

# LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

## Governing Board Minutes

July 9, 2018

### 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, John Masden, in the District Boardroom, 2200 Havasupai Blvd., Lake Havasu City, Arizona at 6:00 p.m., on July 9, 2018.

#### 1.1 Moment of Silent Prayer or Reflection

#### 1.2 Roll Call

BOARD MEMBERS PRESENT: John Masden, President  
Nichole Cohen, Vice President  
Kathy Cox, Member  
Pat Rooney, Member

BOARD MEMBERS ABSENT:

ADMINISTRATION PRESENT: Diana Asseier, Superintendent  
Michael Murray, Director of Business Services  
Brad Gardner, Director of Educational Services  
Jaime Festa-Daigle, Director of Personnel/Technology  
Aggie Wolter, Director of Special Services  
Corey Triassi, Principal, Starline Elementary  
Claude Sanders, Principal, Havasupai Elementary  
Scott Becker, Principal, Lake Havasu High School  
Jennifer Cady, Assistant Principal, High School  
Shannon Williams, Assistant Principal, High School  
Terry Fleming, Secretary

Others: 9

#### 1.3 Pledge of Allegiance

#### 1.4 Call for an Executive Session – none

#### 1.5 Call for Budget Hearing

BUDGET HEARING: ARS 15-905-01, ARS 15-905

##### 1. Budget Hearing 2018-19 Expenditure Budget

Mrs. Cohen moved, seconded by Mr. Rooney, to open the 2018-19 Expenditure Budget hearing at 6:05 p.m.

Mr. Murray read; The District must adopt a 2018-19 budget no later than July 15, 2018, and file the adopted budget with the Mohave County School Superintendent and the Superintendent of Public Instruction no later than July 18, 2018. The proposed budget summary was posted on the Arizona Department of Education Website on June 27, 2018.

In accordance with A.R.S. 15-905(A)(2), districts that maintain a website must provide a link on their website to ADE's website where the district's proposed budget summary can be viewed. Districts must also e-mail the School Finance Budget Team a clickable link to their web page where the link to the proposed budget was placed. A copy of the e-mail and a screen shot of the website will be retained in the file located in the district's business office.

The full proposed and adopted budgets are kept on file at the District Business Office and in the Governing Board minutes, and are made available to the public upon request. No public comments were made during the hearing.

Mrs. Cohen moved, seconded by Mr. Rooney, to close the 2018-19 Expenditure Budget hearing at 6:17 p.m.

ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

#### 2. Call to the Public - none

#### 3. Recognition of Visitors

- Mr. Murray gave a Bond update with a PowerPoint presentation. Board thanked staff members who have worked on the High School field project.

4. Consent Agenda

4.1 Approval of Consent Agenda

- 4.1.1 Approval of Minutes:
  - Regular Session of June 19, 2018
  - Special Session of June 26, 2018
  - Work Session of June 12, 2018
- 4.1.2 Approval or Modification of Agenda
- 4.1.3 Personnel Report: Certified; Employment, Separation, Exception to Policy, Long Term Medical, Other. Support Staff; Employment, Separation, Exception to Policy, Long Term Medical, Other.
- 4.1.4 Acceptance of Gifts and Donations to the Lake Havasu Unified School District in the amount of \$22,119.57 and to Student Activities Organizations in the amount of \$0.00.  
*A detailed list of donations can be viewed as background material by contacting the District.*
- 4.1.5 Approval of Travel - none Asseier

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

ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

5. Old Business

5.1 Second Presentation/Review of Revised Policies

Mrs. Asseier recommended that the Board approve the second presentation of the revised policies listed below, per Arizona School Boards Association (ASBA) Policy Services Advisory for February 2018.

