

# LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd.

Lake Havasu City, AZ 86403

## Governing Board Minutes

February 13, 2019

### WORK SESSION MEETING:

#### 1. Opening of Meeting - Call to Order

The Work Session of the Governing Board of Lake Havasu Unified School District No. 1 was called to order by Governing Board President, Kathy Cox, in the Santiago Hall, Arizona State University at Lake Havasu, 100 University Way, Lake Havasu City, Arizona at 9:30 a.m., on January 13, 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  
Aggie Wolter, Director of Special Services  
Michael Murray, Director of Business Services  
Brad Gardner, Director of Educational Services  
Jaime Festa-Daigle, Director of Personnel/Technology  
Terry Fleming, Secretary

Others: 0

#### 1.3 Pledge of Allegiance

#### 2. Review and Accept Agenda for this Session

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

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

#### 3. Governing Board Retreat with Superintendent and District Directors

Mrs. Asseier welcomed everyone to the Board Retreat. She reviewed what was in each of their Board Handbook binders. PowerPoint presentation will be emailed to Board members after the meeting.

##### **Board Binder - Introduction**

Confidentiality Agreement / IT Use Agreement  
Guiding Principals  
Governing Board  
Organization Chart  
Board Meetings  
Board Calendar List  
KNTR Radio Speak Out - monthly  
Annual Board Items

##### **Code of Ethics** – reviewed each bullet point.

Ethical Requirements – Discussion on supporting the policy of the board even if you voted against it. Be careful of public comments regarding approved policy.

##### **District Data**

Fact Sheet – use Mrs. Asseier's home phone number when she is at home.  
District Facilities / map  
Number of staff at each site  
Enrollment History – 100<sup>th</sup> week (number of bodies – not ADM)  
Enrollment – Student count by grade and class (head count only). Gifted will be moving next year to a 4/5 grade class and 6 grade class – no 3 grade gifted class. A waiting list has been established for Oro Grande Classical Academy. Those who

are in Oro Grande's boundaries will get first choice.

Student Absence Rate Report

LHUSD Demographics

Low socioeconomic status

Ethnicity and subgroups 100<sup>th</sup> day enrollment – Mrs. Wolter does track foster student numbers. Discussion on tracking foster student as a subgroup, and adding question to enrollment paperwork. Parents/Guardians are responsible for disclosing if student has special needs.

Graduation Rates

2017-18 LHHS 4 year cohort graduation rate ethnicity and subgroups (District grad rate% compared to State grad rate%); 5 year cohort graduation rate; Graduation rate by gender; Subgroup rates-low SES; Subgroup rates-Special Education cohort; Ethnicity rates-Hispanic, White.

2017-18 District dropout rates (District/State); LHHS; Thunderbolt; trend data

Assessment Results AzMERIT 2018

Grades 3-6, 7-8, and 9-11 ELA and Math data. This year the High School is working on practices and developing best testing plans.

Math and ELA trends for 2016 through 2018. Discussion on having something for students to receive as an incentive for taking the test seriously.

Each Board Member was given a copy of "Arizona Minority Student Progress Report 2018."

\*\*Mr. Masden left the meeting at 11:45 p.m. for a previous obligation.

### **Review District Policies**

#### **"B" School Board Governance and Operations**

BAA- Evaluation of School Board / Board Self-Evaluation

PowerPoint: Common School Board Responsibilities; Scope of Authority; Board Member ethics; Board evaluation

BAA-E- Self-Evaluation Worksheet

BBA- Board Powers and Responsibilities

BBAA- Board Member Authority and Responsibilities

BCA- Board Member Ethics

BDB- Board Officers

BDD- Board-Superintendent Relationship

BE- Board Meetings- Which Tuesday, How often, Start Time, Work Sessions, Executive Sessions, Open meetings / Closed meetings

Discussion to changes in time for monthly Work Sessions. Lake Havasu Chamber of Commerce has requested that a board member(s) be on their committee – meetings are on the second Tuesday of the month. Request to move ours to 4:30 p.m. to accommodate this. Request to move work session back to a noon meeting. Suggestion to email person on action item if there are questions before the Regular Meeting and have no Work Session. Consensus of the Board is to not have a Work Session unless information (time intensive issue) is needed, and if there are any questions on an item to ask the questions well in advance so answers can be provided prior to the meeting. Board packet will still be delivered early. This will start in April 2019.

BEDB- Agenda- Order, Content

BEDB-E- Agenda (Regular Meetings) Mrs. Fleming will check with legal on Call for Executive Session. Discussion on second Call to the Public – will leave it on for now. Procedure for handling a Main Motion, Sample Script, Superintendent / Board Reports.

