

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

Governing Board Minutes

March 10, 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 March 10, 2020.

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
John Masden, Member
Archana Aliyar, Member

BOARD MEMBERS ABSENT:

ADMINISTRATION PRESENT: Diana Asseier, 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
Corey Triassi, Principal, Starline Elementary
Roger Burger, Principal, Nautilus Elementary
Brett Bitterman, Principal, Oro Grande Classical Academy
Andrea Helart, Principal, Jamaica Elementary
Mari Jo Mulligan, Principal, Thunderbolt Middle School
Lindsay Bitterman, Assistant Principal, Thunderbolt
Scott Becker Principal, High School
Dustin Zampogna, Assistant Principal, High School
Brady Krueger, Assistant Principal, High School
Shannon Williams, Assistant Principal, High School
Terry Fleming, Secretary

Others: 50

1.3 Pledge of Allegiance

1.4 Call for an Executive Session – none.

2. Call to the Public – none.

3. Recognition of Visitors

- Lake Havasu City Education Association (LHCEA) Carol Nowakowski gave a monthly report.

4. Consent Agenda

4.1 Approval of Consent Agenda

4.1.1 Approval of Minutes:

Regular Session of February 18, 2020

Special Session of February 10, 2020; February 11, 2020; February 18, 2020

Executive Session of February 10, 2020; February 11, 2020

Work Session of February 10, 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 \$14,790.70 and to Student Activities Organizations in the amount of \$4,677.52.

4.1.5 Approval of Travel

Asseier

Mr. Masden moved, seconded by Mrs. Cohen to approve the Consent Calendar with the removal of item 4.1.5 to 4.2.

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

4.2 Item Removed from Consent Calendar

4.1.5 Approval of Travel

Asseier

Mrs. Cohen had concerns with items on the approval of student travel.

#1 Mrs. Cohen provided that the total Carbon Emissions (CO₂e) for this month's travel requests equals 2.66 metric tons of CO₂e.

#2 Discussion on concern with Close UP travel statement, "Program instructors also help students make the connection to their role as a citizen in influencing foreign policy."

#3 Discussion on what District is doing concerning COVID-19 and student travel. Mrs. Wolter and Mrs. Asseier shared that Administration is being mindful of all travel; sport, student, staff, and international travel. District Office Administration, if needed, can make the decision/recommendation that students do not travel.

Mr. Masden moved, seconded by Mrs. Cohen to approve the item on 4.2.

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

5. Old Business

5.1 Second Presentation of Policy EEB Business and Personnel Transportation Services

Mr. Murray recommended that the Board approve the second presentation revisions to Policy EEB Business and Personnel Transportation Services.

District had a situation where a non-staff member (volunteer) had to drive a district vehicle. Original arrangements had a staff member driving, but because of a family emergency, they were no longer able to travel. This left the volunteer as the driver, just days prior to travel.

Revision to this policy will allow Superintendent to permit exceptions in an emergency situation. No changes have been made to policy since the first reading on February 18, 2020.

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

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

6. New Business

6.1 Award of Contract for Construction Manager at Risk – Lake Havasu High School and Thunderbolt Athletic Fields and Office Security Projects

Mr. Murray recommended the Governing Board award a contract for Construction Manager at Risk, pre-construction services for LHHS and Thunderbolt athletic fields and office security projects to Concord Construction. The negotiated pre-construction service fee will be at an amount that is not to exceed \$27,200 and a negotiated construction fee of 5% of the Guaranteed Maximum Price (GMP). Once an established GMP is determined for the project, that amount will come before the Board for approval. There is a possibility of establishing multiple GMPs for this scope of work.

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.

A request for qualifications (RFQ) was published on the district website and a legal notice was published in the Kingman Daily Miner. The RFQ notification was also published in the Arizona Builders Exchange (ABEX) and in IMS, a statewide bid service.

