July Study Session and Regular Governing Board Meeting and Budget Hearing

Thursday, July 9, 2026 5:00 PM
District Office, 220 Ruger Rd., Prescott, AZ 86301

1. **OPENING ITEMS**

1.A. Call to Order of MICTED Governing Board Study Session

1.B. Discussion of Superintendent Search Vendor Options

1.C. *Executive Session - Pursuant to ARS 38-431-03.1 the Governing Board may vote to hold an executive session for discussion related to a superintendent search.

1.D. Study Session Roll Call

1.E. Call to Order Regular Session Mountain Institute Governing Board Meeting at 6PM

1.F. Budget Hearing for Fiscal Year 27

1.G. Roll Call

1.H. Pledge of Allegiance

1.I. Moment of Silence

1.J. Approval of Board Agenda

2. **PUBLIC PARTICIPATION**

3. **INFORMATION/PRESENTATIONS**

3.A. Ash Fork Programming

3.B. Scholarship Request

3.C. Sparklight Marketing

4. **SUMMARY OF CURRENT EVENTS**

4.A. Governing Board

4.B. Superintendent

5. **CONSENT AGENDA**

5.A. Minutes

5.B. Voucher Approval

5.C. Personnel

5.D. Posting of Veterinary Assisting TA Position

5.E. Governing Board Approval of Food Purchases for District Events

5.F. Intergovernmental Agreements, Contracts, and other Agreement Approval

5.G. Required Documents for County to Process Vouchers and Execute Warrants

5.H. Cooperative Agreement Approval

5.I. Private party donations

5.J. Approval of Consent Agenda

6. **DISCUSSION ITEMS**

6.A. Student Services Update

6.A.1. Enrollment Update

6.A.2. Industry Credentials/Certifications

6.A.3. Handbook Updates

6.A.4. Placement Data

6.B. Programs Update

6.B.1. FY27 Q&C Submission Requirements and Payment Schedule (draft form)

6.B.2. Instructor Pre-Service Schedule (draft form- will review August)

6.B.3. Classroom Site Fund - 301 Plans (draft form - will request Board approval after teacher/TA approval as required - August)

7. **DISCUSSION/POSSIBLE ACTION ITEMS**

7.A. Finance Report

7.B. Facilities and Construction Update

7.C. Education Stipend

7.D. Tuition Rates for 2026/2027

7.E. Empowerment Scholarship Account (ESA) Tuition Over/Under Payment

7.F. Budget Approval for the 2026/2027 Fiscal Year

7.G. Yavapai College Concurrent Enrollment IGA

7.H. Scholarship Approval Consideration

7.I. Ash Fork Programming

7.J. Sparklight Marketing

7.K. Superintendent Search

7.L. Professional Development and Registration Stipends

7.M. Arizona School Boards Association (ASBA) Delegate Selection

8. **CLOSING ITEMS**

9. **Announcements**

10. **Next Scheduled Board Meeting**

11. **Adjournment**

12. **Legislative Update**

GRAND CANYON STATE EDUCATIONAL SERVICES, LLC
2701 W. Boone Court
Prescott, Arizona, 86305
928-925-6560

Executive Summary

Grand Canyon State Educational Services, LLC is pleased to submit this proposal to lead a comprehensive, inclusive, and confidential search for the next Superintendent of Mountain Institute Career and Technical Education District (MICTED). With extensive experience in K–12 leadership throughout Yavapai County and the State of Arizona, I am confident in my ability to uphold and reflect the district's vision and values in identifying its next superintendent.

Consultant Overview

Tim Carter was raised in southern Arizona, and has been a resident for seventy three (73) years, living in Prescott since 1979 with a professional career which spanned 51 years dedicated to educational leadership at both the school, district, and county levels. This includes thirty (30) years serving primarily in Prescott School Unified School District—as a teacher, coach, department chair, assistant principal, and principal at Prescott High School. I was then elected by voters five (5) times as the Yavapai County School Superintendent. My experience includes several years on the Cognia State Accrediting Council, the Executive Board of the Arizona Interscholastic Association, and service on the Arizona State Board of Education as a member, Vice President and President. I was honored to have been inducted into the Grand Canyon College and Northern Arizona University Hall of Fame, and as the recipient of the Arizona Rural Schools Association, Barbara Robey (ASBA) and Raymond Kellis (ASA) Lifetime Achievement Awards. I have served in various leadership roles with Lions International and the Boy Scouts of America.

The goal is to work collaboratively with the MICTED Governing Board to support a superintendent search process that aligns with your expectations and priorities. Selecting a superintendent is the most critical responsibility of any governing board, and there is commitment to facilitating a thorough, transparent, and effective process that meets your needs.

My agency would be honored to partner with MICTED in this important endeavor. With familiarity of this school district operation, combined with extensive educational leadership and commitment to collaborative decision-making, I am uniquely positioned to support the Board in

selecting a superintendent who will lead with integrity, vision, and a deep understanding of the community. Looking forward to the opportunity to contribute to the continued success of the district.

Scope of Services

The scope of services outlined below is not all-inclusive and will be finalized in collaboration with the Governing Board. I will work closely with the Board to help define and implement their preferred process.

Planning and Engagement

- Consult regularly with the Governing Board throughout the superintendent search process
- Coordinate with the Board's legal counsel as needed
- Establish a mutually agreed-upon search timeline
- Develop a leadership profile to guide screening and interview criteria
- Design and administer online community surveys to gather stakeholder input

Recruitment

- Develop a job posting and recruitment brochure
- Advertise the position locally, statewide, and nationally
- Create a superintendent application, if necessary
- Collect and organize applications as outlined in the process
- Respond to inquiries from prospective candidates
- Coordinate and conduct initial applicant screenings

Selection

- Assist the Board in developing structured interview questions
- Schedule and coordinate candidate interviews
- Facilitate focus group meetings with key stakeholders
- Conduct background checks on interview finalists
- Support the Board in facilitating candidate interviews

Other Services

- Assist district and attorney with contract negotiations and transition
- Upon acceptance of the final candidate, submit all application materials and related documents to the district
- Collaborate with the designated district staff member appointed by the Board
- Provide transition services as requested by the Board

Potential Timeline

Planning & Engagement

4 weeks ()

Recruitment

4-8 weeks ()

Selection

2-3 weeks ()

Transition Activities

All dates are flexible at the will of the Governing Board.

School District and Governing Board Responsibilities

- Provide the consultant with all required information and necessary approvals by agreed-upon deadlines
- Attend all scheduled meetings and uphold confidentiality throughout the process
- Maintain availability for timely communication with the consultant
- Appoint a designated point of contact to serve as the primary liaison with the consultant
- Collaborate with the consultant on key elements such as the position profile, interview questions, search structure, timeline, and related components
- Consult with the Board's attorney as needed regarding procedural matters or emerging issues during the search
- Ensure full compliance with all Equal Employment Opportunity (EEO) regulations
- Adhere to all applicable Open Meeting Law requirements
- Follow all district policies and procedures related to employment verification, background checks, and related processes

Fee Proposal

I am proposing a "no fee, reimbursement only" agreement for the superintendent search services. This fee includes all travel and related expenses. If necessary, I respectfully request that the district assist with any required copying or printing of documents. This amount can be reduced based on the aspects of the process that can be done by district personnel.

Contact Information

Grand Canyon State Educational Services, LLC
Tim Carter
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Prescott, Az. 86305
928.925.6560
Tim444carter@gmail.com

ASBA
ARIZONA SCHOOL BOARDS ASSOCIATION
EDUCATE. ADVOCATE. ELEVATE.

Looking for new leadership?

ASBA SUPERINTENDENT SEARCH SERVICES

EXPERIENCE YOU CAN TRUST. SUPPORT YOU CAN COUNT ON.

Find the Right Leader for Your District



When leadership transitions matter most, ASBA provides trusted superintendent search services designed exclusively for governing boards.

ASBA's goal is to help districts identify the best leadership match through a professional, customized and board-centered search process.

From planning the search to supporting the new superintendent's transition, ASBA provides comprehensive guidance every step of the way.

ASBA SUPERINTENDENT SEARCH SERVICES

EXPERIENCE YOU CAN TRUST. SUPPORT YOU CAN COUNT ON.

Why Choose ASBA Search Services? Because They Include:

- Exclusive represntation of the governing board's priorities and interests
- A customized process aligned to district goals and culture
- Experienced governance and leadership experts
- Community engagement and stakeholder input support
- Full-service candidate management and logistics
- Support and training for the new governance team

A Tiered Multi-Structured Fee

Comprehensive Support from Start to Finish

Pre-Search Services

ASBA meets with the governing board to clarify district priorities, leadership needs and goals so the board begins the process "search-ready" with a shared vision.

During the Search

ASBA helps districts:

- Establish a customized timeline
- Define qualifications and selection criteria
- Gather input from staff, students and community members
- Develop interview questions and scoring rubrics
- Manage applications and background checks and all candidate communications
- Coordinate interviews, tours and forums
- Build a process aligned to district culture and needs

ASBA SUPERINTENDENT SEARCH SERVICES

EXPERIENCE YOU CAN TRUST. SUPPORT YOU CAN COUNT ON.

Post-Search Support

ASBA continues supporting the board and newly hired superintendent to strengthen board-superintendent relationships and ensure a successful transition.

Public Relations Support

ASBA provides templates and resources for media releases, community introductions and social media graphics to help districts welcome their new superintendent.

Additional Leadership Opportunities

ASBA also supports

- **Interim superintendent candidates**
- **Notifications for future openings**
- **Other Arizona district leadership opportunities**

Why Leadership Searches Matter

A strong superintendent search helps districts:

- Foster continuity during transitions
- Align leadership with board priorities
- Build community confidence in the process
- Strengthen board-superintendent partnership
- Position the district for long-term success

Contact Julie Bacon, Director of Leadership Development, at jbacon@azsba.org or call (602) 254-1100

Visit azsba.org/services-resources/search-services/ for more information

ASBA SUPERINTENDENT SEARCH SERVICES

EXPERIENCE YOU CAN TRUST. SUPPORT YOU CAN COUNT ON.

MEET THE TEAM



Julie Bacon
Director of Leadership Development



Jeff Smith
ASBA Consultant



Heidi Vega
Director of Communications



Sarah James
Board Support and Field Specialist



Ben Adams
Membership Services Coordinator

Start Your Search

Begin planning now with a trusted partner focused on your board's success. Contact ASBA to discuss superintendent search services.

Trusted by Districts Across Arizona

ASBA was proud to support leadership searches this year for:

- Joseph City Unified School District
- Superior Unified School District
- Tuba City Unified School District
- Wickenburg Unified School District

Proven Statewide Experience

From rural communities to large urban districts, ASBA delivers search processes tailored to the unique needs of each governing board and community.

Contact Julie Bacon, Director of Leadership Development, at jbacon@azsba.org or call (602) 254-1100

Visit azsba.org/services-resources/search-services/ for more information

ASBA
ARIZONA SCHOOL BOARDS ASSOCIATION

EDUCATE. ADVOCATE. ELEVATE.

SUPERINTENDENT **Search Service**

PREPARED FOR

MOUNTAIN INSTITUTE CTED

2100 North Central, Ave., Suite 200
Phoenix, Arizona 85004
602.254.1100 | 800.238.4701 | **azsba.org**

Greetings,

We hope this letter finds you well. We are writing to express why the Arizona School Boards Association (ASBA) is uniquely poised to assist and guide your school district in your search for the next superintendent. Our association's commitment to collaboration, professionalism, and extensive experience sets us apart as the ideal partner in this important endeavor.

Selecting the right superintendent is a critical decision that significantly impacts the future of a school district. ASBA, being an organization created for school boards, understands the intricacies involved in this process. Our primary focus is to provide comprehensive support to school boards, enabling them to make informed decisions that align with their district's vision and values.

Our dedication to working hand-in-hand with school boards is a hallmark of ASBA. We recognize that a CTED has its own unique requirements and priorities, and we tailor our approach to meet your specific needs. With a deep understanding of the challenges and opportunities that school districts face, we are well-equipped to provide expert guidance throughout the superintendent search.

What truly sets ASBA apart from other options is our commitment to professionalism and our extensive experience in the realm of marketing and digital promotions. Our team possesses a wealth of knowledge in reaching diverse audiences and attracting top-tier candidates, whether from within Arizona or beyond its borders. Leveraging our expertise, we can ensure that your search garners the attention it deserves, ultimately yielding a pool of highly qualified applicants.

By choosing ASBA as your partner in this superintendent search, you gain access to:

1. **Comprehensive Expertise**: ASBA's team comprises seasoned professionals with a profound understanding of education, governance, and leadership roles within school districts.
2. **Customized Solutions**: We work closely with your school board to tailor our services to align with your district's unique culture, values, and goals.
3. **Extensive Networks**: ASBA's broad network extends across Arizona and the nation, allowing us to identify and attract a diverse range of candidates.
4. **Guidance at Every Step**: Our support encompasses every phase of the search process, ensuring a seamless experience for your school board.
5. **Proven Success**: ASBA has a track record of successful superintendent placements, demonstrating our ability to match districts with leaders who contribute to their growth and success.

At ASBA, our commitment to your success doesn't stop once a superintendent is selected. We go the extra mile to ensure a seamless transition and lasting impact. Our comprehensive services extend beyond the search process, offering you unparalleled value at every step:

1. **Pre and Post Search Services**: Our dedication to your success begins before the search even commences. We assist in defining the ideal candidate profile, setting the stage for a targeted and effective search. After the selection process, our support continues with services designed to facilitate a smooth transition and integration of the new superintendent.

2. **Tailored On-Boarding Promotion**: Introducing a new superintendent to your district community is a pivotal moment. Our expert team crafts a customized on-boarding promotional packet that highlights the new leader's background, vision, and goals. This thoughtful approach ensures a warm and receptive welcome, setting the tone for a collaborative and productive tenure.

3. **Community Engagement Resources**: Engaging your district community in the superintendent's journey is essential for building trust and rapport. ASBA provides you with resources, materials, and guidance to effectively introduce the superintendent to stakeholders, fostering transparency and open communication.

4. **An Exclusive Welcome Packet for Superintendents**: Your new superintendent will be ready to embark on a successful journey with a special welcome packet to guide them through their first year alongside the school board and ASBA. They will discover essential information, key dates, and valuable resources designed to empower them in effectively leading their district.

With ASBA, you're not just selecting a superintendent; you're partnering with an organization committed to your long-term success. Our holistic approach to superintendent search and integration ensures a seamless transition, a strong foundation for collaboration, and a positive impact on your district's growth.

Choose ASBA for a superintendent search experience that extends far beyond selection, delivering ongoing guidance and support for lasting success. We firmly believe that ASBA's partnership with your school district can yield exceptional results in your superintendent search. Your dedication to educational excellence aligns perfectly with our mission, and we are eager to contribute to your district's continued success.

Please do not hesitate to reach out to us if you have any questions or would like to discuss how ASBA can best support your superintendent search. We look forward to the opportunity to work closely with the district and contribute to your future achievements.

Sincerely,

Arizona School Boards Association

Scope of Work

Duties of ASBA

ASBA hereby agrees to provide the administrative services necessary to support the School District Governing Board's search for a new Superintendent including:

1. **Consulting with the Board throughout the superintendent search process**
   Expert consulting every step of the way: Our seasoned professionals collaborate closely with your board, providing expert guidance throughout the superintendent search process, ensuring a strategic approach tailored to your district's needs.

2. **Consult the Boards Attorney as needed through-out the search process**
   Legal insight when you need it: We work hand-in-hand with your board's attorney to ensure that all aspects of the search process align with legal requirements and best practices, offering you the confidence of a legally sound search.

3. **Creating a mutually agreed upon timeline**
   Seamless timeline creation: Together, we craft a timeline that works for you, outlining key milestones and ensuring a smooth flow of the search process that meets everyone's expectations.

4. **Conduct an online community survey**
   Community voices amplified: We conduct an insightful online community survey, capturing invaluable insights and feedback from stakeholders to inform the search, reflecting a truly community-driven approach.

5. **Completing a profile for screening and interviewing**
   Crafting a comprehensive profile: Our team develops a comprehensive profile of the ideal candidate, enabling focused screening and interviewing that matches the unique needs of your district.

6. **Advertising the vacancy**
   Strategic vacancy advertising: Leveraging our expertise, we strategically advertise the vacancy to attract a diverse range of top-tier candidates, maximizing the visibility of your district's opportunity.

7. **Compiling online applications as outlined**
   Efficient application compilation: We streamline the process by compiling online applications as outlined, ensuring all pertinent information is easily accessible for review.

8. **Answering inquiries and corresponding with applicants**
   Engaging correspondence: We handle inquiries and correspondence with applicants promptly and professionally, setting the tone for a positive candidate experience.

9. **Providing the District with suggested agenda language of search related board meetings**
   Streamlined board meeting support: We provide the District with suggested agenda language for search-related board meetings, simplifying the process and ensuring a clear and concise discussion.

10. **Arranging and conducting applicant screening**
    Focused screening and selection: Our team arranges and conducts applicant screening, identifying candidates who align with your district's goals and values.

11. **Scheduling and arranging interviews**
    Scheduling simplified: We take the hassle out of scheduling and arranging interviews, ensuring a seamless process for both your board and candidates.

12. **Conducting community meeting**
    Community engagement: We facilitate a community meeting that fosters open dialogue, allowing stakeholders to provide valuable insights and further shaping the search process.
13. **Completing background checks on candidates selected to interview**
    Informed decision-making: We complete comprehensive background checks on candidates selected for interviews, ensuring your board has all necessary information to make informed decisions.
14. **Facilitating candidate interviews with the Board**
    Focused and productive interviews: We facilitate candidate interviews with the Board, creating an environment that promotes meaningful discussions and informed evaluations.
15. **Following acceptance of contract, provide all application documents to District**
    Efficient document transfer: After contract acceptance, we provide all application documents to the District, ensuring a smooth handover of essential materials.
16. **Post-hire, providing up to three (3) hours of training with the new Superintendent and the Board (further training may be scheduled by agreement at an additional cost)**
    Empowering a smooth transition: Post-hire, we offer up to three (3) hours of training with the new Superintendent and the Board, ensuring a seamless transition and collaborative start.
17. **Protecting confidentiality**
    Upholding privacy and trust: Throughout the process, we prioritize confidentiality, protecting the privacy of all stakeholders and maintaining the trust of candidates and the community.

Duties of the School District and its Governing Board:

1. **Providing ASBA consultant with required information and approvals as needed by the scheduled dates:** (approval of agreement including exhibits; establishing purchase order; establishing District descriptors, position profile, and District financial profile; establishing timeline)

   Strategic collaboration and approvals: Collaborate seamlessly with ASBA's consultant, ensuring timely provision of required information and approvals. These include the approval of the agreement, complete with exhibits, setting up a purchase order, establishing precise District descriptors, crafting a detailed position profile, outlining the District financial profile, and creating a well-structured timeline. This organized approach guarantees an efficient and results-oriented search process.
2. **Being present for all required meetings**
   Active engagement in crucial meetings: Your presence at all required meetings is pivotal in steering the search process effectively. This active participation underscores your dedication to finding the best fit for your district, fostering meaningful collaboration, and promoting transparent decision-making.
3. **Protecting confidentiality**
   Safeguarding confidentiality: Protecting confidentiality is a cornerstone of your role. By upholding this duty, you ensure the integrity of the search process and the trust of all stakeholders involved, showcasing your commitment to ethical governance.
4. **Providing ASBA additional questions for the position application that are specific to District challenges**
   Customizing the search to your district: Collaborate closely with ASBA by providing additional questions specific to District challenges. This tailored approach yields candidates who are aligned with your district's unique needs and poised to drive impactful change.

5. **Referring all communications with applicants to the ASBA consultant through the time the Board enters into contract negotiations with a finalist**
   Centralized and cohesive communication: Refer all communications with applicants to ASBA's consultant until the Board enters into contract negotiations with a finalist. This streamlined approach enhances professionalism, consistency, and overall efficiency in managing applicant inquiries.

6. **Posting all search related board meetings as prescribed by Arizona law**
   Transparency through meeting posting: Adhere to Arizona law by posting all search-related board meetings as prescribed. This transparent approach ensures that your community remains informed and engaged throughout the search process.

7. **Adhering to all conditions of procurement related to the search as prescribed by Arizona law**
   Compliance in procurement practice: Adhere meticulously to all conditions of procurement stipulated by Arizona law and ASBA's Executive Search Services Agreement. By doing so, you showcase your dedication to a search process characterized by fairness, accountability, and transparency.

8. **Determining extent of community involvement**
   Tailoring community involvement: Determine the extent of community involvement strategically. This decisive step shapes a community-driven search process, highlighting your district's commitment to inclusivity and valuing the voices of all stakeholders.

9. **Advise the Board's Attorney at the beginning of the search process and work directly with the Board's Attorney related to contract development and negotiations with the final candidate**
   Legal expertise and collaborative contract development: Seek early guidance from the Board's attorney as you initiate the search process. Collaborate closely with the attorney to navigate contract development and negotiations with the final candidate, ensuring legal compliance and a seamless transition.

10. **Determining final candidate and entering into contract negotiations**
    Selecting the ideal candidate: Undertake the pivotal task of determining the final candidate and initiating contract negotiations. Your discerning approach ensures that your chosen candidate is aligned with your district's values and poised to contribute to its growth.

