

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

Governing Board Minutes

June 15, 2021

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 Boardroom of the District Office in Building C, located at 2200 Havasupai Blvd., Lake Havasu City, Arizona, at 6:00 p.m., on June 15, 2021.

1.1 Moment of Silent Prayer or Reflection

1.2 Roll Call

BOARD MEMBERS PRESENT: John Masden, President
Dr. Eric Aurand, Vice President
Lisa Roman, Member
Archana Aliyar, Member
Kyle Neidermann, Member

BOARD MEMBERS ABSENT:

ADMINISTRATION PRESENT: Dr. Rebecca Stone, Superintendent
Michael Murray, Director of Business Services
Jaime Festa-Daigle, Director of Personnel/Technology
Corey Triassi, Principal, Starline Elementary
Andrea Helart, Principal, Jamaica Elementary
Terry Fleming, Secretary

Others: 15

1.3 Pledge of Allegiance

1.4 Call for an Executive Session – none.

2. Call to the Public

- Steve Sinkey, Lake Havasu Regional Orchestra and Symphonic Winds, request information on opening of Lake Havasu High School band room for use of their rehearsals and performances. Mr. Murray stated the District is in the process of opening back up to the public and requests should come through the Business Office. The District Facility Use Manual is currently being revised with legal.

3. Recognition of Visitors

- Lake Havasu City Education Association (LHCEA) / Carol Nowakowski was present but had no report to share.

4. Consent Agenda

4.1 Approval of Consent Agenda

4.1.1 Approval of Minutes:

Regular Session of May 4, 2021

Special Session of May 18, 2021

Executive Session of May 18, 2021

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. Stipends.

4.1.4 Acceptance of Gifts and Donations to the Lake Havasu Unified School District in the amount of \$113,860.10 and to Student Activities Organizations in the amount of \$2,750.00.

A detailed list of donations can be viewed as background material by contacting the District.

4.1.5 Approval of Travel – none.

Stone

4.1.6 Approval of Change in Policy Exhibit DBC-E Budget Deadlines and Schedules Murray

Mrs. Roman moved, seconded by Dr. Aurand to approve the Consent Calendar as presented.
ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

5. Old Business – none.

6. New Business

6.1 Approval of Renewal of Taher Food Service Contract for 2021-2022

Mr. Murray recommended the Governing Board approve renewal of the contract with Taher Food Service for the fiscal year 2021-2022.

In 2019, the district approved a five year contract with Taher, with four annual renewals. This contract can be mutually cancelled or renewed by the parties. If this action item is approved, it would be the second renewal of the contract.

The renewal documents have been submitted to the Arizona Department of Education and been approved. A copy is attached for the board's review.

A Taher, Inc. representative, Chris Gallaga, was available at the meeting to answer any questions.

Dr. Aurand moved, seconded by Mrs. Roman to approve item 6.1 as presented.

Mr. Gallaga expects for the next school year to have challenges with supplies (foods) and staffing. Currently, during summer school they are serving around 900 meals a day.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.2 First Presentation/Review of Revised Policy IKFB Graduation Exercises

Dr. Stone recommended that the Board approve the first presentation of revised Policy IKFB Graduation Exercises per Arizona School Boards Association (ASBA) Policy Services Advisory for April 2021.

| | | Page |
|---|-------|------|
| Policy Advisory No. 679 IKFB Graduation Exercises | Stone | 1 |

House Bill 2705 (Fifty-fifth Legislature, First Regular Session, 2021), an act relating to local governance of schools, was approved by the Governor, and filed in the office of the Secretary of State on April 20, 2021, as an emergency measure that is necessary to preserve the public peace, health or safety and is operative immediately as provided by law. House Bill 2705 is replicated below: Be it enacted by the Legislature of the State of Arizona:

Section 1. Title 15, chapter 3, article 3, Arizona Revised Statutes, is amended by adding section 15-348, to read: 15-348. Dress code policies; traditional tribal regalia; objects of cultural significance; graduation ceremonies; definitions

A. A school district governing board, a charter school governing body or any public-school may not prohibit a student who is a member of a federally recognized Indian tribe or who is eligible to be enrolled as a member of a federally recognized Indian tribe from wearing traditional tribal regalia or objects of cultural significance at a graduation ceremony.

