NOTICE OF REGULAR BOARD MEETING
KINGMAN UNIFIED SCHOOL DISTRICT #20 GOVERNING BOARD

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board of Kingman Unified School District #20 and to the general public that the Governing Board of Kingman Unified School District #20 will hold a meeting open to the public at **4:30 PM, Tuesday, November 10, 2026**. The meeting will be held in the **Kingman Unified School District Office, 3033 MacDonald Avenue, Kingman, AZ 86401**. Agenda is subject to revision 24 hours prior to meeting. A copy of the agenda background material provided to KUSD Board members (with exception of material relating to possible executive sessions) is available for public inspection 24 hours before the meeting at our district office, 3033 MacDonald Avenue, Kingman, AZ. When necessary, the Board may vote to go into Executive Session, which will not be open to the public, for discussion and consultation for legal advice regarding any of the agenda items (A.R.S. § 38-431.03 (A)(3)), to discuss personnel matters (A.R.S. § 38-431.03 (A)(1)), records exempt by law from public inspection (A.R.S. § 38-431.03 (A)(2)), or for legal advice and consultation regarding pending or contemplated litigation (A.R.S. § 38-431.03 (A)(4)).
The agenda for the meeting, posted on November 5, 2026, is as follows.

Agenda of the Governing Board; Dr. Gretchen Dorner, Superintendent

Members of the Kingman School District Governing Board will attend in person, by telephone, video or internet conferencing. Agenda is subject to revision 24 hours prior to meeting.

To watch the School Board meeting via computer or a smartphone with a data plan:

https://www.youtube.com/c/KUSD20

Regular Board Meeting
Tuesday, November 10, 2026
4:30 PM
Kingman Unified School District Office, 3033 MacDonald Avenue, Kingman, AZ 86401

1. Call to Order
   Agenda Item Type: Procedural
2. Pledge of Allegiance
   Agenda Item Type: Procedural
3. Roll Call
   Agenda Item Type: Procedural
4. Call to the Audience (The Board will listen to any comment from the public but will not respond except as permitted by A.R.S. § 38-431.01 (G). The Board may refer the item to the administration or request to have it placed on a future agenda.)
   Agenda Item Type: Procedural
5. Reports:

   Superintendent:

   - Academic Achievement Report
   - Student Governing Board Advisors Report

6. Board Reports:
   Agenda Item Type: Informational
7. Consent Agenda
   Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Kingman Unified District Office, 3033 MacDonald Ave. Any Board member may request an item be pulled off the

agenda for further discussion.
Agenda Item Type: Discussion/Action

A. Approve Minutes:
October 8, 2026 - Regular Board Meeting

B. Approve Vouchers:
1. Payroll Vouchers: 9-10, 1012-1014
2. KUSD Vouchers: 2717-2721

C. Approve Personnel Hire Ratification List:

D. Approve Personnel Term/Leave Ratification List

E. Approve or ratify the requests for employee contract/work agreement adjustments for changes in position

F. Approve October 2026 Financials

G. Approve School Fundraisers

H. Approve out of state travel for 110 students and 12 chaperones to attend LWHS Senior Grad Trip to California from May 12-14, 2027

I. Approve out of state travel for 23 students and 4 chaperones to attend the Marshall-Brennan National Moot Court Competition in Washington, D.C., from March 3-10, 2027

J. Approve fixed asset and capital disposals from inventory

K. Approve Certified Clinical Medical Assistant (CCMA) to Required Certifications/Licenses for job qualifications for Licensed Health Attendant

L. Approve Stephanie McKowan and Cassie Jones as qualified evaluators for the 2026-27 school year

8. Second reading of changes in policy as recommended by ASBA:

Policy Advisory No. 1069..... Policy KI — Visitors to Schools
DELETE Regulation KI-R — Visitors to Schools
Exhibit KI-E — Visitors to Schools
Agenda Item Type: Discussion/Action

9. Approve novel that has been on display for the required sixty (60) days starting September 8, 2026:

This is a novel to be used at the 10th grade level.
Title: The Alchemist
Author: Paulo Coelho
ISBN: 9780062315007

Agenda Item Type: Discussion/Action

10. Possible action to approve IGA with KUSD and Mohave County Sheriff's Office for School Resource Officers
Agenda Item Type: Discussion/Action

11. Possible action to approve MOU with KUSD and Arizona At Work for work-based learning
Agenda Item Type: Discussion/Action

12. Possible action to approve the renewal of the student teaching agreement with KUSD and Western Governor's University (WGU)
Agenda Item Type: Discussion/Action

13. Approve listed Donations:
Agenda Item Type: Discussion/Action

14. Possible action to approve minimum wage increase for hourly, classified employees and language of the Addendum to At-Will Notice
Agenda Item Type: Discussion/Action

15. Possible motion to move into Executive Session per A.R.S. §38-431.03(A)(1) to discuss request to be released from his 2026-27 employment contract by Garett Zirker
    Agenda Item Type: Discussion/Action
16. Possible motion to reconvene into Regular Session for any actions resulting from Executive Session

    Agenda Item Type: Discussion/Action

17. Possible action on a request by Garett Zirker, Teacher, to be released from his FY 2026-27 employment contract, effective October 26, 2026
    Agenda Item Type: Discussion/Action
18. Board Comments:
    Agenda Item Type: Discussion
19. Adjourn
    Agenda Item Type: Action

Pursuant to the Americans with Disabilities Act (ADA), Kingman Unified School District #20 endeavors to ensure the accessibility of all its programs, facilities and services to all persons with disabilities. If you need an accommodation for this meeting, please contact the Kingman Unified School District Office at (928) 753-5678 or email vportillo@kusd.org.
Requests should be made as early as possible to allow time to arrange accommodation.

C. Approve Personnel Hire Ratification list:

LAST NAME	FIRST NAME	SITE	POSITION	DATE
Androsko	Jacqueline	Manzanita	Paraeducator II	10/12/2026
Boyd	Adrienne	Transportation	Bus Monitor	10/26/2026
Brightside	James	District Office	Bus Monitor	10/26/2026
Christensen	William	District Office	Substitute Teacher	10/12/2026
Duarte	Jaime	Black Mountain	Paraeducator IV/V	10/12/2026
Falco	Michael	Transportation	Mechanic	10/14/2026
Federico	Rory	District Office	Substitute Teacher	10/12/2026
Gilbert	Ashlee	District Office	Substitute Teacher	10/12/2026
Granadino	Angelyse	Little Explorers	CDC Caregiver	10/05/2026
Hardy	Boyd	White Cliffs	Teacher	10/29/2026
Harris	Deseret	Lee Williams High	Teacher	10/12/2026
Harvey	Nicole	Kingman Middle	Paraeducator II	10/12/2026
Nulsen	Caitlin	Mt. Tipton	Paraeducator IV/V	10/26/2026
Olson	Christopher	District Office	Substitute Teacher	10/12/2026
St Armand	Michele	Transportation	Bus Monitor	10/27/2026
Sublette	Stacy	District Office	Attendance Officer	10/12/2026
Swick	Adam	Kingman High School	Paraeducator II	10/12/2026

D. Approve Personnel Term/Leave Ratification List:

LAST NAME	FIRST NAME	SITE	POSITION	DATE
Beckham	Levi	Information Technology	Computer Technician	10/27/2026
Clark	Michael	Transportation	Bus Monitor	10/19/2026
Crawford	James	Transportation	Bus Monitor	10/22/2026
Ericsson	Grace	Cerbat	Paraeducator I	11/18/2026
Fernandez	Ludina	Transportation	Bus Monitor	11/05/2026
Harris	Deseret	District Office	Substitute Teacher	09/24/2026
Heder	Gerald	Kingman High School	Teacher	10/12/2026
Jones	Dale	Transportation	Bus Driver	10/26/2026
Kazlaskia	Sarah	District Office	District Nurse	10/07/2026
McCarty	Janet	Little Explorers	Paraeducator IV/V	10/19/2026
McDonald	Megan	Little Explorers	CDC Caregiver	10/30/2026
McNelis	David	District Office	Substitute Teacher	09/24/2026
Mitchell	Donald	Lee Williams High School	Teacher	09/10/2026
Nulsen	Caitlin	District Office	Substitute Teacher	10/22/2026
Nyman	Brandi	Black Mountain	Secretary	10/29/2026
Torres	Alea	Desert Willow	Paraeducator II	11/05/2026

E. Approve or ratify the requests for employee contract/work agreement adjustments for changes in position:

LAST NAME	FIRST NAME	SITE FROM	POSITION FROM	SITE TO	POSITION TO	DATE
Gaddis	Dennis	District Office	Attendance Officer	District Office	School Resource Officer	10/19/2026
Holtry	Memori	Hualapai	Paraeducator II	Hualapai	Success Coach	10/26/2026
McGlynn	Kelli	Transportation	Bus Monitor	Cerbat	Clerk	10/26/2026
Sodaro	Blake	Transportation	Mechanic	Transportation	Bus Mechanic Supervisor	09/14/2026

School Fundraisers

School Name: Hualapai Elementary School

For Board Agenda Month: November 2026

Group Name ***NO acronyms only- Spell Out name of group!***	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
Drama Club	**Movie Night**	**12/10/2026**	**Hualapai**	**Raise funds for Drama**
Drama Club	**Dalmatian Headbands**	**3/22/27 – 4/16/27**	**Hualapai**	**Raise funds for Drama**

School Fundraisers

School Name: Kingman High School

For Board Agenda Month: November 2026

Group Name ***NO acronyms only- Spell Out name of group!***	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
Student Council	**World's Finest Chocolate Sales**	**Nov. 11, 26 – Feb. 2027**	**KHS**	**Raise funds for state competition**
Student Council	**Pie Eating Contest**	**Nov. 16-19, 2026**	**KHS**	**Raise funds for state competition**
Student Council	**Festive drinks & Donuts**	**Dec. 7-10, 2026**	**KHS**	**Raise funds for trips & activities**
Culinary Club	**Harvest Bake Sale**	**Nov. 11-25, 2026**	**KHS**	**Raise funds for club and culinary practice**
Yearbook	**Senior Painting Parking Spot**	**Nov. 11, 26 – Jan. 2027**	**KHS**	**Make seniors have a colorful memory**
National Honor Society	**Coffee Sales**	**Nov. 16-19, 2026**	**KHS**	**Raise funds to attend events**
Family, Career, Community Leaders of America	**Hot Chocolate & Candy Cane Sales**	**Dec. 7-10, 2026**	**KHS**	**Raise funds and spread holiday cheer**
Future Farmers of America	**Winter Festival**	**Dec. 13-19, 2026**	**KHS**	**Raise funds for club**
Future Farmers of America	**Wood Mtn. X-Mas Tree Sales**	**Nov. 11-30, 2026**	**KHS and Community**	**Raise funds for club**

School Fundraisers

School Name: Kingman Middle School

For Board Agenda Month: November 2026

Group Name ***NO acronyms only- Spell Out name of group!***	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
Cambridge	**Yard Sale**	**November 11, 2026 – May 2027**	**KMS Parking Lot**	**Raise money for 8th grade trip**
Student Council	**Student Store**	**November 11, 2026 – May 2027**	**KMS**	**Raise money and provide materials for students**
Student Council	**Bracelet Making**	**February 2027**	**KMS**	**Raise money for student council**
Student Council	**Photo Booth**	**November 11, 2026 – May 2027**	**KMS**	**Raise money for student store items**

School Fundraisers

School Name: Lee Williams High School **For Board Agenda Month: November 2026**

Group Name *NO acronyms only- Spell Out name of group!*	**Fundraiser Type:**	**Date(s) of Fundraiser**	**Location of Fundraiser**	**Purpose of fundraiser**
LWHS Drama Club	**Spring Musical**	**2/25-2/27 2027**	**LWHS Auditorium**	**We will use funds to pay for licensing fees and production costs and materials to continue producing plays.**
Girls basketball	**Girls Basketball Skills Clinic**	**November 2026 December 2026**	**Lee Williams Main Gym**	**Promote youth basketball, Funding will be minimal to offset t shirt costs and prizes**

School Fundraisers

School Name: White Cliffs Middle School

For Board Agenda Month: November 2026

Group Name ***NO acronyms only- Spell Out name of group!***	Fundraiser Type:	Date(s) of Fundraiser	Location of Fundraiser	Purpose of fundraiser
WCMS Band	**Silent Auction**	**12/7/2026**	**WCMS Band Concert**	**Raise funds for equipment and music purchase**





LEE WILLIAMS HIGH SCHOOL – Class of 2027

3-day / 2-night Graduation Celebration Trip

Your Trip Includes:

Premium Round Trip Motor Coach Transportation
2-Nights Deluxe Hotel Accommodations with breakfast
Admission to Universal Studios Hollywood
Admission to Knott's Berry Farm
Disneyland Resort 1-Day Park Hopper ticket w/Grad Nite*
Disney Grad Nite Private Event 9pm-2am
World Assist 24hr emergency on call tour assistance

*Optional Trip Refund Protection Plan***

Trip Itinerary:

Wednesday, May 12, 2027*
Early AM departure on motor coach
Universal Studios Hollywood & Universal CityWalk
Depart for hotel and check-in.

Thursday May 13, 2027
Breakfast at hotel
Depart for group check-in at Disney Grad Event
Park Hop Disneyland and Disney California Adventure
Disney Grad Nite Party Private (9pm-2am)
Return to hotel

Friday, May 14, 2027
Breakfast & hotel check-out
Knott's Berry Farm
Board motor coach and depart for home!

For more trip information, contact your Advisor:
Cheryl Massey at cmassey@kusd.org

🎓 Register Early - Secure Your Spot!
Registrations are First Come, First Served & Space is Limited

Signup By: September 1, 2026

How To Register:

Scan the QR Code →

or Visit specialtytravel.worldstrides.com
and click on "Trip Registration" at top of page

Payment Information:

Follow the easy payment plan below or pay your trip in full.
Payments accepted online at specialtytravel.worldstrides.com

Payment due dates are as follows:

September	**1, 2026**	**$100** *(non-refundable deposit)*
October	1, 2026	$150
November	1, 2026	$150
December	1, 2026	$150
January	1, 2027	$150
February	1, 2027	$150
March	**1, 2027**	**$ Balance/Final Payment Date**

Cost per student: $929.00

Price based on a minimum of 40 paid participants per motor coach

Registration & Final Payment Information
Space for this event is limited, and registration will be confirmed on a first come, first serve basis.
Once the trip capacity is reached, or if we received your registration after the deadline, you will be subject to waitlist availability.
All attendees must be paid in full by the Final Payment Date or you will be canceled from the trip. **Final Payment Due: March 1, 2027**

Trip Cancellation Information
Your non-refundable deposit is used to secure your reservation with our travel partners, including transportation and attractions.
Cancellations received after final payment date are non-refundable. All cancelations must be received in writing via email to specialtytravel@worldstrides.com

Trip Refund Protection (TRP) & Terms and Conditions
Optional Trip Refund Protection (TRP) is available at an additional cost of $69 to protect your investment should you need to cancel for any reason. For complete details regarding cancelation and TRP, please refer to our Terms and Conditions at specialtytravel.worldstrides.com

Requested trip date, ticket type & pricing are subject to availability and final confirmation by Disneyland Resort Grad Nite Program.

For information or assistance on your account, please contact Customer Service at (916) 939-6805 or email us at specialtytravel@worldstrides.com

WorldStrides
Educational Travel & Experiences

It is that time of year again that we need to get our LWHS Class of 2027 Senior Grad Trip approved by the school board. Below are the names of the students and chaperones attending the trip, and also attached is a flyer for the trip which gives the board information about it.