11. **Securing all necessary and required documents for employment in the District including the verification for eligibility of employment, Form I-9**
    Meticulous document compilation: Secure all necessary documents for employment in the District, including the verification of employment eligibility through Form I-9. This meticulous approach ensures compliance and a smooth onboarding process.

12. **Adhering to all conditions of the Agency Handbook as prepared by the Office of the Arizona Attorney General related to the Arizona Open Meeting Law**
    Transparent governance through meeting law adherence: Adhere rigorously to all conditions of the Agency Handbook, crafted by the Office of the Arizona Attorney General, concerning the Arizona Open Meeting Law. Your commitment to transparent governance fosters community trust and engagement.

13. **Adhere to all conditions of Equal Employment Opportunity laws**
    Promoting fairness and inclusivity: Embrace and adhere meticulously to all conditions outlined in Equal Employment Opportunity laws. This approach underscores your district's dedication to a diverse and inclusive search process that reflects your commitment to creating an environment where everyone has equal opportunities.

Timeline*

Following the first meeting with the ASBA Search Consultant and the Board, a timeline will be developed. With the agreement of both parties, the timeline may be adjusted as necessary during the search process. A sample of the timeline is provided.

PROCESS STEPS	DATES
Board approval of: • ASBA serving as the District's retained search firm • Search agreement reviewed with Board • Board President as search agreement signor *(Held in open session)*	**Month XX, XXXX** **Month XX, XXXX**
Electronic Community Survey (E-Survey): **E-Survey OPENS** (by noon)	**Month XX, XXXX**
E-Survey CLOSES (at noon)	**Month XX, XXXX**
ASBA provides District with results of E-Survey District disseminates results to individual Board members Board reviews E-Survey in a Board meeting *(Held in open session)*	**Month XX, XXXX**
Community and District leadership meetings	**Month XX, XXXX**
Planning meeting, facilitated by ASBA: • ASBA reviews the application process with the Board • District needs discussed and scope of search • Timeline discussed • Attributes for the Job Posting agreed upon • ASBA provides Board with sample questions/themes for the application process • Board may review and approve District specific questions for application *(Held in Open Session)*	**Month XX, XXXX** **Month XX, XXXX**
At a Board Meeting • Board Approval of Search Agreement • Board designates Board President to sign Agreement and inclusive of Search Timeline (some dates may be flexible base on the progress of the search) • Board Approval of Advertising Document • Board Approves Added District Specific Questions to Application *(Held in Open Session)*	**Month XX, XXXX** **Month XX, XXXX**

PROCESS STEPS	DATES
District's Attorney Board President contacts District's attorney to advise of search schedule and need for assistance with contract negotiations	As determined by the Governing Board
Community/Staff Notice District administration will establish avenues and dates for communication to the community and staff regarding community involvement in the process inclusive of the e-survey and community/leadership/meetings	As determined by Board/ District administration in compliance with the search timeline
Date the Search OPENS	**(by 5pm Arizona time)**
Date the Search CLOSES	**(at 12 Noon Arizona time)**
Applicant Screening: • ASBA facilitates Board review of applicants *(Held in Executive Session)* • Board considers applicants to invite for first interview • Board reviews and considers interview process for first interview • ASBA reviews with Board sample questions/themes related to the interview process and Board considers the development of questions for the first interview • Board reviews schedule for final interview process including schedule and process for community meeting *(Held in Open Session)*	**Month XX, XXXX** **Month XX, XXXX**
• ASBA notifies all applicants • ASBA runs background search on applicants to be interviewed	**Month XX, XXXX**
First Round Interviews: • ASBA facilitates interviews with Board *(Executive Session)* • ASBA facilitates Board discussion of candidates *(Executive Session)* • Board may offer two or more applicants an opportunity to interview a second time • ASBA reviews with Board process and questions related to final interview – Board will consider direction *(Held in Open Session)*	**Month XX, XXXX** **Month XX, XXXX**

PROCESS STEPS	DATES
Finalist Interviews and community meeting: • ASBA facilitates finalist interviews with Board *(Executive Session)* • ASBA facilitates community meeting with finalists	**Month XX, XXXX** **Month XX, XXXX**
Board Meeting to Consider Candidates ASBA facilitates Board discussion of finalists and Board may consider offering to enter into contract negotiations with a specific finalist for the position of District Superintendent *(Discussion held in Executive Session)* *(Offer addressed in Open Session)*	**Month XX, XXXX** **Month XX, XXXX**
Board names new Superintendent *(Held in Open Session)*	Determined by the Board
New Superintendent begins duties	Determined in Contract
ASBA facilitates a training session with new Superintendent and Governing Board	Post-Hire within six months of the superintendent's start date

***This timeline may be adjusted with the agreement of both parties.**

Compensation Schedule

The District shall pay ASBA for the services noted in the Scope of Work according to the service options shown below (Basic, Standard, or Premium):

$4,000.00 - Basic Fee: Four search meetings, Leadership Profile community survey, one 3-hour training, ASBA administrative support, ASBA applicant tracking system and ASBA intellectual capital

$6,000.00 - Standard Fee: Four search meetings, Leadership Profile community survey, one 3-hour training, ASBA administrative support, ASBA applicant tracking system and ASBA intellectual capital

PLUS: Two in-person community feedback forums led by ASBA to help guide the development of the Leadership Profile.

$9,000.00 - Premium Fee: Four search meetings, Leadership Profile community survey, one 3-hour training, ASBA administrative support, ASBA applicant tracking system and ASBA intellectual capital.

PLUS: Two in-person community feedback forums to help guide the development of the Leadership Profile, a Meet and Greet with finalists and up to 15 one-hour coaching sessions for the new superintendent with the lead search consultant.

- Additional meetings requested by the Board will cost an additional $500 per meeting plus expenses.

Other expenses include:

- Background checks for Finalists @ $150/person
  - Motor Vehicle Report
  - Education Verification
  - Employment Verification
  - SS# / Alias Trace
  - National, Federal & County Crime History
  - Sex Offender
  - Statewide Criminal
  - Global Watchlist
  - Social Media Search

If appropriate, the District shall pay any costs incurred by ASBA for outside services as outlined in the RFQ and this Agreement.

ASBA shall invoice the District for all compensation due pursuant to this Agreement and its attached components and District shall pay said invoices within thirty (30) days of receipt.

ASA EXECUTIVE SEARCH AGREEMENT

Arizona School Administrators, Inc. uses the following Executive Search Agreement draft to delineate the search process for each individual school district. Working with school districts, the exhibits within the agreement are customized to address individual district needs.

EXECUTIVE SEARCH SERVICES AGREEMENT WITH MOUNTAIN INSTITUTE CTED

THIS EXECUTIVE SEARCH SERVICES AGREEMENT (the "Agreement") is made and entered into by and between the **Arizona School Administrators**, Inc. ("ASA"), a tax-exempt Arizona nonprofit corporation, acting by and through its duly authorized representative, and **Mountain Institute CTED**, a political subdivision of the State of Arizona (the "District"). The District and ASA may be referred to individually as "Party" or collectively as "Parties" throughout this Agreement.

NOW, THEREFORE, the Parties hereto mutually agree for the consideration recited herein, the sufficiency and receipt of which is hereby acknowledged, and upon the stated terms and conditions, as follows:

1. APPOINTMENT. District hereby agrees to retain and specifically commissions ASA, and ASA hereby agrees to be retained and specially commissioned to perform the Scope of Work set forth in Exhibit A attached hereto and incorporated herein.

2. TERM and TERMINATION. This Agreement shall commence on the date of signature by both Parties and shall not terminate until the Timeline described in Exhibit B is completed, which will be no later than June 30, 2026.

3. The District and ASA may terminate this Agreement upon five days prior written notice to the other Party with or without cause. In the event of such notice, neither the District nor ASA will incur further costs, expenses, or fees after receipt of the termination notice. ASA and District shall meet in good faith to mutually agree upon a prorated payment of compensation for ASA's services rendered to the date of termination. ASA or District may terminate this Agreement immediately upon material breach by the other Party of any obligation, representation, or warranty made hereunder upon five days written notice to the other party. Notice shall be given as outlined in this Agreement.

4. PAYMENT OF COMPENSATION. ASA shall be paid in accordance with the Compensation Schedule set forth in Exhibit C attached hereto and incorporated herein.
5. CONTRACTOR EXPERIENCE. ASA represents and warrants to District that ASA has made a significant investment in training, skills, experience, and other tools and abilities required for performance under this Agreement.
6. CONTRACTOR STANDARDS. ASA represents and warrants that the Scope of Work shall meet or exceed industry standards and that all work shall be done in the manner of a professional advisor who provides such services.
7. LIMITS OF AUTHORITY. ASA has only the authority expressly granted herein and may not act in the name of District in any other matter.
8. CHANGES. ASA and District may amend this Agreement, including the Scope of Work and Schedule of Compensation only by written agreement signed by both parties.
9. REPRESENTATIONS. District does not guarantee any assured profits to ASA in performance of this Agreement. ASA shall not make representations otherwise to any third party.
10. INSURANCE. ASA shall maintain complete and adequate workers' compensation, public liability, and property damage insurance as required by law.
11. DISCLOSURE STATEMENT. ASA is not entitled to workmen's compensation benefits from District. ASA shall perform all services hereunder as an independent contractor, and nothing contained herein shall be deemed to create any association, partnership, joint venture or relationship of principal and agent or employer and employee between parties hereto or any affiliates or subsidiaries thereof, except as explicitly stated herein. ASA shall not commit, execute, bind, or contractually obligate anything to any person on behalf of District without the prior written consent of District.
12. FISCAL AGENT. ASA shall act as the fiscal agent and process all District billing through the ASA office.
13. OUTSIDE SERVICES. All outside services, such as printing and advertising, shall be processed through ASA and ASA shall bill the District, if appropriate.
14. MAIL PROCESSING AND SUPPLIES. ASA shall provide all mail processing, postage, envelopes, letterhead and other supplies.
15. INDEMNIFICATION. Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents. Notwithstanding any other provision of this Agreement to the contrary, any agreement by the District to defend, hold harmless or

indemnify the other Party shall be limited to, and payable only from, the District's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program.

18. 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:

Dr. Paul Tighe
Executive Director
Arizona School Administrators
1910 W Washington Street
Phoenix, AZ 85009
602-252-0361

_____
Board President or Designee
Mountain Institute CTED
220 Ruger Rd, Suite 2
Prescott, AZ 86301
928-771-0791

19. MISCELLANEOUS.

a. SEVERABILITY. If any portion of this Agreement shall be declared or held unenforceable for any reason, the remaining portions hereof shall continue in full force and effect.

b. COMPLETE AGREEMENT. This Agreement is the complete agreement between District and ASA, and no other promise or representation, whether written or oral, shall be binding except as contained herein. This Agreement may be modified or amended by the written mutual consent of the Parties hereto.

c. LAW and VENUE. This Agreement shall be construed and interpreted in accordance with the laws of the State of Arizona, and venue for any legal action brought concerning this Agreement shall lie in Maricopa County, Arizona.

d. NO ASSIGNMENT. ASA may not assign or transfer, either in whole or in part, any right, duty, benefit, or obligation under this agreement without the prior written consent of District. Nothing herein prevents ASA from assignment of its employees/contractors to duties required by the Scope of Work.

e. MEDIATION. District may not bring a lawsuit or other formal legal proceeding for any dispute arising under this Agreement without first having made a good faith effort to resolve the dispute by mediation before a third-party neutral trained or certified as a mediator. The mediator shall be selected by mutual agreement of both Parties. Each Party's representative in such mediation shall have full authority to compromise and settle any dispute, which is the cause of the

proceeding. The mediation shall be held in Maricopa County, Arizona, or at such other location as may be mutually agreeable to both Parties. Each Party shall bear its own expenses for participation in the mediation, including one-half of the mediator's fees. The mediator shall, at the conclusion of the mediation, issue a written statement that either memorializes the agreement of the Parties to resolve the dispute or declares the dispute unresolved, in whole or in part.

f. TIME. Time is of the essence to all Parties in performance under this Agreement and of all conditions and requirements specified in this Agreement.

g. CONFIDENTIALITY. In the course of performance under this Agreement ASA and District may learn of business practices, trade secrets, compilations of information, or other information proprietary to each Party, and each Party does hereby agree to use its best efforts to maintain confidentiality of such information.

h. CONFLICT OF INTEREST. Pursuant to A.R.S. §38-511, the District 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 the other Party receives written notice from the District of the cancellation unless the notice specifies a later time.

i. E-VERIFY. As required by A.R.S. §41-4401 (Government procurement; E-verify requirement; definitions), each Party warrants that it complies with all Federal immigration laws and regulations, that it shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the other Party. Each Party acknowledges that a breach of this warranty by the Party or by any subcontractor or sub-subcontractor under this Agreement shall be deemed a material breach of this Agreement, and is grounds for penalties, including termination of this Agreement, by the non-breaching Party. Each Party retains the legal right to inspect the papers of any Party, subcontractor and sub- subcontractor employee who performs work under this Agreement, and to conduct random verification of the employment records of the Party and each subcontractor and sub-subcontractor who works on this Agreement, to ensure that the Party and each

subcontractor and sub-subcontractor is complying with the warranties set forth above. Each Party shall defend, indemnify and hold harmless the other Party, its Governing Board members, officers, employees and agents from and against any and all claims and demands of any nature, including fines, penalties and expenses of litigation, for which the Party is found, or is alleged to be, liable arising out of the breach of any warranties of the breaching Party or any subcontractor or sub-contractor as specified in this paragraph.

j. 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.

k. IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed in duplicate originals as of the date set forth herein.

l. Both parties represent that the signatory below is fully authorized by its governing body to execute this Agreement.

Arizona School Administrators	Mountain Institute CTED
By: _____	By: _____
Print: Dr. Paul Tighe, Executive Director	Print:_____
Date: _____	Date: _____

EXHIBIT A
Scope of Work

Duties of ASA. ASA hereby agrees to provide the administrative services necessary to support the Mountain Institute CTED Governing Board's search for a new Superintendent including:

1. Consulting with the Board throughout the superintendent search process
2. Consult the Board's Attorney as needed through-out the search process
3. Creating a mutually agreed upon timeline
4. Conduct an online community survey
5. Completing a profile for screening and interviewing
6. Advertising the vacancy
7. Compiling online applications as outlined
8. Answering inquiries and corresponding with applicants
9. Providing the District with suggested agenda language of search related board meetings
10. Arranging and conducting applicant screening
11. Scheduling and arranging interviews
12. Conducting community meeting
13. Completing background checks on candidates selected to interview
14. Facilitating candidate interviews with the Board
15. Following acceptance of contract, provide all application documents to District
16. Post-hire, providing up to three (3) hours of training with the new Superintendent and the Board (further training may be scheduled by agreement at an additional cost)
17. Protecting confidentiality

Duties of the Mountain Institute CTED and its Governing Board:

1. Providing ASA consultant with required information and approvals as needed by the scheduled dates: (approval of agreement including exhibits; establishing purchase order; establishing District descriptors, position profile, and District financial profile; establishing timeline)
2. Being present for all required meetings
3. Protecting confidentiality
4. Providing ASA additional questions for the position application that are specific to District challenges
5. Referring all communications with applicants to the ASA consultant through the time the Board enters into contract negotiations with a finalist

6. Posting all search related board meetings as prescribed by Arizona law
7. Adhering to all conditions of procurement related to the search as prescribed by Arizona law
8. Determining extent of community involvement
9. Advise the Board's Attorney at the beginning of the search process and work directly with the Board's Attorney related to contract development and negotiations with the final candidate
10. Determining final candidate and entering into contract negotiations
11. Securing all necessary and required documents for employment in the District including the verification for eligibility of employment, Form I-9
12. Adhering to all conditions of the Agency Handbook as prepared by the Office of the Arizona Attorney General related to the Arizona Open Meeting Law
13. Adhere to all conditions of Equal Employment Opportunity laws

EXHIBIT B

Timeline

As a result of the first meeting with the ASA Search Consultant and the Board, the following timeline will be confirmed. With the agreement of both parties, the timeline may be adjusted as necessary during the search process.

PROCESS STEPS	DATES
SELECTION OR CONSIDERATION OF ASA TO LEAD SEARCH • Search consultant named • Consultant meets with board president to discuss search process and timeline • Consultant meets with board/superintendent administrative professionals to discuss support needs and Meeting 1 agenda items	
Meeting 1: AGREEMENT, TIMELINE & POSITION ANNOUNCENT/APPLICATION PROCESS **Information item (open session):** • Overview of the search process **Action items (open session):** • Approval of search agreement, inclusive of • Scope of work • Timeline/components (some dates may be flexible) • Compensation schedule • Approval of Board President as search agreement signor • Consideration of a community survey • Review and approval of the posting/advertising document • Review and approval of District-specific questions for application (ASA provides board with sample questions/themes for the application process)	
Meeting follow-up: Survey link sent to district for dissemination	
District's Attorney Board President contacts District's attorney to advise of search schedule and need for assistance with contract negotiations	As determined by the Governing Board

APPLICATION PERIOD **ONLINE APPLICATION OPENS** (open for 4 weeks) **ONLINE APPLICATION CLOSES**	at noon Arizona time
DISCOVERY/LEADERSHIP PROFILE DEVELOPMENT PERIOD **Consultant calls individual board members** **ONLINE SURVEY Opens** **ONLINE SURVEY Closes** • ASA provides District with results of online survey • District disseminates results to individual Board members ***Community/Staff Input Sessions (optional)***	
Meeting 2: APPLICANT SCREENING & CANDIDATE SELECTION **Information items (open session):** • Board reviews online survey results **Action item (open session):** • Approval of leadership profile (used for screening and interviews) **Executive Session:** • ASA facilitates Board review of applicants • Board considers applicants to invite for first interview **Action items (open session):** • Approval of candidates to invite for first interview • Consideration and approval of interview question themes	
Meeting follow-up: • ASA notifies all applicants • ASA notifies candidates of interview schedule and process	

Meeting 3: FIRST-ROUND CANDIDATE INTERVIEWS **Executive Session:** • ASA facilitates Board interviews with candidates • ASA facilitates Board discussion of candidates **Action items (open session):** • Board may offer two or more candidates an opportunity to interview a second time (Board names finalists) • ASA reviews with Board process and question themes related to final interview **Meeting follow-up:** • ASA notifies all candidates of board's decision • ASA notifies finalists of interview schedule and background check process • ASA begins formal background checks	
Meeting 4: FINALIST INTERVIEWS & SELECTION **Executive Session:** • ASA facilitates finalist interviews with Board ***Community Finalist Forum (optional; soft posting suggested)*** • *ASA facilitates community meeting with finalists* **Executive Session:** • ASA facilitates Board discussion of finalists **Action item (open session):** • Board may consider offering to enter into contract negotiations with one finalist for District Superintendent	
Board names new Superintendent *(Held in Open Session of Governing Board)*	Determined by the Board
New Superintendent begins duties	Determined in Contract
ASA facilitates a transition dialogue session with new Superintendent and Governing Board (*optional*)	Session held within six months of the superintendent's start date

***This timeline may be adjusted with the agreement of both parties.**

EXHIBIT C
Compensation Schedule

The District shall pay ASA $8,000 plus expenses, for the services noted in Exhibit A, which includes up to four (4) search meetings, ASA administrative support, use of ASA's applicant tracking system, and ASA intellectual capital.

Additional meetings requested by the Board will cost an additional $800 per meeting plus expenses. Additional meetings may include:

- Additional site visits to facilitate staff/community forums
- Additional applicant interview dates
- Additional community meetings

Typical expenses include:

- Mileage at $0.725/mile or fuel and rental fees, if applicable
- Office supplies
- Hotel accommodations and meals, if needed
- Online background checks for finalists @ $200/person:
    - Motor Vehicle Report
    - Education Verification
    - Employment Verification
    - SS# / Alias Trace
    - Federal & County Crime History (7 years)
    - USA CriminalSearch Plus

If appropriate, the District shall pay any costs incurred by ASA for outside services as outlined in Section 13.

ASA shall invoice the District for all compensation due pursuant to this Agreement and its attached Exhibits and District shall pay said invoices within thirty (30) days of receipt.

