIAT allocation of 80% of the revenue generated does not cover the entire costs associated with students enrolled in Coconino Community College programs, CAVIAT will retain sufficient funds from School District payment to defray the balance of costs.

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. CAVIAT may, at its expense, request an audit or accounting of expenditures by School District related to career technical education programs.

C. Responsibilities.

(1) Responsibilities of CAVIAT.

- a. CAVIAT will manage the career technical education district.
- b. CAVIAT will be responsible for the content and quality of CTED Courses taught by School District and shall maintain oversight of all CTED programs.
- c. CAVIAT will establish the standard for the quality of the teachers who instruct CTED Courses.
- d. CAVIAT will review the salaries of teachers who will be instructing CTED Courses on behalf of School District, and may pay School District for such salaries.
- e. CAVIAT may pay School District for providing facilities and instruction for CTED approved classes, or may reimburse other entities for facilities used by School District in which to teach CTED Courses.
- f. CAVIAT shall provide professional development for School District CTED Course and CTED Program teachers. The nature, duration, frequency, and type of professional development provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- g. CAVIAT shall provide ongoing evaluation and support services to School District CTED Courses and CTED Programs. The nature, duration, frequency, and type of evaluation and support services provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- h. CAVIAT will coordinate with School District to upload School District's CTED student attendance reports into the ADE SAIS AzEDS system.
- i. CAVIAT will maintain an itemized listing of goods and services that are provided to School District and which are paid for by the retention of School District student funding. CAVIAT shall provide said itemized list to School District within thirty (30) calendar days of receipt of a request for same from School District.
- j. Within thirty (30) calendar days of approval by CAVIAT's Governing Board, CAVIAT shall submit School District requests for approval or addition of School District CTED Courses or CTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.
- k. CAVIAT shall submit the report required by A.R.S. §15-393.01 in the manner mandated by said statute by no later than December 31st of year for which this Agreement is in effect.
- l. If School District is operating under a traditional block schedule, CAVIAT shall count for the purposes of ADM reporting the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and allow School District to count the remainder of the block as time spent by the student in School District programs.

(2) Responsibilities of School District. Failure of School District to comply with any of the reporting requirements of this Paragraph (2) may result in CAVIAT withholding funds to School District on a temporary or long-term basis.

a. Attendance data must be reported at least every twenty (20) days by School District to CAVIAT in order for the site to receive funding as agreed upon in this Agreement. School District will be compliant with ADE reporting standards, provided, however that CAVIAT and School District may agree that School District will upload the attendance data. If School District is operating under a traditional block schedule, School District shall allow CAVIAT to count the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and School District shall count the remainder of the block as time spent by the student in School District programs.

b. School District is solely responsible to comply with its legal obligations to generate the required Average Daily Membership and to refrain from efforts to prevent or prohibit any student from attending a CTED Course

c. School District will provide the instruction in any CTED Course referenced in Exhibit A at satellite campus(es) through School District teachers who shall remain employees of School District and subject to School District's employment policies. However, School District may, to the extent permitted under A.R.S. §15-537 and the personnel policies of School District, consult with and consider the input received from CAVIAT in teacher evaluations. If School District and CAVIAT are operating on a centralized model basis, then this provision shall not apply.

d. School District will provide a cost analysis and course CTED eligibility documents for each potential CTED class by November 1st of each year for consideration and approval by CAVIAT's Governing Board.

e. School District will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the CTED Courses. If School District uses CTED funds to construct or renovate a facility located on School District's campus or on property owned by School District, the facility shall, except for occasional other uses mutually agreed upon between the Parties, be used only for career and technical education programs offered by CAVIAT and must be made available to all qualified students who live within School District. In the event the facility is no longer used only for career and technical education programs offered by CAVIAT, School District shall, unless the Parties otherwise agree, reimburse CAVIAT for the depreciated cost of the construction and/or renovation as determined by generally accepted accounting principles.

f. School District will be responsible for student discipline. However, School District may, to the extent permitted by A.R.S. §15-841 and the student discipline policies of School District, consult with and consider the concerns of CAVIAT with respect to this issue.

g. School District will insure, repair, and maintain all property and equipment purchased by CAVIAT for use in CTED Courses taught by School District while in the possession of School District. Any equipment purchased by CAVIAT or with funds provided by CAVIAT must be ordered, installed or available for use by students no later than

two months after the equipment has been purchased. All equipment purchased with CTED funds, without regard to price, shall be tagged and accounted for by School District. School District shall make available for audit purposes a complete list of CTED-funded items. School District will return, or dispose of when mutually agreed upon beforehand, the property and equipment owned by CAVIAT when the property and equipment is no longer used by School District for CTED Courses. Disposal of equipment must be in compliance with state regulations, with the equipment first being offered for return to CAVIAT. School District will follow state disposal guidelines if CAVIAT chooses not to receive the equipment back from School District. In the event School District has installed computer software in CAVIAT-owned computers, School District may remove such software from CAVIAT-owned computer prior to removing the computer from School District's satellite campus.

h. School District agrees that it shall use any monies received pursuant to this Agreement to supplement and not supplant base year career and technical education and CTED Courses, and amounts for directly related equipment and facilities. School District agrees that in order to enhance and not supplant career and technical education as required by A.R.S. § 15-393(D)(7) and (8), School District will continue to allocate monies at a level equal to what was spent on career and technical educational and vocational programs in the base year to such programs or directly related equipment or facilities during the term of this Agreement. For purposes of this section, the amount spent in the base year shall be determined and adjusted as appropriate based on the definition and discussion in Memo 219 of the State Auditor General.

i. Except the first year School District has joined a CTED, by October 15 of each year, School District shall complete and submit to CAVIAT all of the following for the previous fiscal year:

(i) The State Auditor General's Memo 219 worksheet (See Exhibit C); and

(ii) All supporting documentation used to substantiate the figures reported on the State Auditor General's Memo 219 worksheet.

j. School District will provide a projected new year site budget no later than April 1st of each school year or as budget allocations are available, and a final detailed current year budget with narrative and expenditures using CTED CTE Final Report Form by June 1st of each school year. All previously unexpended CTED funds held in the 596 accounts must be carried forward for use in the new year, and included in the budget request to CAVIAT's board.

k. School District will comply with all applicable state, federal and CTED safety procedures and regulations.

l. School District will cooperate with CAVIAT to provide CAVIAT with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.

m. School District shall provide CAVIAT with any and all documentation requested by CAVIAT for the purposes of generating the report required by

A.R.S. §15-393.01 by no later than November 30th of the then current CTED fiscal year. School District shall provide any documentation requested by CAVIAT after November 30th of the then current CTED fiscal year for the purposes of complying with A.R.S. §15-393.01 in a timely manner.

n. School District will receive and utilize as it deems appropriate its proportionate share of all funds, if any, received from CAVIAT under A.R.S. §15-977 (Proposition 301- Classroom Site Funds) and A.R.S. §15-979 (Proposition 202 – Instructional Improvement Fund).

o. School District shall submit all requests for approval or addition of School District CTED Courses or CTED Programs directly to CTED.

D. Type of Instruction. All CTED courses must be submitted for approval by June 1st of each school year and approved by CAVIAT’s Governing Board. All classes that may generate funding must meet the criteria for programs as required by law. All CTED teachers are required to follow these criteria.

E. Quality of Instruction. “Career technical education course” (“CTED Course”) shall mean a course which is part of a sequence of courses taught as a CTED Program and which meets the criteria identified in A.R.S. §§15-391(3) and (5).

F. Enrollment.

(1) CAVIAT will coordinate enrollment and registration with the staff of each School District campus.

(2) School District and CAVIAT must approve all enrollments, verifying student eligibility in classes approved by CAVIAT’s Governing Board.

(3) School District will provide registration and attendance information for CTED students in approved courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, *et seq.*

(4) CAVIAT may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in a CTED, pursuant to A.R.S. §15-393(H). CAVIAT’s Governing Board will set the tuition rate. Notwithstanding the foregoing, CAVIAT will not be responsible to pay tuition or provide any financial assistance to any student who cannot document that the student is a United States citizen or lawfully present in the United States.

(5) For purposes of this Agreement, a “student” is defined as any person enrolled in School District without regard to the person’s age or high school graduation status. Adults and post-secondary students may enroll in CTED courses subject to School District’s policy. School District shall be responsible to acquire documentation pursuant to A.R.S. §15-828(A).

G. **Transportation Services.** If transportation of students is necessary or if State law requires transport, School District resources will be used to provide such transportation.

5. Cancellation for Conflict of Interest

Pursuant to A.R.S. §38-511, either Party 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

School District and CAVIAT 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 of 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. CAVIAT shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through

15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control.

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 the mediator, however, each Party shall bear its own cost for presentation before the mediator, including the cost incurred by the 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:

CAVIAT
PO Box 3940/19 Poplar Street
Page, Arizona 86040-3940
Fax: 928-645-2773

Page Unified School District #6
PO Box 1927 / 500 South Navajo Drive
Page, AZ 86040-1927
Fax: 928-645-2805

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 the County Attorney's Office may represent or have represented other parties to this Agreement in drafting, reviewing, or approving this Agreement, or on other matters. By signing this Agreement, each party specifically acknowledges that it is aware of a potential conflict of interest and specifically waives any such claim of conflict based on legal counsel's representation of other parties to this Agreement.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature pages follow

IN WITNESS HEREOF, the parties sign this Agreement:

COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY

Dated this ____ day of _____, 2019, upon resolution of CAVIAT's Governing Board approving this Agreement and authorizing its Superintendent to sign below:

Coconino Association for Vocations, Industry and Technology (CAVIAT)
PO Box 3940 / 19 Poplar Street
Page, Arizona 86040
928-645-2737

By: _____

Dr. Brent Neilson

Title: Superintendent

PAGE UNIFIED SCHOOL DISTRICT NO. 8

Dated this ____ day of _____, 2019, upon resolution of the District Governing Board of the Page Unified School District No. 8, approving this Agreement and authorizing its Superintendent to sign below:

Page Unified School District No. 8
PO Box 1927 / 500 South Navajo Drive
Page, AZ 86040-1927
928-608-4100

By: _____

Robert B. Varner

Title: Superintendent

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 Governing Boards of CAVIAT and Page Unified School District No. 8.

By: _____

Legal Counsel for CAVIAT and
Page Unified School District No. 8

Exhibit B

Arizona Department of Education

Career and Technical Education District

Program Monitoring Guidance Document

Career and Technical Education Program Monitoring is conducted to ensure compliance with Federal Carl D. Perkins legislation and Arizona Career Technical Education District (CTED) legislation.

Listed in this Program Monitoring Guidance Document are examples of items that evaluators will look for as evidence of compliance for each indicator.

Compiling and Delivering Evidence of Compliance

The acceptable method for compiling and delivering evidence of compliance is through the use of three-ring binders and labeled dividers:

- **Step 1** – Secure a dedicated three-ring binder for every CTED program being monitored.
- **Step 2** – Secure 8 CTED dividers for each binder.
- **Step 3** – Label the dividers:
 - CTED Indicator #1
 - CTED Indicator #2
 - CTED Indicator #3
 - CTED Indicator #4
 - CTED Indicator #5
 - CTED Indicator #6
 - CTED Indicator #7
 - CTED Indicator #8
- **Step 4** – Gather the following evidence artifacts and place them under the appropriate divider:

<p style="text-align: center;">CTED Indicator #1</p>	<p>ARS §15-391 (4)(a) – 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.</p> <p>NOTE: Valid CTED Teaching Certificates include:</p> <ul style="list-style-type: none"> ○ Provisional CTED Secondary in the appropriate content area; or ○ Standard CTED Secondary in the appropriate content area; or ○ Postsecondary certification; or ○ Cooperative Education endorsement for Cooperative Education and DCE courses 	<p>Copy of a valid, program-appropriate Career and Technical Education District (CTED) Teaching Certificate for every instructor in the program</p>
<p style="text-align: center;">CTED Indicator #2</p>	<p>ARS §15-391(4)(b) – Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study</p> <p>and</p> <p>ARS §15-391(4)(b) – Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment in that vocation or industry.</p>	<p>Participation in the appropriate Arizona CTED Technical Skills Assessment, if available</p> <p>NOTE: Evaluator will inspect the CTED Assessment System Administrative Guide to verify that an appropriate Arizona CTED Technical Skills Assessment is available</p> <p>OR, IF THE PROGRAM DOES NOT HAVE AN APPROPRIATE ARIZONA CTE TECHNICAL SKILLS ASSESSMENT:</p> <p>Identify the third-party industry assessments offered to program completers, and provide documentation of assessment implementation and student results.</p>
<p style="text-align: center;">CTED Indicator #3</p>	<p>ARS §15-391(4)(d) – Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment, or work-based learning environment, <u>except for community college courses.</u></p>	<p><u>Course catalog</u></p> <p>OR</p> <p><u>Course syllabus</u></p> <p>OR</p> <p><u>Student records/class roster</u></p> <p>OR</p> <p><u>Evidence indicating that a majority of instructional time is conducted in a laboratory environment, field-based environment, or work-based learning environment</u></p> <p>NOTE: Submitted evidence <u>must</u> indicate that the program offers one or more of the following student work-based participation strategies:</p> <ul style="list-style-type: none"> ○ Cooperative Education/DCE ○ Internships ○ School-based enterprise ○ Apprenticeships ○ Health care clinical experience ○ Laboratory simulation projects ○ Supervised Agricultural Experience ○ Field Experience <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>

<p style="text-align: center;">CTED Indicator #4</p>	<p>ARS §15-391(4)(d) – ...Requires career and technical student organization participation, <u>except for community college courses.</u></p>	<p>Evidence of student participation in a CTSO must include a <u>membership roster</u> for a program-appropriate CTSO, <u>plus one or more of the following:</u></p> <p>CTSO chapter <u>Plan of Work</u></p> <p><u>Schedules, flyers, brochures, etc.</u> that indicate local CTSO activities</p> <p>CTSO <u>meeting agendas/minutes</u></p> <p><u>Lesson plans</u> that reflect co-curricular CTSO activities conducted within the classroom</p> <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>
<p style="text-align: center;">CTED Indicator #5</p>	<p>ARS §15-391(4)(o) – Has demonstrated a need for extra funding in order to provide the career technical education course.</p> <p>and</p> <p>ARS §15-391(4)(o) – A Career Technical Education District has demonstrated a need for extra funding in order to provide the Career Technical Education District program.</p> <p>and</p> <p>ARS §15-391 (4)(m) – Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.</p> <p>and</p> <p>ARS §15-391(4)(c) – Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.</p>	<p>Evidence demonstrating the need for extra funding should include <u>one of the following:</u></p> <p>Specialized equipment inventory</p> <p>List of specialized materials</p> <p>List of customized facilities</p> <p>List of costs incurred due to work-based learning experiences</p> <p>List of costs related to the convening of CTED Advisory Boards and Committees</p> <p>List of CTSO expenditures</p> <p>List of expenses related to industry certifications</p> <p>List of expenses related to teacher professional development</p> <p>List of expenses related to CTED salaries and benefits</p>

<p style="text-align: center;">CTED Indicator #6</p>	<p>ARS §15-391(4)(e) – Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.</p> <p>and</p> <p>ARS §15-391(4)(f) – Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.</p>	<p><u>Master schedule OR district//school/student handbook (hard copy or electronic) indicating that the program’s coherent sequence of courses are offered</u></p>
<p style="text-align: center;">CTED Indicator #7</p>	<p>ARS §15-391(4)(k) – Requires a single or stackable credential...or a skill that will allow a student to obtain work...on graduation before receiving an associate degree or baccalaureate degree.</p> <p>and</p> <p>ARS §15-391(4)(l) – Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry...If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.</p>	<p><u>Written plan to offer industry-recognized certifications or licensures, along with a timeline for implementing the plan</u></p> <p>OR</p> <p><u>List of viable industry certifications and/or licensures that students can obtain prior to graduation</u></p> <p>OR</p> <p><u>List of identified program-embedded skills that will allow a student to obtain entry-level employment prior to receiving an Associate or Baccalaureate degree</u></p> <p>OR</p> <p><u>List of single or stackable credentials</u></p>
<p style="text-align: center;">CTED Indicator #8</p>	<p>ARS §15-391(4)(n) – An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program...(which) includes in-kind contributions and donations.</p>	<p><u>List of business and industry CTED Advisory Board/Committee members</u></p> <p>OR</p> <p><u>List of work-based learning opportunities provided by business and industry</u></p> <p>OR</p> <p><u>List and description of business and industry contributions</u></p> <p><i>NOTE. The business and industry contributions by include, but are not limited to:</i></p> <ul style="list-style-type: none"> <i>o In-kind contributions or donations</i> <i>o Professional development opportunities provided by business and industry</i> <i>o Resources provided to classroom by business and industry, such as classroom speakers, field experiences for students, externships for teachers, industry updates, etc.</i>

Exhibit C
State Auditor General's Memo 219 Worksheet

		Base Year	Current Year
Part A - Comparison of Per-Pupil Non-CTED Vocational Education Expenditures		FY 2001	FY 2018
A.1	Base Level (from the FY's Expenditure Budget Work Sheet C)	\$2,621.62	\$3,683.27
A.2	Inflation Factor [(Current year line A.1-Base Year line A.1)/Base Year line A.1]	24.63%	40.50%
A.3	Non-CTED Vocational Education Expenditures for FY ¹	\$366,272.91	\$459,938.52
A.4	Adjusted Expenditures for Base Year [(1+ line A.2) x line A.3]	\$456,485.93	\$0.00
A.5	Student Count (from the FY's Expenditure Budget Work Sheet B, line A.1)	1140.048	809.747
A.6	Per-pupil Non-CTED Vocational Education Expenditures	\$400.41	\$568.01
		(line A.4 / line A.5)	(line A.3 / line A.5)
A.7	Comparison of Per-pupil Non-CTED Expenditures (Line A.6, Current Year - Base Year) If negative, District appears to have supplanted vocational education expenditures with CTED monies. If applicable, see explanation on line A.8 below.	\$167.60	
A.8	Explanation, if any, for negative amount calculated on Line A.7		

Districts that are eligible for the phase-in provision of A.R.S. §15-393(D)(9), as described in USFR Memorandum No. 219, page 5, should complete Part B below to determine if the amount of CTED monies used to supplement vocational education courses from the base year met the required phase-in level. ²

Part B - Calculation of Phase-In Compliance (For FYs 2006 and 2007 only)

B.1	Total District CTED monies spent in current FY	\$
B.2	Per-pupil CTED expenditures (line B.1/line A.5)	-
B.3	Percentage of CTED Monies used to Supplement Vocational Education Courses From the Base Year [(lines (B.2 + A.7)/B.2)] ²	100.00%

¹ Refer to USFR Memorandum No. 219, page 2, for a description of the expenditures to include on this line. Additionally, CTED member districts with a base year prior to 1998, the first year that the vocational education Group B weight was replaced with the state block grant for vocational education, should reduce the M&O expenditures reported on this line for the base year by the amount of funding generated by the vocational education Group B weight in their base year, as calculated by ADE.

² The percentage of CTED monies that must be used to supplement vocational education courses from the base year is 33% in FY 2006 and 66% in FY 2007.

FY	Base level
2018	\$3,683.27
2017	\$3,635.64
2016	\$3,600.00
2013	\$3,326.54
2012	\$3,308.57
2011	\$3,308.57

**FINTERGOVERNMENTAL AGREEMENT
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS INDUSTRY AND TECHNOLOGY
AND
WILLIAMS UNIFIED SCHOOL DISTRICT NO. 2
FOR
PROVISION OF CAREER TECHNICAL EDUCATION COURSES**

This Intergovernmental Agreement (“Agreement”) is entered into between the **Coconino Association for Vocations Industry and Technology** (CAVIAT), an Arizona career technical educational district (“CTED”), and **Williams Unified School District No. 2**, a political subdivision of the state of Arizona (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) §11-951;

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S §15-393;

WHEREAS, the Parties want to provide career technical education courses (“CTED Courses”) as a part of a career technical education district program (“CTED Program”), as those terms are defined in A.R.S. §15-391, at a satellite campus designated by School District, and to operate under a satellite model with School District continuing to provide the instruction and facilities for such courses;

WHEREAS, the Parties may want to provide CTED Courses and/or CTED Program at satellite campuses designated by School District and to receive classes under the centralized model utilizing video conferencing distance learning (VCDL) technology to deliver classes. School District will continue to provide facilities and facilitators for the CTED Courses;

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 CTED will provide CTED Courses and a CTED Program, as defined below, which meet the criteria provided in A.R.S. §15-391.

2. Term

This Agreement shall commence and be effective on July 1, 2019, 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 Party given no later than thirty (30) days before the end of the semester; provided, however, that

termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the Parties, all property purchased by CAVIAT, or by School District with CTED funding, under this Agreement shall remain the property of CAVIAT and shall be returned to CAVIAT by School District when no longer in use or upon termination, whichever is sooner pursuant to A.R.S. §11-952(B)(4) CAVIAT shall, using the procedures specified in the Uniform System of Financial Records for Arizona School Districts (“USFR”), maintain an inventory of all equipment which CAVIAT supplies to School District and which is to be returned to CAVIAT.

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

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

(1) The services provided by the parties shall be proportionally calculated in the cost of delivering the service.

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

(3) School District may request amendments to Exhibit A during the term of this Agreement in the event of changes in teaching staff, student enrollment, or equipment or facility changes during the year. Amendments must be submitted in writing to CAVIAT and approved by CAVIAT superintendent no later than April 30th of each current school year. Any change in the amount of support from School District and the amount of contribution from CAVIAT shall not exceed the total amount shown in Exhibit A, as amended from time to time. No new programs may be added except as provided in Paragraph 4(D) of this Agreement.

(4) Payment obligations of CAVIAT under this Agreement are conditioned upon receipt of funds from the State of Arizona and/or funds received by tax levies. The obligations of each School District are conditioned upon the availability to School District of funds that may lawfully be used for such purpose.

(5) Payments will be made to each School District at a minimum on a monthly basis after School District provides proof of incurred expenditures.

(6) For School District students enrolled in a Central Program provided by Coconino Community College (CCC), CAVIAT will retain 20% of the revenue generated by those students. In the event the CAVIAT allocation of 80% of the revenue generated does not cover the entire costs associated with students enrolled in Coconino Community College programs, CAVIAT will retain sufficient funds from School District payment to defray the balance of costs.

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. CAVIAT may, at its expense, request an audit or accounting of expenditures by School District related to career technical education programs.

C. Responsibilities.

(1) Responsibilities of CAVIAT.

- a. CAVIAT will manage the career technical education district.
- b. CAVIAT will be responsible for the content and quality of CTED Courses taught by School District and shall maintain oversight of all CTED programs.
- c. CAVIAT will establish the standard for the quality of the teachers who instruct CTED Courses.
- d. CAVIAT will review the salaries of teachers who will be instructing CTED Courses on behalf of School District, and may pay School District for such salaries.
- e. CAVIAT may pay School District for providing facilities and instruction for CTED approved classes, or may reimburse other entities for facilities used by School District in which to teach CTED Courses.
- f. CAVIAT shall provide professional development for School District CTED Course and CTED Program teachers. The nature, duration, frequency, and type of professional development provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- g. CAVIAT shall provide ongoing evaluation and support services to School District CTED Courses and CTED Programs. The nature, duration, frequency, and type of evaluation and support services provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- h. CAVIAT will coordinate with School District to upload School District's CTED student attendance reports into the ADE SAIS AzEDS system.
- i. CAVIAT will maintain an itemized listing of goods and services that are provided to School District and which are paid for by the retention of School District student funding. CAVIAT shall provide said itemized list to School District within thirty (30) calendar days of receipt of a request for same from School District.
- j. Within thirty (30) calendar days of approval by CAVIAT's Governing Board, CAVIAT shall submit School District requests for approval or addition of School District CTED Courses or CTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.
- k. CAVIAT shall submit the report required by A.R.S. §15-393.01 in the manner mandated by said statute by no later than December 31st of year for which this Agreement is in effect.
- l. If School District is operating under a traditional block schedule, CAVIAT shall count for the purposes of ADM reporting the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and allow School District to count the remainder of the block as time spent by the student in School District programs.

(2) Responsibilities of School District. Failure of School District to comply with any of the reporting requirements of this Paragraph (2) may result in CAVIAT withholding funds to School District on a temporary or long-term basis.

a. Attendance data must be reported at least every twenty (20) days by School District to CAVIAT in order for the site to receive funding as agreed upon in this Agreement. School District will be compliant with ADE reporting standards, provided, however that CAVIAT and School District may agree that School District will upload the attendance data. If School District is operating under a traditional block schedule, School District shall allow CAVIAT to count the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and School District shall count the remainder of the block as time spent by the student in School District programs.

b. School District is solely responsible to comply with its legal obligations to generate the required Average Daily Membership and to refrain from efforts to prevent or prohibit any student from attending a CTED Course

c. School District will provide the instruction in any CTED Course referenced in Exhibit A at satellite campus(es) through School District teachers who shall remain employees of School District and subject to School District's employment policies. However, School District may, to the extent permitted under A.R.S. §15-537 and the personnel policies of School District, consult with and consider the input received from CAVIAT in teacher evaluations. If School District and CAVIAT are operating on a centralized model basis, then this provision shall not apply.

d. School District will provide a cost analysis and course CTED eligibility documents for each potential CTED class by November 1st of each year for consideration and approval by CAVIAT's Governing Board.

e. School District will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the CTED Courses. If School District uses CTED funds to construct or renovate a facility located on School District's campus or on property owned by School District, the facility shall, except for occasional other uses mutually agreed upon between the Parties, be used only for career and technical education programs offered by CAVIAT and must be made available to all qualified students who live within School District. In the event the facility is no longer used only for career and technical education programs offered by CAVIAT, School District shall, unless the Parties otherwise agree, reimburse CAVIAT for the depreciated cost of the construction and/or renovation as determined by generally accepted accounting principles.

f. School District will be responsible for student discipline. However, School District may, to the extent permitted by A.R.S. §15-841 and the student discipline policies of School District, consult with and consider the concerns of CAVIAT with respect to this issue.

g. School District will insure, repair, and maintain all property and equipment purchased by CAVIAT for use in CTED Courses taught by School District while in the possession of School District. Any equipment purchased by CAVIAT or with funds

provided by CAVIAT must be ordered, installed or available for use by students no later than two months after the equipment has been purchased. All equipment purchased with CTED funds, without regard to price, shall be tagged and accounted for by School District. School District shall make available for audit purposes a complete list of CTED-funded items. School District will return, or dispose of when mutually agreed upon beforehand, the property and equipment owned by CAVIAT when the property and equipment is no longer used by School District for CTED Courses. Disposal of equipment must be in compliance with state regulations, with the equipment first being offered for return to CAVIAT. School District will follow state disposal guidelines if CAVIAT chooses not to receive the equipment back from School District. In the event School District has installed computer software in CAVIAT-owned computers, School District may remove such software from CAVIAT-owned computer prior to removing the computer from School District's satellite campus.

h. School District agrees that it shall use any monies received pursuant to this Agreement to supplement and not supplant base year career and technical education and CTED Courses, and amounts for directly related equipment and facilities. School District agrees that in order to enhance and not supplant career and technical education as required by A.R.S. § 15-393(D)(7) and (8), School District will continue to allocate monies at a level equal to what was spent on career and technical educational and vocational programs in the base year to such programs or directly related equipment or facilities during the term of this Agreement. For purposes of this section, the amount spent in the base year shall be determined and adjusted as appropriate based on the definition and discussion in Memo 219 of the State Auditor General.

i. Except the first year School District has joined a CTED, by October 15 of each year, School District shall complete and submit to CAVIAT all of the following for the previous fiscal year:

(i) The State Auditor General's Memo 219 worksheet (See Exhibit C); and

(ii) All supporting documentation used to substantiate the figures reported on the State Auditor General's Memo 219 worksheet.

j. School District will provide a projected new year site budget no later than April 1st of each school year or as budget allocations are available, and a final detailed current year budget with narrative and expenditures using CTED CTE Final Report Form by June 1st of each school year. All previously unexpended CTED funds held in the 596 accounts must be carried forward for use in the new year, and included in the budget request to CAVIAT's board.

k. School District will comply with all applicable state, federal and CTED safety procedures and regulations.

l. School District will cooperate with CAVIAT to provide CAVIAT with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.

m. School District shall provide CAVIAT with any and all documentation requested by CAVIAT for the purposes of generating the report required by A.R.S. §15-393.01 by no later than November 30th of the then current CTED fiscal year. School District shall provide any documentation requested by CAVIAT after November 30th of the then current CTED fiscal year for the purposes of complying with A.R.S. §15-393.01 in a timely manner.

n. School District will receive and utilize as it deems appropriate its proportionate share of all funds, if any, received from CAVIAT under A.R.S. §15-977 (Proposition 301- Classroom Site Funds) and A.R.S. §15-979 (Proposition 202 – Instructional Improvement Fund).

o. School District shall submit all requests for approval or addition of School District CTED Courses or CTED Programs directly to CTED.

D. Type of Instruction. All CTED courses must be submitted for approval by June 1st of each school year and approved by CAVIAT’s Governing Board. All classes that may generate funding must meet the criteria for programs as required by law. All CTED teachers are required to follow these criteria.

E. Quality of Instruction. “Career technical education course” (“CTED Course”) shall mean a course which is part of a sequence of courses taught as a CTED Program and which meets the criteria identified in A.R.S. §§15-391(3) and (5).

F. Enrollment.

(1) CAVIAT will coordinate enrollment and registration with the staff of each School District campus.

(2) School District and CAVIAT must approve all enrollments, verifying student eligibility in classes approved by CAVIAT’s Governing Board.

(3) School District will provide registration and attendance information for CTED students in approved courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, *et seq.*

(4) CAVIAT may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in a CTED, pursuant to A.R.S. §15-393(H). CAVIAT’s Governing Board will set the tuition rate. Notwithstanding the foregoing, CAVIAT will not be responsible to pay tuition or provide any financial assistance to any student who cannot document that the student is a United States citizen or lawfully present in the United States.

(5) For purposes of this Agreement, a “student” is defined as any person enrolled in School District without regard to the person’s age or high school graduation status. Adults and post-secondary students may enroll in CTED courses subject to School District’s policy. School District shall be responsible to acquire documentation pursuant to A.R.S. §15-828(A).

G. **Transportation Services.** If transportation of students is necessary or if State law requires transport, School District resources will be used to provide such transportation.

5. Cancellation for Conflict of Interest

Pursuant to A.R.S. §38-511, either Party 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

School District and CAVIAT 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 of 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. CAVIAT shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through

15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control.

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 the mediator, however, each Party shall bear its own cost for presentation before the mediator, including the cost incurred by the 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:

CAVIAT
PO Box 3940/19 Poplar Street
Page, Arizona 86040-3940
Fax: 928-645-2773

Williams Unified School District No. 2
636 S. 7th Street
Williams, AZ 86046
Fax: 928-635-4767

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.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature pages follow

IN WITNESS HEREOF, the parties sign this Agreement:

COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY

Dated this ____ day of _____ 2019, upon resolution of CAVIAT's Governing Board approving this Agreement and authorizing its Superintendent to sign below:

Coconino Association for Vocations, Industry and Technology (CAVIAT)
PO Box 3940 / 19 Poplar Street
Page, Arizona 86040
928-645-2737

By: _____
Dr. Brent Neilson
Title: Superintendent

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 CAVIAT Governing Board.

By: _____
Legal Counsel for CAVIAT

WILLIAMS UNIFIED SCHOOL DISTRICT NO. 2

Dated this ____ day of _____, 2019, upon resolution of the District Governing Board of the Williams Unified School District No. 2, approving this Agreement and authorizing its Superintendent to sign below:

Williams Unified School District No. 2
636 S. 7th Street
Williams, AZ 86046
928-635-4474

By: _____
Rick Honsinger
Title: Superintendent

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 Williams Unified School District Governing Board.

By: _____
Legal Counsel for the Williams Unified School District No. 2

Exhibit A

Funding & Type of Instruction

Itemize the services to be provided and the amounts to be allocated for funding of that service, indicating the amount CAVIAT will contribute to the program and the amount of support required by Williams Unified School District. Itemized services and expenses may include but are not limited to teacher salaries, curriculum, facility usage, utilities, custodial care, and program supplies and equipment.*

FY20 Proposed BUDGET

Campus (High School or Central Program)	Prog. CIP Code	Satellite or Central Program	Williams Allocation	CAVIAT Allocation	Total Costs
Williams Unified School Dist	12050000	Satellite Culinary Arts	\$41,473	\$17,051	\$58,524
Williams Unified School Dist	43010000	Satellite Law, Public Safety and Security	\$16,940	\$26,040	\$42,980
Williams Unified School Dist	46040020	Satellite Construction Technologies	\$22,506	\$15,712	\$38,218
Williams Unified School Dist	48050800	Satellite Welding Technologies	\$358	\$18,210	\$18,568
Williams Unified School Dist	47060020	Satellite Automotive Technologies	\$0	\$29,924	\$29,924
Williams Unified School Dist	48050030	Satellite Precision Machinery	\$0	\$0	\$0
Totals			\$81,277	\$106,937	\$188,214

ESTIMATED FY20 CAVIAT/WUSD allocation

\$
106,937
\$ 106,937

Exhibit B

Arizona Department of Education

Career and Technical Education District

Program Monitoring Guidance Document

Career and Technical Education Program Monitoring is conducted to ensure compliance with Federal Carl D. Perkins legislation and Arizona Career Technical Education District (CTED) legislation.

Listed in this Program Monitoring Guidance Document are examples of items that evaluators will look for as evidence of compliance for each indicator.

Compiling and Delivering Evidence of Compliance

The acceptable method for compiling and delivering evidence of compliance is through the use of three-ring binders and labeled dividers:

- **Step 1** – Secure a dedicated three-ring binder for every CTED program being monitored.
- **Step 2** – Secure 8 CTED dividers for each binder.
- **Step 3** – Label the dividers:
 - CTED Indicator #1
 - CTED Indicator #2
 - CTED Indicator #3
 - CTED Indicator #4
 - CTED Indicator #5
 - CTED Indicator #6
 - CTED Indicator #7
 - CTED Indicator #8
- **Step 4** – Gather the following evidence artifacts and place them under the appropriate divider:

<p style="text-align: center;">CTED Indicator #1</p>	<p>ARS §15-391 (4)(a) – 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.</p> <p>NOTE: Valid CTED Teaching Certificates include:</p> <ul style="list-style-type: none"> ○ Provisional CTED Secondary in the appropriate content area; or ○ Standard CTED Secondary in the appropriate content area; or ○ Postsecondary certification; or ○ Cooperative Education endorsement for Cooperative Education and DCE courses 	<p>Copy of a valid, program-appropriate Career and Technical Education District (CTED) Teaching Certificate for every instructor in the program</p>
<p style="text-align: center;">CTED Indicator #2</p>	<p>ARS §15-391(4)(b) – Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study</p> <p>and</p> <p>ARS §15-391(4)(b) – Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment in that vocation or industry.</p>	<p>Participation in the appropriate Arizona CTED Technical Skills Assessment, if available</p> <p>NOTE: Evaluator will inspect the CTED Assessment System Administrative Guide to verify that an appropriate Arizona CTED Technical Skills Assessment is available</p> <p>OR, IF THE PROGRAM DOES NOT HAVE AN APPROPRIATE ARIZONA CTE TECHNICAL SKILLS ASSESSMENT:</p> <p>Identify the third-party industry assessments offered to program completers, and provide documentation of assessment implementation and student results.</p>
<p style="text-align: center;">CTED Indicator #3</p>	<p>ARS §15-391(4)(d) – Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment, or work-based learning environment, <u>except for community college courses.</u></p>	<p><u>Course catalog</u></p> <p>OR</p> <p><u>Course syllabus</u></p> <p>OR</p> <p><u>Student records/class roster</u></p> <p>OR</p> <p><u>Evidence indicating that a majority of instructional time is conducted in a laboratory environment, field-based environment, or work-based learning environment</u></p> <p>NOTE: Submitted evidence <u>must</u> indicate that the program offers one or more of the following student work-based participation strategies:</p> <ul style="list-style-type: none"> ○ Cooperative Education/DCE ○ Internships ○ School-based enterprise ○ Apprenticeships ○ Health care clinical experience ○ Laboratory simulation projects ○ Supervised Agricultural Experience ○ Field Experience <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>

<p style="text-align: center;">CTED Indicator #4</p>	<p>ARS §15-391(4)(d) – ...Requires career and technical student organization participation, <u>except for community college courses.</u></p>	<p>Evidence of student participation in a CTSO must include a <u>membership roster</u> for a program-appropriate CTSO, <u>plus one or more of the following:</u></p> <p>CTSO chapter <u>Plan of Work</u></p> <p><u>Schedules, flyers, brochures, etc.</u> that indicate local CTSO activities</p> <p>CTSO <u>meeting agendas/minutes</u></p> <p><u>Lesson plans</u> that reflect co-curricular CTSO activities conducted within the classroom</p> <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>
<p style="text-align: center;">CTED Indicator #5</p>	<p>ARS §15-391(4)(o) – Has demonstrated a need for extra funding in order to provide the career technical education course.</p> <p>and</p> <p>ARS §15-391(4)(o) – A Career Technical Education District has demonstrated a need for extra funding in order to provide the Career Technical Education District program.</p> <p>and</p> <p>ARS §15-391 (4)(m) – Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.</p> <p>and</p> <p>ARS §15-391(4)(c) – Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.</p>	<p>Evidence demonstrating the need for extra funding should include <u>one of the following:</u></p> <p>Specialized equipment inventory</p> <p>List of specialized materials</p> <p>List of customized facilities</p> <p>List of costs incurred due to work-based learning experiences</p> <p>List of costs related to the convening of CTED Advisory Boards and Committees</p> <p>List of CTSO expenditures</p> <p>List of expenses related to industry certifications</p> <p>List of expenses related to teacher professional development</p> <p>List of expenses related to CTED salaries and benefits</p>

<p style="text-align: center;">CTED Indicator #6</p>	<p>ARS §15-391(4)(e) – Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.</p> <p>and</p> <p>ARS §15-391(4)(f) – Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.</p>	<p><u>Master schedule OR district//school/student handbook (hard copy or electronic) indicating that the program’s coherent sequence of courses are offered</u></p>
<p style="text-align: center;">CTED Indicator #7</p>	<p>ARS §15-391(4)(k) – Requires a single or stackable credential...or a skill that will allow a student to obtain work...on graduation before receiving an associate degree or baccalaureate degree.</p> <p>and</p> <p>ARS §15-391(4)(l) – Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry...If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.</p>	<p><u>Written plan to offer industry-recognized certifications or licensures, along with a timeline for implementing the plan</u></p> <p>OR</p> <p><u>List of viable industry certifications and/or licensures that students can obtain prior to graduation</u></p> <p>OR</p> <p><u>List of identified program-embedded skills that will allow a student to obtain entry-level employment prior to receiving an Associate or Baccalaureate degree</u></p> <p>OR</p> <p><u>List of single or stackable credentials</u></p>
<p style="text-align: center;">CTED Indicator #8</p>	<p>ARS §15-391(4)(n) – An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program...(which) includes in-kind contributions and donations.</p>	<p><u>List of business and industry CTED Advisory Board/Committee members</u></p> <p>OR</p> <p><u>List of work-based learning opportunities provided by business and industry</u></p> <p>OR</p> <p><u>List and description of business and industry contributions</u></p> <p><i>NOTE. The business and industry contributions by include, but are not limited to:</i></p> <ul style="list-style-type: none"> ○ <i>In-kind contributions or donations</i> ○ <i>Professional development opportunities provided by business and industry</i> ○ <i>Resources provided to classroom by business and industry, such as classroom speakers, field experiences for students, externships for teachers, industry updates, etc.</i>

Exhibit C

State Auditor General's Memo 219 Worksheet

DISTRICT NAME Williams Unified School District COUNTY Coconino CTD NUMBER 030202000

Work Sheet for Determining the Appearance of Supplanting with JTED Monies¹ FOR FISCAL YEAR 2019

Comparison of Per-Pupil Vocational and Career and Technical Education Expenditures

- 1. Base Level (from the FY's Expenditure Budget Work Sheet C)
- 2. Inflation Factor $[(\text{Current year line 1} - \text{Base Year line 1}) / \text{Base Year line 1}]$
- 3. Base Year Vocational and Career and Technical Education Expenditures
- 4. Adjusted Base Year Expenditures $[(1.0 + \text{line 2}) \times \text{line 3}]$
- 5. Current Year Vocational and Career and Technical Education Expenditures from All Funds
- 6. Current Year Expenditures from Fund 596—Joint Technical Education
- 7. Current Year Expenditures from Federal Perkins Grants
- 8. Current Year Expenditures from State Priority Grants
- 9. Remaining Current Year Expenditures (line 5 - lines 6 through 8)
- 10. Student Count (from the FY's Expenditure Budget Work Sheet B)
- 11. Per-pupil Expenditures

Base Year FY 2001	Current Year FY 2019
\$ 2,621.62	\$ 4,009.57
52.94%	
\$ 148,370.00	
\$ 226,920.72	
	227,114.25
	114,611.30
	12,192.60
	4753.65
	\$ 95,556.70
777.168	210.560
\$ 291.98	\$ 453.82

(line 4 / line 10)

(line 9 / line 10)

- 12. Comparison of Per-pupil Expenditures (Line 11, Current Year - Base Year) If negative, District appears to have supplanted vocational and career and technical education expenditures with JTED monies. If applicable, see explanation on line 13 below.
- 13. Explanation, if any, for negative amount calculated on Line 12.

