

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1
2200 Havasupai Blvd., Lake Havasu City, AZ 86403

Governing Board Minutes

March 21, 2019

REGULAR MEETING:

1. Routine Opening of Meeting - Call to Order

The Regular Meeting of the Governing Board of Lake Havasu Unified School District No. 1 was called to order by Governing President, Kathy Cox, in the District Boardroom, 2200 Havasupai Blvd., Lake Havasu City, Arizona at 6:00 p.m., on March 21, 2019.

1.1 Moment of Silent Prayer or Reflection

1.2 Roll Call

BOARD MEMBERS PRESENT: Kathy Cox, President
Lisa Roman, Vice President
Nichole Cohen, Member
John Masden, Member
Archana Aliyar, Member

BOARD MEMBERS ABSENT:

ADMINISTRATION PRESENT: Diana Asseier, Superintendent
Michael Murray, Director of Business Services
Jaime Festa-Daigle, Director of Personnel/Technology
Aggie Wolter, Director of Special Services
Brad Gardner, Director of Educational Services
Connie Hogard, Principal, Smoketree Elementary
Brett Bitterman, Principal, Oro Grande Elementary
Corey Triassi, Principal, Starline Elementary
Roger Burger, Principal, Nautilus Elementary
Scott Becker, Principal, Lake Havasu High School
Shannon Williams, Assistant Principal, High School
Martha Jo Thompson, Secretary

Others: 8

1.3 Pledge of Allegiance

1.4 Call for an Executive Session – none

2. Call to the Public – Doug Bishop addressed the board with his concerns. He would highly recommend to the Governing Board that they hire more counselors for the district. He further recommended that the district hire more teachers so class size numbers would not be so high.

3. Recognition of Visitors

- Lake Havasu City Education Association (LHCEA) Carol Nowaskowski gave a monthly report. She reported on legislation that is being passed and waiting to be passed, and encourages everyone to contact our representatives with your concerns.

4. Consent Agenda

4.1 Approval of Consent Agenda

4.1.1 Approval of Minutes:

Regular Session of February 19, 2019

Work Session of February 12, 2019; February 13, 2019

4.1.2 Approval or Modification of Agenda

4.1.3 Personnel Report: Certified; Employment, Separation, Exception to Policy, Long Term Leave, Other. Support Staff; Employment, Separation, Exception to Policy, Long Term Leave, Other.

4.1.4 Acceptance of Gifts and Donations to the Lake Havasu Unified School District in the amount of \$11,964.66 and to Student Activities Organizations in the amount of \$2,569.54.

4.1.5 Approval of Overnight and/or Out-of-State Student Travel

Asseier

Mr. Masden moved, seconded by Mrs. Cohen, to approve the Consent Calendar as presented.
ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

5. Old Business

5.1 Second Presentation/Review of Revisions to Policy Regulation ECAA-R Security

Mrs. Festa-Daigle recommended that the Board approve the second presentation of revised Policy regulation ECAA-R Security.

The LHUSD Governing Board approved the bid to expand video surveillance across the nine campus locations on January 15, 2019. The LHUSD security policy needs to be updated in order to conform to current technology use, provide clear procedures for cameras and video use, ensure access for law enforcement and first responders in emergency situations, and state limitations to comply with all applicable law. Pending approval of this regulation, exhibits will be developed to support the LHUSD security protocol. This regulation has been reviewed by legal.

No changes have been made to this policy since the first reading on February 19, 2019.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 5.1 as presented.

Comments from Mrs. Cohen regarding page 4 and the bullet that addresses “third party”. Mrs. Festa stated that the third party would be the police; however, instead of releasing we would encourage them to watch it with us present.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

5.2 Second Presentation/Review of Revisions to Policy Exhibit GCBC-E Professional Staff Supplementary Pay Plans

Mrs. Festa-Daigle recommended that the Governing Board the second presentation of revised Policy Exhibit GCBC-E, Professional Staff Supplemental Pay Plans.