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2701 **Voucher Date:** 07/01/2026 Prepared By:

Printed: 07/01/2026 09:50:45 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $33,976.85 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2026 to June 30, 2027 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$14,646.98
610	UNRESTRICTED CAPITAL OUTLAY	$18,952.65
855	EMPLOYEE INSURANCE WITHHOLDINGS	$377.22
		$33,976.85

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2701 **07/01/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
ASBAIT						
Check Group:						
Data Coordinator-Life		1	42	07012026 7/1/2026	001.300.2580.6213.500 LIFE INSURANCE	$4.50
Data Coordinator-Vision		1	42	07012026 7/1/2026	001.300.2580.6212.500 VISION INSURANCE	$10.46
Data Coordinator-Dental		1	42	07012026 7/1/2026	001.300.2580.6211.500 DENTAL INSURANCE	$46.10
Superintendent-Life		1	42	07012026 7/1/2026	001.300.2320.6213.500 LIFE INSURANCE	$11.70
Superintendent-Medical-Base		1	42	07012026 7/1/2026	001.300.2320.6210.500 EMPLOYEE INSURANCE	$1,388.00
Superintendent-Medical-Buy Up		1	42	07012026 7/1/2026	855.300.2320.6210.500 EMPLOYEE INSURANCE	$41.00
Superintendent-Vision-Self		1	42	07012026 7/1/2026	001.300.2320.6212.500 VISION INSURANCE	$10.46
Superintendent-Vision-Spouse		1	42	07012026 7/1/2026	855.300.2320.6212.500 VISION INSURANCE - DEPENDENT	$10.48
Superintendent-Dental-Self		1	42	07012026 7/1/2026	001.300.2320.6211.500 DENTAL INSURANCE	$46.10
Superintendent-Dental-Spouse		1	42	07012026 7/1/2026	855.300.2320.6211.500 DENTAL INSURANCE	$46.50
Fire-Life		0.84	42	07012026 7/1/2026	001.336.1000.6213.606 LIFE INSURANCE	$3.78
Fire-Life		0.16	42	07012026 7/1/2026	001.384.1000.6213.606 LIFE INSURANCE	$0.72
Fire-Medical		0.84	42	07012026 7/1/2026	001.336.1000.6210.606 EMPLOYEE INSURANCE	$1,165.92
Fire-Medical		0.16	42	07012026 7/1/2026	001.384.1000.6210.606 EMPLOYEE INSURANCE	$222.08

Voucher Detail Listing

Voucher Batch Number: 2701 **07/01/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Fire-Vision		0.84	42	07012026 7/1/2026	001.336.1000.6212.606 VISION INSURANCE	$8.79
Fire-Vision		0.16	42	07012026 7/1/2026	001.384.1000.6212.606 VISION INSURANCE	$1.67
Fire-Dental-Self		0.84	42	07012026 7/1/2026	001.336.1000.6211.606 DENTAL INSURANCE	$38.72
Fire-Dental-Self		0.16	42	07012026 7/1/2026	001.384.1000.6211.606 DENTAL INSURANCE	$7.38
Fire-Dental-Spouse		0.84	42	07012026 7/1/2026	855.336.1000.6211.606 DENTAL INSURANCE	$39.06
Fire-Dental-Spouse		0.16	42	07012026 7/1/2026	855.384.1000.6211.606 DENTAL INSURANCE	$7.44
Program Director-Life		1	42	07012026 7/1/2026	001.300.2490.6213.500 LIFE INSURANCE	$4.50
Program Director-Medical		1	42	07012026 7/1/2026	001.300.2490.6210.500 EMPLOYEE INSURANCE	$1,388.00
Program Director-Vision-Self		1	42	07012026 7/1/2026	001.300.2490.6212.500 VISION INSURANCE	$10.46
Program Director-Vision-Spouse		1	42	07012026 7/1/2026	855.300.2490.6212.500 VISION INSURANCE	$10.48
Program Director-Dental-Self		1	42	07012026 7/1/2026	001.300.2490.6211.500 DENTAL INSURANCE	$46.10
Program Director-Dental-Spouse		1	42	07012026 7/1/2026	855.300.2490.6211.500 DENTAL INSURANCE	$46.50
Admin Assistant II-Life		0.5	42	07012026 7/1/2026	001.300.2320.6213.500 LIFE INSURANCE	$2.25
Admin Assistant II-Life		0.5	42	07012026 7/1/2026	001.300.2570.6213.500 LIFE INSURANCE	$2.25
Admin Assistant II-Medical		0.5	42	07012026 7/1/2026	001.300.2320.6210.500 EMPLOYEE INSURANCE	$694.00

Voucher Detail Listing

Voucher Batch Number: 2701 **07/01/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Admin Assistant II-Medical		0.5	42	07012026 7/1/2026	001.300.2570.6210.500 EMPLOYEE INSURANCE	$694.00
Admin Assistant II-Medical-Buy Up		0.5	42	07012026 7/1/2026	001.300.2320.6210.500 EMPLOYEE INSURANCE	$20.50
Admin Assistant II-Medical-Buy Up		0.5	42	07012026 7/1/2026	001.300.2570.6210.500 EMPLOYEE INSURANCE	$20.50
Admin Assistnt II-Vision-Self		0.5	42	07012026 7/1/2026	001.300.2320.6212.500 VISION INSURANCE	$5.23
Admin Assistnt II-Vision-Self		0.5	42	07012026 7/1/2026	001.300.2570.6212.500 VISION INSURANCE	$5.23
Admin Assistant II-Vision-Dependent		0.5	42	07012026 7/1/2026	855.300.2320.6212.500 VISION INSURANCE - DEPENDENT	$5.97
Admin Assistant II-Vision-Dependent		0.5	42	07012026 7/1/2026	855.300.2570.6212.500 VISION INSURANCE	$5.97
Admin Assistant II-Dental-Self		0.5	42	07012026 7/1/2026	001.300.2320.6211.500 DENTAL INSURANCE	$23.05
Admin Assistant II-Dental-Self		0.5	42	07012026 7/1/2026	001.300.2570.6211.500 DENTAL INSURANCE	$23.05
Admin Assistant II-Dental-Dependent		0.5	42	07012026 7/1/2026	855.300.2320.6211.500 DENTAL INSURANCE	$25.10
Admin Assistant II-Dental-Dependent		0.5	42	07012026 7/1/2026	855.300.2570.6211.500 DENTAL INSURANCE	$25.10
CTE Specialist-Life		1	42	07012026 7/1/2026	001.300.2590.6213.500 LIFE INSURANCE	$4.50
CTE Specialist-Medical		1	42	07012026 7/1/2026	001.300.2590.6210.500 EMPLOYEE INSURANCE	$1,131.50
CTE Specialist-Vision-Self		1	42	07012026 7/1/2026	001.300.2320.6212.500 VISION INSURANCE	$10.46
CTE Specialist-Vision-Dependent		1	42	07012026 7/1/2026	855.300.2320.6212.500 VISION INSURANCE - DEPENDENT	$11.94

Voucher Detail Listing

Voucher Batch Number: 2701 **07/01/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
CTE Specialist-Dental Self		1	42	07012026 7/1/2026	001.300.2590.6211.500 DENTAL INSURANCE	$46.10
CTE Specialist-Dental-Dependent		1	42	07012026 7/1/2026	855.300.2590.6211.500 DENTAL INSURANCE	$50.20
Student Services Director-Life		1	42	07012026 7/1/2026	001.300.2490.6213.500 LIFE INSURANCE	$4.50
Student Services Director		1	42	07012026 7/1/2026	001.300.2490.6210.500 EMPLOYEE INSURANCE	$1,131.50
Student Services Director-Vision		1	42	07012026 7/1/2026	001.300.2490.6212.500 VISION INSURANCE	$10.46
Student Services Director-Dental		1	42	07012026 7/1/2026	001.300.2490.6211.500 DENTAL INSURANCE	$46.10
Admin Assistant I-Life		1	42	07012026 7/1/2026	001.300.2490.6213.500 LIFE INSURANCE	$4.50
Cosmetology Instructor-Life		1	42	07012026 7/1/2026	001.319.1000.6213.607 LIFE INSURANCE	$4.50
Cosmetology Instructor-Medical		1	42	07012026 7/1/2026	001.319.1000.6210.607 MEDICAL INSURANCE	$1,388.00
MA Natalie-Medical		1	42	07012026 7/1/2026	001.300.2490.6210.500 EMPLOYEE INSURANCE	$1,131.50
MA Natalie-Vision-Self		1	42	07012026 7/1/2026	001.349.1000.6212.602 VISION INSURANCE	$10.46
MA Natalie-Vision-Spouse		1	42	07012026 7/1/2026	855.349.1000.6212.602 VISION INSURANCE	$10.48
MA Natalie-Dental		1	42	07012026 7/1/2026	001.349.1000.6211.602 DENTAL INSURANCE	$46.10
MA Natalie-Life		1	42	07012026 7/1/2026	001.349.1000.6213.602 LIFE INSURANCE	$4.50
Dental-Medical		1	42	07012026 7/1/2026	001.321.1000.6210.607 EMPLOYEE INSURANCE	$1,388.00

Voucher Detail Listing

Voucher Batch Number: 2701 **07/01/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Dental-Dental		1	42	07012026 7/1/2026	001.321.1000.6211.607 DENTAL INSURANCE	$46.10
Dental-Vision		1	42	07012026 7/1/2026	001.321.1000.6212.607 VISION INSURANCE	$10.46
Dental-Life		1	42	07012026 7/1/2026	001.321.1000.6213.607 LIFE INSURANCE	$4.50
Vet-Medical		1	42	07012026 7/1/2026	001.366.1000.6210.607 EMPLOYEE INSURANCE	$1,388.00
Vet-Medical-Buy Up		1	42	07012026 7/1/2026	855.366.1000.6210.607 EMPLOYEE INSURANCE	$41.00
Vet-Dental		1	42	07012026 7/1/2026	001.366.1000.6211.607 DENTAL INSURANCE	$46.10
Vet-Vision		1	42	07012026 7/1/2026	001.366.1000.6212.607 VISION INSURANCE	$10.46
Vet-Life		1	42	07012026 7/1/2026	001.366.1000.6213.607 LIFE INSURANCE	$4.50
					Check #: 0	
					PO/InvoiceTotal:	$14,155.52
					Vendor Total:	$14,155.52
CENTERPOINTE EAST COMMERCIAL OWNERS ASSO						
Check Group:						
HOA Dues2989 Centerpointe		1	32	2087 7/1/2026	001.300.2630.6810.500 DUES AND FEES	$230.00
HOA Dues for 2993 Centerpointe E		1	32	2088 7/1/2026	001.300.2630.6810.500 DUES AND FEES	$230.00
HOA Dues for 3001 Centerpointe East		1	32	2089 7/1/2026	001.300.2630.6810.500 DUES AND FEES	$230.00
					Check #: 0	
					PO/InvoiceTotal:	$690.00
					Vendor Total:	$690.00

Voucher Detail Listing

Voucher Batch Number: 2701 **07/01/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
DYNAMITE INC						
Check Group:						
Cosmetology Cabinetry		11	47	0033-26 7/1/2026	610.319.4700.6731.607 Undesignated	$6,589.00
Pick Up and Delivery from Warehouse-Cabinetry		1	47	0033-26 7/1/2026	610.319.4700.6731.607 Undesignated	$275.00
Cabinetry Assembly, Prep & Install		11	47	0033-26 7/1/2026	610.319.4700.6731.607 Undesignated	$2,915.00
Fabricate and Install Shelves-Cabinetry-Cosmo		2	47	0033-26 7/1/2026	610.319.4700.6731.607 Undesignated	$3,300.00
Tax-Cabinetry-Cosmo		1	47	0033-26 7/1/2026	610.319.4700.6731.607 Undesignated	$566.65
P&O		1	47	0033-26 7/1/2026	610.319.4700.6731.607 Undesignated	$1,307.00
					Check #: 0	
					PO/InvoiceTotal:	$14,952.65
					Vendor Total:	$14,952.65
iSOLVED-OPERATING CASH	38-2976613					
Check Group:						
Premium Only-Core Service		1	33	143419-2 7/1/2026	001.300.2320.6270.500 HEALTH BENEFITS	$178.68
					Check #: 0	
					PO/InvoiceTotal:	$178.68
					Vendor Total:	$178.68
VECTOR SOLUTIONS						
Check Group:						
Vector Pathways Subscription FY27		1	40	inv143481 7/1/2026	610.300.2230.6655.500 SHORT-TERM NONINSTRUCTIONAL SOFTWARE SUBSCRIPTION	$4,000.00
					Check #: 0	
					PO/InvoiceTotal:	$4,000.00

Voucher Detail Listing

Voucher Batch Number: 2701 **07/01/2026**

Fiscal Year: 2026-2027

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					Vendor Total:	$4,000.00
					Grand Total:	$33,976.85

End of Report

ASBAIT
DEPT CODE 42266
PO BOX 650823
DALLAS TX 75265-0823

CENTERPOINTE EAST COMMERCIAL

4700 N STILLWELL PARKWAY
SUITE B
PRESCOTT VALLEY AZ 86314

DYNAMITE INC
7230 W CIELO GRANDE
PEORIA AZ 85383

iSOLVED-OPERATING CASH
PO BOX 737928
DALLAS TX 75373-7928

VECTOR SOLUTIONS
4890 W KENNEDY BLVD
STE 300
TAMPA FL 33609

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2026 - 2027

Bank Account: Treasurer YAVAPAI

From Date: 07/01/2026 **To Date:** 07/01/2026

From Check: 958470 **To Check:** 958474

From Voucher: 2701 **To Voucher:** 2701

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
958470	07/01/2026	ASBAIT	$14,155.52	2701	Printed	Expense	☐		
958471	07/01/2026	CENTERPOINTE EAST COMMERCIAL O	$690.00	2701	Printed	Expense	☐		
958472	07/01/2026	DYNAMITE INC	$14,952.65	2701	Printed	Expense	☐		
958473	07/01/2026	iSOLVED-OPERATING CASH	$178.68	2701	Printed	Expense	☐		
958474	07/01/2026	VECTOR SOLUTIONS	$4,000.00	2701	Printed	Expense	☐		
		Total Amount:	$33,976.85						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2664 **Voucher Date:** 06/08/2026 Prepared By: as

Printed: 06/09/2026 10:47:19 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $40,692.67 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$39,506.30
010	CLASSROOM SITE FUND	$0.00
400	CTE PRIORITY	$1,186.37
		$40,692.67

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2664 **Voucher Date:** 06/08/2026 Prepared By:

Printed: 06/08/2026 04:03:37 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $40,692.67 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$39,506.30
010	CLASSROOM SITE FUND	$0.00
400	CTE PRIORITY	$1,186.37
		$40,692.67

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2664 **06/08/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
AMAZON CAPITAL SERVICES							
Check Group:							
Book Repair Tape		2	452	1hjh-nhpf-ctgt 6/8/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$23.28
Tax		1	452	1hjh-nhpf-ctgt 6/8/2026	001.300.1000.6610.500 GENERAL SUPPLIES		$2.16
					Check #: 0		
						PO/InvoiceTotal:	$25.44
						Vendor Total:	$25.44
ASH FORK USD #31							
Check Group:							
Bus Driver Reimbursement		1	466	161224 6/8/2026	001.400.2710.6511.501 Undesignated		$7,696.71
					Check #: 0		
						PO/InvoiceTotal:	$7,696.71
Check Group:							
Priority Reimbursement		1	467	161226 6/8/2026	400.368.2500.6221.501 Undesignated		$53.79
Priority Reimbursement		1	467	161226 6/8/2026	400.368.2500.6222.501 Undesignated		$12.58
Priority Reimbursement		1	467	161226 6/8/2026	400.368.2500.6231.501 Undesignated		$118.60
Priority Reimbursement		1	467	161226 6/8/2026	400.368.2500.6232.501 Undesignated		$1.40
Priority Reimbursement		1	467	161226 6/8/2026	400.368.2500.6150.501 Undesignated		$1,000.00
					Check #: 0		
						PO/InvoiceTotal:	$1,186.37
						Vendor Total:	$8,883.08
CASTLE BRANCH-A DISA COMPANY							

Voucher Detail Listing

Voucher Batch Number: 2664 **06/08/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Check Group:							
CNA (compliance tracker, background check, drug test and fees)		4	92	1019819-in 6/8/2026	001.354.1000.6810.602 DUES AND FEES		$284.00
MA (compliance tracker, background check, drug test and fees)		8	92	1019819-in 6/8/2026	001.349.1000.6810.602 DUES AND FEES		$568.00
Dental (compliance tracker, background check, drug test and fees)		1	92	1019819-in 6/8/2026	001.321.1000.6810.607 DUES AND FEES		$80.49
					Check #: 0		
						PO/InvoiceTotal:	$932.49
						Vendor Total:	$932.49
GRANITE DELLS PORTABLE MINIS STORAGE LLC							
Check Group:							
Monthly Storage		1	393	1191 6/8/2026	001.321.2610.6441.607 RENTING LAND AND BUILDINGS		$72.67
Monthly Storage		1	393	1191 6/8/2026	001.366.2610.6441.607 Undesignated		$72.67
Monthly Storage		1	393	1191 6/8/2026	001.319.2610.6441.607 Undesignated		$72.66
					Check #: 0		
						PO/InvoiceTotal:	$218.00
						Vendor Total:	$218.00
MAYER USD #43							
Check Group:							
596 Estimated Passthrough		1	119	06082026 6/8/2026	001.300.1000.6870.505 PASS-THRU PAYMENTS-SATELLITE ALLOCATIONS		$25,369.08
					Check #: 0		
						PO/InvoiceTotal:	$25,369.08
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2664 **06/08/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Welding Certification Reimbursement		1	468	06082026a 6/8/2026	001.368.2213.6810.505 Undesignated		$4,562.00
					Check #: 0		
						PO/InvoiceTotal:	$4,562.00
						Vendor Total:	$29,931.08
MICHELLE PEREY							
Check Group:							
Dry Cleaning Reimbursement - Gowns		1	469	06082026 6/8/2026	001.300.2490.6810.500 DUES AND FEES		$90.00
					Check #: 0		
						PO/InvoiceTotal:	$90.00
						Vendor Total:	$90.00
Shred-It USA							
Check Group:							
District Office Shredding Fees		1	63	8014475979 6/8/2026	001.300.2510.6810.500 DUES AND FEES		$188.94
					Check #: 0		
						PO/InvoiceTotal:	$188.94
						Vendor Total:	$188.94
Xerox Business Solutions							
Check Group:							
Monthly Service		1	91	in6190960 6/8/2026	001.300.2580.6432.500 TECHNOLOGY-RELATED REPAIRS AND MAINTENANCE		$204.64
					Check #: 0		
						PO/InvoiceTotal:	$204.64
						Vendor Total:	$204.64
YAVAPAI COLLEGE							
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2664 **06/08/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Cybersecurity Tution		1	115	s0062333a 6/8/2026	001.353.1000.6564.610 TUITION - ED SVC AGENCY, COMMUNITY COLLEGE, IGA	$219.00
					Check #: 0	
					PO/InvoiceTotal:	$219.00
					Vendor Total:	$219.00
					Grand Total.	$40,692.67

End of Report

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE WA 98124-5184

ASH FORK USD #31
PO BOX 247
ASH FORK AZ 86320

CASTLE BRANCH-A DISA COMPANY
PO BOX 737769
DALAS TX 75373-7769

GRANITE DELLS PORTABLE MINIS

3255 N ROUTE STATE 89
PRESCOTT AZ 86323

MAYER USD #43
PO BOX 1059
MAYER AZ 86333

MICHELLE PEREY
1675 N SAN ANTONIO RD
CHINO VALLEY AZ 86323

Shred-It USA
28883 Network Place
Chicago IL 60673-1288

Xerox Business Solutions
PO BOX 674911
DALLAS TX 75267-4911

YAVAPAI COLLEGE
ATTN: BUSINESS OFFICE
1100 E. SHELDON ST.
PRESCOTT AZ 86301

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2025 - 2026

Bank Account: Treasurer YAVAPAI

From Date:	06/09/2026	**To Date:**	06/09/2026
From Check:	956625	**To Check:**	956633
From Voucher:	2664	**To Voucher:**	2664

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
956625	06/09/2026	AMAZON CAPITAL SERVICES	$25.44	2664	Printed	Expense	☐		
956626	06/09/2026	ASH FORK USD #31	$8,883.08	2664	Printed	Expense	☐		
956627	06/09/2026	CASTLE BRANCH-A DISA COMPANY	$932.49	2664	Printed	Expense	☐		
956628	06/09/2026	GRANITE DELLS PORTABLE MINIS S	$218.00	2664	Printed	Expense	☐		
956629	06/09/2026	MAYER USD #43	$29,931.08	2664	Printed	Expense	☐		
956630	06/09/2026	MICHELLE PEREY	$90.00	2664	Printed	Expense	☐		
956631	06/09/2026	Shred-It USA	$188.94	2664	Printed	Expense	☐		
956632	06/09/2026	Xerox Business Solutions	$204.64	2664	Printed	Expense	☐		
956633	06/09/2026	YAVAPAI COLLEGE	$219.00	2664	Printed	Expense	☐		
		Total Amount:	$40,692.67						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2665 **Voucher Date:** 06/09/2026 Prepared By:

Printed: 06/09/2026 03:44:12 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $69,808.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
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MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
475	JTED SOFT CAPITAL	$0.00
610	UNRESTRICTED CAPITAL OUTLAY	$69,808.70
		$69,808.70

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2665 **Voucher Date:** 06/09/2026 Prepared By:

Printed: 06/09/2026 03:05:25 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $69,808.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

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MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
475	JTED SOFT CAPITAL	$0.00
610	UNRESTRICTED CAPITAL OUTLAY	$69,808.70
		$69,808.70

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2665 **06/09/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
DYNAMITE INC						
Check Group:						
Renovations for 2989 Centerpointe E Unites A, B, and C		1	352	06092026 6/9/2026	610.319.4700.6450.607 Undesignated	$69,808.70
					Check #: 0	
					PO/InvoiceTotal:	$69,808.70
					Vendor Total:	$69,808.70
					Grand Total:	$69,808.70

End of Report

DYNAMITE INC
7230 W CIELO GRANDE
PEORIA AZ 85383

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2025 - 2026

Bank Account: Treasurer YAVAPAI

From Date:	06/09/2026	**To Date:**	06/09/2026
From Check:	956718	**To Check:**	956718
From Voucher:	2665	**To Voucher:**	2665

