

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, July 28, 2020
2:00 p.m.

Online Only

Link: <https://www.youtube.com/user/YavapaiCollege>

The College is committed to protecting the health and safety of its students, employees, and other community members during the COVID-19 pandemic. Therefore, until further notice, all College District Governing Board meetings will be held online only via Zoom. During this time, Open Call will not be included on July's meeting agenda.

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Yavapai College District Governing Board and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated in the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting.

AMENDED AGENDA

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 2}
 - 1.4.1 Budget Public Hearing Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.2 Budget Adoption Meeting Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.3 Regular Board Meeting Minutes – Tuesday, May 12, 2020 (*Attached*)
 - 1.4.4 Executive Session Confidential Minutes – Tuesday, May 12, 2020

- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
 - 2.1 Consent Agenda – **DECISION** (Reference: Board Policy 3.4.3.4 Consent Agenda) {Time: 5}
 - 2.1.1 Intergovernmental Agreement – Yavapai County Education Technology Consortium (*Attached*)
 - 2.1.2 Child and Adult Care Food Program Permanent Agreement – Arizona Department of Education (*Attached*)
 - 2.2 Propose Analysis of President’s Evaluation Process – Board Chair McCasland – **DISCUSSION** (Reference: Board Policy 4.4 Monitoring President Performance) {Time: 5}
 - 2.3 OurBoardRoom Software – Board Chair McCasland – **DISCUSSION AND DECISION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 5}
 - 2.4 Updates on District Governing Board Members – Board Chair McCasland – **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.4.5 Elections/Appointments) {Time: 5}

- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
 - 3.1 President’s Report **INFORMATION AND DISCUSSION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 30}
 - 3.1.1 College Update on COVID Reentry Plan – Dr. Rhine
 - 3.1.1.1 COVID-19 Reentry Plan
 - 3.1.1.2 Institutional CARES Funds & Reskilling Initiative
 - 3.1.1.3 Enrollment & Athletics
 - 3.1.1.4 Regional Economic Development Center
 - 3.1.1.5 Human Resources
 - 3.1.2 Trust Alliance General Liability COVID-19 Coverage – Dr. Rhine - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 2.6.1 Insurance) {Time: 30} (*Attached*)
 - 3.2 Dates and Time of Future Meetings and Events – **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}
 - 3.2.1 2020-2021 Draft Board Meeting Date (*Attached*)
 - 3.2.1.1 **Board Special Session on August 5, 2020 at 1:00pm**
 - 3.2.2 2020-2021 Dates, Times, and Places of Future Meetings (*Attached*)
 - 3.2.3 2020-2021 Dates, Times, and Places of Future Events (*Attached*)

- 4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}

Yavapai College
District Governing Board
Budget Public Hearing

Tuesday, May 12, 2020
1:00 p.m.

Online Only

YouTube at the following: <https://www.youtube.com/user/YavapaiCollege>

Link: https://yavapai.zoom.us/webinar/register/7515877666141/WN_7roV29JcRxWoBhCOT1gP5g

Member Present:

Ms. Deb McCasland, Board Chair
Dr. Patricia McCarver, Secretary
Mr. Ray Sigafoos, Board Member
Mr. Paul Chevalier, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Chair McCasland called the Yavapai College Budget Public Hearing to order at 1:02 p.m.

- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
 - 2.1 2020-2021 Yavapai College Community College District Budget – Dr. Clint Ewell – **INFORMATION** (Reference: Board Policy 2.5 Financial Conditions & Activities) (*Attached*) {Time: 8}
Dr. Ewell gave a presentation on the 2020-2021 Yavapai College Community College District Budget.

 - 2.2 Public Comments – **INFORMATION** (Reference: Board Policy 3.1.1 Trustee Obligation and Board Policy 3.2.1 Ownership Linkage) {Time: 10}
No Public Comments

- 3.0 Adjournment of Budget Public Hearing: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member McCarver moved, seconded by Member Sigafoos, to adjourn the meeting. Motion carried unanimously.

Budget Public Hearing adjourned at 1:32 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary

Yavapai College
District Governing Board
Budget Adoption Meeting

Tuesday, May 12, 2020

Immediately after adjournment of public budget hearing (estimated time 1:20 p.m.)

Online Only

YouTube at the following link: <https://www.youtube.com/user/YavapaiCollege>

Member Present:

Ms. Deb McCasland, Board Chair
Dr. Patricia McCarver, Secretary
Mr. Ray Sigafos, Board Member
Mr. Paul Chevalier, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Chair McCasland called the Yavapai College District Budget Adoption Meeting to order at 1:34 p.m.

- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
 - 2.1 Roll Call to Adopt 2020-2021 Yavapai County Community College District Budget As Proposed at the Budget Public Herring – **DISCUSSION AND/OR DECISION** (Reference: Board Policy 2.5 Financial Conditions & Activities) (*Attached*) {Time: 5}

Member Chevalier moved to delay the Board's consideration of the proposed 2020-2021 Yavapai County Community College District Budget so that the College can review property tax collection assumptions and planned expenses and make necessary revisions to the proposed budget. Motion failed for lack of a second on the motion.

Member Chevalier moved that the proposed 2020-2021 Yavapai County Community College District Budget be modified to eliminate salary or wage increases for next fiscal year for all College employee. Motion failed for lack of a second on the motion.

Member Chevalier moved that the proposed 2020-2021 Yavapai County Community College District Budget be modified to limit the salary or wage increases for next fiscal year to apply only to employees who annually earn \$75,000 or less. Motion failed for lack of second on the motion.

Dr. Rhine addressed the Board regarding the 2020-2021 Yavapai County Community College District Budget.

Member Sigafos moved, seconded by Member McCarver, to adopt the proposed 2020-2021 Yavapai County Community College District Budget. Members Sigafos, McCasland, Chevalier, and McCarver approved the budget on a roll call vote, and the motion carried unanimously.

- 3.0 Adjournment of Budget Adoption Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member McCarver moved, seconded by Member Sigafos, to adjourn the Budget Adoption meeting. Motion carried unanimously.

Budget Adoption meeting adjourned at 1:53 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary

Yavapai College
District Governing Board
Regular Board Meeting

Tuesday, May 12, 2020

Immediately after adjournment of budget adoption meeting (estimated time 1:30 p.m.)

Online Only

YouTube at the following link: <https://www.youtube.com/user/YavapaiCollege>

Member Present:

Ms. Deb McCasland, Board Chair
Dr. Patricia McCarver, Secretary
Mr. Ray Sigafos, Board Member
Mr. Paul Chevalier, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

- 1.0 General Functions: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:58 p.m.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
The Pledge of Allegiance was led by Member Sigafos.
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member Sigafos moved, seconded by Member McCarver, to adopt the Governing Board agenda. Motion carried unanimously.
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary) {Time: 2}
 - 1.4.1 Regular Board Meeting Minutes – Monday, April 6, 2020 (*Attached*)
Member McCarver moved, seconded by Member McCasland, to approve the District Governing Board Minutes for Monday, April 6, 2020. Motion carried unanimously.
- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
 - 2.1 Consent Agenda – **DECISION** (Reference: Board Policy 3.4.3.4 Consent Agenda) {Time: 10}
 - 2.1.1 Receipt of Report on Revenues and Expenditures for March 2020 (*Attached*)
 - 2.1.2 Yavapai City Schools Dual Enrollment Class Schedule for 2020-2021 Academic Year (*Attached*)
 - 2.1.3 Intergovernmental Agreement with Charter School for 2020-2022 Academic Year (*Attached*)
 - 2.1.4 Intergovernmental Agreement with School District for 2020-2022 Academic Year (*Attached*)

- 2.1.5 Intergovernmental Agreement with School District with Computer Network Technologies 2020-2022 Academic Year (*Attached*)
- 2.1.6 Intergovernmental Agreement with Mountain Institute Career and Technical Education District (*Attached*)
- 2.1.7 Intergovernmental Agreement with Valley Academy for Career and Technology Education (*Attached*)

Member Chevalier moved, seconded by Member McCarver, to approve consent agenda items 2.1.2 – 2.1.7 and remove consent agenda item 2.1.1 for discussion. Motion carried unanimously.

In connection with the Board’s consideration of item 2.1.1, Dr. Ewell and Mr. D’Angelo discussed the Report on Revenues and Expenditures for March 2020.

Member Sigafos moved, seconded by Member McCarver, to approve consent agenda item 2.1.1. Motion carried unanimously.

- 2.2 District Governing Board Resolution 2020-03 – Dr. Clint Ewell - **INFORMATION, DISCUSSION, AND DECISION** (Reference: 4.3.3 President’s Authority) (*Attached*) {Time: 10}
Member Sigafos moved, seconded by Member McCasland, to approve District Governing Board Resolution 2020-03. Motion carried unanimously.

- 2.3 President’s Monitoring Reports –**MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring) {Time: 10}

- 2.3.1 Policy 2 Executive Limitations (*Attached*)
Member Sigafos moved, seconded by Member Chevalier, we have read the President’s Monitoring Report regarding Policy 2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the President’s Monitoring Report for Policy 2. Motion carried unanimously.

