

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

Governing Board Minutes

May 5, 2020

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, Lisa Roman, in the District Boardroom, 2200 Havasupai Blvd., Lake Havasu City, Arizona at 6:00 p.m., on May 5, 2020.

Mrs. Roman read the following statement: Until further notice we will be enforcing the CDC 10 person limit and we will hold board meetings with no public attendance. There will be no call to the public. Referencing the Attorney General's March 12, 2020, Opinion, we are providing an email address for questions, comments or concerns: boardmeeting@lhusd.org. Email submissions must include full name as they will be read into the record. Meeting can be viewed live at www.lhusd.org/boardvideos. LIVE STREAM links will be listed at the top of the page.

1.1 Moment of Silent Prayer or Reflection

1.2 Roll Call

BOARD MEMBERS PRESENT:	Lisa Roman, President Kathy Cox, Vice President Nichole Cohen, Member Archana Aliyar, Member
BOARD MEMBERS ABSENT:	John Masden, Member
ADMINISTRATION PRESENT:	Diana Asseier, Superintendent Dr. Rebecca Stone, future Superintendent Michael Murray, Director of Business Services Aggie Wolter, Director of Special Services Jaime Festa-Daigle, Director of Personnel/Technology Brad Gardner, Director of Educational Services Terry Fleming, Secretary

Others: 1

1.3 Pledge of Allegiance

1.4 Call for an Executive Session – none.

2. Call to the Public – comments and concerns can be emailed to boardmeeting@lhusd.org.

3. Recognition of Visitors

- Mrs. Asseier gave recognition to our 2019-2020 Retirees: LeeAnne Grogan, Manuel Hurtado, Carol Kendrick, Christie Locatis, Mari Jo Mulligan, Larry Olsen, Cynthia Parnell, Laurie Price, Claude Sanders, Linda Stauffer, Greg Swander, and Michelle Youso. Mrs. Roman gave recognition to Superintendent Asseier, who will be leaving us at the end of the school year. Congratulations and we wish the best for all of you.
- COVID-19 Update was given by Mrs. Asseier.

4. Consent Agenda

4.1 Approval of Consent Agenda

- 4.1.1 Approval of Minutes:
Regular Session of April 21, 2020
Special Session of April 8, 2020
- 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 \$42,431.48 and to Student Activities Organizations in the amount of \$300.00.
A detailed list of donations can be viewed as background material by contacting the District.
- 4.1.5 Approval of Travel—all student travel has been cancelled through June 30, 2020. Asseier
- 4.1.6 Approval of Revision in Job Description for Transportation Dispatcher Festa-Daigle

Mrs. Cohen moved, seconded by Mrs. Aliyar to approve the Consent Calendar as presented.

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

5. Old Business

5.1 Second Presentation/Review of Revisions to Policy GCI, and new Policies GCI-RA and GCI-RB

Mrs. Festa-Daigle recommended that the Governing Board approve the second presentation of revised policy GCI, and new policies GCI-RA, and GCI-RB. New policies replace existing policies GCBA-EA, GCBA-EB, and GDBA-R.

We are requesting to update Educational Advancement policy to align staff working procedures with Board policy. The policy was still written to comply with a stepped salary schedule, which we no longer use. The language is updated to reflect our current process of salary placement.

The personnel department is also listing the increases for educational advancement in policy, which has not been done in the past. The amounts for each educational advancement have remained unchanged for over 20 years.

We are requesting the following increases to the advancement amounts at 12 credits:

Certified and Salaried Support Staff - \$750 to \$1000

Support Staff - \$.35 to \$.45

RN and LPN - \$.45 to \$.50

Administration - \$1000 to \$1500 (at 15 credits)

This is appropriate as the cost of coursework has greatly increased in the past 20 years. Policy is specific about what categories of coursework staff can be enrolled in and under what conditions courses can be taken to qualify for educational advancement. The Educational Advancement Board of Review works with the personnel department to vet coursework and make approvals. This team has done an excellent job ensuring we are acknowledging coursework that is completed aligns to District goals, and coursework that does not comply with current policy and procedures.

We are also requesting that support staff who are enrolled in college coursework leading to a position that requires ADE certification be able to earn advancement up through their bachelor's degree. Currently, support staff can earn advancement up through 72 credits. Historically, between 10 and 20 staff members qualify for educational advancement each year.

This has been approved by the business department for budget planning purposes. It is requested changes in the amount of advancement not take effect until July 1, 2020, to align with the fiscal year.