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
956718	06/09/2026	DYNAMITE INC	$69,808.70	2665	Printed	Expense	X		
		Total Amount:	$69,808.70						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2666 **Voucher Date:** 06/15/2026 Prepared By: LS

Printed: 06/16/2026 02:25:32 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $85,272.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

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DISTRICT COPY

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MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$14,571.20
010	CLASSROOM SITE FUND	$0.00
374	E-RATE TELE-COMMUNICATIONS	$2,229.00
400	CTE PRIORITY	$1,493.10
515	CIVIC CENTER	($200.00)
610	UNRESTRICTED CAPITAL OUTLAY	$67,178.71
		$85,272.01

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2666 **Voucher Date:** 06/15/2026 Prepared By:

Printed: 06/15/2026 06:12:51 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $85,272.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

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EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$14,571.20
010	CLASSROOM SITE FUND	$0.00
374	E-RATE TELE-COMMUNICATIONS	$2,229.00
400	CTE PRIORITY	$1,493.10
515	CIVIC CENTER	($200.00)
610	UNRESTRICTED CAPITAL OUTLAY	$67,178.71
		$85,272.01

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
AMAZON CAPITAL SERVICES							
Check Group:							
Liquid Nails		1	470	117f-lkhv-ycrd 6/15/2026	001.300.2510.6610.500 GENERAL SUPPLIES		$13.65
					Check #: 0		
						PO/InvoiceTotal:	$13.65
Check Group:							
Office Supplies		1	471	1fq7-tvkh-cny3 6/15/2026	001.300.2510.6610.500 GENERAL SUPPLIES		$27.55
					Check #: 0		
						PO/InvoiceTotal:	$27.55
						Vendor Total:	$41.20
BANKCARD CENTER							
Check Group:							
Staff Training Fees		5	473	06152026 6/15/2026	001.300.2213.6360.500 EMPLOYEE TRAINING & PROFESSIONAL DEVELOPMENT		$500.00
Ramada Credit		1	473	06152026 6/15/2026	001.300.2490.6810.500 DUES AND FEES		($200.00)
Dental Testing		1	473	06152026 6/15/2026	001.321.2260.6320.607 PROF-EDU SERVICES		$270.00
Dental Testing		1	473	06152026 6/15/2026	001.321.2260.6320.607 PROF-EDU SERVICES		$180.00
Vistaprint		1	473	06152026 6/15/2026	001.300.2560.6610.500 GENERAL SUPPLIES		$28.20
Board Mtg. Food		1	473	06152026 6/15/2026	001.300.2310.6610.500 GENERAL SUPPLIES		$264.89
Board Mtg Food		1	473	06152026 6/15/2026	001.300.2310.6610.500 GENERAL SUPPLIES		$10.30
Dental Testing		1	473	06152026 6/15/2026	001.321.2260.6320.607 PROF-EDU SERVICES		$180.00

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Board Mtg. Food		1	473	06152026 6/15/2026	001.300.2310.6610.500 GENERAL SUPPLIES	$24.97
Home Depot		0.5	473	06152026 6/15/2026	001.321.1000.6610.607 GENERAL SUPPLIES	$169.73
Home Depot		0.5	473	06152026 6/15/2026	001.366.1000.6610.607 SUPPLIES AND MATERIALS	$169.73
TrainingLunch		0.61001047	473	06152026 6/15/2026	001.300.2190.6890.500 MISC EXPENDITURES	$302.98
TrainingLunch		0.38998953	473	06152026 6/15/2026	001.300.2570.6580.500 TRAVEL	$193.70
Norms Lock		0.33333333	473	06152026 6/15/2026	001.319.2620.6810.607 Undesignated	$8.32
Norms Lock		0.33333333	473	06152026 6/15/2026	001.366.2620.6810.607 Undesignated	$8.32
Norms Lock		0.33333334	473	06152026 6/15/2026	001.321.2620.6810.607 DUES AND FEES	$8.32
Zoom		1	473	06152026 6/15/2026	610.300.2310.6655.500 SHORT-TERM NONINSTRUCTIONAL SOFTWARE SUBSCRIPTION	$67.96
Centerpointe Supply		0.33333333	473	06152026 6/15/2026	001.319.2620.6610.607 GENERAL SUPPLIES	$12.14
Centerpointe Supply		0.33333333	473	06152026 6/15/2026	001.366.2620.6610.607 GENERAL SUPPLIES	$12.14
Centerpointe Supply		0.33333334	473	06152026 6/15/2026	001.321.2620.6610.607 GENERAL SUPPLIES	$12.14
Centerpointe Supply		0.33328053	473	06152026 6/15/2026	001.319.2620.6610.607 GENERAL SUPPLIES	$42.08

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Centerpointe Supply		0.333359734	473	06152026 6/15/2026	001.366.2620.6610.607 GENERAL SUPPLIES	$42.09
Centerpointe Supply		0.333359734	473	06152026 6/15/2026	001.321.2620.6610.607 GENERAL SUPPLIES	$42.09
Hotel-Training		1	473	06152026 6/15/2026	001.300.2570.6580.500 TRAVEL	$129.13
EMT Testing		1	473	06152026 6/15/2026	001.329.2260.6320.602 PROF-EDU SERVICES	$104.00
Opus for Marketing		1	473	06152026 6/15/2026	001.300.2560.6810.500 DUES AND FEES	$190.18
MA Testing		1	473	06152026 6/15/2026	001.349.2260.6320.602 PROF-EDU SERVICES	$165.00
Vet Testing		1	473	06152026 6/15/2026	001.366.2260.6320.607 PROF-EDU SERVICES	$306.00
Priority-Seligman Supply		1	473	06152026 6/15/2026	400.300.1000.6610.507 Undesignated	$1,493.10
Supply for Vet		1	473	06152026 6/15/2026	001.366.2620.6610.607 GENERAL SUPPLIES	$38.24
Refund for Ramada		1	473	06152026 6/15/2026	515.300.2490.6810.500 Undesignated	($200.00)
Unisource		0.333336055	473	06152026 6/15/2026	001.321.2610.6810.607 Undesignated	$408.18
Unisource		0.333336055	473	06152026 6/15/2026	001.366.2610.6810.607 Undesignated	$408.18
Unisource		0.33332789	473	06152026 6/15/2026	001.319.2610.6810.607 Undesignated	$408.17
AED for Cosmetology		1	473	06152026 6/15/2026	610.319.2670.6731.607 Undesignated	$1,817.13

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Board Mtg. Food		1	473	06152026 6/15/2026	001.300.2310.6610.500 GENERAL SUPPLIES		$15.41
					Check #: 0		
						PO/InvoiceTotal:	$7,632.82
						Vendor Total:	$7,632.82
Budget Storage							
Check Group:							
Storage Unit Rental		1	62	0192760 6/15/2026	001.300.2610.6441.500 RENTING LAND AND BUILDINGS		$300.00
					Check #: 0		
						PO/InvoiceTotal:	$300.00
						Vendor Total:	$300.00
CASTLE BRANCH-A DISA COMPANY							
Check Group:							
CNA (compliance tracker, background check, drug test and fees)		10	92	1031593-in 6/15/2026	001.354.1000.6810.602 DUES AND FEES		$1,813.31
MA (compliance tracker, background check, drug test and fees)		10	92	1031593-in 6/15/2026	001.349.1000.6810.602 DUES AND FEES		$454.45
					Check #: 0		
						PO/InvoiceTotal:	$2,267.76
						Vendor Total:	$2,267.76
CITY OF PRESCOTT							
Check Group:							
Water/Sewer		1	146	4761207 6/15/2026	001.300.2610.6810.607 DUES AND FEES		$68.73
					Check #: 0		
						PO/InvoiceTotal:	$68.73
						Vendor Total:	$68.73
CREXENDO BUSINESS SOLUTIONS INC	27-0369194						

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Check Group:							
Monthly Phone Charges		1	90	351607 6/15/2026	001.300.2610.6531.500 TELEPHONE		$267.66
					Check #: 0		
						PO/InvoiceTotal:	$267.66
						Vendor Total:	$267.66
DEER VALLEY USD ATTN: Print Services							
Check Group:							
CTE Book 28 page gloss full color printed		100	334	107105 6/15/2026	001.300.2560.6540.500 ADVERTISING		$4,457.07
					Check #: 0		
						PO/InvoiceTotal:	$4,457.07
						Vendor Total:	$4,457.07
DYNAMITE INC							
Check Group:							
Under Mount Sinks-Cosmetology		4	474	0029-26 6/15/2026	610.319.4700.6731.607 Undesignated		$800.00
Countertops: Fabrication and Instillation		1	474	0029-26 6/15/2026	610.319.4700.6733.607 Undesignated		$14,580.00
Cabinetry: Cosmetology		14	474	0029-26 6/15/2026	610.319.4700.6731.607 Undesignated		$8,386.00
Fees and Assembly		14	474	0029-26 6/15/2026	610.319.4700.6731.607 Undesignated		$3,985.00
Taxes and Fees for Cabinets and Countertops-Cosmetology		1	474	0029-26 6/15/2026	610.319.4700.6731.607 Undesignated		$3,846.99
					Check #: 0		
						PO/InvoiceTotal:	$31,597.99
Check Group:							
Assembly of Cabinetry and Chairs-Cosmetology		1	475	0030-26 6/15/2026	610.319.4700.6733.607 Undesignated		$15,400.00

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Exterior Store Front Single Door-Cosmetology		1	475	0030-26 6/15/2026	610.319.4700.6731.607 Undesignated	$426.90
Exterior Store Front Double Door-Cosmetology		1	475	0030-26 6/15/2026	610.319.4700.6731.607 Undesignated	$2,869.13
Interior Doors-Cosmetology		1	475	0030-26 6/15/2026	610.319.4700.6731.607 Undesignated	$5,500.00
Taxes and Fees		1	475	0030-26 6/15/2026	610.319.4700.6731.607 Undesignated	$2,199.60
Framing, Stucco Repair		1	475	0030-26 6/15/2026	610.319.4700.6810.607 Undesignated	$7,300.00
					Check #: 0	
					PO/InvoiceTotal:	$33,695.63
					Vendor Total:	$65,293.62
GRANITE DELLS PORTABLE MINIS STORAGE LLC						
Check Group:						
Monthly Storage		2	393	1200 6/15/2026	001.321.2610.6441.607 RENTING LAND AND BUILDINGS	$400.00
Monthly Storage		2	393	1200 6/15/2026	001.366.2610.6441.607 Undesignated	$400.00
Monthly Storage		1	393	1200 6/15/2026	001.319.2610.6441.607 Undesignated	$564.27
					Check #: 0	
					PO/InvoiceTotal:	$1,364.27
					Vendor Total:	$1,364.27
HEINFELD, MEECH & CO., P.C.						
Check Group:						
Review/Train/Consult - Inventory and School ERP Pro		1	142	110039 6/15/2026	001.300.2510.6310.500 OFFICIAL/ADMINISTRATIVE SERVICES	$587.50
					Check #: 0	
					PO/InvoiceTotal:	$587.50

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						Vendor Total:	$587.50
HENRY SCHEIN-ONE							
Check Group:							
Dentrix Support Contracted		1	81	v7244886 6/15/2026	001.321.2230.6810.607 DUES AND FEES		$256.86
					Check #: 0		
						PO/InvoiceTotal:	$256.86
						Vendor Total:	$256.86
L C DISTRIBUTION LLC							
Check Group:							
Office Water		1	145	204981 6/15/2026	001.300.2510.6610.500 GENERAL SUPPLIES		$44.50
					Check #: 0		
						PO/InvoiceTotal:	$44.50
						Vendor Total:	$44.50
OFFICE DEPOT							
Check Group:							
Vet Assisting Supplies		0.5	58	469553938001 6/15/2026	001.366.1000.6610.607 SUPPLIES AND MATERIALS		$230.51
Dental Assisting Supplies		0.5	58	469553938001 6/15/2026	001.321.1000.6610.607 GENERAL SUPPLIES		$230.51
					Check #: 0		
						PO/InvoiceTotal:	$461.02
						Vendor Total:	$461.02
YCETC							
Check Group:							
Internet Access @77%		3000	89	25-1390 6/15/2026	374.300.2610.6531.500 Telephone		$420.00
Administrative Fee		3000	89	25-1390 6/15/2026	374.300.2610.6531.500 Telephone		$300.00

Voucher Detail Listing

Voucher Batch Number: 2666 **06/15/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Internet Service-Not Eligible for E-Rate		1000	89	25-1390 6/15/2026	374.300.2610.6531.500 Telephone	$1,409.00
Administrative Fee		1000	89	25-1390 6/15/2026	374.300.2610.6531.500 Telephone	$100.00
				Check #: 0		

PO/InvoiceTotal: $2,229.00

Vendor Total: $2,229.00

Grand Total: $85,272.01

End of Report

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE WA 98124-5184

BANKCARD CENTER
PO BOX 30833
SALT LAKE CITY UT 84130-0833

Budget Storage
9101 East Valley Rd
Prescott Valley AZ 86314

CASTLE BRANCH-A DISA COMPANY
PO BOX 737769
DALAS TX 75373-7769

CITY OF PRESCOTT
UTILITY BILLING
201 N MONTEZUMA ST.
PRESCOTT AZ 86301

CREXENDO BUSINESS SOLUTIONS INC
PO Box
Dallas TX 75320-0969

DEER VALLEY USD ATTN: Print Services
20402 N 15TH AVE
PHOENIX AZ 85027

DYNAMITE INC
7230 W CIELO GRANDE
PEORIA AZ 85383

GRANITE DELLS PORTABLE MINIS

3255 N ROUTE STATE 89
PRESCOTT AZ 86323

HEINFELD, MEECH & CO., P.C.
10120 N ORACLE RD
TUCSON AZ 85704

HENRY SCHEIN-ONE
DEPT. CH 14200
PALATINE IL 60055-4200

L C DISTRIBUTION LLC
1030 SANDRETTO DR STE C
PRESCOTT AZ 86305

OFFICE DEPOT
PO BOX 633211
CINCINNATI OH 45263-3211

YCETC
ATTENTION: RACHEL FISHER
4745 ALDRICH DRIVE S.
PRESCOTT AZ 86305

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2025 - 2026

Bank Account: Treasurer YAVAPAI

From Date:	06/16/2026	**To Date:**	06/16/2026
From Check:	957150	**To Check:**	957163
From Voucher:	2666	**To Voucher:**	2666

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
957150	06/16/2026	AMAZON CAPITAL SERVICES	$41.20	2666	Printed	Expense	☐		
957151	06/16/2026	BANKCARD CENTER	$7,632.82	2666	Printed	Expense	☐		
957152	06/16/2026	Budget Storage	$300.00	2666	Printed	Expense	☐		
957153	06/16/2026	CASTLE BRANCH-A DISA COMPANY	$2,267.76	2666	Printed	Expense	☐		
957154	06/16/2026	CITY OF PRESCOTT	$68.73	2666	Printed	Expense	☐		
957155	06/16/2026	CREXENDO BUSINESS SOLUTIONS IN	$267.66	2666	Printed	Expense	☐		
957156	06/16/2026	DEER VALLEY USD ATTN: Print Se	$4,457.07	2666	Printed	Expense	☐		
957157	06/16/2026	DYNAMITE INC	$65,293.62	2666	Printed	Expense	☐		
957158	06/16/2026	GRANITE DELLS PORTABLE MINIS S	$1,364.27	2666	Printed	Expense	☐		
957159	06/16/2026	HEINFELD, MEECH & CO., P.C.	$587.50	2666	Printed	Expense	☐		
957160	06/16/2026	HENRY SCHEIN-ONE	$256.86	2666	Printed	Expense	☐		
957161	06/16/2026	L C DISTRIBUTION LLC	$44.50	2666	Printed	Expense	☐		
957162	06/16/2026	OFFICE DEPOT	$461.02	2666	Printed	Expense	☐		
957163	06/16/2026	YCETC	$2,229.00	2666	Printed	Expense	☐		
		Total Amount:	$85,272.01						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2667 **Voucher Date:** 06/22/2026 Prepared By: MS

Printed: 06/23/2026 02:06:49 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $27,610.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$16,678.25
610	UNRESTRICTED CAPITAL OUTLAY	$10,932.57
		$27,610.82

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2667 **Voucher Date:** 06/22/2026 Prepared By:

Printed: 06/22/2026 04:39:08 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $27,610.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$16,678.25
610	UNRESTRICTED CAPITAL OUTLAY	$10,932.57
		$27,610.82

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2667 **06/22/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
CHRISTOPHER CARRIZOSA							
Check Group:							
CNA Reimbursement		1	478	06222026 6/22/2026	001.354.2260.6320.602 PROFESSIONAL - EDUC SERVICES		$130.00
					Check #: 0		
						PO/InvoiceTotal:	$130.00
						Vendor Total:	$130.00
LAUNDRY & CLEANERS EQUIPMENT							
Check Group:							
Speed Queen Commercial Gas Laundry Tower		0.5	400	I24307 6/22/2026	610.366.4700.6731.607 Undesignated		$2,016.40
Speed Queen Commercial Gas Laundry Tower		0.5	400	I24307 6/22/2026	610.319.4700.6731.607 Undesignated		$2,016.40
Tax and Shipping		0.25	400	I24307 6/22/2026	610.366.4700.6731.607 Undesignated		$561.01
Tax and Shipping		1	400	I24307 6/22/2026	610.319.4700.6731.607 Undesignated		$561.00
					Check #: 0		
						PO/InvoiceTotal:	$5,154.81
						Vendor Total:	$5,154.81
MOUNTAIN INSTITUTE 02							
Check Group:							
FY27 Clearing of Bank Account		1	477	06222026 6/22/2026	001.300.2510.6810.500 DUES AND FEES		$1,000.00
					Check #: 0		
						PO/InvoiceTotal:	$1,000.00
						Vendor Total:	$1,000.00
PRAYING MANTIS PEST & WEED CONTROL INC							
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2667 **06/22/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Weed and Pest Control		0.5	168	13989 6/22/2026	001.366.2630.6810.607 Undesignated	$47.50
Weed and Pest Control		0.5	168	13989 6/22/2026	001.321.2630.6810.607 Undesignated	$47.50
					Check #: 0	
					PO/InvoiceTotal:	$95.00
					Vendor Total:	$95.00
THE BURMAX COMPANY., INC						
Check Group:						
Cosmetology Foundations Textbook		25	425	1241434-00 6/22/2026	610.319.1000.6642.607 Undesignated	$5,013.25
Tax & Shipping		1	425	1241434-00 6/22/2026	610.319.1000.6642.607 Undesignated	$764.51
					Check #: 0	
					PO/InvoiceTotal:	$5,777.76
					Vendor Total:	$5,777.76
YAVAPAI COLLEGE						
Check Group:						
Auto Technology Tuition		1	115	06222026 6/22/2026	001.311.1000.6564.603 TUITION - ED SVC AGENCY, COMMUNITY COLLEGE, IGA	$1,168.00
CNA Tuition		1	115	06222026 6/22/2026	001.354.1000.6564.602 TUITION - ED SVC AGENCY, COMMUNITY COLLEGE, IGA	$3,730.50
Deisel Tuition		1	115	06222026 6/22/2026	001.322.1000.6564.603 TUITION - ED SVC AGENCY, COMMUNITY COLLEGE, IGA	$8,760.00
Legal Office Clerk		1	115	06222026 6/22/2026	001.385.1000.6564.610 TUITION - ED SVC AGENCY, COMMUNITY COLLEGE, IGA	$68.00
3D Printing Tuition		1	115	06222026 6/22/2026	001.386.1000.6564.603 Undesignated	$1,726.75
					Check #: 0	

Voucher Detail Listing

Voucher Batch Number: 2667 **06/22/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					PO/InvoiceTotal:	$15,453.25
					Vendor Total:	$15,453.25
					Grand Total:	$27,610.82

End of Report

CHRISTOPHER CARRIZOSA
16032 S PAPAGO DR
MAYER AZ 86333

LAUNDRY & CLEANERS EQUIPMENT
320 S 25th Street
Phoenix AZ 85034

MOUNTAIN INSTITUTE 02
220 RUGER RD STE 2
PRESCOTT AZ 86301

PRAYING MANTIS PEST & WEED CONTROL

6392 LEAR LANE
PRESCOTT AZ 86301

THE BURMAX COMPANY, INC
28 BARRETTS AVENUE
HOLTSVILLE NY 11742

YAVAPAI COLLEGE
ATTN: BUSINESS OFFICE
1100 E. SHELDON ST.
PRESCOTT AZ 86301

Check Listing

Fiscal Year: 2025 - 2026

Bank Account: Treasurer YAVAPAI

From Date: 06/23/2026 **To Date:** 06/23/2026

From Check: 957741 **To Check:** 957746

From Voucher: 2667 **To Voucher:** 2667

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
957741	06/23/2026	CHRISTOPHER CARRIZOSA	$130.00	2667	Printed	Expense	☐		
957742	06/23/2026	LAUNDRY & CLEANERS EQUIPMENT	$5,154.81	2667	Printed	Expense	☐		
957743	06/23/2026	MOUNTAIN INSTITUTE 02	$1,000.00	2667	Printed	Expense	☐		
957744	06/23/2026	PRAYING MANTIS PEST & WEED CON	$95.00	2667	Printed	Expense	☐		
957745	06/23/2026	THE BURMAX COMPANY., INC	$5,777.76	2667	Printed	Expense	☐		
957746	06/23/2026	YAVAPAI COLLEGE	$15,453.25	2667	Printed	Expense	☐		
		Total Amount:	$27,610.82						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2668 **Voucher Date:** 06/29/2026 Prepared By: as