B. For the purposes of this section, "objects of cultural significance" and "traditional tribal regalia" include an eagle feather or eagle plume.

Mr. Neidermann moved, seconded by Dr. Aurand, to approve item 6.2 as presented.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.3 Approval of Memorandum of Understanding between Hospice of Havasu and Lake Havasu Unified School District #1 and Lake Havasu High School

Mrs. Wolter recommended the Governing Board approve the following Memorandums of Understanding from July 1, 2021 to June 30, 2023 between Hospice of Havasu and Lake Havasu Unified School District #1 and Lake Havasu Unified School District #1 and Lake Havasu High School.

Hospice of Havasu provides lessons to 3rd and 5th grade students focused on positive self-esteem, identification of emotions, and appropriate coping skills, which will support the Toolbox curriculum used by our school counselors. In addition, they provide a grief support group, Life After Loss, with parent permission to Thunderbolt and LHHS students who have experienced a loss. All services are provided at no cost to the district.

The Memorandums of Understanding have been approved by legal.

Dr. Aurand moved, seconded by Mr. Neidermann, to approve item 6.3 as presented.
ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.4 Approval of Renewal of Memorandum of Understanding for WACOG Head Start Preschool Classroom Facilities

Mrs. Wolter recommended the Governing Board approve the renewal of the Memorandum of Understanding for WACOG Head Start Preschool Classroom Facilities usage at Oro Grande Classical Academy and Havasupai Elementary Schools for the period of August 1, 2021 through June 30, 2026.

The District has identified the need and value of providing quality preschool assistance for at risk children, particularly those from low-income families within our community. This agreement is being revised at this time to include the relocation of the current Head Start classroom from Nautilus Elementary School to Havasupai Elementary School, which will have two classrooms. This MOU increases access for eligible low-income families to quality preschool intervention at Havasupai Elementary School and Oro Grande Classical Academy in addition to Pima Head Start site. Approval of the renewal of the Memorandum of Understanding will serve for a period of five years with option of termination with three months written notification.

A copy of the agreement has been reviewed by legal.

Mrs. Roman moved, seconded by Dr. Aurand, to approve item 6.4 as presented.
ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.5 Approval of Memorandum of Understanding for WACOG Head Start Collaborative Readiness Activities

Mrs. Wolter recommended the Governing Board approve the renewal of the Memorandum of Understanding for WACOG Head Start Collaborative Readiness Activities for the period of August 1, 2020 through June 30, 2023.

The Improving Head Start for School Readiness Act of 2007 requires Head Start Programs to collaborate with local education agencies to ensure the orderly and smooth transition of children from Head Start into appropriate Kindergarten programs in their local community. Approval of the renewal of the Memorandum of Understanding outlines expectations and guidance that will enable the Lake Havasu Unified School District #1 and WACOG Head Start to continue to work collaboratively to better support students attending Head Start transitioning into kindergarten. This agreement has been reviewed by legal.

Mrs. Roman moved, seconded by Mr. Neidermann, to approve item 6.5 as presented.
ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.6 Approval of Renewal of Memorandum of Agreement for WACOG Head Start for Provision of Preschool Special Education Services

Mrs. Wolter recommended the Governing Board approve the renewal of the Memorandum of Agreement for WACOG Head Start for the provision of preschool special education services for the period of August 1, 2021, through June 30, 2023.

The *Individuals with Disabilities Education Act (IDEA) 2004 Part B and Head Start Re-Authorization 2007* require Head Start Programs to collaborate with local education agencies to ensure the early identification of preschool students with disabilities and the provision of services in least restrictive environment. Approval of the renewal of the Memorandum of Agreement outlines expectations and guidance that will enable the Lake Havasu Unified School District #1 and WACOG Head Start to continue to work collaboratively to better identify at risk preschool students and provide support and services in least restrictive environment in a cost effective manner. This agreement has been approved by legal.

Mr. Neidermann moved, seconded by Mrs. Roman, to approve item 6.6 as presented.
ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.7 Approval of Follett Destiny Licensing Purchase

Mrs. Festa-Daigle recommended the Governing Board approve the agreement for Follett Destiny hosted licensing that will serve as an update for the current library software.