Highlighted changes to appointment of membership to the Board of Review and an addition stating the Governing Board retains the ability to make changes to policy at any time have been made since the Board Work Session on March 24, 2020. There are no changes to the policies except the Board requested changes from April 21, 2020.

Mrs. Cox moved, seconded by Mrs. Aliyar, to approve 5.1 as approved.

ROLL CALL VOTE: Aliyar: YES, Cohen: NO, Cox: YES, Roman: YES

5.2 Second Presentation/Review of Policies GCQE Retirement of Professional Staff Members, GCQEA Retirement of Professional / Support Staff Members (Post-Retirement Employment Option), and GDQC Retirement of Support Staff Members

Mr. Murray recommended that the Board approve the second presentation revisions to Policies GCQE Retirement of Professional Staff Members, GCQEA and GCQEA-E Retirement of Professional / Support Staff Members (Post-Retirement Employment Option), and GDQC Retirement of Support Staff Members.

On February 18, 2020, the Governing Board took action to accept a resolution to dissolve the Lake Havasu Schools Employee Benefit Trust (LHSEBT) and accept an invitation to join the Northwest Arizona Employee Benefit Trust (NAEBT). This action required the district to review the proposed benefit premiums for active employees and retirees as well as district policies associated with these benefits. Upon review from district staff and legal counsel representing the district and legal counsel representing the benefit trust, the

following policy changes are proposed as shown in the backup documentation.

This item has been reviewed by the business office, personnel, and legal counsels.

Additional changes were made based on the conversation with the Board during the first reading on April 21, 2020.

Mrs. Cox moved, seconded by Mrs. Aliyar, to approve 5.2 as approved.

Mrs. Festa-Daigle made changes to GCQEA, page 4: Staff ~~entering into the second and/or subsequent contracts who are reemployed under the District's PREO~~ will be eligible to receive health and/or life insurance benefits or as provided in Policy GCQE/GDQC as a retirement benefit.

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

5.3 Second Presentation/Review of Policy KCD Public Gifts / Donations to Schools

Mr. Murray recommended that the Board approve the second presentation of revision to Policy KCD Public Gifts / Donations to Schools.

Revision was made at the suggestion of our District Auditors, and has been approved by our legal counsel.

There were no change to the policy since the first reading on April 21, 2020.

Mrs. Aliyar moved, seconded by Mrs. Cohen, to approve 5.3 as approved.

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

5.4 Approval of Edulink Systems as App Developer

Mrs. Festa-Daigle recommended that the Governing Board approve Edulink Systems as the developer for the LHUSD parent mobile application.

Edulink Systems provides a mobile parent application that will be customized for LHUSD. We will be able to link our district website, social media, website for meals, parent notification, bookstore links, calendars, and other LHUSD specific links together under one app. This will keep our school community connected. The Edulink Parent App will work with our school website and support users using their mobile devices. The LHUSD website is being updated through School InSites, our current provider for the 2020-21 school year.

The cost for the mobile parent app will be under \$5000. This cost is reoccurring, except for one-time setup fees. Information about Edulink's data security measures are attached. The Master Service Agreement, End User License Agreement, Data Security and Confidentiality Agreement, Terms of Service, and Privacy Policy are attached. These agreements have been approved as to form by legal counsel.

Mrs. Aliyar moved, seconded by Mrs. Cox, to approve 5.4 as approved.

Discussion on funding from M&O technology budget. Mrs. Cohen shared her concerns with the agreements and ask parents to look at the writings of Professor Joel Reidenberg. Mrs. Cox thanked Mrs. Cohen for the research she has done on this subject.

Email response from Marcia Cox, "Has the board taken into consideration the increased cost of liability coverage to the district to cover even a students' parent's personal financial or personal information is hacked or compromised. We all understand that unless you're working with an Ethernet program there is no way to protect this data."

ROLL CALL VOTE: Aliyar: YES, Cohen: NO, Cox: YES, Roman: YES

6. New Business

6.1 Approval of Construction Manager at Risk - Guaranteed Maximum Price (GMP) – Lake Havasu High School and Thunderbolt Middle School Facilities Construction and Renovations

Mr. Murray recommended the Governing Board approve funding for facilities construction and renovations to Lake Havasu High School and Thunderbolt Middle School. In accordance with the Construction Manager at Risk services, a guaranteed max price (GMP) was established and provided to the Governing Board, prior to the Board Meeting.