Printed: 06/30/2026 09:48:45 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $6,692.39 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DISTRICT COPY

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$2,592.39
610	UNRESTRICTED CAPITAL OUTLAY	$4,100.00
		$6,692.39

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2668 **Voucher Date:** 06/29/2026 Prepared By:

Printed: 06/29/2026 04:13:34 PM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $6,692.39 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
001	MAINTENANCE AND OPERATION FUND	$2,592.39
610	UNRESTRICTED CAPITAL OUTLAY	$4,100.00
		$6,692.39

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2668 **06/29/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
ARIZONA SCHOOL PERSONNEL ADMINISTRATORS							
Check Group:							
Conference Registration		1	479	200008873 6/29/2026	001.300.2570.6360.500 EMPLOYEE TRAINING & PROFESSIONAL DEVELOPMENT		$495.00
					Check #: 0		
						PO/InvoiceTotal:	$495.00
						Vendor Total:	$495.00
B&W FIRE SECURITY SYSTEMS LLC							
Check Group:							
Equipment and Install of Fire Alarm System for Centerpointe Building		0.33	464	100196 6/29/2026	610.319.4700.6450.607 Undesignated		$1,353.00
Equipment and Install of Fire Alarm System for Centerpointe Building		0.33	464	100196 6/29/2026	610.321.4700.6450.607 Undesignated		$1,353.00
Equipment and Install of Fire Alarm System for Centerpointe Building		0.34	464	100196 6/29/2026	610.366.4700.6450.607 Undesignated		$1,394.00
					Check #: 0		
						PO/InvoiceTotal:	$4,100.00
						Vendor Total:	$4,100.00
BETH CUMMINS							
Check Group:							
Travel Riembursement		1	189	06292026 6/29/2026	001.300.2310.6580.500 TRAVEL		$376.27
					Check #: 0		
						PO/InvoiceTotal:	$376.27
						Vendor Total:	$376.27
CASTLE BRANCH-A DISA COMPANY							
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2668 **06/29/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
MA (compliance tracker, background check, drug test and fees)		8	92	1033563-in 6/29/2026	001.349.1000.6810.602 DUES AND FEES		$691.22
Dental (compliance tracker, background check, drug test and fees)		1	92	1033563-in 6/29/2026	001.321.1000.6810.607 DUES AND FEES		$74.40
					Check #: 0		
						PO/InvoiceTotal:	$765.62
						Vendor Total:	$765.62
HOSA NATIONAL							
Check Group:							
HOSA Chapter Dues		1	480	99683863 6/29/2026	001.366.1000.6810.607 DUES AND FEES		$480.00
					Check #: 0		
						PO/InvoiceTotal:	$480.00
						Vendor Total:	$480.00
WEX BANK							
Check Group:							
Student Fuel Reimbursement		1	107	113311708 6/29/2026	001.400.2710.6626.500 GASOLINE		$313.86
Non Student Fuel Reimbursement		1	107	113311708 6/29/2026	001.300.2650.6626.500 GASOLINE		$153.64
Student Monthly Card Charge		2	107	113311708 6/29/2026	001.400.2710.6810.500 DUES AND FEES		$4.00
Non Student Monthly Card Charge		2	107	113311708 6/29/2026	001.300.2650.6810.500 DUES AND FEES		$4.00
					Check #: 0		
						PO/InvoiceTotal:	$475.50
						Vendor Total:	$475.50
						Grand Total:	$6,692.39

End of Report

ARIZONA SCHOOL PERSONNEL

c/o DVUSD,
P.O. BOX 8016
GLENDALE AZ 86312

B&W FIRE SECURITY SYSTEMS LLC
8544 E EASTRIDGE RD
PRESCOTT VALLEY AZ 86314

BETH CUMMINS
PO BOX 995
BAGDAD AZ 86321

CASTLE BRANCH-A DISA COMPANY
PO BOX 737769
DALAS TX 75373-7769

HOSA NATIONAL
548 SILICON DRIVE, SUITE 101
SOUTHLAKE TX 76092

WEX BANK
PO BOX 6293
CAROL STREAM IL 60197-6293

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2025 - 2026

Bank Account: Treasurer YAVAPAI

From Date:	06/30/2026	**To Date:**	06/30/2026
From Check:	958259	**To Check:**	958264
From Voucher:	2668	**To Voucher:**	2668

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
958259	06/30/2026	ARIZONA SCHOOL PERSONNEL ADMIN	$495.00	2668	Printed	Expense	☐		
958260	06/30/2026	B&W FIRE SECURITY SYSTEMS LLC	$4,100.00	2668	Printed	Expense	☐		
958261	06/30/2026	BETH CUMMINS	$376.27	2668	Printed	Expense	☐		
958262	06/30/2026	CASTLE BRANCH-A DISA COMPANY	$765.62	2668	Printed	Expense	☐		
958263	06/30/2026	HOSA NATIONAL	$480.00	2668	Printed	Expense	☐		
958264	06/30/2026	WEX BANK	$475.50	2668	Printed	Expense	☐		
		Total Amount:	$6,692.39						

End of Report

MOUNTAIN INSTITUTE VOUCHER

Voucher No: 2670 **Voucher Date:** 07/01/2026 Prepared By:

Printed: 07/01/2026 10:30:12 AM

THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MOUNTAIN INSTITUTE funds for the sum of $249.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

DAVID KLEVER	BOARD MEMBER - PRESCOTT
THOMAS THURMAN	BOARD MEMBER - MAYER
BETH CUMMINS	BOARD CHAIR - BAGDAD
MICHELLE GRONEK	BOARD MEMBER - CHINO VALLEY
MARTIN GROSSMAN	BOARD MEMBER - HUMBOLDT
EDEE SPAIN	BOARD MEMBER - SELIGMAN
KURTIS KEELE	BOARD MEMBER - ASH FORK

MOUNTAIN INSTITUTE

Fund		Amount
400	CTE PRIORITY	$249.92
		$249.92

MOUNTAIN INSTITUTE

Voucher Detail Listing

Voucher Batch Number: 2670 **07/01/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
MAYER USD #43							
Check Group:							
Priority Reimbursement-Supplies		1	481	07012026 7/1/2026	400.368.1000.6610.505 GENERAL SUPPLIES		$149.92
					Check #: 0		
						PO/InvoiceTotal:	$149.92
						Vendor Total:	$149.92
SELIGMAN USD # 40							
Check Group:							
Priority Reimbursement		1	482	36444 7/1/2026	400.376.2213.6810.507 Undesignated		$100.00
					Check #: 0		
						PO/InvoiceTotal:	$100.00
						Vendor Total:	$100.00
						Grand Total:	$249.92

End of Report

MAYER USD #43
PO BOX 1059
MAYER AZ 86333

SELIGMAN USD # 40
PO BOX 650
SELIGMAN AZ 86337

MOUNTAIN INSTITUTE

Check Listing

Fiscal Year: 2025 - 2026

Bank Account: Treasurer YAVAPAI

From Date:	07/01/2026	**To Date:**	07/01/2026
From Check:	958468	**To Check:**	958469
From Voucher:	2670	**To Voucher:**	2670

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared	Clear Date	Void Date
958468	07/01/2026	MAYER USD #43	$149.92	2670	Printed	Expense	☐		
958469	07/01/2026	SELIGMAN USD # 40	$100.00	2670	Printed	Expense	☐		
		Total Amount:	$249.92						

End of Report

MOUNTAIN INSTITUTE CTED

GET TRAINED. GET CERTIFIED. GET HIRED.



2026-2027 Student Handbook

Dear Mountain Institute Students and Parents,

I want to personally welcome you to the Mountain Institute Career and Technical Education District (MICTED)! I congratulate you on making the choice to pursue your future career through one of our outstanding Career Preparation Programs. We are excited to have you as part of this year's class, whether you are attending one of our Satellite Campuses or traveling to one of our Central Campuses, our staff is committed to providing you a High Quality Career and Technical Education Experience!

MICTED is beginning its seventeenth year of serving students in Western Yavapai County, and Mountain Institute CTED students continue to grow and perform at the highest levels! Over the past fifteen years we have seen our students achieve and pursue their individual paths of success in each of our program areas. Mountain Institute CTED's motto is "Get Trained, Get Certified, and Get Hired!" Mountain Institute leads in student pass percentage and overall program performance for the Arizona CTE Technical Skills Assessment. Each of our programs provide Industry Certifications that can lead directly to employment in industry and college credits directly related to their chosen career path!

MICTED students return to share their success stories and highlight the positive impact of their CTED program and Industry certifications. CTED programming can further their education beyond high school and make them more competitive and employable in their chosen career path!

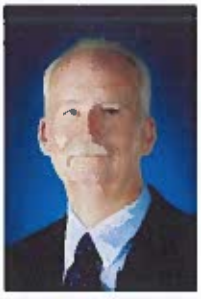
Mountain Institute's vision is to be "The Leader in Career and Technical Education!". It is our role to ensure that MICTED is continually providing programming that ensures career readiness for our students. We invite teachers, parents, and communities to join our business and industry partners in providing high quality educational opportunities that allow our students to "Get Trained, Get Certified, and Get Hired."

Thank you for being part of the Mountain Institute CTED family. We are pleased you have chosen to take an active role in shaping your future through industry training and post-secondary education as you successfully begin your future career!

Sincerely,

William "Bill" Stiteler

Superintendent



WELCOME TO MOUNTAIN INSTITUTE CTED

Mountain Institute CTED offers opportunities in Career and Technical Education (CTE) programs to students while they concurrently attend their home high school for graduation. Last year over 2,200 students were enrolled in CTED courses from Ash Fork, Bagdad, Chino Valley, Humboldt, Mayer, Prescott, and the Seligman communities.

Students attended courses in Automotive Technologies (Automotive), Automotive Collision Repair, Aviation, Culinary Arts, Agriculture, Electrical Line Worker, Nursing Services, Multi-Media Technologies, Business Management, Information Technologies, Marketing, Architectural Drafting, Welding Technologies, Bio Science Technologies, Pre-Engineering, Sports Medicine, Certified Nursing Assistant and Medical Assisting, Digital Communications, Film, TV and Software Development, Construction and Fire Science .

MISSION STATEMENT

Engaging students through industry-current instruction and leadership development to "Get Trained, Get Certified, and Get Hired"

VISION STATEMENT

The Leader in Premier Career and Technical Education!

MOUNTAIN INSTITUTE GOVERNING BOARD

The Mountain Institute Governing Board consists of members representing each of the seven school districts:

Marty Frossman - Board Chair.....Humboldt USD

Kurtis Keele..... Ash Fork USD	Thomas Thurman..(Chair Elect)..Mayer USD
Beth Cummins..... Bagdad USD	David Klever.....Prescott USD
Vacant..... Chino Valley USD	Vacant ..... Seligman USD

DISTRICT OFFICE STAFF

William Stiteler	Superintendent
Shaun Rose	Associate Superintendent Student Services
Michelle Perey	Associate Superintendent Programs
Amanda Graybill	Administrative Assistant II/Board Secretary/Human Resources
Edith Hulbard	District Data Coordinator
Heather Workman	Administrative Assistant I
Amanda Moses	CTE Specialist / Castle Branch Coordinator
Bonnie Vergalla	Transportation Coordinator

MOUNTAIN INSTITUTE INSTRUCTIONAL STAFF

Natalie Ortiz Nuno	Medical Assisting Services
Tracy Hamm	Medical Assisting Services
Michael Dougherty	Fire Science
Donna Shepard	Veterinary Assisting
Constant Lu	Dental Assisting
Denise Cartier	Dental Assisting
Lisa French	Cosmetology
Erlyn Lu	Teacher Assistant- Dental
Cash O'Brien	Teacher Assistant- Welding

YAVAPAI COLLEGE - MICTED INSTRUCTIONAL STAFF BY PROGRAM

Automotive Collision Repair
Amanda Beland
William Hamm
Jerad King

Automotive Technologies
Bill Hamm
Robert Moon
Bill O'Connell
Richard Krone

Aviation Technology
Spencer Coffin
David Smith

Behavioral Health Technician
Kassondra Corona

Business Management
Lee Guillory
Eric Hall
Brenda Lee

Construction Technologies
Brian Magarrell
Robert Cummins

Culinary Arts
Deborah Snyder
Justin Chalk

Cyber Security
Jennifer Riley
Sean Holmes

Diesel Engine Repair
Jerrad Smith

Early Childhood Education
Heather Leavitt
Tammy Lee
Sarah Maresciallo,
Tara O'Neill
Mark Whiteley

Education Profession
Tara O'Neil
Heather Leavitt

Electrical Lineman
Kirk LaPlace

Emergency Medical Services
Danny Avelar
Alexander Lewis

Engineering and Robotics
Cassi Gibson
Elizabeth Peters
Michael Schaible
Mark Lee

Fire Science
James Bushman
Michael Dougherty

Graphic Design
Kat Brink
Maureen Costa
Lindsay Masten
Nicholas Nihira

HVAC Installation
James Morales

Legal Office Clerk
Ruth Szanto
Tiffany Kragnes

Manufacturing & Machining
Michael Schaible
Mark Lee
Elijah Humes
Elizabeth Peters

Medical Assisting Services
Sonya Ayala
Amanda Kelsey

Medical Records Technician
Shauna Manning
Geanyra Sanchez

Nursing Services
Sonia Ayala
Amanda Kelsey
Ashley Picard,
Megan Stelter

Robotics
Quinton Voss

Software and App Design
Mike Holmes
Philip Reid

Welding Technologies
Aaron Rotteger
Robert Smith
Andrew Lamar

HIGH DEMAND–ATTENTION SENIORS!

Mountain Institute is offering the following programs to seniors upon high school graduation in May of 2026. See staff for more information.

3-D Printing ∴ Advanced Bookkeeping ∴ Air Traffic Control ∴ Automated Industrial Technology ∴ Auto Body Paint and Collision Technology ∴ Automotive Technician ∴ Aviation ∴ Basic Carpentry ∴ Behavioral Health Technician ∴ CNA ∴ Cybersecurity Specialist ∴ Diesel Technician ∴ Early Childhood Education ∴ Education Professions ∴ Electrical Line Worker ∴ EMT ∴ Fire Academy ∴ HVAC Technician ∴ Justice Studies ∴ Retail Management ∴ Organizational Management ∴ Medical Assisiting ∴ Medical Records Technician ∴ Plumbing Technician ∴ Wildland

HISTORY OF ARIZONA CAREER TECHNICAL EDUCATION DISTRICTS

In 1990, the Arizona Legislature approved the formation of Joint Technical Education Districts. Later that year the East Valley Institute of Technology (EVIT) was the first JTED created following a general election. In 2009 Mountain Institute JTED was formed to serve Western Yavapai County. Today there are 14 CTED's in Arizona, covering 99% of Arizona School Districts.

Mountain Institute CTED serves high school students who reside within the boundaries of the following school districts: Ash Fork, Bagdad, Chino Valley, Humboldt, Mayer, Prescott, and Seligman, as well as, all Charter Schools, homeschools and other non-public school students. Mountain Institute "Central " programs are occupationally specific and taught by qualified professionals, using state-of-the-art equipment. Our instructors are also caring individuals, who have the vision and skills to train students appropriately to compete in an ever-changing economy.

JTED Programs are comprehensive in nature, requiring two, or three years of study that leads to single or stackable industry credentials or post-secondary credit. Programs are open to students in grades 10-12. Central Campus CTED programs may require prerequisites or special approval prior to admission. Students enrolled in JTED programs earn high school credit and graduate from their home high school. In addition, students will earn **industry certifications** and may earn community college credit from Yavapai Community College.

In 2018 the Arizona Legislature made a change from JTED to CTED. CTED stands for Career Technical Education District.

STATUTORY REQUIREMENTS FOR CTED PROGRAMS

"Career Technical Education District Program" means a sequence of courses that is offered by a joint technical education district and that meets all of the following requirements:

- ✔ 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.
- ✔ Requires Business/Industry
- ✔ connection in an advisory, financial, internship or other relationship.
- ✔ Requires an assessment that demonstrates a level of skill or competency, with a passing rate of 60%, in a vocation or industry or that leads to certification in and acceptance by that vocation or industry.
- ✔ Requires specialized equipment or instructional materials that exceed the scope and cost of a standard educational course.
- ✔ Requires work-based learning components, career and technical student organization participation and laboratory experience as determined by the Career and Technical Education Division of the Department of Education.
- ✔ Requires a majority (over 50%) of instructional time to be conducted in a laboratory environment, field based environment or work based learning environment.
- ✔ Requires a single or stackable credential or a skill that will allow a student to obtain work on graduation before receiving an associate's degree or baccalaureate degree.
- ✔ Requires a Career and Technical Education Student Organization to be organized for the CTE secondary programmatic area
- ✔ Meets the standards of a career and technical education preparatory program as determined by the Career and Technical Education Division of the Department of Education.
- ✔ Has a defined pathway to career and postsecondary education for high school students
- ✔ Is approved by the Career and Technical Education Division of the Department of Education based on the requirements prescribed in this paragraph within one hundred twenty days after the submission of all required documentation.
- ✔ Is certified by the Career Technical Education District Governing Board to have met all the requirements prescribed in this article.
- ✔ Is offered only to students in grades ten, eleven and twelve.

PROGRAMS

Central Campus Mountain Institute Programs are open to all students.

Accounting
Air traffic Control
Automotive Collision Repair Program
Automotive Repair
Aviation Technology
Behavioral Health Technician
Business Management
Certified Nursing Assistant
Computer Programming
Construction Technology
Culinary Arts
Cybersecurity
Dental Assisting
Diesel Technician
Early Childhood Education
Education Professions
Electrical Line Worker
Emergency Medical Technician (EMT)
Fire Science
Graphic Design
Justice Studies
Legal Office Clerk
Manufacturing & Machining
Medical Assisting
Medical Records Technician
Phlebotomy
Robotics
Vet Assisting
Welding
Wildland Fire
3-D Printing

Satellite Programs are offered at our seven-member district high schools. *Contact your local high school to learn more.*

Seligman - AgriScience
https://www.seligmanschools.org/page/high-school

Ash Fork - Auto, Film & TV, and Welding
https://www.afjusd.org/

Mayer - AgriScience, Welding, and Business Management
https://mayerhs.mayerschools.org/

Bagdad- Construction, Culinary, Welding, and Business Management
https://www.bagdadschools.org/schools/bagdad-middle-and-high-school

Chino Valley - AgriScience,Bio Science, Culinary, Digital Animation, Sports Medicine, and Welding
https://cvhs.chinovalleyschools.com/

Bradshaw- CNA, Business Management, Digital Communications, Sports Medicine, Law & Public Safety, JROTC, Carpentry, Finance, and Stagecraft https://hs.humboldtunified.com/

Prescott- Auto Tech, Business Management, Computer Programming, Early Childhood Education, Fashion Design, Film & TV, JROTC, Law & Public Safety, Sports Medicine, Coding, and Stagecraft https://www.prescottschools.com/Domain

Member District Partner Schools: ASPIRE, Ed Options, ESA, Homeschooling, Northpoint Academy, Pace Academy, PV Charter, All About Kids and Tri-City Prep

GRADING SYSTEM

Individual teachers may assign different grade values in order to emphasize the importance they attach to each area of the course. Students are awarded credits for participation in MICTED programs by their home school. MICTED credits are applied towards the student's home school graduation requirements. MICTED awards certificates of completion to students who successfully complete Mountain Institute CTED programs.

Grading Requirements

The following grading system will be used in all Programs unless otherwise indicated in the YC course syllabus.

A: 90-100	Exceeds skill requirements
B: 80-89.99	Meets & often exceeds skill requirements
C: 70-79.99	Meets minimum skill requirements
D: 60-69.99	Below minimum skill requirements
F: 0-59.99	Failure

***** *Students receiving a failing grade (D or F) for the fall semester might not be enrolled in the spring semester class.*

***** 75% meets the Arizona State Board of Allied Health criteria for passing; ***therefore, a grade of 74% or lower in Allied Health Courses is considered "failing".***

EXAMS / FINALS

All students must take semester final exams and ADE End of Program CTE Assessments to successfully complete their CTED program. Assessments will contain criterion-referenced and written performance items, based on the industry validated standards and measurements. Information about what items were missed, how well the student completed the assessment and other information will be available "real time" for the teachers and the students taking the assessment. Also, this information will be provided to the instructor in the same fashion.

Industry Certification Exams

All students must sit for and attempt to pass the industry certification at the completion of their CTED program. Students are required to furnish all paperwork prior to taking the industry assessment. MICTED will provide application fees for recommended students to take their programs industry assessment *ONLY IF THE STUDENT HAS COMPLETED THE ENTIRE PROGRAM OF STUDY.*

All students must score at least 60% on certification assessments, unless the pass rate for the industry assessment is higher.

ATTENDANCE POLICY

As MICTED attempts to create an "on-the-job" environment with related performance expectations, our courses are designed to provide students with interactive laboratory experiences that are difficult to recreate in a written or online environment. Therefore, it is crucial that students attend class regularly in order to meet many of the course standards and learning objectives.