This exhibit has not been updated for several years. Many of the extra-curricular activities that were listed are no longer offered or have been renamed. This update conforms with activities currently being offered at LHUSD school sites.

In addition, changes are recommended for the payment structure. Percentages were changed to dollar amounts for accuracy in budgeting and payment. As the base level teacher salary has changed over time, budgeting for stipends has become more difficult. This revision aligns with how other schools across the state list their stipend amounts.

National Board Certification stipends were originally authorized by the Governing Board for the life of the certificate and were cut to three years as a cost saving measure. During the time National Board stipends were cut back, educational advancement was not granted either. Salary advancement for outside professional development and college coursework has been reinstated for staff. LHUSD supports accomplished teaching; therefore, the National Board stipend should be for the life of the certificate, which is currently five years and then must be renewed.

LHUSD has had a number of special education positions open for more than two years. There are a number of teachers in general education classrooms with special education certificates who choose not to utilize their certification. Special education teachers have the extra demands of IEP meetings, goal development, and case management services. This stipend is needed in order to attract and retain special educators and work toward ensuring that special education students have qualified teachers teaching them. This has been reviewed by legal.

There has been no changes to this policy since the first reading on February 19, 2019.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 5.2 as presented.

Mrs. Asseier and Mrs. Cohen made clarifying comments.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6. New Business

6.1 Award of Bid – Food Service Management Company

Mr. Murray recommended the Governing Board award the bid for Food Service Management Company (FSMC) to Taher, Inc., for the 2019-20 school year, with four annual renewals possible thereafter.

On April 8, 2014, the district's Governing Board awarded the bid for food service management services to Taher, Inc. That contract was valid for a maximum of five years and will expire at the end of the 2018-2019 school year.

The Governing Board determined, on November 20, 2018, that it was appropriate to use the Request for Proposal (RFP) process for Food Service Management Company, rather than competitive sealed bids. On January 7, 2019, after review and approval by the Arizona Department of Education, an RFP was emailed to the food service vendors on the district's bidders list. The RFP was also posted on the district website.

Food Service Management Company proposals were due to the school district by 2:00 p.m. on February 21, 2019. Four food service management companies submitted proposals: Taher, SFE (Southwest Foodservice Excellence), Aramark and Chartwells. The proposals were reviewed and evaluated by a committee comprised of Michael Murray, Director of Business Services; Patti Bacer, Procurement Specialist; and Anne Taffe, Child Nutrition Supervisor. The proposals were evaluated according to the criteria as stated in the RFP. After the evaluations were completed, the contract that received the highest total number of points was submitted to the Arizona Department of Education for final approval.

The proposal and all evaluation sheets were forwarded to the Arizona Department of Education on Thursday, March 7, 2019. Pending approval by the Arizona Department of Education and the LHUSD#1 Governing Board, the "Offer and Award Form" and "Certificate of Independent Price Determination Form" will be signed and submitted to ADE.

The ADE approval and provision of the selected vendor along with all documentation was sent electronically to the board prior to the March 19, 2019 Work Session.

Mrs. Cohen moved, seconded by Mr. Masden, to approve item 6.1 as presented.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.2 Approval of Parchment Online Transcripts

Mr. Becker recommended the Governing Board approve the use of *Parchment* to deliver official transcripts to colleges and universities electronically.

Several issues arise with transcripts, which are currently provided by the registrar at LHHS. Official transcript requests are dependent upon the availability of staff and time to process them and upon the number of requests received. There is no system for tracking which requests have been processed or received by the requestor or the institution. Students who need transcripts on short notice are currently dependent upon the availability of the registrar to print, process, and mail the transcripts. With the new system, students can order official transcripts at any time, and a staff can send electronically, saving days for the university to receive.