Student Name
ACOSTA, MICHAEL ANGEL
ADAME, DANYKA TAYLOR
ALVARADO, DADE CAYDEN
ANDREWS, ALEXIS LEANNE
AYYASH, BENJAMIN RAFAT
BACH, SAMANTHA MARIE
BAILON, FABIAN JAMES
BALDERRAMA, VALENTÍN
BARRETT, ASHLYN ROSE
BILLS, BROOKE IRELAND
BLAIR, TALON N
BLICKENSTAFF, BETTY
BOYD, BETHANY PAGE
BUENROSTRO, ANTHONY
CARLEY, MAKINZEY GRACE
CARLEY, SAVANNA ROSE
CHOWNS, STEPHEN HOLLIS
CLEVER, CASSANDRA SKYE
CONCEPCION, DAVIN JOE
CROOK, BALEIGH BOWMAN
DAVIS, EMILLIE NICKELETT
DEFFENDOLL, BRAYLON
DEGNAN, LEIAH MACKENZIE
DELGADO, ETHAN MATTHEW
DEVOE, JASMYN ELIZABETH
DEVRIES, MYKENZIE L
DICKINSON, ROBERT ANTHONY
DOUWENGA, LANDEN PHILIP
DRYBREAD, ELI JARED
DUBAY, DEVON GLENN
DUENAS, JERAMIAH ARISTO
DUNSHIE, ALEXA JAYDE
ENGLAND, SAVANNAH GRACE
FEIL JR, JEREMY A
FLUMMER, JOSHUA
FRIEND, DUSTIN S
FROUDE, DIMETRUS LEE
FUQUA, JADYN K
GABRIEL, JERIWELL RAINE

GALINDO, EVAN RHYS
GARCIA, HAYDEN JOY
GARIBALDI, ALANA LEXI
GILL, DRAKE
GIRALDE, JOSIAH THOMAS
GLENTZ, CAILIN ANNABELLE
GOSS, VADALYN JESSICA
GRAVES, LANEY C
HAAK-PERSHING, JACK EB
HARMEL-JAQUEZ, RUBEN JONATHAN
HAWS, KELSEY CHRISTINE
HAYES, SAMANTHA K
HOLLINGSWORTH, KHLOE RENEE
HUDGENS, TUCKER
HUICOCHEA, MARILYN INEZ
HUNTER, PAITYN A
JONES, COURTLYN BELLE
KRISTIANSEN, ISABELLA GRACE
LADENDECKER, JACOB
LANE, FORREST DOUGLAS
LARSON, LUCY MAE
LEDBETTER, ROBERT NOAH
LEIST, LUCAS DEAN
LEWANDOWSKI, LINCOLN MICHAEL
LIBORIO-WALKER, TAHANIE NEVEAH
LIMA MONTANO, KATHERINE
LOGAN, PEYTON
LOZANO, YARELI GISLIA
MARCELINO, CHARLES JOSEPH
MARTIN, PAIGE GRACE 541-232-0847
MASAWYTEWA, AHRYN ROSE
MCCLUSKEY, DANICA LYNN
MCEUEN, AUBREY M
MEINS, EVAN RAY
MEINS, EYAN RICHARD
MORRIS, NATALEE NEVAEH
MORTENSEN, BRAYDEN
NGO, DEMI
NOBLE, AINSLEY LOUISE
NUNEZ III, RICARDO
OCHOA, MARILYN
OGBORN, KAYTLIN
OSTERMEYER, AUTUMUN MARGRET
OWENS, EMYLEE FAYE

PESQUEIRA, ANALYSSA IRENE
PROUDFOOT, DYLAN CRAIG
PRUITT, MAYA AMBER
PUCKETT, JOSEPH
PUGH, RAELEIGH ROSE
RAMOS, TRINITY TAYLOR
RASCON, EMILIO
RIVERA, MARCELA LORENE
ROBINSON, SAVANNAH ROSE
ROBINSON, WAYLAND BLAISE
ROBLES, CYRENE FAITH
RODRIGUEZ, ADRIAN JULIAN
RODRIGUEZ, ARIANA
ROEHM, DIESEL JAGGER
RUBASH, LEAH MARIE
RUEBUSH, ISABELLE FRANCES
SAMPEDRO, JOAQUIN PACHECO
SCHWARZ, RYLAND DUANE
SHERER, ALIVIA ROSE
SHULER, NOAH JACOB
SIAM, ROXY MICHELLE
SKOUSEN, LOGAN
SLAGEL, LYDIA
SLINKARD, BROOKE
SMITH, KATIE MARIE
SMITH, ZOEY R
SOLANO, EVANI
STADLER, JULIA MAYE
STRILER, AMELIA GRACE
STUBBS, OLIVIA NICHOLE
THOMAS, MADISON JUSTYNE
VALDEZ, SETH MICHEAL
VINES, ELLA STAR
WALEMA, NICOLAS MICHAEL
WESTOVER, JEWEL KYANN
YOUNGER, COLTIN LEIF
YURCINA, HARLOE

Chaperones
Cheryl Massey
Samuel Massey
Debbie Talk
Bridgett Soles
Troy Edwards

Cory Cobanovich
Caleb Presenal
Phil Hudgens
Megan Flummer
Sayre Abraham
Jeffrey Haws
Annie Skommesa

Marshall Brennan National Moot California

We would like to get out of state travel approved by the school board once again for our LWHS Marshall Brennan Club Constitutional Literacy National Competition. Here is some more information and the students and chaperones that will be attending.

Purpose of Travel
The Lee Williams High School Marshall-Brennan Club respectfully requests approval for out-of-state travel to attend the Marshall-Brennan National Moot Court Competition, which will be held at American University in Washington, D.C., from March 3-10th, 2027

Event Overview
The Marshall-Brennan National Moot Court Competition is an annual national event that allows high school students from across the country to demonstrate their oral advocacy and constitutional literacy skills in a mock Supreme Court format. Students argue preselected constitutional issues before panels of practicing judges and legal professionals.
During this year's trip, the group will also travel to Philadelphia for educational and cultural enrichment experiences related to law, government, and civic engagement.
The competition itself will take place on Saturday, March 6, 2027.

Educational Value
Participation in this event directly supports Lee Williams High School's mission of developing civic-minded, articulate, and well-informed students. The Marshall-Brennan Constitutional Literacy Project is a nationally recognized program that promotes democratic engagement, constitutional understanding, and legal advocacy.
Since joining the program in 2018, Lee Williams students have:
• Won first place nationally in their inaugural year.
• Reached the semifinal and final rounds in multiple subsequent years.
• Gained invaluable experience in public speaking, critical thinking, and civil discourse.
Even for students who do not advance to final rounds, participation has consistently led to greater self-confidence, civic awareness, and interest in legal or public service careers.

Student Name	**Chaperones**
Haws, Kelsey	Cheryl Massey
Haws, Lindsey	Jeffrey Haws
Nez, Callie	Debbie Talk
Nez, Caleb	Sayre Abraham
Labrum, Christian	
Labrum, Savannah	
Younger, Coltin	
Rosales, Mariyah	
Rosales, Anne	
Robinson, Savannah	
Flummer, Joshua	

Jackson, Alexander
Rohem, Diesel
Shade, Aria
Echols, Rita
Fleming, Mya
Singer, Madalynn
Sandoval, Ricky
Swapp, Samuel
Esplin, Caitlin
Ruebush, Izabelle
Robinson, Savannah
Barrett, Ashlyn

Memorandum

To: KUSD Governing Board

From: Margot Jones, Executive Director of Business and Finance

RE: Fixed Asset Disposals

FOR AGENDA

- Possible action to approve fixed asset and capital disposals from inventory

FOR PACKET

KUSD has been working with consultants from Heinfeld Meech to conduct an inventory of capital and fixed assets, along with a complete update to the fixed asset listing in the district's accounting system. Items that were not found and confirmed either sold, destroyed, or disposed of, are attached. These items were not all sold during FY26, but could have been over many previous years and never appropriately accounted for in the system.

Approval allows us to mark these items as "disposed" in the fixed asset listing. If any item is ever to be found as not sold or disposed of, we can simply add it back.

Kingman Unified School District

2025 Physical Inventory Disposal List

***Note: highlights in Tag Number column indicate tags with multiple detail records*

Tag Number**	Description	Cost	Fiscal Year
100007	Quartet/GBC 3000 Series Strip Cut Shredders	$1,070.41	2003-04
100036	POLAR BLOOD PRESSURE-RESTING HR	$822.39	2005-06
100036	POLAR ELECTRO INC. - Use Tax Payment	$632.52	2005-06
100036	POLAR GROUP REPORTS	$614.19	2005-06
100036	POLAR HEALTH RISK APPRAISAL - W/CDC YRBS	$973.34	2005-06
100036	POLAR MEAL PLANNING SOFTWARE	$614.19	2005-06
100036	POLAR TRI FIT 700 FITNESS ASSESS, SYSTEM	$8,322.80	2005-06
100036	POLAR/TENITA INTEGRATED AUTO BODY COMP	$1,037.69	2005-06
100037	(NS1) Compaq Proliant (NS1) DL360 X2.8GHZ, 512MB Mem: 292889-001 Server	$2,181.90	2003-04
100071	#145 81" X 20ft Tandem axle trailer	$3,145.55	2003-04
100071	Spare tire and rim assembly	$154.02	2003-04
100098	#147 10HP Shredder/Chipper 170450-2511	$1,832.68	2004-05
100100	Minuteman Ambassador Carpet Extractor 3CA-59648	$1,891.26	2004-05
100110	Storm Dual Speed Floor Machine: WINSPDS20D	$1,233.78	2004-05
100167	Catalyst 2950, 48 10/100 with 2 GBIC slots, Enhanc	$3,207.00	2005-06
100168	NECVT670-LTD PROJECTOR	$1,377.03	2005-06
100170	AUTOMATIC DOCUMENT FEEDER	$1,396.66	2005-06
100170	RISO DIGIT DUPLICATOR WITH STAND RZ390	$10,779.61	2005-06
100177	ADJUSTABLE SHOOTING STATION - WALL MOUNTED	$1,286.38	2005-06
100186	246107-B21: Stabilizer Option	$163.55	2005-06
100186	HP 10642 42U Rack- Pallet	$1,045.87	2005-06
100186	HP Side Panel 42U	$239.95	2005-06
100187	TFT5600RKM 1U 15" TFT w/ Integrated keyboard	$1,880.85	2005-06
100188	HP Console IP Switch 1x1x16	$2,154.15	2005-06
100189	HP UPS R3000 XR, Low Voltage	$1,051.25	2005-06
100190	CARRYING CASE	$134.50	2005-06
100190	HEARTSTART FRX DEFIBRILLATOR	$1,931.42	2005-06
100191	CARRYING CASE	$134.50	2005-06
100191	KHS NORTH: HEARTSTART FRX DEFIBRILLATOR	$1,931.42	2005-06

100194	MAGNATAG - Use Tax Payment	$69.94	2005-06
100194	YEAR ROUND MAGNETIC TEACHER/TRACK SCHEDULE	$1,380.00	2005-06
100196	HP Compaq nc6120 NOTEBOOK PR126UA Mfg#PR126UA#AB	$1,320.00	2005-06
100196	Targus NotepacCase Mfg#CNo1/OCN1	$23.86	2005-06
100196	TECH DEPOT - Use Tax Payment	$75.26	2005-06
100198	CURTIS COMPANY - Use Tax Payment	$61.32	2005-06
100198	Toshiba SBGA DLP Projector	$1,118.00	2005-06
100204	TSUNAMI HIGH FLOW EXTRACTOR	$2,964.26	2005-06
100213	JET OSCILLATING SPINDLE SANDER MODEL #JVOS-10	$1,240.28	2005-06
100408	#164 Demo Pro/Vac Turf Vac. Aero	$10,584.04	2008-09
100415	Catalyst 3560 24 10/100 + 2 SFP Standard Image	$1,942.56	2008-09
100428	Vito Bass Clarinet-#7168 Low Eb	$1,666.72	2008-09
100494	Dual Liberty Deluxe Package ,Wireless receiver, Co	$4,013.29	2010-11
100579	SawStop 10" Industrial Cabinet Saw 5hp TEFC motor	$3,973.11	2010-11
100580	SawStop 10" Industrial Cabinet Saw 5hp TEFC motor	$3,973.11	2010-11
100625	CABINET SAW, Saw Stop Pro 3hp w/52 inch T-G Fnc	$3,322.07	2010-11
100661	ActivExpression 32 cased voting pods. ActiveHub Included. AE1KIT32AMEU	$2,613.71	2010-11
100678	4 Bay Bi-Pod	$1,525.83	2010-11
100714	Air Handler	$902.53	2010-11
100714	Condensing Unit R410A 208/230v 1Phase	$1,558.81	2010-11
100714	Pressure Kit	$63.82	2010-11
100714	TVX Kit	$51.28	2010-11
100738	ActiveExpression 32 Case Voting Pods ActiveHub Included	$2,613.71	2010-11
100758	Pro Finish (24" System)	$1,686.89	2010-11
101169	#113 TROY BUILT SICKLE BAR MOWER (Trail Blazer)	$1,153.36	1990-91
101180	#70 JOHN DEER 970 TRACTOR	$14,539.16	1991-92
101198	SPRINT MOTORLESS TREADMILLS	$2,326.47	2002-03
101199	SPRINT MOTORLESS TREADMILLS	$2,326.47	2002-03
101200	SPRINT MOTORLESS CLIMBERS	$1,584.52	2002-03
101212	#109 JOHN DEERE BACKHOE	$5,438.24	1992-93
101213	#78 JOHN DEER 6X4 W/POWER LIFT	$6,728.16	1994-95
101236	SPRINT MOTORLESS TREADMILLS	$2,326.47	2002-03
101237	SPRINT MOTORLESS TREADMILLS	$2,326.47	2002-03

101238	SPRINT MOTORLESS TREADMILLS	$2,326.47	2002-03
101239	SPRINT MOTORLESS CLIMBERS	$1,584.55	2002-03
101240	SPRINT MOTORLESS CLIMBERS	$1,584.55	2002-03
101241	SPRINT MOTORLESS CLIMBERS	$1,584.55	2002-03
101242	SPRINT MOTORLESS CROSS TRAINERS	$2,114.49	2002-03
101243	SPRINT MOTORLESS CROSS TRAINERS	$2,114.49	2002-03
101244	SPRINT MOTORLESS CROSS TRAINERS	$2,114.49	2002-03
101245	SPRINT MOTORLESS "WALK THRU" RECUMBENT CYCLES	$1,584.55	2002-03
101246	SPRINT MOTORLESS "WALK THRU" RECUMBENT CYCLES	$1,584.54	2002-03
101247	SPRINT MOTORLESS "WALK THRU" RECUMBENT CYCLES	$1,584.55	2002-03
101248	SPRINT MOTORLESS UPPER BODY ERGOMETERS	$2,220.48	2002-03
101249	SPRINT MOTORLESS UPPER BODY ERGOMETERS	$2,220.48	2002-03
101257	SPRINT LEG EXTENSION	$1,465.00	2002-03
101259	SPRINT ROTARY CHEST	$1,710.00	2002-03
101359	DISCOUNT ADDED BACK IN MANUALLY	$8,685.70	2002-03
101359	POLAR EDUCATIONAL DISCOUNT	-($8,685.70)	2002-03
101359	POLAR ELECTRO INC. - Use Tax Payment	$416.04	2002-03
101359	TRI FIT 600 EVALUATION SYSTEMS	$7,278.52	2002-03
101520	MAX SPINDLE SANDER	$3,489.01	1987-88
101525	DELTA LIMITED EDITION HD SHAPER #43-437	$1,599.00	2001-02
101602	TSUNAMI HIGH FLOW EXTRACTOR PACIFIC MODEL #225430	$2,646.64	2002-03
101657	MONARK 828 E BIKE ERGOMEDIC 828E	$1,403.68	2002-03
101658	NEC MULTIMEDIA XGA PROJECTOR VT540	$2,913.29	2001-02
101736	TOSHIBA NOTEBOOK COMPUTER 1410-S173 W/CARRING CASE	$1,150.85	2002-03
101740	TOSHIBA NOTEBOOK COMPUTER 1410-S173 W/CARRING CASE	$1,150.85	2002-03
101741	TOSHIBA NOTEBOOK COMPUTER 1410-5173	$1,148.68	2002-03
101742	TOSHIBA NOTEBOOK COMPUTER 1410-S173 W/CARRING CASE	$1,150.85	2002-03
101745	Targus Notebook Carrying Case SKU: S1506143	$26.35	2004-05
101745	TECH DEPOT - Use Tax Payment	$68.45	2004-05
101745	Toshiba Satellite SKU: S3049587 A70-S249	$1,196.00	2004-05
101885	Badge Terminal 4500 - TIMEKEEPER TERMINAL	$2,671.10	2004-05
101896	TIMEKEEPER TERMINALS 480F	$1,905.48	2002-03
101906	#140 8A Backhoe Serial M008A-120163 with hook for	$4,246.68	2003-04

101969	EARLY CHILDHOOD COMPUTER LEARNING CENTER	$3,492.01	2002-03
101969	READ STORIES W/ME BUNDLE	$335.83	2002-03
101999	#71 TS 4X2 GATOR 1924W	$6,665.46	2005-06
102000	#155 Cub Cadet / 27 HP 54 In. Deck Automatic Hydrostatic Transmission	$3,234.43	2006-07
102024	Chalkboard Machine Model 612	$1,056.12	2004-05
102027	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.54	2004-05
102028	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.54	2004-05
102029	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.54	2004-05
102030	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.54	2004-05
102031	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.54	2004-05
102032	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.54	2004-05
102033	1537.54COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR	$1,537.54	2004-05
102034	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.53	2004-05
102035	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.53	2004-05
102036	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.53	2004-05
102037	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.53	2004-05
102038	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.53	2004-05
102039	COMPLETE CAMERA SYSTEMS WITH LOCKING BOXES & HARDWARE FOR BUSSES	$1,537.53	2004-05
102418	#70 - 73" Loader Bucket for Vehicle	$1,149.63	2008-09
102455	#157 GATOR CX COMPACT SERIES UTILITY VEHICLE WITH	$5,432.72	2006-07
102455	#157 JDMP PLUS:JOHN DEERE MAINTENANCE PLAN PLUS	$645.60	2006-07
102455	#157 REAR HITCH KIT	$46.27	2006-07
102534	IVIS PLUS 500 BADGE STATION-DIGITAL CAMERA AND PRINTER	$7,833.00	2000-01
102545	Martin L-Unit Left Hand Return	$1,170.17	2008-09
102550	JET Combination Shear, Brake & Roll	$1,023.50	2008-09
102574	10'x20'x7'6" sportsport carport (2)	$2,152.69	2007-08
102576	EARLY CHILDHOOD COMPUTER LEARNING CENTER 15" TOUCH	$3,372.37	2001-02
102583	Lincoln Power MIg 255C	$2,082.14	2007-08
102691	Stone panel waste receptacle - Hinged top38 gallon capacity-Brownw/Desert brov	$1,117.51	2006-07
102692	Stone panel waste receptacle - Hinged top38 gallon capacity-Brownw/Desert brov	$1,117.50	2006-07
102711	TIME CLOCK	$2,044.99	2008-09
102712	TIMECLOCKS, 4500, FULL,NUM,B/C,EXP MEMEORY	$2,044.99	2008-09
102733	ULTRA SPEED 1500 BURNISHER 20" 1.5HP 1500 RPM	$1,176.34	2009-10