		Page
Policy Advisory No. 602 Policy DKA - Payroll Procedures/Schedules	Murray	1
Policy Advisory No. 603 Policy GBEEA-E - Staff Conflict of Interest	Miner	2
Policy Advisory No. 604 Policy GCCG-RA, RB - Professional Staff Voluntary Transfer of Accrued Sick Leave	Miner	3
Policy Advisory No. 605 Policy GCCH - Professional / Support Staff Bereavement Leave	Miner	5
Policy Advisory No. 606 Policy GDCG-R - Support Staff Voluntary Transfer of Accrued Sick Leave	Miner	6
Policy Advisory No. 607 Policy IHA-E - Basic Instructional Program	Gardner	7
Policy Advisory No. 608 Policy IHBj-R - Indian Education (LHUSD will remove and not replace)	Gardner	8
Policy Advisory No. 609 Policy IIB-R - Class Size (Special Education)	Wolter	9
Policy Advisory No. 610 Policy IKAB - Report Cards/Progress Reports	Gardner/Wolter	11
Policy Advisory No. 611 Policy JFAA - Admission of Resident Students	Asseier/Gardner	13
Policy Advisory No. 612 Policy JFABD - Admission of Homeless Students	Asseier/Gardner	16
Policy Advisory No. 613 Policy JFABDA, R, EA, EB - Admission of students in Foster Care	Gardner/Wolter	19
Policy Advisory No. 614 Policy JK-EA - Student Discipline	Asseier	27
Policy Advisory No. 615 Policy JKD - Student Suspension	Asseier	29

A copy of the ASBA Policy Services Advisory, with rationale, was emailed to the Governing Board prior to the meeting for their review. There have been no changes to the above policies since the first reading on June 9, 2018

19.

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

ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

#### 5.2 Second Presentation/Review of Revised Policies GCCA Professional/Support Staff Sick Leave, GCCB-R Professional/Support Staff Personal/Emergency/Religious Leave, and GDD-R Support Staff Vacations and Holidays

Mrs. Festa-Daigle recommended that the Board approve the second presentation of revised Policies GCCA Professional/Support Staff Sick Leave, GCCB-R Professional/Support Staff Personal/Emergency/Religious Leave, and GDD-R Support Staff Vacations and Holidays.

Currently, new hires are given sick and personal days up front rather than accruing monthly. This has allowed employees to manage their days accordingly, as well as providing for a smoother accounting system at the district level.

With the Visions migration as well as a migration in Frontline (AESOP) this summer, it is time to move **all** employees away from the accrual system and provide sick, personal, and vacation days up front at the beginning of each employee's school year, start date. Prorated days will be given to new hires accordingly, based on mid-year hire date and/or completion of the 90-day probation period when required.

There have been no changes to the above policies since the first reading on June 19, 2018.

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

ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

### 6. New Business

#### 6.1 Approval of Expenditure of Insurance Proceeds for Fiscal Year 2018-19

Mr. Murray recommended the Governing Board approve the expenditure of insurance proceeds during the fiscal year 2018-19.

According to A.R.S. 15-1103, this action is required to expend insurance proceeds which the district may receive in connection with insurance recoveries. At this time, we do not know what those losses/recoveries may be; however, this action prepares the district for event(s) that may occur.

Mr. Rooney moved, seconded by Mrs. Cohen, to approve item 6.1.

ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

#### 6.2 Approval of Disposition of Litigation Proceeds for Fiscal Year 2018-19

Mr. Murray recommended the Governing Board approve the disposition of litigation proceeds during the fiscal year 2018-19.

According to A.R.S. 15-1107, this action is required to expend litigation recovery proceeds which the district may receive in connection with litigation recoveries. At this time, we do not know what those recoveries may be; however, this action prepares the district for event(s) that may occur.

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

ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

#### 6.3 Approval to Adopt Expenditure Budget for 2018-19

Mr. Murray recommended the Governing Board approve the adoption of the total budget for the fiscal year 2018-19 in the amount of \$62,686,885.

Per A.R.S. §15-905, the Governing Board must adopt and send a copy of the Adopted Budget to the County School Superintendent no later than July 18, 2018. The Total Aggregate School District Budget Limit cannot be exceeded unless through a revision. The \$39,526,996 budget limit is for maintenance and operation, classroom site, and district additional assistance categories. Please review the attached summary page for the explanation of the \$62,686,885 budget figure.

Mrs. Cohen moved, seconded by Mr. Rooney, to approve item 6.3 as presented.  
ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

#### 6.4 Approval of Governing Board and Administration Travel

Mrs. Asseier recommended the Governing Board approve that John Masden-Board President, Kathy Cox-Board member, Diana Asseier-Superintendent, Aggie Wolter-Director of Special Services, and Jaime Festa-Daigle-Director of Personnel/Technology travel to the Arizona School Boards Association (ASBA) Annual Law Conference on September 5-7, 2018, at the JW Marriott Camelback Inn in Scottsdale, Arizona.