- 2.4 Board Recognition of Yavapai College Staff – Board Chair Deb McCasland - **INFORMATION AND DISCUSSION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 5}
The Board gave a speech on their appreciation to the Yavapai College faculty and staff.

- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –

- 3.1 President’s Report **INFORMATION AND DISCUSSION** (Reference: Board Policy 2.8 Communication and Support to the Board) {Time: 15}

- 3.1.1 Update on the College - Dr. Rhine
 - 3.1.1.1 2020 Commencement
 - 3.1.1.2 COVID-19 Transition
 - 3.1.1.3 Enrollment

Dr. Rhine gave a presentation on the items listed in the College Update, with particular attention to COVID-19 issues.

- 3.1.2 Faculty Senate – Dr. Jennifer Jacobson (*Attached*)
Dr. Jacobson gave an update on faculty activities.

3.1.3 Budget to Actual Monthly Report and Cash Reserves Monthly Report
(*Attached*)
The Budget to Actual Monthly Report and Cash Reserves Monthly Report is provided in the Board's packet.

3.2 Board Liaisons' Reports – **INFORMATION AND DISCUSSION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 10}

3.2.1 Board Spokesperson – Board Chair McCasland
Chair McCasland had nothing to report

3.2.2 Arizona Association of Community College Trustees (AACCT) – Board Chair McCasland and Member Sigafos
Chair McCasland had nothing to report

3.2.3 Yavapai College Foundation – Member McCarver and Board Chair McCasland
Chair McCasland reported that the foundation approved funding for the soccer field. The next meeting will be in August 2020.

3.3 Dates and Time of Future Meetings and Events - **INFORMATION, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 5}

3.3.1 2020-2021 Draft Dates and Times, Future Meetings (*Attached*)
Member Chevalier moved, seconded by Member Sigafos, to plan a July Board Meeting for an update from the President regarding current College operations and plans in light of COVID-19. Motion carried unanimously.

The Board discussed changing the meeting date for May 2021 and agreed to change it from May 11, 2020 to May 18, 2020. Board Member, Member McCarver noted that she has a conflict with the planned October 13, 2020 date, and Member Chevalier has a conflict with the March 9, 2021 meeting date.

3.3.1.1 Board Retreat August 14, 2020
Member Chevalier moved, seconded by Member Sigafos, to defer the Board Retreat from August 14, 2020 to a future date. Motion carried 3-1 (Aye: McCarver, Sigafos, and Chevalier; Nay: McCasland).

3.3.2 2019-2020 Dates, Times, and Places of Future Events (*Attached*)

4.0 EXECUTIVE SESSION – A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement – **PROCEDURAL** (Reference: Board Policy 4.5 President Compensation and Benefits) {Time: 50}
Member McCarver moved, seconded by Member Sigafos, to move into executive session pursuant to A.R.S. §38-431.03(A)(1) to review the President's Annual Evaluation, Compensation, and Employment Agreement. Motion carried unanimously.

5.0 Convene in Public Session with Possible Action RE: President’s Evaluation and Consideration of President’s Contract as a Result of Executive Session – **DECISION** (Reference: Board Policy 3.2 Board Job Description) {Time: 5}
Member Sigafoos moved, seconded by Member Chevalier, to extend Dr. Rhine’s contract by one-year to end on June 30, 2023. Motion carried unanimously.

Member McCarver moved, seconded by Member Sigafoos, to increase Dr. Rhine’s base salary by six percent for next fiscal year. Motion carried 3-1 (Aye: McCasland, McCarver, and Sigafoos; Nay: Chevalier).

6.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning) {Time: 1}
Member Sigafoos moved, seconded by Member McCarver, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 3:58 p.m.

Respectfully submitted:

Yvonne Sandoval, Recording Secretary

Date:

Ms. Deb McCasland, Board Chair

Dr. Patricia McCarver, Secretary

Yavapai County Educational Technology Consortium

Parties: Ash Fork Joint Unified School District No. 31
Bagdad Unified School District No. 20
Beaver Creek Elementary School District No. 26
Camp Verde Unified School District No. 28
Canon Elementary School District No. 50
Chino Valley Unified School District No. 51
Clarkdale-Jerome Elementary School District No. 3
Congress Elementary School District No. 17
Cottonwood-Oak Creek Elementary School District No. 6
Crown King Elementary School District No. 41
Hillside Elementary School District No. 35
Humboldt Unified School District No. 22
Kirkland Elementary School District No. 23
Mayer Unified School District No. 43
Mingus Union High School District No. 4
Mountain Institute Joint Technological Education District No. 2
Prescott Lakes Parkway Juvenile Detention School
Prescott Unified School District No. 1
Sedona Oak Creek Unified School District No. 9
Seligman Unified School District No. 40
Skull Valley Elementary School District No. 15
Valley Academy for Career and Technology Education District No. 1
Walnut Grove Elementary School District No. 7
Williamson Valley Elementary School District No. 52
Yarnell Elementary School District No. 52
Yavapai Accommodation School District No. 99
Yavapai County Community College District

Statutory Authority:

1. By statute, the Parties may enter into an agreement to (a) procure goods or services, (b) jointly exercise powers common to the Parties, and (c) take joint or cooperative action. A.R.S. § 11-952 & § 15-342(13).

2. Under the statutes, the Parties join together and by this Agreement form the Yavapai County Education Technology Consortium. The Consortium's purpose is set forth below.

...

...

Agreement:

The Parties agree to jointly and cooperatively procure goods and services, exercise powers, and take concerted action in accordance with the terms and conditions of this Agreement.

1. Purpose. The purpose of this Agreement is to promote shared and enhanced educational technology opportunities among the Parties and other public agencies and public procurement units within Yavapai County.

2. Duration. This Agreement's term is ten years, commencing on July 1, 2020, and ending on June 30, 2030. The Parties may extend the Agreement for successive terms of five years each.

3. Financing and Budgeting. The Consortium does not charge dues or membership fees. Rather, the Consortium's primary source of revenue is by request and application to the Forest Fees Management Association. The Consortium may also apply for and obtain grant funding for technology-related materials and services from a variety of public and private sources, including but not limited to the federal government, the State of Arizona, Yavapai County, tribes, non-profits, and businesses. The Parties may also purchase services, including indirect broadband, from Consortium at mutually-agreed upon prices.

4. Fiscal Agent. The Parties appoint the Yavapai County Education Service Agency to act as the Consortium's fiscal agent while authorizing the Consortium's Board of Directors to select a different fiscal agent in its discretion.

5. Cooperative Purchasing. This Agreement authorizes cooperative purchasing for all lawful purposes in accordance with A.A.C. R7-2-1191 *et seq.*

5.1 Payment for materials and services and inspection and acceptance of materials or services ordered by a Party shall be the exclusive obligation of that Party.

5.2 The exercise of any rights or remedies by a Party shall be the exclusive obligation of that Party.

5.3 Any Party may terminate without notice this Agreement if any other party fails to comply with the terms of this Agreement.

5.4 Failure of any Party to secure performance from the contractor in accordance with the terms and conditions of its purchase order does not necessarily require any other party to exercise its own rights or remedies.

5.5 No party shall use this Agreement as a method for obtaining concessions or reduced prices for noncontract purchases of similar materials or services.

6. Governance. To the extent not inconsistent with the statutory authority and this Agreement, the Consortium shall be governed and conducted in accordance with the Bylaws (Exhibit 1).

7. Termination. A Party may withdraw from participation in the Consortium upon thirty (30) days written notice to the Consortium's Board of Directors.

8. Disposition of Property. The Parties do not anticipate the acquisition of any property by the Consortium. To the extent that the Consortium does acquire any property, the Board of Directors shall determine a fair and appropriate distribution of such property among the Parties.

9. Alternative Dispute Resolution. The Parties shall submit any dispute among them arising out of or relating to this Agreement to mediation by a mutually agreed upon third-party. The Parties will be jointly responsible for the mediator's fee, but will be separately responsible for all fees and costs associated with their respective presentations to the mediator.

10. Indemnification. To the fullest extent permitted by law, each Party shall indemnify and hold harmless the others and their respective officers, directors, members, consultants, agents, and employees from and against all claims for bodily injury and property damage, including reasonable attorneys' fees, costs, and expenses that may arise from the Party's performance of or failure to perform this Agreement, but only to the extent caused by the negligent acts or omissions of the Party, its agents, or employees.

11. Insurance. While participating in the Consortium, each Party shall maintain comprehensive general liability insurance coverage.

12. Arizona Law. This Agreement incorporates all requirements of Arizona law, including but not limited to cancellation in accordance with A.R.S. § 38-511. Moreover, this Agreement's interpretation and performance are governed by Arizona law.

13. Choice of Forum. In the event that any dispute is not resolved under Section 9, any suit or action arising under this Agreement shall be commenced in the Superior Court of the State of Arizona in and for the County of Yavapai.

14. Entire Agreement. This Agreement represents the entire, integrated agreement between the Parties. The Agreement supersedes all prior negotiations, representations, or agreements, whether written or oral. The Agreement may be amended only by written instrument signed by all Parties.

15. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

16. Authority of Signatory. Each individual executing this Agreement warrants that they are duly authorized to execute and deliver this Agreement.