102786	15 Series Disc Harrow - 5'2" width w/front and rea	$1,628.26	2007-08
102788	New Telephone PBX Equipment	$35,899.90	2010-11
104046	CONVECTION OVEN, LP GAS, FOR MT. TIPTON. SOUTHBEND	$6,133.49	2011-12
104092	Comstar Flex 8 Wireless package with two year warranty. Includes FLx 2000 dual c	$1,275.50	2011-12
104167	Cisco Catalyst 3560V2-24PS - Switch - L3 - managed - 24 x 10/100 + 2 x SFP - rack	$2,967.39	2011-12
104171	Cisco Catalyst 3560V2-48PS - Switch - L3 - managed - 48 x 10/100 + 4 x SFP - rack	$0.00	2011-12
104175	Cisco Catalyst 3560V2-48PS - Switch - L3 - managed - 48 x 10/100 + 4 x SFP - rack	$4,232.14	2011-12
104794	Leap pad Explorer Grade 1 Mobil Learning Center	$1,393.60	2012-13
105002	Digital Video Recorder Nubix 16CH w/1TB	$1,542.40	2010-11
105002	Dome Camera Hi-Res 480TVL V/F A/I	$1,867.87	2010-11
105002	PARTS AND INSTALLATION	$1,280.08	2010-11
105060	Set of 44 frames of 2 tier lockers - 18" X 18" X 30"	$24,864.12	2006-07
105264	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105264	Trooper TL Bus Camera System #131	$1,698.06	2010-11
105265	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105265	Trooper TL Bus Camera System #18	$1,698.06	2010-11
105266	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105266	Trooper TL Bus Camera System #37	$1,698.06	2010-11
105267	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105267	Trooper TL Bus Camera System #165	$1,698.06	2010-11
105268	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105268	Trooper TL Bus Camera System #40	$1,698.06	2010-11
105269	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105269	Trooper TL Bus Camera System #38	$1,698.06	2010-11
105270	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105270	Trooper TL Bus Camera System #159	$1,698.06	2010-11
105271	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105271	Trooper TL Bus Camera System #163	$1,698.06	2010-11
105272	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105272	Trooper TL Bus Camera System #161	$1,698.06	2010-11
105273	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105273	Trooper TL Bus Camera System #136	$1,698.06	2010-11
105274	Instalation 2 Cam GPS or WIF	$334.92	2010-11

105274	Trooper TL Bus Camera System #176	$1,698.06	2010-11
105275	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105275	Trooper TL Bus Camera System #178	$1,698.06	2010-11
105276	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105276	Trooper TL Bus Camera System #39	$1,698.06	2010-11
105277	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105277	Trooper TL Bus Camera System #36	$1,698.06	2010-11
105278	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105278	Trooper TL Bus Camera System #32	$1,698.06	2010-11
105279	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105279	Trooper TL Bus Camera System #24	$1,698.06	2010-11
105280	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105280	Trooper TL Bus Camera System #20	$1,698.06	2010-11
105281	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105281	Trooper TL Bus Camera System #17	$1,698.06	2010-11
105282	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105282	Trooper TL Bus Camera System #4	$1,698.06	2010-11
105283	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105283	Trooper TL Bus Camera System #118	$1,698.06	2010-11
105284	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105284	Trooper TL Bus Camera System - #1	$1,698.06	2010-11
105285	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105285	Trooper TL Bus Camera System - #162	$1,698.06	2010-11
105286	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105286	Trooper TL Bus Camera System	$1,698.06	2010-11
105287	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105287	Trooper TL Bus Camera System #179	$1,698.06	2010-11
105288	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105288	Trooper TL Bus Camera System #30	$1,698.06	2010-11
105289	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105289	Trooper TL Bus Camera System #31	$1,698.06	2010-11
105290	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105290	Trooper TL Bus Camera System #29	$1,698.06	2010-11

105291	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105291	Trooper TL Bus Camera System #116	$1,698.06	2010-11
105292	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105292	Trooper TL Bus Camera System #180	$1,698.06	2010-11
105294	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105294	Trooper TL Bus Camera System - #166	$1,698.06	2010-11
105295	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105295	Trooper TL Bus Camera System - #167	$1,698.06	2010-11
105296	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105296	Trooper TL Bus Camera System #153	$1,698.06	2010-11
105297	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105297	Trooper TL Bus Camera System #157	$1,698.06	2010-11
105298	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105298	Trooper TL Bus Camera System #54	$1,698.06	2010-11
105299	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105299	Trooper TL Bus Camera System #135	$1,698.06	2010-11
105300	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105300	Trooper TL Bus Camera System #10	$1,698.06	2010-11
105301	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105301	Trooper TL Bus Camera System #155	$1,698.06	2010-11
105302	Trooper TL Bus Camera System #SPARE	$2,032.98	2010-11
105303	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105303	Trooper TL Bus Camera System #164	$1,698.06	2010-11
105304	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105304	Trooper TL Bus Camera System #173	$1,698.06	2010-11
105305	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105305	Trooper TL Bus Camera System #145	$1,698.06	2010-11
105306	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105306	Trooper TL Bus Camera System #160	$1,698.06	2010-11
105307	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105307	Trooper TL Bus Camera System #158	$1,698.06	2010-11
105308	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105308	Trooper TL Bus Camera System #156	$1,698.06	2010-11

105309	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105309	Trooper TL Bus Camera System #154	$1,698.06	2010-11
105310	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105310	Trooper TL Bus Camera System #151	$1,698.06	2010-11
105311	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105311	Trooper TL Bus Camera System #149	$1,698.06	2010-11
105312	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105312	Trooper TL Bus Camera System #148	$1,698.06	2010-11
105313	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105313	Trooper TL Bus Camera System #147	$1,698.06	2010-11
105314	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105314	Trooper TL Bus Camera System #164	$1,698.06	2010-11
105315	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105315	Trooper TL Bus Camera System #144	$1,698.06	2010-11
105316	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105316	Trooper TL Bus Camera System #175	$1,698.06	2010-11
105317	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105317	Trooper TL Bus Camera System #174	$1,698.06	2010-11
105318	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105318	Trooper TL Bus Camera System #172	$1,698.06	2010-11
105319	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105319	Trooper TL Bus Camera System #41	$1,698.06	2010-11
105320	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105320	Trooper TL Bus Camera System #44	$1,698.06	2010-11
105321	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105321	Trooper TL Bus Camera System #45	$1,698.06	2010-11
105322	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105322	Trooper TL Bus Camera System #46	$1,698.06	2010-11
105323	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105323	Trooper TL Bus Camera System #51	$1,698.06	2010-11
105324	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105324	Trooper TL Bus Camera System #53	$1,698.06	2010-11
105325	Instalation 2 Cam GPS or WIF	$334.92	2010-11

105325	Trooper TL Bus Camera System #130	$1,698.06	2010-11
105326	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105326	Trooper TL Bus Camera System #132	$1,698.06	2010-11
105327	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105327	Trooper TL Bus Camera System #133	$1,698.06	2010-11
105328	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105328	Trooper TL Bus Camera System #134	$1,698.06	2010-11
105329	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105329	Trooper TL Bus Camera System #137	$1,698.06	2010-11
105330	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105330	Trooper TL Bus Camera System #138	$1,698.06	2010-11
105331	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105331	Trooper TL Bus Camera System #139	$1,698.06	2010-11
105332	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105332	Trooper TL Bus Camera System #140	$1,698.06	2010-11
105333	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105333	Trooper TL Bus Camera System #141	$1,698.06	2010-11
105334	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105334	Trooper TL Bus Camera System #142	$1,698.06	2010-11
105335	Instalation 2 Cam GPS or WIF	$334.92	2010-11
105335	Trooper TL Bus Camera System #143	$1,698.06	2010-11
105393	Redundant Hard drive with RAID Controller	$1,682.00	2011-12
105890	Rapid Works ProCare	$1,080.57	2012-13
105945	PORT-A-PHONE "COMSTAR FLEX 5"	$3,802.60	2012-13
105990	TSLS UF55 Projector	$2,185.75	2013-14
105999	Ice-O-Matic Ice Cuber with warranty	$2,379.65	2013-14
106008	MIG Welder Powering 210 3IN1	$1,201.03	2015-16
106065	AVer AVerCharge C36i Cart	$1,608.63	2016-17
106089	Switch	$5,317.30	2016-17
106298	Switch	$3,273.00	2017-18
106331	Directional Antennas	$690.17	2017-18
106331	Four Loudspeakers	$2,288.65	2017-18
106331	Public Address System	$418.65	2017-18

106331	Wireless Microphone	$1,107.33	2017-18
106336	Computer	$1,223.46	2017-18
106337	Computer	$1,223.46	2017-18
106409	PROJECTOR	$2,166.57	2018-19
106409	WALL MOUNT ARM	$0.00	2018-19
106413	PROJECTOR	$2,166.57	2018-19
106413	WALL MOUNT ARM	$0.00	2018-19
106414	PROJECTOR	$2,166.57	2018-19
106414	WALL MOUNT ARM	$0.00	2018-19
106419	PROJECTOR	$2,166.57	2018-19
106419	WALL MOUNT ARM	$0.00	2018-19
106422	PROJECTOR	$2,166.57	2018-19
106422	WALL MOUNT ARM	$0.00	2018-19
106423	PROJECTOR	$2,166.57	2018-19
106423	WALL MOUNT ARM	$0.00	2018-19
106425	PROJECTOR	$2,166.57	2018-19
106425	WALL MOUNT ARM	$0.00	2018-19
106426	PROJECTOR	$2,166.57	2018-19
106426	WALL MOUNT ARM	$0.00	2018-19
106437	PROJECTOR	$2,166.57	2018-19
106437	WALL MOUNT ARM	$0.00	2018-19
106438	PROJECTOR	$2,166.57	2018-19
106438	WALL MOUNT ARM	$0.00	2018-19
106442	PROJECTOR	$2,166.57	2018-19
106442	WALL MOUNT ARM	$0.00	2018-19
106443	PROJECTOR	$2,166.57	2018-19
106443	WALL MOUNT ARM	$0.00	2018-19
106444	PROJECTOR	$2,166.57	2018-19
106444	WALL MOUNT ARM	$0.00	2018-19
106448	PROJECTOR	$2,166.57	2018-19
106448	WALL MOUNT ARM	$0.00	2018-19
106449	PROJECTOR	$1,794.89	2018-19
106450	PROJECTOR	$1,794.89	2018-19

106451	PROJECTOR	$1,794.88	2018-19
106473	COMPUTER	$1,633.08	2018-19
106473	COMPUTER (DUPLICATE)	$0.00	2018-19
106480	COMPUTER	$1,633.08	2018-19
106490	COMPUTER	$1,633.08	2018-19
106506	COMPUTER	$1,633.08	2018-19
106508	COMPUTER	$1,632.99	2018-19
106538	COMPUTER	$1,265.59	2018-19
106539	COMPUTER	$1,265.59	2018-19
106540	COMPUTER	$1,265.59	2018-19
106541	COMPUTER	$1,265.64	2018-19
106684	Laptop	$1,567.45	2019-20
106690	Laptop	$1,213.12	2019-20
106697	Vehicle Drawer Storage FY20	$1,191.34	2019-20
106698	Vehicle Drawer Storage FY20	$1,191.33	2019-20
106746	CORDLESS SCANNER	$1,061.00	2019-20
106747	CORDLESS SCANNER	$1,061.00	2019-20
106752	LAPTOP	$1,789.03	2019-20
106761	MICROPHONE	$1,446.38	2019-20
106761	PORTABLE SOUND SYSTEM	$7,488.75	2019-20
106776	LAPTOP	$1,606.23	2019-20
106812	FLOOR CLEANER	$1,486.05	2020-21
106886	EXTRACTOR	$3,389.42	2020-21
107046	3D PRINTER	$1,339.36	2020-21
107046	3D PRINTER FILAMENT	$252.33	2020-21
107107	LAPTOP	$1,112.73	2021-22
107109	LAPTOP	$1,112.73	2021-22
107110	LAPTOP	$1,112.73	2021-22
107165	LAPTOP	$1,054.61	2021-22
107168	LAPTOP	$1,054.61	2021-22
107169	LAPTOP	$1,054.61	2021-22
107170	LAPTOP	$1,054.61	2021-22
107171	LAPTOP	$1,054.61	2021-22

107172	LAPTOP	$1,054.63	2021-22
107495	NEC P525WL 5200 Center Lumen WXGA LCD Laser Entry Installation Projector	$2,518.63	2023-24
107536	Black Framework 13 DIY Edition (13th Gen Intel Core), includes Intel I7-1360P, DI	$1,524.23	2023-24
107539	Green Framework 13 DIY Edition (13th Gen Intel Core), includes Intel I7-1360P, DI	$1,680.98	2023-24
111042	SOUND SYSTEM WITH 2AMPS AND 8 SPEAKERS FOR KHS	$6,264.54	2014-15
111053	Digital Video Timing System for Track	$5,463.91	2010-11
111104	Spectrophotometer	$1,075.60	2015-16
111105	Telephone System Switch	$2,831.02	2015-16
111109	Switches for telephone system	$2,851.74	2015-16
111110	Switches for telephone system	$2,851.73	2015-16
111115	Replicator Desktop 3D (ADJUSTMENT)	-($0.79)	2015-16
111115	Replicator Desktop 3D printer	$2,940.66	2015-16
111116	Replicator Desktop 3D (ADJUSTMENT)	-($0.80)	2015-16
111116	Replicator Desktop 3D printer	$2,940.66	2015-16
111117	Replicator Desktop 3D (ADJUSTMENT)	-($0.80)	2015-16
111117	Replicator Desktop 3D printer	$2,940.66	2015-16
111118	Replicator Mini Compact 3D printer	$1,394.76	2015-16
111118	Replicator Mini Compact 3D printer adjustment	-($0.38)	2015-16
111118	Smart Extruder for MakerBot Replicator Mini	$1,775.15	2015-16
111118	Smart Extruder for MakerBot Replicator Mini - Adjustment	-($0.48)	2015-16
111122	Server	$17,523.04	2016-17
111127	Panel board - 3 Phase	$39,963.00	2016-17
111192	Blocking Sled 2 Man W /Royal Pro Pads- color Black	$1,916.41	2012-13
111238	Switch	$2,976.50	2016-17
111239	Switch	$2,976.50	2016-17
111242	Switch	$2,976.50	2016-17
111243	Switch	$2,976.50	2016-17
111247	Switch	$2,976.50	2016-17
111248	Switch	$2,976.50	2016-17
111249	Switch	$2,976.50	2016-17
111250	Switch	$2,976.50	2016-17
111251	Switch	$2,976.50	2016-17
111252	Switch	$2,976.50	2016-17

111253	Switch	$2,976.50	2016-17
111254	Switch	$2,976.50	2016-17
111255	Switch	$2,976.50	2016-17
111256	Switch	$2,976.50	2016-17
111257	Switch	$2,976.50	2016-17
111258	Switch	$2,976.50	2016-17
111259	Switch	$2,976.50	2016-17
111260	Switch	$2,976.50	2016-17
111261	Switch	$2,976.50	2016-17
111262	Switch	$2,976.50	2016-17
111264	Switch	$2,976.50	2016-17
111265	Switch	$2,976.50	2016-17
111266	Switch	$2,976.50	2016-17
111267	Switch	$2,976.50	2016-17
111269	Switch	$2,976.50	2016-17
111270	Switch	$2,976.50	2016-17
111272	Switch	$2,976.50	2016-17
111273	Switch	$2,976.50	2016-17
111274	Switch	$2,976.50	2016-17
111275	Switch	$2,976.50	2016-17
111276	Switch	$2,976.50	2016-17
111277	Switch	$2,976.50	2016-17
111278	Switch	$2,976.50	2016-17
111279	Switch	$2,976.50	2016-17
111280	Switch	$2,976.50	2016-17
111281	Switch	$2,976.50	2016-17
111282	Switch	$2,976.50	2016-17
111283	Switch	$2,976.50	2016-17
111284	Switch	$2,976.50	2016-17
111285	Switch	$2,976.50	2016-17
111286	Switch	$2,976.50	2016-17
111290	Switch	$2,976.50	2016-17
111291	Switch	$2,976.50	2016-17

111292	Switch	$2,976.50	2016-17
111293	Switch	$2,976.50	2016-17
111294	Switch	$2,976.50	2016-17
111295	Switch	$2,976.50	2016-17
111296	Switch	$2,976.50	2016-17
111297	Switch	$2,976.50	2016-17
111298	Switch	$2,976.50	2016-17
111299	Switch	$2,976.50	2016-17
111300	Switch	$2,976.50	2016-17
111302	Switch	$2,976.50	2016-17
111303	Switch	$2,976.50	2016-17
111304	Switch	$2,976.50	2016-17
111305	Switch	$2,976.50	2016-17
111306	Switch	$2,976.50	2016-17
111307	Switch	$2,976.50	2016-17
111308	Switch	$2,976.50	2016-17
111310	Switch	$2,976.50	2016-17
111311	Switch	$2,976.50	2016-17
111312	Switch	$2,976.50	2016-17
111313	Switch	$2,976.50	2016-17
111316	Switch	$2,976.50	2016-17
111317	Switch	$2,976.50	2016-17
111318	Switch	$2,976.50	2016-17
111319	Switch	$2,976.50	2016-17
111378	Microphone System	$1,888.52	2017-18
111378	Microphone System	$0.00	2017-18
111378	Mounting Kit	$160.38	2017-18
111378	Power Cord	$33.82	2017-18
111378	Sensor Clip	$33.82	2017-18
111379	Microphone System	$1,888.52	2017-18
111379	Microphone System	$0.00	2017-18
111379	Mounting Kit	$160.38	2017-18
111379	Power Cord	$33.82	2017-18