Moving to this service will provide a more streamlined procedure for processing official transcripts and ensuring a well documented delivery to the requested school. Most of the responsibility for ordering/requesting transcripts will be the students', and they can order them at any time. Although most of the responsibility is with the student, it is the school's responsibility to upload and send the transcripts to the requested colleges and universities. Turnaround time is much quicker, and, as noted, delivery is documented.

Students would be charged through Parchment a processing fee to support this service as follows: \$5.00 – current students; \$7.50 – 1-4 years post-graduation; and \$10.00 – 5+ years post-graduation. A PowerPoint presentation that shows the transcript process from ordering, delivery, to payment was electronically sent to the Board for review.

Current students would still be able to access unofficial transcripts through the registrar at no charge. An official transcript will be provided to any students applying to the Community Scholarship. All students will receive one free official transcript upon graduation (available in June).

The contract was sent to legal for review and approved.

Mrs. Cohen moved to postpone this item until the next board meeting so more information can be received. She would like to see a representative present either in person or telephonically to answer questions. Seconded by Mr. Masden. There was a great deal of discussion on the security of our students' data. Comments were made by Mrs. Asseier, Mr. Masden, Mrs. Cohen, Mr. Becker, Mrs. Roman, and Mrs. Cox. The consensus is that there are still many questions to be answered.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.3 Approval of Compensation Package for 2019-2020

March 21, 2019

Mr. Murray recommended the governing board approve the compensation package for 2019-2020. This budget proposal for 19-20, as delineated in the backup documentation, provides the following:

Salary-

- a base salary increase of \$750 for certificated staff and \$400 for classified staff;
- a one-time Cost of Living Adjustment (COLA) of 5% for all employees paid by two separate checks on two dates established during the 2019-20 fiscal year; and
- additional adjustments to the base pay for identified positions to adjust for inversion created by the mandatory minimum wage increase as a result of Prop 206; Note: affected employees will receive either the base salary increase or the inversion increase, whichever is higher;

Benefits-

- an increase of approximately 7% to the premium contribution per employee;
- a continued incremental transition of district contributions for dependent premiums to the employee;

Athletic Fees-

- sustain current athletic fees.

Additional compensation includes Classroom Site Funds (Prop 301 Funds):

- Continue to fund Classroom Site Funds per legal guidelines.
- Continue to fund by separate check or deposit on three dates established during the 2019-20 fiscal year.
- Fund 11 – pay out amounts received during the fiscal year (funds from current year or past years) to certified staff.
- Fund 12 – pay out amounts received during the fiscal year (funds from current year or past years) if personal and site goals are met, or pay out percentage according to the goals that are achieved and/or time on the job per 301 staff guidelines, as recommended by site principal.
- Fund 13 - \$106.25 per 301 eligible employee per month to continue current insurance premium coverage – other issues per menu of items approved by legislation (unless modified by the State) as decided by the Governing Board throughout the year (funds from current year or past years received during the fiscal year). Funds not allocated in Menu 13 to other menu items will be distributed during the fiscal year to qualified certified employees.
- Funds remaining after allocations become part of the overall carryover for the district's respective Classroom Site Fund categories to be used in the next fiscal year for the benefit of all current, 301 eligible certified staff.

Specific Employee Benefit Insurance information, once available, will be presented to the board at a future board meeting for review and approval.

The backup to this item in the presentation format was provided to governing board members prior to the March 21, 2019 meeting. The recommendation information and future planning information was presented at the meeting.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 6.3 as presented.

Mrs. Asseier, Mr. Murray and board members expressed their appreciation to the committee members that worked on the Budget committee.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.4 Approval of Certified/Administrative/Supervisor Staff for 2019-20 and 2019-20 Certified Contract

Mrs. Festa-Daigle recommended that the Governing Board approve the list for employment with the district for the 2019-2020 school year of Certified, Administrative, and Supervisor staff: Teachers, Counselors, Speech Therapists, Speech Technician, Psychologists, Directors, Administrators, and Supervisors. She also recommended that the Governing Board approve the 2019-20 contract.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 6.4 as presented.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.5 Approval of Support Staff for 2019-20

Mrs. Festa-Daigle recommended that the Governing Board approve the list of Classified Staff for support positions with the district for the 2019-2020 school year.