17. Preparation of Agreement. This Agreement has been prepared by the combined efforts of the Parties and is not to be construed against any Party.

18. Severability. The provisions of this Agreement shall be deemed severable and the invalidity or unenforceability of any provision shall not affect the validity or enforceability of the other provisions.

19. Third Parties. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against any Party, the Yavapai County Education Service Agency, or the Consortium. This Agreement is not intended to benefit any third party.

20. Legal Counsel's Review and Approval. The Parties acknowledge that several of them are represented by Wright Welker & Pauole PLC (Law Firm) in various matters, including the drafting and reviewing of this Agreement. By signing this Agreement, each Party that is a client of Law Firm specifically acknowledges (1) that Law Firm has, by this paragraph, informed each Party that Law Firm believes it is able to provide competent and diligent representation to each Party to this Agreement, (2) that the representation is not prohibited by law and does not involved the assertion of a claim by one Party against another party to this Agreement, and (3) that the Party waives any potential conflict of interest arising out of this joint representation.

Dated _____, 2020

Ash Fork Joint Unified School District No.
31

By _____
Its authorized agent

Approval of Attorney for Ash Fork Joint Unified School District No. 31

I am the attorney for Ash Fork Joint Unified School District No. 31. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Bagdad Unified School District No. 20

By _____
Its authorized agent

Approval of Attorney for Bagdad Unified School District No. 20

I am the attorney for Bagdad Unified School District No. 20. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Beaver Creek Elementary School District
No. 26

By _____
Its authorized agent

Approval of Attorney for Beaver Creek Elementary School District No. 26

I am the attorney for Beaver Creek Elementary School District No. 26. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Camp Verde Unified School District No. 28

By _____
Its authorized agent

Approval of Attorney for Camp Verde Unified School District No. 28

I am the attorney for Camp Verde Unified School District No. 28. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Canon Elementary School District No. 50

By _____
Its authorized agent

Approval of Attorney for Canon Elementary School District No. 50

I am the attorney for Canon Elementary School District No. 50. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Chino Valley Unified School District No. 51

By _____
Its authorized agent

Approval of Attorney for Chino Valley Unified School District No. 51

I am the attorney for Chino Valley Unified School District No. 51. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District’s powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Clarkdale-Jerome Elementary School
District No. 3

By _____
Its authorized agent

Approval of Attorney for Clarkdale-Jerome Elementary School District No. 3

I am the attorney for Clarkdale-Jerome Elementary School District No. 3. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Congress Elementary School District No. 17

By _____
Its authorized agent

Approval of Attorney for Congress Elementary School District No. 17

I am the attorney for Congress Elementary School District No. 17. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Cottonwood-Oak Creek Elementary School
District No. 6

By _____
Its authorized agent

Approval of Attorney for Cottonwood-Oak Creek Elementary School District No. 6

I am the attorney for Cottonwood-Oak Creek Elementary School District No. 6. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Crown King Elementary School District No.
41

By _____
Its authorized agent

Approval of Attorney for Crown King Elementary School District No. 41

I am the attorney for Crown King Elementary School District No. 41. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Hillside Elementary School District No. 35

By _____
Its authorized agent

Approval of Attorney for Hillside Elementary School District No. 35

I am the attorney for Hillside Elementary School District No. 35. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Humboldt Unified School District No. 22

By _____
Its authorized agent

Approval of Attorney for Humboldt Unified School District No. 22

I am the attorney for Humboldt Unified School District No. 22. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District’s powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Kirkland Elementary School District No. 23

By _____
Its authorized agent

Approval of Attorney for Kirkland Elementary School District No. 23

I am the attorney for Kirkland Elementary School District No. 23. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Mayer Unified School District No. 43

By _____
Its authorized agent

Approval of Attorney for Mayer Unified School District No. 43

I am the attorney for Mayer Unified School District No. 43. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District’s powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Mingus Union High School District No. 4

By _____
Its authorized agent

Approval of Attorney for Mingus Union High School District No. 4

I am the attorney for Mingus Union High School District No. 4. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Mountain Institute Joint Technological
Education District No.2

By _____
Its authorized agent

**Approval Of Attorney For Mountain Institute Joint Technological Education
District No. 2**

I am the attorney for Mountain Institute Joint Technological Education District No. 2. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Prescott Lakes Parkway Juvenile Detention
School

By _____
Its authorized agent

Approval of Attorney for Prescott Lakes Parkway Juvenile Detention School

I am the attorney for Prescott Lakes Parkway Juvenile Detention School. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Prescott Unified School District No. 1

By _____
Its authorized agent

Approval of Attorney for Prescott Unified School District No. 1

I am the attorney for Prescott Unified School District No. 1. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Sedona Oak Creek Unified School District
No. 9

By _____
Its authorized agent

Approval Of Attorney For Sedona Oak Creek Unified School District No. 9

I am the attorney for Sedona Oak Creek Unified School District No. 9. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Seligman Unified School District No. 40

By _____
Its authorized agent

Approval of Attorney for Seligman Unified School District No. 40

I am the attorney for Seligman Unified School District No. 40. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Skull Valley Elementary School District
No. 15

By _____
Its authorized agent

Approval Of Attorney For Skull Valley Elementary School District No. 15

I am the attorney for Skull Valley Elementary School District No. 15. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Valley Academy for Career and Technology
Education District No. 1

By _____
Its authorized agent

**Approval of Attorney for Valley Academy for Career and Technology Education
District No. 1**

I am the attorney for Valley Academy for Career and Technology Education District No. 1. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Walnut Grove Elementary School District
No. 7

By _____
Its authorized agent

Approval of Attorney for Walnut Grove Elementary School District No. 7

I am the attorney for Walnut Grove Elementary School District No. 7. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Williamson Valley Elementary School
District No. 52

By _____
Its authorized agent

Approval Of Attorney For Williamson Valley Elementary School District No. 52

I am the attorney for Williamson Valley Elementary School District No. 52. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Yarnell Elementary School District No. 52

By _____
Its authorized agent

Approval of Attorney for Yarnell Elementary School District No. 52

I am the attorney for Yarnell Elementary School District No. 52. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Yavapai Accommodation School District
No. 99

By _____
Its authorized agent

Approval of Attorney for Yavapai Accommodation School District No. 99

I am the attorney for Yavapai Accommodation School District No. 99. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

Attorney for the District

Date

Dated _____, 2020

Yavapai County Community College District

By _____
Deb McCasland, District Governing
Board Chair

Approval of Attorney for Yavapai County Community College District

I am the attorney for Yavapai County Community College District. I have reviewed this Intergovernmental Agreement and have determined that: (1) the agreement is in proper form; and (2) it is within the District's powers and authority granted under the laws of the state of Arizona.

 for Ben
Moffers Date 6/18/2020
Attorney for Yavapai County
Community College District



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Yavapai County Community College District (the "SPONSOR")
(Legal Name of Sponsor)

Yavapai College
Doing Business As (if applicable)

In order to effectuate the purpose of the following statutes: The National School Lunch Act ("NSLA"), as amended (42 U.S.C. § 1751 et seq.), The Child Nutrition Act ("CNA") of 1966, as amended (42 U.S.C. § 1758 et seq.), the Arizona State Board of Education (the "BOARD") acting through the Arizona Department of Education ("ADE") and the SPONSOR, whose name appears above, enter into this Agreement pursuant to Arizona Revised Statutes ("A.R.S.") §§ 15-203(B), 15-1152, and 11-951, et seq. (if the SPONSOR is a public agency).

If the SPONSOR is a public agency other than a public school district governing board, authorization to enter into this Agreement is also by virtue of Yavapai College District Governing Board. (To be completed by Sponsor)

The SPONSOR enters into this Agreement with ADE for participation in the Child and Adult Care Food Program (the "PROGRAM") operating one or more of the following (check those that apply):

- Child Care Center
- Outside School Hours Care Center
- Family Child Care Home
- Adult Day Care Center
- Emergency Shelter
- At-Risk After School Snack Program

A. PROGRAM REIMBURSEMENT

The BOARD agrees, to the extent of funds available subject to Section F(9) of this Agreement, to reimburse the SPONSOR for the PROGRAM as indicated above in accordance with whichever of the regulations are applicable to such programs: Child and Adult Care Food Program Regulations (7 CFR part 226), the Cash in Lieu of Donated Foods Regulation (7 CFR part 240.4), and any amendments thereto. Reimbursement payments to be made by the BOARD shall be subject to the



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provisions of A.R.S. Title 35 relating to time and manner of submission of claims if not in conflict with federal law.

B. PROVISIONS FOR ACCEPTING FUNDS

1. The SPONSOR agrees to accept federal funds in accordance with applicable regulations as set forth in the 7 CFR parts 226, 240 and 250 and any amendments thereto; and Office of

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Management and Budget (“OMB”) Circular A-133 and A-122, Office of Inspection General and audit reports will be submitted to ADE as applicable, and to comply with all provisions of said rules and OMB circulars, ADE Program Office Requirements, and with any instructions or procedures issued in connection therewith. The SPONSOR further agrees to administer the PROGRAM funded under this Agreement in accordance with provisions of the Uniform Federal Assistance Regulations (7 CFR part 3015); Governmentwide Debarment and Suspension (NonProcurement) (2 CFR part 417) and Governmentwide Requirements for Drug-Free Workplace (7 CFR part 3021); and the New Restrictions on Lobbying (7 CFR part 3018).