The 2018 ASBA Law Conference will include four timely and in-depth full day or half-day Pre-Conferences; four nationally recognized keynote speakers on various topics; and 28 breakout sessions.

This item has been reviewed by purchasing and a completed travel packet has been received by the Travel Department. Maximum costs funded from M&O:

Lodging	\$2,885.00
Registration	\$3,750.00
Fleet cost	\$ 406.60

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

ROLL CALL VOTE: Cox: YES, Cohen: YES, Rooney: YES, Masden: YES

#### 6.5 Approval of Renewal of Quality First Child Care Scholarships Provider Agreement between Valley of the Sun United Way and Lake Havasu Unified School District - Little Knights and Smoketree Preschools

Mrs. Wolter recommended that the Board approve the Quality First Child Care Scholarships Provider Agreement between Valley of the Sun United Way and LHUSD Little Knights and Smoketree Developmental Preschools.

The First Things First (FTF) preschool scholarship program provides access to quality preschool programs to eligible low-income families. This program requires annual renewal by the Lake Havasu Unified School District Governing Board. The Valley of the Sun United Way is the direct recipient of FTF funding. The annual preschool scholarships are awarded by Quality First FTF through United Way to participating eligible programs. This agreement will be in effect pending final approval from July 1, 2018, through June 30, 2019, with consecutive yearly renewal options pending Quality First Star Rating and availability of FTF funding. This agreement has been reviewed by legal.

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

It was announced that the Little Knights Preschool has earned a 5-Star rating, and the Smoketree Elementary Preschool has earned a 4-Star rating.

ROLL CALL VOTE: Cohen: YES, Rooney: YES, Cox: YES, Masden: YES

#### 6.6 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 Homework Club to the tax credit program at Jamaica Elementary School.

Ms. Helart, principal at Jamaica Elementary School, is requesting the addition of the Jamaica Homework Club to the tax credit program. The purpose of the program is a before and after school program serving students in grades 1-6. Homework Club provides a quiet, structured environment for students to complete their homework with the help of highly qualified instructors, aides, and mentors. Homework Club staff provides help and support in all school subjects. Homework Club strives to instill good work habits, organization skills, time management abilities, and a sense of accomplishment in every student. The program sponsor will be Lee White.

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

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

ROLL CALL VOTE: Cohen: YES, Rooney: YES, Cox: YES, Masden: YES

#### 6.7 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 After-School Homework

Club to the tax credit program at Havasupai Elementary School.

Mr. Sanders, principal at Havasupai Elementary School, is requesting the addition of the After-School Homework Club to the tax credit program. The purpose of the program is to supply homework support to every student enrolled at Havasupai Elementary. Certified and Classified staff will monitor, support and answer any questions asked dealing with student's homework, thus helping with getting homework finished correctly and turned in. This program also supports students with academic skills reinforcement in our computer lab for students that have been verified to have their homework completed by one of the club's sponsors. The program sponsors will be Claude Sanders and Kellee Wolfe.

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 6.7 as presented.

ROLL CALL VOTE: Cohen: YES, Rooney: YES, Cox: YES, Masden: YES

#### 6.8 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 Oro Grande Homework Club to the tax credit program at Oro Grande Elementary School.

Mr. Bitterman, principal at Oro Grande Elementary School, is requesting the addition of the Oro Grande Homework Club to the tax credit program. The purpose of the program is for students who face challenges in completing their homework in a timely manner, need additional assistance with assignments, may forget to do the assigned homework and for those who tend to turn in homework after the due date or who may turn in the assignments without completing the work. The program sponsor will be Carol Nowakowski.

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

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

ROLL CALL VOTE: Cohen: YES, Rooney: YES, Cox: YES, Masden: YES

#### 6.9 Discussion and Possible First Presentation/Review of Revisions to Policy KCD, KCD-EA, and KCD-EB Public Gifts / Donations to Schools

Mrs. Asseier recommended that the Governing Board discuss Policy KCD, KCD-EA, and KCD-EB Public Gifts/ Donations to Schools and, if revisions are made, consider them as the first reading.

On October 18, 2016, the Governing Board approved changes to Policy KCD, KCD-EA, and KCD-EA upon advice from the district's contracted audit firm. Policy KCD, Public Gifts/Donations to Schools, was revised to include language on crowdsourcing, which is the process of obtaining goods and services by soliciting contributions from the on-line community.