Regular attendance is essential for success in MICTED programs. Absences will be recorded by MICTED instructors. Absences shall be excused only for necessary and important reasons, such as illness, bereavement, family emergencies, field trips, or school functions required by the student's home school.

Attendance expectations, guidelines, and any credit-related requirements for each Career and Technical Education (CTE) program are outlined in the individual course syllabus. While MICTED establishes attendance expectations for its programs, Yavapai College maintains their own policies and procedures, which operate independently from MICTED policies.

ABSENCES

Mountain Institute CTED students are expected to attend school every day their class is scheduled to be in session. Absences from class make skill acquisition difficult and incomplete; therefore, absences can be detrimental to success in any Mountain Institute CTED program.

MICTED uses Safe Arrival as an attendance tracking system to notify parents/guardians when a student has not arrived at their assigned campus (see attached flyer for more information). Instructors may also monitor and/or take attendance

again at the end of each class period. *Every student is required to be in class at the proper time and must stay for the entire class period, or be excused by a parent/ guardian and sign out before leaving.*

Students enrolled in the Certified Nurse's Assistant (CNA) program MUST contact the instructor of the course if he/she will be unable to attend a clinical assignment.

CONSEQUENCES OF ABSENCES

Excessive absences can lead to missed learning opportunities, and in many cases, lab experiences cannot be fully made up. Each program syllabus outlines attendance expectations and the consequences of absences. Students are responsible for understanding and adhering to the attendance policy for their program. Excessive attendance may result in the student being placed on an attendance contract and/or withdrawn from the program.

As part of attendance monitoring, if a student is not present at the end of the daily class period, and has not been excused in advance, appropriate disciplinary action may be taken by MICTED administration. Continued attendance violations may result in the student being placed on an attendance contract and/or withdrawn from the program.

Students who participate in CTSO events must be present in class the day before a field trip or attending may be revoked.

NOTE: Parents and students are responsible for notifying MICTED of address/telephone changes.

Students attending Mountain Institute CTED Central Campus programs at Yavapai College's CTEC Campus, Chino Valley Campus, Main Campus, Prescott Valley Allied Health Campus, MICTED's Centerpointe Campus, or any other MICTED Central Campus location must follow the attendance policies outlined in the program or course syllabus provided at that specific site. Students enrolled in MICTED programs at Ash Fork, Bagdad, Bradshaw Mountain, Chino Valley, Mayer, Prescott, and Seligman high school campuses must adhere to the attendance policies of their respective school or district. Students taking courses through Yavapai College must also comply with Yavapai College policies, as communicated during registration and outlined in the course syllabus.

LATE WORK DUE TO ABSENCES

Students are responsible for initiating contact with each of their teachers to obtain appropriate make-up work for any excused absences prior to the absence. For pre-planned absences, such as field trips, students must notify each teacher in advance of the scheduled event. Students will be allowed the number of days missed plus one additional day to complete any make-up work, unless otherwise stated in the program or course syllabus.

Work missed due to suspension may be made up for credit at the teacher's discretion. Extended assignments, such as term papers or major projects, are still due on the assigned date unless prior arrangements have been made with the instructor.

Students will receive a copy of each teacher's syllabus, which outlines the specific make-up policy for that course. It is the student's responsibility to know and follow the expectations in the syllabus and communicate with the instructor. **Please note: some labs or hands-on activities may not be able to be recreated or made up if missed.**

EARLY / ACTIVITY RELEASE

Parents and guardians must follow the procedures outlined below for the early release of Mountain Institute CTED students:
For pre-planned early releases, students are required to notify each of their teachers in advance of the scheduled absence. In addition, the student's parent or guardian must contact the Mountain Institute CTED Office to inform staff of the planned early release.
Parents or guardians must be listed on the student's official records with Mountain Institute CTED in order to authorize a release.
If a parent or guardian arrives in person to pick up a student, CTED staff will verify the individual's identity using the student's

records on file. The student will be required to sign out before leaving campus, and the CTED employee may request photo identification and obtain a signature from the parent or guardian before releasing the student.

Students must have prior approval from Mountain Institute CTED to leave campus during scheduled class periods. If a student arrives late due to a personal appointment or other reason, parental or guardian notification must be submitted in advance to the MICTED Central Campus. Failure to follow these procedures may result in disciplinary action in accordance with Mountain Institute CTED's attendance policies.

Students participating in CTSO events or field trips must be present in class on the scheduled class day immediately preceding the activity. Students must also have a passing grade to register for an event and must maintain a passing grade to remain eligible to attend. Eligibility will be determined based on grades as of the Friday prior to the week of the event. Students who are not passing by this deadline may be removed from the event roster and will not be permitted to attend.

STUDENT CLINICAL EXPERIANCES, EXTERNSHIPS, INTERNSHIPS

Students participating in clinical placements, externships, internships, or other work-based learning experiences are expected to represent MICTED in a professional manner at all times. This includes adhering to all dress code requirements, wearing the appropriate program uniform, maintaining professional behavior, and following the policies and expectations of the clinical or worksite partner. Many clinical and internship sites also require students to successfully complete background checks and/or drug screening as a condition of placement. Students who fail to meet these requirements may be denied participation by the clinical site. In addition, any student who fails a required drug Screening at any time during the program will be immediately withdrawn from the program, which may result in a failing grade, as placement opportunities are contingent upon maintaining eligibility and compliance with industry standards.

STUDENT WITHDRAWAL/DROP

Any student who wishes to add or drop a Mountain Institute CTED Central Program after the first day of scheduled classes must complete the Withdrawal Form found on our website under *Students and Parents*. It is the student's responsibility to communicate their intent to add or drop with their parent or guardian and their school district's CTE Director. Home School, ESA, and online students must notify and work directly with Shaun Rose, Associate Superintendent of Student Services, or Edie Hulbard, MICTED Data Coordinator, to begin the withdrawal process.

Students are only allowed to add or drop a program within the timeframe published by MICTED. If a student stops attending and fails to complete the required withdrawal form with all necessary signatures, they will be automatically dropped after 10 consecutive days of absence.

Withdrawal Responsibilities

When withdrawing, whether voluntary or due to absenteeism, students must:

Return all materials provided by MICTED, including textbooks, uniforms, tools, and supplies, to the program instructor, the MICTED District Office, or their high school CTE Director.

Have a parent or guardian contact the MICTED District Office at (928) 771-0791 for information about completing any required Arizona Department of Education paperwork.

If concurrently enrolled in a Yavapai College (YC) class, the student must log into their YC account and officially withdraw. Failure to do so may result in academic and financial consequences.

Important Withdrawal Consequences

Withdrawing from a CTED program after the official drop period may result in:

Receiving a failing grade, or a "W" or "Y" on both the high school and college transcript

Loss of college and/or federal financial aid eligibility, which may affect future university admissions

Impact on re-admission eligibility for future MICTED programs or services

CLASS ID / BADGES

All students are required to carry their Mountain Institute CTED student ID and must be able to present it upon request. Some campuses, particularly those located at Yavapai College require an additional YC badge for entry and attendance. Students assigned to these campuses are responsible for badging in and signing in each day as part of campus policy. If a student loses their YC badge, they must sign in at the MICTED District Office until a replacement is issued. However, if a student loses their badge or signs in manually for two weeks, they will be required to pay for a replacement badge

It is the student's responsibility to:

- Keep their ID and YC badge secure and in good condition
- Follow all campus check-in procedures
- Promptly report a lost badge and follow the appropriate sign-in protocol
- Cover the cost of a replacement if the badge is not recovered within the allowed grace period

CLASS SUPPLIES / EQUIPMENT

Students are required to have the necessary materials to work with as prescribed by the teacher. Students should bring to class each day pencil, paper, pen and class textbooks. Students who attend class without the necessary supplies are subject to disciplinary action. Additional items may be required for specific MICTED program areas and will be outlined in the program / course syllabus.

EQUIPMENT / SUPPLY CHECKOUT PROCEDURES

Some MICTED programs require a specific set of specialized equipment that each student must have to successfully complete the CTED program. **Prior to the first day of scheduled classes, each student must either furnish their own specialized equipment as outlined in the program/course syllabus, or may check out a complete "KIT" from the MICTED Office.** Students who choose to check out a "KIT" provided by MICTED must return the complete kit in good working condition at the end of the program. Students who are missing parts of their kit or return damaged items will be held accountable for the cost of replacing those items. Students will not be accountable for normal wear and tear.

SAFETY EQUIPMENT / UNIFORMS

Where applicable, MICTED will furnish students with all **required** safety equipment and uniforms. Students will be responsible for safe storage / care of all furnished safety equipment and uniforms. Students who lose or misplace their furnished equipment will be held accountable for replacement at their own expense. **Students will not be allowed to work in laboratory areas without approved safety apparel and uniforms.** Students who attend class unprepared may lose credit for work assigned on that day.

TEXTBOOKS

The Mountain Institute CTED Governing Board furnishes all necessary textbooks. For identification, each book is numbered. In addition to textbooks, students may be furnished with additional materials or equipment necessary for the course.

Each student is expected to return all books, materials, and equipment at the end of his/her participation in the course or will be held accountable for any lost, destroyed, stolen or mutilated books/material.

PROFESSIONAL EXPECTATIONS/ DISCIPLINE

Mountain Institute's Professional Expectations/Discipline policies are based upon industry-generated employability skills. Employability skills are crucial for a student to become employed and stay employed. MICTED programs incorporate these skills in our course requirements and expectations. In the area of professional expectations and employability skills, it is the mission of Mountain Institute:

- To provide quality education and training programs.

- To provide each student with the opportunity to develop entry-level employment skills.
- To provide an atmosphere of professionalism conducive to learning through the use of highly motivated staff, up-to-date equipment and student support.
- To promote growth of the whole person

CODE OF CONDUCT

Mountain Institute CTED classes are organized to replicate the work environment. Students are required to conduct themselves in the same manner that is required by professional employees.

- Students are expected to arrive to class on time, prepared to engage in active learning with the appropriate homework assignments and materials, including textbooks, paper, pencil or pen, technology, and project materials. Students are also expected to remain in class until the end of the class.
- Cheating will not be tolerated. Students are expected to do their own work.
- Students are expected to follow directions given by any CTED/YC staff member.
- Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.
- Students are expected to refrain from using inappropriate language, including profanity, both in and out of the classroom. Inappropriate displays of affection will not be tolerated.

RESPECT CODE

Every person has the right to learn in a comfortable and safe environment. At Mountain Institute CTED, we expect all staff members, students and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all times.
- Being cooperative, attentive and supportive in class, and in all school related activities.
- Being supportive of one another in the pursuit of academic, activities, and personal goals.
- Not disturbing others in the classroom or during school related activities

DRESS CODE

As a member of a career and technical education program, each student is expected to meet the program standards to be career ready. Employability standards such as dress and behavior are equally important in acquiring and maintaining employment. Therefore, a student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene language, slogans, graphics or symbols, or symbols of sex, drugs or alcohol shall not be worn or displayed. Immodest or indecent attire is not acceptable. Appropriate designated footwear for each program must be worn at all times. Hooded and zip up sweatshirts are acceptable at some campuses but wearing the hood or a beanie that covers a student's face is not acceptable.

Mountain Institute CTED is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. **Specific courses may have assigned uniforms and students are expected to wear said attire as per the teacher's instructions.**

PROHIBITED STUDENT CONDUCT-DISRUPTIVE CONDUCT

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity. A student shall not violate any federal, state or local law. A student shall not violate any Governing Board policy, administrative regulation or school rules.

DEFIANCE OF AUTHORITY – TRUTHFULNESS

A student shall obey the reasonable instructions of teachers, administrators, and other CTED district employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other school district employees in a vulgar or profane manner. **(Student Policy J-2300 © JIC)**

POSSESSION OF WEAPONS / DANGEROUS ITEMS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises.

VANDALISM, LITTERING AND DESTRUCTION OF PROPERTY

A student shall not damage, destroy or deface any school property or property belonging to any other person and shall not litter on school property or at a school event.

DRUGS /ALCOHOL / TOBACCO /MEDICAL MARIJUANA

A student shall not possess, sell, offer to sell, use and transfer or be under the influence of alcohol, drugs, or medication (the use of medication is allowed if it is prescribed by a physician and used in accordance with the Governing Board policies). Drugs include any narcotic or dangerous drug, vapor releasing toxic substance, as well as any imitation controlled substance. The term medication means patent or proprietary medicines available legally by prescription only. A student shall not possess, sell, offer to sell, transfer or use drug paraphernalia. To insure the safety of our students and staff MICTED reserves the right to regularly have local law enforcement utilize canines trained to detect illegal drugs at the discretion of the school administration.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on MI CTED property, in a CTED vehicle, or at a CTED sponsored event.

An MICTED student is not permitted to possess or use tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products while participating in class or at any function sponsored or otherwise authorized by MI CTED regardless of age. This includes all Central Campus students, whether at Yavapai College, a business, agency or a local high school, regardless of age.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled in that educational institution. It is no defense to a violation of the policy if the victim consented or acquiesced to hazing. In accord with statute, violations of the policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program

All students, teachers, and staff are expected to take reasonable steps within their role to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains, or reports hazing, may report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall obtain sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

Student Violence/Harassment/Intimidation/Bullying

The Governing Board of Mountain Institute CTED believes it is the right of every student to be educated in a positive, safe, caring and respectful environment that maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation of citizens in society.

To assist in achieving a Program environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or

- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, oral, physical, or emotional means and may occur in a variety of forms including, but not limited to

- oral, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyber bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome oral or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of the law will be reported to local law enforcement. Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member. Program personnel are to maintain appropriate confidentiality of the reported information. Reprisal by any student directed toward a student or employee related to the reporting of the case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable program policies and administrative regulations

Students found to be bullying others will be disciplined up to and including suspension or expulsion from the program.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant program policies shall be followed. Law Enforcement Authorities shall be notified any time Program officials have a reasonable belief that an incidence of bullying is a violation of the law.

Endangering the Health and Safety of Others

A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons.

Threats, Assaults, and Fighting

A student shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person.

Defamation

A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to impugn a person's occupation, business or office.

Obscenity and Vulgarity

A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find; taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community, in recognition of the fact the students are, as a group, younger and more sensitive than the general adult population. Vulgar language, materials or gestures include language, materials or gestures that depict sexual and/or excretory activities in a patently offensive manner.

Forgery, Cheating, and Plagiarism

A student shall not use, or attempt to use, the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not share his or her knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher.

Gambling

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Emergency Alarms and Fire Control Devices

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists, justifying use of the device.

Arson

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a science class.

Unauthorized Entry

A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds.

Misrepresentation, Extortion, and Theft

A student shall not take, use or borrow any property by misrepresentation, deception or by expressed or implied threat. A student shall not take, use or borrow property belonging to another person without that person's permission to use or take the property.

Gang Activity and Association

A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the school. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation, in such a group, is prohibited because of the disruption to the educational activities that result from such activities addressed. It is the District position that such activities and dress also present a clear and present danger to other district students, to district staff members and to the community.

For this purpose, a "gang" is defined as a group of individuals (1) who refer to themselves as a group by a group name or moniker and (2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board Policy, including, but not limited to, the following: intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that damage real property such as graffiti. Gangs also often claim a territory or area and have similar groups that are deemed rivals or enemies.

SEARCHES

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

To insure the safety of our students and staff MICTED reserves the right to regularly have local law enforcement utilize canines trained to detect illegal drugs at the discretion of the school administration.

DISCIPLINARY ACTION

Discipline for Mountain Institute CTED students shall be in accordance with the Mountain Institute CTED policies when the student is present in a CTED Central Campus Course/Activity. **Discipline issues will be reported to the Mountain Institute CTED Superintendent or Superintendent designee, who will also notify the student's home school of said disciplinary action/infraction.** Concurrently, when a student is present at his/her home school campus, student discipline is then in accordance with the home school's established policies. All disciplinary actions taken at either Mountain Institute CTED or the home schools may be enforced by the home school and the CTED for the same infraction.

Classroom Discipline Plans/Course Expectancy

At the beginning of each new term and with each new student, teachers will take time to explain their individual classroom rules and the progressive consequences for violating rules. A copy of this plan will be available to each student (course syllabus), and he/she will be expected to adhere to all classroom rules and regulations. Students who refuse to accept the teacher's consequences for violations will be subject to immediate referral to the Superintendent or designee.

District Student Discipline Rules and Due Process Procedures

Purpose of Policy

The purpose of this policy is to: (1) define conduct that may result in discipline of a student and (2) set forth due process procedures for various types of discipline.

Application of Policy

A student who engages in conduct prohibited by this policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent conferences, temporary exclusion from the classroom, loss of privileges, loss of credit, withdrawal from class, **student being placed on a discipline contract**, suspension or expulsion.

This policy is intended to regulate conduct of a student when the student is: (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; or (3) is under a suspension or expulsion from another school district/member school district or has engaged in misconduct while attending another school district/member school district; or has (4) engaged in misconduct that is in any other manner school related or affects the operation of any school. For the purpose of this paragraph, the term "school grounds" includes all property owned or controlled by the school district and all property reasonably adjacent thereto where students congregate during or immediately before or after school.

MICTED DISCIPLINARY ACTIONS – ALL CAMPUSES

MICTED staff and instructors strive to see ALL students be successful. When disciplinary action becomes necessary the following consequences may be enforced:

- Behavioral/Academic Contracts,
- Suspension from the class or program, or
- Police Referral (when required by statue).

The following is a list of behaviors which may result in disciplinary action (this list is not exhaustive):

Aggression

- Verbal Provocation
- Minor Aggressive Act
- Disorderly Conduct
- Recklessness Endangerment
- Fighting
- Assault
- Aggravated Assault

Alcohol, Tobacco and Other Drugs

(sale/distribution or intent to sell/distribute; use; possession; or share)

- Alcohol Violation
- Tobacco Violation
- E-Cigarettes/vape
- Drug Violation Medical Marijuana

Arson

Attendance Policy Violation

- Tardy
- Leaving School Grounds without Permission Unexcused Absence
- Truancy

Harassment, Threat and Intimidation

- Harassment, Nonsexual
- Bullying
- Threat or Intimidation Hazing

Lying or Forgery

- Cheating, Plagiarism – See Ethics Policy

School Policies, Other Violations

- Combustible Contraband
- Defiance
- Disrespect towards Authority
- Dress Code Violation
- Gambling
- Language, Inappropriate Negative Group Affiliation
- Parking Lot Violation
- Profanity
- Public Display of Affection
- No Student ID Card

School Threat

- Bomb Threat
- Chemical or Biological Threat
- Fire Alarm Misuse

Theft

Trespassing

Sexual Offenses

- Pornography
- Indecent Exposure or Public Sexual Indecency Harassment
- Sexual Harassment,
- Sexual with Contact

Technology, Improper Use/Possession

- Computer
- Network infraction Electronics

Vandalism or Criminal Damage

- Graffiti or Tagging
- Vandalism of Personal Property
- Vandalism of School Property

Weapons and Dangerous Items

- Firearms
- Other Destructive Device
- Other Weapons Dangerous
- Simulated Weapons

Offenses may be reported to AZ Department of Education and/or law enforcement. Be aware of the following:

1. The administration reserves the right to circumvent the discipline matrix when deemed necessary.
2. Frequency and/or severity of any act will lead to immediate reclassification of the consequence.
3. Any continuing offense may be considered incorrigible behavior and will be taken to a discipline hearing.
4. Life Coaching can be used as an intervention.
5. Referrals will be sent home with the student and placed in student discipline file; parent will be contacted by phone or in person when a student is found to be in violation of an offense that merits Suspension.
6. Discipline hearings could result in Long-Term Suspension, Expulsion, Alternative to Suspension, or an Alternative Placement.
7. Students reasonably suspected of being under the influence of alcohol and/or drugs are subject to passive alcohol sensors, screening and/or wellness checks. Law enforcement may be notified.
8. Any violation of local, state, or federal law could result in a discipline hearing with a recommendation for Long- Term Suspension, Expulsion, or an Alternative Placement.

GENERAL STUDENT INFORMATION

Contests for Students

Student participation in contests sanctioned or promoted by the CTED shall be limited to activities that relate to the educational needs and interests of students and do not promote private or commercial interests. **(Student Policy J-4150 © JJG)**

Employment of Students

The CTED is aware that many students, for various reasons, seek employment during the school year. These students are reminded that school work and activities must not be neglected, nor shall such employment conflict with the school schedule. **(Student Policy J-6800 © JO)**

Student Activities Funds

Mountain Institute will adhere to Student Policy J-4100 © JJF regarding "Student Activity Fund" as defined in A.R.S 15- 1121 through A.R.S. 15-1124.

Governing Board Policies

Student policies, approved by the Governing Board, are available for viewing at http://lp.ctspublish.com/asba. All Mountain Institute JTED students and parents are encouraged to familiarize themselves with the content therein.

Telephone Calls and Messages to Students

Students will not be excused from class to make or accept telephone calls except in the case of an emergency. Telephones in classrooms are not to be used by students for personal calls.

Release of Student Photos

During the year, Mountain Institute CTED often has the opportunity to photograph students in a variety of learning experiences. Student recognition, contests, and work experiences are a few examples of these activities. Upon registration students and parents/guardians will be given a "Permission for Photo Release" which must be completed. These personally identifiable photographs may be used in the district newsletter, local newspaper, district website, social media and awards banquet presentations. Highlighting school achievement is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students.