111379	Sensor Clip	$33.82	2017-18
111381	Microphone System	$1,888.52	2017-18
111381	Microphone System	$0.00	2017-18
111381	Mounting Kit	$160.38	2017-18
111381	Power Cord	$33.82	2017-18
111381	Sensor Clip	$33.82	2017-18
111382	Microphone System	$1,888.52	2017-18
111382	Microphone System	$0.00	2017-18
111382	Mounting Kit	$160.38	2017-18
111382	Power Cord	$33.82	2017-18
111382	Sensor Clip	$33.82	2017-18
111383	Microphone System	$1,888.52	2017-18
111383	Microphone System	$0.00	2017-18
111383	Mounting Kit	$160.38	2017-18
111383	Power Cord	$33.82	2017-18
111383	Sensor Clip	$33.82	2017-18
111384	Microphone System	$1,888.52	2017-18
111384	Microphone System	$0.00	2017-18
111384	Mounting Kit	$160.38	2017-18
111384	Power Cord	$33.82	2017-18
111384	Sensor Clip	$33.82	2017-18
111390	DVR with TWO CAMERAS	$1,624.88	2017-18
111391	DVR with TWO CAMERAS	$1,624.88	2017-18
111392	DVR with TWO CAMERAS	$1,624.88	2017-18
111393	DVR with TWO CAMERAS	$1,624.88	2017-18
111394	DVR with TWO CAMERAS	$1,624.88	2017-18
111395	DVR with TWO CAMERAS	$1,624.88	2017-18
111396	DVR with TWO CAMERAS	$1,624.88	2017-18
111397	DVR with TWO CAMERAS	$1,624.88	2017-18
111398	DVR with TWO CAMERAS	$1,624.88	2017-18
111399	DVR with TWO CAMERAS	$1,624.88	2017-18
111400	DVR with TWO CAMERAS	$1,624.88	2017-18
111401	DVR with TWO CAMERAS	$1,624.88	2017-18

111402	DVR with TWO CAMERAS	$1,624.88	2017-18
111403	DVR with TWO CAMERAS	$1,624.88	2017-18
111404	DVR with TWO CAMERAS	$1,624.88	2017-18
111405	DVR with TWO CAMERAS	$1,624.88	2017-18
111406	DVR with TWO CAMERAS	$1,624.88	2017-18
111407	DVR with TWO CAMERAS	$1,624.88	2017-18
111408	DVR with TWO CAMERAS	$1,624.87	2017-18
111409	DVR with TWO CAMERAS	$1,624.87	2017-18
111410	Laptop	$1,671.36	2017-18
111475	Laptop	$1,059.36	2017-18
111476	Laptop	$1,059.36	2017-18
111477	Laptop	$1,059.36	2017-18
111478	Laptop	$1,059.36	2017-18
111479	Laptop	$1,059.37	2017-18
111480	Laptop	$1,059.36	2017-18
111481	Laptop	$1,059.36	2017-18
111482	Laptop	$1,059.36	2017-18
111508	Laptop 13-inch MacBook Air	$1,656.67	2018-19
111540	Wireless Access Point	$205.49	2018-19
111540	Wireless Access Point	$821.96	2018-19
111541	Wireless Access Point	$205.49	2018-19
111541	Wireless Access Point	$821.96	2018-19
111560	CONTROLLER - CHILLER	$1,199.81	2018-19
111577	MONEY COUNTER	$2,814.10	2018-19
111622	INSTALLATION	$257.33	2018-19
111622	INSTALLATION	$1,029.32	2018-19
111622	WIRELESS UPGRADE FY19	$1,786.71	2018-19
111622	WIRELESS UPGRADE FY19	$7,146.86	2018-19
111653	Variable Frequency Drive	$3,835.59	2019-20
111662	Computer Components	$15.63	2019-20
111662	Computer Components	$194.57	2019-20
111662	Computer Components	$156.49	2019-20
111662	Computer Components	$45.72	2019-20

111662	Computer Components	$367.80	2019-20
111662	Video Rendering Computer	$548.30	2019-20
111663	Computer Components	$15.63	2019-20
111663	Computer Components	$194.57	2019-20
111663	Computer Components	$156.49	2019-20
111663	Computer Components	$45.72	2019-20
111663	Computer Components	$367.80	2019-20
111663	Video Rendering Computer	$548.29	2019-20
111678	Gas Cylinder Rack	$1,152.58	2019-20
111679	Gas Cylinder Rack	$1,152.57	2019-20
111682	Fuel Card Lock System	$11,600.00	2019-20
111690	CARPET CLEANER	$1,079.46	2019-20
111697	BARCODE SCANNER	$188.47	2019-20
111697	LIBRARY LAPTOP FOR BOOK CHECK IN CHECK OUT	$906.67	2019-20
111713	CAMCORDER KIT	$1,348.58	2019-20
111713	CAMERA LIGHT	$78.96	2019-20
111713	DIRECTIONAL MICROPHONE	$200.23	2019-20
111713	DUAL SHOE BRACKET	$17.11	2019-20
111713	TRIPOD	$90.42	2019-20
111713	VIDEO BAG	$113.77	2019-20
111716	HARD TOP	$166.82	2019-20
111716	MULE UTILITY VEHICLE	$7,608.70	2019-20
111716	TRAILER HITCH	$151.16	2019-20
111717	ACER TMP614 I7-8565U	$1,544.93	2019-20
111720	LED Performance Lighting Package	$3,243.00	2019-20
111725	HARD TOP	$197.00	2019-20
111725	UTILITY VEHICLE	$7,515.52	2019-20
111726	HARD TOP	$197.00	2019-20
111726	UTILITY VEHICLE	$7,515.52	2019-20
111732	PADCASTER STUDIO	$1,645.56	2019-20
111735	FLOOR MACHINE	$1,025.46	2019-20
111735	SHAMPOO TANK	$116.38	2019-20
111756	DESK	$1,192.58	2020-21

111776	AC DISPLAY MODULE	$4,089.48	2020-21
111829	LED Package	$3,451.63	2020-21
111830	POWER SUPPLY	$1,548.70	2020-21
111831	POWER SUPPLY	$1,548.69	2020-21
111901	TRAILER	$7,394.04	2020-21
111901	TRAILER DELIVERY	$3,500.00	2020-21
111953	LAPTOP	$1,054.61	2021-22
111954	LAPTOP	$1,054.61	2021-22
111955	LAPTOP	$1,054.61	2021-22
111956	LAPTOP	$1,054.61	2021-22
111957	LAPTOP	$1,054.61	2021-22
111958	LAPTOP	$1,054.61	2021-22
111959	LAPTOP	$1,054.61	2021-22
111960	LAPTOP	$1,054.63	2021-22
111961	SHAFT ALLIGNMENT CLAMP SET	$1,261.41	2021-22
112009	AC-CDW-36-PW45	$1,751.22	2021-22
112212	Projector, EPSON PowerLite 685W - Short-throw projectors for different sites	$1,247.85	2022-23
113122	TABLE, FOR THE KETTLE - HUALAPAI	$1,913.32	2022-23
113230	SUNROC 3 STATION WAL MOUNT DRINKING FOUNTAIN	$2,270.10	2002-03
13063	PORTABLE GAS COMPRESSOR, 8 GALLON	$1,627.50	1996-97
13066	PX2055 DUEL SPEED MACHINE	$1,251.90	1999-00
13082	ICE MACHINE	$3,787.23	2000-01
13396	COMPUTER STATION	$3,039.45	1993-94
13493	20" MATADOR FLOOR MACHINE	$1,420.37	1996-97
13572H	1503 ELECTRIC JETTER 5HP	$3,934.64	1996-97
13649	25 TON PRESS	$1,993.95	1996-97
14381	HP LASER 4000 BUNDLE	$1,575.58	1998-99
14950	ENGINE CONTROL SYSTEM	$4,560.49	1998-99
200834	CARPET EXTRACTOR, WINSOR CLIPPER 12GALLON	$2,955.50	2013-14
200868	Fender Passport Venue Portable PA system	$1,026.94	2013-14
201071	Lobster Tennis Ball Machine	$1,341.70	2014-15
201225	HOT WATER CIRCULATION PUMP	$1,520.97	2015-16
201250	Wrestling Mat (6 each)42' x 42' x 1 5/8" Dollamur Flexi Roll Mat - Royal	$9,932.30	2015-16

20130538	Makita 35 # Demolition Hammer	$1,061.38	2012-13
2014004	Range 36" Restaurant Gas with warranty	$3,334.47	2013-14
2014562	APC Smart-UPS RT 8kVA Tower/Rack-mountable UPS - 6.3 minute Full Load - 8kV/	$4,290.66	2013-14
2014739	Bus Camera Unit	$2,225.66	2013-14
2014740	Bus Camera Unit	$2,225.65	2013-14
2014741	Bus Camera Unit	$2,225.65	2013-14
2014773	DUPLICATING MACHINE, LANIER-RICOH DX4450 HIGH SPEED DUPLICATORS, Le	$5,185.17	2013-14
2014774	DUPLICATING MACHINE, LANIER-RICOH DX4450 HIGH SPEED DUPLICATORS, Le	$5,185.17	2013-14
2014775	DUPLICATING MACHINE, LANIER-RICOH DX4450 HIGH SPEED DUPLICATORS, Le	$5,185.17	2013-14
2014776	DUPLICATING MACHINE, LANIER-RICOH DX4450 HIGH SPEED DUPLICATORS, Le	$5,185.18	2013-14
2014777	2 WAY BASE STATION, XPR8400 136-174MHZ 25-45W 1CH	$3,888.21	2013-14
2014784	TimeClock Plus HYBRID Edition 3.0 HYBRID Edition 3.0 Employee Licenses Mobile	$40,535.89	2013-14
20150025	Leckey Pal Classroom Seat- Seat 4 (Orange) with 1" side pads, casters, wedge sea	$1,713.24	2014-15
20150141	BUS CAMERA SYSTEM, Trooper TL$ hard drive and casing	$1,676.64	2014-15
20150142	BUS CAMERA SYSTEM, Trooper TL$ hard drive and casing	$1,676.63	2014-15
20150195	TIRE BALANCER, GPS9700 Roadforce Touch Balancer	$14,729.10	2014-15
20150196	Bodypack system w/Ci1 InstCabl A=516-558 MHZ	$10,697.01	2014-15
20150210	Hi-Pod X31 Robot Ready Endzone System. Quote# 8507	$5,630.00	2014-15
201775	RH U Desk, Bowed Front, 72"x48"x72"	$1,463.74	2013-14
201776	RH U Desk, Bowed Front, 72"x48"x72"	$1,463.74	2013-14
201777	RH U Desk, Bowed Front, 72"x48"x72"	$1,463.74	2013-14
201778	RH U Desk, Bowed Front, 72"x48"x72"	$1,463.74	2013-14
201779	LH U Desk, Bowed Front, 72"x48"x72"	$1,463.74	2013-14
201780	LH U Desk, Bowed Front, 72"x48"x72"	$1,463.75	2013-14
2023-115	KETTLE, ELECTRIC, COUNTERTOP - LEE WILLIAMS	$10,368.93	2022-23
2023-360	CISCO CATALYST 9400 SERIES 7 SLOT SUP (CHASIS)	$32,846.63	2022-23
23018	OLYMPUS DIGITAL CAMERA	$2,183.69	1999-00
30408C	RETROFIT NEW ROLLER/BLEACHER - MAIN GYM	$5,600.00	1999-00
30429	NEVCO SCOREBOARD	$3,247.35	1993-94
30621	10 DRAWER FLAT FILE	$1,109.07	1994-95
30788	STRIPPER & TRACKBOOM	$2,010.65	1994-95
30792	HITACHI HAMMER W/ ACCESSORY	$1,408.96	1994-95
3656E	RAMADA, SHADE 20 FT	$1,200.00	1974-75

3679	SUNNEN BP 10 PIN PRESS	$1,675.00	1982-83
3833	ROTARY INDEXING TABLE	$1,465.00	1982-83
3977	SIOUX VALVE REFACER	$2,120.00	1983-84
4844	SNAP-ON DIAGNOSTIC SCANNER	$1,444.50	1989-90
4846	RADAR GUN BASEBALL	$1,302.00	1989-90
487E	PARALLEL BAR	$1,100.00	1977-78
500026	FURN & EQUIPMENT - USE TAX	$92.35	2001-02
500026	HEWLETT PACKARD LAPTOP COMPUTER 15" HPXE3	$1,652.93	2001-02
500139	Catalyst 3550 48 Port Switch	$3,671.08	2002-03
5178A	GAS PACKAGE UNIT	$1,677.48	1996-97
5178B	GAS PACKAGE UNIT	$1,677.49	1996-97
5178E	GAS PACKAGE UNIT	$1,677.48	1996-97
5276E	GAS PACK	$1,406.83	1996-97
5440	VBALL UPRIGHT W/PAD/NET	$4,273.92	1993-94
6193	WORKSTATION	$1,245.19	1988-89
6383	AUDITORY TRAINER TRANSMITTER RECEIV	$1,721.48	1995-96
6870	DUST CONTROL CIRCULATOR	$1,441.60	1987-88
9372	DIE CUTTING MACHINE/LETTERS/RACK	$1,755.15	1993-94
9542	HITACHI DEMOLITION HAMMER	$1,361.05	1992-93
C-2087	Wood Lathe	$1,463.00	1905-06
C-3010B	3 TON 12 SEER PACKAGE A/C UNIT	$1,348.85	2003-04
C-3010C	3 TON 12 SEER PACKAGE A/C UNIT	$1,348.86	2003-04
C-500296	5 x 8 UNLIT D/F SIGN	$2,502.46	2001-02
PALO-21	PACKAGE UNIT HVAC 2007/08	$3,815.58	2007-08
101231	1998 F2 Go Golf Cart	2,200.00	2002-03
102292	Craftsman Tool Box	1,000.00	2005-06
102293	Craftsman Tool Box	1,000.00	2005-06
102294	Craftsman Tool Box	1,000.00	2005-06
102295	Craftsman Tool Box	1,000.00	2005-06
102296	Craftsman Tool Box	1,000.00	2005-06
102680	60" Woodworking Tool Cabinet	2,532.60	2005-06
102956	16 Channel DVR	3,960.74	2005-06
106356	Security Camera	1,216.47	2017-18

106357	Security Camera	1,216.46	2017-18
106391	Panoramic Outdoor Camera	1,135.25	2018-19
106392	Panoramic Outdoor Camera	1,135.26	2018-19
106459	Network Camera	1,040.57	2018-19
106606	Panoramic Outdoor Camera	1,308.01	2018-19
106607	Panoramic Outdoor Camera	1,308.01	2018-19
107077	Point of Sale Terminal	1,562.27	2020-21
111188	Security Camera - 16 Channel Embedded DVR Recorder	1,885.21	2012-13
112168	Tuba	2,996.00	2021-22
20150199	Transportation Routefinder	9,745.00	2014-15
2902A	Gas Tank	4,168.29	1982-83
5152J	Four New Classrooms	4,758.59	1996-97
5152K	Four New Classrooms	1,191.59	1996-97
5152L	Four New Classrooms	2,824.70	1996-97
5152N	Four New Classrooms	8,474.26	1996-97
5152O	Four New Classrooms	3,365.00	1996-97
5152Q	Four New Classrooms	1,782.06	1996-97
TMP926	40 ft Storage Container	3,100.00	2005-06

Kingman Unified School District #20

School Health Office

Classification
Non-Exempt

Salary Grade/Family
DOQ

Reports to

Date Revised
November 2022

Summary/Objective
To administer and deliver health services to each student and create a climate of health and well-being on the assigned campus.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Responds to all internal and external customers, as it relates to the position, in a prompt, efficient, friendly, and patient manner
2. Sets up student health records and emergency cards
3. Reviews all student records for any health needs
4. Orders and maintains school health and first aid supplies
5. Organizes and helps with all screening programs for vision, hearing, scoliosis, lice checks, and immunizations
6. Prepares re-screen lists
7. Records and updates individual student records on screenings, immunizations, etc.
8. Administers daily prescription and over-the-counter medications to students in accordance with school board policy under the supervision of the school administrator and maintains accurate records of medication given
9. Maintains daily log of all students seen in the health office
10. Completes accident reports clearly and concisely for all accidents
11. Supervises enrollment of students with regard to proper immunization history
12. Screens all new students for vision, hearing, and immunization history
13. Administers first aid as needed
14. Duplicates and distributes educational and instructional materials on health
15. Provides hygiene-related demonstrations and services in the classroom as needed
16. Notifies principal in any and all emergencies
17. Notifies principal of any situation that might be considered child abuse or neglect
18. Compiles periodic and year-end reports for state and district
19. Maintains knowledge of and adheres to all policies, regulations, and rules
20. Performs related duties as assigned in a safe and prudent manner

Other Duties
This job description is not a comprehensive listing of duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

1. Ability to communicate information, verbally and in writing, so others understand
2. Ability to listen and understand information from others
3. Ability to maintain a high level of confidentiality
4. Proficiency in using Microsoft Office Suite software programs and other programs as it relates to the position
5. Ability to operate most standard office equipment

Supervisory Responsibility
This position has no supervisory responsibilities.