2. The Sponsor further agrees to obtain a Data Universal Numbering System (“DUNS Number”) in accordance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (“FFATA”). All public and private nonprofit and for profit organizations that receive federal assistance must comply with this requirement. Specifically, FFATA requirement states: No entity (SPONSOR) can receive a subgrant from the grantee (ADE) unless that SPONSOR has furnished a DUNS Number to ADE; and ADE is prohibited from awarding a subgrant to any SPONSOR that has failed to furnish a DUNS Number to ADE pursuant to 2 CFR part 25.

C. PROGRAM REQUIREMENTS OF THE SPONSOR

The SPONSOR agrees that it will conduct the PROGRAM in accordance with the U.S. Department of Agriculture (“USDA”) regulations and will conform to the following requirements:

1. Maintain documentation of a nonprofit food service to ensure that all reimbursement funds are used: (1) solely for the conduct of the food service operation; or (2) to improve such food service operations principally for the benefit of the participants.
2. Maintain a financial management system and abide by the administrative budget and management plan approved by ADE.
3. Maintain full and accurate records of operations under this Agreement, including those set forth herein. Records of revenue and expenditures shall be maintained in such a manner as to reflect the nonprofit status of the food service.



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4. Maintain files of approved and denied Free and Reduced-Price affidavits. If affidavits are maintained at the SPONSOR level, they shall be made readily available for inspection, audit or review, be it announced or unannounced, by ADE, other state entity or statutorily authorized person. This provision does not apply to emergency shelters or at-risk after school snack programs.
5. Retain all records and affidavits for a period of five (5) fiscal years after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the five (5) year period as long as required for the resolution of the issues raised by the audit as required by ARS §35-214 and 35-215.

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6. Claim reimbursement only for meals served to eligible participants at the rate(s) assigned by ADE.
7. Submit claims for reimbursement in accordance with the procedures established by ADE in accordance with 7 CFR part 226.10. Claims for reimbursement not filed within sixty (60) calendar days of the last day of the claim month shall be disallowed. Any exception to this requirement will be made at the discretion of ADE and/or Food and Nutrition Service ("FNS"), USDA, Western Regional Office.
8. Make available at any reasonable time to ADE, other State entity or statutory authorized person conducting an inspection, review or audit, be it announced or unannounced, accounts and records pertaining to operations under this agreement. Such records shall be produced at the office(s) designated by the applicable person conducting such inspection, review or audit.
9. Serve meals which meet the requirements prescribed in regulations 7 CFR part 226.20 during the period designated as the meal service period by the SPONSOR, and serve all required meal components to all participants.
10. Provide meals at no separate charge except in pricing programs. If a pricing program, price the total meal as a unit and supply the meals without cost or at a reduced price to children who meet USDA's eligibility criteria.
11. Provide written notification to ADE regarding the addition or deletion of sites at least thirty (30) days in advance. Any changes to the Site Sheet or Application Sheet must be approved in advance by ADE.
12. Accept final administrative and financial responsibility for PROGRAM operations. No SPONSOR may contract out for the management of the PROGRAM.



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13. Meet the requirements specified in 7 CFR part 226.23 regarding a nondiscrimination and free and reduced-price policy statement and information regarding a public release.
14. Maintain proper sanitation and health standards in conformance with applicable federal, state and local laws and regulations.
15. Maintain necessary facilities for storing, preparing and serving food and milk.
16. Comply with and meet all responsibilities and requirements set forth in 7 CFR part 226.
17. Attend all PROGRAM training sessions as required by ADE for participation in the PROGRAM.
18. Maintain health and fire inspections in accordance with Code of Federal Regulations, Arizona Revised Statutes and applicable city code/ordinances.

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19. Maintain general facility liability insurance in conformance with applicable federal, state and local laws and regulations.

D. ASSURANCE OF CIVIL RIGHTS COMPLIANCE

1. The SPONSOR hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and all requirements imposed by the regulations of the USDA (7 CFR parts 15, 15a and 15b); U.S. Department of Justice Enforcement Guidelines (28 CFR parts 50.3 and 42); and FNS directives and guidelines to the effect that no person in the United States shall, on the grounds of race, color, national origin, age, sex or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the PROGRAM applicant receives federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.
2. This assurance is given in consideration of and for the purpose of obtaining any and all federal financial assistance, grants and loans of federal funds, reimbursable expenditures, grant or donation of federal property and interest in property, the detail of federal personnel, the sale and lease of, and the permission to use federal property or interest in such property, or the furnishing of services without consideration, at a nominal consideration or at a consideration which is reduced for the purpose of assisting the SPONSOR, or in recognition of the public interest to be served by such sale, lease or furnishing of services to the SPONSOR, or any improvements made with federal financial assistance extended to the PROGRAM SPONSOR by the USDA.



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3. By accepting this assurance, the SPONSOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of federal nondiscrimination laws and permit authorized ADE or USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with the non-discrimination laws. The review of records may take place at a prescheduled, announced time or may be unannounced at the discretion of ADE. If there are any violations of this assurance, USDA, FNS shall have the right to seek judicial enforcement of this assurance.
4. The Parties of this Agreement shall comply with Executive Order 75-5 as modified by Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities and all other applicable state and federal employment laws, rules and regulations, including the American with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

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5. These assurances are binding on SPONSOR, its successors, transferees and assignees as long as such person or entity receives assistance or retains possession of any assistance from USDA.
6. The SPONSOR agrees to maintain information on Civil Rights complaints, if any, and their resolutions.
7. The SPONSOR agrees to provide a public release to the media serving the area(s) from where attendance is drawn, announcing the availability of meals to enrolled children without regard to age, race, color, religion, national origin, disability or sex upon submission of an initial application.
8. SPONSOR agrees to provide written notification of participation in the PROGRAM to participants or their parents or guardians. Notification must include PROGRAM description and contact information for ADE.

E. RIGHT OF JUDICIAL ENFORCEMENT; CHOICE OF LAW

The SPONSOR recognizes and agrees that such federal financial assistance will be extended in reliance on the representations stated herein and that the United States and the State of Arizona, individually or jointly, shall have the right to seek judicial enforcement of this Agreement. This Agreement is made in the State of Arizona and shall be interpreted by the laws of the State of Arizona; any litigation arising out of this Agreement shall be brought in Arizona. All disputes relative to the performance of the SPONSOR under this Agreement shall be resolved between the parties, as provided in Sections F(10) and F(12) of this Agreement.



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F. MUTUAL OBLIGATIONS, RESPONSIBILITIES AND WARRANTIES

ADE and the SPONSOR mutually agree that:

1. ADE shall promptly notify the SPONSOR in writing of any change in the minimum meal requirements or the assigned rates of reimbursement.
2. ADE may provide advance payments to each SPONSOR upon ADE discretion. Determination of advance payments will be based upon the SPONSOR'S request and ADE approval consistent with the regulations, ADE policy and available funds.
3. Payments advanced to SPONSORS that are not subsequently deducted from a valid claim for reimbursement shall be repaid upon demand of ADE.
4. No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom; but this provision shall not be construed to extend this Agreement if made with a corporation for its general benefit.

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5. This Agreement shall become effective on the date of approval by ADE, as to agreements not governed by A.R.S. § 11-951, et seq. Agreements governed by A.R.S. § 11-951, et seq., as defined under ARS §15-1152, et seq., shall become effective when filed with the Arizona Secretary of State. Before any amendment may become effective, appropriate action must be taken by ordinance, resolution or other action pursuant to the laws applicable to public agencies entering into this agreement.
6. The SPONSOR shall receive Cash in Lieu of commodity foods that are typically provided by the USDA to schools.
7. No right or interest in this Agreement shall be assigned or delegated without the written permission of the other party.
8. This Agreement may be canceled upon thirty (30) days written notice by either party. Notwithstanding the foregoing, ADE may cancel this agreement immediately upon receipt of evidence that the terms hereof have not been complied with by the SPONSOR.
9. In the event that funding ceases or becomes unavailable to provide for the terms of this agreement, ADE shall immediately notify the SPONSOR and the SPONSOR shall cease to perform the terms of this Agreement and ADE may terminate this Agreement. No liability shall accrue to ADE in the event this Agreement is terminated for lack of funds, and ADE shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.