A pre-proposal meeting for potential contractors was held on January 23, 2020. Seven (7) construction firms attended the meeting and toured both LHHS and Thunderbolt to view the locations of the future projects. Contractor qualifications were due to the district by February 4, 2020, at 1:00 p.m. Four vendors submitted qualification for evaluation: Concord Construction, CORE Construction, FCI Contractors, and GCON. These responsive firms also attended the pre-proposal meeting.

The evaluation team consisted of Larry Prielipp, Prielipp Construction (General Contractor representative); John Simpson, LHUSD#1 Maintenance Supervisor; Shane Bolinger, LHUSD#1 Maintenance, Patti Bacer, LHUSD#1 Purchasing; Dustin Zampogna, Lake Havasu High School Assistant

Principal: Todd Brautigam, Selberg Associates (Architect representative); and Michael Murray, LHUSD#1 Director of Business Services. After interviewing all four firms on February 12, 2020, and totaling the evaluation sheets, Concord Construction obtained the highest point total.

Payment for these services will come from voter approved bond funds to construct, remodel, and renovate school facilities. This item has been reviewed and approved by The H2 Group and Purchasing.

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

Mr. Murray and contractor answered question concerning the baseball field at the High School – field will be the same depth as it is now, and bull pen will be provided.

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

6.2 Approval to Appoint Thunderbolt Middle School Principal

Mrs. Festa-Daigle recommended that the Governing Board approve the appointment of Lindsey Bitterman Thunderbolt Middle School Principal.

Lindsay Bitterman graduated from Boise State University before moving to Lake Havasu City with her husband Brett Bitterman. She has worked for LHUSD since 2009 at both Daytona and Thunderbolt Middle Schools. Lindsay has served the students and staff at Thunderbolt as a teacher, department chair, volleyball and softball coach, assistant principal, mentor, and friend. Her commitment to supporting early adolescents as they develop successful habits inspired her work with PBIS and Capturing Kids' Hearts. These programs teach students professional and social-emotional skills such as empathy, self-awareness, and communication. This work was carried forward in her recent Capstone project for her Master's in Educational Leadership, where she completed research on social emotional learning to support students.

Lindsay's passion for the whole child cannot be overstated; however it is balanced by her love of curriculum, assessment, and instruction. Lindsay has led teams of teachers in analyzing new curriculum and instruction through the use of pre, mid, post test data. At Thunderbolt Middle School she trained the math department to utilize the Galileo data to inform instructional practices and revise the curriculum, resulting in significant student achievement gains on the state assessment. District wide, Lindsay has served other teachers and administrators in how to leverage the data in Galileo to improve instructional practices and move student learning forward. This includes training in the effective use of the Galileo software to identify gaps in student learning, building formative and summative assessments to measure student progress, and aligning curriculum to the rigor required of the state standards.

Lindsay was born and raised in a small farming community on the Snake River in Idaho. Lindsay's upbringing taught her the importance of a good work ethic, community involvement, and family. Lindsay enjoys spending time with her husband and two sons at the driving range or at the park playing baseball. As a mother of two boys Lindsay understands how much students rely on staff in terms of developing their social skills and personal identity. She is excited to continue to lead the staff and students in this critical work.

Mr. Masden moved, seconded by Mrs. Cohen, to endorse Lindsay Bitterman as Principal of Thunderbolt Middle School.

Mrs. Bitterman was present at the meeting and was congratulated by all.

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

6.3 Approval to Appoint Havasupai Elementary School Principal

Mrs. Festa-Daigle recommended that the Governing Board approve the appointment of Tamara Yates as the new Havasupai Elementary School Principal.

Tamara Yates graduated from NAU with a Master's Degree in Elementary Education and another in Educational Leadership. She holds endorsements in both reading and middle grades ELA and loves helping struggling readers to become proficient in and learn to enjoy reading. Tamara has been the district DIBELS trainer for over a decade. She has also served on district and school-wide committees, including curriculum mapping (multiple grades), teacher evaluation, 301, and Smoketree's Site-Based Council. In addition, she sits on the Children's Advisory Council through Arizona Children's Association. Her passion for supporting the whole child has led her to serve as chairperson for the Student Intervention Team at Smoketree, ensuring that struggling students have a team of adults supporting them in every way.