Work Environment
This job operates in the school setting.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Regularly required to see, communicate
2. Regularly required to remain stationary and be mobile
3. Regularly run, stoop and kneel
4. Regularly lift, push, and/or move up to 50 pounds
5. Use specific vision including, close vision, distance vision, and depth perception

Position Type/Expected Hours of Work
At-Will Notice of Employment does not provide a guarantee of a particular schedule of work or a minimum number of days or hours.
This is a 9-month, 40-hour per week position. The employee will work ten hours per day Monday through Thursday. Extended work hours may occasionally be required.

Required Education and Experience
High School Diploma or equivalent

Required Certifications/Licenses for

ATTENDANT
Valid CPR & First Aid card – must be able to obtain within 30 days of hire

AIDE/EMT/PARAMEDIC

1. Current Emergency Medical Technician license/certificate (to be maintained) OR
2. Current Paramedic license (to be maintained) OR
3. Current CNA, LNA, LPN, LVN license or certificate (to be maintained)

REGISTERED NURSE
Current license (to be maintained)

Pay is based on licensure:
Salary Grade/Family
School Support 2/Classified - Attendant
School Support 6/Classified - Licensed Aide
School Support 8/Classified - Registered Nurse

Kingman Unified School District #20

Work Authorization/Security Clearance

Must be able to pass a criminal background check and obtain a Fingerprint Clearance Card with an IVP number through the Arizona Department of Public Safety.

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Matt O'Neill, Human Resources Director

RE: Certifications required for Licensed Health Attendant position

FOR AGENDA

- Approve Certified Clinical Medical Assistant (CCMA) to Required Certifications/Licenses for job qualifications of Licensed Health Attendant

FOR PACKET

At today's meeting of the Governing Board, Board members will consider adding Certified Clinical Medical Assistant (CCMA) to a list of approved certificates/ licenses required to be considered for School Support 6/Classified - Licensed Aide. The compensation is $18.25 per hour / 9 MO position.

In review of the coursework and experience necessary to obtain a CCMA other certificates for CNA, LNA, LPN, and LVN, staff found it to be comparable to those other certifications. In efforts to fill vacant positions for Health Attendants, adding CCMA the District may be able to attract additional candidates with this additional certification/ licensure.

District staff recommend the Governing Board approve adding CCMA to the list of certificates/ licensure for Licensed Aide. Attached is the current job description for the position.

Attachment

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POLICY SERVICES

ADVISORY

Volume 38, Number 7 **September 2026**

Policy Advisory No. 1069.....Policy KI — Visitors to Schools
DELETE Regulation KI-R — Visitors to Schools
Exhibit KI-E — Visitors to Schools

Policy Advisory Discussion

Policy Advisory No. 1069 **Policy KI — Visitors to Schools**
***DELETE* Regulation KI-R — Visitors to Schools**
Exhibit KI-E — Visitors to Schools

Policy KI has been revised to incorporate relevant provisions of Regulation KI-R and consolidate visitor requirements in one policy. The revised policy clarifies school and classroom visit procedures, including principal approval, advance arrangements for classroom visits, and the requirement that visitors report to the school office upon arrival. The policy also identifies restrictions applicable to visitors, including prohibitions involving alcohol, weapons, drugs, and tobacco or tobacco products on District property, and clarifies consequences for failure to comply with District requirements or lawful directions.

Regulation KI-R has been incorporated into Policy KI under the headings *Visitor Procedures* and *Compliance*. Accordingly, Regulation KI-R has been removed from the model manual.

Exhibit KI-E has been revised to provide a more complete request and approval form for school and classroom visits, tours, and observations. The exhibit adds visitor contact and scheduling information, identifies the type of request, and incorporates acknowledgment of principal approval, school office check-in, and compliance with District visitor requirements.

==========

If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

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

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ADVISORY 1069

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KI ©
VISITORS TO SCHOOLS

The Superintendent ~~shall~~ will establish school-visit procedures for the control of persons other than current school personnel or students who enter District premises. ~~Such~~ These procedures ~~shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds~~ may include sign-in protocols, name tags, limits on the number of visitors, and/or allowable visiting dates and times.

Visitors must follow all legal and District requirements including, but not limited to, restrictions against bringing alcohol, weapons, or drugs onto District property or using tobacco or tobacco products on District property.

~~No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.~~

~~Parent and Prospective Parent Visitors~~

~~The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the School District. See Regulation KI-R.~~

Visitor Procedures

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled students and parents who wish to enroll their children in the School District, unless a visit, tour or observation threatens the physical, intellectual, social or emotional health and/or safety of students and staff.

Approval by the principal is required for all school or classroom visits.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit.

All visitors to any school must report to the school office upon arrival.

Parent and prospective parent visit, tour and observation policies ~~shall~~ and procedures must be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

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Compliance

Anyone who is not a current student or staff member of the District schools and who violates this policy or applicable visitor procedures may be asked to leave District property; may be prohibited from future campus visits or subject to other limitations on future campus visits; and/or may be subject to other consequences as appropriate. Failure to comply with the lawful directions of District officials, District security officers, or law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District policy. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Adopted: _____

LEGAL REF.:
A.R.S.
13-1302
13-2905
13-2911
13-3102
15-184
15-341
15-342.05
15-507
36-681
A.G.O.
I84-054

CROSS REF.:
A - District Mission and Belief Statement
~~AD - Educational Philosophy/School District Mission~~
BBA - Board Powers and Responsibilities
KFA - Public Conduct on School Property

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~~**KI-R ©**~~

~~REGULATION~~

~~VISITORS TO SCHOOLS~~

~~Parents of enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.~~

~~The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.~~

~~All visitors to any school must report to the school office upon arrival.~~

~~For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.~~

~~In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.~~

~~No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.~~

~~Anyone who is not a student or staff member of the District schools, and is in violation of this regulation, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.~~

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EXHIBIT

VISITORS TO SCHOOLS

Parents/guardians of enrolled ~~pupils~~ students and parents/guardians who wish to enroll their children in the School District must ~~fill out~~ complete this form to request a visit, tour, or ~~observe~~ observation of a classroom.

Date: _____

Name of Parent/Guardian: _____

Phone: _____ Email: _____

Name of ~~Pupil~~ Student or Prospective ~~Pupil~~ Student: _____

~~Name of Classroom Parent seeks to visit, tour or observe:~~

~~_____~~

~~Please describe the reason for your visit, tour or observation so that the District may best satisfy your request:~~

School: _____ Grade: _____

Classroom/Teacher Requested, if known: _____

Type of Request:

- ☐ Visit
- ☐ Tour
- ☐ Observation

Requested Date: _____ Requested Time: _____

Alternate Date/Time, if applicable: _____

Please provide any information that will assist the District in scheduling and accommodating the requested visit, tour, or observation:

_____

_____

_____

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

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I understand that approval by the principal is required for all school or classroom visits. I also understand that all visitors must report to the school office upon arrival and comply with District policy and applicable visitor procedures.

Parent/Guardian Signature: _____ Date: _____

School Use Only

☐ Approved
☐ Approved with alternate date/time: _____
☐ Denied because the visit, tour, or observation would threaten the health and safety of students or staff.

Principal/Designee Signature: _____ Date: _____

Comments/Conditions, if any:

_____

_____

_____

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

Memorandum

Date: October 30, 2026

To: KUSD Governing Board

From: Liz Albin, Director of Curriculum & Assessment

RE: Novel for approval

FOR AGENDA

Approve novel that has been on display for the required sixty (60) days starting September 8, 2026.
This is a novel to be used at the 10th grade level.
Title: The Alchemist
Author: Paulo Coelho
ISBN: 9780062315007

FOR PACKET

For October Governing Board Meeting: There has been no public comment about this novel.

Information from September Governing Board Meeting:

The Alchemist was presented to KUSD's Curriculum Committee on August 18, 2026. After reviewing the information presented by LWHS English Teacher, Matthew Lambert, the Curriculum Committee voted to bring the novel to the KUSD Governing Board for possible approval after the required 60 day public display.

Summary of Information from the Curriculum Committee:

The Alchemist is an optional novel included in the StudySync High School English curriculum for 10th grade that was adopted at the June 2026 KUSD Governing Board meeting. Mr. Lambert completed the attached Request for Board Approval form.

Request for Board Approval: Supplemental Materials

This form is to be completed for any supplemental curriculum to be considered for board approval.

1. Supplemental material proposals are developed with grade level or subject area department chair.
2. Building principal reviews proposal and notifies Curriculum Director of completed form.
3. Curriculum Director reviews form and schedules Curriculum Committee public meeting.
4. Curriculum Committee meets to review the content of the form and to determine if the supplemental material should go to the KUSD School Board for approval.
5. If the Curriculum Committee determines that the supplemental material should go to the KUSD School Board, it will be placed on the next available board agenda for public review.
6. After 60 days of public review, KUSD School Board will vote on the supplemental material.

The curriculum must meet the criteria from KUSD Board Policy IJJ-R (listed below).
A. Resources shall be recommended to support and enrich the school curriculum and to meet the personal needs of the students.

B. Resources that are recommended shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom the materials are selected.

C. Resources that are recommended shall provide a background of information that will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.

D. Resources that are recommended shall provide information on differing sides of issues so that users may develop the practice of critical analysis.

E. Resources shall be recommended for the atypical student as well as for the average student.

F. Resources shall be recommended for their strengths rather than rejected for their weaknesses, and shall be judged as a whole.

G. Recommendations shall support and be consistent with general education goals of the District and goals and objectives of specific courses.

The respondent's email (**mlambert@kusd.org**) was recorded on submission of this form.

Requestor Information

Name *

Matthew Lambert

School * Dropdown

Lee Williams High School

Grade Level or Department *

English

Grade Level or Department Chair Name *

Megan Harris

Supplemental Material Information

Course title or grade level for the supplemental material. *

10th Grade

Name of requested supplemental material *

The Alchemist

Author and/or Publisher *

Paulo Coelho

Brief description of supplemental material. *

The Alchemist is about a young shepherd boy who dreams of finding buried treasure underneath the Pyramids of Giza. He decides to sell his flock and faces various challenges while sailing across the ocean and traveling through deserts to pursue his dream.

% of instructional time for the supplemental curriculum *

Supplemental materials cannot replace district adopted curriculum.

10%

Edition (if applicable)

25th Anniversary paperback edition

ISBN (if applicable)

ISBN-13: 978-0062315007

Website (if applicable)

https://www.harpercollins.com/products/the-alchemist-paulo-coelho?variant=32122391101474

Quantity requested *

40

Instructional Details

Answer the questions below and be prepared to share this information with the Curriculum Committee.

Is there ESSA evidence to support the purchase? *

- (●) Yes
- ( ) No

If there is ESSA evidence, provide a link to the study.

"Yes. The purchase of The Alchemist is directly supported under ESSA Tier 4 because it is a vetted and integrated component of our district-adopted curriculum, StudySync. The text aligns with the pre-built lesson structures, scaffolded prompts, and standards aligned assessments already established in the core curriculum platform. Purchasing these physical texts allows for the exact execution of StudySync's research backed, evidence based reading strategies for 10th grade English Language Arts.

How will this resource support and enrich the school curriculum and meet the personal needs of the students. *

I believe that because it is already a part of the built in curriculum for StudySync, it will meet the standards that are required by the state, and more broadly, the message will benefit students as they think about the goals that they would like to achieve in their lives, while in high school and after graduating.

Describe how the supplemental material is appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom the material is selected. *

Having read this book, there is nothing that is inappropriate for their age or subject. It is a coming of age story about a young man pursuing his dreams, and overcoming hardships in that pursuit.

How will this resource provide a background of information that will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives. *

After reading this book myself, it made me think about what I wanted out of my life, understanding that nothing worthwhile comes easy. It motivated me to pursue my goals, and I feel that the metaphor of the story itself will be relatable to the students and foster an alignment within themselves to try for more, and to persevere through hardships when life gets hard.

Describe how the recommended supplemental curriculum shall provide information on differing sides of issues so that students may develop the practice of critical analysis. *

Students analyze Santiago's journey through the lens of magical realism, determinism, and optimism the idea that fate helps those who follow their dreams.

Conversely, students will use critical analysis to look at real world counterweights, such as socioeconomic barriers, historical limitations, and the concept of personal agency versus societal obstacles.

Describe the population of students who will use this supplemental resource (i.e. special education, general education, advanced learners). *

It can be used by all students, whether they are in special education, general education or advanced learners. I have met many in my life who have read this book and found it valuable, from doctors and lawyers, to other teachers such as myself.

Describe any strengths of the supplemental material that have not already been mentioned in previous answers. *

The syntax is clear and straightforward, allowing lower level readers or English Learners to read fluently without getting bogged down by advanced vocabulary.

While the language is simple, the books meaning, symbolism, and psychological archetypes are deeply complex, providing room for advanced analytical discussions.

How does this supplemental material support and provided consistency with general education goals of the District and goals and objectives of specific courses. *

As mentioned above, this book is already approved for 10th grade English through StudySync, ensuring that the Arizona ELA goals and objectives are met.

Describe how school usage will be monitored. *

Teacher level monitoring, Student self monitoring, and administrative level oversight.

Describe how the efficacy of the supplemental curriculum will be assessed. *

This supplemental curriculum will be assessed via StudySync's pre-built, standard-aligned assessments.

Curriculum Committee Meeting Information

Once your request has been reviewed by the Curriculum Director, you will be contacted with the date of the next Curriculum Committee. Be prepared to present this information to committee members and answer questions about the curriculum.

Who will be present for questions at the Curriculum Committee Meeting? *

Matthew Lambert (myself)

Check the box to confirm that your principal has reviewed this supplemental material proposal. *

- [x] I have reviewed this supplemental material proposal with my building principal.

This form was created inside of Kingman Unified School District #20.

Google Forms

INTERGOVERNMENTAL AGREEMENT
BETWEEN
KINGMAN UNIFIED SCHOOL DISTRICT No. 20 and
the MOHAVE COUNTY SHERIFF'S OFFICE

This is an Intergovernmental Agreement hereinafter referred to as "**IGA**," between Kingman Unified School District No. 20 of Mohave County, hereinafter referred to as "**KUSD**," and the Mohave County Sheriff's Office, hereinafter referred to as, "**MCSO**," as an agreement for the use of a school resource officer ("**SRO**") at Kingman High School, Black Mountain School, Cerbat Elementary School and Mt. Tipton School for 10 months of a school year for the duration of the School Safety award. MCSO and KUSD are collectively referred to as the "**Parties**."

1. RECITALS: This IGA is made with reference to the following facts:

1.1 MCSO will provide the necessary information demonstrating the SRO's qualifications.
1.2 KUSD will provide registration fees and necessary resources to include, but not limited to, transportation to mandatory state trainings related to the School Safety Grant Program.
1.3 The parties will meet no less than two times per school year to review the SRO's status as an officer and considerations related to the evolving site needs as demonstrated by School Safety and Prevention Team data.

2. USE:

2.1 The SRO will be utilized as outlined in the grant application such that the officer is not a means of discipline.
2.2 The SRO will use time on campus to provide Targeted and Universal Law Related Education, staff trainings for Law Related Education, and attend all School Safety and Prevention Team meetings.
2.3 The SRO will be available to the designated schools, Kingman High School, Black Mountain School, Cerbat Elementary School and Mt. Tipton School, for 10 months of the school year.

3. AUTHORITY:

3.1 Parties are authorized to enter into this IGA pursuant to Arizona Revised Statues §§ 11-951, 11-952, 15-154, 15-341 and 15-154.

4. **COST:**

4.1 KUSD will hire the SRO through the organization's Human Resources department and compensation and benefits will be rendered through KUSD payroll based on the salary statement provided by MSCO.

5. **TERM:**

5.1 The current School Resource Grant Program award ends June 2029.

5.2 The SRO's time and effort at the schools will begin two weeks prior to students coming to campus at the start of the school year, and end two weeks after the students leave for the summer break

6. **ENTIRE AGREEMENT.** This IGA embodies the entire agreement and understanding between the parties. The parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this IGA. Changes of any of the provisions of this IGA shall not be valid unless reduced to writing and signed by both parties.

7. **ASSIGNMENTS AND SUBLETTING.** KUSD shall not have the right to assign this IGA or allow any other person or entity to use the SRO without the prior written consent of MCSO.

8. **ARBITRATION.** In the event of a dispute, the parties agree to use arbitration only to the extent it is required by A.R.S. § 12-1518 or otherwise required by Arizona Rules of Civil Procedure. The parties shall agree to fully exhaust administrative remedies before filing litigation

9. **CONFLICT OF INTEREST.** The parties agree that this IGA is subject to cancellation pursuant to A.R.S. § 38-511.

10. **INDEMNIFICATION.** To the fullest extent permitted by law, parties shall indemnify, defend, and hold harmless the other party and each officer, employee, agent or student thereof, for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including but not limited to, reasonable attorney's fees, court costs and the costs of appellate proceedings) to which any such Indemnified party may become subject, under any theory of liability whatsoever to the extent that such claims are caused by the negligent acts, recklessness or intentional misconduct of Indemnifying party, its officers, employees, agents, students or any tier of subcontractor in connection with this IGA.
This Indemnifying clause will survive the termination of this IGA. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of the indemnification.