This purchase enables a vendor-hosted solution for LHUSD's current library software for use by staff and students.

The existing onsite server and Operating System must be retired, as it will no longer meet current security

standards used to protect LHUSD staff and students.

This purchase will provide all 8 sites with a vendor hosted solution for library inventories, indexing, look-up, and a secure access for students and staff. The quote for \$8574.01 in year one and \$7301.36 annually includes professional services to migrate the LHUSD database to the new structure as well as implementation, technical training, maintenance and support.

This purchase is based on the Follett Destiny Management Agreement and pricing provided by Mohave Educational Services Cooperative Contract 19H-FOLL-1003. This purchase has been reviewed and approved by the Business Department and legal. Funding sources will be M&O Library and Capital Instruction.

Dr. Aurand moved, seconded by Mr. Neidermann, to approve item 6.7 as presented.

Mrs. Festa-Daigle stated the cost of the licensing is comparable to past costs, and the system does not collect any data on students.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.8 Approval of Lake Havasu Unified School District #1 Administrator Evaluation and Growth System

Mrs. Festa-Daigle recommended that the Board approve changes to the LHUSD Administrator Evaluation and Growth System.

As a result of legislative changes and feedback received from administration and the Superintendent, changes have been made to the administrative evaluation tool. The teacher evaluation was revamped successfully in 2019 and allowed for all staff members within LHUSD to use the language of the Core Propositions to discuss effective teacher practices.

This tool was developed in alignment with ARS 15-503 and 15-341. This system was created with a philosophy that ongoing data should be gathered and used in decision making; administrator expectations should be rigorous, clear, and equitable from school to school; quality feedback and systems of support are essential to improve leadership practice; the research framework provides evidence of effective leadership; administrators must be effective instructional and organizational leaders; principals impact student learning; and principals strengthen their practice throughout their careers.

The LHUSD Evaluation Instrument is based on the Marzano Focused Leadership Model. This model was developed using the Wallace Foundation Study of effective principal practices, the preeminent study of principal leadership.

The evaluation tool also streamlines forms for administrators and evaluators and lays out timelines and requirements of expectations. The tool provides opportunities for principals to set goals in areas that are aligned with student achievement and success.

A copy of the Performance Pay Plan was emailed to the Governing Board prior to the June 15, 2021 meeting for their review.

Mr. Neidermann moved, seconded by Mrs. Roman, to approve item 6.8 as presented.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.9 Approval of 2021-22 Pay for Performance Plan

Mrs. Festa-Daigle recommended that the Governing Board approve the following Performance Pay (301) Plan for 2021-22, a.k.a. the Classroom Site Fund.

Legislation pertaining to the Classroom Site Fund was changed this year with the passage of SB 1139. These changes allowed for broader uses of the funds and recognized different ways performance of teachers can be assessed.

During the Budget Committee meetings, it was decided that \$2000 of 301 funds would be paid directly to teachers in their bi-weekly pay. The LHUSD District 301 committee met to review new legislation and the framework LHUSD had previously used.

Based on those meetings, it was decided that all remaining 301 funds would be paid out to eligible teachers and certified staff members as performance pay. The performance pay criteria would be focused around four components.

1. School-wide student achievement
2. School-wide professional development goal
3. Family engagement goal
4. Individual Summative Evaluation Score

Each area is worth up to 25% of performance pay. Goals will be developed, approved by 70% of staff (as required by legislation), reviewed by district administration, and approved by the Board annually. The plan was streamlined to support more focused goal development aligned to improved student outcomes.

Members of LHUSD District 301 committee for 2021-22:

| | |
|--------------------|--------------------------------|
| <i>TOA</i> | Ginny Sautner |
| | Deanna |
| <i>Counselor</i> | Ainsworth |
| <i>Specialist</i> | Devin Brookover |
| <i>Havasupai</i> | Tiffany Berry |
| <i>Jamaica</i> | Jamie Hammer |
| <i>LHHS</i> | Joni Hall and Erika Washington |
| <i>Nautilus</i> | Amy DePuydt |
| <i>Oro Grande</i> | Nicole Brown |
| <i>Smoketree</i> | Christina Heckel |
| <i>Starline</i> | Melissa Waller |
| <i>Thunderbolt</i> | TBA |
| <i>Admin</i> | Shannon Williams |
| <i>District</i> | Lindsay Bitterman |

As mandated by the state, this plan must be approved by the Governing Board each year. A copy of the Performance Pay Plan was emailed to the Governing Board prior to the June 15, 2021 meeting for their review.