On January 7, 2020, the Lake Havasu Unified School District #1 Governing Board approved issuance of a request for qualifications for Construction Manager at Risk services related to LHHS and Thunderbolt athletic fields and office security projects.

On March 10, 2020, the Governing Board awarded the contract for Construction Manager at Risk services to Concord General Contracting.

In an attempt to promote participation from local subcontractors and vendors, Concord General Contracting solicited local subcontractors from the Lake Havasu, Kingman, and Parker areas. A subcontractor information meet and greet was held on Thursday, April 16, at both Lake Havasu High School and Thunderbolt Middle School. During this time subcontractors were invited to review the bid documents, ask questions about the project, and visit both sites.

District personnel, Concord General Contracting, The H2 Group, and EMC2 representatives formally communicate each week to discuss specifics to the project, including construction timelines. Pending approval of the GMP, construction is set to begin in the coming weeks, with substantial completion targeted for December, 2020.

Bond, Capital, and other allowable Capital funds will be used to complete these projects. This item has been reviewed and approved by legal, The H2 Group, and purchasing

Mrs. Cohen moved, seconded by Mrs. Cox, to approve 6.1 as approved.

Mr. Murray shared architectural drawings of the projects.

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

6.2 Approval to Purchase Playground Equipment Structures and Safety Surface Materials

Mr. Murray recommended the Governing Board approve the purchase and installation of elementary playground equipment structures from Exerplay Inc. at a price that is Not-to-Exceed (NTE) \$540,000.

As part of the district's commitment to construct, remodel, and renovate school facilities, as communicated to voters and identified in the November 2016 bond voter pamphlet, the district is recommending a phased approach in replacing playground equipment structures and installing rubber mulch safety surface materials at our elementary school sites.

The first phase will address the following sites:

Starline Elementary – upper and lower playground structures and surfaces

Oro Grande Classical Academy – playground structures and surfaces

The additional phase(s) will address the following sites:

Jamaica Elementary – safety surface material only

Nautilus Elementary – playground structures and surfaces

Havasupai Elementary – upper and lower playground structures and surfaces

Smoketree Elementary – upper and lower playground structures and surfaces

Exerplay will be procured through the 1GPA cooperative contract #18-04P-03. Bond, Capital, and other allowable Capital funds will be used to complete these projects. This item has been reviewed and approved by Purchasing.

Mrs. Cohen moved, seconded by Mrs. Cox, to approve item 6.2 as presented.

Mr. Murray shared architectural drawings of the projects.

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

6.3 Approval of 2019-20 Revised Budget 2021

Mr. Murray recommended that the Governing Board approve the 2019-20 revised budget and any over expenditures in any of the following programs within the M&O budget for the fiscal year 2020, while not overspending the overall budget limit.

- Regular education
- Special education
- Pupil transportation

The revised budget includes financial adjustments to the overall budget limit based upon funding changes that have occurred since the adoption of the budget last July.

The district does not expect an over expenditure in any of the funded areas mentioned above at this time; however, per A.R.S. §15-905 G., if there needs to be an over expenditure in any of the funds, we must have board approval prior to the end of the fiscal year. The maintenance and operation expenditures will not exceed the overall budget limit.

The revised budget and summary sheet were provided to the Governing Board for review prior to the May 5, 2020, board meeting.

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

Mr. Murray shared information on how the budget revisions are developed.
ROLL CALL VOTE: Aliyar: YES, Cohen: YES, Cox: YES, Roman: YES

6.4 Approval of High School Student Handbooks for 2020-2021

Mrs. Asseier recommended the Governing Board approve the 2020-2021 High School Student Handbooks:

- Lake Havasu High School Student Handbook
- Lake Havasu High School Athletic Student Handbook

A copy of the 2020-2021 Lake Havasu High School Student Handbook and current 2019-2020 Athletic Student Handbook were provided electronically to the Governing Board prior to the May 5 board meeting.

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

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

6.5 Approval of Sole Source - Amplify Education, Inc.

Mr. Gardner recommended the Governing Board approve Amplify Education, Inc. as the sole source and exclusive worldwide source, copyright owner and publisher of Amplify products, not to exceed \$60,000.

The Lake Havasu Unified School District, with Board approval, created a magnet school at Oro Grande Elementary School. The Classical Education program was piloted in 2018-19 with kindergarten and first grade. The Board then approved a recommendation to adopt the Classical Education program for the entire school grades K - 6 starting in the 2019-20 school year. The provider of the curriculum is the Core Knowledge Foundation. At that time, discussion included expansion to the middle school, and the Thunderbolt department chair attended the K-6 Core Knowledge training.