	\$ 161.84
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¹ To address the statutory restriction on supplanting with JTED monies used for capital purposes, JTED member districts must follow the guidance described on the Instructions tab under Capital Expenditures. All JTED spending should comply with spending allowed by the member district's intergovernmental agreement with the JTED, which may further restrict the use of JTED monies.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS INDUSTRY AND TECHNOLOGY
AND
FREDONIA-MOCCASIN UNIFIED SCHOOL DISTRICT NO. 6
FOR
PROVISION OF CAREER TECHNICAL EDUCATION COURSES**

This Intergovernmental Agreement (“Agreement”) is entered into between the **Coconino Association for Vocations Industry and Technology** (CAVIAT), an Arizona career technical educational district (“CTED”), and **Fredonia-Moccasin Unified School District No. 6**, a political subdivision of the state of Arizona (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) §11-951;

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-342 and A.R.S §15-393;

WHEREAS, the Parties want to provide career technical education courses (“CTED Courses”) as a part of a career technical education district program (“CTED Program”), as those terms are defined in A.R.S. §15-391, at a satellite campus designated by School District, and to operate under a satellite model with School District continuing to provide the instruction and facilities for such courses;

WHEREAS, the Parties may want to provide CTED Courses and/or CTED Program at satellite campuses designated by School District and to receive classes under the centralized model utilizing video conferencing distance learning (VCDL) technology to deliver classes. School District will continue to provide facilities and facilitators for the CTED Courses;

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 CTED will provide CTED Courses and a CTED Program, as defined below, which meet the criteria provided in A.R.S. §15-391.

2. Term

This Agreement shall commence and be effective on July 1, 2019, 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 Party given no later than thirty (30) days before the end of the semester; provided, however, that

termination shall not become effective until the end of the current semester in which notice is given. Unless otherwise agreed in writing by the Parties, all property purchased by CAVIAT, or by School District with CTED funding, under this Agreement shall remain the property of CAVIAT and shall be returned to CAVIAT by School District when no longer in use or upon termination, whichever is sooner pursuant to A.R.S. §11-952(B)(4). CAVIAT shall, using the procedures specified in the Uniform System of Financial Records for Arizona School Districts (“USFR”), maintain an inventory of all equipment which CAVIAT supplies to School District and which is to be returned to CAVIAT.

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

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

(1) The services provided by the parties shall be proportionally calculated in the cost of delivering the service.

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

(3) School District may request amendments to Exhibit A during the term of this Agreement in the event of changes in teaching staff, student enrollment, or equipment or facility changes during the year. Amendments must be submitted in writing to CAVIAT and approved by CAVIAT superintendent no later than April 30th of each current school year. Any change in the amount of support from School District and the amount of contribution from CAVIAT shall not exceed the total amount shown in Exhibit A, as amended from time to time. No new programs may be added except as provided in Paragraph 4(D) of this Agreement.

(4) Payment obligations of CAVIAT under this Agreement are conditioned upon receipt of funds from the State of Arizona and/or funds received by tax levies. The obligations of each School District are conditioned upon the availability to School District of funds that may lawfully be used for such purpose.

(5) Payments will be made to each School District at a minimum on a monthly basis after School District provides proof of incurred expenditures.

(6) For School District students enrolled in a Central Program provided by Coconino Community College (CCC), CAVIAT will retain 20% of the revenue generated by those students. In the event the CAVIAT allocation of 80% of the revenue generated does not cover the entire costs associated with students enrolled in Coconino Community College programs, CAVIAT will retain sufficient funds from School District payment to defray the balance of costs.

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. CAVIAT may, at its expense, request an audit or accounting of expenditures by School District related to career technical education programs.

C. Responsibilities.

(1) Responsibilities of CAVIAT.

- a. CAVIAT will manage the career technical education district.
- b. CAVIAT will be responsible for the content and quality of CTED Courses taught by School District and shall maintain oversight of all CTED programs.
- c. CAVIAT will establish the standard for the quality of the teachers who instruct CTED Courses.
- d. CAVIAT will review the salaries of teachers who will be instructing CTED Courses on behalf of School District, and may pay School District for such salaries.
- e. CAVIAT may pay School District for providing facilities and instruction for CTED approved classes, or may reimburse other entities for facilities used by School District in which to teach CTED Courses.
- f. CAVIAT shall provide professional development for School District CTED Course and CTED Program teachers. The nature, duration, frequency, and type of professional development provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- g. CAVIAT shall provide ongoing evaluation and support services to School District CTED Courses and CTED Programs. The nature, duration, frequency, and type of evaluation and support services provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- h. CAVIAT will coordinate with School District to upload School District's CTED student attendance reports into the ADE SAIS AzEDS system.
- i. CAVIAT will maintain an itemized listing of goods and services that are provided to School District and which are paid for by the retention of School District student funding. CAVIAT shall provide said itemized list to School District within thirty (30) calendar days of receipt of a request for same from School District.
- j. Within thirty (30) calendar days of approval by CAVIAT's Governing Board, CAVIAT shall submit School District requests for approval or addition of School District CTED Courses or CTED Programs directly to the Career and Technical Education Division of the Arizona Department of Education.
- k. CAVIAT shall submit the report required by A.R.S. §15-393.01 in the manner mandated by said statute by no later than December 31st of year for which this Agreement is in effect.
- l. If School District is operating under a traditional block schedule, CAVIAT shall count for the purposes of ADM reporting the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and allow School District to count the remainder of the block as time spent by the student in School District programs.

(2) Responsibilities of School District. Failure of School District to comply with any of the reporting requirements of this Paragraph (2) may result in CAVIAT withholding funds to School District on a temporary or long-term basis.

a. Attendance data must be reported at least every twenty (20) days by School District to CAVIAT in order for the site to receive funding as agreed upon in this Agreement. School District will be compliant with ADE reporting standards, provided, however that CAVIAT and School District may agree that School District will upload the attendance data. If School District is operating under a traditional block schedule, School District shall allow CAVIAT to count the first fifty-five (55) minutes of the block as time spent by the student in a CTED program, and School District shall count the remainder of the block as time spent by the student in School District programs.

b. School District is solely responsible to comply with its legal obligations to generate the required Average Daily Membership and to refrain from efforts to prevent or prohibit any student from attending a CTED Course

c. School District will provide the instruction in any CTED Course referenced in Exhibit A at satellite campus(es) through School District teachers who shall remain employees of School District and subject to School District's employment policies. However, School District may, to the extent permitted under A.R.S. §15-537 and the personnel policies of School District, consult with and consider the input received from CAVIAT in teacher evaluations. If School District and CAVIAT are operating on a centralized model basis, then this provision shall not apply.

d. School District will provide a cost analysis and course CTED eligibility documents for each potential CTED class by November 1st of each year for consideration and approval by CAVIAT's Governing Board.

e. School District will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance, and instructional staff to conduct the CTED Courses. If School District uses CTED funds to construct or renovate a facility located on School District's campus or on property owned by School District, the facility shall, except for occasional other uses mutually agreed upon between the Parties, be used only for career and technical education programs offered by CAVIAT and must be made available to all qualified students who live within School District. In the event the facility is no longer used only for career and technical education programs offered by CAVIAT, School District shall, unless the Parties otherwise agree, reimburse CAVIAT for the depreciated cost of the construction and/or renovation as determined by generally accepted accounting principles.

f. School District will be responsible for student discipline. However, School District may, to the extent permitted by A.R.S. §15-841 and the student discipline policies of School District, consult with and consider the concerns of CAVIAT with respect to this issue.

g. School District will insure, repair, and maintain all property and equipment purchased by CAVIAT for use in CTED Courses taught by School District while in the possession of School District. Any equipment purchased by CAVIAT or with funds

provided by CAVIAT must be ordered, installed or available for use by students no later than two months after the equipment has been purchased. All equipment purchased with CTED funds, without regard to price, shall be tagged and accounted for by School District. School District shall make available for audit purposes a complete list of CTED-funded items. School District will return, or dispose of when mutually agreed upon beforehand, the property and equipment owned by CAVIAT when the property and equipment is no longer used by School District for CTED Courses. Disposal of equipment must be in compliance with state regulations, with the equipment first being offered for return to CAVIAT. School District will follow state disposal guidelines if CAVIAT chooses not to receive the equipment back from School District. In the event School District has installed computer software in CAVIAT-owned computers, School District may remove such software from CAVIAT-owned computer prior to removing the computer from School District's satellite campus.

h. School District agrees that it shall use any monies received pursuant to this Agreement to supplement and not supplant base year career and technical education and CTED Courses, and amounts for directly related equipment and facilities. School District agrees that in order to enhance and not supplant career and technical education as required by A.R.S. § 15-393(D)(7) and (8), School District will continue to allocate monies at a level equal to what was spent on career and technical educational and vocational programs in the base year to such programs or directly related equipment or facilities during the term of this Agreement. For purposes of this section, the amount spent in the base year shall be determined and adjusted as appropriate based on the definition and discussion in Memo 219 of the State Auditor General.

i. Except the first year School District has joined a CTED, by October 15 of each year, School District shall complete and submit to CAVIAT all of the following for the previous fiscal year:

(i) The State Auditor General's Memo 219 worksheet (See Exhibit C); and

(ii) All supporting documentation used to substantiate the figures reported on the State Auditor General's Memo 219 worksheet.

j. School District will provide a projected new year site budget no later than April 1st of each school year or as budget allocations are available, and a final detailed current year budget with narrative and expenditures using CTED CTE Final Report Form by June 1st of each school year. All previously unexpended CTED funds held in the 596 accounts must be carried forward for use in the new year, and included in the budget request to CAVIAT's board.

k. School District will comply with all applicable state, federal and CTED safety procedures and regulations.

l. School District will cooperate with CAVIAT to provide CAVIAT with timely information for purposes of generating the itemized list required in Section C(i) above and any reports required by A.R.S. §15-393.

m. School District shall provide CAVIAT with any and all documentation requested by CAVIAT for the purposes of generating the report required by A.R.S. §15-393.01 by no later than November 30th of the then current CTED fiscal year. School District shall provide any documentation requested by CAVIAT after November 30th of the then current CTED fiscal year for the purposes of complying with A.R.S. §15-393.01 in a timely manner.

n. School District will receive and utilize as it deems appropriate its proportionate share of all funds, if any, received from CAVIAT under A.R.S. §15-977 (Proposition 301- Classroom Site Funds) and A.R.S. §15-979 (Proposition 202 – Instructional Improvement Fund).

o. School District shall submit all requests for approval or addition of School District CTED Courses or CTED Programs directly to CTED.

D. Type of Instruction. All CTED courses must be submitted for approval by June 1st of each school year and approved by CAVIAT’s Governing Board. All classes that may generate funding must meet the criteria for programs as required by law. All CTED teachers are required to follow these criteria.

E. Quality of Instruction. “Career technical education course” (“CTED Course”) shall mean a course which is part of a sequence of courses taught as a CTED Program and which meets the criteria identified in A.R.S. §§15-391(3) and (5).

F. Enrollment.

(1) CAVIAT will coordinate enrollment and registration with the staff of each School District campus.

(2) School District and CAVIAT must approve all enrollments, verifying student eligibility in classes approved by CAVIAT’s Governing Board.

(3) School District will provide registration and attendance information for CTED students in approved courses consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, *et seq.*

(4) CAVIAT may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in a CTED, pursuant to A.R.S. §15-393(H). CAVIAT’s Governing Board will set the tuition rate. Notwithstanding the foregoing, CAVIAT will not be responsible to pay tuition or provide any financial assistance to any student who cannot document that the student is a United States citizen or lawfully present in the United States.

(5) For purposes of this Agreement, a “student” is defined as any person enrolled in School District without regard to the person’s age or high school graduation status. Adults and post-secondary students may enroll in CTED courses subject to School District’s policy. School District shall be responsible to acquire documentation pursuant to A.R.S. §15-828(A).

G. **Transportation Services.** If transportation of students is necessary or if State law requires transport, School District resources will be used to provide such transportation.

5. Cancellation for Conflict of Interest

Pursuant to A.R.S. §38-511, either Party 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

School District and CAVIAT 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 of 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. CAVIAT shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through

15-396), as amended, and in the event a conflict exists between this Agreement and the laws of the State of Arizona, the laws of the State of Arizona shall control.

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 the mediator, however, each Party shall bear its own cost for presentation before the mediator, including the cost incurred by the 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:

CAVIAT
PO Box 3940/19 Poplar Street
Page, Arizona 86040-3940
Fax: 928-645-2773

Fredonia-Mocasin Unified School District #6
221 E. Hortt Street
Fredonia, AZ 86022
Fax: 928-643-7044

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 the County Attorney's Office may represent or have represented other parties to this Agreement in drafting, reviewing, or approving this Agreement, or on other matters. By signing this Agreement, each party specifically acknowledges that it is aware of a potential conflict of interest and specifically waives any such claim of conflict based on legal counsel's representation of other parties to this Agreement.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature pages follow

IN WITNESS HEREOF, the parties sign this Agreement:

COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY

Dated this ____ day of _____, 2019, upon resolution of CAVIAT's Governing Board approving this Agreement and authorizing its Superintendent to sign below:

Coconino Association for Vocations, Industry and Technology (CAVIAT)
PO Box 3940 / 19 Poplar Street
Page, Arizona 86040
928-645-2737

By: _____
Dr. Brent Neilson
Title: Superintendent

FREDONIA-MOCCASIN UNIFIED SCHOOL DISTRICT NO. 6

Dated this ____ day of _____, 2019, upon resolution of the District Governing Board of the Fredonia-Moccasin Unified School District No. 6, approving this Agreement and authorizing its Superintendent to sign below:

Fredonia-Moccasin Unified School District No. 6
221 E. Hortt Street
Fredonia, AZ 86022
928-643-7333

By: _____
Howard Hughes
Title: Superintendent

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 Governing Boards of CAVIAT and Fredonia-Moccasin Unified School District No. 6.

By: _____
Legal Counsel for CAVIAT and
Fredonia-Moccasin Unified School District No. 6

Exhibit B

Arizona Department of Education

Career and Technical Education District

Program Monitoring Guidance Document

Career and Technical Education Program Monitoring is conducted to ensure compliance with Federal Carl D. Perkins legislation and Arizona Career Technical Education District (CTED) legislation.

Listed in this Program Monitoring Guidance Document are examples of items that evaluators will look for as evidence of compliance for each indicator.

Compiling and Delivering Evidence of Compliance

The acceptable method for compiling and delivering evidence of compliance is through the use of three-ring binders and labeled dividers:

- **Step 1** – Secure a dedicated three-ring binder for every CTED program being monitored.
- **Step 2** – Secure 8 CTED dividers for each binder.
- **Step 3** – Label the dividers:
 - CTED Indicator #1
 - CTED Indicator #2
 - CTED Indicator #3
 - CTED Indicator #4
 - CTED Indicator #5
 - CTED Indicator #6
 - CTED Indicator #7
 - CTED Indicator #8
- **Step 4** – Gather the following evidence artifacts and place them under the appropriate divider:

<p>CTED Indicator #1</p>	<p>ARS §15-391 (4)(a) – 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.</p> <p>NOTE: Valid CTED Teaching Certificates include:</p> <ul style="list-style-type: none"> ○ Provisional CTED Secondary in the appropriate content area; or ○ Standard CTED Secondary in the appropriate content area; or ○ Postsecondary certification; or ○ Cooperative Education endorsement for Cooperative Education and DCE courses 	<p>Copy of a valid, program-appropriate Career and Technical Education District (CTED) Teaching Certificate for every instructor in the program</p>
<p>CTED Indicator #2</p>	<p>ARS §15-391(4)(b) – Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study</p> <p>and</p> <p>ARS §15-391(4)(b) – Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment in that vocation or industry.</p>	<p>Participation in the appropriate Arizona CTED Technical Skills Assessment, if available</p> <p>NOTE: Evaluator will inspect the CTED Assessment System Administrative Guide to verify that an appropriate Arizona CTED Technical Skills Assessment is available</p> <p>OR, IF THE PROGRAM DOES NOT HAVE AN APPROPRIATE ARIZONA CTE TECHNICAL SKILLS ASSESSMENT:</p> <p>Identify the third-party industry assessments offered to program completers, and provide documentation of assessment implementation and student results.</p>
<p>CTED Indicator #3</p>	<p>ARS §15-391(4)(d) – Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment, or work-based learning environment, <u>except for community college courses.</u></p>	<p><u>Course catalog</u></p> <p>OR</p> <p><u>Course syllabus</u></p> <p>OR</p> <p><u>Student records/class roster</u></p> <p>OR</p> <p><u>Evidence indicating that a majority of instructional time is conducted in a laboratory environment, field-based environment, or work-based learning environment</u></p> <p>NOTE: Submitted evidence <u>must</u> indicate that the program offers one or more of the following student work-based participation strategies:</p> <ul style="list-style-type: none"> ○ Cooperative Education/DCE ○ Internships ○ School-based enterprise ○ Apprenticeships ○ Health care clinical experience ○ Laboratory simulation projects ○ Supervised Agricultural Experience ○ Field Experience <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>

<p style="text-align: center;">CTED Indicator #4</p>	<p>ARS §15-391(4)(d) – ...Requires career and technical student organization participation, <u>except for community college courses.</u></p>	<p>Evidence of student participation in a CTSO must include a <u>membership roster</u> for a program-appropriate CTSO, <u>plus one or more of the following:</u></p> <p>CTSO chapter <u>Plan of Work</u></p> <p><u>Schedules, flyers, brochures, etc.</u> that indicate local CTSO activities</p> <p>CTSO <u>meeting agendas/minutes</u></p> <p><u>Lesson plans</u> that reflect co-curricular CTSO activities conducted within the classroom</p> <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>
<p style="text-align: center;">CTED Indicator #5</p>	<p>ARS §15-391(4)(o) – Has demonstrated a need for extra funding in order to provide the career technical education course.</p> <p>and</p> <p>ARS §15-391(4)(o) – A Career Technical Education District has demonstrated a need for extra funding in order to provide the Career Technical Education District program.</p> <p>and</p> <p>ARS §15-391 (4)(m) – Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.</p> <p>and</p> <p>ARS §15-391(4)(c) – Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.</p>	<p>Evidence demonstrating the need for extra funding should include <u>one of the following:</u></p> <p>Specialized equipment inventory</p> <p>List of specialized materials</p> <p>List of customized facilities</p> <p>List of costs incurred due to work-based learning experiences</p> <p>List of costs related to the convening of CTED Advisory Boards and Committees</p> <p>List of CTSO expenditures</p> <p>List of expenses related to industry certifications</p> <p>List of expenses related to teacher professional development</p> <p>List of expenses related to CTED salaries and benefits</p>

<p style="text-align: center;">CTED Indicator #6</p>	<p>ARS §15-391(4)(e) – Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.</p> <p>and</p> <p>ARS §15-391(4)(f) – Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.</p>	<p><u>Master schedule OR district//school/student handbook (hard copy or electronic) indicating that the program’s coherent sequence of courses are offered</u></p>
<p style="text-align: center;">CTED Indicator #7</p>	<p>ARS §15-391(4)(k) – Requires a single or stackable credential...or a skill that will allow a student to obtain work...on graduation before receiving an associate degree or baccalaureate degree.</p> <p>and</p> <p>ARS §15-391(4)(l) – Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry...If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.</p>	<p><u>Written plan to offer industry-recognized certifications or licensures, along with a timeline for implementing the plan</u></p> <p>OR</p> <p><u>List of viable industry certifications and/or licensures that students can obtain prior to graduation</u></p> <p>OR</p> <p><u>List of identified program-embedded skills that will allow a student to obtain entry-level employment prior to receiving an Associate or Baccalaureate degree</u></p> <p>OR</p> <p><u>List of single or stackable credentials</u></p>
<p style="text-align: center;">CTED Indicator #8</p>	<p>ARS §15-391(4)(n) – An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program...(which) includes in-kind contributions and donations.</p>	<p><u>List of business and industry CTED Advisory Board/Committee members</u></p> <p>OR</p> <p><u>List of work-based learning opportunities provided by business and industry</u></p> <p>OR</p> <p><u>List and description of business and industry contributions</u></p> <p><i>NOTE. The business and industry contributions by include, but are not limited to:</i></p> <ul style="list-style-type: none"> <i>○ In-kind contributions or donations</i> <i>○ Professional development opportunities provided by business and industry</i> <i>○ Resources provided to classroom by business and industry, such as classroom speakers, field experiences for students, externships for teachers, industry updates, etc.</i>

Exhibit C
State Auditor General's Memo 219 Worksheet

		Base Year	Current Year
		FY 2005	FY 2018
Part A - Comparison of Per-Pupil Non-CTED Vocational Education Expenditures			
A.1	Base Level (from the FY's Expenditure Budget Work Sheet C)	\$2,893.18	\$3,683.27
A.2	Inflation Factor [(Current year line A.1-Base Year line A.1)/Base Year line A.1]	27.31%	
A.3	Non-CTED Vocational Education Expenditures for FY ¹	\$1,467,862.00	\$1,550,915.80
A.4	Adjusted Expenditures for Base Year [(1+ line A.2) x line A.3]	\$1,868,761.11	\$1,550,915.80
A.5	Student Count (from the FY's Expenditure Budget Work Sheet B, line A.1)	3775.469	3104.312
A.6	Per-pupil Non-CTED Vocational Education Expenditures	\$494.97	\$499.60
		(line A.4 / line A.5)	(line A.3 / line A.5)
A.7	Comparison of Per-pupil Non-CTED Expenditures (Line A.6, Current Year - Base Year) If negative, District appears to have supplanted vocational education expenditures with CTED monies. If applicable, see explanation on line A.8 below.		\$4.63
A.8	Explanation, if any, for negative amount calculated on Line A.7		

Districts that are eligible for the phase-in provision of A.R.S. §15-393(D)(9), as described in USFR Memorandum No. 219, page 5, should complete Part B below to determine if the amount of CTED monies used to supplement vocational education courses from the base year met the required phase-in level. ²

Part B - Calculation of Phase-In Compliance (For FYs 2006 and 2007 only)

B.1	Total District CTED monies spent in current FY	
B.2	Per-pupil CTED expenditures (line B.1/line A.5)	\$ -
B.3	Percentage of CTED Monies used to Supplement Vocational Education Courses From the Base Year [(lines (B.2 + A.7)/B.2)] ²	100.00%

¹ Refer to USFR Memorandum No. 219, page 2, for a description of the expenditures to include on this line. Additionally, CTED member districts with a base year prior to 1998, the first year that the vocational education Group B weight was replaced with the state block grant for vocational education, should reduce the M&O expenditures reported on this line for the base year by the amount of funding generated by the vocational education Group B weight in their base year, as calculated by ADE.

² The percentage of CTED monies that must be used to supplement vocational education courses from the base year is 33% in FY 2006 and 66% in FY 2007.

FY	Base level
2018	\$3,683.27
2017	\$3,635.64
2016	\$3,600.00
2013	\$3,326.54
2012	\$3,308.57
2011	\$3,308.57

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY
AND
NORTHLAND PREPARATORY ACADEMY
FOR
PROVISION OF CAREER TECHNICAL EDUCATION PROGRAMS**

This Memorandum of Understanding (“MOU”) is entered into as of the 1st day of July, 2019, by and between the **Coconino Association for Vocations, Industry and Technology** (“CAVIAT”) and **Northland Preparatory Academy** (“NPA”) for the joint exercise of powers pursuant to A.R.S. §11-952 et seq., A.R.S. § 15-185, A.R.S. § 15-185.01, A.R.S. §15-342 and A.R.S. §15-393;

WHEREAS, the parties are authorized to enter into this MOU pursuant to A.R.S. §11-952, A.R.S. § 15-185, A.R.S. § 15-185.01, A.R.S. §15-342 and A.R.S. §15-393;

WHEREAS, the parties want to provide career technical education programs (“CTE Programs”), as defined in Section 4(E) below, at the CAVIAT central campus site located at 3000 N. 4th Street, Flagstaff, AZ 86004;

WHEREAS, the parties want to provide career technical education programs (“CTE Programs”), as defined in Section 4(E) below, at the CAVIAT central campus programs delivered through Coconino Community College (“CCC”);

NOW THEREFORE, in consideration of the mutual MOU is set forth, the parties agree as follows:

1. Purpose

The purpose of this MOU is to establish the terms and conditions under which CAVIAT will provide CTE Programs which meet the criteria provided in A.R.S. §15-391(3).

2. Term

The terms of this MOU shall be effective as of **July 1, 2019**, and will terminate on **June 30, 2020**, unless earlier terminated as provided below. The Parties may renew this MOU for successive one-year terms through mutual written agreement of the Parties finalized no later than thirty (30) calendar days prior to the expiration of the then current term.

3. Termination and Modification

This MOU may be terminated by either party upon written notice to the other party 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 academic year in which notice is given.

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

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

- (1) For NPA students enrolled in a Central Program provided by CCC, CAVIAT will be reimbursed by NPA and NPA agrees to pay the balance of actual program costs as outlined in Exhibit A.
- (2) NPA will be billed by CAVIAT for Tuition, Books, and Course Fees (outlined in Exhibit A) for all NPA students enrolled in the CAVIAT Central Campus programs through CCC by the first Friday of the school year.
- (3) NPA has ten (10) business days to provide payment to CAVIAT for Tuition, Books, and Course Fees (outlined in Exhibit A) for all NPA students enrolled in the CAVIAT Central Campus programs through CCC.
- (4) If payment is not received in ten (10) business days, NPA students may be withdrawn from the CAVIAT Central Campus programs through CCC.

B. **Responsibilities.**

- (1) NPA students will seek and obtain approval from appropriate guidance counselor or administration at NPA prior to being able to register with CAVIAT. CAVIAT will verify NPA approval prior to executing registrations.
- (2) CAVIAT will adopt registration requirements and may adopt rules of admission for students in CAVIAT funded programs. CAVIAT will only enroll students in a CTED Program/Course held at a community college who provide legal residency documents after approval is obtained from CAVIAT, community college and NPA.

C. **Quality of Instruction.** “Career technical education program” shall mean a sequence of courses which meets the following criteria identified in A.R.S. §15-391(5).

- (1) The program is only offered to students in grades 10 through 12 inclusive.

D. **Enrollment.**

(1) NPA will provide registration and attendance information for CAVIAT students in approved programs consistent with State guidelines and subject to the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, et seq.

5. **Cancellation for Conflict of Interest**

Pursuant to A.R.S. § 38-511, either party may, within three (3) years after the execution of this MOU, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this MOU is at any time while this MOU is in effect, an employee or agent of any other party to this MOU in any capacity or a consultant

to any other party, of the contract with respect to the subject matter of the MOU. 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 99-4 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

NPA and CAVIAT each represent and warrant to the other that it shall at all times retain in force and effect a minimum amount of One Million Dollars (\$1,000,000) per occurrence in commercial liability 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 MOU who works under the jurisdiction or control of or within the jurisdictional boundaries of another party to this MOU pursuant to this MOU 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 of 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 MOU shall be governed and interpreted by the laws of the State of Arizona. CAVIAT shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§ 15-391 through 15-396), as amended, and in the event a conflict exists between this MOU and the laws of the State of Arizona, the laws of the State of Arizona shall control.

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 MOU shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid, to:

CAVIAT
PO Box 3940/19 Poplar Street
Page, Arizona 86040-3940
Fax: 928-645-2773

Northland Preparatory Academy
3300 E. Sparrow Ave.
Flagstaff, AZ 86004
Fax: 928-214-8778

13. Counterparts

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

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature pages follow

IN WITNESS HEREOF, the parties sign this Memorandum of Understanding:

COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY

Dated this ____ day of _____ 2019, upon resolution of the CAVIAT Governing Board approving this Memorandum of Understanding and authorizing its Superintendent to sign below:

CAVIAT (Coconino Association for Vocations, Industry and Technology)
PO Box 3940 / 19 Poplar Street
Page, Arizona 86040
928-645-2737

By: _____

Dr. Brent Neilson

Title: Superintendent

ATTORNEY APPROVAL:

This Memorandum of Understanding 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 CAVIAT Governing Board.

By: _____

Legal Counsel for CAVIAT

NORTHLAND PREPARATORY ACADEMY

Dated this ____ day of _____, 2019, upon resolution of the District Governing Board of the Northland Preparatory Academy, approving this Memorandum of Understanding and authorizing its Superintendent to sign below:

Northland Preparatory Academy
3300 E. Sparrow Ave.
Flagstaff, AZ 86004
928-214-8776

By: _____

Title: Superintendent

This Memorandum of Understanding 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 Northland Preparatory Academy Governing Board.

By: _____
Legal Counsel for Northland Preparatory Academy

Exhibit A

Funding & Type of Instruction

**Estimated Costs for CAVIAT Central Campus Programs
Delivered via Coconino Community College**

Program	Credit hours	Tuition rate	Total tuition	Books	Test/Course fees	Course Supplies Fee	Total	CAVIAT payment	Cost to participating school
CAVIAT programs via CCC	12	\$159	\$1,908	\$340	\$198	\$45	\$2491	\$1992	\$499
CAVIAT programs via CCC	14	\$159	\$2226	\$396	\$198	\$45	\$2865	\$1992	\$873

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS INDUSTRY AND TECHNOLOGY
AND
FLAGSTAFF ARTS AND LEADERSHIP ACADEMY
FOR
PROVISION OF CAREER TECHNICAL EDUCATION PROGRAMS**

This Memorandum of Understanding (“MOU”) is entered into between the **Coconino Association for Vocations Industry and Technology** (“CAVIAT”), an Arizona career technical educational district (“CTED”), and **Flagstaff Arts and Leadership Academy** (“SCHOOL”) of Coconino County, an Arizona Charter School, (collectively “Parties”), for the joint exercise of powers pursuant to A.R.S. §11-952 et seq., A.R.S. § 15-185, A.R.S. § 15-185.01, A.R.S. §15-342 and A.R.S. §15-393;

WHEREAS, the Parties are authorized to enter into this MOU pursuant to A.R.S. §11-952, A.R.S. § 15-185, A.R.S. § 15-185.01, A.R.S. §15-342 and A.R.S. §15-393;

WHEREAS, the Parties want to provide career technical education courses (“CTED Courses”) as a part of a career technical education district program (“CTED Program”), as defined in A.R.S. §15-391, at CAVIAT’s central campus site located at 3000 N. 4th Street, Flagstaff, AZ 86004 (“Central Campus”) and at a satellite campus (“Satellite Campus”) designated by SCHOOL to operate under a satellite model with SCHOOL continuing to provide the instruction and facilities for such courses:

NOW THEREFORE, in consideration of the mutual MOU is set forth, the Parties agree as follows:

1. Purpose

The purpose of this MOU is to establish the terms and conditions under which CAVIAT will provide CTED Programs which meet the criteria provided in A.R.S. §15-391(3).

2. Term

The term of this MOU shall be effective as of **July 1, 2019**, and will terminate on **June 30, 2020**, unless earlier terminated as provided below. The Parties may renew this MOU for successive one-year terms through mutual written agreement of the Parties finalized no later than thirty (30) calendar days prior to the expiration of the then current term.

3. Termination

This MOU may be terminated by either Party upon written notice to the other Party given no later than thirty (30) calendar days before the end of the then current CTED semester. Such termination shall not become effective until the end of the then current semester in which notice is given, unless otherwise agreed to by the Parties.

4. Requirements under A.R.S. §15-393

A. Type of Instruction.

All career technical education courses must be submitted for approval by June 1st of each school year and approved by CAVIAT's Governing Board. The list of approved courses, type of instruction, the quality and content of each course, shall be attached hereto as **Exhibit A**. All classes that may generate funding must meet the criteria for programs as required by law. All CTED teachers are required to follow these criteria.

B. Quality of Instruction.

"Career technical education course" ("CTED Course") shall mean a course which is part of a sequence of courses taught as a CTED Program and which meets the criteria identified in A.R.S. §§15-391(3) and (4). See **Exhibit B** for further details.

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

- (1) The services provided by the Parties shall be proportionally calculated in the cost of delivering the service.
- (2) Payment for services shall not exceed the cost of the services provided.
- (3) Unexpended funds remaining at the school year end will be used to decrease the reimbursement allocation in the next school year.
- (4) SCHOOL may request amendments to Exhibit A during the term of this MOU in the event of changes in teaching staff, student enrollment, or equipment or facility changes during the year. Amendments must be submitted in writing to CAVIAT and approved by CAVIAT superintendent no later than April 30th of each current school year. Any change in the amount of support from SCHOOL and the amount of contribution from CAVIAT shall not exceed the total amount shown in Exhibit A, as amended from time to time. No new programs may be added except as provided in Paragraph 4(A) of this MOU.
- (5) A written plan for the accumulation of funds must be requested and approved by CAVIAT's Governing Board.
- (6) Payment obligations of CAVIAT under this MOU are conditioned upon receipt of funds from the State of Arizona or from funds received from tax levies. The obligations of SCHOOL are conditioned upon the availability of funds that may lawfully be used for such purpose.

D. Responsibilities of SCHOOL.

- (1) SCHOOL is responsible for student discipline of students taking classes at SCHOOL's campus locations. However, SCHOOL may, to the extent permitted by A.R.S. §15-841 and the student disciplinary policies of SCHOOL, consult with and consider the concerns of CAVIAT as needed and agreed upon by the Parties.
- (2) SCHOOL will provide student enrollment, academic, and disciplinary record information to CAVIAT for SCHOOL's students seeking enrollment or currently enrolled in CTED Courses consistent with State of Arizona guidelines and subject to the requirements of the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. §1232g, et. seq.
- (3) SCHOOL shall notify CAVIAT in writing immediately of any SCHOOL student who drops a CTED course provided at a CAVIAT Central Location and/or Satellite Campus(es).
- (4) SCHOOL shall provide CAVIAT with any and all documentation requested by CAVIAT for the purposes of generating the report required by A.R.S. §15-393.01 no later than November 30th of the then current CAVIAT fiscal year. SCHOOL shall provide any documentation requested by CAVIAT after November 30th of the then current CAVIAT fiscal year pursuant to A.R.S. §15-393.01 in a timely manner.
- (5) SCHOOL shall submit all requests for approval or addition of CTED Courses directly to CAVIAT.
- (6) Except the first year SCHOOL has joined a CTED, by October 15 of each year, SCHOOL shall complete and submit to CAVIAT all of the following for the previous fiscal year:
 - a. The State Auditor General's Memo 219 worksheet (See Exhibit C); and
 - b. All supporting documentation used to substantiate the figures reported on the State Auditor General's Memo 219 worksheet.