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10. ADE shall provide, upon written request in writing from the SPONSOR, and in accordance with 7 CFR part 226, a fair hearing to determine the application of any action taken by ADE that will affect the participation or reimbursement of a SPONSOR in the PROGRAM. A copy of the hearing procedure shall be provided to the SPONSOR.
11. The SPONSOR shall repay to the federal government or ADE all monies determined by any financial-compliance audit or review to be owed to the federal government or ADE in connection with any PROGRAM for which the SPONSOR has received funds. If the SPONSOR fails to make such repayment within thirty (30) days after demand by ADE, the SPONSOR shall pay all reasonable attorneys' fees based on reasonable hourly charges of like experienced attorneys in Phoenix, Arizona for the Assistant Attorney General representing ADE or the attorney representing USDA in seeking to enforce this paragraph.
12. In the event of any dispute arising out of or related to this agreement, the parties agree to use arbitration, after exhausting applicable administrative review, insofar as required by A.R.S. § 12-1518, if not in conflict with federal law.
13. Procurement practices shall be in accordance with the Arizona Procurement Code and Regulations, OMB Circulars A-133 and 7 CFR parts 3015 and 226.22. All claims and controversies shall be subject to the Arizona Procurement Code, A.R.S. § 41-2501 et

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seq., and Arizona Administrative Code R2-7-101 et seq. Procurement standards must be submitted to ADE and will be considered a permanent document unless changes are made by either party.

14. Each SPONSOR must electronically submit a copy of its Sponsor Application and Site Application to ADE every year of participation. These shall be considered a part of this Agreement and are incorporated herein.
15. This Agreement may be modified only in writing signed by all of the parties or their duly authorized agents. Notice required pursuant to this Agreement shall be served personally or by mail upon each party at the addresses specified on the signature page of this Agreement.
16. The covenants and agreements herein contained shall inure to the benefit of and be binding upon the parties hereto and their respective successors, transferees and assignees.
17. ADE will provide the SPONSOR with information on the Special Supplemental Nutrition Program for Women, Infants, and Children and the PROGRAM, as well as the "And Justice for All" poster. The SPONSOR will then be responsible for distributing the information to parents or guardians of eligible children and/or posting the information.



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G. FREE AND REDUCED-PRICE POLICY STATEMENT

Each SPONSOR, with the exception of emergency shelters and at-risk after school snack programs, must submit with its initial PROGRAM Application copies of its Free and Reduced-Price Policy Statement and the Free and Reduced Document Summary to ADE. The Free and Reduced Price Policy Statement is considered a permanent document. A new Free and Reduced-Price Policy Statement must be submitted when changes are made by SPONSOR.

H. TERM; TERMINATION

1. This Agreement and the duties arising hereunder, shall become effective on October 1, 2011 or upon signature by the Superintendent of Public Instruction or his designee, whichever occurs last. This Agreement shall automatically renew on October 1 of each year, beginning October 1, 2012, unless either party notifies the other thirty (30) days prior to the renewal date of their intent not to renew. Before any amendment or extension may become effective, appropriate action must be taken by ordinance, resolution or otherwise pursuant to the laws applicable to public agencies entering into this Agreement.
2. This Agreement is subject to cancellation by the State of Arizona pursuant to A.R.S. § 38-511 if any person significantly involved in the Agreement on behalf of the State of Arizona is an employee or consultant of the SPONSOR at any time while this Agreement or any extension of this Agreement is in effect.

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3. Upon review or audit by ADE or an appointed representative thereof, any SPONSOR found to be out of compliance with 7 CFR part 226, this Agreement, or ADE PROGRAM Policy Manual will be deemed as Seriously Deficient. A Corrective Action Plan will be implemented, defining corrective action to be taken by the SPONSOR and the timelines in which the actions shall be completed. Failure to complete and maintain the Corrective Action required by ADE within the specified timelines is cause for termination from the PROGRAM. Serious Deficiencies include, but are not limited to, any of the following:
 1. Noncompliance with the applicable bid procedures and contract requirements of Federal Child Nutrition Program regulation;
 2. The submission of false information to ADE;
 3. Failure to return to ADE any advance payments which exceed the amount earned for serving eligible meals, or failure to return disallowed start-up or expansion payments;
 4. Failure to maintain adequate records;
 5. Failure to adjust meals ordered or planned to conform to variations in the number of participants;
 6. Claiming of PROGRAM payments for meals not served to participants;
 7. Claiming for meals that do not meet the PROGRAM requirements.



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8. Continued use of food service management companies that are in violation of health codes;
9. Failure of a sponsoring organization to disburse payments to its facilities in accordance with its management plan;
10. A history of administrative or financial mismanagement in any Federal Child Nutrition Program;
11. The claiming of PROGRAM payment for meals served by a proprietary Title XX child care center during a calendar month in which less than 25% of enrolled children or 25% of licensed capacity, whichever number is less, were Title XX beneficiaries. In the case of an adult day care center, the claiming of PROGRAM payment for meals served by a proprietary Title XIX or Title XX center during a calendar month in which less than 25% of enrolled adult participants were Title XIX or Title XX beneficiaries.
12. Failure to properly train or monitor facilities;
13. Use of family childcare home funds for sponsor administration responsibilities;
14. Failure to classify family childcare home providers as Tier 1 or Tier 2;
15. Failure to perform financial and administrative responsibilities;
16. Failure to operate the PROGRAM in conformance to performance standards;
17. Conviction of institution or principals indicating lack of integrity;
18. Institution or principals listed on the National Disqualified List;
19. Any other action affecting the ability to administer the PROGRAM in accordance with the PROGRAM requirements.
20. Failure to implement and administer family childcare home provider reviews and termination provisions; and
21. Institution or principals declared ineligible for any other public program which violated that program's requirements (unless reinstated/eligible for that program).

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I. ASSIGNMENT OF CHARGES

ADE and the SPONSOR recognize that in actual economic practice overcharges resulting from antitrust violations are in fact borne by the purchaser. Therefore, the SPONSOR hereby assigns to ADE any and all claims for such overcharges resulting from antitrust violations to the extent that such violations concern goods or services supplied by third parties to the SPONSOR to fulfill this Agreement.

J. COMPLIANCE REQUIREMENTS FOR A.R.S. § 41-4401; GOVERNMENT PROCUREMENT; E-VERIFY REQUIREMENT

1. The SPONSOR warrants compliance with all federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. § 23-214(A). (That subsection reads: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)



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2. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of this Agreement and the SPONSOR may be subject to penalties up to and including termination of this Agreement.
3. Failure to comply with a state audit process to randomly verify the employment records of the SPONSOR shall be deemed a material breach of this Agreement and the SPONSOR may be subject to penalties up to and including termination of this Agreement.
4. ADE retains the legal right to inspect the papers of any employee who works on this Agreement to ensure that the SPONSOR is complying with the warranty under paragraph 1 of this Section.

K. PROHIBITED BUSINESS OPERATIONS

The SPONSOR certifies that the SPONSOR does not have scrutinized business operations in Iran (A.R.S. § 35-393.06) or Sudan (A.R.S. § 35-391.06).

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THE CHILD CARE CENTER SPONSOR AGREES TO/THAT:

1. Provide proof that all child care centers are appropriately licensed or approved in accordance with PROGRAM regulations.
2. Provide organized care for children in a nonresidential setting.
3. Provide meals at no separate charge, except for pricing programs. If a pricing program, obtain approval from ADE upon submission of a written policy statement for determining participants eligible for free and reduced-priced meals.
4. Certify that **each** private for-profit child care center under its auspices receives compensation, from amounts granted to the State under Title XX of the Social Security Act, for at least 25% of enrolled children or 25% of licensed capacity, whichever is less, during the month preceding application to the PROGRAM. The SPONSOR shall not claim reimbursement for meals served in any for-profit center for any month during which the center receives such compensation for less than 25% of its enrollment or licensed capacity. Such SPONSOR also certifies that all centers under this Agreement have the same legal identity as the SPONSOR.
5. Except for proprietary Title XX centers, childcare centers shall operate as public programs or have tax-exempt status under the Internal Revenue Code of 1986.



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6. Maintain daily production records of food prepared and served until no longer required by ADE. Records are to be prepared one (1) week in advance of serve date.
 7. Maintain daily records indicating the number of children in attendance (including time in and out) and the number of meals by type (breakfast, lunch, supper and supplements) served to enrolled children and to adults. The SPONSOR shall not claim more than two (2) meals and one (1) snack or two (2) snacks and one (1) meal for any child in attendance during the designated meal times. The SPONSOR will only claim meals and/or snacks served to children age twelve (12) and under, or age fifteen (15) and under who are participants of Migrant Programs, or a child with a disability through the age of twenty-one (21).
 8. Adhere to the following meal service times: Two (2) hours between the beginning of each meal; breakfast between 6 a.m. and 9 a.m., AM snack between breakfast and lunch; lunch between 11 a.m. and 1 p.m.; PM snack between lunch and supper; supper between 5 p.m. and 7 p.m.; night snack after 7 p.m. The duration of meal service shall be limited to one (1) hour for snacks, one and one-half (1.5) hours for breakfast and two (2) hours for lunch and supper.
 9. Document training sessions including dates, locations and topics for sponsoring organizations as prescribed by the Management Plan.
 10. Document Administrative and Operating Costs claimed by the SPONSOR for each month, and maintain invoices and receipts for food, supplies, labor and other expenses related to the PROGRAM.
- CFDA# 10.558 A.G. Contract No. KR02-1170-ALS
11. Document revenue from participant payments, federal reimbursement and food sales to adults and donations.
 12. Provide adequate supervisory and operational personnel for management and monitoring of the PROGRAM.
 13. Notify the ADE in writing thirty (30) days in advance pending any change including, but not limited to, ownership (i.e., status of sale, etc.), management status (i.e., sole proprietorship, partnership, etc.) or tax-filing status. New owners or owners with a change of status must apply for PROGRAM participation.
 14. Attend all PROGRAM workshop tracks as required by ADE prior to participating in the PROGRAM as well as any additional trainings required by ADE.
 15. Conduct pre-operation visits to each new site for which application is made to discuss PROGRAM requirements and verify that the proposed food service does not exceed the capacity of the child care facility as prescribed in the Management Plan.