Tamara has been with LHUSD and Smoketree Elementary since 2004. Over seven years, she taught 1st, 3rd, 5th, and 6th grades, serving as a team leader and mentor teacher to new teachers, teacher candidates, and aspiring educators from Lake Havasu High School. For two years, Tamara served as academic coach for Smoketree staff, leading professional development and working with teachers to share their strengths and

hone their skills. Tamara currently serves as the interventionist for Smoketree Elementary, where she coordinated multiple programs, including the EL program, after school tutoring program, and Title I department.

Tamara is passionate about collaborating with all stakeholders to support students, staff, and families in creating the best possible learning environment for students. She is a lifelong learner and enjoys helping others grow and thrive. She is excited to become a part of the Havasupai team.

Mr. Masden moved, seconded by Mrs. Cohen, to endorse Tamara Yates as Principal of Havasupai Elementary School.

Mrs. Yates was present at the meeting and was congratulated by all.

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

6.4 Approval of Compensation Package for 2020-21

Mr. Murray recommended the governing board approve the compensation package for 2020-2021.

This compensation proposal for 2020-2021 provides the following:

Salary-

- A base salary increase of 1% for all returning 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 2020-21 fiscal year.

Benefits-

- District paid annual medical benefit premiums will increase from \$9019.20 to approx. \$9417.96. An EPO and High Deductible Health Plan (HDHP) are available to employees and their qualified dependents. If an employee elects the HDHP, the district will contribute \$687 to the employee's Health Savings Account (HSA).

Athletic Fees-

- Maintain current athletic participation 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 2020-21 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, 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 Fund 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.

Salary and Benefit proposals were discussed through a district budget committee comprised of administrators, certified and classified staff, as well as appointed Governing Board members. The committee met on January 15th, January 29th, February 12th, and February 26th.

The backup to this item was provided to Governing Board members prior to the March 10, 2020 meeting.

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

Mr. Murray shared the presentation that was used by the Budget Committee. Discussion on: 100% of benefits will be paid for active/current employees; base pay and COLA; possibility of 301 payments being down this year; retiree benefits and policies will come to the board in April, and the short and long term perspectives of budget.

Mrs. Roman stated that the 1% on the base falls short of the cost of inflations (currently 1.9%). All agree it is challenging and they would not like to make cuts to costs.

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

6.5 Approval of Certified/Administrative/Supervisor Staff for 2020-21, Staff Moving from Non-Continuing to Continuing Status in 2020-21, and 2020-21 Certified Contracts

Mrs. Festa-Daigle recommended that the Governing Board approve the listed staff for employment with the district for the 2020-21 school year of Certified, Administrative, and Supervisor staff: Teachers, Counselors, Speech Therapists, Speech Technician, Psychologists, Directors, Administrators, and Coordinators.

It is recommended that the Governing Board approve the staff moving from non-continuing status to continuing status in the 2020-21 school year.

It is recommended that the Governing Board approve the 2020-21 contracts.

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

Mrs. Cohen was concerned with the number of vacation days administration are given. Mrs. Festa-Daigle said that it is a typical/standard amount given throughout Arizona districts. Administrators can carryover 12 vacation days with a maximum payout of 6 weeks.

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

6.6 Approval of Support Staff for 2020-21 and 2020-21 Support Staff Contracts/Notice of At-Will Employment

Mrs. Festa-Daigle recommended that the Governing Board approve the attached list for support staff positions with the district for the 2020-21 school year.

It is recommended that the Governing Board approve the 2020-21 Support Staff Contracts/Notice of At-Will Employment.

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

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

6.7 Approval to Request Applicants for Employee Benefit Trust Board Trustees

Mr. Murray recommended the Governing Board approve a request to begin the application process and advertise upcoming vacancies for two Employee Benefit Trust (EBT) board positions.