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

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.10 Approval of Renewal of Services for Frontline for Human Resources and Time Card Services

Mrs. Festa-Daigle recommended that the Governing Board approve the contract for Frontline for the 2021-2022 school year at an annual cost of \$62,237.99.

Administration is recommending the continuation of contracted services with Frontline Education. LHUSD currently uses Frontline for online Absence Management, Recruiting and Hiring Solution, Evaluation Management, digital forms and records retention (Frontline Central), and online Time and Attendance management.

Frontline's Recruiting and Hiring software has been instrumental in modernizing and updating the online application tool utilized by LHUSD. Administrators are able to easily post jobs to online job boards as positions are opened. Administrators are able to proactively recruit employees who fit specific certifications using K12 Job Spot. Onboarding paperwork is sent out immediately upon hire.

Previously, Excel spreadsheets were used for evaluations, with hard copies printed and stored in files at both schools and the district office. Frontline Evaluation Management now houses all of our evaluation forms and allows evaluators to track walkthrough data, evaluation completion rates, and performance trends among staff throughout their schools. It also allows district administration to use data based on evaluation results to make recommendations.

Employee onboarding files, evaluation documents, and other personnel records are housed on Frontline Central. This system replaced Winocular, which we previously used to store our files and to post jobs. Winocular's functionality was limited and was discontinued.

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

The contract was reviewed by purchasing and legal.

Mrs. Roman moved, seconded by Dr. Aurand, to approve item 6.10 as presented.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.11 Approval of Contract for District Standardized Apparel Activities

Mr. Murray recommended the Governing Board approve the award for district standardized apparel to

Natural Tease as the low, responsive, responsible bidder.

Standardized shirts/apparel have been required throughout the district for many years. In the past, annual and two year quotes have been requested from vendors in order to provide standardized shirts and apparel to our students.

In an attempt to provide a more efficient procurement process, the district determined that a contract of one year, with four annual renewals would be most advantageous to the district. The Business Department released IFB 20-21-01 on May 17th to vendors on the district's bidders list by way of email notification and posting on the district's website. Vendors had until June 4th at 3pm to respond. The award will begin on July 1, 2021.

A copy of IFB 20-21-01, amendments, and backup from the awarded vendor was provided to the Governing Board for review prior to the meeting. The Business Department and a Valley Schools procurement representative reviewed this item. Natural Tease was the low bidder of the three vendors that responded.

Mrs. Roman moved, seconded by Dr. Aurand, to approve item 6.11 as presented.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.12 Approval of Resolutions Fiscal Year 2021-2022

Mr. Murray recommended the Governing Board approve Resolutions No. 2021-22-01 through 2021-22-10.

The action described in the recommendation is necessary to continue our current practices through the 2021-22 fiscal year. The resolutions, as submitted, are maintenance resolutions and would not affect any substantial change in our current operating procedures.

Mr. Neidermann moved, seconded by Dr. Aurand, to approve item 6.12 as presented.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.13 Approval of Resolution 2021-22-11 and Borrowing Request to Wells Fargo Bank

Mr. Murray recommended the Governing Board approve and sign a "borrowing request," to be sent to the Mohave County Treasurer, along with a resolution authorizing the request.

The Mohave County Treasurer has requested the Governing Board approve and sign a borrowing request to Wells Fargo Bank for a line of credit in the amount of \$1,000,000. The district does not anticipate the need to borrow funds from Wells Fargo, however this paperwork must be put in place in case it becomes necessary.

Attached for approval was the resolution of the Board authorizing the borrowing request. This item has been reviewed by the district's legal counsel.

Mrs. Roman moved, seconded by Mrs. Aliyar, to approve item 6.13 as presented.

Mr. Murray explained the reasoning for the borrowing request, and stated that if it ever was necessary to borrow on the line of credit the Board would be asked to approve after the fact.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.14 Appointment of Employee Benefit Trustees

Mr. Murray recommended the Governing Board review applications and possibly take action to appoint applicants to the Employee Benefit Trust Board of Trustees, effective July 1, 2021.