11. **SEVERABILITY.** If any term of this IGA is invalid or unenforceable under any statute, regulation, ordinance or other rule of law, such term will be deemed reformed or deleted and the remaining provisions will remain in full force and effect.

12. **MODIFICATION.** This IGA may be amended only by written agreement duly executed by an authorized representative of each party (email is acceptable).

13. **EQUIPMENT OR PROPERTY.** It is not contemplated that the parties will contribute equipment or property in furtherance hereof. To the extent there is a contribution, pursuant to the provisions of A.R.S. § 11-952(B)(4), and in the event of termination of this IGA, any equipment or property contributed by either party shall be returned to the respective party.

14. **TERMINATION.** Termination prior to this IGA's end date shall not relieve KUSD from their obligation to pay for services provided prior to termination.

15. **GOVERNING LAW.** This IGA shall be governed by, and construed under, the laws of the State of Arizona.

16. **EXECUTION DATE.** The parties have caused this IGA to be executed by their duly authorized representatives, this _____ day of _____, 2026.

"KINGMAN UNIFIED SCHOOL DISTRICT NO. 20"	"MOHAVE COUNTY SHERIFF'S OFFICE"
_____	_____
KUSD #20	Mohave County Sheriff's Office
By: Gretchen Dorner	By: Doug Schuster
Its: Superintendent	Its: Sheriff
3033 MacDonald Avenue	600 W. Beale Street
Kingman, AZ 86401	Kingman, AZ 86401
(928) 753-5678 phone	(928) 753-0753 phone
(928) 753-6910 fax	(928) 753-0756 fax

The attached IGA has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorneys who have determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the parties.

Approved as to form this _____ day of _____, 2026.

By: _____

(Name and Title)

Approved as to form this _____ day of _____, 2026.

By: _____

(Name and Title)

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Kingman Unified School District
Career and Technical Education
Internship Program
Work-Based Learning Guide
2026-2027

CTE Internship Handbook

1. CTE Internship FAQs
2. Work-Based Learning (WBL)-Internship Student Information
3. WBL Training Agreement
4. WBL Training Plan
5. Transportation Agreement Form
6. Student Performance Evaluation
7. Student Diary/Journal Prompts
8. Visit Monitoring Checklist

What is a CTE Internship?
A CTE Internship is a type of Work Based Learning (WBL) experience that allows students to develop their professional skills to enhance their employability. A CTE Internship is the final course in the sequence of courses of an approved CTE program. The CTE Internship provides CTE students an opportunity to engage in learning through participation in a structured work experience that involves the application of previously developed technical skills and practical application. This experience uses training agreements and plans to outline what students are expected to learn and demonstrate at the worksite. Participation in the CTE Internship provides structured training and career exploration; however, it does not guarantee employment with the host employer following completion of the internship experience

Who is eligible to participate in the CTE Internship?
Students who are classified as juniors or seniors and at least 16 years of age are eligible to participate. Students in internships must have completed the second-year course or be concurrently enrolled in the second-year course. The CTE Internship must be directly related to the CTE program in which the credit is earned. Students must work at their internship a minimum of 60 documented hours per semester to earn ½ credit per semester or 120 hours to earn a full credit.

What records are required for each student?
The internship coordinator must have the following on file:

*Student Application *Training Agreement *Training Plan
*Wages/hour report *Visitation notes/reports *Employer/mentor evaluation reports
*Journal/Diary

Accurate and timely completion of required documentation is mandatory for credit eligibility. Students must maintain and submit all required logs, time documentation, evaluations, and journal entries in accordance with program deadlines. Failure to maintain appropriate documentation may result in disciplinary action or loss of academic credit for the internship course.

What are the responsibilities of the teachers <u>assigned to supervise</u> the CTE Intern?

- Maintain any valid CTE teaching certificate
- Comply with all labor laws
- Educate employers/mentors about program technical standards and the student learning objectives
- Identify, research, contact, and develop safe industry-based student work sites
- Develop each student's Training Plan and Training Agreement and secure signatures
- Evaluate students in cooperation with employers/mentors
- Maintain appropriate work hours documentation
- Work collaboratively with CTE Program teachers
- Verify that student placements are in compliance with the program technical standards
- Ensure that all "registered" Internship students have placement prior to the start of the semester.
- Develop a selection process to identify internship participants
- Verify that all student placements are in compliance with the program technical standards

<u>Program Governance & Compliance:</u>

This Work-Based Learning (WBL) Internship Program operates in compliance with applicable federal and state regulations governing youth employment, including:

- Workforce Innovation and Opportunity Act (WIOA), where applicable

- Federal and State Child Labor Laws
- Equal Opportunity provisions
- Arizona Department of Education CTE Standards

The program maintains a strict non-discrimination policy. No student or applicant shall be discriminated against on the basis of race, color, national origin, sex, religion, age, disability, or political affiliation.
Participation in internship placement is contingent upon:

- Availability of appropriate placement
- Compliance with program requirements
- Adherence to district and employer policies

The Internship Program reserves the right to modify, suspend, or terminate placements for non-performance, safety concerns, funding limitations (if applicable), or violation of program standards.

Insurance, Risk Management & Liability

Students participating in the Work-Based Learning Internship Program are considered student-learners engaged in an educational training experience.
Kingman Unified School District provides student accident coverage consistent with District policy during approved internship participation.
For internship placements funded or administered through Arizona@Work or related workforce programs, workers' compensation coverage may be maintained through Arizona@Work in accordance with program guidelines and eligibility requirements.
Students and parents/guardians acknowledge that the student's personal or family medical insurance shall serve as the primary insurance coverage in the event of injury or illness. Any eligible reimbursement through District coverage, Arizona@Work workers' compensation coverage (when applicable), or employer coverage shall follow established claims procedures.
Employers are responsible for maintaining all required business insurance coverage, including workers' compensation coverage where applicable under federal and state law.
The parties agree to mutually release and hold harmless Kingman Unified School District, Mohave County (Arizona@Work), their governing boards, officers, employees, agents, and representatives from liability, claims, damages, or losses arising out of the student's participation at the worksite, except in cases of negligence or willful misconduct by the District or County.
All parties acknowledge that maintaining a safe worksite is a shared responsibility among the District, Mohave County-Arizona@Work (when applicable), the Employer/Mentor, and the Student. Each party agrees to comply with applicable safety laws, policies, supervision standards, and risk management practices to promote a safe learning environment.
Transportation to and from internship sites remains the responsibility of the student and parent/guardian unless otherwise arranged in writing.

Student Information for Internship

Student Name: Click or tap here to enter text.

Date of Birth: Click or tap to enter a date.

Age: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

City: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

Student Cell Phone: Click or tap here to enter text.

Student School E-mail: Click or tap here to enter text.

Parent/Guardian Name: Click or tap here to enter text.

Parent/Guardian Phone Number: Click or tap here to enter text.

Program Placement Criteria Statements.

- **An internship PLACEMENT IS A PRIVILEGE, NOT A RIGHT.**
- A placed student will adhere to all state and federal laws pertaining to youth employment and exemptions.
- A placed student will adhere to all internship site company rules, policies, and safety requirements while participating in the program.
- A placed student will adhere to all district/school internship program paperwork requirements, including the timely submission of logs, safety forms, and work assignments (in class and worksite).
- A placed student will conduct themselves in a professional manner while at the worksite.
- A placed student will arrive on time and will immediately contact her/his internship instructor/coordinator and internship site supervisor if it is determined that a timely arrival or absence will occur.
- A placed student will secure her/his own transportation to the approved internship site company location.
- A placed student may not be supervised by a company and/or site supervisor who is related to the student.

By signing this application, I confirm that I will agree to the above placement criteria statements, and that I will complete and submit the following as part of the pre-placement requirements:

- Student Internship Application
- An internship placement reference (teacher, counselor, or current job supervisor)
- Employer/Mentor conducted interview (if requested)

Student Name:	Signature:	Date:
Parent/Guardian Name:	Signature:	Date:

Student Information for Internship

Student Interview Questions

1. What is your ultimate career goal?

2. How can the Internship class help you achieve this goal?

3. What are some of your ongoing personal commitments? Could they affect your ability to complete this course?

4. Do you have any experience in this field?

5. What does Workplace professionalism mean to you?

Work Based Learning Training Agreement

Student Name: Click or tap here to enter text.
Date of Birth: Click or tap to enter a date.
Age: Click or tap here to enter text.
Home Address: Click or tap here to enter text.
City: Click or tap here to enter text.
Zip Code: Click or tap here to enter text.
Parent Phone: Click or tap here to enter text.
Cell Phone: Click or tap here to enter text.
Student School E-mail: Click or tap here to enter text.
Business Partner Employer-Mentor Name: Click or tap here to enter text.
Business Partner Company: Click or tap here to enter text.
Business Partner Phone: Click or tap here to enter text.
E-Mail: Click or tap here to enter text.

Program Participation Standards

All participants in the Work-Based Learning Internship Program agree to uphold the following standards:

- Follow all workplace policies, procedures, and safety requirements
- Adhere to Kingman Unified School District and High School regulations
- Maintain professional conduct, communication, and appearance
- Demonstrate ethical behavior and respect confidentiality
- Communicate concerns or absences promptly to the appropriate supervisor and Internship Coordinator
- Complete required documentation and assignments in a timely manner

Failure to meet these standards may result in removal from the internship placement and/or loss of credit.

For the Work Based Learning Program to be fully effective, it is mandatory that certain rules and regulations be followed. The student, his/her Parent/Guardian, the Internship-Coordinator and the Business Partner Employer-Mentor must agree to fulfill the following responsibilities.

Student/Learner recognizes that the Work-Based Learning experiences will contribute to his/her career objectives and agrees to the following:

1. Understands that they must be a KUSD student.
2. Understands there is no guaranteed or assigned workplace.
3. Accepts responsibility for providing transportation to and from the workplace.
4. Abide by the rules, regulations, policies, and procedures of the workplace, KUSD, and the Work-Based Learning Program.
5. Understands that once a position is accepted, a commitment has been made to the Business Partner Employer-Mentor. It is expected that the student-learner will be at the Business Partner Company for the length of the Work-Based Learning.
6. Responsible for being at the workplace every scheduled day at the appointed time.
7. The student will be withdrawn from the work-based learning experience, resulting in loss of credit, if the student gets fired, quits, or leaves the program before the end of the semester.

8. Follow the directions of the Business Partner Employer/Mentor.
9. Do nothing intentionally to disrupt the normal routine of the workplace.
10. Exercise confidentiality and respect with regard to information gained at Business Partner Company and Business Partner staff with regard to the Work-Based Learning program, teacher-coordinator, or student-learner.
11. Be prompt and accurate in completing all required assignments, forms, and reports for the Work-Based Learning program, the teacher-coordinator, and the Business Partner Employer-Mentor.
12. Agrees to demonstrate courtesy, a cooperative attitude, appropriate dress, and a willingness to learn. Behavior to the contrary may lead to dismissal from the Work-Based Learning Program and/or the Business Partner Company.
13. Understands that any breach of trust, professionalism, or ethical behavior (i.e., any evidence of dishonesty with money, merchandise, time, or effort) may result in dismissal from the Work-Based Learning Program and/or the workplace.
14. Agrees to communicate with the Business Partner Employer-Mentor and the Teacher-Coordinator at all times.

The Parent/Guardian agrees to:

1. Commit to support the student, Business Partner Employer/Mentor, and Work-Based Learning Program.
2. Participation of the student-learner in the Work-Based Learning Program and encourage the student-learner to effectively carry out duties and responsibilities both in the classroom and at the training site.
3. Contact the Teacher-Coordinator regarding all questions/concerns pertaining to the Business Partner Mentor experience.
4. Accepts responsibility for providing transportation to and from the workplace.

The Employer/Mentor agrees to**:**

1. Abide by Federal, State, and Local regulations regarding employment, job duties, and the provisions of an equal opportunity employer.
2. Understand and enforce Child Labor Laws (DOL 579.50 subpart E) regarding occupations, particularly for the employment of minors between the ages of 16-18 years of age, and the exceptions to the order for non-agricultural work.
3. Maintaining a current Level One Fingerprint Clearance Card issued by the Arizona Department of Public Safety. This must be obtained by anyone working one-on-one with the student. (If the assigned supervisor or mentor changes at any time during the internship placement, the employer is responsible for ensuring the newly assigned supervisor applies for and receives an eligible Fingerprint Clearance Card prior to assuming supervisory responsibilities. Please see attachment A for guidance on obtaining a card)
4. The work of the student-learner in the occupation declared particularly hazardous shall be incidental to the training, and such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person.
5. Provide applicable general safety guidelines to the work environment.
6. Understanding the status of the student while in training shall be that of student-learner; however, work standards expected of the student-learner will be the same as those expected of other beginning workers.
7. Function as a training site, and as such, an employer-mentor will be assigned to the student-learner. This employer-mentor will be allowed time to work with the student-learner so that this Work-Based Learning will be a viable educational experience.

Work Based Learning Training Agreement

8. Provide a variety of related experiences for the student-learner consistent with his or her career/occupational competencies.
9. Follow the training plan (a schedule of organized and progressive work experiences) to be performed at the training site.
10. Understand that once a position is accepted, a commitment has been made to the student-learner. It is expected that the student-learner will be at the Business Partner Company for the duration of the Work-Based Learning unless a serious situation arises or prior arrangements have been made.
11. Exercise confidentiality in regard to information gained during the Work-Based Learning program.
12. Assist in the evaluation of the student-learner.
13. Contact the Teacher-Coordinator if any problems arise regarding the student-learner.
14. Work with the Teacher-Coordinator to mutually agree to transfer or withdraw the student-learner when he/she deems such actions to be in the best interest of those concerned.
15. Approved internship worksites must meet applicable health and safety standards. The District reserves the right to review safety compliance documentation or conduct site walkthroughs to ensure student safety and program compliance

Internship Coordinator agrees to***:***

1. Ensure the enrollment of the student-learner is in a state-approved Career and Technical Education Work-Based Learning Program.
2. Provide related classroom instruction, including safety instruction (especially for hazardous occupations), and make provisions for the student-learner to receive additional workplace readiness instruction.
3. Periodically observe the student-learner on the job and to visit with the Business Partner Employer-Mentor in order to aid in the student-learner's development.
4. Consult with the Business Partner Employer-Mentor in the evaluation of the student-learner.

By signing below, each party agrees to the terms of this agreement and the rules, regulations, and provisions of the Work-Based Learning Program. Failure to comply with this agreement in whole or in part will result in the dismissal of the student from the Work-Based Learning program, disciplinary action, possible failure of the course, and/or loss of credit.

Student-Learner	Date	Parent/Guardian	Date
Business Partner Employer-Mentor	Date	Internship Coordinator	Date

Original: Internship Coordinator; Copies to: Student-Learner, Parent/Guardian, Business Partner, Employer-Mentor

Whenever possible, the Employer/Mentor will notify the Internship Coordinator prior to termination of a student placement so that appropriate intervention or corrective action may be considered.
Immediate termination may occur in cases involving serious safety violations, illegal activity, harassment, dishonesty, or behavior that jeopardizes the well-being of the student or others.
If a placement is terminated, the District will determine whether reassignment is appropriate or whether the student will be withdrawn from the Work-Based Learning cours

Internship Training Plan

Purpose of the Training Plan:
The Training Plan is a mutually agreed upon guide among the Employer/Mentor, the Student, and the Internship Coordinator as the targeted progression of skills to be obtained by the Student on the training site by the conclusion of the CTE Internship experience. The minimal State Standards (including State Professional Standards and State CTE Program Standards) listed are to be addressed according to the agreed-upon training plan. The student's career goal will be used as the focus for the development of the training plan. Progress checks will be conducted quarterly.

Student Name: Click or tap here to enter text.

Employer/Mentor: Click or tap here to enter text.

Employer/Mentor Company: Click or tap here to enter text.

Teacher/Coordinator: Click or tap here to enter text.

Student Career Goal #1: To obtain a CTE Internship experience in the field of my CTE program.

Student Career Goal #2: Click or tap here to enter text.

CTE Program of Study: Click or tap here to enter text.

CTE Program Standards Select the six CTE program standards that best relate to your internship responsibilities.	Goal Date	Date Achieved	Employee Mentor Initials

Internship Training Plan

Employer/Mentor Goals Identify at least 3 goals with your employer/mentor. Goals can include specific job functions	Goal Date	Date Achieved	Employee Mentor Initials
For example: Read company philosophy and/or mission statement			

Internship Training Plan

Student Goals *Identify at least 3 goals that include skill sets leading to career goal*	Goal Date	Date Achieved	Employee Mentor Initials
Obtain a CTE Internship experience in my career choice			
Complete the required hours for my CTE Internship experience			
Receive a recommendation letter from my employer/mentor			

Employer/Mentor: _____ Date: _____

Student: _____ Date: _____

Internship Coordinator: _____ Date: _____

Parent and Student Transportation Verification

The student and their parent(s)/guardian(s) accept responsibility for the safety and welfare of the student while actively participating in this internship placement. Please note that during the student's internship time, they will not be in class. Some students will complete their internship hours during their scheduled class time. Others will complete their hours after school and/or on the weekends if there is a need to make up the minimum hours per semester. During scheduled internship times, the student should not be on campus. Parents are also acknowledging approval of the transportation arrangements as described here.