Approval of the Core Knowledge Language Arts Program 6-8 provides students and parents with an opportunity to continue their pursuit of a classical education. Mr. Jeffery Young piloted the Core Knowledge Language Arts Program at Thunderbolt for the 7th grade and he enthusiastically supports the recommendation of this program to the Board.

Through a services agreement with the Core Knowledge Foundation, Amplify is the only authorized commercial provider of professional development and customer support for implementation of this program grades Pre K – 8.

The preferred quote is for five years and includes student consumables (writing journals/student editions) and digital online access.

This has been approved by the business department and will not exceed \$60,000.

Mrs. Cox moved, seconded by Mrs. Cohen, to approve item 6.5 as presented.

Mrs. Roman shared concern that the board has not formally approve expansion of the Classical Education program to the 7 and 8 grade. Board agreed to discuss expansion at the June 16 board meeting. These middle school class will be labeled as Classical English.

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

6.6 Approval of Highly Effective Teacher Observation Cycle

Mrs. Festa-Daigle recommended that the Governing Board approve the LHUSD Highly Effective Teacher Observation Cycle.

Arizona Revised Statute 15-537 and LHUSD policy allow for teachers who have been rated as highly effective for three years in a row to choose an alternative method of evaluation. Previously, LHUSD has offered a short form teacher evaluation for highly effective teachers that was a short checklist for principals to complete during the evaluation of a highly effective teacher. The short form was helpful to support principals with their load of evaluations, but did little to support continuous improvement of instructional practice.

The Highly Effective Teacher Observation Cycle was developed with the same committee who developed the LHUSD Teacher Evaluation in 2018-19. There are five pathways for highly effective teachers to choose from, were created in alignment with district initiatives. They give teachers a choice of how they will continue to improve their practice. Highly Effective Teachers can choose to pursue or renew National Board Certification, coach National Board candidates, enroll and take college level courses, lead professional development tailored to school and district specific needs, or participate in action research aligned to the LHUSD Teacher Evaluation. Teachers who choose the Highly Effective Cycle will still have at least one

twenty-minute formative observation from their evaluator and meet with their evaluator to plan their goals. Evaluators must approve all plans for the Highly Effective Teacher Observation Cycle.

Highly Effective Teachers may choose the Highly Effective Teacher observation Cycle for two years and then will be formally evaluated in year three of the cycle. They may then select the Highly Effective Teacher Observation Cycle for another two years before returning to a formal evaluation again.

Mrs. Cox moved, seconded by Mrs. Aliyar, to approve item 6.6 as presented.

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

6.7 Approval of Purchase and Training Agreement with STAR Autism Support, Inc.

Mrs. Wolter recommended the Governing Board approve the purchase and training agreement with STAR Autism Support, Inc., for intervention resources for grades Pre K - 6th grade, training for staff, and on-going coaching for fidelity and sustainability not to exceed \$27,000.

The STAR Program ([Strategies for Teaching based on Autism Research](#), Arick, Loos, Falco, Krug, 2015) teaches children with autism the critical skills identified by the 2001 National Research Council and uses many of the evidence-based practices identified in the 2009 National Standards Report and 2014 National Professional Development Report.

The ABA (Applied Behavior Analysis) instructional methods of discrete trial training, pivotal response training, and teaching functional routines form the instructional base of this comprehensive program for children with autism. The program is evidence-based, research validated, and ABA based.

The STAR Program includes detailed lesson plans, teaching materials, data systems and a curriculum-based assessment for teaching in the six curricular areas of receptive language, expressive language, spontaneous language, functional routines, academics, and play & social skills.

PreK – 6th special education staff will participate in a 2-day training, and follow up onsite coaching will be provided for fidelity of implementation and sustainability.

ADE has an RFP contract agreement (CTR045017) with STAR Autism Support, Inc who is a sole source vendor. Funding will come from the IDEA Grant. This agreement has been reviewed by purchasing.

Mrs. Cohen moved, seconded by Mrs. Cox, to approve item 6.7 as presented.

Mrs. Wolter is hoping that District will be able to have a Train the Training program so future trainings can be done by our own staff.

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

6.8 Approval of Addition of Edupoint's Synergy Online Registration Module

Mrs. Festa-Daigle recommended that the Governing Board add the Online Registration Module to the Synergy Student Information System.