E. Responsibilities of CAVIAT.

- (1) CAVIAT will manage and control CAVIAT.
- (2) CAVIAT will maintain oversight of all CAVIAT Central Location and Satellite Campus Courses including:
 - a. Approval of budgets for CTED Courses;
 - b. Financial accountability measures;
 - c. Career and technical education accountability measures;

- d. CTED Course review and/or evaluation and approval status;
 - e. CTED Course curriculum review; and
 - f. Staff performance evaluations.
- (3) CAVIAT will be responsible only for student discipline of students taking classes at CAVIAT's Central Location and/or Satellite Campus(es) where the instruction is being delivered and will designate an administrator to be responsible for initial disciplinary action. CAVIAT may involve SCHOOL in further disciplinary action as needed and agreed upon by the parties.
- (4) CAVIAT shall provide professional development for CTED Course teachers at SCHOOL. The nature, duration, frequency, and type of professional development provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- (5) CAVIAT shall provide ongoing evaluation and support services to CTED Courses at SCHOOL. The nature, duration, frequency, and type of evaluation and support services provided by CAVIAT pursuant to this section shall be determined in the sole discretion of CAVIAT.
- (6) CAVIAT will maintain an itemized listing of goods and services that are provided to SCHOOL and which are paid for by the retention of SCHOOL student funding. CAVIAT shall provide specified goods and services to SCHOOL within thirty (30) calendar days upon receipt of a request submitted by SCHOOL.
- (7) CAVIAT will provide adequate notification of no less than six (6) months' time in advance of the projected start date of SCHOOL's academic year for all new programs being considered by CAVIAT. CAVIAT will provide SCHOOL with program details that may include program description, scheduled times, location, high school and college credits, industry certifications, program costs analyses, and program eligibility documents for each potential new CTED Course.
- (8) Within thirty (30) calendar days of approval by CAVIAT's Governing Board, CAVIAT shall submit SCHOOL's requests for approval or addition of CTED Courses directly to the Career and Technical Education Division of the Arizona Department of Education.
- (9) CAVIAT will adopt registration requirements and may adopt rules of admission for students in CTED Courses. CAVIAT will not approve enrollment, nor provide funds for tuition or fees, for students to attend any CTED Courses at any community college if the same or substantially similar CTED Course is offered by

SCHOOL, SCHOOL has available space for the student to take the CTED Course within SCHOOL, or SCHOOL will permit the student to take the CTED Course if it is offered at another member school district of CAVIAT other than the one in which the student is enrolled. CAVIAT member school districts will not approve a student's enrollment in a CTED Course offered by a community college under such circumstances as discussed above unless the CAVIAT Director (or other person designated by CAVIAT's member school district) of CAVIAT's member school district where the student is enrolled authorizes such enrollment in writing and provides such authorization to CAVIAT. CAVIAT will only enroll students in a CTED Course held at a community college that provides legal residency documents unless approval is obtained from CAVIAT, SCHOOL, and the community college.

- (10) CAVIAT shall submit the report required by A.R.S. §15-393.01, in the manner mandated, no later than December 31st of year for which this MOU is in effect.

F. Enrollment.

- (1) For purposes of this MOU, the definition of "student" is as defined in A.R.S. §15-393(D) (4).
- (2) Students who are enrolled in SCHOOL and who satisfy the rules for admission established by CAVIAT's Governing Board (and contained in CAVIAT's School District Policy Manual in sections J-600 through J-800) are eligible for enrollment in CTED Courses.
- (3) Students who are enrolled in SCHOOL but who do not reside within the physical boundaries of a member school district will be required to pay tuition for attendance at CAVIAT within the restrictions imposed by A.R.S. §15-393(G).
- (4) CAVIAT will provide enrollment materials and information regarding course offerings to SCHOOL, and SCHOOL agrees to make such materials available to interested students.
- (5) SCHOOL will provide CAVIAT with a list identifying each student who resides in a school district outside of the CTED boundaries and is enrolled in both SCHOOL and CAVIAT.
- (6) CAVIAT will invoice SCHOOL for the tuition required for those students on or before thirty (30) days after receiving the enrollment information described above for each semester during which this MOU is in effect.

G. Determining Average Daily Membership for Students.

- (1) Pursuant to A.R.S. §15-185.01, if a pupil is enrolled in both SCHOOL and CAVIAT and resides within the boundaries of a member district of CAVIAT, the Average Daily Membership (“ADM”) for that pupil will be calculated in the same manner prescribed for a pupil who is enrolled in both SCHOOL and CAVIAT pursuant to A.R.S. §15-393.
- (2) Pursuant to A.R.S. §15-393(O), allocation for approved CTED Courses held on SCHOOL’s campus or other facility used by SCHOOL shall be based in part on budget requests submitted by SCHOOL and approved by CAVIAT and may include costs of instruction and facilities and other expenditures as agreed to between the Parties.
- (3) Pursuant to A.R.S. §15-393(P), CAVIAT’s Governing Board may allocate funding for SCHOOL’s students enrolled in programs at Coconino Community College or at a CAVIAT Central campus as determined in part by the weighted ADM of students attending CAVIAT.

H. Transportation.

- (1) The Parties have recognized that neither SCHOOL nor CAVIAT receive funding to transport students to or from CTED Central Location. Therefore, unless SCHOOL provides transportation for its students with SCHOOL’s own resources, transportation to and from CTED Central Location shall remain the responsibility of the individual student and/or his or her parents.
- (2) To the extent that SCHOOL is not reimbursed for costs of transportation, SCHOOL may use funding from CAVIAT to offset such costs as budgeted and agreed to by both Parties.
- (3) The Parties agree that the student shall remain a student of SCHOOL and subject to SCHOOL’s policies when a student is in route to or from a Satellite Campus(es).
- (4) SCHOOL remains solely responsible and liable for any student disciplinary matters or liability arising from student misconduct occurring in route to or from a Satellite Campus(es).

I. Students with Disabilities.

- (1) The Parties shall remain responsible at all times for compliance with the Individuals with Disabilities Education Act.
- (2) If a student from SCHOOL who is enrolled in an CTED Course has an Individualized Education Plan (“IEP”), SCHOOL shall provide all IEP and §504 of the Rehabilitation Act information for

any student enrolled in a CTED Course at a Satellite Campus(es) prior to the enrollment of said student.

- (3) CAVIAT shall comply with §504 of the Rehabilitation Act in connection with the student's attendance at CTED Courses, and SCHOOL agrees to cooperate with CAVIAT in developing and implementing §504 plans for students from SCHOOL as required.
- (4) CAVIAT shall provide information to SCHOOL's IEP teams to help determine whether a CTED Course is appropriate for a particular student and what accommodations may be needed.
- (5) SCHOOL shall retain responsibility for implementation of the IEP, including the provision of aides, assistive technology, or other specialized equipment as determined necessary by the IEP team.

J. Student Outreach Activities.

SCHOOL shall assist CAVIAT in student outreach activities on SCHOOL's campus by, among other things, making CTED materials available to students and providing time and space at mutually-agreed upon times and locations for CAVIAT to conduct student outreach activities.

5. Cancellation for Conflict of Interest

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

SCHOOL and CAVIAT each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with state laws and, to the extent legally permissible, 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 Party (as "Indemnitee") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorneys' 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.

Notwithstanding the above, SCHOOL agrees to indemnify and hold CAVIAT harmless 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 of any person (including death) or property damage, arising from the conduct of any post-secondary or adult student enrolled in a CTED Course.

Notwithstanding any other provision of this MOU to the contrary, any agreement by CAVIAT to defend, hold harmless or indemnify SCHOOL shall be limited to, and payable only from, CAVIAT's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program.

10. Applicable Law

This MOU shall be governed and interpreted by the laws of the State of Arizona. CAVIAT shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§ 15-391 through 15-396), as amended, and in the event a conflict exists between this MOU and the laws of the State of Arizona, the laws of the State of Arizona shall control.

11. Mediation

Neither Party may file a claim against the other without first participating in good faith 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 MOU shall be deemed given or served if sent by certified mail, return receipt requested, postage prepared to:

CAVIAT
PO Box 3940/19 Poplar Street
Page, Arizona 86040-3940

FLAGSTAFF ARTS & LEADERSHIP ACADEMY
3401 Fort Valley Road
Flagstaff, AZ 86001

13. Counterparts

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

14. Compliance with Immigration Law

As mandated by A.R.S. 41-4401, each Party:

- A. Warrants the Party’s compliance with all federal immigration laws and regulations that relate to the Party’s employees and their compliance with A.R.S. §23-214(A);
- B. Acknowledges that a breach of the warranty in subsection A of this section shall be deemed a material breach of this MOU that is subject to penalties up to and including termination of this MOU; and
- C. Retains the legal right to inspect the papers of any contractor or subcontractor employee who works pursuant to this MOU to ensure compliance with the warranty.

This Memorandum of Understanding is approved by the Parties as to form. This Understanding shall be memorialized as a binding legal document in the form of a Contract for Services, in which all of the terms and conditions of shall be in full force and effect, to be signed by the Parties and their respective attorneys as required by Arizona law.

By: _____

Dr. Brent Neilson

Title: Superintendent for CAVIAT

By: _____

Eli Cohen

Title: Superintendent for FALA

EXHIBIT A

Funding Exhibit

*Itemize the services to be provided and the amounts to be allocated for funding of that service, indicating the amount CAVIAT will contribute to the program and the amount of support required by **Flagstaff Arts and Leadership Academy** *. Itemized services and expenses may include but are not limited to teacher salaries, curriculum, facility usage, utilities, custodial care, and program supplies and equipment.*

			FY 20 Budget (Proposed)			
Campus (High School or Central Program)	Prog. CIP Code	Satellite or Central	Program	FALA Allocation/Share	CAVIAT Allocation/Share	Total Costs
FALA	15000000	Satellite	Engineering	\$13,522	\$4,845	\$18,367
			Totals	\$13,522	\$4,845	\$18,367
			ESTIMATED FY20 CAVIAT/FALA allocation		\$	4,845
					\$	4,845

EXHIBIT B

Arizona Department of Education

Career and Technical Education District

Program Monitoring Guidance Document

Career and Technical Education Program Monitoring is conducted to ensure compliance with Federal Carl D. Perkins legislation and Arizona Career Technical Education District (CTED) legislation.

Listed in this Program Monitoring Guidance Document are examples of items that evaluators will look for as evidence of compliance for each indicator.

Compiling and Delivering Evidence of Compliance

The acceptable method for compiling and delivering evidence of compliance is through the use of three-ring binders and labeled dividers:

- **Step 1** – Secure a dedicated three-ring binder for every CTED program being monitored.
- **Step 2** – Secure 8 CTED dividers for each binder.
- **Step 3** – Label the dividers:
 - CTED Indicator #1
 - CTED Indicator #2
 - CTED Indicator #3
 - CTED Indicator #4
 - CTED Indicator #5
 - CTED Indicator #6
 - CTED Indicator #7
 - CTED Indicator #8
- **Step 4** – Gather the following evidence artifacts and place them under the appropriate divider:

<p>CTED Indicator #1</p>	<p>ARS §15-391 (4)(a) – 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.</p> <p>NOTE: Valid CTED Teaching Certificates include:</p> <ul style="list-style-type: none"> ○ Provisional CTED Secondary in the appropriate content area; or ○ Standard CTED Secondary in the appropriate content area; or ○ Postsecondary certification; or ○ Cooperative Education endorsement for Cooperative Education and DCE courses 	<p>Copy of a <u>valid, program-appropriate Career and Technical Education District (CTED) Teaching Certificate</u> for every instructor in the program</p>
<p>CTED Indicator #2</p>	<p>ARS §15-391(4)(b) – Is part of a program that requires students to obtain a passing score of at least sixty percent on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study</p> <p>and</p> <p>ARS §15-391(4)(b) – Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment in that vocation or industry.</p>	<p>Participation in the appropriate Arizona CTED Technical Skills Assessment, if available</p> <p>NOTE: Evaluator will inspect the CTED Assessment System Administrative Guide to verify that an appropriate Arizona CTED Technical Skills Assessment is available</p> <p>OR, IF THE PROGRAM DOES NOT HAVE AN APPROPRIATE ARIZONA CTE TECHNICAL SKILLS ASSESSMENT:</p> <p>Identify the third-party industry assessments offered to program completers, and provide documentation of assessment implementation and student results.</p>
<p>CTED Indicator #3</p>	<p>ARS §15-391(4)(d) – Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment, or work-based learning environment, <u>except for community college courses.</u></p>	<p><u>Course catalog</u></p> <p>OR</p> <p><u>Course syllabus</u></p> <p>OR</p> <p><u>Student records/class roster</u></p> <p>OR</p> <p><u>Evidence indicating that a majority of instructional time is conducted in a laboratory environment, field-based environment, or work-based learning environment</u></p> <p>NOTE: Submitted evidence <u>must</u> indicate that the program offers one or more of the following student work-based participation strategies:</p> <ul style="list-style-type: none"> ○ Cooperative Education/DCE ○ Internships ○ School-based enterprise ○ Apprenticeships ○ Health care clinical experience ○ Laboratory simulation projects ○ Supervised Agricultural Experience ○ Field Experience <p>OR</p> <p>A brief <u>written narrative</u> explaining that the program is taught <u>exclusively</u> on a community college campus by appropriately-certified community college instructors, if applicable</p>

<p>CTED Indicator #4</p>	<p>ARS §15-391(4)(d) – ...Requires career and technical student organization participation, <u>except for community college courses.</u></p>	<p>Evidence of student participation in a CTSO must include a membership roster for a program-appropriate CTSO, plus one or more of the following:</p> <p>CTSO chapter Plan of Work</p> <p>Schedules, flyers, brochures, etc. that indicate local CTSO activities</p> <p>CTSO meeting agendas/minutes</p> <p>Lesson plans that reflect co-curricular CTSO activities conducted within the classroom</p> <p>OR</p> <p>A brief written narrative explaining that the program is taught exclusively on a community college campus by appropriately-certified community college instructors, if applicable</p>
<p>CTED Indicator #5</p>	<p>ARS §15-391(4)(o) – Has demonstrated a need for extra funding in order to provide the career technical education course.</p> <p>and</p> <p>ARS §15-391(4)(o) – A Career Technical Education District has demonstrated a need for extra funding in order to provide the Career Technical Education District program.</p> <p>and</p> <p>ARS §15-391 (4)(m) – Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated career technical education district program vocation or industry.</p> <p>and</p> <p>ARS §15-391(4)(c) – Requires specialized equipment and specialized materials in order to provide instruction to students that exceeds the cost of a standard educational course.</p>	<p>Evidence demonstrating the need for extra funding should include one of the following:</p> <p>Specialized equipment inventory</p> <p>List of specialized materials</p> <p>List of customized facilities</p> <p>List of costs incurred due to work-based learning experiences</p> <p>List of costs related to the convening of CTED Advisory Boards and Committees</p> <p>List of CTSO expenditures</p> <p>List of expenses related to industry certifications</p> <p>List of expenses related to teacher professional development</p> <p>List of expenses related to CTED salaries and benefits</p>

<p>CTED Indicator #6</p>	<p>ARS §15-391(4)(e) – Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.</p> <p>and</p> <p>ARS §15-391(4)(f) – Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.</p>	<p><u>Master schedule OR district//school/student handbook (hard copy or electronic) indicating that the program’s coherent sequence of courses are offered</u></p>
<p>CTED Indicator #7</p>	<p>ARS §15-391(4)(k) – Requires a single or stackable credential...or a skill that will allow a student to obtain work...on graduation before receiving an associate degree or baccalaureate degree.</p> <p>and</p> <p>ARS §15-391(4)(l) – Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry...If there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.</p>	<p><u>Written plan to offer industry-recognized certifications or licensures, along with a timeline for implementing the plan</u></p> <p>OR</p> <p><u>List of viable industry certifications and/or licensures that students can obtain prior to graduation</u></p> <p>OR</p> <p><u>List of identified program-embedded skills that will allow a student to obtain entry-level employment prior to receiving an Associate or Baccalaureate degree</u></p> <p>OR</p> <p><u>List of single or stackable credentials</u></p>
<p>CTED Indicator #8</p>	<p>ARS §15-391(4)(n) – An industry or vocation has agreed to provide financial or technical support to the career technical education district for a specific career technical education district program...(which) includes in-kind contributions and donations.</p>	<p><u>List of business and industry CTED Advisory Board/Committee members</u></p> <p>OR</p> <p><u>List of work-based learning opportunities provided by business and industry</u></p> <p>OR</p> <p><u>List and description of business and industry contributions</u></p> <p><i>NOTE. The business and industry contributions by include, but are not limited to:</i></p> <ul style="list-style-type: none"> <i>o In-kind contributions or donations</i> <i>o Professional development opportunities provided by business and industry</i> <i>o Resources provided to classroom by business and industry, such as classroom speakers, field experiences for students, externships for teachers, industry updates, etc.</i>

Exhibit C

State Auditor General's Memo 219 Worksheet

		Base Year	Current Year
		FY 2018	FY 2019
Part A - Comparison of Per-Pupil Non-JTED Vocational Education Expenditures			
A.1	Base Level (from the FY's Expenditure Budget Work Sheet C)	\$3,683.27	\$3,960.07
A.2	Inflation Factor [(Current year line A.1-Base Year line A.1)/Base Year line A.1]	0.00%	10.32%
A.3	Non-JTED Vocational Education Expenditures for FY ¹	\$0.00	\$0.00
A.4	Adjusted Expenditures for Base Year [(1+ line A.2) x line A.3]	\$0.00	\$0.00
A.5	Student Count (from the FY's Expenditure Budget Work Sheet B, line A.1)	283.808	316.327
A.6	Per-pupil Non-JTED Vocational Education Expenditures	0.00	0.00
		(line A.4 / line A.5)	(line A.3 / line A.5)
A.7	Comparison of Per-pupil Non-JTED Expenditures (Line A.6, Current Year - Base Year) If negative, District appears to have supplanted vocational education expenditures with JTED monies. If applicable, see explanation on line A.8 below.	\$0.00	
A.8	Explanation, if any, for negative amount calculated on Line A.7		

Districts that are eligible for the phase-in provision of A.R.S. §15-393(D)(9), as described in USFR Memorandum No. 219, page 5, should complete Part B below to determine if the amount of JTED monies used to supplement vocational education courses from the base year met the required phase-in level. ²

Part B - Calculation of Phase-In Compliance (For FYs 2006 and 2007 only)

B.1	Total District JTED monies spent in current FY	\$
B.2	Per-pupil JTED expenditures (line B.1/line A.5)	-
B.3	Percentage of JTED Monies used to Supplement Vocational Education Courses From the Base Year [lines (B.2 + A.7)/B.2] ²	100.00%

¹ Refer to USFR Memorandum No. 219, page 2, for a description of the expenditures to include on this line. Additionally, JTED member districts with a base year prior to 1998, the first year that the vocational education Group B weight was replaced with the state block grant for vocational education, should reduce the M&O expenditures reported on this line for the base year by the amount of funding generated by the vocational education Group B weight in their base year, as calculated by ADE.

² The percentage of JTED monies that must be used to supplement vocational education courses from the base year is 33% in FY 2006 and 66% in FY 2007.

FY	Base level
2019	\$3,960.07
2018	\$3,683.27
2017	\$3,635.64
2016	\$3,600.00
2013	\$3,326.54
2012	\$3,308.57

**Estimated Costs for CAVIAT Central Campus Programs
Delivered via Coconino Community College**

Program	Credit hours	Tuition rate	Total tuition	Books	Test/Course fees	Course Supplies Fee	Total	CAVIAT payment	Cost to participating school
CAVIAT programs via CCC	12	\$159	\$1,908	\$340	\$198	\$45	\$2491	\$1992	\$499
CAVIAT programs via CCC	14	\$159	\$2226	\$396	\$198	\$45	\$2865	\$1992	\$873



Respectfully, recommending approval for the ADI Business Solutions, 1553 W Todd Dr # 212, Tempe, AZ 85283 to remain the current service provider and continue to provide the following services for the CAVIAT JTED for the 2019-2020 school year: payroll services, accounts payable, budget creations, budget maintenance, Annual Financial Report, Annual JTED report, Budget Revisions, IGA Exhibit A and C and other services detailed in the ADI annual service contract.

The alternative is to actually hire a Business Manager for the CAVIAT JTED.

SUBMITTED BY: Brent Neilson, Superintendent June 14th, 2019. Board Approved: June 14th, 2019.



**Business Services
Contract Prepared for:
CAVIAT
Schools**



12,141	7,494
3,315	469
17,385	940
6,373	801
	1,007
	4,081

Services Contract

This Service Contract (the "Contract") is entered into between C Douglas Enterprises Inc., dba ADI Business Solutions ("Contractor"), doing business at 1553 W. Todd Dr. Suite 212, Tempe, AZ 85283 and CAVIAT Schools ("School"), having an address at PO Box 3940, Page, AZ 86040

Recitals

Whereas, the Contractor performs certain professional services that consist primarily of those professional services contained in the "**SERVICES**" section of this contract; and

Whereas, the Contractor has agreed to perform the Services for the School to the extent that the School agrees and complies with certain responsibilities necessary for the Contractor to perform its services (the "Responsibilities") and the School has agreed to purchase from the Contractor these certain Services.

Now, therefore, in consideration of the mutual agreements set forth, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

Contract

1. Recitals. The facts contained in the foregoing recitals are true and correct, and the statements made therein accurately reflect the course of dealing and the intentions of the Parties. Such recitals are incorporated in this Contract by this reference and form an integral part hereof. The Parties agree to any and all terms referred to in such recitals.
2. Entire Contract. This contract embodies the entire agreement between the Parties. The Parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this contract.
3. Scope of Services. Contractor shall provide to the School those services set forth and accepted in "**SERVICES**". School shall comply with each and every responsibility set forth in Exhibit A to "**SERVICES**".
4. Compensation. The School shall compensate the Contractor for the Services provided under this Contract in accordance with the fee schedules set forth in Appendix B, attached hereto. The parties agree that the fees paid by the School to the Contractor for the Services provided by Contractor pursuant to this Contract are reasonable and do not exceed the fair market value of such Services. The School acknowledges that the Contractor may receive compensation from providers of property or services to the School in connection with the providing of such property or services to the School.
5. Insurance. Contractor shall be responsible for providing all health, liability, worker's compensation, and other required insurance for Contractor's employees in connection with performance of the Services under this Contract. Contractor will also provide for bonding on its employees. The School shall be responsible, at its sole cost, to procure and maintain in full force and effect during the term of this Contract, valid and collectible insurance policies in connection with insurance against such losses and risks that are generally insured against by comparable educational and business activities.
6. Limitation of Liability. Except in case of willful misconduct or gross negligence, in no event shall Contractor and its officers, employees, and agents be liable for any consequential, indirect, special, punitive, or incidental damages or lost profits, whether foreseeable or unforeseeable, based on the School's claims or a third party claim, arising out of breach of contract, misrepresentation, negligence, strict liability in tort or otherwise. Except as specifically provided for in the preceding sentence, Contractor's liability to School for any claim, demand, or cause of action, whether based on contract, indemnity, warranty, tort (including negligence) or otherwise, or for any losses, damages arising out of or resulting from this Contract shall be limited to direct damages and shall not exceed the fees and related expenses paid by the School to the Contractor hereunder.
7. Performance Requirements. Contractor shall, in providing the Services:
 - A. Act solely as an independent contractor and no relationship of agency, master/servant, or venture shall be created or exist between the Contractor and the School.
 - B. Provide personnel that are appropriately trained for the Contract requirements.
 - C. Perform the Services in a professional manner.
 - D. Comply with all applicable codes, standards, regulations, and laws relating to its provision of the Services, obtain and pay for all licenses, approvals and permits necessary for the Contractor to perform the Services, unless otherwise stated herein.
 - E. Provide for the safekeeping of the School's

- records by storing computerized backup information in accordance with generally accepted methods of electronic data storage for one (1) year.
- F. Provide adequate staff to maintain standard accounting principles in the segregation of duties.
 - G. Recognize that the School is the owner of data files, records of transactions, and documentation related to the school. This does not include the computer program by which information is processed, however.
8. Amendment. This contract may be amended from time to time by the Parties only by written agreement signed by the Parties.
 9. Term. This contract shall commence July 1, 2019 and shall continue until June 30, 2020 (the "Term"). This Contract shall automatically extend for additional one (1) year terms (the "Additional Terms") from the expiration of the Term unless either the School or Contractor provides the other party with at least thirty (30) days written notice prior to the end of the Term or Additional terms of its intention not to renew this Contract. The terms for each area of service identified in the Appendices attached hereto may be more specific and limited than the term provided for in this paragraph. Fees associated with this contract are subject to change at the beginning of each school year for which this contract is in effect, unless otherwise agreed to in writing by the Parties to this contract.
 10. Termination. This contract may be terminated by either Party for any reason or no reason upon thirty (30) days written notice to the other Party to this Contract. If the Contractor terminates this contract because of a payment default, then the contract may be terminated upon thirty (30) days written notice specifying the payment default. At the Contractor's sole discretion and with written notice the Contractor may or may not recommence service as stated in contract upon payment in full for previous services rendered. Upon termination of contract by either party, Contractor will not provide any services to the School from termination date forward. Provided the School has paid all fees, the Contractor will provide information to the School for proper filings. For an additional fee, the Contractor may assist in completing additional reports or filings.
 11. Transfer of Data. Provided the School has paid all fees and expenses due hereunder, the Contractor shall transfer possession of data files, records of transactions and documentation to the School within 30 days of receipt of the School's written request. Any costs incurred with such transfer shall be the responsibility of the School. The Contractor may, upon notification to the School, charge an additional fee including, without limitation, for conversion of data, special programming, rate differential for processing at other than normally assigned times, pickup or delivery at other than normally scheduled times, special reports, reruns or changes in the scope of the services.
 12. Accounting and Auditing. Contractor shall keep accurate and complete accounting records of all cost billings to the School in accordance with generally accepted accounting principles and practices, and shall maintain such records for a minimum of one (1) year after termination of this Contract.
 13. Taxes. Contractor shall be responsible for all taxes, assessments and/or governmental charges imposed upon it in connection with the Services provided by it in this contract.
 14. Laws and Regulations. Contractor and its partners, directors, officers, employees, and agents shall at all times comply with all applicable state and federal ordinances, statutes, rules, regulations, codes, standards, and all other orders and decrees of bodies or tribunals having jurisdiction or authority which may in any manner affect the provision of the Services under this Contract.
 15. Acts Beyond Control. Contractor shall not be responsible to School for any interruption of Services being performed for School if such interruption is due to causes beyond the control of Contractor, including, but not limited to fire, flood, or other catastrophe, acts of God, legal acts of public authorities, strikes, riots, acts of terrorism, civil unrest, warfare, failure of communication or power supply, and mechanical difficulties with equipment which could not reasonably be forecasted or protected against.
 16. Testimony/Legal Services. The Contractor will be entitled to additional service fees for time spent on behalf of the School to prepare for and attend any judicial, administrative, or governmental proceeding in which the Contractor, or any of its agents or employees are required to be present (or by request by the School) including, but not limited to, attendance at Individual Educational Programs ("IEP") meetings, depositions, or governmental meetings. Contractor will be entitled to additional fees incurred from legal services sought on behalf or in the interest of the School.
 17. Governing Law. This Contract shall be governed in accordance with the laws of the State of Arizona without reference to its choice of law principles thereof.
 18. Arbitration. In the event of any dispute (as defined below) between the Parties, the Parties agree that any dispute shall be resolved by binding arbitration in accordance with the terms of this arbitration

clause. A "Dispute" shall include any action, dispute, claim, or controversy of any kind, whether founded in contract, statutory or common law, equity, or otherwise, now existing or hereafter occurring between the Parties arising out of, pertaining to or in connection with this Contract or any related agreements, documents or instruments. **The Parties understand that pursuant to this section of the Contract, the Parties agree that all Disputes shall be submitted to arbitration rather than being decided through litigation in court and that upon final judgment rendered by an arbitrator, the claims involved cannot later be brought, filed or pursued in court.**

- A. Governing Rules and Location. Arbitrations conducted pursuant to this Contract shall be administered by the American Arbitration Association ("AAA") pursuant to the AAA's Commercial Arbitration. Arbitrations conducted pursuant to the terms hereof shall be governed by the laws of the State of Arizona without regard to its choice of law principles thereof. Judgment upon any award rendered hereunder may be entered in any court having jurisdiction. Arbitration proceedings hereunder shall be conducted in Phoenix, Arizona at a location determined by the AAA. Any party who fails to submit to binding arbitration following a lawful demand by the opposing party shall bear all costs and expenses, including reasonable attorney's fees incurred by the opposing party in compelling arbitration of any Dispute.
- B. No Waiver, Presentation of Remedies, Multiple Parties. No provision of, nor the exercise of any rights under this arbitration clause shall limit the right of any party to obtain provisional or ancillary remedies such as injunctive relief, sequestration, attachment, or garnishment. The institution and maintenance of an action as described above shall not constitute a waiver of the right of any party, including the plaintiff, to submit the Dispute to arbitration, nor render inapplicable the compulsory arbitration provisions hereof. Any dispute related to the exercise of rights under Section 18(A) shall be a Dispute hereunder.
- C. Selection of Arbitrators, Length of Arbitration, and Awards. Each party shall choose one arbitrator, with a third arbitrator chosen by the two arbitrators so selected. Any arbitrator selected shall be required to be a practicing attorney with no less than 10 years practice in commercial law in the State of Arizona. To the maximum extent practicable, the arbitrators and the parties shall take any action necessary to require that an arbitration proceeding hereunder be concluded within 180 days of the filing of the Dispute with AAA. The decision shall be made by a majority of the arbitrators and shall be binding upon the Parties. Each party shall pay the expenses of its own witnesses. All other costs of the arbitration, including, without limitation, the fees and expenses of the arbitrators, the costs of the record or transcripts thereof, if any, administrative fees, the attorney's fees of the Parties, and all other fees and costs shall be allocated to the Contractor and School as determined by a majority of the arbitrators.
19. Assignment. Contractor shall not, except with respect to its subsidiaries or affiliates, assign its rights, duties, or obligations under this Contract without the prior written consent of the School. Such consent shall not be unreasonably withheld. School shall not assign its rights, duties, or obligations under the Contract.
20. Titles. The section and subsection headings contained herein are for reference purposes only and shall not in any way affect the meaning and interpretation of this Contract.
21. Severability. In the event that any provision or any portion of any provision of this Contract shall be held invalid, illegal, or unenforceable under applicable law, the remainder of this Contract shall remain valid and enforceable in accordance with its terms.
22. Counterparts. This contract may be executed in counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument.
23. Waiver. The failure of a party to insist upon strict performance of any provision of this Contract or to exercise any rights or remedies provided by this Contract, or a party's delay in the exercise of any such rights or remedies shall not release the party in breach from any of its responsibilities or obligations imposed by law or by this Contract and shall not be deemed a waiver of any right of the party not in breach to insist upon strict performance of this Contract.
24. Notice. All demands, notices and communications hereunder shall be in writing and shall be deemed to have been duly given if sent by facsimile (with a copy sent by regular mail, postage prepaid), if personally delivered at or if mailed by certified mail, postage prepaid, addressed as follows:
- A. If to the Contractor:
ADI Business Solutions
1553 W. Todd Drive, Suite 212
Tempe, AZ 85283
 - B. If to the School:
CAVIAT Schools
PO Box 3940
Page, AZ 86040
Attention: Brent Neilson

25. Acknowledgement of Retention of Responsibility by School. The School hereby acknowledges the following:
- A. Notwithstanding the Services provided hereunder, the School is ultimately responsible for overseeing the operations of its school and retains the ultimate responsibility for meeting the terms of its charter, bylaws, or any other governing or guiding documents.
 - B. The School, rather than the Contractor, is responsible for setting and approving broad School policies such as budget, curriculum, admissions, procedures, student conduct, School calendars, and dispute resolution procedures.
 - C. The School is ultimately responsible for preserving and maintaining its fiscal health and not the Contractor.
26. Confidentiality. During the term of this Contract, and for a period of 3 years following the termination of this Contract, the parties shall take all reasonable steps to ensure that information relating to the School, information relating to the Services provided
- in this Contract and the fees paid pursuant to this Contract shall not be disclosed or made use of by the receiving party except for the purposes of this Contract. This restriction shall not apply, however, to information:
- A. That was publicly disclosed or otherwise made widely available other than through the fault of the receiving party or an affiliate;
 - B. That was obtained by the receiving party from sources other than the disclosing party or a party obligated to refrain from disclosing such information;
 - C. That was independently developed by the receiving party without the use of any information of the disclosing party or any affiliate of the disclosing party; or;
 - D. That is required by law to be disclosed (provided that prior to disclosing such information, the receiving party shall, if permitted by law, provide to the disclosing party reasonable notice and an opportunity to challenge the disclosure before appropriate authorities).

The Contractor shall have no responsibility within the scope of this Agreement to provide any service with regard to any matter that is not expressly described in this "SERVICES". Any service that is requested by the School that is outside the scope of Appendix A shall be deemed an additional service, which will be provided only upon mutual agreement of the parties. The School agrees that it will provide the staff necessary to implement the financial and related or ancillary services necessary for the Contractor to provide its Services. The Contractor's responsibility is to provide consultation, and the specified systems or services described in "SERVICES", but the personnel who will utilize and implement such systems and services shall be the responsibility of the School.

Without limiting the foregoing, School acknowledges that the following services are not included in "SERVICES" provided under the Agreement: provide legislative updates; review existing policies for compliance; provide an accounting manual for schools; provide assistance in the investment of funds; provide training for school staff in maintaining fixed asset listing; broker insurance of any kind; provide a connection to a lending institution; provide cash flow loans; write Charter applications or Designated Purpose Grants; ensure statutory compliance in student accounting; recommend Board policies; or provide recommendations for Human Resource Policies .

SERVICES

Accounting

Provide accounting services, in accordance with legal and industry standards, that include the following accounting functions.

- Recording, in detail, of all transactions in a computerized accounting system, when processed.
- Preparation and recording of journal entries and monthly maintenance of the general ledger according to accepted accounting standards.
- Reconcile primary bank and investment accounts to general ledger monthly or upon receipt of statements.
- Maintain fixed asset schedules based on information supplied. Record capitalized assets. Record related depreciation and amortization in the general ledger and reconcile.
- Generate selected financial reports monthly, based upon data provided, to include information such as: detailed account activity, bank register activity, summary of budget, expenditures and encumbrances by account, cash balances, payroll register (for periods when payroll is processed by ADI), revenues, and all general ledger account balances.
- Advise and assist School staff on proper accounting and record-keeping procedures upon request, as needed.
- Provide financial data, as needed, for federal, state and other financial reporting purposes.
- Provide assistance in School compliance with accounting-related legal and audit requirements as needed.
- Provide guidance on compliance with USFRCS and other state and federal regulations and accounting requirements, as needed.
- Insure accounts are GAAP compliant.
- Remote printing to your office of A/P, payroll checks and other reports as needed or print checks at our office and mail directly to vendors.
- Provide up to date balances each time we process APs, Payroll, Receipts, etc. via secondary register.

Payroll

Provide payroll processing services that include the following functions.

- Review account coding of submitted personnel action requests (PAR).
- Calculate and process payroll and payroll related payments according to the established schedule based on information submitted by authorized School representatives.
- Generate payroll register for signature by authorized School representatives.
- Prepare all required payroll reports for submission to federal and State/County agencies
- Prepare and submit electronic payroll, payroll tax reports, payroll tax deposits and ASRS as authorized by the School.

- Preparation and filing of Forms W-2.
- Generate selected reports to support payroll and payroll related payment processing.
- Set up payroll direct deposits for staff.
- Prepare Quarterly Reports as required to include EFT as need (electronic fund transfer) for payments for AZ Dept. of Economic Security, AZ dept. of Rev. and form 941.

Budgets

Provide services that include the following.

- Assist in the forecasting of revenues, salaries and other expense requirements for all areas of the budget for current year based on analyses of the needs, resources and objectives of the School.
- Provide proposed, adopted and revised annual budgets on the proper forms to the School for review, approval, and submission to the state.
- Provide Satellite HS budgets and revision per IGA Exh A
- Prepare annually Notification of Publication on the proper State form and submit via upload to ADE once the proposed budget is approved.
- Work with the School's designee to monitor the status of all budgets.
- Preparation of the Annual Financial Report (AFR) as required by the state's Department of Education. Not to include those filings, which are deemed corporate (i.e., income tax, non-for-profit applications, corporate and S.E.C. reports).
- Advise and assist in proper budgetary, accounting and internal controls.
- Assist the School in interaction with other governmental agencies in resolution of problems or answering inquiries.
- Work directly with auditor to submit reports to auditor, meet with auditor to insure compliance.
- Complete and submit SDR Report
- Completed and submit annual JTED Program Cost Report
- Work with assigned staff at CAVIAT to complete and distribute Bids as required.
- Work with assigned staff to generate and maintain yearly inventory
- Work with assigned staff on record disposition management
- Management of business services as needed

Purchasing & Accounts Payable

Provide purchasing and accounts payable processing services that include the following functions.