TO your internship: _____

Please describe what arrangements you have made for traveling **TO** your internship location:

FROM your internship: _____

By signing this document, parents give permission for their student to be off campus for internship purposes only.

We understand that KUSD #20 assumes no responsibility when a student travels in a private vehicle.

_____	_____	
Print Student Name	Student Signature	Date
_____	_____	
Print Parent Name	Parent Signature	Dat

Student Performance Evaluation

Professional Skills	**Novice**	**Proficient**	**Expert/ Leader**	**Please check the appropriate rating for each workplace standard using the indicators below:** Novice: Executes basic skills and performs entry-level work Proficient: Demonstrates knowledge and skills of a successful employee. Expert/Leader: Demonstrates knowledge and skills of an exemplar employee.
1.0 COMPLEX COMMUNICATION: Employs complex communication skills in a manner that adds to organizational productivity.				Uses communication style appropriate to the audience and situation. Communicates effectively in a diverse work environment. Exercises competence in using technology.
2.0 COLLABORATION: Collaborates, in person and virtually, to complete tasks aimed at organizational goals.				Respects the contributions of others. Build team relationships and take on roles and responsibilities. Manages information with sensitivity.
3.0 THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions**.**				Uses resources to define a problem and takes action. Evaluates self and maintains an attitude of openness. Creates/innovates to improve workplace productivity.
4.0 PROFESSIONALISM: Conducts oneself in a professional manner appropriate to organizational expectations.				Manages time in accordance with organizational expectations. Represents organization and performs work with a positive manner. Manages resources to benefit the organization.
5.0 INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace.				Functions independently within the organizational structure. Builds learning relationships while cooperating with colleagues. Adjusts to change and applies new resources.
6.0 INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures				Selects from technological and non-technological methods/tools to communicate across generations. Relies upon the wisdom and experience of others to accomplish work.

Student Performance Evaluation

and generations to achieve organizational mission, goals, and objectives.				Uses relevant intergenerational and cross-cultural communication.
7.0 ORGANIZATIONAL CULTURE: Functions effectively within an organizational culture**.**				Fits work performance to the organizational structure. Works in a manner that reflects organizational values. Performs work that advances organizational growth and success.
8.0 LEGAL AND ETHICAL PRACTICES: Observes laws, rules, and ethical practices in the workplace**.**				Respects the organization's physical and intellectual property and adheres to policies /procedures. Demonstrates loyalty to the organization, its mission, and resources. Takes responsibility for one's actions in the workplace.
9.0 FINANCIAL PRACTICES: Applies knowledge of finances for the profitability and viability of the organization.				Acts prudently with organizational resources Articulates financial goals and strategies of the organization. Relates work performance to company profitability.
NOTES				

Student Journal Prompts

The following prompts will be used for students to reflect on their journal requirement. A weekly assignment is due on Thursday by 11:59 pm on the WBL Experience Platform.

Directions for the students.
Please answer the question in paragraph form with 5-7 sentences using correct grammar and punctuation.

Week	Prompt for Reflection
1	What do you hope to accomplish in this internship? What are your specific goals?
2	What are your expectations for this experience?
3	What are your initial reactions to your first few days? What are you looking forward to? Is there anything you are disappointed about?
4	What new skills or experiences have you learned this week? (Be Specific!)
5	Create two short-term goals and two long-term goals you want to accomplish by the end of your senior year. How will participating in the CTE Internship program assist you in accomplishing your goals?
6	What is going to be your biggest challenge in this internship?
7	Do you feel like you fit in to the organization? Why or why not?
8	What makes you feel best when you are making progress toward a significant personal goal? List three things that help you make progress.
9	Now that you have spent time at your internship, have you noticed the difference in dress code from your internship site and your school? What is the dress code at your internship site and has that been an adjustment for you?
10	What goals have you met so far? What goals do you still need to meet? Have you changed any of your goals?
11	How has your perception of the internship/organization changed since you started the internship?
12	What steps have you taken to address the challenges and disappointments that you identified in your early journal entries?
13	What is surprising about the internship?
14	How have you contributed to the organization?
15	What have you learned from your supervisor about motivating and/or managing employees?
16	What have you learned from the routine parts of the internship?
17	What do you think are your strongest attributes as an intern?
18	Have you been able to build a rapport with other people in the organization? If so, how did you do so? Does this come easily for you? Why or why not?

Student Journal Prompts

19	In what ways do you feel like you can improve your performance?
20	Have you experienced any bad days or disappointments on the job? How did you react? Would you react differently next time? How so?
21	Is your personality a fit for this organization? Do you notice particular personality types working in this industry?
22	How are you accomplishing your goals for this experience?
23	What are you learning about yourself through this experience?
24	Were your expectations for this experience realistic? Why or why not?
25	What have been your biggest successes so far in this internship?
26	How have you changed as a result of this experience?
27	What have you done that you didn't ever think you would ever be able to do?
28	What is the most important thing that your organization does?
29	What changes would you make if you had the chance to do this over again?
30	What would you do differently in this organization if you were the boss/owner?
31	How would you describe your work style based on your behavior at this internship?
32	How are you different than you were when you started this experience?
33	How has your experience so far strengthened or diminished your resolve to pursue this career?
34	What did you learn from your challenges in this experience?
35	How do you want your supervisor to remember you?
36	What recommendations would you give to other students doing an internship at this location?
37	What have you learned from your colleagues during this experience?
38	What would you say to convince a skeptical student to pursue his or her own internship experience?

Visit Monitoring Checklist

Student Information

Student Name: Click or tap here to enter text.

Visit Date: Click or tap to enter a date.

Visit #: Click or tap here to enter text.

Program of Study: Click or tap here to enter text.

Campus Name: Click or tap here to enter text.

WBL Teacher: Click or tap here to enter text.

Employer/Mentor Information

Employer Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Address: Click or tap here to enter text.

Supervisor: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Supervisor Email Address: Click or tap here to enter text.

Placement Information

Start Date: Click or tap to enter a date.

Expected End Date: Click or tap to enter a date.

Student Placement Duties - High-Level: Click or tap here to enter text.

Visit Monitoring Checklist

Use the following checklist to capture observations and identify key questions to ask during the monitoring visit. Some activities and interactions can be observed directly, while others may require specific questions to the supervisor, other company employees, and the student.

Overall, a monitoring visit should serve to achieve the following goals:

- Observe and confirm that the worksite provides a physically safe and culturally supportive environment for student learning
- Confirm compliance with safety standards, supervision requirements, and youth employment regulations
- Support the employer in reinforcing the student's technical and employability knowledge and skills through work-related assignments
- Support the employer in addressing any work professionalism concerns with the student
- Celebrate student accomplishments and successes, and document evidence of the student's technical and employability knowledge and skills growth
- Identify opportunities for continued student technical and employability knowledge and skills growth while in the WBL placement
- Build professional relationships with the company that can lead to future placement opportunities

Other goals specific to this visit (list here):

Physical Environment:

- ❑ Is the student's physical worksite environment safe and clean?
- ❑ Has the student been provided the necessary resources, supports, and equipment to complete assigned tasks?
- ❑ Is the student's work location near other employees?
- ❑ Is the student's work location near the worksite supervisor for easy access to support?

Notes:

Cultural Environment:

Visit Monitoring Checklist

- ❑ Does the worksite reflect appropriate professionalism for the student?
- ❑ Is the student viewed as a member of the company?
- ❑ Does the student interact and communicate well with employees?
- ❑ Does the student interact and communicate well with the worksite supervisor?
- ❑ Is the student given multiple opportunities to observe various jobs/roles in the company?
- ❑ Is the student treated with professionalism by employees of the company?

Notes:

Learning Environment:

- ❑ Has the student been given or has been identified a task/problem to resolve that reflects their program and that reinforces and stretches their learned knowledge and skills?
- ❑ Can the student articulate what tasks have been assigned to them by describing what they are and how they impact the company?

Notes:
What regular, ongoing responsibilities has the student been assigned?

Visit Monitoring Checklist

Student Performance:

- ❑ Does the supervisor confirm that the student regularly arrives on-time?
- ❑ Does the supervisor confirm that the student regularly is dressed professionally?
- ❑ Does the supervisor confirm that the student regularly demonstrates proper hygiene?
- ❑ Does the student demonstrate a professional attitude and etiquette?
- ❑ Does the supervisor confirm that the student completes work on-time?
- ❑ Does the supervisor confirm that the completed work is to desired specifications?
- ❑ Does the student independently ask questions when assigned tasks are unclear?
- ❑ Does the student demonstrate an appropriate amount of independence in completing assigned tasks?
- ❑ Does the student appear to have confidence in their ability to complete assigned tasks to supervisor's satisfaction?

Notes:

Employer Feedback:

- ❑ Is the employer and supervisor generally satisfied with the student's performance and contributions?
- ❑ Are there technical knowledge/skills and/or employability skills that the student needs to strengthen?
- ❑ Is the placement experience viewed positively by the company, worksite supervisor, other employees?
- ❑ Are there work professionalism concerns the employer has with the student?

Notes:

What additional supports are needed by the employer/supervisor to ensure the placement experience is successful for the company and for the student?

Memorandum of Understanding

Between

Mohave County (for the Airzona@Work Mohave/La Paz Workforce Development Board)

&

Kingman Unified School District

including Lee Williams High School, Kingman High School, & Kingman Academy of Online Learning

Purpose

The purpose of this MOU is to establish a collaborative partnership between AZ@WORK and KUSD to support work-based learning (WBL) activities, including internships and paid work-based learning experiences, for eligible students during the academic school year. This partnership is intended to enhance career readiness, employability skills, and alignment with Career and Technical Education (CTE) pathways through structured, supervised workplace
experiences.

Program Overview

The work-based learning activities supported under this MOU include:

- Career and Technical Education (CTE) internships.
- Work-based learning placements aligned with approved programs of study.
- Opportunities for both in-school youth and out-of-school youth served through both parties.

Internships will follow the guiding principles, expectations, and documentation requirements outlined in the Kingman Unified School District Work-Based Learning Guide (2026-2027), as applicable.

Roles and Responsibilities

ARIZONA@WORK agrees to:

1. **Employer Coordination and Compliance**
   - Coordinate with participating employers to establish and maintain approved internship and work-based learning sites.
   - Ensure employers and worksite supervisors complete all required Arizona Department of Public Safety Fingerprint Clearance Card requirements appropriate to their level of student supervision.
2. **Participant Eligibility and Program Oversight**
   - Identify and approve eligible out of school youth for participation in internships, work experience (WEX), and other work based learning activities in alignment with Arizona@Work program guidelines and local workforce policies.
   - Ensure participants meet age, residency, and program eligibility criteria, including documentation of out-of-school status, prior education or training, and any additional requirements necessary to qualify for program services.
   - Coordinate with employers and partner agencies to verify participant readiness and suitability for workplace settings, ensuring a safe and supportive environment that meets individual needs.

3. **Student Payroll and Stipends**
   - Process to issue student stipends through Arizona@Work in partnership with sponsoring employers.
   - Ensure that timecards are collected and processed in a timely manner.
4. **Timekeeping Requirements**
   - Require that student timecards are submitted to Arizona@Work by end of day (EOD) each Wednesday, on a weekly basis.
5. **Onboarding and Documentation**
   - Utilize a universal onboarding packet jointly with KUSD for employers who agree to host work-based learning or internship placements.
   - Maintain records necessary to support participation, wage reimbursement or stipend payments and program monitoring.
6. **Program Oversight and Communication**
   - Communicate regularly with KUSD staff regarding student participation, employer engagement, compliance matters, and program outcomes.
   - Support coordination for both in-school students and out-of-school youth participating through AZ@Work Services

Kingman Unified School District # 20 agrees to:

1. **Student Eligibility and Academic Oversight**
   - Identify and approve eligible students for participation in internships and work-based learning activities in alignment with district policies and CTE program requirements.
   - Ensure participating students meet age, enrollment, and program eligibility criteria, including requirements for CTE internship credit where applicable.

2. **Instructional Alignment and Supervision**
   - Assign a qualified teacher or internship coordinator to oversee student participation and ensure alignment with program standards.
   - Utilize training agreements, training plans, evaluations, journals, and monitoring tools as outlined in the KUSD Work-Based Learning Guide.
3. **Documentation and Communication**
   - Collaborate with AZ@WORK in the use of the **universal onboarding packet** for employers.
   - Maintain student academic records, evaluations, and required internship documentation.
   - Communicate student schedules, expectations, and concerns with AZ@WORK and participating employers.
4. **Transportation and Student Conduct**
   - Ensure students and parents/guardians acknowledge responsibility for transportation to and from internship sites.
   - Ensure students comply with district policies, workplace rules, professionalism standards, and confidentiality expectations.

Joint Responsibilities

Both Parties agree to:

- Collaborate in identifying quality work-based learning opportunities aligned with student career interests and labor market needs.
- Support employer partners by clearly communicating expectations, roles, and documentation requirements.
- Promote safe, equitable, and meaningful learning experiences for students.
- Share information as needed to ensure student success, compliance, and continuous program improvement.
- All student records shall be kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) and regulations adopted pursuant to that Act; the Individuals with Disabilities Education Act as Amended (IDEA) and regulations adopted thereunder; and applicable school board policies regarding the disclosure of personally identifiable information from students' education records.

Student status

Students participating under this MOU are considered student-learners engaged in an educational work-based learning experience. Participation in an internship or work-based learning activity does not constitute or guarantee employment, nor does it create or dictate an employment position with the host employer where the student is placed for internship purposes. An employer may, at its discretion, offer employment to a student during or following the completion of the internship; however, any such employment relationship is separate from this MOU. Stipends or wages for eligible students will be administered through AZ@WORK in coordination with sponsoring employers, as applicable.

Term and termination

This MOU shall become effective upon the date of the last signature and shall remain in effect through the end of the school performance period (November 10, 2026 to June 30, 2027)**.** The MOU will be **reviewed annually** and may be renewed each year thereafter upon mutual written agreement of both Parties. Either Party may terminate this MOU prior to its expiration with **Ninety (90) days** written notice of intent to terminate to the other party subject to any and all funding restraints as described below.

Modification

This MOU may be amended or modified only by a written agreement signed by authorized representatives of both parties, subject to any and all funding restraints as described below.

The responsibilities of ARIZONA@WORK under this MOU are contingent upon the continued availability of grant funding and other designated funding sources that support employer stipends and related supportive activities, including but not limited to fingerprint clearance card costs, staff facility/site inspections, employer coordination, and administrative oversight.

AZ@WORK reserves the right to **suspend, modify, renegotiate, or terminate** its responsibilities under this MOU, in whole or in part, should funding be **reduced, suspended, or terminated,** or if applicable grant terms, conditions, or regulatory requirements change in a manner that materially impacts program operations.

In the event of modification or termination due to funding changes, AZ@WORK will provide timely written notice to the School District and will make reasonable efforts to coordinate an orderly

transition. AZ@WORK shall only be responsible for obligations and costs incurred prior to the effective date of such modification or termination.

Non-discrimination

Both Parties agree to comply with all applicable **federal, state, and local non-discrimination laws and regulations,** including but not limited to those governing equal opportunity in education, employment, and program participation.

Signatures

IN WITNESS WHEREOF, the parties executed the Memorandum of Understanding

Mohave County Community Services Department–Arizona@Work

Name: _____

Title: _____

Date: _____

Kingman Unified School District

Name: _____

Title: _____

Date: _____

This Memorandum of Understanding is effective from _____ through the end of the 2026-2027 school performance period.

The MOU must be signed by all parties. Electronic signatures are acceptable. Signatures must be officially authorized to sign on behalf of the agency and include title and agency name.

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Matt O'Neill, Human Resources Director

RE: Student Teaching Letter of Agreement with Western Governors University

FOR AGENDA

- Possible action to renew the student teaching agreement with Western Governors University

FOR PACKET

Kingman Unified School District and Western Governors University (WGU) have mutually benefitted from entering into an agreement in prior years for the placement of student teachers. Through the Student Teaching Letter of Agreement, WGU student teachers are afforded a pathway to obtain field experience and also discover all that KUSD and the community have to offer. By providing these opportunities, we are investing in students who will hopefully choose to begin their career with KUSD and are also supporting the future of the profession.

The proposed Agreement would commence upon approval/effective date and continue for three years, or until such time as either party gives the other party notice of intent to terminate the Agreement. The full Agreement is attached for review and consideration.

District staff recommend the Governing Board vote to renew the Student Teaching Letter of Agreement with Western Governors University, as attached, effective November 10, 2026.

Attachment

Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

PLACEMENT AGREEMENT

This Placement Agreement ("Agreement") is made between Western Governors University, a Utah nonprofit corporation ("University" or "WGU"), and Kingman Unified School District #20 ("District"), and is effective as of the date of District's signature below ("Effective Date"). WGU and District may be referred to herein individually as a "Party" and collectively as the "Parties."