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16. Conduct site reviews as prescribed in the Management Plan.
17. Certify that it is not on USDA's National Disqualification List.

CFDA# 10.558

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THE OUTSIDE SCHOOL HOURS CARE CENTER SPONSORING ORGANIZATION AGREES TO:

1. Operate as a public program or have tax-exempt status under the Internal Revenue Code of 1986.
2. Provide organized nonresidential childcare services to enrolled school age children outside of school hours.
3. Provide proof that sites are appropriately licensed or approved in accordance with PROGRAM regulations.
4. Adhere to the following meal service times: Two (2) hours between the beginning of each meal; breakfast between 6 a.m. and 9 a.m., AM snack between breakfast and lunch; lunch between 11 a.m. and 1 p.m.; PM snack between lunch and supper; supper between 5 p.m. and 7 p.m.; night snack after 7 p.m. The duration of meal service shall be limited to one (1) hour for snacks, one and one-half (1.5) hours for breakfast and two (2) hours for lunch and supper.
5. Maintain documentation of enrollment for all children, daily meal counts, production records (until no longer required by ADE) and all other records required by ADE.
6. Adhere to the terms and conditions as prescribed in the Management Plan including site visits and training sessions, if applicable.
7. Certify that it is not on USDA's National Disqualification List.
8. Provide meals at no separate charge, except for pricing programs. If a pricing program, obtain approval from ADE upon submission of a written policy statement for determining participants eligible for free and reduced-priced meals.
9. Attend all PROGRAM workshop tracks as required by ADE prior to participating in the PROGRAM as well as any additional trainings required by ADE.
10. Conduct pre-operation visits to each new site for which application is made to discuss PROGRAM requirements and verify that the proposed food service does not exceed the capacity of the outside school hours care center facility as prescribed in the Management Plan.

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THE FAMILY CHILD CARE SPONSORING ORGANIZATION AGREES TO/THAT:

1. It is a public institution or a nonprofit private institution which has tax-exempt status under the Internal Revenue Code of 1986 as required by Public Law 106-224.
2. It will execute activities following approved procedures as specified in 7 CFR part 226.12 for startup funds and under Public Law 101-147 for Expansion Funds in order to initiate food service program operations at day care or group day care homes.
3. It has an organizational history of properly managing funds and ongoing activities as determined by independent audit reports or financial statements.
4. Certify that it is not on USDA's National Disqualification List.
5. Child care home providers' children enrolled in the PROGRAM are eligible for free or reduced-price meals as specified in 7 CFR part 226.6(b)(1)(ii)(B).
6. In the absence of state licensure, childcare homes are appropriately certified or approved. Alternately approved homes must successfully complete annual fire inspections and health inspections. The required inspections can only be conducted by local authority. Alternately approved homes must be in compliance with all standards identified in 7 CFR part 226.6(d)(4).
7. Accept final financial and administrative responsibility for the fulfillment of the terms of this Agreement.
8. Comply with the PROGRAM requirements as set forth in 7 CFR part 226.13 regarding payments to day care homes. Disburse any reimbursement payments for Food Service due to each day care home within five (5) working days of receipt from ADE.
9. Submit information to ADE as required in 7 CFR part 226.6(b).
10. Collect and maintain documentation indicating provider homes have obtained all necessary approval as required by ADE prior to making provider reimbursement payments.
11. Comply with the Child Care Home Provisions outlined in 7 CFR part 226.18 and the ADE Policy and Procedures Handbook.
12. Use Start-up or Expansion Funds in accordance with the intended purposes as specified to in 7 CFR part 226.12.
13. Repay, upon demand by ADE, any Start-up or Expansion payments not expended in accordance with regulations as specified in 7 CFR part 226.12 and under Public Law 101-147.
14. Upon expiration of the time allotted to the SPONSOR for Start-up or Expansion Funds, ADE shall obtain and review documentation of activities and costs incurred under the terms of this Agreement.



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15. Abide by the terms and conditions of the Expansion Fund application.
16. Comply with all requirements of A.R.S. § 46-321 including, but not limited to, having valid fingerprint clearance cards for all employees.
17. Sponsoring Organizations must provide notice in writing to ADE and to all Sponsoring Organizations of all providers dropped for cause.
18. Notify ADE in writing, within thirty (30) days, of any change including, but not limited to, composition of governing board, executive director or director of program operations. All updated information must include the name of the individual, title, address and birth date.
19. Providers will be classified as Tier I or Tier II homes and be paid accordingly as specified in 7 CFR part 226.13.
20. It will limit the amount of administrative fees it charges to child care centers under its sponsorship to not greater than 15% of the center's reimbursement for meals claimed per month.

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A.G. Contract No. KR02-1170-ALS

THE ADULT CARE CENTER SPONSOR AGREES TO:

1. Provide proof that all adult day care centers are appropriately licensed or approved.
2. Provide a community-based group program designed to meet the needs of functionally impaired adults or individuals sixty (60) years of age or older in a group setting outside of their homes or group living arrangements on a less than 24-hour basis.
3. Collect and maintain current family-size and income information of adult household members for participants classified as eligible for free and reduced-price meals or collect and maintain food stamp case numbers, Supplemental Security Income for the Aged, Blind and Disabled Program, Food Distribution Program Indian Reservation or Arizona Health Care Cost Containment System numbers in lieu of family size, income information and social security numbers.
4. Maintain daily production records of food prepared and served until no longer required by ADE. Records must be prepared one (1) week in advance of serve date.
5. Maintain daily records indicating the number of adults in attendance (including time in and out) and the number of meals by type (breakfast, lunch, supper and supplements) served to enrolled



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adults. The SPONSOR shall not claim more than two (2) meals and one (1) snack or two (2) snacks and one (1) meal or three (3) snacks for any adult in attendance during the designated meal times.

6. Have an individual plan of care on file for each functionally impaired adult enrolled. Such plan shall be structured and comprehensive and shall provide a variety of health, social and related support services to enrolled adult participants.
7. Abide by the administrative management plan/budget approved by ADE.
8. Certify that each private for-profit adult day care center under its auspices receives compensation from amounts granted to the State under Title XIX of the Social Security Act for at least 25% of its enrolled adults during the month preceding application to the PROGRAM and for each month the center receives reimbursement for meals served under the PROGRAM which are also claimed under Title III(c), funded through the Older Americans Act. Such SPONSOR also certifies that all centers under this agreement have the same legal identity as the SPONSOR.
9. Certify that, with the exception of -proprietary Title XIX centers, the PROGRAM is public or has tax-exempt status under the IRS Code of 1986.
10. Notify ADE in writing thirty (30) days in advance pending any change including, but not limited to, ownership (i.e., status of sale, etc.), management status (i.e., sole proprietorship, partnership, etc.) or tax-filing status. New owners or owners with a change of status must apply for PROGRAM participation.
11. Certify that it is not on USDA's National Disqualification List.

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12. Provide meals at no separate charge, except for pricing programs. If a pricing program, obtain approval from ADE upon submission of a written policy statement for determining participants eligible for free and reduced-priced meals.
13. Attend all PROGRAM workshop tracks as required by ADE prior to participating in the PROGRAM as well as any additional trainings required by ADE.
14. Conduct pre-operation visits to each new site for which application is made to discuss PROGRAM requirements and verify that the proposed food service does not exceed the capacity of the adult care facility as prescribed in the Management Plan.
15. Adhere to the following meal service times: Two (2) hours between the beginning of each meal; breakfast between 6 a.m. and 9 a.m., AM snack between breakfast and lunch; lunch between 11 a.m. and 1 p.m.; PM snack between lunch and supper; supper between 5 p.m. and 7 p.m.; night snack after 7 p.m. The duration of meal service shall be limited to one (1) hour for snacks, one and one-half (1.5) hours for breakfast and two (2) hours for lunch and supper.



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16. Conduct site reviews as prescribed in the Management Plan.