- Review account coding of submitted purchased orders.
- Prepare and submit payments to satellite districts (reimbursed monthly, quarterly or semiannually)
- Generate purchase orders based on authorized requisitions
- Process requests for payment upon confirmation of receipt of goods or services and authorization to pay, at least twice weekly (or more if needed).
- Request release of funds from County by generating request and e-mailing to assigned staff
- Generate checks for signature by authorized School representatives.
- Generate selected monthly reports to support purchasing and accounts payable processing.
- Preparation and filing of Forms 1099

Exhibit A to “SERVICES”

School Responsibilities Pursuant To Services Contract

1. The School shall keep Contractor informed of all personnel changes and shall do so no later than 48 hours after they occur.
2. The School agrees to provide a copy of all corporate filings and state/federal tax identification numbers to Contractor at the time the Contract is executed.
3. The School agrees to comply with all federal and state tax reporting and payment requirements, including EFT of state and federal tax deposits.
4. The School will provide Contractor with a copy of all invoices for accounts payable every week.
5. The School will inventory and label all fixed assets and school assets and provide a list of the inventory and label codes to Contractor annually, prior to the annual audit. The exception to this is if Contractor provides this service on a contracted basis to the School.
6. The School will provide the Contractor with employee hours by the deadline and in the manner as the Contractor requires so that payroll services can be performed in a timely manner. Failure to do so will result in delayed paychecks and result in additional fees.
7. The School will provide an electronic or paper copy of all of the Schools bank account statements (operating and money market accounts) on a monthly basis by the 3rd working day of each month or look up access to accounts so ADI may print required bank statements.
8. The School will keep Contractor informed of any financial problems or concerns affecting the proper functioning of the School as they occur.
9. The School will provide copies of all receipts or other documentation for any expenses claimed as operating expenses or as related to grants as they are generated.
10. Two Accounts Payable run per week is scheduled as part of this contract. Any additional runs will result in additional fees.
11. The School will provide Contractor with all necessary data, including budget expenditures, project status, and necessary updates for grant reporting.



1553 W. TODD DR.
 SUITE 212
 TEMPE, AZ 85283
 PHONE 480.940.7538
 FAX 480.214.3270
 WWW.ADIBIZ.COM

COMPENSATION, FEES & EXPENSES

Compensation for Business Services (Appendix B):

The School shall pay the Contractor an annual fee of \$36,744.00 beginning with the 2019 - 2020 fiscal school year, plus gas mileage @ 54¢ for required meeting in the site, in consideration for its performance of the Business Services described in "SERVICES". The Business Services Annual Fee will be billed in twelve equal monthly installments. Each monthly payment will be invoiced on the 1st of each month and due on the 15th of the same month beginning on July 1, 2019. This annual fee equates to 12 monthly payments of \$3,062.00 each. Payments received after the 15th of each billing month will be assessed a late penalty fee of 2.5% and will continue each month

Total Annual Fees payable by the School to Contractor for 2019 – 2020 = \$36,744.00

Total Monthly payments payable by the School to Contractor for 2019 – 2020 = \$3,062.00

ADI Business Solutions, "Contractor"

CAVIAT Schools , "School"

By: _____
 Name: Claudina Douglas
 Title: Chief Executive Officer
 Date: _____

By: _____
 Name: Brent Neilson
 Title: Director
 Date: _____



Sole-source Information
(Rev. July 1, 2018 for SY 2018-19)

Tyler Technologies, Inc., is the sole source of Schoolmaster software, pre-printed forms, hosting services, and other services such as (but not limited-to) end-user training and consultation used with the service marketed under the registered trademark and registered service mark Schoolmaster® including Registration Nos. 1393565, 1751134, 1758965 and 1788109 among others.

**Purchase Orders
for Software & Services**

Tyler Technologies, Inc.
Schoolmaster SIS
One Tyler Drive
Yarmouth, Maine 04096
(T) 800-772-2260
(F) 360-352-0922 (Olympia, WA office)

Email: schoolmaster@tylertech.com

Confirmation hard-copies can be faxed (or scan & emailed) to our Olympia, WA office; note "Confirmation Copy" on the document.

Invoices are generated out of the Olympia office; a remittance address will be noted on invoices.

All billing questions for Schoolmaster Software, Training, or Services should be directed to our Olympia, WA office; 800.733.0922.

**Purchase Orders
for Schoolmaster Forms**

Tyler Business Forms
Schoolmaster SIS Forms
P.O. Box 681
Tarrytown, NY 10591
(T) 877-749-2090
(F) 800-261-1499

Email: info@tylerbusinessforms.com

Confirmation hard-copies can be mailed or faxed to our Tarrytown, NY office; note "Confirmation Copy" on the document.

Invoices are generated out of the Tarrytown, NY office; a remittance address will be noted on invoices.

All billing questions for Schoolmaster Forms should be directed to our Tarrytown, NY office; 877-749-2090.

Thank you for using Tyler SIS by Schoolmaster!

A handwritten signature in black ink, appearing to read "Kurt Miyatake", with a stylized flourish at the end.

July 1, 2018
Kurt Miyatake
General Manager

Purchase Order

Date	P.O. No.
4/22/2019	19-147

Vendor
Tyler Technologies, Inc. P.O. Box 203556 Dallas, TX 75320-3556

Ship To
CAVIAT School District P.O. Box 3940 19 Poplar Street Page, AZ 86040

Description	Qty	Rate	Amount
SchoolMaster District Edition Annual Fee	1	5,596.43	5,596.43
SchoolMasteer District Edition Satellite Schools	1	7,397.65	7,397.65
		Total	\$12,994.08

General Liability (including School Governing Board and Teachers Professional Liability)

Limit:	\$10,000,000/Occurrence, Offense, or Wrongful Act \$2,000,000 Employers Liability/Accident or Disease \$1,000,000 Professional Liability for Clinical Practicum Students/Occurrence/Student \$1,000,000 Cyber Liability/Occurrence		
Aggregate Limit:	\$10,000,000 Employee Benefit Administration Liability \$10,000,000 Professional Liability \$2,000,000 Employers Liability/Accident or Disease \$3,000,000 Professional Liability for Clinical Practicum Students/Student \$15,000,000 Cyber Liability, Shared Annual Aggregate		
Deductible:	No deductible/Occurrence, Offense, or Wrongful Act \$500,000 Employers Liability/Accident or Disease \$5,000 Cyber Liability/Occurrence		
		Contribution:	\$3,939

Automobile Liability

Limit:	\$10,000,000/Occurrence \$15,000 each Person/\$250,000 each Accident Uninsured Motorist (Appendix A.1, Endt. No. 4) \$15,000 each Person/\$250,000 each Accident Underinsured Motorist (Appendix A.1, Endt. No. 5)		
Deductible:	No deductible/Occurrence	Contribution:	\$1,448

Administrative Practices Liability (Appendix A.1, Endorsement No. 6A)

Coverage A and B:			
Limit:	\$150,000/Claim: Administrative Practices Liability		
Aggregate Limit:	\$300,000: Administrative Practices Liability		
Coverage C:			
Limit:	\$100,000/Claim: Criminal Legal Defense		
Aggregate Limit:	\$200,000: Criminal Legal Defense		
Deductible:	No deductible/Occurrence	Contribution:	Available, but Not Accepted

For Profit Activities (Appendix A.1, Endorsement No. 8)

Limit:	\$1,000,000/Occurrence (0 Activities)		
Deductible:	No deductible/Occurrence	Contribution:	Available, but Not Accepted

Excess Liability

First Excess:	\$10,000,000 excess of \$10,000,000/Occurrence and underlying aggregate limit, where applicable	Contribution:	\$1,378
Second Excess:	\$5,000,000 excess of \$20,000,000/Occurrence and underlying aggregate limit, where applicable	Contribution:	\$500
Third Excess:	\$10,000,000 excess of \$25,000,000/Occurrence and underlying aggregate limit, where applicable	Contribution:	\$500
Fourth Excess:	\$15,000,000 excess of \$35,000,000/Occurrence and underlying, \$50,000,000 aggregate limit, where applicable	Contribution:	Included at no charge

All Risk Property (including Flood and Earthquake)

Limit:	Total Insurable Value: \$761,474		
Flood Limit:	\$100,000,000/Occurrence, Annual Aggregate shared with all Trust members		
Earthquake Limit:	\$100,000,000/Occurrence, Annual Aggregate shared with all Trust members		
Deductible:	\$1,000/Occurrence	Contribution:	\$996

Mold Coverage Reinstatement of Limit Program (Appendix A.3, Endorsement No. 1)

Limit:	\$25,000/Occurrence of Fungus, Bacteria, or Wet or Dry Rot Remediation by Location		
Aggregate Limit:	\$75,000/Agreement Period (Coverage Year)		
Deductible:	\$1,000/Occurrence	Contribution:	Available, but Not Accepted

Course of Construction (Appendix A.3, Endorsement No. 3)

Limit: Total Insurable Value of the renovation project
 Deductible: \$1,000/Occurrence

Contribution: Available, but Not Accepted

Automobile Physical Damage

Limit: Actual Cash Value
 Deductible: Comprehensive: \$250/Accident/Vehicle
 Deductible: Collision: \$250/Accident/Vehicle

Contribution: \$361

Equipment Breakdown

Limit: \$100,000,000/Accident, Property Damage and Extra Expense Combined
 Deductible: \$1,000/Accident

Contribution: \$200

Commercial Crime

Limits: \$1,500,000/Occurrence: Employee Theft
 \$1,500,000/Occurrence: Forgery or Alteration
 \$1,500,000/Occurrence: Inside Premises - Theft of Money and Securities
 \$1,500,000/Occurrence: Inside Premises - Robbery or Safe Burglary of Other Property
 \$1,500,000/Occurrence: Outside the Premises
 \$1,500,000/Occurrence: Computer Fraud
 \$1,500,000/Occurrence: Funds Transfer Fraud
 \$1,500,000/Occurrence: Money Orders and Counterfeit Money
 Deductible: \$100/Occurrence

Contribution: \$200

Storage Tank System Third Party Liability and Cleanup

Limit: \$2,000,000 each Claim
 Aggregate Limit: \$4,000,000 Annual Aggregate for Third Party Claims and First Party Remediation Costs
 \$2,000,000 Annual Aggregate for Legal Defense Expenses
 Deductible: \$10,000/Claim
 Retroactive Date: Per Schedule

Contribution: Available, but Not Accepted

Pre-Paid Legal Services Indemnity

Aggregate Limit: \$300,000
 Deductible: None

Contribution: \$480

Unemployment Insurance Liability (Appendix A.9)

Aggregate Limit: Statutory, as outlined in A.R.S. § 11-952.01(S)
 Deductible: None

Contribution: Available, but Not Accepted

Annual Contribution Subtotal: \$10,002
 Authorized Insurance Representative (AIR) Fee: \$800
 TRUST Administration Fee: \$1,080

Annual Trust Contribution Grand Total: \$11,882

I, the undersigned, as the District Authorized Representative of CAVIAT JTED No. 1 do hereby accept, on behalf of the above-named District, the coverage indicated above. I understand that for any type of coverage listed above that states "Available, but not accepted," no coverage is being provided by the Trust in connection therewith for the applicable coverage period. In addition, no coverage, even if accepted, is in place if the corresponding annual contribution has not been paid to the Trust by the due date established by the Trust. I further represent and confirm that all information previously provided to the Trust by the District in the Exposure Summary for the applicable coverage period is accurate and complete.

Signature: _____ Date: _____

Title: _____

The Trust reserves the right to modify coverage limits, terms and conditions, including overall coverage structure, based on the results of reinsurance negotiations. The District will be notified if any such modifications result in a reduction in coverage or an increase in contribution. Nothing in this document is intended to expand the coverage provided pursuant to the Trust's Coverage Agreements, and the terms, limits, conditions, definitions, and exclusions of such Coverage Agreements will control the scope of coverage provided by the Trust.

Optional Coverages Offered by the Trust

Please contact your member services coordinator if you want to add any of the below optional coverages.

Administrative Practices Liability (Appendix A.1, Endorsement No. 6A)

Administrative Practices Liability provides legal defense for certain proceedings and also covers costs associated with Pupil Expulsion and Criminal Legal Defense of certain crimes involving omission of a duty being performed.

Coverage A and B:

Limit:	\$150,000/Claim:	Administrative Practices Liability
Aggregate Limit:	\$300,000:	Administrative Practices Liability

Coverage C:

Limit:	\$100,000/Claim:	Criminal Legal Defense
Aggregate Limit:	\$200,000:	Criminal Legal Defense

Deductible:	None	Annual Contribution (excludes AIR and Admin. fees):	\$2,624
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For Profit Activities (Appendix A.1, Endorsement No.8)

For Profit Activities provides liability coverage for the member's for profit activities for operations that are not ordinary educational operations.

Limit:	\$1,000,000/Occurrence/Annual Aggregate (1 Activity)
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Deductible:	No deductible/Occurrence	Annual Contribution (excludes AIR and Admin. fees):	\$1,000
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Mold Coverage Reinstatement of Limit Program (Appendix A.3, Endorsement No. 1)

Mold Coverage Reinstatement of Limit Program offers \$25,000 of additional no fault mold coverage for a specific location.

Limit:	\$25,000/Occurrence of Fungus, Bacteria, or Wet or Dry Rot Remediation by Location
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Aggregate Limit:	\$75,000/Agreement Period (Coverage Year)
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Deductible:	\$1,000/Occurrence	Annual Contribution (includes AIR and Admin. fees):	\$24,500
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Course of Construction (Appendix A.3, Endorsement No. 3)

Course of Construction covers new construction and/or renovations to a building or structure, namely the materials in transit, materials at the worksite, and materials affixed to or a part of the construction and/or renovation, while at the risk of the district. The district is required to notify the Trust in writing in advance of all construction or renovation projects in excess of \$100,000 as a precondition to coverage.

Limit:	Total Insurable Value of the new construction and/or renovation project
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Deductible:	\$1,000/Occurrence
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Unemployment Insurance Liability (Appendix A.9)

The Unemployment Insurance (UI) Program covers liability for payments that arise from a claim filed by a former employee for UI benefits to the Arizona Department of Economic Security (DES) and administrative expenses associated with handling and/or defending of UI claims. The district must complete a Power of Attorney Letter as a precondition to coverage.

Aggregate Limit:	Statutory, as outlined in A.R.S. § 11-952.01(S)
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Deductible:	None
-------------	------

NOTE: Please refer to the Coverage Agreements for a complete description of the coverages offered.

The Alliance

The Arizona School Alliance for Workers' Compensation, Inc.

CAVIAT JTED No. 1
Coverage Acceptance Form (CAF)

Date: 4/30/2019

Contribution Terms: 7/1/2019 until 7/1/2020

1963-SA-AZ-093

The Arizona School Alliance for Workers' Compensation, Inc.

Exposure Unit:	\$0.36 per \$100 of 8868 reported payroll (\$274,000)	Contribution:	\$986
	\$1.97 per \$100 of 9101 reported payroll (\$0)	Contribution:	\$0
	\$0.38 per \$100 of 8411 reported payroll (\$0)	Contribution:	\$0

Workers' Compensation Limit: Statutory

Employers Liability Limit:

- Bodily Injury by Accident: \$500,000 each accident
- Bodily Injury by Disease: \$500,000 each employee
- Bodily Injury by Disease: \$500,000 coverage or policy limit

Deductible: None

Out-of-State Worker Coverage: Utah

The Terrorism Risk Insurance Act, DTEC surcharges, and adjustments are included. Contribution is subject to an annual payroll audit.

Annual Alliance Contribution Grand Total: \$986

I, the undersigned, as the District Authorized Representative of CAVIAT JTED No. 1 do hereby accept, on behalf of the above-named District, the coverages and pricing indicated above, pending final board approval, for the guaranteed cost program that are dependent upon the coverage selected by the School District. By signing this Coverage Acceptance Form, I agree to the terms and conditions of the Participation Agreement through June 30, 2020. I further represent and confirm that, to the best of my knowledge, all information provided above is accurate and complete.

Signature: _____ Date: _____

Title: _____

Nothing in this document is intended to expand the coverage provided pursuant to the Alliance's Coverage Agreements, and the terms, limits, conditions, definitions, and exclusions of such coverage agreements will control the scope of the coverage provided by the Alliance.

CAVIAT Teacher Evaluation Instrument Final Checklist

Teacher Name 2019-2020

67 Traditional Evaluation Instrument Based on Observations-67% of total (Classroom Observation Instrument Attached) -Teachers will receive 67% if they receive no “U” or less than two “I” ratings per eval.

11 Student Professional Portfolio/ Capstone project -11% of total -Teachers will receive all 11% or nothing. 100 percent student participation needed for this area.

11 Student academic achievement scores-11% of total - Based on results of Arizona End of Program Assessment scores OR End of Course Final Exam

- 11% earned if 90% or more students pass (meet or exceed cut score)
- 8% earned if 80-89% of students pass (meet or exceed cut score)
- 5% earned if 70-79% of students pass (meet or exceed cut score)
- 3% earned if 60-69% of students pass (meet or exceed cut score)
- 0% earned if 59% or fewer students pass (meet or exceed cut score)

11 Student Survey Data-11% of total

- 11% earned if majority of replies are Agree/Strongly Agree
- 5% earned if majority of replies are Neutral
- 0% earned if majority of replies are Disagree/Strongly Disagree

100 2016/2017 Total

Teacher Performance Classifications	
Highly Effective	95%-100%
Effective	80%-94%
Developing:	70%-79%
Ineffective:	69% and below

**Teacher Performance Classification
 2019/2020**

Teacher Signature and Date Signed

CAVIAT Administrator Signature and Date Signed

CAVIAT
Teacher Performance Evaluation

Teacher: _____

Evaluator: Neilson _____

Date(s) of Observation(s): _____

Program: _____

Time: _____

This evaluation is based on formal and informal observations throughout the school year.

Legend

- S** = Surpasses Performance Standards
- X** = Meets Performance Standards
- I** = Needs Improvement – Minor Deficiencies
Improvement is required to meet performance standards.
- U** = Unsatisfactory – Major Deficiencies
Improvement is required to meet performance standards.
- N** = Not Observed/Not Appropriate

I. Classroom Management and Procedure

- X 1. Develops physical environment conducive to effective learning.
- S 2. Plans and organizes effective learning activities.
- S 3. Uses time, equipment, materials, and facilities appropriately.
- X 4. Maintains accurate, complete records as required by law, district policy, and administrative regulation.
- X 5. Provides appropriate supervision of students.
- X 6. Communicates and reinforces expectations for appropriate classroom behavior.
- X 7. Demonstrates ability to work with individuals, small groups, or large groups as determined by instructional objectives.

II. Interpersonal Skills

- S 1. Develops teacher-student rapport and respect.
- S 2. Demonstrates patience, tact, and understanding.
- S 3. Shows consideration and fairness.
- S 4. Recognizes and fosters each pupil's positive self-concept.
- S 5. Maintains a positive and stimulating learning environment.

Teacher Performance Evaluation

Teacher: _____ Evaluator: _____ Date(s): _____

III. Planning and Instruction

- X 1. Demonstrates effective short and long-term instructional planning.
- X 2. Identifies, plans, and provides instruction to achieve selected objectives at appropriate levels of thinking.
- X 3. Varies instructional techniques so that students can attain the objectives.
- X 4. Provides relevant instruction which connects the reason and value for learning the objectives.
- X 5. Provides an appropriate focus for students at the beginning of learning objectives and addresses prior knowledge.
- X 6. Teaches to the learning objectives which correlate to national, state, and district academic standards.
- X 7. Provides for a high degree of task focus and time on relevant tasks.
- X 8. Uses effective question and answer techniques.
- X 9. Provides appropriate examples of correct performance for students.
- X 10. Gives clear directions and explanations related to lesson(s).
- X 11. Assesses student learning throughout the learning process.
- X 12. Provides sufficient teacher directed and independent practice with checking to ensure that students are successful and accountable.
- X 13. Provides specific and appropriate feedback in a variety of ways during instruction.
- X 14. Uses a variety of methods to summarize learning.

IV. Content Knowledge and Professionalism

- X 1. Engages in professional development for content and instructional strategies correlated with national, state, and district standards.
- X 2. Demonstrates competency in content correlated with national, state and district academic standards.
- X 3. Seeks and shares professional ideas.
- X 4. Acts in accordance with defined teacher responsibilities, both legal and professional.
- X 5. Collaborates with building and district exceptional student professionals in meeting student needs.
- X 6. Demonstrates effective strategies for parent teacher communication.
- X 7. Demonstrates effective written and oral expression.

Teacher Performance Evaluation

Teacher: _____ Evaluator: _____ Date(s): _____

Feedback/Comments:

Specific recommendations to overcome deficiencies in areas:

(One or more U ratings or three or more I ratings)

Recommendations for teachers whose performance is not deficient but in need of improvement:

Provides an appropriate focus for students at the beginning of learning objectives and addresses prior knowledge.

Instructional Improvement Plan (A.R.S. §15-537F):

Definition of Inadequate Classroom Performance

A teacher's classroom performance is inadequate if the teacher receives one (1) or more ratings of U (Unsatisfactory) or three (3) or more ratings of I (Needs Improvement).

Signed: _____ Teacher Date: _____

I have read and received a copy of this evaluation report and acknowledge that I have the right to attach a written response to this report.

Signed: _____ Evaluator Date: _____

Coconino Association of Vocations, Industry and Technology
Certified Contract for CTE Instructor for CAVIAT/Flagstaff Central Program

Beginning August 1, 2019 and Ending August 30, 2019

The Governing Board of the Coconino Association for Vocations, Industry and Technology (referred to as the Board) has offered **Rich Krueger** a position as a certified employee as outlined below:

1. **TERM:** The term of employment shall begin August 1, 2019 and ending the week of August 30, 2019. It shall be the professional responsibility of the Career and Technical Education (CTE) Instructor to fulfill the expectations stated in the appropriate job description throughout the contract year. The instructor expressly recognizes and agrees that this contract constitutes written notice that the governing board intends not to renew this contract and that no additional notice or action by the governing board is necessary to not renew this contract.
2. **DUTIES:** The duties and responsibility of the CTE Instructor shall be all those instructional and related duties which are assigned and delegated to the CTE Instructor by the Superintendent. . The instructor is expected to know and comply with all district policies and administrative rules and regulations.
3. **CONDITIONS:** It is understood by all parties that this contract is expressly conditioned upon the instructor's holding (or having filed an application and completed all the requirements for) a valid provisional or standard teaching certificate with appropriate endorsements issued by the Arizona Department of Education. If this condition is not met, the contract is null and void. In addition, the contract is expressly conditioned on the instructor's holding and maintaining, during the entire term of the contract, a valid fingerprint clearance card.
4. **COMPENSATION AND BENEFITS:** In consideration of a part-time consideration of \$34.70 per hour, payable bi-monthly, said CTE Instructor agrees to devote such time, skill, labor and attention to this employment agreement during its term as is necessary to perform faithfully and fully the duties set forth. Said CTE Instructor shall not exceed 3 hours per instructional day (including off-site meetings or field trips) without prior authorization from the Superintendent or CAVIAT Business Manager. Compensation is limited to the hourly rate described and does not include any other benefit. With the exception of District policies, this contract contains the entire agreement between parties and any prior, contemporaneous agreement, whether written or oral, is void by execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.
5. **TERMINATION:** As per ARS 15-545, the instructor may not resign effective prior to the conclusion of the final duty day without prior approval by the governing board.
6. This agreement has been executed in Arizona and shall be governed in accordance with the laws of the State of Arizona in every aspect.

Employee's Signature

SS# (last 4 digits)

Date

CAVIAT Superintendent

Date

CAVIAT Board President

Date

Coconino Association of Vocations, Industry and Technology
Certified Contract for CTE Instructor for CAVIAT/Flagstaff Central Program

Beginning August 1, 2019 and Ending August 30, 2019

The Governing Board of the Coconino Association for Vocations, Industry and Technology (referred to as the Board) has offered **Sharon Hebestreit** a position as a certified employee as outlined below:

1. **TERM:** The term of employment shall begin August 1, 2019 and ending the week of August 30, 2019. It shall be the professional responsibility of the Career and Technical Education (CTE) Instructor to fulfill the expectations stated in the appropriate job description throughout the contract year. The instructor expressly recognizes and agrees that this contract constitutes written notice that the governing board intends not to renew this contract and that no additional notice or action by the governing board is necessary to not renew this contract.
2. **DUTIES:** The duties and responsibility of the CTE Instructor shall be all those instructional and related duties which are assigned and delegated to the CTE Instructor by the Superintendent. . The instructor is expected to know and comply with all district policies and administrative rules and regulations.
3. **CONDITIONS:** It is understood by all parties that this contract is expressly conditioned upon the instructor's holding (or having filed an application and completed all the requirements for) a valid provisional or standard teaching certificate with appropriate endorsements issued by the Arizona Department of Education. If this condition is not met, the contract is null and void. In addition, the contract is expressly conditioned on the instructor's holding and maintaining, during the entire term of the contract, a valid fingerprint clearance card.
4. **COMPENSATION AND BENEFITS:** In consideration of a part-time consideration of \$34.70 per hour, payable bi-monthly, said CTE Instructor agrees to devote such time, skill, labor and attention to this employment agreement during its term as is necessary to perform faithfully and fully the duties set forth. Said CTE Instructor shall not exceed 3 hours per instructional day (including off-site meetings or field trips) without prior authorization from the Superintendent or CAVIAT Business Manager. Compensation is limited to the hourly rate described and does not include any other benefit. With the exception of District policies, this contract contains the entire agreement between parties and any prior, contemporaneous agreement, whether written or oral, is void by execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.
5. **TERMINATION:** As per ARS 15-545, the instructor may not resign effective prior to the conclusion of the final duty day without prior approval by the governing board.
6. This agreement has been executed in Arizona and shall be governed in accordance with the laws of the State of Arizona in every aspect.

Employee's Signature

SS# (last 4 digits)

Date

CAVIAT Superintendent

Date

CAVIAT Board President

Date

Coconino Association of Vocations, Industry and Technology
Certified Contract for CTE Instructor for CAVIAT/Flagstaff Central Program

Beginning September 2, 2019 and Ending June 5th, 2020

The Governing Board of the Coconino Association for Vocations, Industry and Technology (referred to as the Board) has offered **Rich Krueger** a position as a certified employee as outlined below:

1. **TERM:** The term of employment shall begin September 2, 2019 and ending the week of June 5th, 2020. It shall be the professional responsibility of the Career and Technical Education (CTE) Instructor to fulfill the expectations stated in the appropriate job description throughout the contract year. The instructor expressly recognizes and agrees that this contract constitutes written notice that the governing board intends not to renew this contract and that no additional notice or action by the governing board is necessary to not renew this contract.
2. **DUTIES:** The duties and responsibility of the CTE Instructor shall be all those instructional and related duties which are assigned and delegated to the CTE Instructor by the Superintendent. . The instructor is expected to know and comply with all district policies and administrative rules and regulations.
3. **CONDITIONS:** It is understood by all parties that this contract is expressly conditioned upon the instructor's holding (or having filed an application and completed all the requirements for) a valid provisional or standard teaching certificate with appropriate endorsements issued by the Arizona Department of Education. If this condition is not met, the contract is null and void. In addition, the contract is expressly conditioned on the instructor's holding and maintaining, during the entire term of the contract, a valid fingerprint clearance card.
4. **COMPENSATION AND BENEFITS:** In consideration of a part-time consideration of \$34.70 per hour, payable bi-monthly, said CTE Instructor agrees to devote such time, skill, labor and attention to this employment agreement during its term as is necessary to perform faithfully and fully the duties set forth. Said CTE Instructor shall not exceed 3 hours per instructional day (including off-site meetings or field trips) without prior authorization from the Superintendent or CAVIAT Business Manager. Compensation is limited to the hourly rate described and does not include any other benefit. With the exception of District policies, this contract contains the entire agreement between parties and any prior, contemporaneous agreement, whether written or oral, is void by execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.
5. **TERMINATION:** As per ARS 15-545, the instructor may not resign effective prior to the conclusion of the final duty day without prior approval by the governing board.
6. This agreement has been executed in Arizona and shall be governed in accordance with the laws of the State of Arizona in every aspect.

Employee's Signature

SS# (last 4 digits)

Date

CAVIAT Superintendent

Date

CAVIAT Board President

Date

Coconino Association of Vocations, Industry and Technology
Certified Contract for CTE Instructor for CAVIAT/Flagstaff Central Program

Beginning September 2, 2019 and Ending June 5th, 2020

The Governing Board of the Coconino Association for Vocations, Industry and Technology (referred to as the Board) has offered **Sharon Hebestreit** a position as a certified employee as outlined below:

1. **TERM:** The term of employment shall begin September 2, 2019 and ending the week of June 5th, 2020. It shall be the professional responsibility of the Career and Technical Education (CTE) Instructor to fulfill the expectations stated in the appropriate job description throughout the contract year. The instructor expressly recognizes and agrees that this contract constitutes written notice that the governing board intends not to renew this contract and that no additional notice or action by the governing board is necessary to not renew this contract.
2. **DUTIES:** The duties and responsibility of the CTE Instructor shall be all those instructional and related duties which are assigned and delegated to the CTE Instructor by the Superintendent. . The instructor is expected to know and comply with all district policies and administrative rules and regulations.
3. **CONDITIONS:** It is understood by all parties that this contract is expressly conditioned upon the instructor's holding (or having filed an application and completed all the requirements for) a valid provisional or standard teaching certificate with appropriate endorsements issued by the Arizona Department of Education. If this condition is not met, the contract is null and void. In addition, the contract is expressly conditioned on the instructor's holding and maintaining, during the entire term of the contract, a valid fingerprint clearance card.
4. **COMPENSATION AND BENEFITS:** In consideration of a part-time consideration of \$34.70 per hour, payable bi-monthly, said CTE Instructor agrees to devote such time, skill, labor and attention to this employment agreement during its term as is necessary to perform faithfully and fully the duties set forth. Said CTE Instructor shall not exceed 3 hours per instructional day (including off-site meetings or field trips) without prior authorization from the Superintendent or CAVIAT Business Manager. Compensation is limited to the hourly rate described and does not include any other benefit. With the exception of District policies, this contract contains the entire agreement between parties and any prior, contemporaneous agreement, whether written or oral, is void by execution of this contract. Any subsequent amendment or addendum to this contract must be in writing and signed by both parties.
5. **TERMINATION:** As per ARS 15-545, the instructor may not resign effective prior to the conclusion of the final duty day without prior approval by the governing board.
6. This agreement has been executed in Arizona and shall be governed in accordance with the laws of the State of Arizona in every aspect

Employee's Signature

SS# (last 4 digits)

Date

CAVIAT Superintendent

Date

CAVIAT Board President

Date

ASBA

Arizona School Boards Association
Policy Services

Chris Thomas
ASBA General Counsel/Associate Executive Director

Dr. Terry L. Rowles
Assistant Director of Policy Services

Steve Highlen
Senior Policy Services Consultant
David DeCabooter
Policy Services Consultant

Renaë Watson
Policy Services Technician

May 15, 2019

Mr. Brent Neilson, Superintendent
C.A.V.I.A.T.
PO Box 3940
Page, Arizona 86040

Dear Mr. Neilson

Your District's four-year ASBA Policy Service Agreement subscription soon will or has already expired.

A renewal Agreement is enclosed for your review and approval. Please sign, date, and return an original copy of the Agreement and retain a copy for your files.

We at Policy Services are pleased to partner with the School in the important work of the development and maintenance of its governance policies and administrative regulations, and thank you for the opportunity to be of service. If you have questions or need other assistance, do not hesitate to contact me.

Sincerely



Chris Thomas
ASBA General Counsel/Associate Executive Director

Attachments

ASBA Policy Services
Subscription Agreement

Parties:

ASBA

Arizona School Boards Association
2100 North Central Avenue, Suite 200
Phoenix, Arizona 85004

MEMBER DISTRICT

C.A.V.I.A.T.
PO Box 3940
Page, AZ 86040

Effective Date: July 1, 2019

Agreement:

The Arizona School Boards Association (ASBA) and the Member District mutually agree as follows:

1. Basic Policy Services. ASBA will provide the following policy services:

1.1 Policy Advisories. The Member District will receive ASBA Policy Advisories, memoranda that contain model policies, regulations, and exhibits developed by ASBA in response to changes to or new interpretations of state and federal laws and regulations.

1.2 Policy Amendment Assistance. ASBA policy services staff will assist the Member District with the revision and formatting of the Member District's policies, whether developed in response to an ASBA Policy Advisory or at the initiative of the Member District.

1.3 On-Call Policy Information. The Member District may contact ASBA Policy Services at any time for information or assistance concerning specific policy matters, however, provision of such service will not constitute legal advice.

1.4 Policy Manual Reviews. ASBA policy services will meet with the Member District's Superintendent and selected staff and governing board members to review and update the Member District's policy manual upon the Member District's request once every four or five years. The review will be conducted at the office of either ASBA or the Member District during normal work hours and will not exceed one work week. Upon completion of the review, ASBA will provide the Member District with electronic policy manual draft documents. The Member District acknowledges that ASBA Policy Services must have adequate advance notice in order to schedule a periodic policy review; while Policy Services will coordinate the advance scheduling with the Member District, ASBA assumes no waiver of periodic review required under this section should the Member District be unable to schedule the periodic review when given advance notice by Policy Services and multiple opportunities for scheduling the review. Failure by the Member District to provide a two (2)-week advance notification to Policy Services of a postponement or cancellation of a scheduled policy review may result in the fee for a review being charged, contingent on the amount of preparation completed by the analyst at the time of the notification and/or the inability to schedule another member district manual review during the vacated review period. The manual review fee is specified at paragraph 6.

1.5 Policy Reference Manual. The Member District may digitally access the ASBA Policy Reference Manual (PRM), a compendium of Arizona laws, court decisions and a summary of attorney general opinions that relate to the development and application of Member District's policies. The manner of digital delivery of the PRM is contingent on the Member District's computer and software capabilities.

ASBA Policy Services Subscription Agreement

1.6 District Policies. The Member District acknowledges that when policy model documents are adopted by the Member District Governing Board and implemented by the Member District administration, such policies, regulations, and exhibits are those of the Member District, not ASBA. ASBA will not indemnify nor defend the Member District if Member District's policies and associated documents are challenged in litigation. The Member District further acknowledges that ASBA Policy Services may remove the ASBA copyright from a document when ASBA determines the document is not the intellectual property of ASBA Policy Services, when an ASBA copyrighted document has been modified in such a manner that ASBA Policy Services believes the document no longer qualifies as ASBA copyrighted material, or when a document has not been updated within one year of the release of a Policy Advisory which has substantively modified the document.

2. Reimbursement of Costs. All costs incurred by ASBA will be borne by ASBA, except for the following:

2.1 Policy Manual Reviews. In connection with a Member District policy manual review, the Member District is responsible for the Policy Manual Review fee, currently \$500, which is not included in the monthly fee for Policy Services. Additionally, the Member District will reimburse ASBA for all travel, meals, lodging, word processing, printing (including binders and other materials), and consulting time in excess of a normal work day and week.

2.2 Requests for Special Word Processing. The Member District will reimburse ASBA for requested word processing and other clerical services provided as a result of the Member District's request for extraordinary and extensive changes and/or additions to the policy document models developed by ASBA.

2.3 Site Visits. Time and travel expenses for requested on-site meetings will be charged at the standard ASBA rate in effect at the time of the request, plus consulting time, as mutually agreed upon at the time of request.

3. Policy Development Procedures. The Member District will use the National School Boards Association coding and title system, including ASBA's local modifications, and will apply its best efforts to develop the Member District's policies, regulations and exhibits in accordance with the procedures attached as Exhibit A to this Agreement. In order to maintain continuity and consistency throughout the Manual and to optimize research and retrieval capabilities, Policy Services controls the titles, sub-titles, naming conventions, indexing, codification, and format, including the Introduction Section, pagination, fonts, style and layout, of Manual documents. Other technical aspects of Manual setup, production, maintenance, and updating not specified but related to policy development procedures are under the control of Policy Services.

4. Electronic Services Provision. An electronic copy of policy manual material is made available as a part of the Agreement.

4.1 License. ASBA grants to the Member District license to use the Policy Services PolicyBridge which contain the Member District's policy manual, Title 15 of the Arizona Revised Statutes, Chapter 2 of Title 7 of the Arizona Administrative Code, the ASBA Policy Reference Manual, and selected sections of the United States Code. ASBA will update the reference documents at least once each year and provide them through selected electronic means, including the Internet.

4.2 Equipment Requirements. The Member District will provide its own access to the Internet for viewing the digital files available thereon.

ASBA Policy Services Subscription Agreement

4.3 Policy Maintenance Procedures. The Member District acknowledges that new amendments to a policy or policies will not be produced for access as a digital file until the digital file has been updated by ASBA. Pending distribution by ASBA of the updated digital file, records of the requested amendments must be maintained by the Member District during the interim period prior to delivery of the digital file update by (i) maintaining a temporary paper copy of the amendments with the Member District's current policy manual, (ii) entering notations of the amendments into any District-maintained digital record and/or database.

4.4 Access to Future Electronic Services. ASBA may from time-to-time develop additional electronic services not identified herein as an enhancement to or replacement of electronic services available to the Member District. The Member District will be given the opportunity to acquire the future electronic services which may be available as fee-based options.

5. Restrictions on Electronic Services.

5.1 Proprietary Rights and Obligations. The policy manuals and digital files created by Policy Services are valuable property of ASBA. The Member District will not make or permit to be made copies of the policy manuals or digital files or portions thereof, except as necessary for its own operations. The Member District agrees not to modify, adapt, translate, decompile, disassemble or create derivative works based on the Policy Services policy manuals and digital files. Software and security codes for access to the policy manuals and digital files, other than the Member District's policy manual, will be made available only to the Member District's administrative officers and governing board members.