Mr. Masden moved, seconded by Mrs. Cohen, to approve 6.5 as presented.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.6 Approval of Contract for Frontline for Human Resources and Time Card Services

Mrs. Festa-Daigle recommended that the Governing Board approve the contract for Frontline for the 2019-2020 school year. There will be one-time cost upon signing of \$10,850.00, and an annual cost of \$39,134.40.

Administration is recommending the continuation and expansion of contracted services with Frontline Education. LHUSD currently uses Frontline for online Absence Management, and we are requesting to expand their services to include recruiting and hiring software (Talent Management), Evaluation Management, digital forms and record retention (Frontline Central), and online Time and Attendance management.

Frontline's Talent Management software is greatly needed to modernize and update the online application tool utilized by LHUSD. Administrators will be able to easily post jobs to online job boards as positions are opened. Administrators will be able to proactively recruit employees who fit specific certifications using K12 Job Spot. Onboarding paperwork will be sent out immediately upon hire.

Currently, Excel spreadsheets are used for evaluations, with hard copies printed and stored in files at both school and in the personnel office. In addition to housing our evaluation forms, Frontline Evaluation Management will allow evaluators to track walkthrough data, evaluation completion rates, and performance trends among staff throughout their schools. It will allow district administration to use data based on evaluation results to make recommendations.

Employee onboarding files, evaluation documents, and other records will be housed on Frontline Central. This would replace Winocular, which we currently use to store our files and to post jobs. Winocular's functionality is limited. Winocular costs approximately \$7000.00 annually and will be discontinued.

Time and Attendance is a digital time clock system. It will allow us to eliminate paper time cards. The system will communicate with Visions for payroll and with our current Frontline absence management system. We will be able to accurately track hours worked and save time on data entry.

The contract was reviewed by purchasing and legal.

Mr. Masden moved, seconded by Mrs. Cohen, to approve 6.6 as presented.

It was brought to the Board's attention that taxes and other applicable fees had not been included so please add for those needs. Mrs. Cohen removed her second. Mr. Masden amended his motion to approve 6.6 with the change of annual cost not to exceed \$65,000. Mrs. Cohen seconded the amended motion.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.7 First Presentation/Review of Revisions to Policy IA Instructional Goals and Objectives Security

Mrs. Asseier recommended that the Governing Board approve the first presentation of revised Policy IA Instructional Goals and Objectives.

On March 13, 2018, the Governing Board adopted a Curriculum Philosophy Statement to guide the work of the curriculum committees. This statement embodied the newly revised Mission Statement and Guiding Principles.

The Curriculum Philosophy was the basis for the Curriculum Work Sessions that were conducted by the board during the month of January 2019. It was noted during the review of the work sessions that our philosophy statement, while adopted by the board, was not a part of the Board's policy.

Policy IA is the board's "introductory" policy to the section that covers Curriculum and Instruction. The language of the original policy was very dated and did not convey our local philosophy. The proposed revisions incorporate the philosophy statement and provide greater detail on our areas of focus.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 6.7 with the addition of bullet number 2 which reads: *Ability to conduct research and to think and write critically* about history, science, literature, the arts, and how these subjects are impacted by differing worldviews (belief Systems).*

Mrs. Roman wanted it to be clarified that we are not giving preference to one worldview. Mrs. Cohen and Mr. Masden assured her that it is the intent that all worldviews are taught so our students are well rounded in their thinking.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.8 First Presentation/Review of Revisions to Policy JFABC and New Regulation JFABC-R Admission of Transfer Students

Mrs. Asseier recommended that the Governing Board approve the first presentation of revised Policy JFABC and new regulation JFABC-R Admission of Transfer Students.