In alignment with A.R.S. 15-382C, the "Amended Agreement and Restated Declaration of the Lake Havasu Unified School District #1 Employee Benefit Trust" (EBT Trust Agreement) states the Trust will be administered by either 5 or 7 voting trustees appointed by the LHUSD#1 Governing Board. The Trust agreement stipulates that EBT trustees serve a 3 year term, and with the restated agreement, may only serve two consecutive 3 year terms.

One current EBT trustee's term expires on June 30, 2020. One current EBT trustee will be resigning on June 30, 2020, and the applicant filling this position will serve the remaining 2 years of that term (term expires 6/30/22). The application process will be open to all interested individuals. A member whose term is expiring may re-apply, conditional to the terms outlined in the Trust agreement. The Governing Board will follow policy EIC Self-Insurance Programs (Employee Benefit Trust) adopted October 17, 2017. It is anticipated with the move to Northwest Arizona Employee Benefit Trust, no LHEBT board terms will extend beyond 2022.

Current EBT board trustees are as follows:

Fadi Atassi	Community Member	Expiration 6-30-2020
Julie Sasseen	Community Member	Expiration 6-30-2021
Amy Barney	Employee Member	Expiration 6-30-2021
Hal Christiansen	Community Member	Expiration 6-30-2022
Marcia Cox	Community Member	Expiration 6-30-2022

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

Discussion on wind down process of EBT; close on June 30, 2020, but claims will be processed after that until all claims have been made. Mrs. Marcia Cox, EBT chairman, hoped that Trust would monitor incurred claims as they are paid off and that they would not have to meet as often.

Mr. Murray said the application will be posted on the district website and in White Sheet. Additional information is on the actual application.

Board thanked Mrs. Marcia Cox, Mr. Hal Christensen and other EBT members for their work.

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

6.8 Approval of Supplemental Text for Lake Havasu High School Math of Money and Math of Money Honors Courses

Mr. Gardner recommended that the Governing Board approve the purchase of Foundations in Personal

Finance by Ramsey Education in the PDF License format. This will be used as a supplement in the Math of Money and Math of Money Honors courses at Lake Havasu High School, at the cost not to exceed \$10,000.

The Foundations in Personal Finance by Ramsey Education text aligns well with the Jump Start Standards adopted by the school board in 2019, as well as the 4th credit High School Standards for Mathematics, Quantitative Reasoning, and Financial Reasoning. The units of the text (Saving and Budgeting, Credit and Debt, Financial Planning and Insurance, and Income, Taxes, and Giving) align with the current curriculum of the course. This resource will provide students a clear and organized set of notes for these units that focuses on vocabulary. Teachers will have updated and relevant materials, including video lessons. The current adopted text is from 1981. The Ramsey text was copyrighted in 2014. This resource will also include a test generator and online assessment tool. Cost is \$8,899.99 and not to exceed \$10,000.

This item has been approved by the business department.

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

Mr. Gardner stated that the materials will be in a printable format, and that the Math of Money Teacher and Math Department Chair worked together on the materials. The materials will enhance what they already have.

Mrs. Cohen stated that Dave Ramsey has other information available on Dave Ramsey investing.

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

6.9 Approval of Changes to Extra-Curricular, Co-Curricular, Enrichment Activities for Tax Credit Funds

Mr. Murray recommended that the Governing Board approve the addition of the Jamaica Theatre Club (JTC) to the tax credit program at Jamaica Elementary School.

Mrs. Helart, principal at Jamaica Elementary School, is requesting the addition of the Jamaica Theatre Club to the tax credit program. The purpose of the program is to promote knowledge of theater practices through involvement in various activities, events, and performances. Jamaica seeks to involve the entire Jamaica community in immersion and enjoyment of various forms of theater art, used both for entertainment and for education.

Upon closure of the program, funds will be transferred to the tax credit all no preference account.

Mr. Masden moved, seconded by Mrs. Cox, to approve item 6.9 as presented.

Mrs. Helart stated that there are approximately 36 students in the current after school club. They select plays that are character based and include the PBIS traits.