5.2 Limited Warranty and Liability. The policy manuals and digital files are provided "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. ASBA does not warrant that functions contained in the policy manuals and digital files will meet the Member District's requirements or that the operation of the policy manuals and digital files will be uninterrupted or error free. In no event shall ASBA be liable for any damages whatsoever (including, without limitation, damages for loss of savings, business interruption, loss of business information or other pecuniary losses) arising from use or inability to use the digital files.

6. Payment for Services. The Member District will pay to ASBA the sum of **\$291** per month during the term of this Agreement. Advance payment is due on or before the first day of each month. The Member District may, at its discretion, make Subscription payments on a quarterly, semi-annual, or annual basis. An additional fee of five hundred dollars (\$500) applies to the performance of a comprehensive manual review described in paragraph 1.4 and subject to paragraph 2.

7. Term. The term of this agreement is forty-eight (48) months, commencing as of the date set forth above.

8. Termination. The Member District may terminate this Agreement at any time by delivering written notice to ASBA and paying the early termination fee computed as follows:

The amortized subscription fee
(*forty-eight (48) months times the monthly rate*)
minus the total subscription payments received by ASBA
equals the early termination fee.

The Member District acknowledges that when ASBA performs a Member District policy manual review and establishes maintenance and support of the manual ASBA incurs substantial expenses ASBA expects to recoup over the forty-eight (48) month term of this Agreement and, therefore, sets the foregoing formula as a reasonable method of calculating ASBA's financial loss as a result of early termination of this Agreement.

9. Condition Precedent. ASBA's obligation to provide services pursuant to this Agreement is subject to the condition that the Member District is at all times a member in good standing of ASBA.

ASBA Policy Services
Subscription Agreement

10. General.

10.1 Entire Agreement. This Agreement contains the entire understanding of the parties and supersedes any previous subscription agreements and any other prior understandings and agreements, written or oral, respecting the subjects discussed herein.

10.2 Governing Law. This Agreement shall be governed by the laws of the state of Arizona.

10.3 Attorney's Fees. The prevailing party in any litigation, arbitration or other proceedings arising out of this Agreement shall be reimbursed by the other party for all costs and expenses incurred in such proceedings, including reasonable attorney's fees.

Acceptance:

Arizona School Boards Association

C.A.V.I.A.T.

By  _____

By _____

Date: 5-1-19 _____

Date: _____

POLICY SERVICES ADVISORY

Volume 31, Number 1

May 2019

Policy Advisory No. 646..... Policy DIE — Audits/Financial Monitoring

Policy Advisory No. 647..... Regulation IHAMB-R — Family Life Education

Policy Advisory No. 648..... Policy JFAA — Admission of Resident Students
Exhibits JFAA-EA, JFAA-EB

Policy Advisory No. 649..... Policy JFAB — Admission of Nonresident Students
Exhibits JFAB-EA, JFAB-EB

Policy Advisory No. 650..... Regulation KDB-R—Public Right to Know/
Freedom of Information

POLICY ADVISORY DISCUSSION

These policy advisories are primarily the result of actions taken by the 54th Legislature, First Regular Session which convened in January 2019.

Policy Advisory No 646 Policy DIE — Audits/Financial Monitoring

Senate Bill 1256 repealed A.R.S. 15-213 (Q) and (R); therefore Policy DIE, Audits/Financial Monitoring is modified by removing the requirements that “the district may not hire the same auditor or auditing firm for more than three (3) consecutive years” and “an auditor or auditing firm hired by a school district may not also receive consulting fees from that school district.” Because this law just went into effect in Laws 2018, Chapter 285, it is likely this law will have no practical effect on school districts.

Policy Advisory No 647 Regulation IHAMB-R — Family Life Education

Senate Bill 1346 deleted A.R.S. 15-716(C) (this was commonly referred to as the “no promo homo” provision by advocates seeking its repeal). Therefore, this language has been deleted from regulation IHAMB-R. In addition, the State Board of Education is completing the process to make changes to Arizona Administrative Code R7-2-303 Sex Education and we expect these changes to be complete by the time this advisory is received. Because of this, and to avoid the confusion of sending out multiple advisories amending the same regulation, we have made this change now.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Policy Advisory No 648 Policy JFAA — Admission of Resident Students
Exhibits — JFAA-EA, JFAA-EB**

**Policy Advisory No 649 Policy JFAB — Admission of Nonresident
Students
Exhibits — JFAB-EA, JFAB-E**

PAs Number 648 and 649 are essentially updates due to the revision of the Arizona Department of Education Arizona Residency Guidelines released on April 24, 2019. These PAs include Policies JFAA and JFAB and the exhibits JFAA-EA, JFAA-EB, JFAB-EA, and JFAB-EB. The new ADE form replaces ADE Form 2306606 which has been in the Manual exhibits. The ADE Guidelines are replicated below:

**Arizona Department of Education
Arizona Residency Guidelines
Revised 4/24/19**

INTRODUCTION

Local educational agencies are required to provide all children with equal access to public education at the elementary and secondary level. The U.S. Supreme Court held in Plyer v. Doe, 457 U.S. 202 (1982) that the undocumented or non-citizen status of a student (or his or her parent or guardian) is irrelevant to that student's entitlement to an elementary and secondary public education. However, to receive free public education in the State, students must be Arizona residents. Residents refers to those who are domiciled in Arizona and can provide proof of residence (see below). Pursuant to A.R.S. § 15-823, a school district or charter school may not include nonresident pupils in their student count and may not obtain state aid for those pupils.

*In Arizona, the “district of residence” of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable. **While a district may restrict the attendance of non-district residents based on available classroom space, inquiring into students' citizenship or immigration status, or that of their parents or guardians would not be relevant to establishing residency within the district***

The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency status through documents provided by the parent/guardian may be required to repay the state aid received for that student. The following provides information on verifiable documentation parents must provide to prove district of residency.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

OPEN ENROLLMENT

Arizona's open enrollment policies allow a student to transfer to any public school of his or her choice, even if it is outside of the student's district of residence. There are two basic types of open enrollment policies:

- *Intra-district: Students transfer to another school within the resident school district.*
- *Inter-district: Students transfer to a school outside of their resident district.*

Under A.R.S. § 15-816 and A.R.S. § 15-816.01, intra-district and inter-district open enrollment policies are mandatory on all school districts, allowing students to apply for admission to any public school, based on available classroom space.

VERIFIABLE DOCUMENTATION

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.

*The documentation required by A.R.S. § 15-802 **must be provided each time a student enrolls in a school district or charter school in this state and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.** For members of the armed services, a school may enroll a student if the parent provides a hard-copy or electronic document of their transfer or pending transfer to a military installation within the state. The parent must provide official documentation of residency within ten days after the arrival date which may include a temporary on-base billeting facility as their address. **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.** 42 U.S.C. § 11432(g)(3)(C)(i).*

In general, students will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent or legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

1. Parent(s) or legal guardian(s) that maintains his or her own residence:

The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide **one** of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement or off-base military housing)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- Temporary on-base billeting facility (for military families)

A model Arizona Residency Documentation Form is available for schools at the end of this document.

- 2. Parent(s) or legal guardian(s) that does not maintain his or her own residence:** The parent or legal guardian must have an **affidavit of shared residency** form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence. A model Affidavit of Shared Residence form is available for schools at the end of this document.

Finally, references to Arizona's Address Confidentiality Program (ACP) are included in the exhibits. The ACP was released as an Advisory Alert In 2014 - *Policy Services Advisory, Volume 26, Number 3, August 2014 - Policy Alert – Address Confidentiality Program.*

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

As defined by the Arizona Secretary of State, the Address Confidentiality Program allows persons who have been subjected to domestic violence offenses, sexual offenses or stalking to keep their residence addresses confidential and not accessible to the general public. Program participants will receive a substitute address that becomes the participant's lawful address of record.

Address Confidentiality Program (ACP) Mailing Address:

Office of the Secretary of State
Address Confidentiality Program
1901 W Madison St
Phoenix AZ 85009-5287

Address Confidentiality Program: 602-542-1653

Policy Advisory No 650

**Policy KDB-R—Public Right to Know/
Freedom of Information**

The language deleted from this regulation is necessary as districts must avoid denying access to or creating delays in providing public information regarding records which are not restricted for release.

The Governing Board should be informed of this change in the usual manner following policy BGD, Board Review of Regulations, which states the following: The Board reserves the right to review all administrative regulations. The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, General Counsel/Associate Executive Director; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or David DeCabooter, Policy Consultant. Our e-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [ddecabooter@azsba.org]. You may also fax information to (602) 254-1177.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

DIE © AUDITS / FINANCIAL MONITORING

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for financial monitoring and audits. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments and Office of Management and Budget (OMB) Compliance Supplement June 2016.

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

~~The following statutory limitations regarding the auditor or auditing firm shall be followed:~~

~~A. The District may not hire the same auditor or auditing firm for more than three (3) consecutive years.~~

~~B. An auditor or auditing firm hired by a school district may not also receive consulting fees from that school district.~~

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: date of Manual adoption

<i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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LEGAL REF.:

A.R.S.

15-213

15-239

15-914

15-2111

41-1279.03

41-1279.04

41-1279.05

41-1279.07

41-1279.21

41-1279.22

A.A.C.

R7-2-902

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

CROSS REF.:

DICA - Budget Format

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

IHAMB-R ©

REGULATION

FAMILY LIFE EDUCATION

Instruction in Sex Education

Grades K - 8:

A. *Elective lessons.* The District may provide a specific elective lesson or lessons concerning sex education as a supplement to the health course of study.

1. Such supplement may be taken by the student only upon the written request of the student's parent or guardian.
2. Alternative elective lessons from the state-adopted optional subjects shall be provided for students who do not enroll in elective sex education.
3. Elective sex education lessons shall not exceed the equivalent of one (1) class period per day for one-eighth (1/8th) of the school year for grades kindergarten (K) through four (4).
4. Elective sex education lessons shall not exceed the equivalent of one (1) class period per day for one-quarter (1/4th) of the school year for grades five (5) through eight (8).

B. *Governing Board approval.* All elective sex education lessons to be offered must have prior approval from the Governing Board.

C. *Format of instruction:*

1. Lessons shall be taught to boys and girls separately.
2. Lessons shall be ungraded and shall require no homework; any evaluation administered for the purpose of self-analysis shall not be retained or recorded by the school or the teacher in any form.
3. Lessons shall not include tests, psychological inventories, surveys, or examinations containing any questions about personal beliefs or practices in sex, family life, morality, values, or religion on the part of students or their parents.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

4. Lessons for grades seven (7) and eight (8) shall include instruction on the laws relating to sexual conduct with a minor.

Grades 9 - 12:

- A. A course in sex education may be provided in the high schools of Arizona.
- B. Lessons shall not include tests, psychological inventories, surveys, or examinations containing any questions about personal beliefs or practices in sex, family life, morality, values, or religion on the part of students or their parents.

Content of instruction (Grades K - 12):

A. All sex education materials and instruction shall be age appropriate, shall recognize the needs of exceptional students, shall meet the needs of the District, shall recognize local community standards and sensitivities, shall not include the teaching of abnormal, deviate, or unusual sexual acts and practices, and shall include the following:

1. Emphasis upon the power of individuals to control their own personal behavior.
 - a. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations such as respect for self and others.
2. Instruction on how to say "no" to unwanted sexual advances and to resist negative peer pressure.
 - a. Students shall be taught that it is wrong to take advantage of, or to exploit, another person.
3. Instruction on the laws relating to sexual conduct with a minor.

B. All sex education materials and instruction that discuss sexual intercourse shall:

1. Stress that students should abstain from sexual intercourse until they are mature adults.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

2. Emphasize that abstinence from sexual intercourse is the only method for avoiding pregnancy that is one hundred percent (100%) effective.
3. Stress that sexually transmitted diseases have severe consequences and constitute a serious and widespread public health problem.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual intercourse and the consequences of preadolescent and adolescent pregnancy.
- ~~5. Promote honor and respect for monogamous heterosexual marriage.~~
- 5.6. Advise students of Arizona law pertaining to the financial responsibilities of parenting, and legal liabilities related to sexual intercourse with a minor.

Instruction on Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus

The District will develop its own course of study for each grade. At a minimum, instruction shall:

- A. Be appropriate to the grade level in which it is offered.
- B. Be medically accurate.
- C. Promote abstinence.
- D. Discourage drug abuse.
- E. Dispel myths regarding transmission of the human immunodeficiency virus.

~~Nothing shall be included in the course of study instruction that:~~

- ~~A. Promotes a homosexual life style.~~
- ~~B. Portrays homosexuality as a positive alternative life style.~~
- ~~C. Suggests that some methods of sex are safe methods of homosexual sex.~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

The District may request that the Department of Health Services, in conjunction with the Department of Education, review instruction materials to determine their medical accuracy.

The District may request that the Department of Education provide the following assistance:

- A. A suggested course of study.
- B. Teacher training.
- C. A list of available films and other teaching aids.

At the request of a parent, a student shall be excused from the instruction on acquired immune deficiency syndrome and the human immunodeficiency virus. The District shall notify all parents of their ability to withdraw their children from the instruction.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**JFAA ©
ADMISSION OF
RESIDENT STUDENTS**

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

A. A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.

B. A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.

C. A student who is eighteen (18) years of age or older and whose place of residence is in the District.

D. A student who is homeless, and who attended a school in the District at the time of becoming homeless.

E. A student who resides with a family member living in the District while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with [15-821\(D\)](#).

F. A student whose parent is transferred to or is pending transfer to a military installation within this state while on active military duty pursuant to an official military order. The parent shall provide proof of residency in the District to the local education agency within ten (10) days after the arrival date provided on official documentation.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may be determined by using the following verifiable documentation.

Verifiable Documentation

A.R.S. [15-802](#)(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

The documentation required by A.R.S. [15-802](#) must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule. PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own residence:
The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide *one (1)* of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- A. Valid Arizona driver's license, Arizona identification card
- B. Valid Arizona motor vehicle registration
- ~~C. Valid United States passport~~

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

C. Valid Arizona Address Confidentiality Program authorization card.

A public school shall accept the substitute address as the address of record and shall verify student enrollment eligibility through the secretary of state. The secretary of state shall facilitate the transfer of student records from one school to another.

D. Property deed

E. Mortgage documents

F. Property tax bill

G. Rental agreement or lease (including Section 8 agreement or off-base military housing)

H. Utility bill (water, electric, gas, cable, phone)

I. Bank or credit card statement

J. W-2 wage statement

K. Payroll stub

L. Certificate of tribal (506 Form) enrollment or other identification issued by a recognized Indian tribe located in Arizona.

M. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

N. Temporary on-base billeting facility (for military families)

Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must ~~complete and sign a form~~ have an **affidavit of shared residency form completed** indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence. (JFAA-EB)

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Use of and Retention of Documents by Schools

School officials must *retain a copy* of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally, identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

Adopted: date of Manual Adoption

LEGAL REF.:

A.R.S.

15-802

15-816 *et seq.*

15-821

15-823

15-823.01

15-824

41-166

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015

42 U.S.C. 11432

CROSS REF.:

IKEB - Acceleration

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records

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JFAA-EA ©

EXHIBIT

**ADMISSION OF
RESIDENT STUDENTS**

ARIZONA RESIDENCY DOCUMENTATION FORM

Student _____ School _____

School District or Charter Holder _____

Parent/Legal Guardian _____

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

_____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration

_____ ~~Valid U.S. passport~~

_____ Valid Arizona Address Confidentiality Program authorization card

_____ Real estate deed or mortgage documents

_____ Property tax bill

_____ Residential lease or rental agreement

_____ Water, electric, gas, cable, or phone bill

_____ Bank or credit card statement

_____ W-2 wage statement

_____ Payroll stub

_____ Certificate of tribal (506 Form) enrollment or other identification issued by a recognized Indian tribe ~~that contains an~~ in Arizona address.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

_____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

_____ Temporary on-base billeting facility (for military families)

_____ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit. (JFAA-EB)

Signature of Parent/Legal Guardian

Date

~~Reproduction of ADE FORM 2306606 which may be used in lieu of this document~~

Arizona Department of Education
Arizona Residency Guidelines
REVISED April 24, 2019

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JFAA-EB ©

EXHIBIT

**ADMISSION OF
RESIDENT STUDENTS**

**STATE OF ARIZONA
AFFIDAVIT OF SHARED RESIDENCE**

Student Name: _____

Parent/Legal Guardian Name: _____

School Name: _____

School District or Charter Holder: _____

Name of Arizona Resident: _____

I, (resident name) _____ swear or affirm
that I am a resident of the State of Arizona and that the persons listed
below reside with me at my residence, described as follows:

Persons who reside with me: _____

Location of my residence: _____

I submit in support of this attestation a copy of the following document
that displays my name and current residence address or physical
description of my property:

_____ Valid Arizona driver's license, Arizona identification card or motor
vehicle registration

_____ Valid Arizona Address Confidentiality Program authorization card

_____ Real estate deed or mortgage documents

_____ Property tax bill

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

_____ Residential lease or rental agreement

_____ Water, electric, gas, cable, or phone bill

_____ Bank or credit card statement

_____ W-2 wage statement

_____ Payroll stub

_____ Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona

_____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Acknowledgement

Printed Name of Affiant: _____

Signature of Affiant: _____

State of Arizona

County of _____

The foregoing was acknowledged before me this _____ day of _____, 20_____.

By _____.

My Commission Expires

Notary Public

Arizona Department of Education
Arizona Residency Guidelines
REVISED April 24, 2019

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JFAA-EB ©

EXHIBIT

**ADMISSION OF
RESIDENT STUDENTS**

AFFIDAVIT OF SHARED RESIDENCE

I swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me:

Location of my residence:

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

Valid Arizona driver's license, Arizona identification card or motor vehicle registration

Valid U.S. passport

Real estate deed or mortgage documents

Property tax bill

Residential lease or rental agreement

Water, electric, gas, cable, or phone bill

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~_____ Bank or credit card statement~~

~~_____ W-2 wage statement~~

~~_____ Payroll stub~~

~~_____ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe~~

~~_____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)~~

Printed _____ Name _____ of _____ Affiant:

Signature _____ of _____ Affiant:

Acknowledgement

State of Arizona

County of _____

The foregoing was acknowledged before me this _____ day of _____, 20____,

By

My Commission Expires

_____ Notary Public

Reproduction of ADE FORM 2306606 which may be used in lieu of this document.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**JFAB ©
TUITION / ADMISSION OF
NONRESIDENT STUDENTS**

For purposes of open enrollment a "nonresident pupil" means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of Arizona who meets the age and other requirements for open enrollment established by state law and District policy shall be admitted to a school without payment of tuition.

A student shall also be admitted to a school *without tuition* payment, if:

A. The student is the child of a United States resident who is not a resident of Arizona, if this is in the best interest of the student and the student is placed with a relative per A.R.S. [15-823](#) and the placement is not to avoid tuition payment.

B. The student is a resident of the United States and evidence indicates that because the parents are homeless or the child is abandoned, as defined in A.R.S. [8-201](#), the child's physical, mental, moral or emotional health is best served by placement with a person who does not have legal custody of the child and who is a resident within the school district, unless it is determined that the placement is solely for the purpose of obtaining an education in this state without payment of tuition. PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.

C. The student presents a certificate of educational convenience issued by the County School Superintendent pursuant to A.R.S. [15-825](#).

D. The student is a child of a nonresident teaching or research faculty member of a community college district or state university or a nonresident graduate or undergraduate student of a community college district or state university whose parent's presence at the district or university is of international, national, state, or local benefit.

The District shall admit the following students, *charging tuition* as prescribed in statute:

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

A. The child of an Arizona resident who is not a resident of the District, if the District provides a high school and the student is a resident of an Arizona common school district that is not in a high school district and that does not offer instruction in the student's grade. Special circumstances may apply in accordance with A.R.S. [15-2041](#) after three hundred fifty (350) students have been admitted.

B. For an Arizona resident who is not a resident of the District, if the district of residence provides only financing for students who are instructed by another school district and for students from a unified district that does not offer instruction in the student's grade.

C. A pupil who is issued a certificate of educational convenience to attend school in the School District or adjoining the school district to that in which the pupil is placed by an agency of this state or a state or federal court of competent jurisdiction, as provided in A.R.S. [15-825](#).

The District shall admit a pupil who is the resident of a school district that has entered into a voluntary agreement with the District, charging tuition as agreed to in accordance with A.R.S. [15-824\(E\)\(3\)](#).

The Governing Board may admit children who are residents of the United States, but who are nonresidents of this state, without payment of tuition if all of the following conditions exist:

A. The child is enrolled in a year-round residential boarding academy located in this state specializing in intensive instruction and skill development in sports, music or acting.

B. The child's parents have executed a current notarized guardianship agreement covering the child while enrolled at the academy, which is a condition of enrollment at the academy and authorizes academy representatives to act on the child's parent's or legal guardian's behalf in making all decisions on a daily basis as to the child's activities and needs for medical, educational and other personal issues.

The District may admit nonresident foreign exchange students without payment of tuition, or as it may otherwise prescribe.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

The District shall not include in its student membership count students who are not Arizona residents. Unless authorized by statute, the District is prohibited from obtaining state funding for any student who is not a resident of the state.

"Residence" Defined

The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. [15-823](#) through A.R.S. [15-825](#).

Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Documentation of residency may be determined by using the following verifiable documentation.

Verifiable Documentation

A.R.S. [15-802](#)(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

The documentation required by A.R.S. [15-802](#) must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own residence:

The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide *one (1)* of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

- A. Valid Arizona driver's license, Arizona identification card
 - B. Valid Arizona motor vehicle registration
 - ~~C. Valid United States passport~~
 - C. Valid Arizona Address Confidentiality Program authorization card.
- A public school shall accept the substitute address as the address of record and shall verify student enrollment eligibility through the secretary of state. The secretary of state shall facilitate the transfer of student records from one school to another.
- D. Property deed
 - E. Mortgage documents
 - F. Property tax bill
 - G. Rental agreement or lease (including Section 8 agreement or off-base military housing)
 - H. Utility bill (water, electric, gas, cable, phone)
 - I. Bank or credit card statement
 - J. W-2 wage statement
 - K. Payroll stub
 - L. Certificate of tribal (506 Form) enrollment or other identification issued by a recognized Indian tribe located in Arizona.
 - M. Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
 - N. Temporary on-base billeting facility (for military families)

Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must ~~complete and sign a form~~ **have an affidavit of shared residency form completed** indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Use of and Retention of Documents by Schools

School officials must *retain a copy* of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[8-201](#)

[15-802](#)

[15-816](#) through [15-816.07](#)

[15-821](#)

[15-823](#) through [15-825](#)

[41-166](#)

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001,
as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

[IKEB](#) - Acceleration

[JFABD](#) - Admission of Homeless Students

[JFB](#) - Open Enrollment

[JG](#) - Assignment of Students to Classes and Grade Levels

[JLCB](#) - Immunizations of Students

[JLH](#) - Missing Students

[JR](#) - Student Records

[JRCA](#) - Request for Transfer of Records

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JFAB-EA ©

EXHIBIT

**TUITION/ADMISSION OF
NONRESIDENT STUDENTS**

ARIZONA RESIDENCY DOCUMENTATION FORM

Student _____ School _____

School District or Charter Holder _____

Parent/Legal Guardian _____

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

_____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration

~~_____ Valid U.S. passport~~

_____ Valid Arizona Address Confidentiality Program authorization card

_____ Real estate deed or mortgage documents

_____ Property tax bill

_____ Residential lease or rental agreement

_____ Water, electric, gas, cable, or phone bill

_____ Bank or credit card statement

_____ W-2 wage statement

_____ Payroll stub

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

_____ Certificate of tribal (506 Form) enrollment or other identification issued by a recognized Indian tribe ~~that contains an~~ in Arizona address.

_____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

_____ Temporary on-base billeting facility (for military families)

_____ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit. (JFAB-EB)

Signature of Parent/Legal Guardian

Date

~~Reproduction of ADE FORM 2306606 which may be used in lieu of this document~~

**Arizona Department of Education
Arizona Residency Guidelines
REVISED April 24, 2019**

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JFAB-EB ©

EXHIBIT

**ADMISSION OF
NONRESIDENT STUDENTS**

**STATE OF ARIZONA
AFFIDAVIT OF SHARED RESIDENCE**

Student Name: _____

Parent/Legal Guardian Name: _____

School Name: _____

School District or Charter Holder: _____

Name of Arizona Resident: _____

I, (resident name) _____ swear or affirm that
I am a resident of the State of Arizona and that the persons listed below
reside with me at my residence, described as follows:

Persons who reside with me: _____

Location of my residence: _____

I submit in support of this attestation a copy of the following document
that displays my name and current residence address or physical
description of my property:

_____ Valid Arizona driver's license, Arizona identification card or motor
vehicle registration

_____ Valid Arizona Address Confidentiality Program authorization card

_____ Real estate deed or mortgage documents

_____ Property tax bill

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

_____ Residential lease or rental agreement

_____ Water, electric, gas, cable, or phone bill

_____ Bank or credit card statement

_____ W-2 wage statement

_____ Payroll stub

_____ Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona

_____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Acknowledgement

Printed Name of Affiant: _____

Signature of Affiant: _____

State of Arizona

County of _____

The foregoing was acknowledged before me this _____ day of _____, 20_____.

By _____.

My Commission Expires

_____ Notary Public

Arizona Department of Education
Arizona Residency Guidelines
REVISED April 24, 2019

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JFAB-EB ©

EXHIBIT

**~~TUITION / ADMISSION OF
NONRESIDENT STUDENTS~~**

~~AFFIDAVIT OF SHARED RESIDENCE~~

~~I swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:~~

~~Persons who reside with me:~~

~~_____
_____~~

~~Location of my residence:~~

~~_____
_____~~

~~I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:~~

~~_____ Valid Arizona driver's license, Arizona identification card or motor vehicle registration~~

~~_____ Valid U.S. passport~~

~~_____ Real estate deed or mortgage documents~~

~~_____ Property tax bill~~

~~_____ Residential lease or rental agreement~~

~~_____ Water, electric, gas, cable, or phone bill~~

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

~~_____ Bank or credit card statement~~

~~_____ W-2 wage statement~~

~~_____ Payroll stub~~

~~_____ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe~~

~~_____ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)~~

Printed Name of Affiant: _____

Signature of Affiant: _____

Acknowledgement

State _____ of _____ Arizona
County of _____

The foregoing was acknowledged before me this ____ day of _____,
20____,

By _____

My Commission Expires _____

Notary Public

Reproduction of ADE FORM 2306606 which may be used in lieu of this document.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

KDB-R ©

REGULATION

**PUBLIC'S RIGHT TO KNOW /
FREEDOM OF INFORMATION**

Public records of the District will be open for inspection by any person as provided by law.

Public record means any recorded information that is made, maintained, or kept by, or is in the possession of, the District. Such records include minutes of the Governing Board, agendas, financial records, contracts, and statistical summaries.

The office of the Superintendent will be open to receive requests for records inspection or copying during normal business hours on Monday through Friday.

Requests for access to records shall be directed to the office of the Superintendent.

All persons requesting inspection and/or copying of public records must attest that they have not requested the public records of the District for a commercial purpose. If the records are requested for a commercial purpose, the requester must provide a statement, verified by the requester, setting forth the commercial purpose for which the materials will be used.

The above declaration will be made and signed on the official form provided by the District for requesting inspection and/or copying of public records.

The Superintendent shall permit access to, or provide for the copying of, the records requested promptly following the request or will provide an explanation of a cause for further delay and will give notification of the time the records will be available.

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Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Superintendent if 1) the record is made confidential by statute, 2) the record involves the privacy interests of persons, or 3) disclosure would be detrimental to the best interests of the District. If a public record contains material that is not subject to disclosure, the District will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

~~Copies of radio or recording tapes of discs, video or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices will not be furnished unless such items or devices have been shown or played at a public meeting of the Governing Board.~~

A fee shall be levied on each request to cover the cost of making copies. The fee will be collected prior to releasing material.

The fees will be based upon the following:

- A. _____ (____) per copy for materials indicated as Board minutes, agendas, financial records, contracts, courses of study, or statistical summaries.
- B. _____ (____) per copy for materials not listed above.
- C. Actual cost, if available, will be assessed.
- D. Free copies shall be furnished if they are to be used in claims against the United States.

Commercial Purpose

When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the Superintendent may furnish reproductions of the such requested records. The charge for such records shall include the following:

<i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.
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- A. A portion of the cost for the District to obtain the original or copies of the documents, printouts or photographs requested.
- B. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
- C. The value of the reproduction on the commercial market as best determined by the Superintendent.

If the Superintendent determines that the intended commercial use is a misuse of the requested public records or is an abuse of the right to receive public records, the Superintendent may apply to the Governor requesting that the Governor, by executive order, prohibit the furnishing of copies, printouts or photographs for such commercial purpose. If the Governor determines that such public record shall not be provided for commercial purpose the Governor shall issue an executive order prohibiting the providing of the requested records for such commercial purpose. If no order is issued within thirty days (30) of the date of application, the Superintendent shall provide reproductions of requested copies, printouts or photographs upon being paid the fee determined pursuant to this regulation.

The Superintendent shall advise the Board when District records are requested for commercial purposes.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**DRAFT INTERGOVERNMENTAL AGREEMENT
BETWEEN
COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY, AND
TECHNOLOGY
AND
COCONINO COUNTY COMMUNITY COLLEGE DISTRICT**

This **INTERGOVERNMENTAL AGREEMENT** (the “Agreement”) is made effective the 1st day of July, 2019, by and between **COCONINO ASSOCIATION FOR VOCATIONS, INDUSTRY AND TECHNOLOGY**, having its principal office at P.O. Box 3940, Page, Arizona 86040 (“CAVIAT”) and the **COCONINO COUNTY COMMUNITY COLLEGE DISTRICT**, having its principal office at 2800 South Lone Tree Road, Flagstaff, Arizona 86005 (“CCC”), For purposes of this Agreement, each of CCC and CAVIAT may be termed a “Party” and collectively may be termed “the Parties.”

AGREEMENT

1. Lease and Premises

(A) CAVIAT hereby leases to CCC and CCC hereby leases from CAVIAT, on the terms and subject to the conditions specified in this Agreement, a portion of CAVIAT’s Central Campus, at 19 Poplar Street, Page, Az 86040. The spaces included in this lease are as follows:

Marine Tech Classroom

Marine Tech Lab

Outdoor Work Space

together with a right to use all common areas, LESS THE CAVIAT GOVERNING BOARD ROOM, DISTRICT OFFICES, AND RECEPTION AREA) and facilities on CCC’s Fourth Street Campus as they may now or hereafter exist, including but not limited to hallways, restrooms, break room, and parking areas, referred to herein as the “Premises”; provided, however, that employees, agents, students, and invitees of CCC shall be subject to parking rules and regulations established by CAVIAT.

(B) CAVIAT represents and warrants that it has the full legal right, power, and authority to enter into this Agreement and to carry out and consummate all transactions contemplated by this Agreement.

(C) CCCC acknowledges that it has inspected the Premises and accepts the Premises in its condition as of the execution of this Agreement, "AS IS", and acknowledges that neither CAVIAT nor any agent of CAVIAT has made any representation as to the condition of the Premises or the suitability of the Premises for CCC's intended use. CCC acknowledges that CCC shall not be required to construct any improvements at the Premises.

2. Term and Extension of Term

(A) This Agreement shall be effective July 1st, 2019 thru June 30th, 2024. CAVIAT may terminate this agreement with a (30) day notice.

3. Rent

(A) CCC agrees to pay rent to CAVIAT for the Premises in the amount of one dollar and No/100 Dollars annually (\$1 per year) for the full term of the Agreement (the "Rent"), payable in advance on the Commencement Date (PRIOR TO June 30th).

(B) CCC does for itself, its successors and assigns, covenant and promise to pay rent without further notice and without demand, deduction, counterclaim or set-off of any kind. Any other sums due and payable to CAVIAT under this Agreement shall be considered additional rent.

(C) Any payment not received by the tenth day of the month shall accrue a late charge of five percent (5%) per annum on the amount then due, subject to the opportunity to cure under Paragraph 18(A).

(D) If payment is not received by the twentieth day of the Agreement start date, such delay shall constitute a material breach of this Agreement.

(E) Rental payments shall be remitted to CAVIAT at the following address: CAVIAT DISTRICT OFFICE
PO Box 3940
Page, Arizona 86040

4. Use of Premises; Waste

(A) The Premises shall be used and occupied by CCC for classroom, lab space, and outdoor work purposes. No part of the Premises shall be used for any other purpose or purposes without the prior written consent of CAVIAT; provided, however, such consent shall not be unreasonably withheld. CCC agrees to conduct its operations on the Premises in compliance with all laws, ordinances, regulations, and orders of the United States, the State of Arizona, Coconino County and the City of Page; agrees to obtain and maintain, at CCC's own expense, all licenses, permits, or inspection certificates required by any governmental authority respecting CCC's use of the Premises; and agrees not to create or permit to exist thereon any nuisance. In addition to all other terms and provisions hereof, CCC agrees that CAVIAT may adopt and amend from time to time reasonable building, common area, and parking regulations of common application to all tenants of the building, and CCC agrees to observe and to cause CCC's employees, agents, customers, students, and invitees to observe such regulation of common application.

(B) CCC expressly agrees, on behalf of itself and its directors, officers, employees, agents, students, and invitees, that it will conduct its operations and on the Premises in compliance with CAVIAT's Procedural Guidelines on Security and Access to Facilities. Failure to comply with CAVIAT's Procedural Guidelines shall be deemed a material breach of and grounds for termination of this Agreement.

(C) CCC shall not knowingly commit, suffer, or permit any waste or nuisance on the Premises or any acts to be done on the Premises in violation of any applicable laws or ordinances. CCC shall keep and maintain the interior of the Premises in a safe condition.

5. Taxes and Utilities

(A) CCC will not be obligated to pay real estate taxes and assessments, if any, assessed, levied, confirmed, or imposed on the Premises during the term of this Agreement.

(B) CCC will not be obligated to pay local, state or federal net income taxes assessed against CAVIAT; local state or federal capital levy of CAVIAT; or sales, excise, franchise, gift, estate, succession, inheritance, or transfer taxes of CAVIAT.

(C) All charges for utilities are included in the Rent paid monthly established under Paragraph 3 herein. Utilities are defined as gas, electric, water, custodial, security, and alarm. Internet access and/or service is expressly excluded from utilities.

(D) CCC shall be liable for all business use and occupancy taxes due, if any, based on the occupancy and use of the Premises.

6. CAVIAT Access

CAVIAT shall permit CCC and its agents, upon twenty-four (24) hours notice, to enter into and upon the Premises at reasonable times during normal business hours for the purpose of inspecting the Premises. For a period of ninety (90) days prior to the termination of this Agreement, CAVIAT may: (i) enter upon the Premises during normal business hours to show the Premises to prospective tenants provided that such entry and showing does not interfere with the conduct of CCC's operations and CAVIAT provides notice to CCC not less than twenty-four (24) hours before entry; and (ii) erect signage upon the Premises for the purpose of advertising the availability of the Premises for lease/sale. CAVIAT will have the right to use any means CAVIAT may deem proper to open doors in the Premises and to the Premises in an emergency in order to enter the Premises.

7. Insurance; Self-Insurance; Indemnification

(A) CCC shall maintain during the term of this Agreement adequate insurance or self-insurance, to cover liability arising from the acts or omissions of CCC, its agents, employees, or students relating to the performance of this Agreement.

(B) CAVIAT shall maintain during the term of this Agreement adequate insurance or self-insurance to cover liability arising from the acts or omissions of CAVIAT's agents or employees relating to the performance of this Agreement. CAVIAT shall not be responsible for maintaining insurance to cover liability arising from the acts or omissions of CCC's agents or employees.

(C) To the fullest extent permitted by law, each Party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims result in vicarious/derivative liability to the indemnitee, are caused by the acts, omissions, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

8. Fire and Extended Coverage Insurance

(A) CAVIAT shall throughout the Term of this Agreement, at CAVIAT's expense, either through insurance or self-insurance coverage, keep the Premises and all improvements that include the Premises (but excluding equipment, furniture, and trade fixtures on the Premises) insured in an amount equal to the full replacement cost against damages caused by fire, lightning, flood and all other causes of physical loss ("all risk" coverage).

(B) CCC shall throughout the term of this Agreement, at CCC's expense, either through insurance or self-insurance coverage, keep the equipment, furniture and trade fixtures on the Premises ("FF&E") insured in an amount equal to the actual cash value of the FF&E against damages caused by fire, lightning, flood and all other causes of physical loss.

9. Damages to Premises

(A) In the event Premises are damaged or destroyed by fire or any other cause CAVIAT shall, at CAVIAT's expense, repair or restore the Premises. CAVIAT shall complete such repairs or restorations in accordance with all applicable laws, rules, and regulations within

one hundred twenty (120) days after such damage or destruction, provided however, if the completion of such repairs or restoration shall be delayed by weather, strikes, inability to procure labor or materials, fire, flood, delays in obtaining permits, insurance proceeds, or other occurrences or conditions beyond CAVIAT's control, the aforesaid time periods shall be extended by the period of such delay.

(B) If any such destruction or damage shall not be of such extent as to render the Premises wholly untenable for the use contemplated under Paragraph 4 above, then CAVIAT's liability to pay rent shall not cease but the amount of rent shall be abated proportionate to the amount of floor space lost as a result of such destruction or damage. If the destruction or damage shall be of such an extent that the Premises are wholly untenable, then the rent shall cease from the time the destruction or damage occurred until the Premises are restored or repaired to a condition suitable for the use as it existed prior to the destruction or damage occurrence.