Lunch break 12:15 to 12:45 p.m.

BEDD- Rules of Order- Parliamentary Procedure (discussion prior to motion is allowed), Roberts Rules Cheat Sheet. Discussion on motions and how to do a second motion, or withdraw a motion. Items can be postponed for a future meeting.

BEDH and BEDH-E- Public Participation- Request to speak form. Audience members who speak need to state their full name. Speakers are timed.

BHC/BHD- Communication in response to emails, social media, etc., Who responds, How, and When. Board needs to refer emails to Superintendent

and she will follow the Chain of Command- Teacher, Principal, and Director. Board needs to distance themselves from staff discipline as they may be asked to hear a staff member's appeal. Board Communication in General- Speak Out, Weekly Board Reports: Calendar list, Student Discipline Report

### **General Board Policy statements for each Section**

"E" Support Services

EA- Support Services Goals / Priority Objectives

"F" Facilities Development

FA- Facilities Development Goals / Priority Objectives

"I" Instruction

IA- Instructional Goals and Objectives

IIE- Student Schedules and Course Loads

IKF- Graduation Requirements

"J" Student

JA- Student Policies Goals / Priority Objectives

"K" School - Community Relations

KA- School - Community - Home Relations Goals / Priority Objectives

"L" Education Agency Relations

LB- Relations with Other Schools and School Systems

Mrs. Festa-Daigle reviewed the following Personnel policies:

"G" Personnel

GA- Personnel Goals / Priority Objectives

GBEA- Staff Ethics

GBEB- Staff Conduct

GBK- Staff Grievances

GCF-RA- Professional Staff Hiring

GCQF- Discipline, Suspension, and Dismissal of Professional Staff Members

GDA- Support Staff

➤ Teacher Experience Index

➤ 301 payments We are one of the highest amounts (divided into three lump sums) given in the state.

➤ Employee Handbook

➤ Pay for support staff and certified- entry level and how placements are calculated.

➤ Handout with staffing information by school was shared with the Board.

Mr. Murray covered the following Budget items:

### **Board Budget Responsibilities**

Professional development / conferences

Signatures:

Vouchers and other Processes

Adopted Budget cover sheet

Annual Financial Report cover sheet

Other Budget Concerns

"D" Fiscal Management

DA- Fiscal Management Goals / Priority Objectives

DB- Annual Budget

DBC-E- Budget Deadlines and Schedules (2018-19)

DBF- Budget Hearings and Reviews / Adoption Process

DIC- Financial Reports and Statements

\*\*Mr. Masden returned to the Work Session at 1:35 p.m.

### **General Budget Overview**

AZ Auditor General Report (March 2018) Auditor Report page 196 has information on LHUSD

AASBO AZ School Finance Summary Manual (2017-18 and 2018-19)

Copy of actual Budget worksheet was handed out and reviewed line by line

### **Budget Committee Update**

See PowerPoint presentation that includes what was shared with the Budget Committee on Monday, February 11, 2019. Discussion on other possibilities. Proposal will

come to the Board at the March board meeting.  
Prop 206 Implications  
Discussion of Board priorities for Bond and Override  
Timelines  
Staffing Ratios / Recruitment and retention

**Future Decisions** – Mrs. Asseier asked that Board review these items and be prepared to talk about them in the future (possibly at a regular board meeting).

Focus on Mission Statement- academic and social

- Mental Health issues and elementary counselors
- Elementary specials- expansion
- Curriculum and Focus for LHUSD
- Early Release- Professional Development
- Safety- Classrooms, schools, buildings

Focus on Measuring Success

- Menu of Assessments
- Letter Grades and Assessment Results
- Enrollment and program expansion

Focus on Sustainability

- Administrative / Teacher / Staff recruiting
  - Admin retirements / number of future retirees
- Sunset- Bond / Override / 301
- Enrollment decline
- Special Education funding cuts
- Red for ED and Education legislation

**Resources**

District Calendars On March 7 the High School will have an (A.L.I.C.E.) training. Parents will be notified, and accommodations for parents wanting to come in will be made.

Guide to Solving Problems and Getting Answers Fast

Websites / District email account

Acronyms

7 Practices of Highly Effective Board members

**Orientation**

December 5, 2018 packet

4. Updates and Announcements - none

5. Adjournment: Following a motion by Mr. Masden, seconded by Mrs. Roman, the meeting was adjourned at 3:47 p.m.

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

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Minutes of the Work Session Governing Board meeting of February 13, 2019 are approved as submitted.

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Kathy Cox, Board President

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Lisa Roman, Board Vice President