Open/Closed Campus/Leaving Campus

Because MICTED courses are part of intensive industry-based programs, timely arrival and departure and attendance are essential. Therefore, students do not have permission to arrive late or leave early from CTED programs except for pre-approved or emergency situations. Students are expected to remain on campus as long as class is in session. A student with a medical or dental appointment may leave in time to meet such an appointment but must sign-out and

sign in upon return. A class or group of students may leave campus when they are scheduled to participate in a school-sponsored and chaperoned activity. An early release request must be signed by the parent and submitted to MICTED or the teacher before the student leaves class. Early release requests can be found in SafeArrival (see attached).

Make-Up Work

Assignments missed due to absences are the responsibility of the student. It is the **student's responsibility** to ask his or her teacher for make-up work prior to leaving unless otherwise allowed by the instructor upon returning from an absence. The student will adhere to the rules and expectations of the individual teacher concerning time frame for due dates concerning make-up work.

Apprenticeships/Clinicals

CTED Skills Labs are carefully monitored work/service experiences in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. This is an opportunity for students to gain valuable industry hands-on training within the local business community in support of their classroom instruction/standards. Uniforms and PPE may be required and will be discussed through course syllabus and classroom instructor. Students shall wear CTED provided ID and behave in a professional manner while participating in any Skills Lab/Clinical experience.

TRANSPORTATION

Though we do our best to facilitate and support transportation, MICTED does not provide transportation to and from classes. TRANSPORTATION IS THE RESPONSIBILITY OF THE HOME SCHOOL DISTRICT.

Students are responsible for arranging their own transportation to and from MICTED programs that operate outside the traditional high school schedule or are located off their home campus. This includes programs such as Cosmetology and other designated programs where district transportation may not be available. Students who drive must possess a valid driver's license, current vehicle registration, and insurance coverage and are expected to operate their vehicles safely and in accordance with all applicable laws and school regulations.

MICTED students need follow the parking guidelines for their campus. Students may not park in any staff, visitor, reserved space, or in a designated No Parking Area. Vehicle speed on campus is restricted to 5 miles per hour (5 mph) regardless of location. **(Student Policy J- 6650)**

COMPUTER & INTERNET USAGE

The use of the computer and internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges or disciplinary action by school officials. Any use of the computer or Internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. As users of technology for MICTED courses, students agree to:

1. Use school facilities and equipment only for school-related education activities.
2. Be responsible for the monitoring and if necessary rejection of inappropriate or unlawful materials.
3. Only use the internet for activities related to curriculum expectations. District resources will not be used for commercial purposes or sending unauthorized or personal electronic messages; this includes visits to social media sites.
4. Adhere to all copyright laws. School facilities and equipment will not be used to download games, music, graphics, videos, or test materials.
5. Not use school technology to plagiarize material. Plagiarism of another's work is a serious academic violation and students may lose credit in a course, or be expelled from college coursework as a result.
6. Not transmit material that is in violation of local or federal laws.
7. Report all security problems to system administrators and not demonstrate the problem to others.
8. Access only personal files or those files to which access has been granted by an authorized staff member.

9. Not purchase any online goods or services without authorized staff's permission. Students are financially responsible for all such purchases.
10. Use only school-approved software in school facilities on school equipment.
11. Avoid monopolizing systems, overloading networks, or printing excessively.
12. Not harm, modify, or destroy hardware on any school equipment.

ELECTRONIC DEVICES AND CELLPHONES

Students may possess cell phones and other personal electronic devices while attending MICTED programs. In accordance with Arizona law (A.R.S. § 15-120.05), the use of cell phones and other wireless communication devices during instructional time is prohibited unless specifically authorized by the instructor for an educational purpose, required by an IEP, 504 Plan, medical accommodation, or in an emergency.

During class, electronic devices must be silenced and kept out of sight unless directed by the instructor. Unauthorized use may result in disciplinary action and/or confiscation of the device. The use of cameras or recording devices in restrooms, locker rooms, clinical settings, or in any manner that violates the privacy of others is strictly prohibited and may result in disciplinary action. Electronic devices may be used during field trips or school-sponsored activities only when permitted by school personnel.

NON-DISCRIMINATION POLICY

Prohibited Discrimination - The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. In addition, Section 504 of the Rehabilitation Act (29 U.S.C. 794, et seq) requires, and it is the policy of the District, that otherwise qualified handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of handicap, under any district program or activity that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees.

Compliance Officer — any person who believes he or she has been the victim of unlawful discrimination by an agent or employee of the district or who knows of such discrimination against another person should file a complaint with the Superintendent designee (the Compliance Officer). If the Compliance Officer is the one alleged to have unlawfully discriminated, a complaint against the Compliance Officer should be filed with the Superintendent who, for all other purposes of this policy, shall act as the Compliance Officer.

Complaint Investigation Procedure—The District is committed to investigating each complaint thoroughly and to taking immediate and appropriate corrective action on all confirmed violations of this policy, as is reasonably practical after a complaint is filed. In investigating the complaint, the Compliance Officer will maintain confidentiality to the extent reasonably possible.

If the initial investigation discloses reasonable cause to believe that a violation of this policy has occurred, the Compliance Officer shall advise the Superintendent, who shall determine whether to hold an administrative hearing and/or whether to bring the matter before the Governing Board. The determination of "reasonable cause" is not a determination that discrimination actually has occurred. It means only that there is a reasonable basis to the allegations such that the matter should proceed to a hearing on the allegations. If the person alleged to have violated this policy is a teacher or administrator, the due process provisions of the District's rules for Disciplinary Action against a Teacher, or rules for Disciplinary Action against an Administrator, whichever is applicable, shall apply. In cases of serious misconduct, dismissal proceedings in accordance with A.R.S. 15-531, et seq., may be initiated. If the person alleged to have violated this policy is a classified employee, the Compliance Officer, Superintendent or the Superintendent's designee shall hold a hearing on the allegations and may impose discipline, short of a suspension without pay, if the evidence at the hearing so warrants. The Superintendent also may recommend that the Governing Board impose a suspension without pay, dismissal, or other appropriate discipline. If the Compliance Officer's investigation reveals no reasonable cause to believe that this policy has been violated, the Compliance Officer shall inform the complaining party in writing.

Handbook Acknowledgement Form

Please take a moment to fill out this form after you have read the Mountain Institute Student Handbook.

Student First and Last Name

_____

Today's Date

_____

I have read and understand the contents of the 2026-2027 Mountain Institute CTED Handbook, and understand it is my responsibility to adhere to the rules and regulations contained therein. I also understand that the Handbook is subject to change at any time when it is deemed in the best interest of students and the school community. By completing this Form, I acknowledge that I am bound by the policies, guidelines and expectations contained in the Student Handbook.

Circle only one

- Yes
- No

By signing below student acknowledges they received information on where to access the student and reference the Mountain Institute CTED Student Handbook and it they can find it at WWW micted netlapps/pages/handbook

Student Signature: _____

MICTED CAMPUS INFORMATION

Mountain Institute CTED District Office

Address
220 Ruger Road
Prescott, AZ 86301

Phone
(928) 771-0791 (Office)

(210) 889-1052 (Superintendent cell)

Website:
www.micted.net

Office Hours

Monday-Thursday 7:00 am – 4:30 pm
Friday 7:00 am - 1:30 pm

Email
miinfo@micted.net

Facebook
www.facebook.com/MICTED

Instagram

www.instagram.com/mountaininstitutected

MICTED Centerpointe Campus

Address
2989 Centerpointe E Dr.
Prescott, AZ 86301

Phone
(928) 771-0791 (Office)

(210) 889-1052 (Superintendent cell)

(520) 696-9398 (Student Services cell)

MICTED Central Campus Locations

MICTED – Yavapai College Main

Address
1100 E Sheldon St
Prescott, AZ 86301

Phone
928-771-0791 (CTED office)
210-988-1052 (Superintendent cell)

Website
www.micted.net

MICTED – Yavapai College CTEC

Address
220 Ruger Road
Prescott, AZ 86301

Phone
928-771-0791 (CTED Office)
210-889-1052 (Superintendent cell)

Website
www.yc.edu/v4content/campuses-and-sites/ctec

MICTED – Yavapai College Glassford Hill

Address
3800 N. Glassford Hill Rd.
Prescott Valley, AZ 86314

Phone
928-771-0791 (CTED Office)
210-988-1052 (Superintendent cell)

YC Location Website
www.yc.edu/v4content/campuses-and-sites/prescott

MICTED - AgriBusiness & Science Technology Center, Chino Valley

Address

2275 Old Home Manor Dr
Chino Valley, AZ 86323

Phone

928-771-0791 (CTED Office)
210-988-1052 (Superintendent cell

MEMBER DISTRICT HIGH SCHOOLS (SATELLITE OFFICES)

Ash Fork High School ***Address*** 46999 N 5th Street Ash Fork, AZ 86320 ***Phone*** 928) 637-2561 ***Website*** www.afjusd.org	**Chino Valley High School** ***Address*** 760 East Center Street Chino Valley, AZ 86323 ***Phone*** (928) 636-2298 ***Website*** www.chinovalleyschools.com
Bagdad High School ***Address*** 515 Breezy Court Bagdad, AZ 86321 ***Phone*** 928-633-2201 ***Website*** www.bagdadshools.com	**Mayer High School** ***Address*** 12606 E. Main Street Mayer, AZ 86333 ***Phone*** 928-642-1000 ***Website*** www.mayerschools.org
Bradshaw Mountain High school ***Address*** 6000 East Long Look Drive Prescott Valley, AZ 86314 ***Phone*** 928-759-4100 ***Website*** www.humboldtunified.com	**Prescott High School** ***Address*** 1050 N. Ruth Street Prescott, AZ 86301 ***Phone*** 928-445-2322 ***Website*** www.prescottschools.com/phs
Seligman High School ***Address*** 325 Main Street Seligman, AZ 86337 ***Phone*** 928-422-3233 ***Website*** www.seligmanschools.org	*MICTED is also proud to serve our area charter schools, private schools and homeschool students. Please call or email for more information. 927-771-0791. miinfo@micted.net*

CAREER TECHNICAL EDUCATION GLOSSARY

CTE Programs

An organized set of specialized courses which directly relates to the preparation of persons for occupations that normally do not require a baccalaureate or advanced degree for paid or unpaid employment, or advancement, and which is designed in total to provide a student with sufficient skills for entry into an occupation.

Centralized Program

A CTED program that is held "off homeschool campus" during or after regular school hours, and students travel to the program from other high schools.

Dual Credit

Students may receive both high school and college credit for a particular course or program.

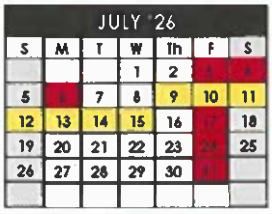
CTED

Joint Technical Education District

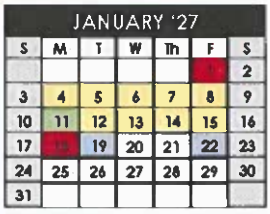
Satellite Program

A CTED program held during regular school hours on a home high school campus.

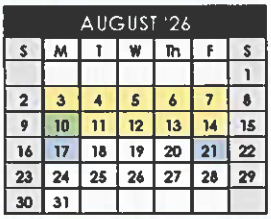
Mountain Institute CTED | 2026-2027 CALENDAR



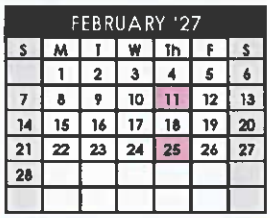
3 Office Closed
4 Independence Day
6 Observed -Office closed
9-15 Connections Conf.
10 Office Closed
17 Office Closed
24 Office Closed
31 Office Closed



1 New Year's Day-School/Office Closed
4-8 Instructor PD
11-15 Instructor PD
11 M-F Cosmetology Begins
18 ML King Jr Day – School/Office Closed
19 M-Th Classes Begin
22 Friday Classes Begin



3-7 Instructor PD
10-14 Instructor PD
10 M-F Cosmetology Classes Begin & Welcome Week!
17 M – Th Classes Begin
21 Friday Classes Begin



11 Academic Alerts
25 Academic Alerts



7 Labor Day-School/Office Closed
10 Academic Alerts



12 Quarter 3 Ends
15-19 Spring Break- School/Office Closed



1 Academic Alerts
9 End of Quarter 1
12-16 Fall Break- School/ Office Closed
21 Academic Alerts



8 Academic Alerts
29 Academic Alerts



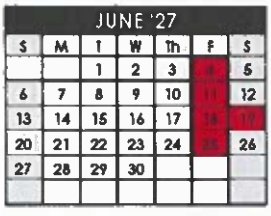
5 Academic Alerts
11 Veterans Day- School/Office Closed
25-27 Thanksgiving Break – School/Office Closed



13 M-Th Classes End
14 Fri. Classes End
21 Cosmetology Classes End
17-21 Instructor Pd
28 Office Closed
31 Memorial Day-Office Closed



3 Academic Alerts
11 Last Day Fri. Classes
16 Last Day M-Th Classes
17-18 Instructor PD
18 Last Day Cosmetology
21-Jan. 1 Winter Break-Office Closed



4 Office Closed
11 Office Closed
18 Office Closed
19 Juneteenth
25 Office Closed

WWW.MICTED.NET 928.771.0791

SCHOOLMESSENGER®

Frequently Asked Questions

SafeArrival for Families FAQ

What is SafeArrival?

SafeArrival is an absence management system that improves student safety and makes it easy **for** you to let the school know about your child's absence.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods:

SchoolMessenger app (free)

1. Provide your email address used when you enrolled your student in MICTED.
2. Get the app from the Apple App Store or the Google Play Store (or from the links at https://go.schoolmessenger.com).
3. Tap **Sign Up** to create your account.
4. Select **Attendance** from the menu, and then select **Report an Absence.**

Web and Mobile Web: go.schoolmessenger.com

1. Provide your email address used when you enrolled your student in MICTED.
2. Go to the website.
3. Click **Sign Up** to create your account.
4. Select **Attendance** from the menu, then select **Report an Absence**

Interactive Toll-free Phone: 1-833-919-2209

1. Call the toll-free, interactive telephone system.
2. Follow the instructions to report an absence.
3. A SchoolMessenger App account is not required to use the toll-free number to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence.

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you (using your communication preferences if you have set them up in the SchoolMessenger app). This may include push notifications to the app, email, SMS text messages, or phone calls. You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

If an absence is not explained within approximately 20 minutes of the time that the school starts the notification process, school staff will follow up to make sure that your child is safe. If you try to explain an absence using SafeArrival but are then told that it is past the cut-off time, please contact the school directly.

ff you don't want to receive notifications when your child is absent, be sure to report your child's absence in advance.

ff you do receive notifications of your child's absence, be sure to provide the reason as quickly as possible, using one of the methods listed above or during the phone calf notification itself.

SCHOOLMESSENGER®

Why do I need a SchoolMessenger app account?

A SchoolMessenger app account is not required to use the toll-free phone line to report absences. However, we strongly recommend that you provide your email address to the school and set up your SchoolMessenger app account. This allows you to review and update absences, review your contact information and communication preferences and more.

Please see related SchoolMessenger app documentation for setting up your account, resetting your password, reviewing contact infonnation, and specifying communication preferences. Once you have set up your account, choose ATTENDANCE from the menu.

If you cannot set up your account, you do not see the ATTENDANCE option, or you do not see your child(ren) listed in your account, please contact the school directly to check that your correct email address is associated with your child(ren).

How do I use the toll-free phone line?

\Nhen you call the toll-free phone line, follow the instructions for reporting an absence.

If the phone number you are calling from matches a phone number on file with the school for your student(s), you will hear your student'(s) name(s). If the system doesn't recognize your caller ID, you will be asked to enter the student's home phone number.

If you have difficulty using the toll-free phone line, please consider using the SchoolMessenger mobile app or website. Otherwise, contact the school directly.

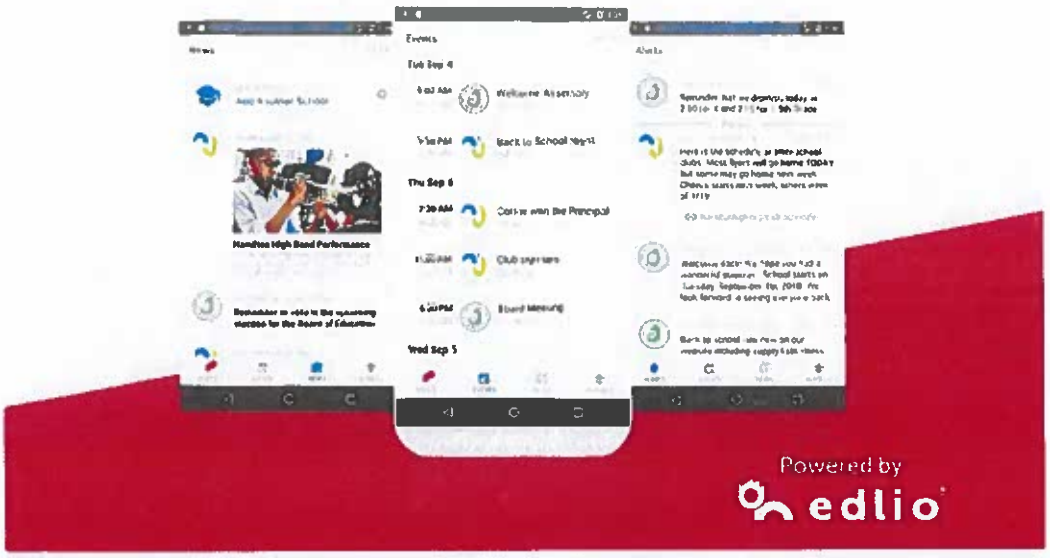
School News App
QUICK START GUIDE

Hello families! Your school has been added to the School News app by Edlio. It's a simple way to view your school's news feeds and calendars, and also receive push notifications directly from the school.

SCAN ME

Install in minutes:

1. Download the app from the App Store or Google Play (scan the QR code above or search "School News by Edlio").
2. Search for your school and add it to the app. (Mountain Institute CTED)
3. Enable push notifications and filter news and event categories.



MOUNTAININSTITUTECTED

FACEBOOK

YAVAPAI COLLEGE
EARLY COLLEGE
programs

DIRECTIONS: How to Withdraw a YC Course

To Access the Student Menu

As an Early College student, you can access the menu through your Yavapai College account at www.yc.edu.

1. Go to www.yc.edu and click on the yellow **MyYC** button in the top right to login.
2. Enter your username and password then click on the green "LOGIN" button.

Drop the Course in YC System

1. In the YC Portal – Click **Register/Drop Classes**
2. Click **Register/Drop Classes** again in the next menu.
3. If you see an **Accept Terms and Conditions** page, please click through it.



4. Select the Term and click Continue.
5. In the Registration Summary window (lower right side), find the class that you want to drop.
   a. Using the drop down menu, select:
      i. "Web drop - 100% refund" – *this option is only available with the add/drop deadline.*
      ii. "Withdraw Iniated by Student"
   b. Click "Submit" to make the change to your schedule



YAVAPAI COLLEGE

MOUNTAIN INSTITUTE CTED HIGH SCHOOL
INDUSTRY CERTIFIED CAREER READY
SERVING WESTERN YAVAPAI COUNTY

Mountain Institute CTED

FY 27 Q&C Submission Requirements and Payment Schedule

Requirement Due Date and CTED ADM Pull Date	Submission Requirement	Final Pull and Payment Date
9/21/2026	1. Member District Budgets - budget worksheets (District Level- Due September 1st) 2. Program Curriculum Map with WBL, CTSO Int., and Standards (Technical, Professional, and AZ Academic). 3. Teacher Certification - Spreadsheet Verified and new staff Certs uploaded. 4. Reminder: Data Portal - FY26 Credentials edits/adds & Coherent Sequence Built FY27	9/28/2026
11/23/2026	1. CTSO Chapter confirmation (Report) 2. Supplanting Worksheet (district level) 3. Spotlight photos - for each Program 4. Reminder: Data Portal - CTSO & WBL	11/30/2026
2/22/2027	1. Updated Inventory by Program (ADE Template) 2. Work Based Learning Narrative 3. FY25 Credentials Verification 4. Reminder: Data Portal - Fall Enrollment & Placement	3/1/2027
5/10/2027	1. Teacher Certificates (Final Review) 2. Professional Development Logs 3. Advisory Council Meeting (Agenda/Minutes, Sign In, and Recommendations) 4. TSA Results 5. Program Enrollment Numbers 6. Reminder: Data Portal - Spring Enrollment, WBL, & Credentials	5/17/2027

Monday 8/3	Tuesday 8/4	Wednesday 8/5	Thursday 8/6	Friday 8/7
Welcome Breakfast 8am Summer Conf Review Instructor Google Classroom Credentials Folder DLP ADE Q&C Docs 301 Plan Review Review of State Standards Lunch on your own Effective/Essential Questions (DOK)	WW Cosmetology 7-10 & 1-4 Syllabus & Curriculum /Calendar Mapping Clinical Planning Vector Pathway Set Up Lunch on your own & Planning Time	EOP Review Centerpointe Rules/Expect. CTSO/WBL -Data Portal Google Educator Cert Lunch on your own SWOT with Goal Setting (Casey)	HR-All Staff (Amanda and Heather) **Lunch Provided** Reverse Curriculum Mapping Power Teacher (Edie) PD Logs Vote 301 (Erlyn)	Cosmetology & MA-Program Pulse Mtgs Planning
Monday 8/10	**Tuesday 8/11**	**Wednesday 8/12**	**Thursday 8/13**	**Friday 8/14**
WW Vet/Dental 7-9:30 & 1:15-3:45 Curr. Connections Teacher Eval - What's your 10%? -Self Review/Goal Setting **Lunch Provided** & Planning	Planning & Set Up WW - Fire, Ed Prof. 1:15-3:45 Ed Professions-Program Pulse Mtg (Casey)	Dental & Vet-Program Pulse Mtgs zSpace all Medical (noon-1) zSpace MA (1-2 pm) Mike - TransfrTrek	Planning Fire -Program Pulse Mtg zSpace Dental (1-2 pm) zSpace Vet (2-3 pm) WW- MA 1:15-3:45 (Erlyn)	WW Fire & MA Friday Programs Planning **Due to Instructor Folder:** **1st Sem Syllabus** **1st Sem Curr Calendar** **Eval Goal Setting-Self Rev.** **PD Logs**

PreService schedule 8 am - 4 pm M-Th and 8 am -1 pm Friday. A Lunch Break (on your own) of 1 hour will be provided unless otherwise specified.
All other available contracted hours are for set-up and planning time within your program.