11. Condemnation

If during the Term of this Agreement the Premises or a portion of the Premises shall be taken as a result of the exercise or threat of the power of eminent domain (the "Parcel Taken"), CCC and CAVIAT shall each have the right, at their option: (i) to terminate this Agreement; or (ii) amend this Agreement by deleting the Parcel Taken from the description of the Premises. As so amended, this Agreement, and CCC's and CAVIAT's obligations under this Agreement, with the exception of the rent obligations specified in this Agreement, which rent obligations will abate in proportion to the Parcel Taken, as of the day on which the condemning authority shall take possession, shall continue in full force and effect without change.

Following condemnation, if, in the opinion of CCC, the property is no longer suitable for the operations of CCC, this Agreement shall be terminated as of the date on which legal title vests in the condemning authority or the date on which CAVIAT settles pursuant to a contract for the sale for public use or under the threat of condemnation, whichever first occurs, and all

rental and other sums payable under this Agreement shall be prorated to and shall cease as of such date.

The entire amount of any award for such taking shall belong to CAVIAT, and CCC waives any right it may have to any portion of such award except for such amount as may reflect the value of improvements, if any, that CCC has made to the Premises or to the value of FF&E, if any is taken.

12. Maintenance and Repairs; Environmental Matters

(A) Except as provided in Paragraph 12(B), CCC, at its expense, shall at all times during the Term of this Agreement keep the Premises, appurtenances, fixtures, and equipment attached and related thereto, and all additions, replacements and expansions, in good condition and repair, and on termination of this Agreement, will surrender all of same in good repair, broom-clean and free of trash, reasonable wear and use excepted. CCC warrants that any new improvements, as may be provided by CCC, shall comply with all applicable federal, state and local building codes and regulations. CCC shall be responsible for minor, routine maintenance and repair of the Premises, including but not limited to replacing broken window glass, minor repairs and maintenance to the building interior.

(B) CAVIAT shall be responsible for the repair and replacement of the parking lot, replacement or removal of landscaping features, and the maintenance, repair and replacement of the roof, structural walls and foundation. CAVIAT shall be responsible for major repairs, including but not limited to the replacement of the heating, ventilation and air condition systems, plumbing and electrical systems, janitor and cleaning services, window washing, painting and repairs to the exterior of the building.

(C) Regarding their respective responsibilities in Paragraph 12(A) and (B), CCC and CAVIAT shall, respectively, cause the Premises to remain in compliance with all applicable laws, ordinances, governmental permits and regulations (including consent decrees and administrative laws, ordinances, and regulations) relating to public health and safety and

protection of the environment, all as amended and modified from time to time (collectively, the “Environmental Laws”).

(D) CCC will not permit to occur any release, spillage, emission, generation, manufacture, storage, treatment, transportation, or disposal of “hazardous material,” as that term is defined in subparagraph (J) of this Paragraph 12, on, in or from the Premises, except for those hazardous materials that are necessary for CCC’s operations and then only strictly in accordance with all Environmental Laws. CCC will promptly notify CAVIAT, in writing, if CCC has or acquires notice or knowledge that any hazardous material has been or is threatened to be released, discharged, stored, disposed of or transported in violation of the Environmental Laws. In such event, CCC will immediately notify CAVIAT, and CCC, at its own cost and expense for those hazardous materials that have been brought onto the Premises in the course of CCC’s operations, will immediately take such action as is necessary to detain the spread of and remove the hazardous material in accordance with applicable Environmental Laws to the reasonable satisfaction of CAVIAT and as required by appropriate governmental environmental authorities.

(E) CCC will keep the Premises free of any lien imposed pursuant to any Environmental Laws.

(F) CAVIAT is a NON SMOKING FACILITY.

(G) CAVIAT represents and warrants to CCC that:

(1) CAVIAT has no knowledge and has received no notice of any pollution, health, safety, fire, environmental, sewerage or building code violation, as those terms are defined in any hazardous substance laws as that term is defined in subparagraph (J);

(2) neither the Premises nor the ground under or about the Premises is contaminated with or contains any hazardous or toxic substance, pollutant, contaminants, or petroleum, including crude oil or any fraction of it, or contains any underground storage tank;

(3) the Premises are not subject to investigation or currently in administrative or judicial litigation regarding any environmental condition, such as alleged noncompliance or alleged contamination;

(4) CAVIAT, at its own cost and expense, for those hazardous materials that were on the Premises prior to CCC's occupation of the Premises (if any), will immediately take such action as is necessary to detain the spread of and remove the hazardous material in accordance with applicable Environmental Laws as required by appropriate governmental environmental authorities.

(H) If any cleanup, repair, detoxification or other similar action is required by any governmental or quasi-governmental agency as a result of the storage, release or disposal of hazardous materials by CAVIAT, its agents or contractors at any time, or by any prior owner, possessor, or operator of any part of the Premises, and such action requires that CCC's operations be closed or that access be denied for greater than a twenty-four (24) hour period, then the rent will be abated entirely during the period beyond twenty-four (24) hours. If the closure or denial of access persists in excess of thirty (30) days, then, at CCC's election by written notice to CAVIAT given within ten (10) days after the end of the thirty (30) day period, this Agreement will end as of the commencement of such closure.

(I) CCC will have the right to contest by appropriate proceedings diligently conducted in good faith in the name of CCC, or, with the prior consent of CAVIAT, in the name of CAVIAT, or both, without cost or expense to CAVIAT, the validity or application of any law, ordinance, order, rule, regulation or legal requirement of any nature. If compliance with any law, ordinance, order, rule, regulation or requirement may legally be delayed pending the prosecution of any proceeding, without incurring any lien, charge or liability of any kind against the Premises or CAVIAT's interest in the Premises, and without subjecting CAVIAT or CCC to any liability, civil or criminal, for failure to so comply, CCC may delay compliance until the final determination of the proceeding. Even if a lien, charge or liability may be incurred by reason of delay, CCC may contest and delay, provided that the contest or delay does not subject CAVIAT to criminal liability. CAVIAT will not be required to join any proceedings referred to in this paragraph unless the provisions of any applicable law, rule, or regulation at the time in effect requires that the proceedings be brought by or in the name of CAVIAT, or both. In that event,

CAVIAT will join the proceedings or permit them to be brought in its name if CAVIAT pays all related expenses.

(J) For purposes of this Agreement, “hazardous material” means:

(1) “hazardous substances” or “toxic substances” as those terms are defined by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. §9601, et seq., or the Hazardous Materials Transportation Act, 49 U.S.C. §1801, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. §6901, et seq., each as amended to this date and as amended after this date;

(2) “hazardous wastes,” as that term is defined by the Resource Conservation and Recovery Act 42 U.S.C. §6902, et seq., as amended to this date and as amended after this date;

(3) any pollutant, contaminant, or hazardous, dangerous, or toxic chemical, material, or substance within the meaning of any other applicable federal, state, or local law, regulation, ordinance, or requirement (including consent decrees and administrative orders) relating to or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste substance or material, all as amended to this date or as amended after this date.

(K) The provisions of this Agreement relating to hazardous material will survive the expiration or termination of this Agreement.

13. Alterations

CCC shall not make any alterations, improvements or additions to the Premises without first obtaining the written permission of CAVIAT, which consent shall not be unreasonably withheld.

14. Liens

(A) If any act or omission of CCC or claim against CCC results in a lien or claim of lien against CAVIAT’s interest in the Premises, CCC, upon notice thereof, shall promptly remove or release same by payment of bond or otherwise to fully satisfy said lien. If not so released within fifteen (15) days after notice to CCC to do so, CAVIAT may (but need not) pay

or discharge any lien without inquiry as to the validity thereof at CCC's expense and CCC shall, within ten (10) days after demand for payment of all costs and expenses incurred by CAVIAT, pay unto CAVIAT the full amount plus interest at the rate of one and one-half percent (1.5%) per month. CCC may contest any lien by first furnishing CCC with a good and sufficient surety bond issued by a reputable surety company.

(B) CAVIAT warrants that during the Term of this Agreement, CAVIAT shall not encumber its interest in the Premises.

16. Waivers

No waiver by either party of any provision or default under this Agreement, whether in a single instance or repeatedly, shall be deemed a future waiver of such provision or default.

17. CAVIAT's Representations

CAVIAT represents and warrants that:

(A) CAVIAT is legally empowered to execute this Agreement and that the person signing this Agreement on behalf of CAVIAT has all authority to do so; and

(B) CAVIAT is the owner of the improvements on CAVIAT's Central Campus and owns a leasehold interest in a ground lease for the lot upon which the Central Campus is located.

(C) The execution, delivery, and performance of this Agreement, and compliance with its terms and conditions, will not conflict with or constitute a violation or breach of or default under any indenture, mortgage, deed of trust, agreement, lease, contract, or other agreement or instrument to which CAVIAT is a party or under which CAVIAT or its properties are bound; or to CAVIAT's knowledge, any applicable law or court order or decree, administrative rule, regulation, or administrative order or decree; or result in the creation or imposition of any prohibitive lien, charge, or encumbrance on the property or assets of CAVIAT, that would materially and adversely affect this Agreement or the financial condition, assets, properties, or operations of CCC.

(D) Upon the payment by CCC of the rent and other sums due CAVIAT, and upon performance of all the covenants, terms and conditions on CCC's part to be observed and

performed, CCC shall peaceably and quietly hold and enjoy the Premises or the tenancy created under this Agreement without hindrance or interruption by CAVIAT or any other person or persons lawfully or equitably claiming by, through or under CAVIAT, subject to the terms and conditions of this Agreement.

18. Defaults and Remedies

(A) If CCC defaults in performing any of the covenants or obligations specified in this Agreement to be performed by CCC, CAVIAT shall notify CCC of such default in writing. Upon notice of written default, CCC shall have the right to cure any default in making a payment of rent or any other payment required under this Agreement by tendering such payment together with any penalty, interest or deposit to CAVIAT: (i) by the twentieth day of the month for a default in making timely payment of rent; and (ii) within fifteen (15) days after notice of default for any other payment required under this Agreement.

(B) If CCC shall default in the performance of any covenant on its part to be performed under this Agreement, other than payment of rent or other payment required under this Agreement, and shall fail to remedy such default within the time periods set forth in Paragraph 18(C) of this Agreement, after CAVIAT shall have notified CCC of such default, CAVIAT, without being obligated to do so and without thereby waiving such default, may take such action as is commercially reasonable and appropriate to cure such default. CAVIAT's expenditures and costs in connection therewith, together with one and one-half percent (1.5%) per month interest thereon, shall be at CCC's expense and shall be payable as additional rent upon the thirtieth (30th) day of the month next following.

(C) CCC shall have the right to cure any default other than nonpayment of rent or other payments due under this Agreement by doing so within thirty (30) days after such notice, provided, however, that if any such other default cannot reasonably be cured within thirty (30) days, CCC may cure it if CCC commences such cure within thirty (30) days after such notice and thereafter diligently prosecutes such cure to completion and such cure is cured in full on or before the one hundred and twentieth (120th) day after such notice. If CCC fails to cure in a

timely manner any default of which it was given written notice, CAVIAT may, by giving further written notice to CCC at any time thereafter during the continuance of such default, either: (i) perform as provided in Paragraph B of this Section 18; or (ii) terminate this Agreement; or (iii) re-enter the Premises by summary legal proceedings or otherwise, expelling CCC and removing all property therefrom and reletting the Premises at the best possible rent obtainable, making reasonable efforts therefor, and receive the rent therefrom; but CCC shall remain liable for the equivalent of the amount of all rent payable under this Agreement less the proceeds, if any, of reletting. Any and all deficiencies in payment by CCC shall be paid monthly to CAVIAT on the date provided in this Agreement for the payment of rent.

(D) If CAVIAT defaults in performing any of the covenants or obligations specified in this Agreement to be performed by CAVIAT, CCC shall notify CAVIAT of such default in writing. If CAVIAT shall fail to remedy such default within the time periods set forth Paragraph 18(E) of this Agreement, after CCC shall have notified CAVIAT of such default, CCC, without being obligated to do so and without thereby waiving such default, may take such action as is commercially reasonable and appropriate to cure such default. CCC's expenditures and costs in connection therewith, together with one and one-half percent (1.5%) per month interest thereon, shall be at CAVIAT's expense and shall be withheld from subsequent rent payments until such expenditures and costs are accounted for in full.

(E) CCC shall have the right to cure any default of CAVIAT within thirty (30) days after notice is provided to CAVIAT, provided, however, that if any such default cannot reasonably be cured within thirty (30) days, CAVIAT may cure it if CAVIAT commences such cure within thirty (30) days after such notice and thereafter diligently prosecutes such cure to completion and such cure is cured in full on or before the one hundred and twentieth (120th) day after such notice. If CAVIAT fails to cure in a timely manner any default of which it was given written notice, CCC may, by giving further written notice to CAVIAT at any time thereafter during the continuance of such default: (i) perform as provided in Paragraph D of this Section

18; (ii) terminate this Agreement; (iii) seek specific performance of CAVIAT's covenants or obligations; and/or (iv) seek entitlement to any other remedy available at law or in equity.

19. Relationship of Parties

CCC and its directors, officers, employees, and agents, in the performance of this Agreement, shall act in an independent capacity and not as directors, officers, employees, or agents of CAVIAT. The directors, officers, employees, and agents of CAVIAT who participate in the performance of this Agreement are not agents of CCC.

20. Notices

All notices to be given to the CCC or CAVIAT shall be in writing and delivered personally or by Certified Mail sent to the Party at the address below:

If to CCC:

Attn: Director of Purchasing
Coconino County Community College District
2800 South Lone Tree Road
Flagstaff, AZ 86005

With copies to:

Mangum, Wall, Stoops & Warden, PLLC
P.O. Box 10
Flagstaff, AZ 86002-0010

If to CAVIAT:

Attn: Dr. Brent Neilson
Coconino Association For Vocations, Industry And Technology
P.O. Box 3940
Page, AZ 86040

With copies to:

21. Holding Over

If CCC holds over after the expiration of the Term without the written consent of CAVIAT, then the term of this Agreement following expiration shall be construed to be a tenancy from month to month, and shall be on the terms and conditions specified in this Agreement; provided however, that the rent due monthly shall be an amount one hundred fifty percent (150%) of the rent paid immediately prior to the first month held over but prorated on a monthly basis. Notwithstanding the foregoing, if the parties are engaged in good faith negotiations of the provisions of a new lease, then CAVIAT shall abate the holdover amount during such negotiations or consideration period. If CAVIAT determines, in its reasonable discretion, that such negotiations are not advancing, then CAVIAT shall notify CCC in writing of such determination and the holdover amount will become effective ten (10) days following the receipt of notice by the CCC.

22. Meaning of Words

The words “CCC” and “CAVIAT” shall mean respectively all parties of CCC or CAVIAT, regardless of number, and the word “he” shall be synonymous with “she,” “it” and “they,” and the word “his” shall be synonymous with “her,” “its” and “their.” If the Term of this Agreement is extended in the manner provided elsewhere in this Agreement, the word “Term” shall thereafter mean the Term of this Agreement as so extended.

23. Remedies Cumulative

All remedies of the parties are cumulative.

24. Captions

The captions of this Agreement are for convenience only and shall not be construed as defining or modifying any of the provisions of this Agreement.

25. Governing Law

This Agreement is entered into in the State of Arizona and shall be construed and interpreted in accordance with its laws, which laws shall control in the event of any conflict of law. Venue shall be Coconino County, Arizona.

26. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties and their respective officers, employees, shareholders, directors, agents, servants, representatives, parents, subsidiaries, affiliates, successors and assigns.

27. Entire Agreement

This Agreement and any Exhibit(s) attached to this Agreement shall constitute the entire integrated agreement between the Parties with respect to the Premises and shall not be subject to change, modification, amendment or addition without the express written consent of both Parties. No prior oral or written agreement shall have any force or effect.

28. Legal Fees

In the event that it becomes necessary for either party to retain the services of legal counsel to enforce the terms of this Agreement, the prevailing party shall be entitled to recover all costs and expenses, including reasonable attorney, expert and investigative fees, incurred in enforcing the terms of this Agreement.

29. Due Diligence

Each Party declares that the terms of this Agreement have been completely read and are fully understood and voluntarily accepted by each Party, after having a reasonable opportunity to retain and confer with counsel. This Agreement is entered into after a full investigation by the Parties, and the Parties are not relying upon any statements or representations not contained in this Agreement.

30. Conflict of Interest

This Agreement is subject to cancellation for conflict of interest under Arizona Revised Statutes Section 38-511.

31. Immigration Law

As mandated by Arizona Revised Statutes § 41-4401, each Party:

(i) warrants the Party's compliance with all federal immigration laws and regulations that relate to the Party's employees and their compliance with Arizona Revised Statutes § 23-214(A);

(ii) acknowledges that a breach of the warranty in subsection (i) of this section shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement; and

(iii) retains the legal right to inspect the papers of any contractor or subcontractor employee who works pursuant to this Agreement to ensure compliance with the warranty.

32. Assignment; Sublease

(A) CAVIAT may, at any time, assign, transfer, or otherwise convey all or any part of its right, title, and interest in the Premises or this Agreement, including CAVIAT's rights to receive rental payments or any part thereof, in which event, CCC agrees to make all rental payments to the assignee designated by CAVIAT.

(B) CCC may not sublet the Premises or assign this Agreement, or any interest therein, without the prior written consent of CAVIAT, which consent may not be unreasonably withheld by CCC.

33. Books and Accounts

All books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the Auditor General of the State of Arizona, or their agents, for five (5) years after completion of this Agreement. In the event CCC is audited, CAVIAT shall produce such records as are requested by CCC at CCC's administrative offices, or such other location as designated by CCC, upon reasonable notice to CAVIAT. In the event CAVIAT is audited, CCC shall produce such records as are requested by CAVIAT at the Administrative offices of CAVIAT, or such other location as designated by CAVIAT, upon reasonable notice to CCC.

34. Nondiscrimination

The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

FOR CCC:

FOR CAVIAT:

By: _____

By: _____

Title: President _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM AND LEGAL AUTHORITY UNDER A.R.S. § 11-952:

FOR CCC:

FOR CAVIAT:

Mangum, Wall, Stoops & Warden, P.L.L.C.

By: _____

By: _____

Title: _____

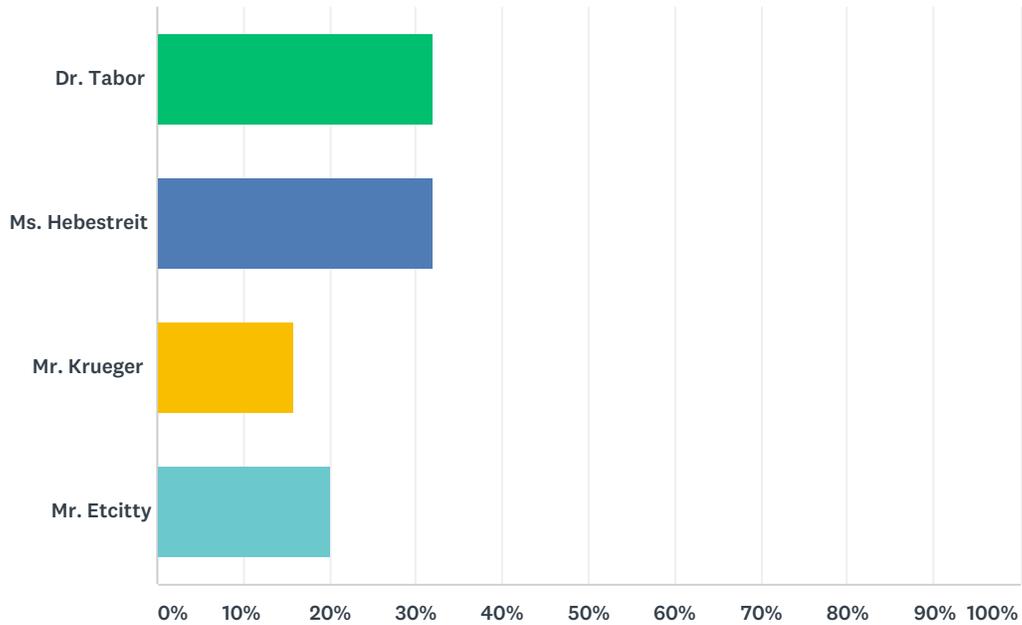
Title: _____

Date: _____

Date: _____

Q1 Teacher Name

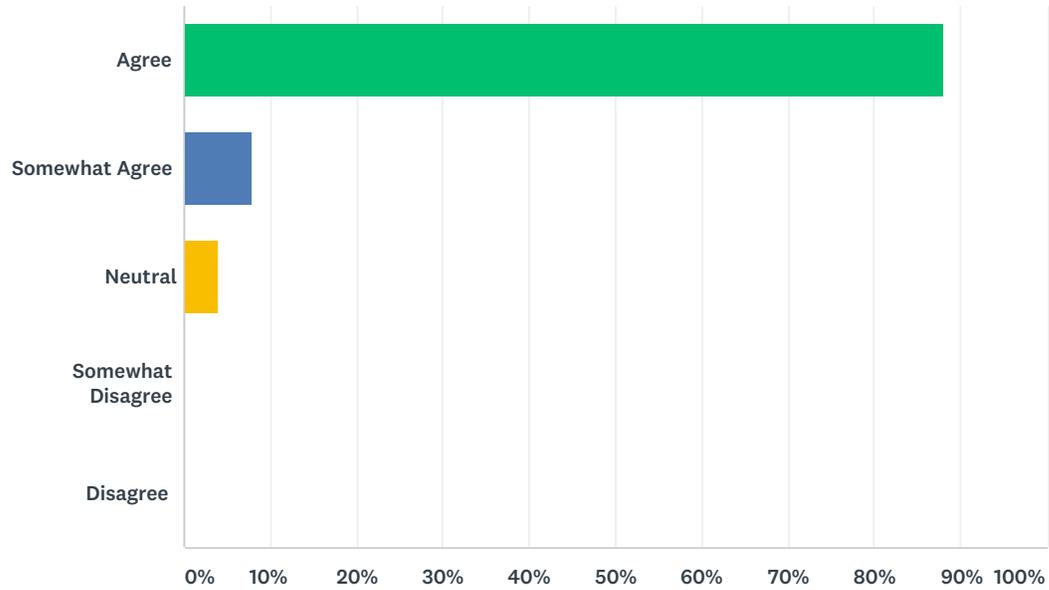
Answered: 25 Skipped: 1



ANSWER CHOICES	RESPONSES
Dr. Tabor	32.00% 8
Ms. Hebestreit	32.00% 8
Mr. Krueger	16.00% 4
Mr. Etcitty	20.00% 5
Total Respondents: 25	

Q2 My CAVIAT teacher makes sure that I learn what is taught and that I am a capable learner.

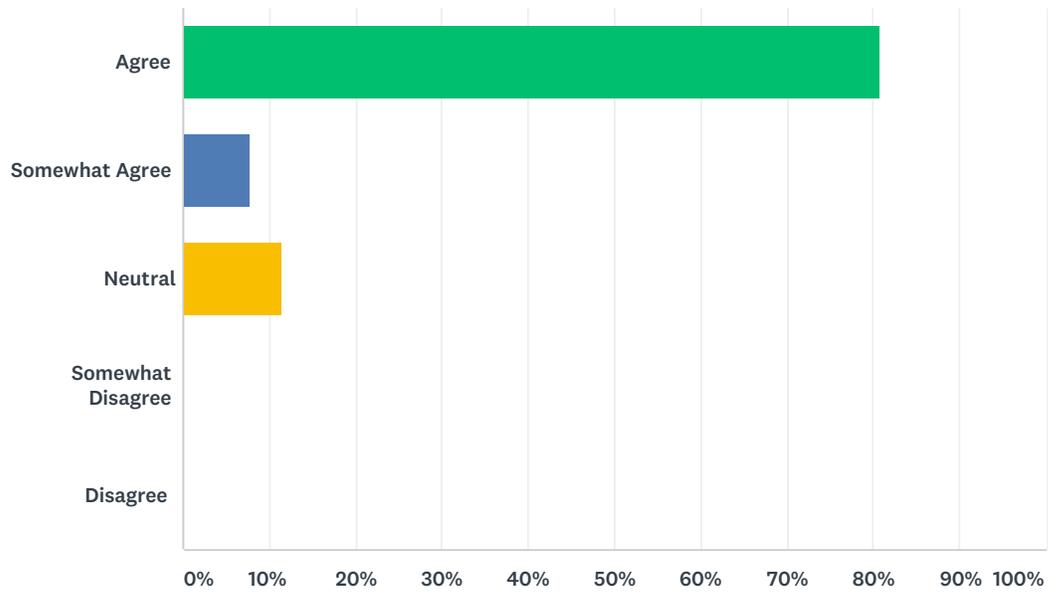
Answered: 25 Skipped: 1



ANSWER CHOICES	RESPONSES	
Agree	88.00%	22
Somewhat Agree	8.00%	2
Neutral	4.00%	1
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		25

Q3 My CAVIAT teacher motivates me to learn, treats me with respect and is honest with me.

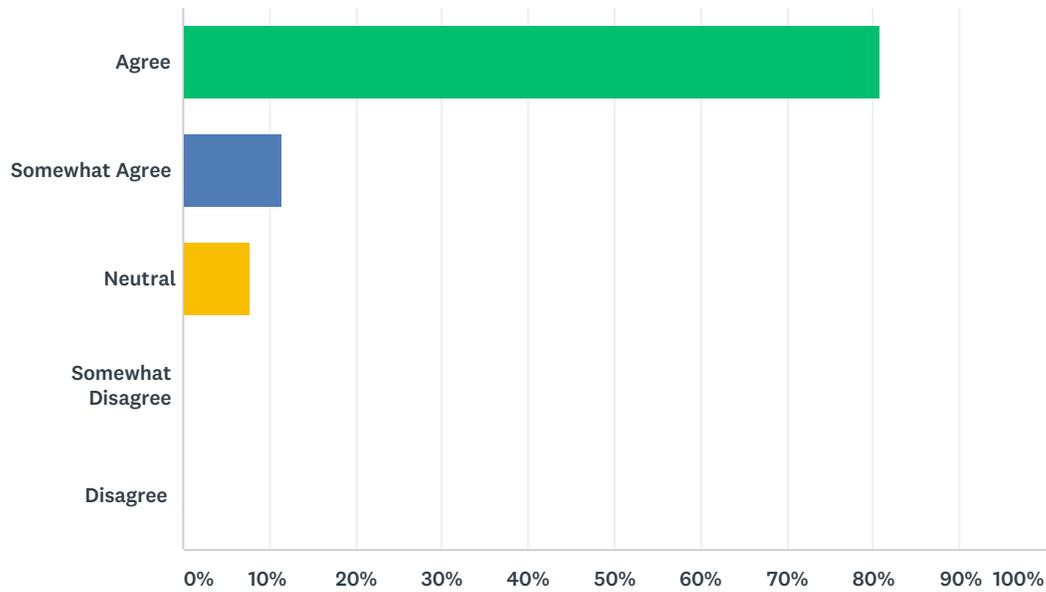
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	80.77%	21
Somewhat Agree	7.69%	2
Neutral	11.54%	3
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q4 My CAVIAT teacher is good at teaching and encourages me to achieve my academic goals.

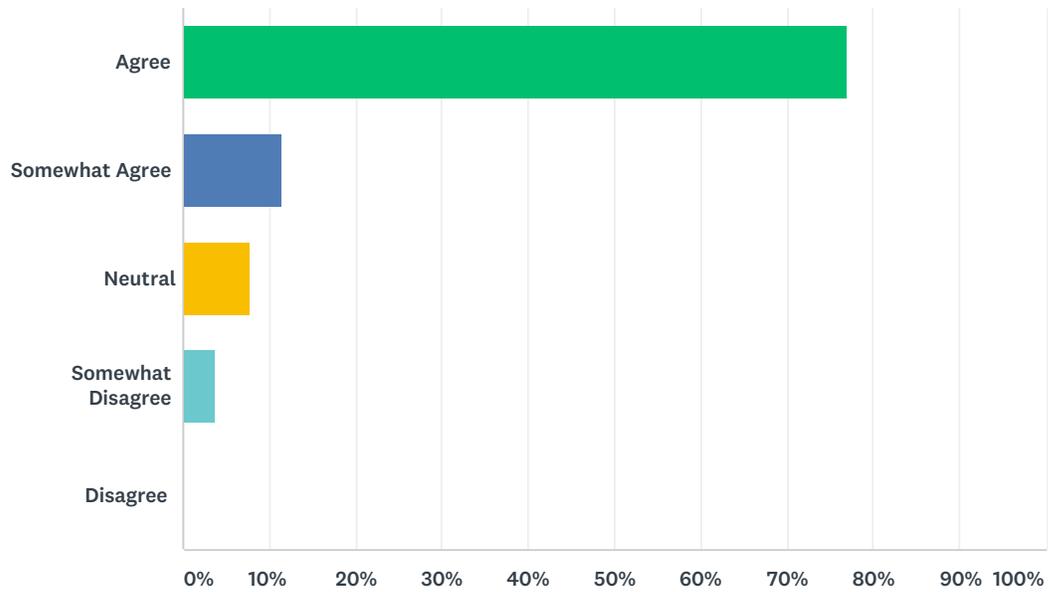
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	80.77%	21
Somewhat Agree	11.54%	3
Neutral	7.69%	2
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q5 My CAVIAT teacher listens to my ideas even if he/she disagrees with me.

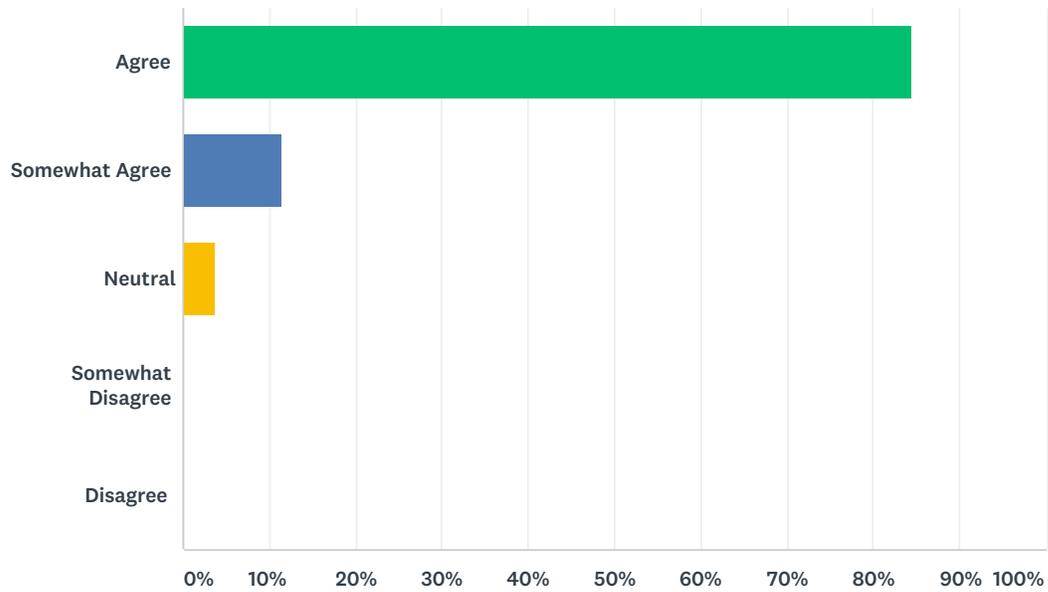
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	76.92%	20
Somewhat Agree	11.54%	3
Neutral	7.69%	2
Somewhat Disagree	3.85%	1
Disagree	0.00%	0
TOTAL		26

Q6 I trust my CAVIAT teacher and he/she does what he/she says he/she will do.

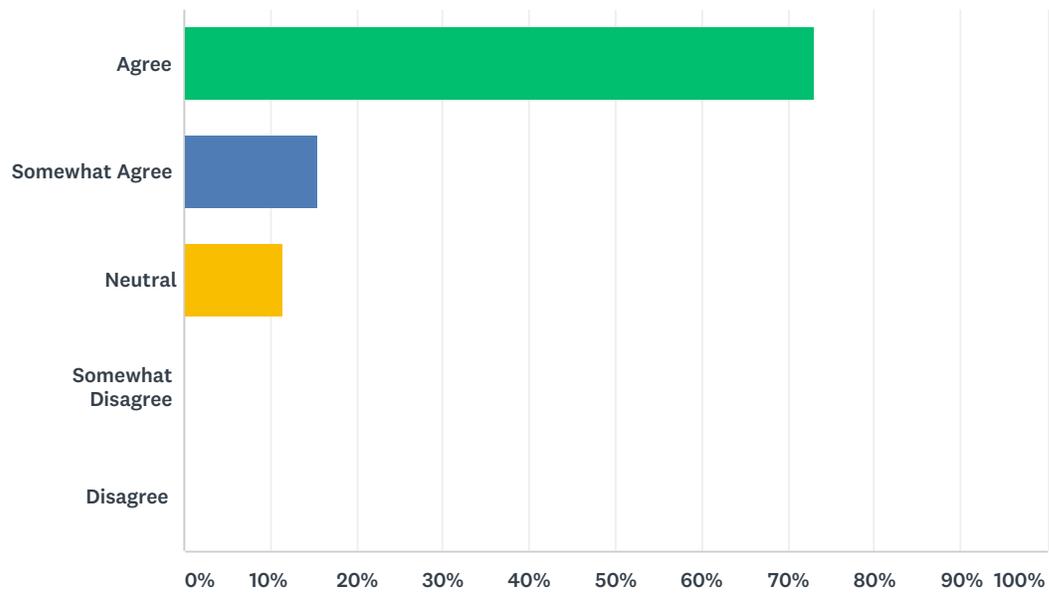
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	84.62%	22
Somewhat Agree	11.54%	3
Neutral	3.85%	1
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q7 My CAVIAT teacher celebrates academic achievement.

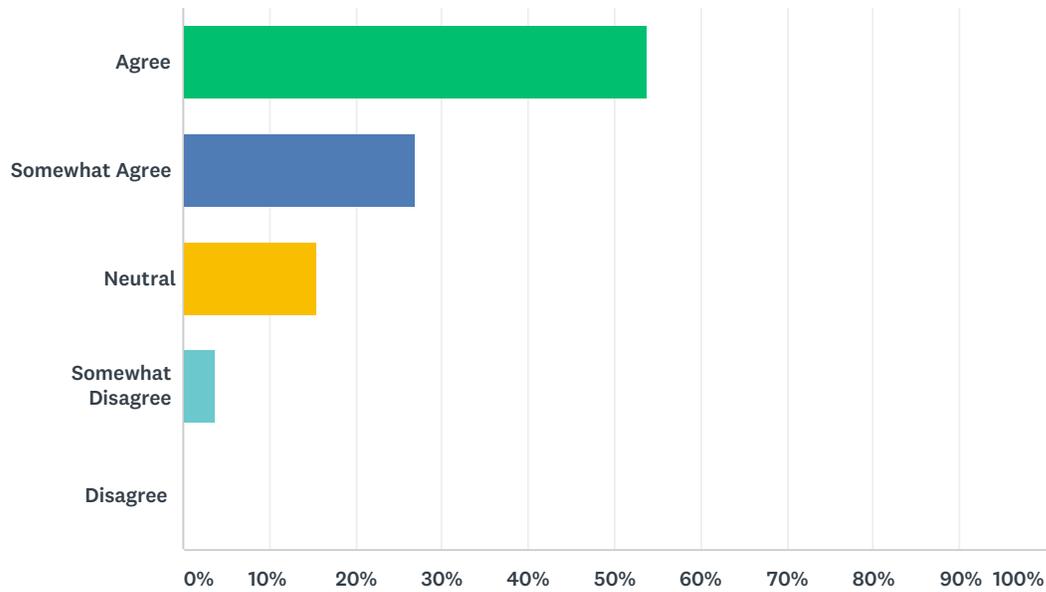
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	73.08%	19
Somewhat Agree	15.38%	4
Neutral	11.54%	3
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q8 I spend extra time on my work to get good grades and try hard to improve on my previous grades.

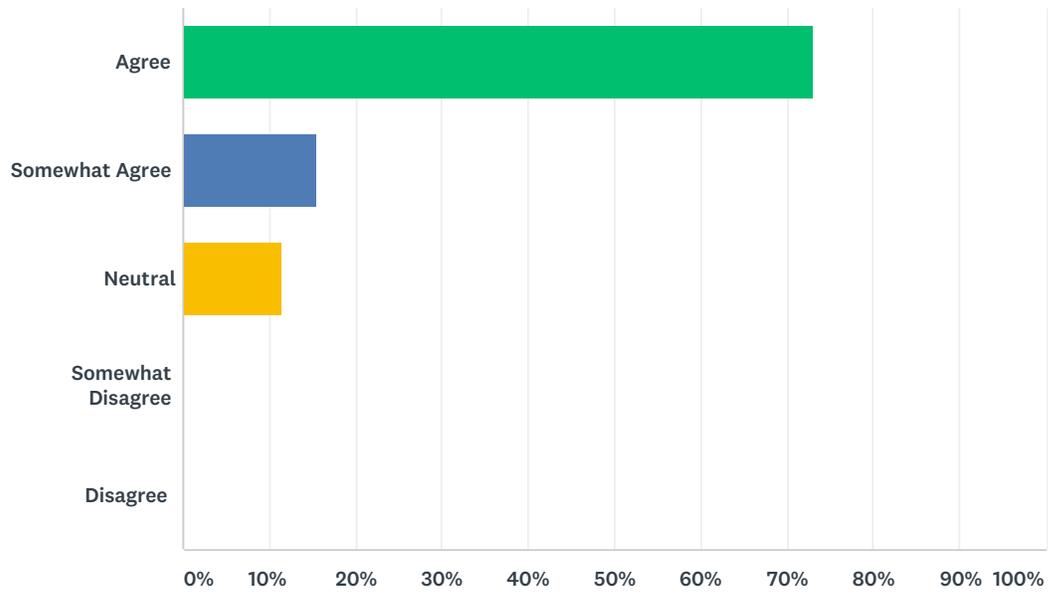
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	53.85%	14
Somewhat Agree	26.92%	7
Neutral	15.38%	4
Somewhat Disagree	3.85%	1
Disagree	0.00%	0
TOTAL		26

Q9 Learning is a high priority at my school and my CAVIAT teacher set high standards for academic performance.