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

6.10 Discussion and Possible Action on Policy BCA Board Member Ethics

Mrs. Cohen recommended the Governing Board discuss, and possibly make changes to Policy BCA Board Member Ethics.

Board Member Ethics should honor our Oath of Office and reflect our District Mission, Belief, Educational and Curriculum Philosophy as defined by the Governing Board.

If "focus on scholarship, character, and humanity" is our greatest aim - the Board should revisit our ethics policy, define ethics, and update BCA using the following policies as our guide:

- **A** District Mission and Belief Statement
- **AD** Educational Philosophy/School District Mission
- **AD-E** Educational Philosophy/District Mission (District Philosophy Doctrines Definitions)
- **IA** Instructional Goals and Objectives (Curriculum Philosophy)

As part of this discussion we may want to consider an ethics framework for our students.

Mr. Masden moved, seconded by Mrs. Cox, to open discussion on item 6.10.

Mrs. Cohen was concerned with the current Board ethics policy and recommended that the board review Hillsdale's "Aristotle's Ethics" and "" YouTube videos as a starting place. Discussion on definition of ethics/ethical behavior.

Mr. Masden moved, seconded by Mrs. Aliyar, to close discussion on item 6.10.

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

No action was taken.

6.11 Approval of Comprehensive Annual Financial Report for Fiscal Year 2018-19

Mr. Murray recommended the Governing Board approve the Comprehensive Annual Financial Report (CAFR), Single Audit, and USFR questionnaire for fiscal year 2018-19.

The Lake Havasu Unified School District #1 is required to obtain an annual financial audit because the district expends \$750,000 or more in federal awards, subject to the requirements of the Single Audit Act Amendments of 1996 and the implementing regulations of the Office of Management and Budget (OMB). The audit firm of Heinfeld and Meech has provided their final report. The report has been sent electronically to the Board for review. Copies of the report will be provided to the Arizona Department of Education and the Auditor General's offices.

The public may request an electronic copy of the Audit from the Business Office. A permanent copy of the report will be kept on file in the business office for future reference.

Mr. Masden moved, seconded by Mrs. Cox, to approve item 6.11 as presented.

Mr. Murray gave a presentation on information contained in the CAFR.

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

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

Mr. Murray recommended the approval of:

Approval of Vouchers – Vouchers for February 2020 / \$3,462,015.83

Student Activity Funds for K-12 for January 2020 / \$455,193.29

Auxiliary Funds for January 2020:

Smoketree	\$ 17632.14
Thunderbolt	\$ 146,515.54
Havasupai	\$ 10,542.44
Starline	\$ 23,060.98
Nautilus	\$ 13207.91
Oro Grande	\$ (3,265.93)
Jamaica	\$ 23,964.53
High School	\$ 517570.00
District Office	\$ 3,355.79

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

Mr. Masden moved, seconded by Mrs. Cox, to approve item 6.12 as presented.

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

7. Informational

* Superintendent

- Mrs. Asseier congratulated the new Principals, Mrs. Yates and Mrs. Bitterman.
- The new District Superintendent, Dr. Rebecca Stone, will be here March 23.
- Information on COVID-19 (handouts) and what the District is doing to be prepared was shared.
- There will be **NO CHANGE** in the High School and Middle School Athletic Participation Fees for 2020-21 school year.

* Directors – Report from Special Services.

* Governing Board Members

- Mrs. Cohen recommended reading, The New American Magazine Special Report on Education "Rescuing Our Children" February 2019.

8. Call to the Public – none.

9. Communications

- Mr. Masden ask that the Board revisit item 6.10 - Discussion and Possible Action on Policy BCA Board Member Ethics in the future.
- The next regular board meeting will April 21, 2020 due to Spring Bread.

10. Adjournment

Mr. Masden moved, seconded by Mrs. Cox to adjourn at 8:41 p.m.
ROLL CALL VOTE: Aliyar: YES, Cohen: YES, Masden: YES, Cox: YES, Roman: 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 10, 2020, are approved as submitted.

Lisa Roman, Board President

Kathy Cox, Board Vice President