This policy is being revised to align with A.R.S. Section 15-701.01 regarding the admission of transfer students' credit into Lake Havasu Unified School District #1, as well as the practice of assigning credit and grades for transfer credit for internal students.

Historically, when students have transferred to the high school, there has not been a consistent practice in the assignment of letter grade vs. credit. For example, a student taking a concurrent class with a University or College would receive a CR (credit), while a student taking that same class at LHHS would receive the letter grade. Similar situations occur when students are transferring from an online setting, in which case they receive the letter grade; conversely, if they took a University or College class instead of an online course, they would receive a CR.

The new regulation clarifies the details for assigning credits and grades. This regulation also provides a change in the calculation of weighted grades from a .35 to a five point scale. The revision of the grade weight to an A=5, B=4, C=3, D=1, F=0 scale for honors and Advanced Placement classes aligns Lake Havasu High School with the weighting system used by most of the state of Arizona as well as schools across the United States. When students apply for college, their applications ask them to select whether their high school grades on a four point scale or a five point scale. Our students currently have to choose the four point scale on their college applications, while many of their counterparts are able to use their weighted GPA by choosing the five point scale.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 6.8.

Ms. Skemp, Mrs. Roman, Mrs. Cohen, Mr. Masden, Mrs. Festa, Mrs. Musselman, Mr. Becker, Mrs. Cox, and Mrs. Asseier made comments. There were some concerns about changing the calculation of weighted grades from .035 to a 5 point scale. Several said it had been tried before and there were problems. Many feel that this change is important to be in line with most Arizona schools and across the United States.

Mrs. Cohen removed her second. Mr. Madsen amended his motion to approve Item 6.8 with no change to the regulation on grade weighting. Mrs. Cohen seconded the motion

Discussion continued.

Mrs. Cohen removed her second. Mr. Masden amended his motion to approve item 6.8 policy JFABC with leaving the calculation of weighted grades at .035 on the regulation until more information could be brought on why we should change the weighting. Seconded by Mrs. Cohen.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

6.9 Approval of Vouchers, Student Activity Funds, and Auxiliary Funds

Mr. Murray recommended that the Governing Board approve:

Approval of Vouchers - Vouchers for February 2019 / \$2,954,042.60

Student Activity Funds for K-8 for January 2019 / \$39,877.63

Student Activity Funds for 9-12 for January 2019 / \$221,753.47

Auxiliary Funds for January 2019:

Smoketree	\$ 10,763.11
Thunderbolt	\$ 172,943.03
Havasupai	\$ 5,794.61
Starline	\$ 19,465.04
Nautilus	\$ 13,094.00
Oro Grande	\$ 4,357.43
Jamaica	\$ 22,787.18
High School	\$ 532,780.14
District Office	\$ 5,600.96

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 6.9.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

7. Informational

* Superintendent

- Mrs. Asseier thanked our community for the Gift and Donations made to the District.
- There will be NO CHANGE in the High School and Middle School Athletic Participation Fees for 2019-20 school year.
- Mrs. Asseier gave a District Curriculum Update.

* Directors

* Governing Board Members

- Mrs. Roman would like to include Jump Start and the dress code for the next board agenda. Mrs. Asseier also included the calendar and Classical Academy name change for the next board agenda.
- Regular monthly Work Sessions to review the proposed regular monthly board packet have been cancelled.

* Advisory Committees

8. Call to the Public - none

9. Communications

- The next regular board meeting will be Tuesday, April 16, 2019. Everyone was reminded again that there would no longer be work sessions to cover the agenda before the regular meetings.
- The press asked clarifying questions.

10. Adjournment

Mr. Masden moved, seconded by Mrs. Cohen to adjourn at 8:15 p.m.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

Video of the entire meeting may be seen on the District website www.lhusd.org under Governing Board.

Minutes of the Regular Governing Board meeting of March 21, 2019, are approved as submitted.

Kathy Cox, Board President

Lisa Roman, Board Vice President