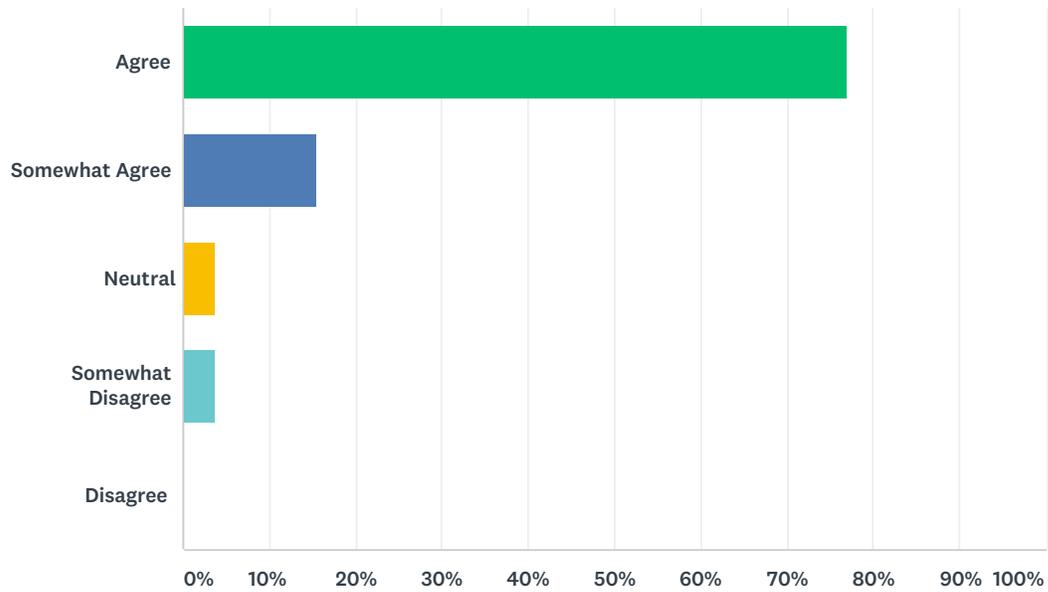
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	73.08%	19
Somewhat Agree	15.38%	4
Neutral	11.54%	3
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q10 My CAVIAT classroom environment is well structured and I like going to school.

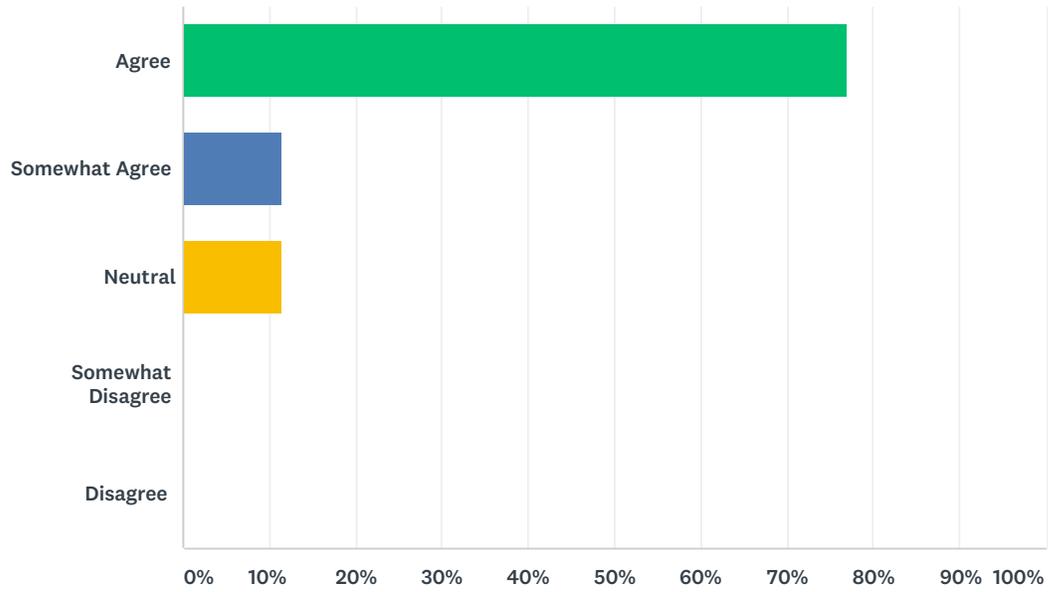
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	76.92%	20
Somewhat Agree	15.38%	4
Neutral	3.85%	1
Somewhat Disagree	3.85%	1
Disagree	0.00%	0
TOTAL		26

Q11 My CAVIAT teacher really cares about me.

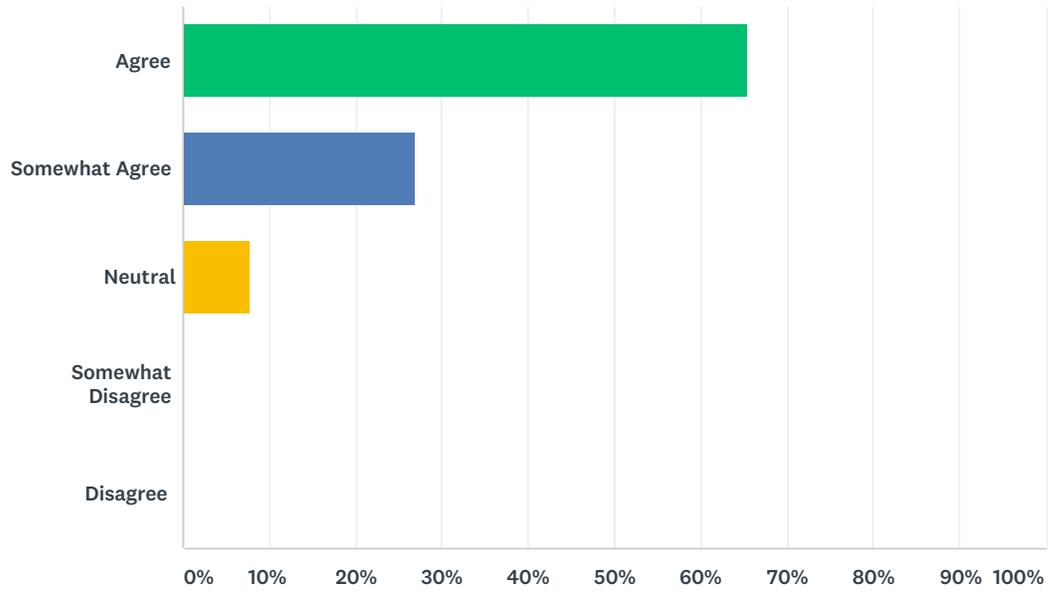
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	76.92%	20
Somewhat Agree	11.54%	3
Neutral	11.54%	3
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q12 I am proud of CAVIAT, and what I accomplish there.

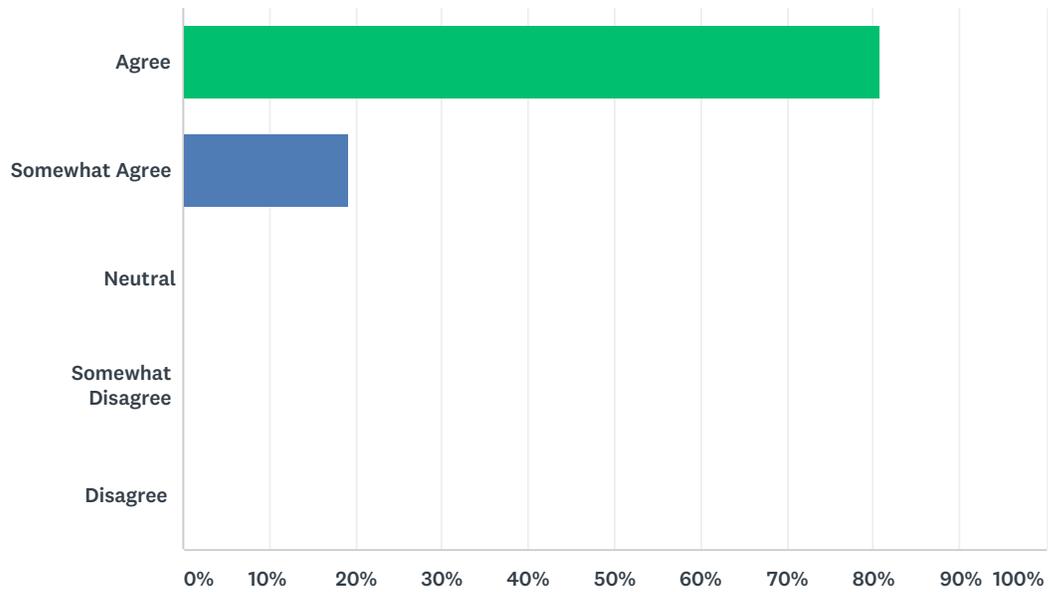
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	65.38%	17
Somewhat Agree	26.92%	7
Neutral	7.69%	2
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q13 Rules are fairly enforced and I feel safe when I am at my CAVIAT program.

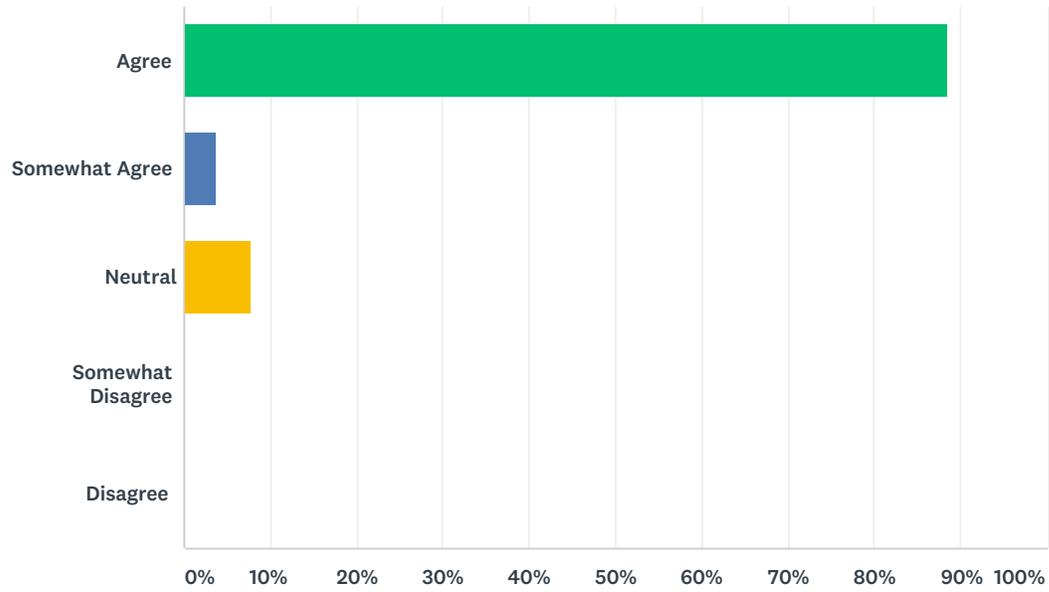
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	80.77%	21
Somewhat Agree	19.23%	5
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q14 I can get help from my CAVIAT teacher when I need it.

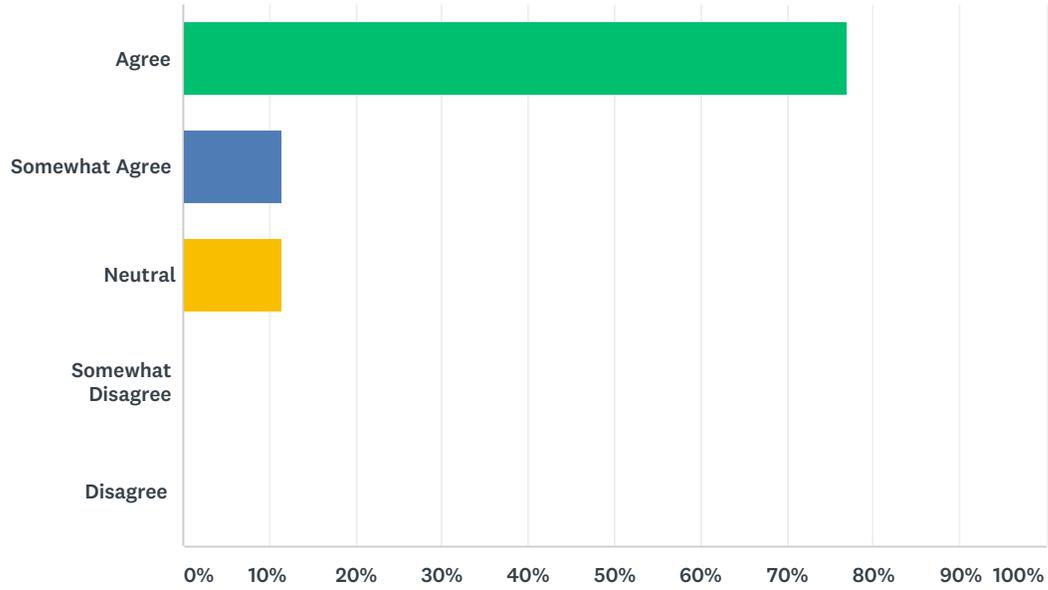
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	88.46%	23
Somewhat Agree	3.85%	1
Neutral	7.69%	2
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q15 This program provides everything I need to accomplish my goals.

Answered: 26 Skipped: 0



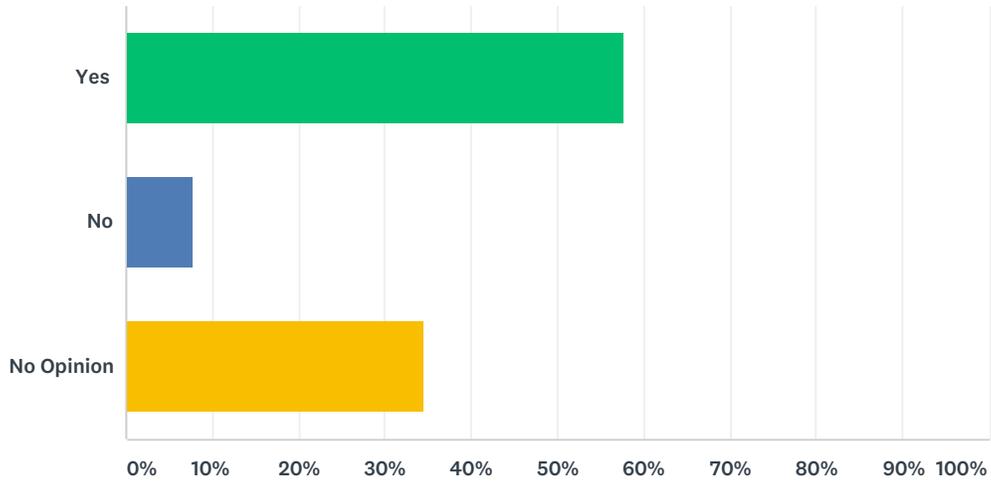
ANSWER CHOICES	RESPONSES	
Agree	76.92%	20
Somewhat Agree	11.54%	3
Neutral	11.54%	3
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		26

Q16 How many Community College credits have you earned while in high school? (Include both dual enrollment and central program credits) If you don't know, leave blank.

Answered: 10 Skipped: 16

Q17 Were counselors helpful in selecting a path towards your Program of Study?

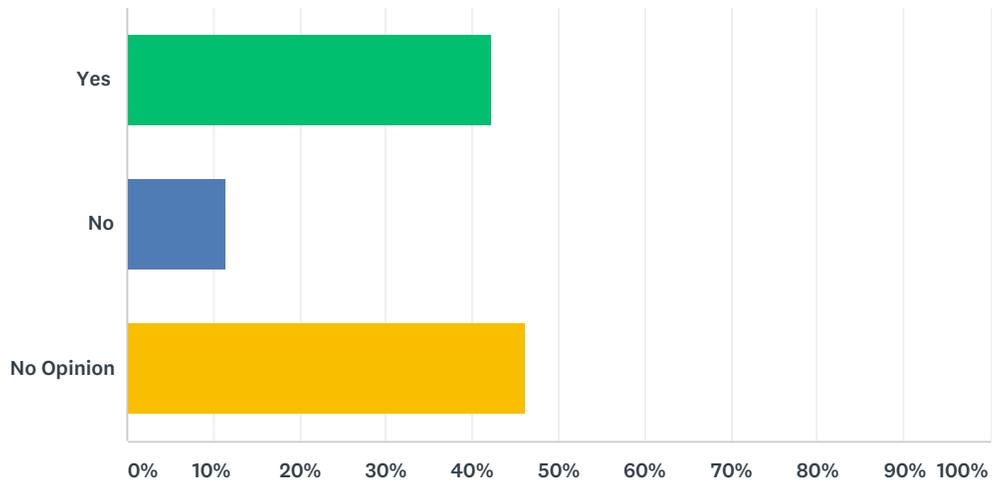
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	57.69%	15
No	7.69%	2
No Opinion	34.62%	9
TOTAL		26

Q18 Were counselors helpful in the selection of a path to follow after graduation?

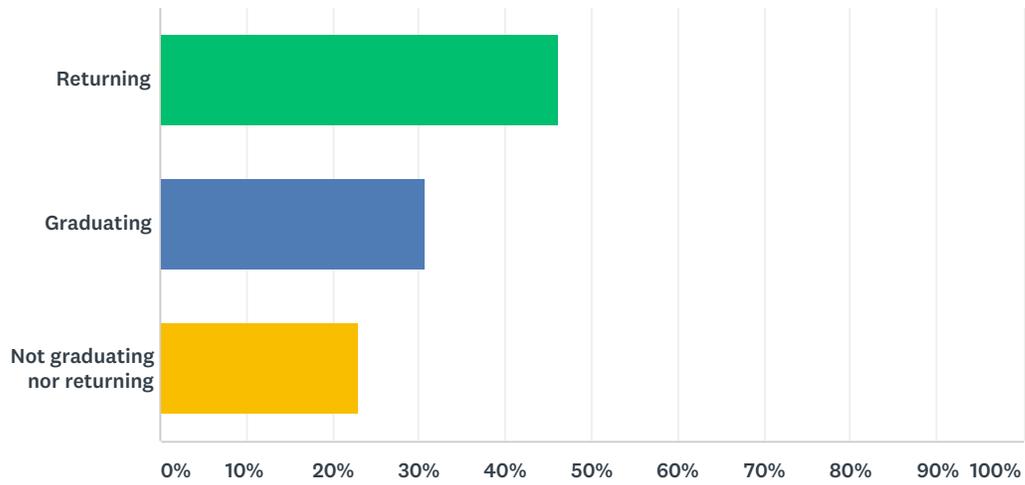
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	42.31%	11
No	11.54%	3
No Opinion	46.15%	12
TOTAL		26

Q19 Will you be returning in the fall or are you graduating from high school this year?

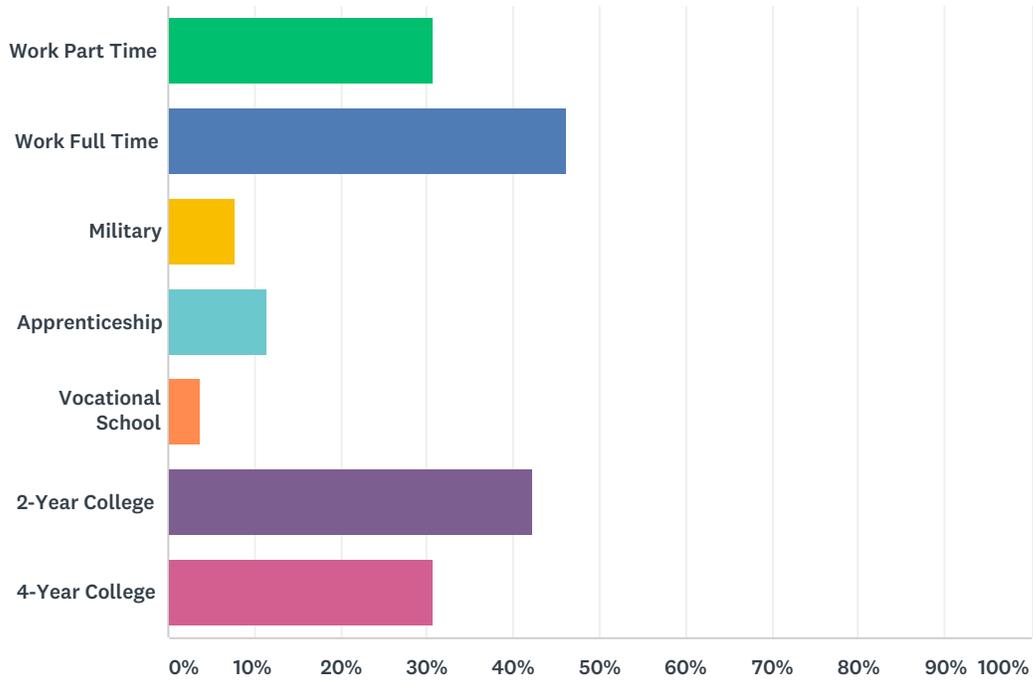
Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES
Returning	46.15% 12
Graduating	30.77% 8
Not graduating nor returning	23.08% 6
TOTAL	26

Q20 What do you plan to pursue immediately after high school? (Mark all that apply)

Answered: 26 Skipped: 0



ANSWER CHOICES	RESPONSES
Work Part Time	30.77% 8
Work Full Time	46.15% 12
Military	7.69% 2
Apprenticeship	11.54% 3
Vocational School	3.85% 1
2-Year College	42.31% 11
4-Year College	30.77% 8
Total Respondents: 26	

Q21 What did you like best about your Central Program experience?

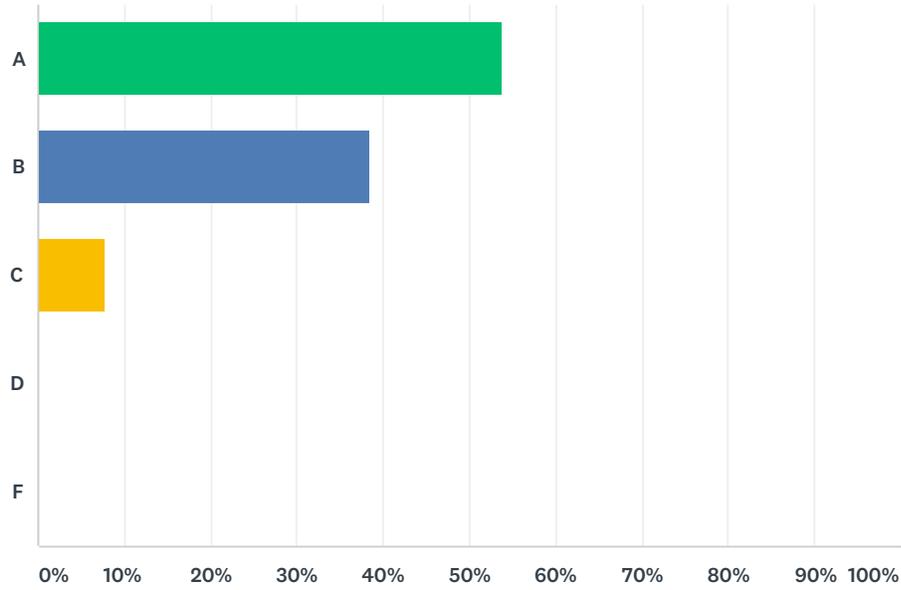
Answered: 26 Skipped: 0

Q22 What did you like least about your Central Program experience?

Answered: 26 Skipped: 0

Q23 Overall, how would you rate your experience with CAVIAT?

Answered: 26 Skipped: 0



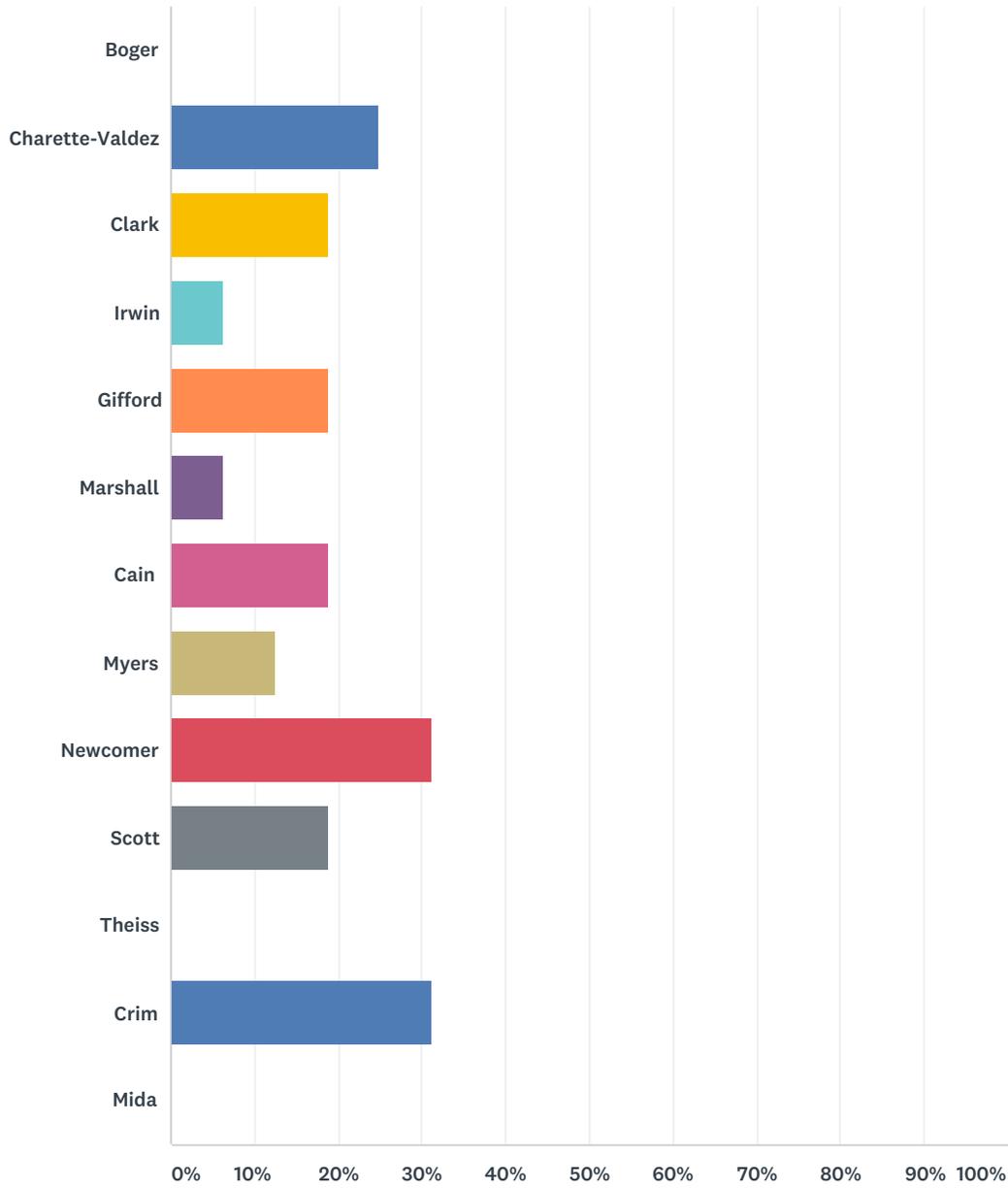
ANSWER CHOICES	RESPONSES	
A	53.85%	14
B	38.46%	10
C	7.69%	2
D	0.00%	0
F	0.00%	0
TOTAL		26

Q24 Open Feedback: Please use this area to provide written feedback.

Answered: 3 Skipped: 23

Q1 Instructor Name (s)-Select ALL that apply

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
Boger	0.00% 0
Charette-Valdez	25.00% 4
Clark	18.75% 3
Irwin	6.25% 1
Gifford	18.75% 3
Marshall	6.25% 1

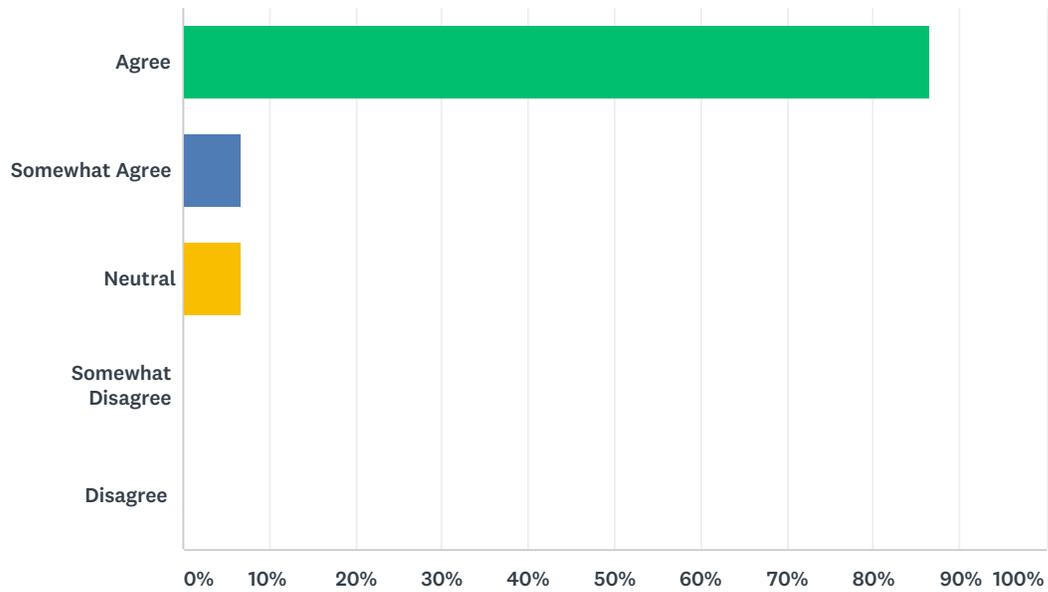
Cain	18.75%	3
Myers	12.50%	2
Newcomer	31.25%	5
Scott	18.75%	3
Theiss	0.00%	0
Crim	31.25%	5
Mida	0.00%	0
Total Respondents: 16		

Q2 What program are you in with CCC_CAVAIT?

Answered: 16 Skipped: 0

Q3 My CCC_CAVIAT teacher makes sure that I learn what is taught and that I am a capable learner.

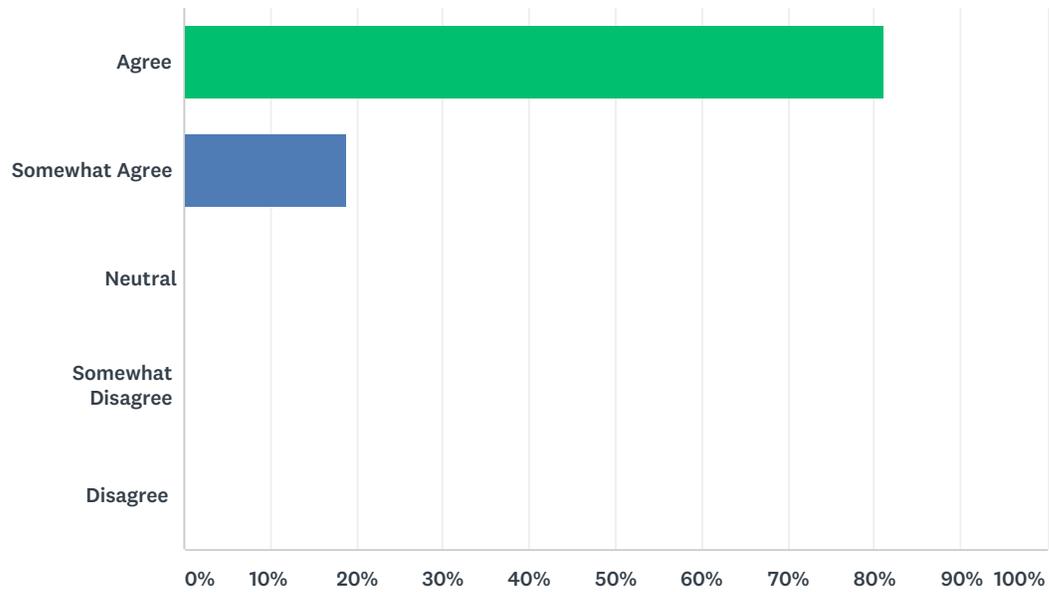
Answered: 15 Skipped: 1



ANSWER CHOICES	RESPONSES	
Agree	86.67%	13
Somewhat Agree	6.67%	1
Neutral	6.67%	1
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		15

Q4 My CCC_CAVIAT teacher motivates me to learn, treats me with respect and is honest with me.

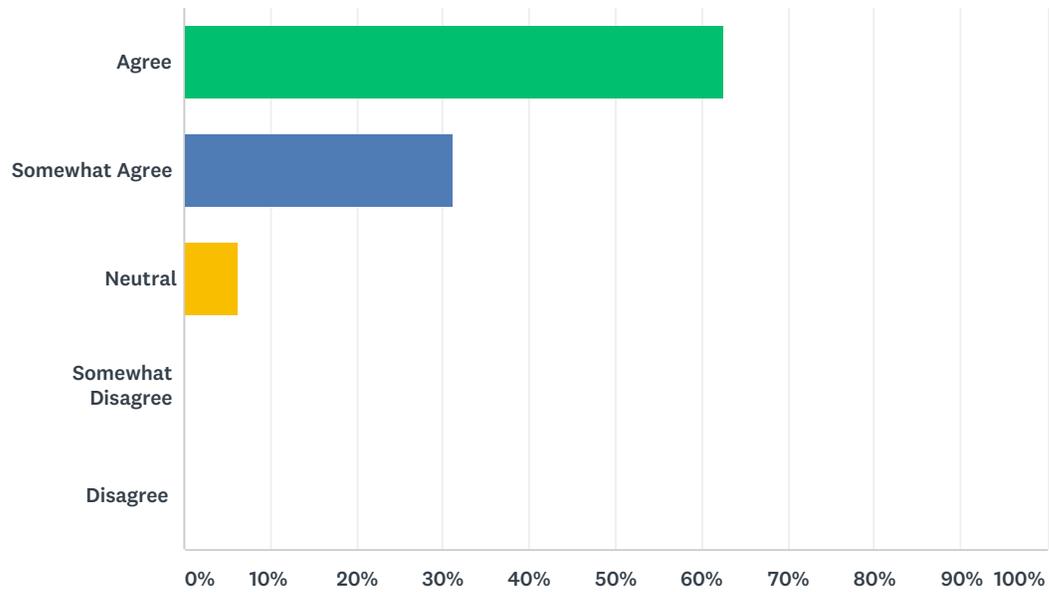
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	81.25%	13
Somewhat Agree	18.75%	3
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q5 My CCC_CAVIAT teacher is good at teaching and encourages me to achieve my academic goals.

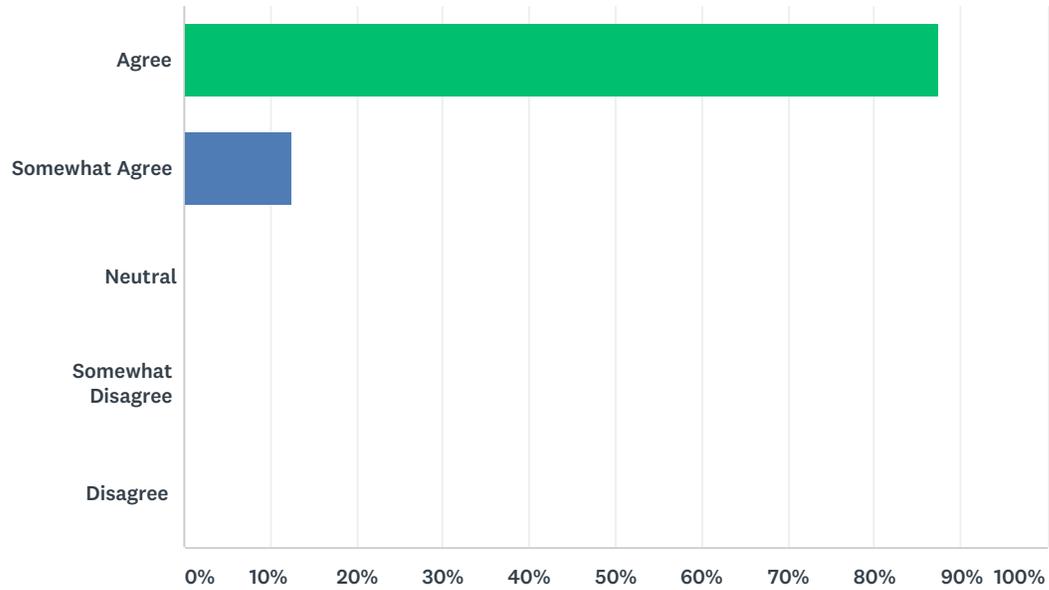
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	62.50%	10
Somewhat Agree	31.25%	5
Neutral	6.25%	1
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q6 My CCC_CAVIAT teacher listens to my ideas even if he/she disagrees with me.