Two exhibits were attached to the policy, KCD-EA and KCD-EB. These exhibits are the procedures to be followed and the forms that should be completed in conjunction with crowdsourcing.

Mr. Masden opened discussion on Policy KCD, KCD-EA, and KCD-EB Public Gifts / Donations to Schools.

Board members shared concerns and thoughts on the policy. Mrs. Asseier stated that Principals will be looking at the form at their July 24 Administrative Team Meeting. Audience member, Wayne Cohen, questioned what purchased laptops were being used for. Ms. Triassi and Mrs. Wolter explained what these additional laptops were being used for.

Board requested that there be a revision of KCD-EB Crowdsourcing Protocol form. Discussion closed by Mr. Masden.

#### 6.10 Discussion and Possible Approval for Board Member Nichole Cohen to Debate State Superintendent Candidates

Mrs. Cohen recommended that the Governing Board discuss and if in agreement approve that she debate State Superintendent candidates.

Mr. Masden opened discussion.

Board members thanked Mrs. Cohen for her efforts in doing this. Mrs. Cohen will make it clear when she debates the candidates that she was doing so as a private citizen and not as part of the LHUSD Governing Board.

Discussion closed by Mr. Masden.

#### 6.11 Approval of Vouchers, Student Activity Funds, and Auxiliary Funds

Mr. Murray recommended that the Governing Board approve:

Approval of Vouchers - Vouchers for June and July 2018 will be presented for approval in August

Student Activity Funds for K-6 for May 2018 / \$8,077.28

Student Activity Funds for 7-8 for May 2018 / \$31,361.19

Student Activity Funds for 9-12 for May 2018 / \$221,285.88

Auxiliary Funds for May 2018:

District Office \$ 7,980.49

Smoketree \$ 7,412.96

Havasupai \$ 5,383.75

Starline \$ 20,206.47

Nautilus \$ 10,019.45

Oro Grande \$ 3,534.58

Jamaica \$ 19,960.90

Thunderbolt \$154,837.14

High School \$654,338.56

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

ROLL CALL VOTE: Cohen: YES, Rooney: YES, Cox: YES, Masden: YES

#### 7. Informational

##### \* Superintendent

- Special Board Session on July 17 at 6:00 p.m. for textbook adoption. High School English Language Arts 9-12 Textbooks (McGraw-Hill/Pearson/ Houghton Mifflin Harcourt) for adoption will be on public display in the District Office Boardroom the required 60 days (April 18-July 12) per District Policy IJJ Textbook/Supplementary Materials Selection and Adoption.
- Mrs. Asseier thanked the community for their Gifts and Donation. Through the Realtors Association, Lowe's has donated buckets to our elementary schools so each will now have a Bucket Band.
- There will be a Board Work Session for a community Safety Town Hall on July 25 at 6:00 p.m. at the High School Performing Arts Center.
- New Teacher's Orientation will be July 23-27. And, all staff return on July 30.
- August 1 will be our Staff welcome back rally and Rachel's Challenge training.
- August 6 School starts.
- August 27 will be a Rachel's Challenge community event.

##### \* Directors - Educational Services and Personnel/Technology Reports

##### \* Governing Board Members

##### \* Advisory Committees

##### \* Employee Benefit Trust (EBT) Ex-Officio

#### 8. Call to the Public - none

#### 9. Communications

- Special Board Session on July 17 at 6:00 p.m. for textbook adoption
- The next regular board meeting will be August 21, 2018. There will be a Work Session on August 14 2018, to review the draft August 21 packet.
- Welcome to our new Lake Havasu High School Assistant Principal, Shannon Williams, and to our new Personnel/Technology Director, Jaime Festa-Daigle.

#### 10. Adjournment

Mrs. Cohen moved, seconded by Mr. Rooney to adjourn at 7:38 p.m.

ROLL CALL VOTE: Cohen: YES, Rooney: YES, Cox: YES, Masden: YES

Video of the entire meeting may be seen on the District website [[www.havasu.k12.az.us](http://www.havasu.k12.az.us)] under Governing Board.

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Minutes of the Regular Governing Board meeting of July 9, 2018, are approved as submitted.

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John Masden, Board President

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Nichole Cohen, Board Vice President