A.R.S. 15-382C specifies: Trustees are appointed by the Governing Board and if an employee of the school district is acting as a trustee, the trust shall be administered by at least five joint trustees, of whom no more than one may be an employee of the school district.

Employee Benefit Trust Board of Trustee terms are three years, therefore the Trust membership would, if approved, be as follows:

| | | |
|------------------|---------------------------|----------------------|
| Marcia Cox | Community Member | Expiration 6-30-2022 |
| Vacant | Community Member | Expiration 6-30-2022 |
| Stephanie Lueras | Community Member | Expiration 6-30-2023 |
| Vacant | Employee/Community Member | Expiration 6-30-2024 |
| Vacant | Community Member | Expiration 6-30-2024 |

Dr. Aurand moved, seconded by Mrs. Roman, to approve item 6.14 as presented.

Mr. Murray ask that Board approve the two applicants that are currently serving on the EBT Board; Amy Barney and Julie Sasseen. He stated that the EBT is in the wind down period and closing down open accounting matters. Mrs. Roman thanked the Trustees for their service.

Dr. Aurand amended his motion, seconded by Mrs. Roman, to approve Amy Barney as the Employee Member and Julie Sasseen as a Community Member.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

6.15 Approval of Use of Facilities Agreement with Havasu Heat Activities

Mr. Murray recommended the Governing Board approve a use of facilities agreement between LHUSD#1 and the Havasu Heat, to expire no later than December 31, 2023.

This district was approached by the Havasu Heat to discuss options to utilize the high school baseball field and identified areas outlined in the agreement in anticipation of their return to the community. Through conversations with Havasu Heat ownership / management and district personnel, the district's legal counsel drafted an agreement for both parties to review and finalize.

Havasu Heat ownership / management have reviewed the agreement, have agreed to terms, and await Governing Board action.

The Business Department, LHHS Administration, and district legal counsel have reviewed this item.

Discussion ensued on concerns and procedures regarding the agreement. Mrs. Kari Thompson, current LHHS softball coach, and Mr. Norm Lyon, Havasu Heat representative, joined in the discussion. Discussion led to several changes in the agreement that Mr. Murray would make; games scheduled between May 15 and September 1, and the word 'turf' added to section 2i.

Mr. Masden moved, seconded by Mrs. Roman, to approve item 6.15 with the proposed changes.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

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

Mr. Murray recommended the approval of:

Approval of Vouchers – Vouchers for April 2021 / \$5,681,847.98 and May 2021 / \$4,355,905.76

Student Activity Funds for K-12 for April 2021 / \$271,367.62

Auxiliary Funds for April 2021:

| | |
|-----------------|---------------|
| Smoketree | \$ 17,438.17 |
| Thunderbolt | \$ 116,741.29 |
| Havasupai | \$ 14,102.20 |
| Starline | \$ 24,030.01 |
| Nautilus | \$ 15,931.64 |
| Oro Grande | \$ 479.77 |
| Jamaica | \$ 24,773.67 |
| High School | \$ 548,713.86 |
| District Office | \$ 5,788.29 |

K-12 Student Activities Funds Report and the Auxiliary Reports for each school for April 2021 will be emailed to the Board prior to meeting.

Dr. Aurand moved, seconded by Mrs. Roman, to approve item 6.16 as presented.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: YES

7. Informational

* Superintendent

- Summer school has started at every school, and STEM Camp is currently taking place.

* Governing Board

- Mrs. Roman reported that she is impressed with the culture of our District's summer school. She appreciates all the work going into this and the positive impact it is having.

8. Call to the Public – none.

9. Communications

- The next regular board meeting will be Tuesday, July 6, 2021, at the District Office Boardroom.

10. Adjournment

Mr. Neidermann moved, seconded by Dr. Aurand to adjourn at 8:01 p.m.

ROLL CALL VOTE: Neidermann: YES, Roman: YES, Aurand: YES, Aliyar: YES, Masden: 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 June 15, 2021, are approved as submitted.

John Masden, Board President

Eric Aurand, Board Vice President