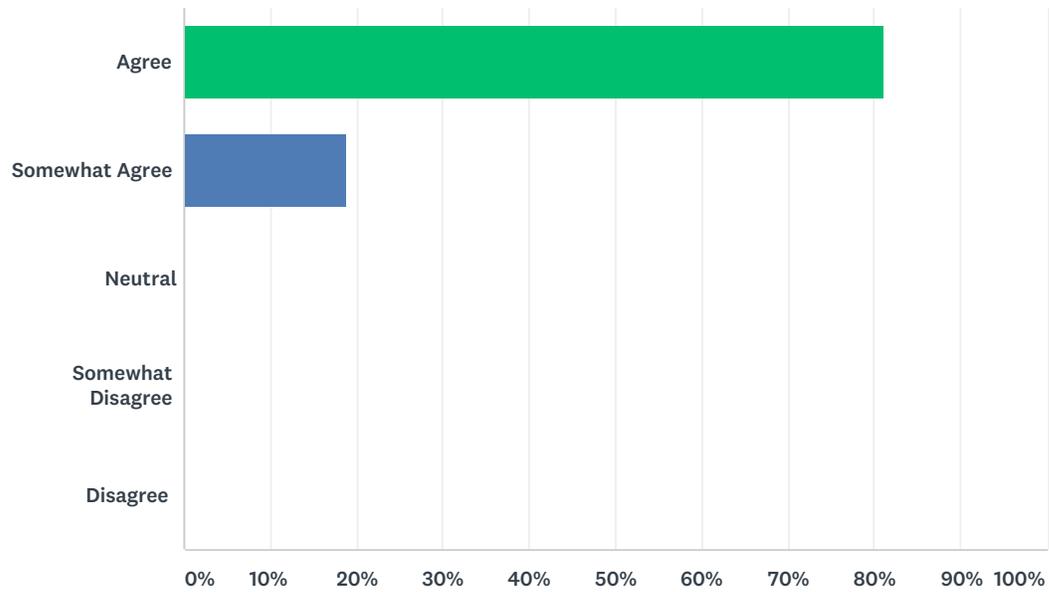
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	87.50%	14
Somewhat Agree	12.50%	2
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q7 I trust my CCC_CAVIAT teacher and he/she does what he/she says he/she will do.

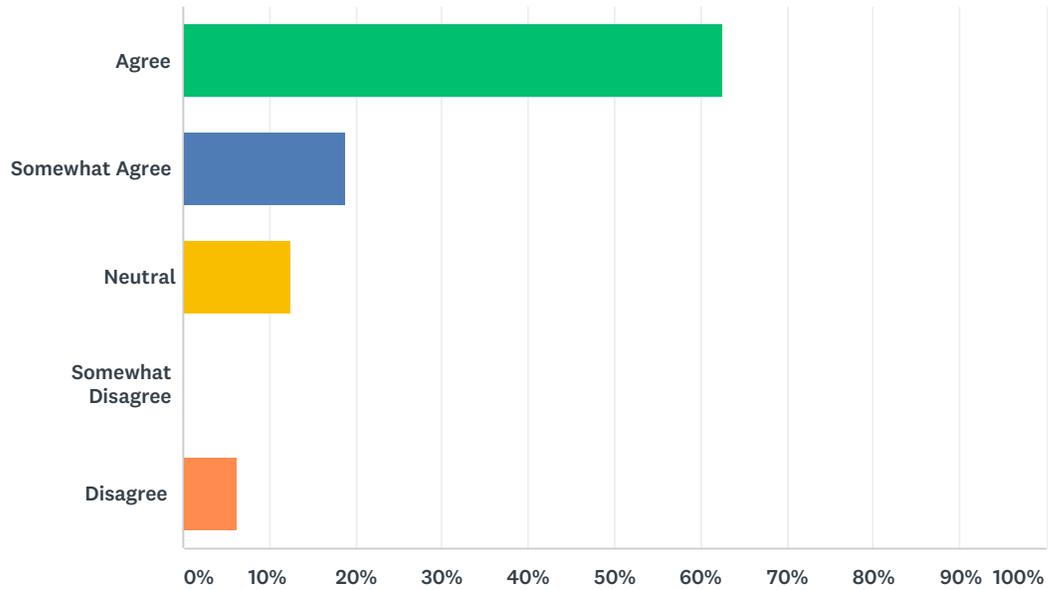
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	81.25%	13
Somewhat Agree	18.75%	3
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q8 My CCC_CAVIAT teacher celebrates academic achievement.

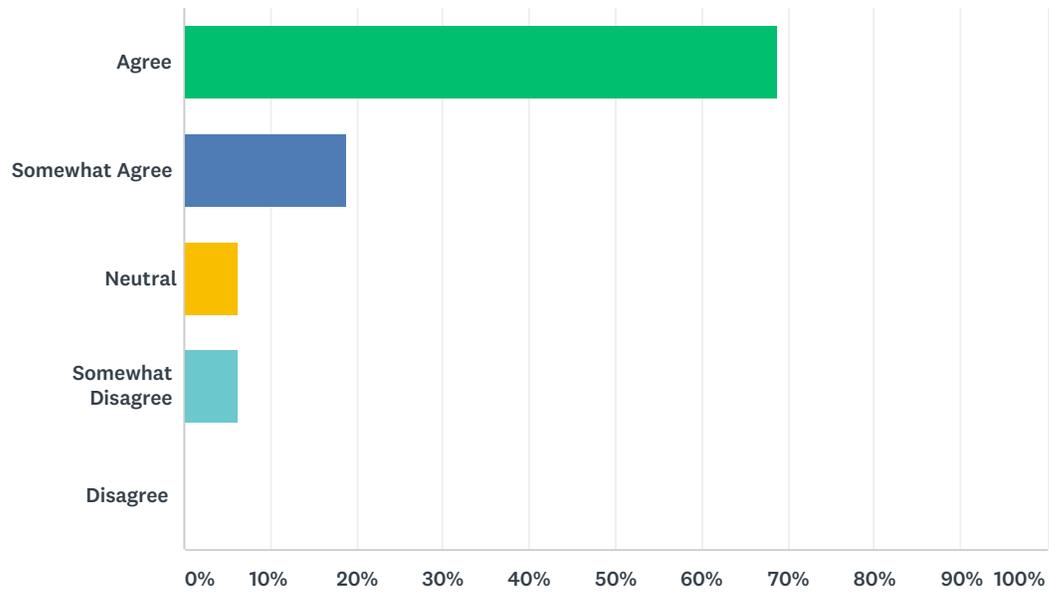
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	62.50%	10
Somewhat Agree	18.75%	3
Neutral	12.50%	2
Somewhat Disagree	0.00%	0
Disagree	6.25%	1
TOTAL		16

Q9 I spend extra time on my work to get good grades and try hard to improve on my previous grades.

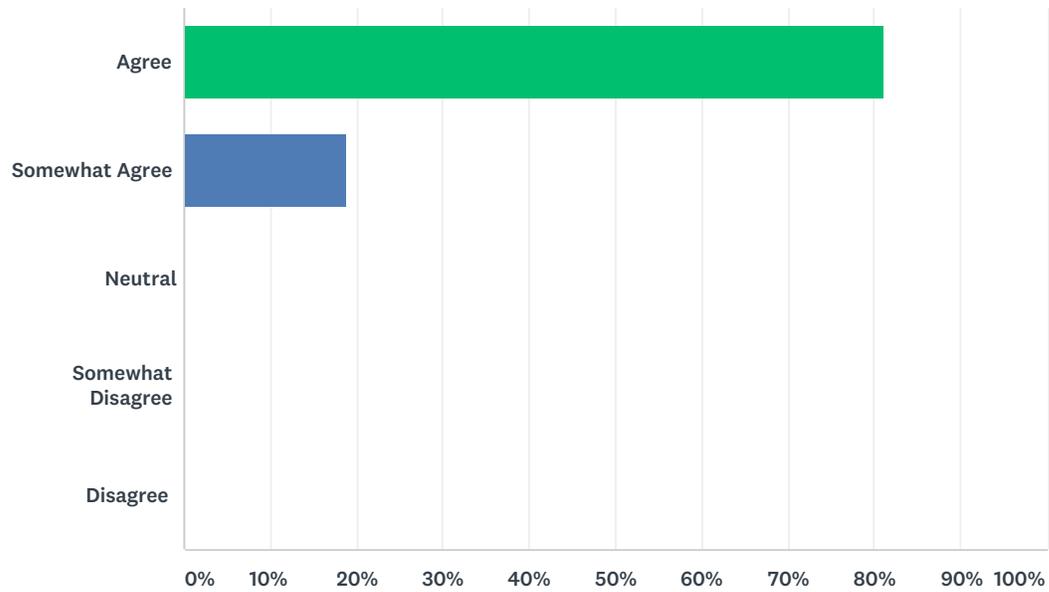
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	68.75%	11
Somewhat Agree	18.75%	3
Neutral	6.25%	1
Somewhat Disagree	6.25%	1
Disagree	0.00%	0
TOTAL		16

Q10 Learning is a high priority in my program and my CCC_CAVIAT teacher set high standards for academic performance.

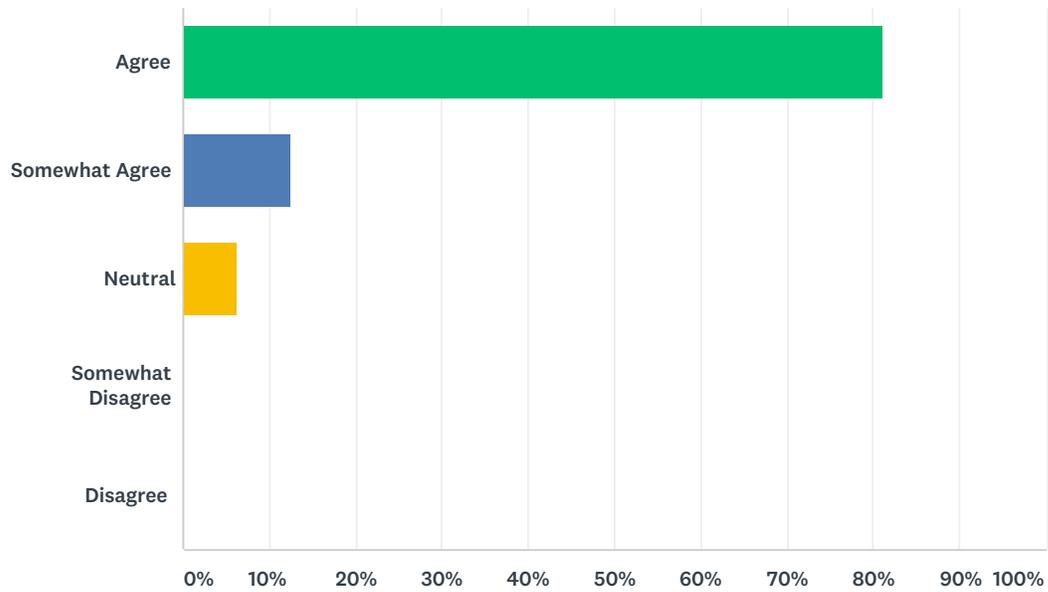
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	81.25%	13
Somewhat Agree	18.75%	3
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q11 My CCC_CAVIAT classroom environment is well structured and I like going to school.

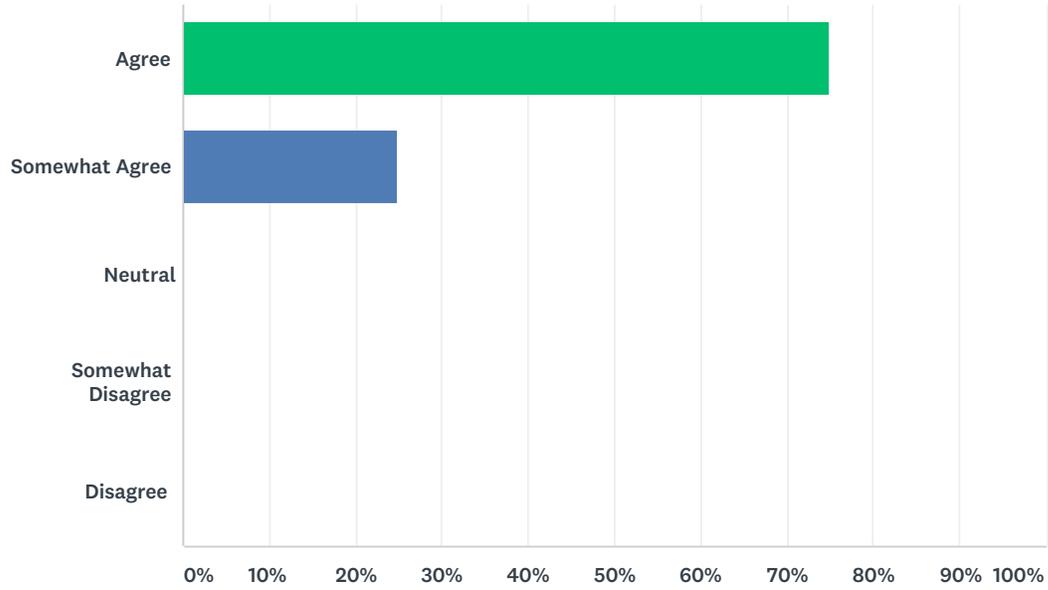
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	81.25%	13
Somewhat Agree	12.50%	2
Neutral	6.25%	1
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q12 My CCC_CAVIAT teacher really cares about me.

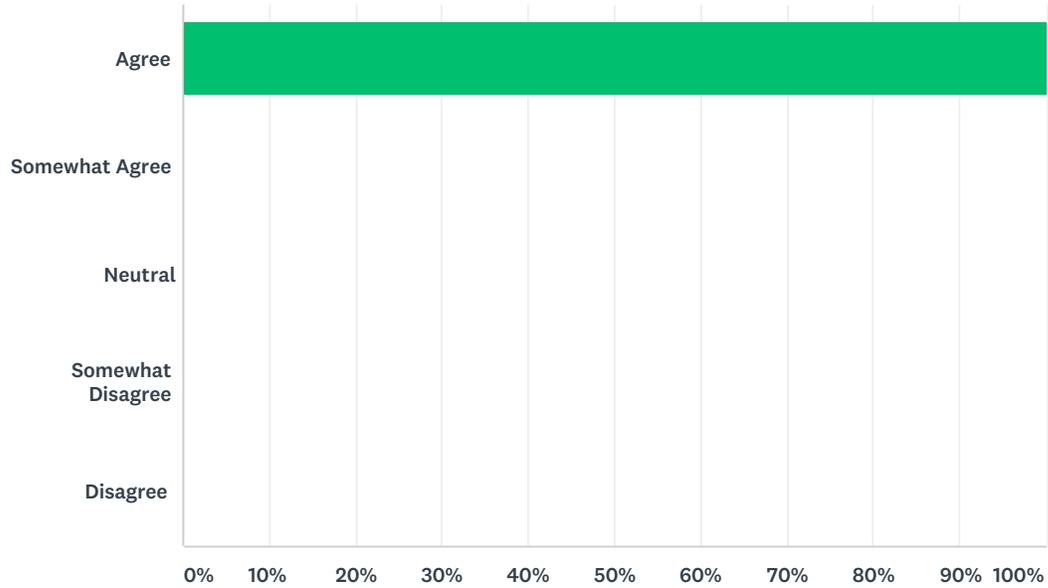
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	75.00%	12
Somewhat Agree	25.00%	4
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q13 I am proud of CCC_CAVIAT, and what I accomplish there.

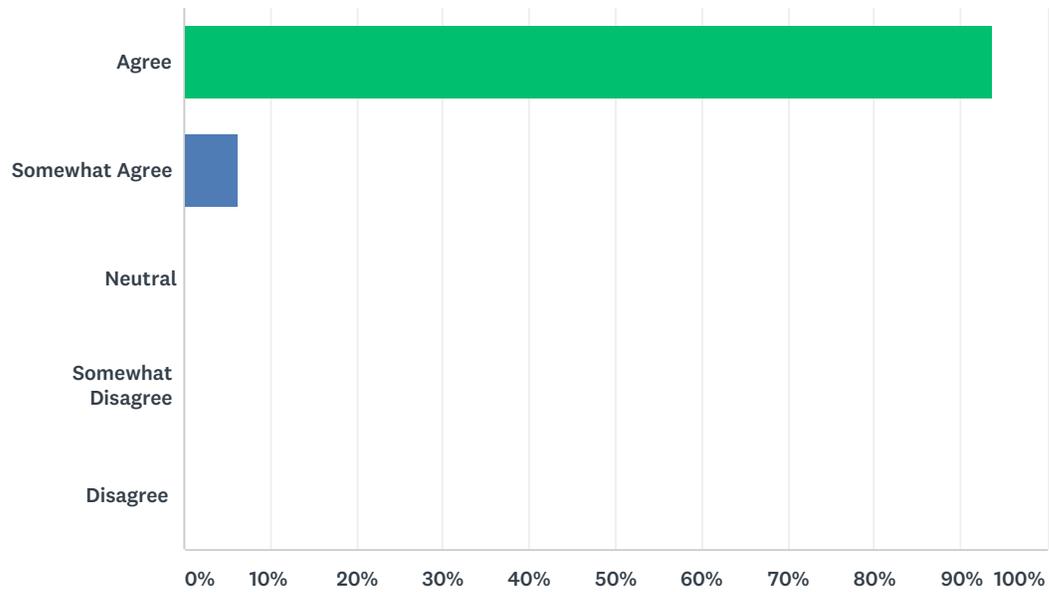
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	100.00%	16
Somewhat Agree	0.00%	0
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q14 Rules are fairly enforced and I feel safe when I am at my CCC_CAVIAT program.

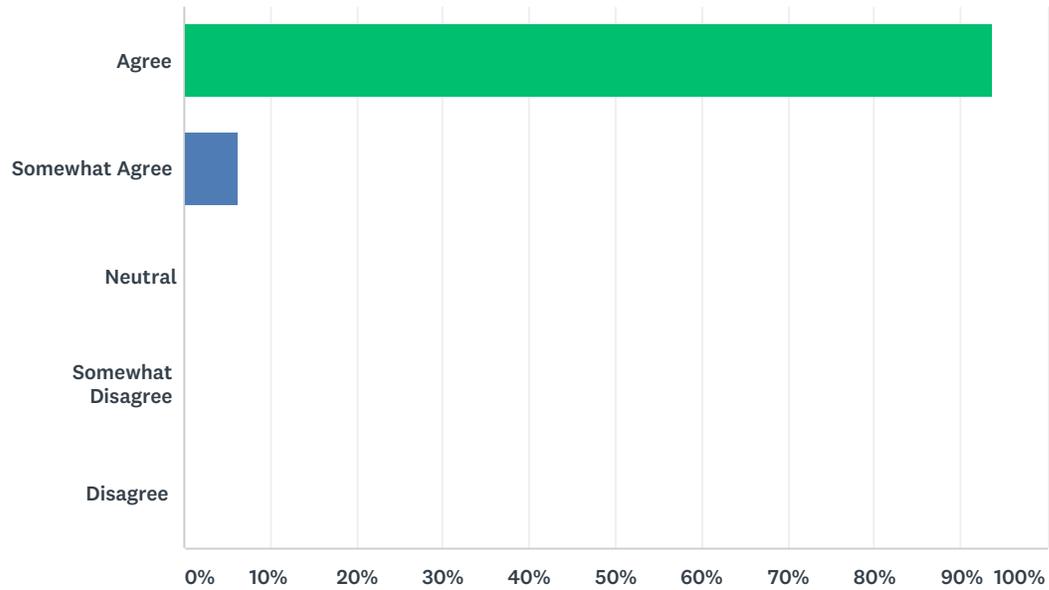
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	93.75%	15
Somewhat Agree	6.25%	1
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q15 I can get help from my CCC_CAVIAT teacher when I need it.

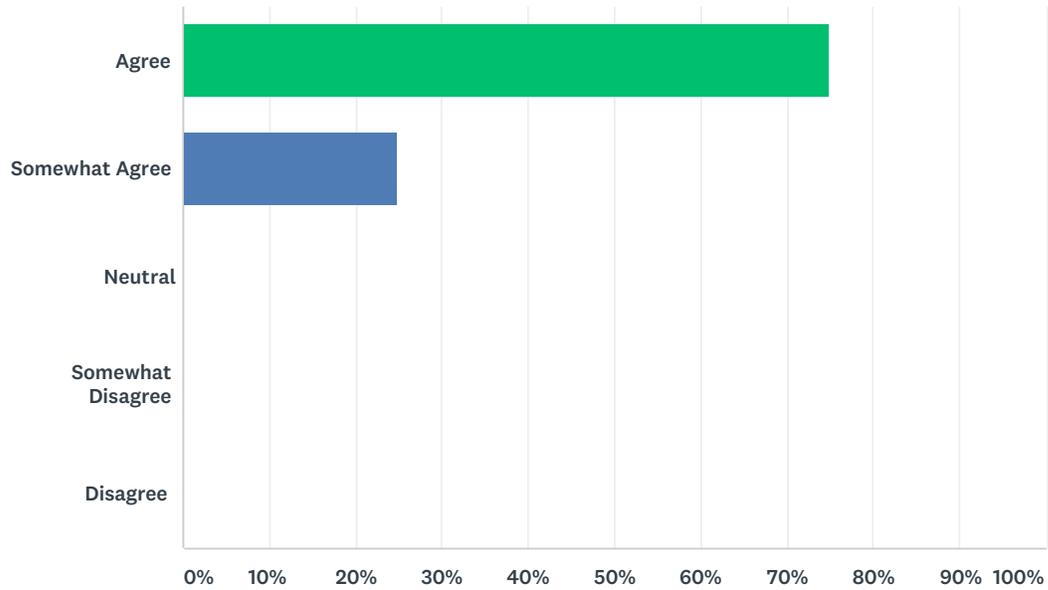
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	93.75%	15
Somewhat Agree	6.25%	1
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q16 This program provides everything I need to accomplish my goals.

Answered: 16 Skipped: 0



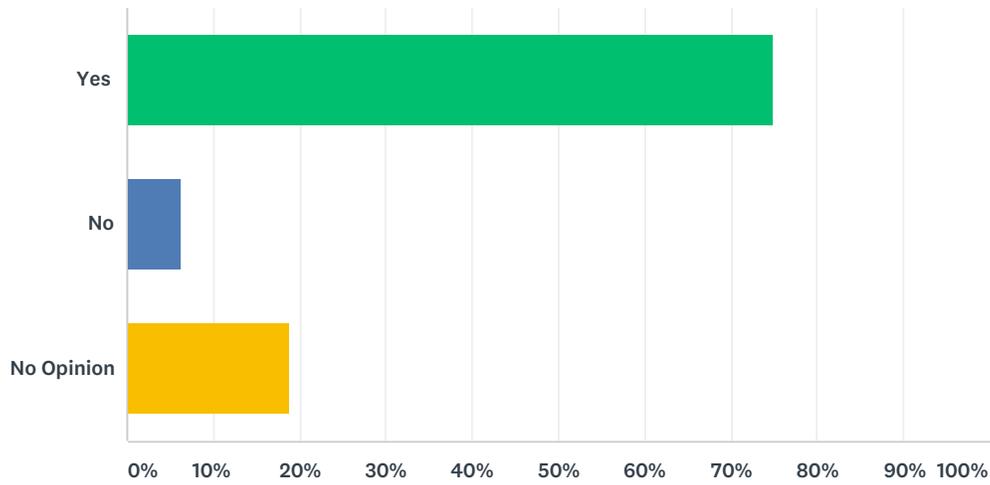
ANSWER CHOICES	RESPONSES	
Agree	75.00%	12
Somewhat Agree	25.00%	4
Neutral	0.00%	0
Somewhat Disagree	0.00%	0
Disagree	0.00%	0
TOTAL		16

Q17 How many Community College credits have you earned while in high school? (Include both dual enrollment and central program credits) If you don't know, leave blank.

Answered: 10 Skipped: 6

Q18 Were counselors helpful in selecting a path towards your Program of Study?

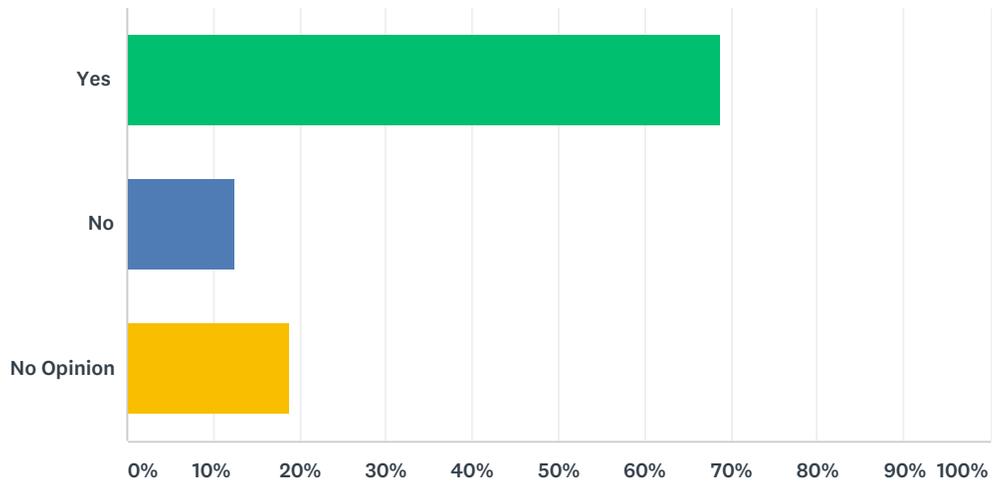
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	75.00%	12
No	6.25%	1
No Opinion	18.75%	3
TOTAL		16

Q19 Were counselors helpful in the selection of a path to follow after graduation?

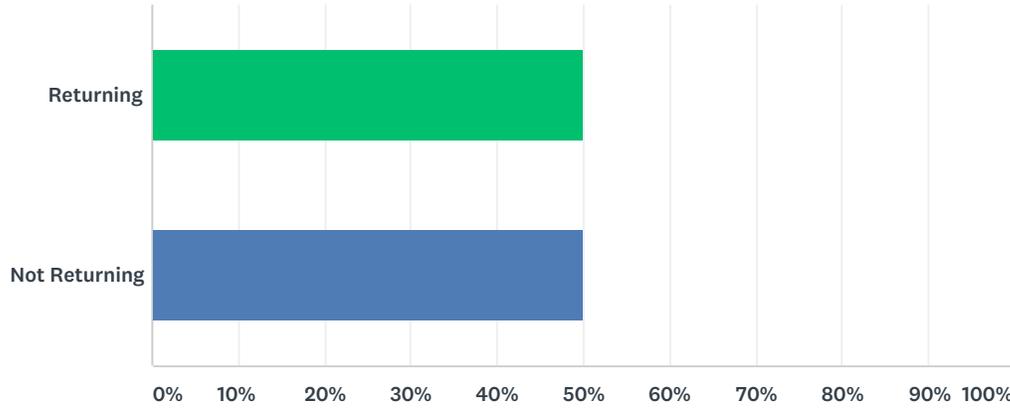
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	68.75%	11
No	12.50%	2
No Opinion	18.75%	3
TOTAL		16

Q20 Will you be returning in the Fall?

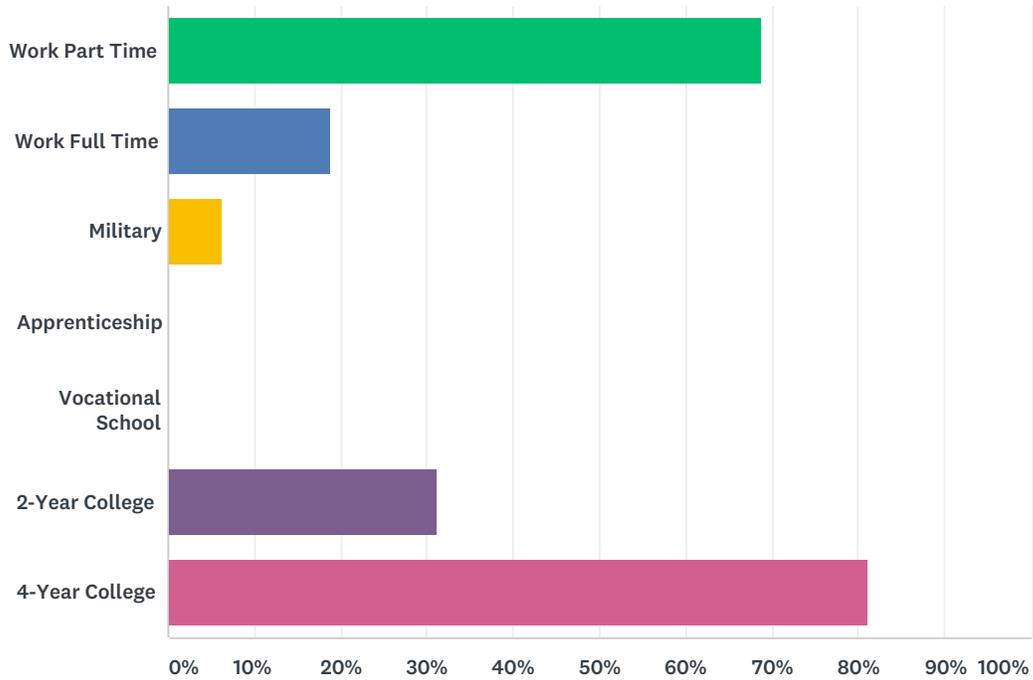
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Returning	50.00%	8
Not Returning	50.00%	8
TOTAL		16

Q21 What do you plan to pursue immediately after high school? (Mark all that apply)

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
Work Part Time	68.75% 11
Work Full Time	18.75% 3
Military	6.25% 1
Apprenticeship	0.00% 0
Vocational School	0.00% 0
2-Year College	31.25% 5
4-Year College	81.25% 13
Total Respondents: 16	

Q22 What did you like best about your Central Program experience?

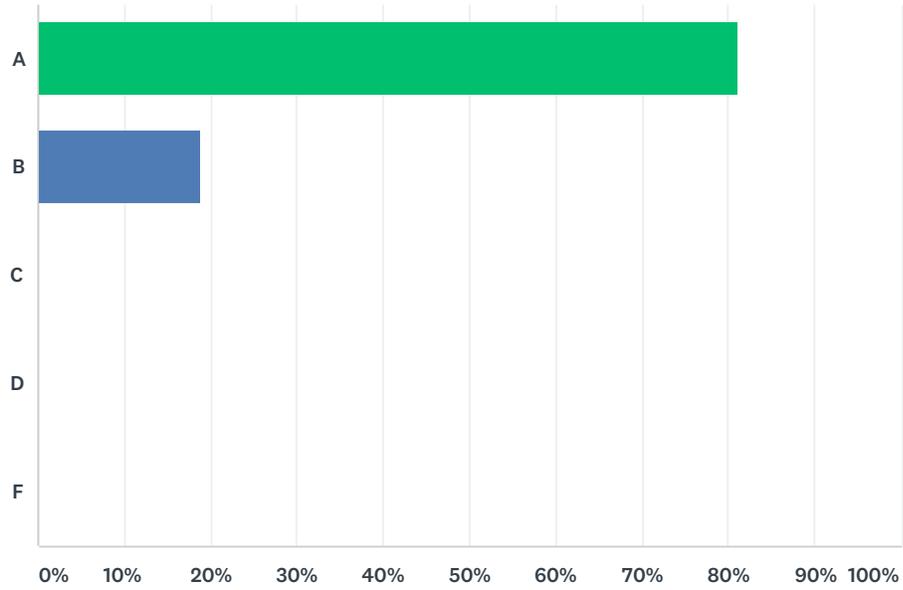
Answered: 16 Skipped: 0

Q23 What did you like least about your Central Program experience?

Answered: 16 Skipped: 0

Q24 Overall, how would you rate your experience with CAVIAT?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
A	81.25%	13
B	18.75%	3
C	0.00%	0
D	0.00%	0
F	0.00%	0
TOTAL		16

Q25 Instructor Feedback: Please use this area to provide written feedback regarding your instructors.

Answered: 9 Skipped: 7

Q26 Open Feedback: Please use this area to provide additional written feedback not previously covered in this survey.

Answered: 3 Skipped: 13

CHS Interior Design - Laura Locke

FCCLA

Emily Blink - silver medal in the Senior Division of the Interior Design STAR event and qualified for the National competition in Anaheim, CA.

Cheyenne Eyrich - Cheyenne Eyrich and Adeline Travis teamed up and won silver in the Occupation Division of the Interior Design STAR event.

Adeline Travis - Cheyenne Eyrich and Adeline Travis teamed up and won silver in the Occupation Division of the Interior Design STAR event.

Robin David - Robin David won a bronze medal in the Interior Sketch Proficiency event.

Ashley Huskie - Ashley Huskie won a silver medal in the Interior Sketch Proficiency event.

CHS Automotive - Brian Locke

SkillsUSA

Annette Bradish - Bronze Medal

FHS - Sara Peace

FCCLA

Sara Peace (FHS) won the silver medal in the Independent Talk portion of the competition and she is headed to the National competition. Sarah spoke about the dangers of vaping. Sarah's sponsors were FHS faculty, Kim Rasbold and Catherine Marshall-Robinson.

FHS students - Business - NEED NAMES FROM C.AUBLE

attended the FBLA (Future Business Leaders of America) State Leadership Conference in Tucson, AZ.

CHS Culinary - Laura Locke

SkillsUSA

Mackenzie Atkins - placed 7th in the state for Culinary.

FHS -

SkillsUSA

The Gold Metal Fabrication team of FHS students, Jarrett Herbal, Nathaneal Green, and Timothy Dana lead by FHS faculty, Mike Rust, are headed to the SkillsUSA National Competition.

CAVIAT - Veterinary Assistant

AZ HOSA

CAVIAT Veterinary Assistant students competed in a variety of subject matters. Kenyon Moss (FHS) competed in the AZ State Pin Design contest. **Mikeala Medrano (CHS) competed in Extemporaneous Poster**, and Kaitlin Yazzie (CHS) competed in Health Career Photography .



CTSO Updates

1 message

CAVIAT School District <marketing@caviat.org>
 Reply-To: marketing@caviat.org
 To: jmerrick@caviat.org

Tue, Jun 4, 2019 at 10:16 AM



Students Head to State Competition



CHS Interior Design students: *Emily Blink, Cheyenne Eyrich, Adeline Travis, Robin David, and Ashley Huskie (from left to right)*

Every student enrolled in our CAVIAT programs has the opportunity to participate in a Career and Technical Student Organization (CTSO). These organizations provide scholarships, competitions, leadership opportunities and so much more that enriches the life and learning of our students.

CHS Interior Design students, lead by their sponsor, CHS teacher, Laura Locke, competed in the FCCLA (Family Career and Community Leaders of America) State Leadership Conference in Tucson, AZ. In Interior Design, Emily Blink won a silver medal in the Senior Division of the Interior Design STAR event and qualified for the National competition in Anaheim, CA. Cheyenne Eyrich and Adeline Travis teamed up and won silver in the Occupation Division of the Interior Design STAR event. Ashley Huskie won a silver medal in the Interior Sketch Proficiency event. And, Robin David won a bronze medal in the Interior Sketch Proficiency event.

Also from FCCLA, Sara Peace (FHS) won the silver medal in the Independent Talk portion of the competition and she is headed to the National competition. Sarah spoke about the dangers of vaping. Sarah's sponsors were FHS faculty, Kim Rasbold and Catherine Marshall-Robinson.

The SkillsUSA Arizona Championship took place in Phoenix, AZ in early April 2019. CHS student, Annette Bradish, received the bronze medal in Automotive. Annette was lead by her sponsor, CHS teacher, Brian Locke.



CHS student, Annette Bradish, won the bronze medal in Automotives.

Also, during the SkillsUSA Arizona Championship, CHS student, Mackenzie Atkins, placed 7th in the state for Culinary. Mackenzie was lead by her sponsor, Laura Locke.



CHS student, Mackenzie Atkins, shows off her skills in culinary.

The Gold Metal Fabrication team of FHS students, Jarrett Herbal, Nathaneal Green, and Timothy Dana lead by FHS faculty, Mike Rust, are headed to the SkillsUSA National Competition.



FHS Business students at the Future Business Leaders of America conference in Tucson, AZ.

Some of our students are traveled to the Arizona state competition hosted by the CTSO, [HOSA - Future Health Professionals](#). HOSA is an international organization focused on developing character and technical skill competencies for members, to uplift current and future people in the health professions.

CAVIAT Veterinary Assistant students competed in a variety of subject matters. **Kenyon Moss** (FHS) competed in the AZ State Pin Design contest. **Mikeala Medrano** (CHS) competed in Extemporaneous **Poster**, and **Kaitlin Yazzie** (CHS) competed in Health Career Photography .



Veterinary Assistant competitors Kaitlin Yazzie, Mikeala Medrano, and Kenyon Moss

To qualify for the state competition, students took an online test which covered a wide variety of topics from their program's curriculum. Only top scoring students are allowed to attend the state competition and earn the chance to move on to the national and international competition at the International Leadership Conference, which takes place at the end of June.

And not to be left out of the fun, this week FHS students Alyssa Williams and Nicole Dougherty won the Vans Custom Culture Shoe Design National Contest. FHS received the \$75,000 grand prize for their school along with a 3 foot tall trophy. Vans Shoe Company gave the FHS students a day they will never forget.



FHS students, Alyssa Williams, and Nicole Dougherty with their Graphic Design teacher, Kayley Quick.



FHS students, Nicole Dougherty and Alyssa Williams show off their designs that won them the Vans Custom Culture Shoe Design Contest.

Support our students with your donations.
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STAY IN TOUCH  

CAVIAT District Office: [19 Poplar Street, Page, AZ 86040](#)
Mailing Address: PO Box 3940, Page, AZ 86040
928-645-2737 FAX 928-645-2773
information regarding this News Blast: [Marketing Coordinator](#)


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CAVIAT School District, [19 Poplar Street](#), PO Box 3940, Page, AZ 86040

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