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THE EMERGENCY SHELTER SPONSOR AGREES TO/THAT:

1. Provide proof that all emergency shelters are in compliance with all applicable state and local health and safety requirements for certifications.
2. Provide temporary housing for children and their parents or guardians in a residential setting.
3. Provide meals at no separate charge.
4. Emergency shelters shall be public or have tax-exempt status under the Internal Revenue Code of 1986.
5. Maintain daily production records of food prepared and served until no longer required by ADE. Records are to be prepared one (1) week in advance of serve date.
6. Maintain daily records indicating the number of children in residence at the shelter and the number of meals by type (breakfast, lunch, supper and supplements) served to eligible children and to adults. The SPONSOR shall not claim more than three (3) meals or two (2) meals and one (1) snack or two (2) snacks and one (1) meal for any child in attendance during the designated meal times. The SPONSOR will only claim meals and/or snacks served to children age eighteen (18) and under.
7. Adhere to the following meal service times: Two (2) hours between the beginning of each meal; breakfast between 6 a.m. and 9 a.m., AM snack between breakfast and lunch; lunch between 11 a.m. and 1 p.m.; PM snack between lunch and supper; supper between 5 p.m. and 7 p.m.; night snack after 7 p.m. The duration of meal service shall be limited to one (1) hour for snacks, one and one-half (1.5) hours for breakfast and two (2) hours for lunch and supper.
8. Document training sessions including dates, locations and topics for sponsoring organizations as prescribed by the Management Plan.
9. It is recommended that the SPONSOR document Administrative and Operating Costs claimed for each month (invoices, receipts) for food, supplies, labor and other expenses related to the PROGRAM.
10. Document revenue from federal reimbursement, food sales to adults and donations.
11. Provide adequate supervisory and operational personnel for management and monitoring of the PROGRAM.



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12. Notify ADE in writing thirty (30) days in advance pending a change in but not limited to ownership (i.e., status of sale, etc.), management status (i.e., sole proprietorship, partnership, etc.) or tax-filing status. New owners or owners with a change of status must apply for PROGRAM participation.

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13. Conduct pre-operation visits to each new site for which application is made to discuss PROGRAM requirements and verify that the proposed food service does not exceed the capacity of the emergency shelter facility as prescribed in the Management Plan.
14. Conduct site reviews as prescribed in the Management Plan.
15. Certify that it is not on USDA's National Disqualification List.
16. Attend all PROGRAM workshop tracks as required by ADE prior to participating in the PROGRAM as well as any additional trainings required by ADE.



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AT-RISK AFTER SCHOOL MEAL PROGRAM:

1. Provide proof that all at-risk sites are in compliance with all state and local health and safety requirements for certifications.
2. Provide organized care for children in a nonresidential setting.
3. Provide afterschool care and education or enrichment activities to children, such as homework assistance, tutoring, arts and crafts, computer labs, life skills or physical activities.
4. Provide snack and/or meal at no separate charge.
5. Receive reimbursement at the applicable free rate for all snacks or meals served. Meals and snacks must be served after the school hour during the week, on weekends or during school breaks (not including summer break) and vacations throughout the regular school year.
6. Operate in an "area eligible," nearest public school that is 50% or more eligible for free or reduced price school meals.
7. Operate as a public program or have tax-exempt status under the Internal Revenue Code of 1986.
8. Maintain menus for each snack and meal service.
9. Maintain daily production records of food prepared and served until no longer required by ADE. Records are to be prepared one (1) week in advance of serve date.
10. Maintain daily records indicating the number of children in attendance (sign-in sheets including time-in/time-out), and all other records required by ADE. The SPONSOR shall not claim more than one (1) meal and more than one (1) snack per child per day may be served. The SPONSOR will claim only snacks/meals served to children age eighteen (18) and under, including children who were eighteen (18) at the beginning of the program year.
11. Document training sessions including dates, locations and topics for sponsoring organizations as prescribed by the Management Plan.
12. It is recommended that the SPONSOR document Administrative and Operating Costs claimed for each month (invoices, receipts) for food, supplies, labor and other expenses related to the PROGRAM.
13. Document revenue from participant payments, federal reimbursement and food sales to adults and donations.
14. Provide adequate supervisory and operational personnel for management and monitoring of the



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PROGRAM.

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15. Notify ADE in writing thirty (30) days in advance pending any change including, but not limited to, ownership (i.e., status of sale, etc.), management status (i.e., sole proprietorship, partnership, etc.) or tax-filing status. New owners or owners with a change of status must apply for PROGRAM participation.
16. Conduct pre-operation visits to each new site for which application is made to discuss PROGRAM requirements and verify that the proposed food service does not exceed the capacity of the facility as prescribed in the Management Plan.
17. Conduct site reviews as prescribed in the Management Plan.
18. Certify that it is not on USDA's National Disqualification List.
19. Attend all PROGRAM workshop tracks as required by ADE prior to participating in the PROGRAM as well as any additional trainings required by ADE.



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CLEAN AIR/CLEAN WATER ACT COMPLIANCE

(Applicable to Sponsors receiving \$100,000 or more in federal funds)

1. The SPONSOR agrees that any facility to be utilized in the performance of this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities (the "List") as of the date of submitting this agreement.
2. The SPONSOR further agrees that it will not use any facility on the List in the performance of this agreement for the duration of the time that any such facility remains on the List.
3. The SPONSOR further agrees to notify ADE if it intends to use in the performance of this Agreement any facility on the List or learns or knows that it has been recommended to be placed on the List.
4. The SPONSOR additionally agrees that it will, in the performance of this Agreement, comply with all requirements of the Clean Air Act (42 U.S.C. § 7401 *et. seq.*) and the Clean Water Act (33 U.S.C. § 1251 *et. seq.*) including the requirements of section 114 of the Clean Air Act and Section 308 of the Clean Water Act and all applicable Clean Air standards and Clean Water standards.
5. The SPONSOR further agrees that it will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. § 7606), Section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738 and EPA regulations found at 40 CFR Part 15 (which prohibit the use of facilities on the List). In addition to notifying ADE of facilities to be used which are on the List, the SPONSOR also agrees to notify the EPA Assistant Administrator for Enforcement.

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CERTIFICATION PAGE

(Applicable to SPONSORS with governing boards only; must be completed and signed before signature page.)

DIRECTIONS:

- (1) County in which the governing board is located.
- (2) Name of governing board member authorized to sign this certification page.
- (3) City in which governing board meeting regarding the Permanent Agreement was held.
- (4) Date of governing board meeting.
- (5) Legal title of the SPONSOR'S governing board; current year.
- (6) Name of designated official who will be signing the Permanent Agreement (same designated official as on line 1, page 20, of the Food Service Agreement).



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- (7) Signature of governing board member (same name as on line (2) of this certification page).
Please note that a governing board member *cannot* designate himself or herself as the *Designated Official*.

CERTIFICATION

State of Arizona)

County of (1) Yavapai

I, (2) Ms. Deb McCasland, the duly appointed or elected and qualified
Name of Governing Board Chair

member of, and acting on behalf of the governing board, so hereby certify that during a regular meeting held in (3) Prescott Arizona, on (4) July 28, 2020, this governing board, by motion made, seconded and carried, approved and authorized execution of an agreement between the (5) Yavapai College District Governing Board and the Arizona Department of Education, a State Agency, for the purpose of participating in Child Nutrition and/or Food Distribution Programs.

(6) Lisa B. Rhine, Ph.D., President of Yavapai College has been designated by the governing board to sign this (Name of Designated Official) Agreement.

I further certify that this meeting was duly noticed, called and convened and was attended by a majority of the members of the governing board and that approval has not since been altered or rescinded.

(7) _____
Signature of Governing Board Chair
(Same as (2) above)

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PERMANENT AGREEMENT

SIGNATURE PAGE

AGREED TO AND SIGNED:

1. Lisa B. Rhine, Ph.D., President
(Print or Type Name and Title)

(Signature of Designated Official)
[Same as item (6) on Certification Page, if applicable]



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Del E. Webb Family Enrichment Center
(Sponsor/School)

July 28, 2020
(Date)

Address: 1100 East Sheldon Street, Prescott, AZ 86301

OTHER AUTHORIZED SIGNATURES

2. **Clint Ewell, Ed.D.,**
Vice President of Finance & Administrative Services
(Print or Type Name and Title)

(Signature)

3. **Ryan Bouwhuis,**
Director of Procurement & Contract Services
(Print or Type Name and Title)

(Signature)

4. **Jeannie Skousen,**
Interim Manager of the Family Enrichment Center
(Print or Type Name and Title)

(Signature)

FOR OFFICIAL USE ONLY

STATE BOARD OF EDUCATION

(Superintendent of Public Instruction or Designee)

(Date)

Timeline of Trust Alliance General Liability COVID-19 Coverage

- 7/15 Launch Updated COVID-19 Re-Entry Plan Website
- 7/22 Trust Alliance announces to all 247 school districts including 9 community colleges that Trust cannot provide General Liability (GL) Insurance related to COVID-19 for this year
 - Workers Compensation for COVID-19 still available
- 7/22 President Rhine meets with AC4 and notifies District Governing Board (DGB)
- 7/23 President Rhine meets with AC4 and sent letter to Governor requesting assistance
- 7/23 Governor announces at press conference that he will wait on Federal government for GL relief
- 7/23 Notify Senator Fann requesting relief
- 7/24 Trust Alliance announces they may have a GL which will be brought to their Board on 8/4
- 7/27 ELT meets to develop options
- 7/27 ELT talks with senior administrators and notifies all YC employees
- 7/28 Meet with DGB in regular meeting
 - Update employees regarding summer activities and classes
- 7/29 Trust Alliance GL Update
- 7/29 Update with President's Cabinet
- 8/4 Trust Alliance Board Meeting to discuss possible GL solution
- 8/5 DGB Special Session or Notice
- 8/6 Update YC employees