WGU is nationally accredited by the Northwest Commission on Colleges and Universities ("NWCCU"). University Educator Preparation programs are further accredited by the Council for the Accreditation of Educator Preparation ("CAEP") and the Association for Advancing Quality in Educator Preparation ("AAQEP"). University represents that each Candidate assigned to District for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two is validly enrolled in a current University educator preparation program and meets District's background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* shall have the following meanings:

1. **"Candidate"** means a student enrolled in a University program that leads to an education credential.
2. **"Mentor Teacher"** means a District employee who is the teacher presiding in the classroom to which the Candidate is assigned. Standards for Mentor Teachers are explained in Section G of this Agreement.
3. **"Clinical Supervisor"** means a qualified individual who is an employee or independent contractor of WGU. The individual will supervise the Candidate. Standards for Clinical Supervisors are explained in Section H of this Agreement.
4. **"Initial Licensure Program"** means a program that results in a professional license.
5. **"Advanced Program"** means an advanced licensure or endorsement program that may result in an additional license.
6. **"Clinical Experience"** means the active participation by a Candidate in a wide range of virtual and in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two.
   a. "**Early Clinical**" means a Candidate's first supervised opportunity to observe a classroom setting.
   b. **"Advanced Clinical"** means supervised classroom-based activities in a classroom setting where Candidates observe, collaborate, and reflect with a Mentor Teacher.
   c. **"Student Teaching One"** and **"Student Teaching Two"** (collectively **"Student Teaching"**) means the active participation by a Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and a Clinical Supervisor.
7. **"Practicum"** means the University Clinical Experience requirements for advanced licensure programs.
8. **"Professional Dispositions and Responsibilities"** means standards of behavior expected of Candidates and University faculty and staff, as follows:
   - All Individuals Can Learn
   - Belonging
   - Empathy
   - Growth Mindset
   - Communication
   - Integrity
   - Professionalism
   - Intellectual Courage
9. **"LEA"** means Local Education Agency.
10. **"SEA"** means State Education Agency.

*References to "District" shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers that align with the Candidate's licensure area with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. A Clinical Supervisor will be assigned to observe and provide support to the Candidate. The District and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

C. **Mutually Beneficial Activities**. The Parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. University will provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's Employer Recruiting & Guidelines.
    - Whenever possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District employees will co-select Mentor Teachers and Clinical Supervisors based on University requirements.
4. University will notify District of learning opportunities where University will provide optional professional development to District's employees for their career and skill enrichment.
5. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
6. University may invite District employees to participate in a focus group to:
    - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors, criteria for selection of Mentor Teachers and Clinical Supervisors, and curriculum development;
    - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
    - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to Candidate outcomes and Candidate performance.

D. **Recordings**. District recognizes that University requires the utilization of video recordings for both observations and teacher performance assessments. District also recognizes that video recordings may be utilized for Educative Teacher Performance Assessment ("edTPA") in states where required. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs consistent with the conditions set forth in **Exhibit A** ("Video Recording").

E. **University Responsibilities**. University shall:

1. Place qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Provide Mentor Teacher with an honorarium for participation in Clinical Experience as described in this Agreement. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required, Mentor Teacher training.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a current, fully cleared background check.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis ("TB") risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers and Clinical Supervisor.
9. Facilitate course instruction and support for the Candidates during their Clinical Experience. Including, the final performance assessment, specific task requirements and peer interactions in a weekly cohort seminar.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

F. **District Responsibilities**. District shall:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Clinical Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Clinical Experience.
4. Notify University about any changes to District policies that would impact Candidate's placement (e.g., COVID and other healthcare policies).
5. Placement must align with the Candidates' Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
6. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
7. Through the involvement of the Mentor Teacher, participate with the Clinical Supervisor and Candidate in two evaluations pursuant to WGU's grading rubric. University shall be responsible for the format of evaluations.
    - See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership and English Language Learning.
8. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
9. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
10. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
11. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
12. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
13. Report any concerns related to the Candidate's performance, conduct, or attendance promptly to the Clinical Supervisor. Identify a teacher or other school administrator to evaluate Candidates for Embedded Work Based Learning.
14. Adhere to any then-applicable state requirements related to training/professional development.
15. *For California Districts Only*: As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
    - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment.* Mentor teacher, WGU faculty, and WGU staff advise Candidates of the expectation to take and pass a Commission approved literacy performance assessment that includes foundational literacy skills and additional cross cutting themes in literacy. Mentor teacher, WGU faculty, and WGU staff advise on available options to work with students at risk for literacy-related disabilities, provide opportunities to learn about screening and diagnostic techniques, provide opportunities to observe and practice concepts in the California Dyslexia Guidelines, inform of the expected timeline for completion, and ensure that Candidates have opportunity to practice the instruction of oral and written language including meaning making, language development, and effective expression.

G. **Mentor Teacher Standards**. District, in collaboration with University, shall provide the Candidate with a Student Teaching assignment under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience, with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) a demonstrated record of strong performance.
3. Documented evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Has positively impacted and mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Demonstrates and models WGU's Professional Dispositions and Responsibilities.
7. Completes University training to understand policies, processes, procedures, and how to mentor adult learners, and completes any required State training.
8. *For California Districts Only*: As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
    - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment*. Mentor teacher, WGU faculty, and WGU staff advise Candidates of the expectation to take and pass a Commission approved literacy performance assessment that includes foundational literacy skills and additional cross cutting themes in literacy. Mentor teacher, WGU faculty, and WGU staff advise on available options to work with students at risk for literacy-related disabilities, provide opportunities to learn about screening and diagnostic techniques, provide opportunities to observe and practice concepts in the California Dyslexia Guidelines, inform of the expected timeline for completion, and ensure that Candidates have opportunity to practice the instruction of oral and written language including meaning making, language development, and effective expression.

H. Clinical Supervisor Standards. The University, in collaboration with District, shall select a Clinical Supervisor who provides guidance, support, on-site and/or virtual assistance, assessment, and feedback to a Candidate throughout Advanced Clinical, Student Teaching One and Student Teaching Two of the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Successfully completed a background clearance.
6. Ability to consistently demonstrate and model Professional Dispositions and Responsibilities.

I. Advanced Programs Practicum.

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own school using a qualified individual as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate shall:
    - identify a school with which he/she has (i) an established relationship with and (ii) obtained district approval for placement. All identified placements are subject to University approval.
    - identify preferred Clinical Supervisor, subject to approval of University's Clinical Experience team to ensure the Clinical Supervisor meets program requirements.
    - complete a valid background clearance, provide proof of liability insurance, and a valid teaching license.
    - comply with all other applicable District requirements.
3. Evaluations of Candidates are as follows:
    - Educational Leadership – a minimum of four (4) evaluations
    - English Language Learning – a minimum of three (3) observations or evaluations.

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act ("FERPA") and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. Term. This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either Party gives the other Party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each Party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.
3. Right to Accept or Terminate a Placement. District may refuse to accept placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University Point of Contact (listed at the bottom of this Agreement) in writing immediately and state the reasons for such decision.
4. Insurance.
    - University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least $1,000,000 per occurrence and $2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
    - Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) $1,000,000 per occurrence and $3,000,000 annual aggregate, or (ii) $2,000,000 per occurrence and $2,000,000 annual aggregate.
5. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the Parties. Neither Party will have the authority to, and will not, act as agent for or on behalf of the other Party or represent or bind the other Party in any manner. No Candidate or other third Party shall be a beneficiary of or have any right to enforce the terms of this Agreement.
6. Non-Discrimination. Each Party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. Entire Agreement. This Agreement represents the entire understanding between the Parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both Parties.

The Parties have executed this Agreement as of the Effective Date.

UNIVERSITY

By: Kim DeMent

Title: Senior Associate Dean & Senior Director, School of Education

Point of Contact:
District and Funded Partnerships
Email: tc_outreach@wgu.edu

For notice purposes:
Attn: Contracts Manager
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533
Email: contracts@wgu.edu

DISTRICT

By: Matt O'Neill

Title: HR Director

Date: Oct 19, 2026

Point of Contact:

Email: moneill@kusd.org
Phone: 928-753-5678

For notice purposes:
Attn: HR Director
Kingman Unified School District
Email: (Above)
3033 MacDonald Dr.
Kingman, AZ 86401

Exhibit A
Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of real artifacts (such as lesson plans and student work samples). District also recognizes that in states where the edTPA is required, video recordings of the Candidate teaching in the classroom will be utilized and included in the submission.
2. Clinical Observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

   Teacher Candidate Guidelines for Video Recordings

   - Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
   - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
   - You must follow appropriate protocol to submit recordings to University.
   - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
   - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
   - You must destroy all video recordings once the evaluation is complete.

Approve listed Donations:

District Office:

- Grace Lutheran Church donated over 100 hygiene bags to the school district
- **For the Landscape of Palo Christi:**
- *Home Depot donated $6000 in supplies and volunteer hours for landscaping*
- *Barbara Morton donated $300*
- *Star Nursery donated $150*
- *KMS Community Funds donated $70*

Black Mountain School:

- American Plastics donated sensory bin materials for students in self-contained classrooms
- Stan and Ann Schnell donated 6 pairs of new shoes
- Pepsi donated 1,200 Gatorade drinks and bottles of water
- Tim Ludwig donated produce to the staff
- Bullhead City Elks donated 80 dictionaries
- Linda Starr donated 24 water bottles
- Barbara Cronkright from College Park Community Church donated markers and crayons
- Soroptimist International donated hygiene products, 5 pairs of shoes, toothpaste, tooth brushes, shampoo, body wash, boy shorts, four hoodies, and girls pants, shorts and shirts

Donations for Trunk or Treat Event:

Staff and parents donated candy
A to Z Air Conditioning donated candy
A&J Towing donated candy
Golden Valley Events donated candy
FedEx donated candy
Black Mountain PTVO donated candy
McKee Food donated snacks

Cerbat Elementary School:

- Real Deals donated a refrigerator for the school to use for students treats
- Preston Financials LLC donated $1000 to help feed families of Cerbat for Friendsgiving

Desert Willow Elementary School:

- Jamie Griffin donated instrument playing and cleaning supplies to the band valued at $300
- Desert Willow parents donated 645.5 pounds of candy for their Trunk or Treat event
- Kingman Rt. 66 Rotary Club donated 50 dictionaries to the 3rd graders

Hualapai Elementary School:

- Mary Ruf donated a box of books to the teachers and two pocket folders
- Rapscallion Minis and Go-Karts donated a Coleman CT100U Mini Bike to HPVA to raffle off for the school

Kingman Middle School:

- Delta Dental donated 50 customizable mouthguards to the KMS Athletics Department

Kingman High School:

- Clay Porter donated $60 to the wrestling team
- Sherwin Williams donated paint for the LWHS and KHS to paint the K in downtown
- Vitalant donated $1250 for scholarships

Lee Williams High School:

- Century 21 Highland Realty donated $100 for LWHS scholarships
- 66 Auto Sales donated $100 for LWHS scholarships and $250 to Girls Golf team

- An anonymous donor donated $300 for scholarships
- An anonymous donor donated $50 to the Criminal Justice club
- An anonymous donor donated $20 to the Band
- Joseph and Cammie Marcus donated $150 to the Band
- Royal Automotive Group donated $750 to the Auto Club
- Preston Financial LLC donated $1000 to the Girls Golf team
- Bryan Klein Insurance Agency donated $50 to the Girls Golf team and $310 to the Flag Football team
- Linda and Terry Van Kirk donated $220 LWHS Girls Golf team
- Jeffrey and Lena Haws donated $200 to the LWHS Marching Band
- Daryl and Cheryl Batchelder donated $40 to Flag Football team
- An anonymous donor donated $200 to Flag Football team
- Timothy and Robin Mosby donated $100 to Girls Volleyball team
- HM or KL Thomson donated $94 to Girls Volleyball team
- An anonymous donor donated $10 to the Flag Football team
- Kingman Rotary Club donated $250 to the Boys Golf team
- LWHS Booster club donated $50 to the Interact Club
- Lindsay Wolsey donated $50 the Cross Country team
- Martin Swanty donated $500 to the CTSO Auto Club
- Home Depot donated PPE equipment to the Construction Technology program

Mount Tipton Elementary School:

- Dolan Springs Community donated money to raise funds for school activities
- Dolan Springs Community Council donated a check to help raise funds for school activities
- An anonymous donor donated soccer balls for the playground

White Cliffs Middle School:

- Regina Cobb donated 50 mouthguards with cases for the football team valued at $1000

Kingman Unified School District No. 20
Classified New Hire Placement Schedule
FY 2026-2027

School Support 1 - $15.65/hour	
Position Type	**Descriptions**
Bus Monitor	Bus Monitor (9 MO), Bus Monitor (11 MO)
Bus/Classroom Monitor	
CDC Caregiver	
Information Technology Apprentice	
Paraeducator I	Kindergarten
Paraeducator II	Alternative, CTE, K-3 Literacy, Online Education Support, SPED, Student Outreach, Title 1
Speech Paraeducator	

School Support 2 - $15.95/hour	
Position Type	**Descriptions**
Clerk	Attendance, General, Occupational Therapy, Records
CTE Career Center Assistant	
Health Office Worker	Attendant
Opportunity Room Intervener	
Paraeducator IV/V	PreK, SPED
Receptionist	Receptionist (10 MO)
Registrar (Middle School)	
Secretary	Guidance, SPED
Student Accts/ Bookstore	

School Support 3 - $16.50/hour	
Position Type	**Descriptions**
Attendance Officer	Attendance Officer (11 MO)

School Support 4 - $17.00/hour	
Position Type	**Descriptions**
Administrative Assistant	Administrative Assistant (11 MO), Administrative Assistant (12 MO)
Dispatcher	
Registrar (High School)	

School Support 5 - $17.75/hour	
Position Type	**Descriptions**
Success Coach	
Classified Coordinator	Program Site, Title I Outreach
Paraeducator Specialist	Computer, Library, Physical Education, SPED
Specialist	ASL, Curriculum,Student Information

Updated November 2026

Kingman Unified School District No. 20
Classified New Hire Placement Schedule
FY 2026-2027

School Support 6 - $18.55/hour	
Position Type	**Descriptions**
Bus Driver	Bus Driver (9 MO), Bus Driver (11 MO)
Dispatcher/Bus Driver	
Health Office Worker	Licensed Aide
Maintenance/Bus Driver MTTP	

School Support 7 - $19.25/hour	
Position Type	**Descriptions**
Computer Technician	
Coordinator Classified	School Office
Mechanic	
Safety Trainer	
Warehouse Manager	

School Support 8 - $20.00/hour	
Position Type	**Descriptions**
Junior Network Administrator	
Mechanic Lead	
Nurse	Registered

School Support 9 - $21.25/hour	
Position Type	**Descriptions**
District Coordinator	Accounting, Benefits, ELL, Federal Programs, Human Resources, Payroll, Payroll/Procurement, Special Education,

School Support 10 - $24.00/hour	
Position Type	**Descriptions**
Speech-Language Pathology Asst	Speech-Language Pathology Asst

KINGMAN UNIFIED SCHOOL DISTRICT NO. 20
ADDENDUM TO AT-WILL NOTICE FOR CLASSIFIED EMPLOYEE
SCHOOL YEAR 2026-2027

The notice of employment to at-will position previously made between the Kingman Unified School District No. 20 ("District") and ("Employee") is hereby changed due to action taken by the Governing Board at their regular meeting on November 10, 2026. The purpose of this Addendum to the at-will notice is to increase your hourly rate of pay beginning December 20, 2026.

Your current hourly rate of will be increased to . In doing so, your new hourly wage will be at or above Arizona's new minimum wage of $15.65 per hour, which goes into effect January 1, 2027.

Except for the change in hourly wage, above, all other terms and conditions of the original at-will notice of employment shall remain unchanged and in full force and effect.

THE SIGNED ADDENDUM MUST BE RECEIVED BY THE HUMAN RESOURCES DEPARTMENT, UNALTERED, BY DECEMBER 08, 2026.

Kingman Unified School District #20:

_____
BOARD PRESIDENT

_____
DATE

Employee:

_____
EMPLOYEE

_____
DATE

GOVERNING BOARD OF KINGMAN UNIFIED SCHOOL DISTRICT No. 20

BY) Ms. Tonya "Toni" Henry, President
BY) Ms. Lori Grant, Vice President
BY) Dr. Roger Cox, Member
BY) Ms. Susan Collins, Member

Memorandum

To: KUSD Governing Board
Dr. Gretchen Dorner, Superintendent

From: Matt O'Neill, Human Resources Director

RE: Addendum to at-will notice for classified employee

FOR AGENDA

- Possible action to approve minimum wage increase for hourly, classified employees and language of the Addendum to At-Will Notice

FOR PACKET

At today's meeting of the Governing Board, Board members will be considering a pay increase in response to the change in Arizona's minimum wage beginning January 1, 2027. The proposal brought forward by District staff for consideration are specific to classified employees, who are active employees of the District as of November 10, 2026, paid on an hourly basis (nonexempt staff). To carry out the decision(s) of the Governing Board, a draft Addendum to At-Will Notice for Classified Employee is attached for review as to form.

This addendum will be customized and sent to each classified employee whose hourly rate of pay will change as a result of the Board's decision. The addendum is specific to the change in an employee's hourly rate of pay. All other terms and conditions of the original at-will notice of employment will remain unchanged and in full force and effect.

On January 1, 2027, the State of Arizona will raise minimum wage from $15.15 to $15.65, calculating a 3.40% increase. We are proposing is a 3.40% raise for all hourly, classified employees effective December 20, 2026. This will cost the district approximately $425,000 per year in salary and benefits.

District staff recommend the Governing Board approve 3.40% for hourly staff, the Addendum as presented in Board members' packets.

Attachment