Natalie 1.0
Traci .7
Lisa 1.0
Mike 1.0
Donna 1.0
Denise .8
Constant .4

Mountain Institute CTED

301 Plan – Classroom Site Fund (Teaching Assistant)

2026–2027 School Year

Background

In 2000, Arizona voters approved Proposition 301, establishing a 0.06% sales tax to support educators. This rate was later increased by the Arizona Legislature to 0.1%. These funds are distributed to certified (non-administrative) and instructional staff based on performance.

Teaching Assistant (TA) staff at Mountain Institute whose positions require direct student contact are eligible for 301 funds. To utilize these funds, a performance plan must be developed and approved by the Governing Board. The following plan, proposed for the 2025–2026 school year, is subject to a vote by MICTED TA staff.

Plan Outcomes

- Enhance the learning environment for students.
- Encourage positive school and community relations.

Plan Goals

- Improve and maintain a school performance label and academic environment that reflects high-quality achievement.
- Measure and strengthen positive relationships among instructors, students, and parents.

Compensation Overview

Base Pay Increases

- **Estimated Amount:** $1,000 per TA contract
- **Distribution:** 50% paid in December, 50% paid in May
- 100% of allocated funds will supplement teacher and TA salaries, reflected in the salary budget line.

Performance Goal – Teaching Assistant Evaluation

- **Requirement:** Minimum evaluation rating of **"Effective"**
- **Award:** $1,000
- **Disbursement:** 50% paid in December, 50% paid in May

Evaluation Process:
Completed collaboratively by MICTED staff and the class instructor, focusing on the following areas:

- **Technical Knowledge and Clinical Skills**
- **Instructional Support**
- **Professionalism and Communication**
- **Overall Performance**

Additional Approved Fund Menu

Professional Development Participation

- **Maximum Reimbursement:** Up to $500 per year (paid as hourly wages for time spent in attendance)
- **Requirements:**
    - Participation in a **workshop, conference, or class** during each semester
    - The experience must impact the TA's instructional or support role
    - Dates of attendance: **August 1, 2026 – May 31, 2027**
    - **Pre-approval** by MICTED and/or instructor required
    - **Evidence of registration and session agenda** must be submitted to the MICTED Program Director **before submitting timesheet for payment**

Other

- **Placement Surveys complete ($25 per student)**

Program Administration

- Must be employed as a **Teaching Assistant in the Mountain Institute School District** during the 2026–2027 school year (or semester if applicable).

- Teaching Assistants who do not complete the school year (or applicable semester) will be **ineligible** for performance-based funds.

Appeal Process

Types of Appeals

- Disagreement on eligibility for participation or goals achieved

Procedure

- Submit a letter to the Superintendent detailing the concern and supporting documentation that will be presented to the Governing board for final decision.

MOUNTAIN INSTITUTE

Revenue Report

☑ Summary Only From Date: 7/1/2026 To Date: 7/8/2026

Fiscal Year: 2026-2027

Account Number / Description			Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund:	001	MAINTENANCE AND OPERATION FUND					
		Fund 001 Total:	$2,110,568.00	$0.00	$0.00	$2,110,568.00	100.00%
Fund:	011	CLASSROOM SITE FUND - BASE SALARY					
		Fund 011 Total:	$21,654.00	$0.00	$0.00	$21,654.00	100.00%
Fund:	012	CLASSROOM SITE FUND - PERFORMANCE PA					
		Fund 012 Total:	$43,247.00	$0.00	$0.00	$43,247.00	100.00%
Fund:	013	CLASSROOM SITE FUND - OTHER					
		Fund 013 Total:	$43,477.00	$0.00	$0.00	$43,477.00	100.00%
Fund:	021	INSTRUCTION IMPR - DROP-OUT & READING					
		Fund 021 Total:	$8,050.00	$0.00	$0.00	$8,050.00	100.00%
Fund:	024	INSTRUCTIONAL IMPROVEMENT					
		Fund 024 Total:	$15,719.00	$0.00	$0.00	$15,719.00	100.00%
Fund:	260	CTE BASIC GRANT					
		Fund 260 Total:	$6,000.00	$0.00	$0.00	$6,000.00	100.00%
Fund:	349	NATIONAL FOREST FEES					
		Fund 349 Total:	$25,225.00	$0.00	$0.00	$25,225.00	100.00%
Fund:	374	E-RATE TELE-COMMUNICATIONS					
		Fund 374 Total:	$40,250.00	$0.00	$0.00	$40,250.00	100.00%
Fund:	400	CTE PRIORITY					
		Fund 400 Total:	$30,000.00	$0.00	$0.00	$30,000.00	100.00%
Fund:	470	JTED PERFORMANCE PAY					
		Fund 470 Total:	$45,000.00	$0.00	$0.00	$45,000.00	100.00%
Fund:	506	School Plant (Sale)					
		Fund 506 Total:	$40.00	$0.00	$0.00	$40.00	100.00%
Fund:	525	AUXILIARY OPERATIONS					
		Fund 525 Total:	$20.00	$0.00	$0.00	$20.00	100.00%
Fund:	526	EXTRACURRICULAR ACTIVITIES FEES TAX CI					
		Fund 526 Total:	$7,050.00	$0.00	$0.00	$7,050.00	100.00%
Fund:	530	GIFTS AND DONATIONS					
		Fund 530 Total:	$25,080.00	$0.00	$0.00	$25,080.00	100.00%
Fund:	570	INDIRECT COSTS					
		Fund 570 Total:	$10.00	$0.00	$0.00	$10.00	100.00%
Fund:	590	GRANTS & GIFTS TO TEACHERS					
		Fund 590 Total:	$2,010.00	$0.00	$0.00	$2,010.00	100.00%
Fund:	610	UNRESTRICTED CAPITAL OUTLAY					
		Fund 610 Total:	$225,673.00	$0.00	$0.00	$225,673.00	100.00%

Revenue Report

☑ Summary Only From Date: 7/1/2026 To Date: 7/8/2026

Fiscal Year: 2026-2027

Account Number / Description			Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund:	855	EMPLOYEE INSURANCE WITHHOLDINGS					
		Fund 855 Total:	$20,000.00	$0.00	$0.00	$20,000.00	100.00%
		Grand Total:	$2,669,073.00	$0.00	$0.00	$2,669,073.00	100.00%

End of Report

MOUNTAIN INSTITUTE

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2026 To Date: 7/8/2026

Fiscal Year: 2026-2027

Account Number / Description		Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
Fund:	001 MAINTENANCE AND OPERATION FUND						
	Fund 001 Total:	$5,047,741.00	$14,646.98	$14,646.98	$5,033,094.02	$3,727,838.63	$1,305,255.39 25.86%
Fund:	010 CLASSROOM SITE FUND						
	Fund 010 Total:	$796,728.00	$0.00	$0.00	$796,728.00	$309,882.79	$486,845.21 61.11%
Fund:	021 INSTRUCTION IMPR - DROP-OUT & READING						
	Fund 021 Total:	$59,128.56	$0.00	$0.00	$59,128.56	$0.00	$59,128.56 100.00%
Fund:	024 INSTRUCTIONAL IMPROVEMENT						
	Fund 024 Total:	$54,068.38	$0.00	$0.00	$54,068.38	$0.00	$54,068.38 100.00%
Fund:	260 CTE BASIC GRANT						
	Fund 260 Total:	$39,680.84	$0.00	$0.00	$39,680.84	$0.00	$39,680.84 100.00%
Fund:	261 CTE BASIC GRANT FY15						
	Fund 261 Total:	$17,565.09	$0.00	$0.00	$17,565.09	$0.00	$17,565.09 100.00%
Fund:	265 CTE TECH PREP GRANT						
	Fund 265 Total:	$210,492.50	$0.00	$0.00	$210,492.50	$0.00	$210,492.50 100.00%
Fund:	266 CTE TECH PREP GRANT (EVEN)						
	Fund 266 Total:	$209,240.00	$0.00	$0.00	$209,240.00	$0.00	$209,240.00 100.00%
Fund:	349 NATIONAL FOREST FEES						
	Fund 349 Total:	$133,579.38	$0.00	$0.00	$133,579.38	$0.00	$133,579.38 100.00%
Fund:	374 E-RATE TELE-COMMUNICATIONS						
	Fund 374 Total:	$28,279.46	$0.00	$0.00	$28,279.46	$24,120.00	$4,159.46 14.71%
Fund:	400 CTE PRIORITY						
	Fund 400 Total:	$13,345.32	$0.00	$0.00	$13,345.32	$0.00	$13,345.32 100.00%
Fund:	475 JTED SOFT CAPITAL						

Expenditure Budget Balance Report

☑ Summary Only From Date: 7/1/2026 To Date: 7/8/2026

Fiscal Year: 2026-2027

Account Number / Description			Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
		Fund 475 Total:	$202,964.00	$0.00	$0.00	$202,964.00	$0.00	$202,964.00 100.00%
Fund:	500	SCHOOL PLANT						
		Fund 500 Total:	$5,978.43	$0.00	$0.00	$5,978.43	$0.00	$5,978.43 100.00%
Fund:	515	CIVIC CENTER						
		Fund 515 Total:	$19,487.72	$0.00	$0.00	$19,487.72	$0.00	$19,487.72 100.00%
Fund:	525	AUXILIARY OPERATIONS						
		Fund 525 Total:	$3,659.37	$0.00	$0.00	$3,659.37	$0.00	$3,659.37 100.00%
Fund:	526	EXTRACURRICULAR ACTIVITIES FEES TAX CI						
		Fund 526 Total:	$21,790.67	$0.00	$0.00	$21,790.67	$0.00	$21,790.67 100.00%
Fund:	530	GIFTS AND DONATIONS						
		Fund 530 Total:	$37,419.00	$0.00	$0.00	$37,419.00	$0.00	$37,419.00 100.00%
Fund:	570	INDIRECT COSTS						
		Fund 570 Total:	$375.97	$0.00	$0.00	$375.97	$0.00	$375.97 100.00%
Fund:	590	GRANTS & GIFTS TO TEACHERS						
		Fund 590 Total:	$1,812.93	$0.00	$0.00	$1,812.93	$0.00	$1,812.93 100.00%
Fund:	610	UNRESTRICTED CAPITAL OUTLAY						
		Fund 610 Total:	$1,612,018.00	$18,952.65	$18,952.65	$1,593,065.35	$63,857.91	$1,529,207.44 94.86%
Fund:	855	EMPLOYEE INSURANCE WITHHOLDINGS						
		Fund 855 Total:	$44,554.24	$377.22	$377.22	$44,177.02	$4,149.42	$40,027.60 89.84%
		Grand Total:	$8,559,908.86	$33,976.85	$33,976.85	$8,525,932.01	$4,129,848.75	$4,396,083.26 51.36%

End of Report

MOUNTAIN INSTITUTE

Fund Balances

Fiscal Year: 2026-2027

Month: 6
Year: 2027
Fund Type:

☑ Include Cash Balance
☑ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance	Cash Balance	Variance
000	UNDESIGNATED	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
001	MAINTENANCE AND OPERATION FUND	$0.00	$0.00	($25,587.35)	$0.00	($25,587.35)	($25,587.35)	$0.00
010	CLASSROOM SITE FUND	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
011	CLASSROOM SITE FUND - BASE SALARY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
012	CLASSROOM SITE FUND - PERFORMANC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
013	CLASSROOM SITE FUND - OTHER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
021	INSTRUCTION IMPR - DROP-OUT & READ	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
024	INSTRUCTIONAL IMPROVEMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
071	STRUCTURED ENGLISH IMMERSION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
080	STUDENT SUCCESS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
260	CTE BASIC GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
261	CTE BASIC GRANT FY15	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
265	CTE TECH PREP GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
266	CTE TECH PREP GRANT (EVEN)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
315	NATIONAL FOREST FEES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
325	FEDERAL GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
326	ESSER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
328	ENROLLMEENT STABILIZATION GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
336	ESSER II	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
346	ESSER III	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
349	NATIONAL FOREST FEES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
374	E-RATE TELE-COMMUNICATIONS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
400	CTE PRIORITY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
401	RESTRICTED GRANTS-IN-AID	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
465	OTHER STATE PROJECTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
466	TEACHER INCENTIVE BONUS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
470	JTED PERFORMANCE PAY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
475	JTED SOFT CAPITAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
489	RESTRICTED GRANTS-IN-AID	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
490	QUALITY JOBS STATE GRANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
499	RURAL ASSISTANCE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

MOUNTAIN INSTITUTE

Fund Balances

Fiscal Year: 2026-2027

Month: 6
Year: 2027
Fund Type:

☑ Include Cash Balance
☑ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance	Cash Balance	Variance
500	SCHOOL PLANT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
506	School Plant (Sale)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
515	CIVIC CENTER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
525	AUXILIARY OPERATIONS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
526	EXTRACURRICULAR ACTIVITIES FEES TA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
530	GIFTS AND DONATIONS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
535	CAREER & TECHNICAL ED & VOC ED PR(	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
565	LITIGATION RECOVERY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
570	INDIRECT COSTS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
575	Unemployment Insurance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
590	GRANTS & GIFTS TO TEACHERS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
597	AZ INDUSTRY CREDENTIALS INCENTIVE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
610	UNRESTRICTED CAPITAL OUTLAY	$0.00	$0.00	($18,952.65)	$0.00	($18,952.65)	($18,952.65)	$0.00
625	SOFT CAPITAL ALLOCATION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
855	EMPLOYEE INSURANCE WITHHOLDINGS	$0.00	$0.00	($377.22)	$0.00	($377.22)	($377.22)	$0.00
	Grand Total:	$0.00	$0.00	($44,917.22)	$0.00	($44,917.22)	($44,917.22)	$0.00

End of Report

NATIONAL BANK OF ARIZONA

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

Statement of Accounts

This Statement: June 30, 2026
Last Statement: May 29, 2026

Primary Account: 0430018294

Direct Inquiries to:
800-497-8168
WWW.NBARIZONA.COM

0051279 1928-06-0000-NBA-PG0030-00001

MOUNTAIN INSTITUTE JTED NO 2
220 RUGER RD
PRESCOTT, AZ 86301-9114

CT50

AZ
7/8/26

Tired of all the paper? Start receiving your statements electronically and review your account notices online.
Sign up for Online Banking or login today at WWW.NBARIZONA.COM

Effective July 20, 2026, the Deposit Account Agreement will be amended. You can access the current version of the Deposit Account Agreement and a list of upcoming changes by visiting the Agreement Center at www.nbarizona.com/personal/agreement-center/.

SUMMARY OF ACCOUNT BALANCE

Account Type	*Account Number*	*Account Ending Balance*
PUBLIC FUNDS INTEREST CHECKING	0430018294	$4,323.83

PUBLIC FUNDS INTEREST CHECKING 0430018294

0252

	Previous Balance	*Deposits/Credits*	*Withdrawals/Debits*	*Checks Processed*	*Ending Balance*
Count:		1	0	1	
Amount:	4,495.94	0.04	0.00	172.15-	4,323.83

DEPOSITS/CREDITS

Posting Date	*Effective Date*	*Amount*	*Description*
06/30	06/30	0.04	INTEREST PAYMENT

CHARGES/DEBITS

Posting Date	*Effective Date*	*Amount*	*Description*
06/15	06/15	172.15-	Check No: 000000005032 Donation from Dental

CHECKS PROCESSED

Number	*Date*	*Amount*
5032	06/15	$172.15

ACTIVITY COUNT

	During this period
Total Items	2

June 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
0430018294

NATIONAL BANK OF ARIZONA

June 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
0430018294

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

AGGREGATE OVERDRAFT AND RETURNED ITEM FEES

	Total for This Period	*Total Year-to-Date*
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

To learn more about our other products and services that may lower the cost of managing account overdrafts or to discuss removing overdraft coverage from your account, please contact Customer Service or visit your local branch.

DAILY BALANCE

Date	*Balance*	*Date*	*Balance*	*Date*	*Balance*
05/30	$4,495.94	06/15	$4,323.79	06/30	$4,323.83

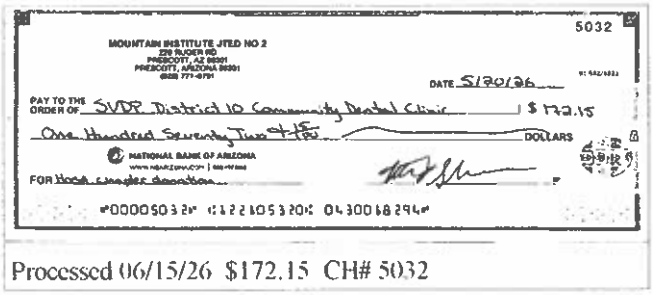
INTEREST

Interest Earned This Statement Period	$0.04	Number Of Days This Statement Period	32
Interest Paid Year-To-Date 2026	$0.23		
Interest Paid Last Year 2025	$0.64		

Current interest rate is 0.0100% with no rate change this statement period

June 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
0430018294

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5032

MOUNTAIN INSTITUTE JTED NO 2
220 RUGER RD
PRESCOTT, AZ 86301
PRESCOTT, ARIZONA 86301
(928) 777-6791

DATE 5/30/26

PAY TO THE ORDER OF SVDP District 10 Community Dental Clinic $ 172.15

One Hundred Seventy Two 15/100 DOLLARS

NATIONAL BANK OF ARIZONA
www.nbarizona.com | 800-417-2265

FOR Hook coupler donation

⑈0005032⑈ ⑆122105320⑆ 0430018294⑈

Processed 06/15/26 $172.15 CH# 5032

NATIONAL BANK OF ARIZONA

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

Statement of Accounts

This Statement: June 30, 2026
Last Statement: May 29, 2026

Primary Account: 5795697381

Direct Inquiries to:
800-497-8168
WWW.NBARIZONA.COM

0037797 1928406-00000-NBA-PG0030-00002

MOUNTAIN INSTITUTE JTED NO 2
220 RUGER RD
PRESCOTT, AZ 86301-9114

Clearing

7/8/26

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Sign up for Online Banking or login today at WWW.NBARIZONA.COM

Effective July 20, 2026, the Deposit Account Agreement will be amended. You can access the current version of the Deposit Account Agreement and a list of upcoming changes by visiting the Agreement Center at www.nbarizona.com/personal/agreement-center/.

SUMMARY OF ACCOUNT BALANCE

Account Type	*Account Number*	*Account Ending Balance*
BUSINESS LAUNCH CHECKING	5795697381	$1,000.00

BUSINESS LAUNCH CHECKING 5795697381

0151

	Previous Balance	*Deposits/Credits*	*Withdrawals/Debits*	*Checks Processed*	*Ending Balance*
Count:		1	0	1	
Amount.	6,979.41	1,000.00	0.00	6,979.41-	1,000.00

DEPOSITS/CREDITS

Posting Date	*Effective Date*	*Amount*	*Description*
06/24	06/24	1,000.00	DEPOSIT - To keep account open

CHARGES/DEBITS

Posting Date	*Effective Date*	*Amount*	*Description*
06/26	06/26	6,979.41-	Check No: 000000000130 year end clearing

CHECKS PROCESSED

Number	*Date*	*Amount*
130	06/26	$6,979.41

ACTIVITY COUNT

	During this period
Total Items	3

June 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
5795697381

NATIONAL BANK OF ARIZONA

June 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
5795697381

P.O. BOX 26547
SALT LAKE CITY, UT 84126-0546

AGGREGATE OVERDRAFT AND RETURNED ITEM FEES

	Total for This Period	*Total Year-to-Date*
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

To learn more about our other products and services that may lower the cost of managing account overdrafts or to discuss removing overdraft coverage from your account, please contact Customer Service or visit your local branch.

DAILY BALANCE

Date	*Balance*	*Date*	*Balance*	*Date*	*Balance*
05/30	$6,979.41	06/24	$7,979.41	06/26	$1,000.00

INTEREST

Interest Earned This Statement Period	$0.00	Number Of Days This Statement Period	32
Interest Paid Year-To-Date 2026	$0.00		

Current interest rate is 0.0000% with no rate change this statement period

June 30, 2026
MOUNTAIN INSTITUTE JTED NO 2
5795697381

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