Recommendations through August 5, 2020

1. Allow renters to continue (\$1M liability and COVID Rider signed)
 - Farmers Market
 - Church
 - Yavapai County Elections
2. Southwest Wine Center move to curbside
3. Academic programs allowed with Acknowledgement of Risk
 - Fall NARTA began
 - Auto and Gunsmithing Spring teach outs

YC COVID 19 ACKNOWLEDGEMENT OF RISK

- I understand there is a worldwide pandemic of a respiratory illness called COVID-19.
- I understand that COVID-19 is spread through respiratory droplets by any infected individual, even if that individual is not displaying any symptoms. I further understand that potential symptoms include fever of 100.4° or higher, cough, shortness of breath, difficulty breathing, flu-like symptoms, muscle pain, sore throat, loss of taste/smell. I understand the symptoms range in severity and in some cases, may be deadly, especially in older populations and to those with underlying health conditions.
- I understand the College has a comprehensive COVID-19 Reentry Plan which is available on the college website and is taking reasonable and prudent precautions recommended by the Center for Disease Control, some of which are required by Governor Ducey's Executive Orders, to help minimize the risks to students, faculty, and community of exposure to the COVID-19 virus.
- I understand that success of these precautions depends in large part upon my commitment to follow current YC safety protocol, as well as future protocol as may become necessary. I therefore make the following pledge to protect my health, and the health of those around me both on campus and in the greater Yavapai County community:
 - On days I need to come to YC, I will perform wellness self-checks, monitoring for symptoms of COVID-19
 - I will stay home when I am experiencing COVID-19 symptoms, awaiting COVID-19 test results, or if I have had close contact with someone who has COVID-19;
 - I will let my instructor know via phone or email if I test positive for COVID-19 and I will respond to college representatives when they reach out to me to conduct contact tracing;
 - I will wear face coverings when I am inside of YC buildings or vehicles; and I will wear face coverings when outdoors on YC premises if it is not possible to maintain a 6-foot distance from other individuals;
 - I will practice social distancing (stay at least 6 feet from others) while on campus;
 - When on campus, I will clean and sanitize my space (eg classroom desk, pc, equipment, library table, cafeteria table, etc.) prior to, and after, using
 - I will practice frequent hand-washing, avoid touching my face, and use proper sneeze/cough etiquette;
 - If I am in a higher-risk class or program (including but not limited to EMS, Allied Health, and Athletics) where I am more likely to be exposed to COVID-19, I agree to regular temperature checks prior to participating in face to face activities, and possibly to periodic testing for COVID-19. My instructor will let me know if I am in such a class;

By checking this box, I acknowledge receiving this YC safety protocol and I understand that my failure to comply with YC safety protocol may result in disciplinary action under YC Student Code of Conduct or other YC policies.

STUDENT WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

THIS IS AN IMPORTANT DOCUMENT THAT WAIVES YOUR LEGAL RIGHTS

I, _____, understand that my voluntary participation in certain programs or aspects of campus life at Yavapai College may increase my risk of exposure to COVID 19 during the outbreak of COVID 19 in the community because it may not be possible to utilize face coverings or maintain social distancing while participating in the program, or due to the nature of the program, I may be exposed to individuals who have tested positive for COVID 19. These programs include, First Responder, ECE, FEC, PE, OLLI and Performing Arts programs, as well as athletic programs and living in YC Residence Halls. By voluntarily enrolling in and/or participating in these programs, I agree to comply with the following terms:

1. **Assumption of risk.** I am fully aware of the unusual risks involved and hazards connected with my continued participation in the programs or campus life activities described above during the COVID 19 outbreak. Potential symptoms of the COVID 19 virus include but are not limited to the following: fever, cough, shortness of breath, difficulty breathing, and other flu-like symptoms. COVID 19 may be deadly, particularly in certain patient populations including the immune compromised and the elderly. To minimize risk of exposure, I understand that I will be required to comply with regular temperature checks and not participate in any program or activity if my temperature exceeds 100.4, wear face coverings when possible, practice social distancing where possible, practice effective hand hygiene, stay home when displaying any COVID 19 symptoms, and self-report any positive test for COVID-19 to a College instructor. I further understand that despite these measures, continued participation in these programs could still be hazardous to myself and others, both known and unknown to myself, with whom I may have contact in or outside of the program or activity and for up to fourteen (14) days thereafter. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me as a result of being engaged in the program or activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASED PARTIES OR OTHERWISE.
2. **Waiver and Release.** To the fullest extent permitted by law, I RELEASE, WAIVE, DISCHARGE AND PROMISE NOT TO SUE the College and its board, officers, agents, employees, volunteers, successors and assigns ("Released Parties") from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my participation in the program or activity whether caused by the negligence of the Released Parties. It is also understood College does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, or death.
3. **Indemnification.** I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASED PARTIES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in the College program or

activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASED PARTIES or otherwise.

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND PROMISE NOT TO SUE the above-named RELEASED PARTIES. I hereby further agree that this Waiver of Liability and Hold Harmless RELEASED PARTIES shall be construed in accordance with the laws of the State of Arizona.

5. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read this Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Participant's Signature _____

Participant's Printed Name and Date _____

Item # 3.2.1

2020-2021
District Governing Board
Calendar
Draft Dates

Month	Meeting Type
June	No Meeting
Tuesday, July 28, 2020 2:00pm Zoom	Regular Meeting
Wednesday, August 5, 2020 1:00pm Zoom	Board Special Session
Tuesday, September 8, 2020 1:00pm Rock House or Zoom	Regular Meeting
Tuesday, October 20, 2020 1:00pm Sedona Campus or Zoom	Regular Meeting
Tuesday, November 10, 2020 1:00pm Verde Valley Campus or Zoom	Regular Meeting
Week of December 6-11, 2020 TBA	Board Dinner
Friday, January 8 & Saturday, January 9, 2021; 9:00am Prescott Valley Campus or Zoom	Two-Day Board Retreat
Tuesday, January 12, 2021 9:00am Rock House or Zoom	Budget Workshop/Regular Meeting
Tuesday, February 9, 2021 1:00pm Chino Campus or Zoom	Regular Meeting
Tuesday, March 9, 2021 1:00pm CTEC Campus or Zoom	Regular Meeting
Tuesday, April 13, 2021 1:00pm Rock House or Zoom	Regular Meeting
Tuesday, May 11, 2021 1:00pm Prescott Campus Community Room (19-147) or Zoom	Regular Meeting

Item # 3.2.2

DATES AND PLACES OF FUTURE MEETINGS – FY 2020-2021	
TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JUNE 2020– NO BOARD MEETINGS	
Regular Board Meeting*	July 28, 2020 Friday, Time 2 p.m. Location: Zoom
Board Special Session	August 5, 2020 Wednesday, Time 1 p.m. Location: Zoom
Regular Board Meeting	September 8, 2020, Tuesday, 1:00 p.m. Location: Rock House or Zoom
Regular Board Meeting*	October 20, 2020 Tuesday, 1:00 p.m. Location: Sedona Center or Zoom
Regular Board Meeting	November 10, 2020, Tuesday, 1:00 p.m. Location: Verde Valley Campus or Zoom
Board Dinner	Week of December 6-11, 2020 Location: TBA
Two-Day Board Retreat	Friday, January 8 and Saturday, January 9, 2021 9:00 am Location: Prescott Valley Campus or Zoom
Budget Workshop/Regular Meeting	January 12, 2021, Tuesday 9:00 a.m. Location: Rock House or Zoom
Regular Board Meeting	February 9, 2021, Tuesday, 1:00 p.m. Location: Chino Campus or Zoom
Regular Board Meeting	March 9, 2021, Tuesday, 1:00 p.m. Location: CTEC Campus or Zoom
Regular Board Meeting	April 13, 2021, Tuesday, 1:00 p.m. Location: Rock House or Zoom
Regular Board Meeting	May 11, 2021, Tuesday, 1:00 p.m. Location: Prescott Campus Community Room (19-147) or Zoom
JUNE 2021 NO REGULAR BOARD MEETING	
JULY 2021 NO REGULAR BOARD MEETING	

*Regular Board Meeting not held on the typical 2nd Tuesday of the month.

Item # 3.2.3

DATES AND PLACES OF EVENTS – FY 2020-2021	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
ACCT Leadership Congress	August 3, Monday - 6, Thursday, 2020 -Time: 11-1:15PM Eastern Location: Zoom *If interested please registrar with Scottie
Fall Convocation	August 10, 2020, Monday 9:30 a.m. – 4:00 p.m. Location: Virtual
ACCT Leadership Congress	September 30, Wednesday – October 3, 2020, Saturday Location: Chicago, Illinois
Northern Arizona Regional Training Academy (NARTA) Commencement	December 10, 2020, Thursday – Time: TBA Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 11, 2020, Friday – 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	May 12, 2021, Wednesday – 4:00 p.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 14, 2021 Friday – Time: TBA Location: Verde Valley Campus
Prescott Commencement	May 15, 2021 Saturday – Time: TBA Location: Performance Art Center
GED Graduation Ceremony	May 22, 2021, Saturday – Time: 1:00-3:00PM Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 27, 2021, Thursday – Time: TBA Location: Prescott Campus – Performing Arts Center