LHUSD has used Edupoint's Synergy Student Information System since 2016 as our student data management system. The schools use the system to store information about students including grades, attendance, discipline, parent information, and demographics. Parents and students are able to view grades, communications, and some demographic information using StudentVUE and ParentVUE. Currently, registration for new students and returning students is done via paper and entered into Synergy by hand by office staff. There have been a number of issues with paper registration because of COVID, and schools are limiting what papers they are distributing and collecting from families.

It is recommended that LHUSD add the Online Registration Module that would allow new and returning families to register online using the Synergy Student Information System if they chose. Administrative Assistants would review and approve registration information. Parents could also choose to continue using paper registration packets. The Online Registration Module would be custom designed to match our current procedure. All forms would be completed and submitted directly to the Synergy Online Registration Module. Not only would this benefit schools during this time, but it would reduce the number of audit issues because of mistakes in data entry: it would allow for quicker completion of forms as fewer students would be transporting forms back and forth, and it would allow families new to the district to complete and return required forms without having to pick up registration packets from the office.

The Synergy Online Registration Module will cost \$11,299 for the first year due to additional setup costs. After the first year, the annual cost will be between \$7000 and \$7500 for the Online Registration Module. Implementation should take less than 90 days. The agreement can be cancelled at the end of any year. Prices are locked in for five years.

The agreement has been approved by the business department. Edupoint is approved as a Mohave Education Services contractor, 16N-EEA-0113. This will be paid out of fund 610, unrestricted capital outlay. The current Edupoint / Synergy Software License Agreement was proved to the Board prior to the meeting.

Mrs. Cox moved, seconded by Mrs. Aliyar, to approve item 6.8 as presented.

Mrs. Cohen voiced her concerns regarding exposure of personal data.

ROLL CALL VOTE: Aliyar: YES, Cohen: NO, Cox: YES, Roman: YES

6.9 Approval of Lake Havasu Unified School District #1 Official Logo Update

Mrs. Festa-Daigle recommended that LHUSD updated our logos to the attached logos.

We are requesting to update the official LHUSD logo to a more modern logo that has been used for recruiting and hiring during the past two years. Our logo is an important part of our brand and should draw attention, be memorable, and represent who we are. The logo that has been in use previously looks like many municipal logos and does not make the impact we would like.

We are currently updating our website and would like one logo to be used throughout the website. Two logos are being presented. We would use the logo with Scholarship, Character, and Humanity outside of the logo where room permits. We would use the logo with Scholarship, Character, and Humanity in the bridge where there is a smaller space. Logos will be developed in each of the school colors for use at each site.

Mrs. Cohen moved, seconded by Mrs. Aliyar, to approve item 6.9 as presented.

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

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

Mr. Murray recommended the approval of:

Approval of Vouchers – Vouchers for April 2020 / unavailable at this time

Student Activity Funds for K-12 for March 2020 / \$254,448.60

Auxiliary Funds for March 2020:

Smoketree	\$ 18,249.80
Thunderbolt	\$ 136,231.86
Havasupai	\$ 10,926.25
Starline	\$ 27,601.45
Nautilus	\$ 13,898.79
Oro Grande	\$ (2,479.05)
Jamaica	\$ 24,314.31
High School	\$ 530,660.77
District Office	\$ 3,668.72

Auxiliary Reports for each school for March 2020 were emailed to the Board prior to meeting.

Mrs. Cohen moved, seconded by Mrs. Cox, to approve item 6.10 as presented.

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

There were no email questions/concern/remarks.

7. Informational

* Superintendent

- Standards committee will be meeting this week and next on Social Studies, Science and Math.
- Fun things are going on with the students even though schools are closed. Schools are having drive through Evenings on Excellence, and the High School will be having an outside teacher tunnel for seniors to drive through.
- Today is Teacher Appreciation Day and we do want to thank all our teachers for their dedicated work.

* Directors

* Governing Board Members

- Mrs. Roman ask that communication on our Family Life courses be sent to parents so they are aware that these classes did not occur this school year.

8. Call to the Public – comments and concerns can be emailed to boardmeeting@lhusd.org.

9. Communications

- The next regular board meeting will June 16, 2020.

10. Adjournment

Mrs. Cohen moved, seconded by Mrs. Cox to adjourn at 8:34 p.m.

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

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

Minutes of the Regular Governing Board meeting of May 5, 2020, are approved as submitted.

Lisa Roman, Board President

Kathy Cox, Board Vice President