

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1
2200 Havasupai Blvd., Lake Havasu City, AZ 86403

Governing Board Minutes

June 18, 2019

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, Kathy Cox, in the District Boardroom, 2200 Havasupai Blvd., Lake Havasu City, Arizona at 6:00 p.m., on June 18, 2019.

1.1 Moment of Silent Prayer or Reflection

1.2 Roll Call

BOARD MEMBERS PRESENT:	Kathy Cox, President Nichole Cohen, Member John Masden, Member Archana Aliyar, Member
BOARD MEMBERS ABSENT:	Lisa Roman, Vice President
ADMINISTRATION PRESENT:	Diana Asseier, Superintendent Jaime Festa-Daigle, Director of Personnel (by phone) Aggie Wolter, Director of Special Services Brad Gardner, Director of Educational Services Michael Murray, Director of Business Services Corey Triassi, Principal, Starline Elementary Scott Becker, Principal, Lake Havasu High School Shannon Williams, Assistant Principal, High School Terry Fleming, Secretary

Others: 11

1.3 Pledge of Allegiance

1.4 Call for an Executive Session – none

2. Call to the Public – none.

3. Recognition of Visitors – none.

4. Consent Agenda

4.1 Approval of Consent Agenda

4.1.1 Approval of Minutes:

Regular Session of May 7, 2019

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 \$36,376.43 and to Student Activities Organizations in the amount of \$3,850.00.

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

4.1.5 Approval of Overnight and/or Out-of-State Student Travel Asseier

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

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

Mrs. Cohen reports that the student travel on this month's student travel requests uses a total of 1.03 metric tons of CO₂e.

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

5. Old Business

5.1 Second Presentation/Review of Revision to Policy JK Student Discipline

June 18, 2019

Mrs. Asseier recommended that the Governing Board approve the second presentation of revised Policy JK Student Discipline.

On April 16, 2019, the Governing Board adopted Parchment, Inc., to provide High School graduates with official transcripts. As part of the adoption, the Board requested that the District's student discipline policy be updated to state that no student discipline will be on their transcript.

There have been no changes to the policy since the first reading on May 7, 2019.

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

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

5.2 Second Presentation/Review of Revision to Policy GCBA Professional Staff Salary Structure

Mrs. Festa-Daigle recommended that the Board approve the second presentation of revised Policy GCBA - Professional Staff Salary Structure.

In order to be qualified to teach the Gifted and Talented class currently offered at Starline Elementary, teacher must obtain a Gifted Endorsement. Under new Arizona Department of Education Title II rules, LHUSD cannot use Title II to pay for any of the courses. Title II funding is used to pay hard to fill recruitment stipends. This is a critical and difficult to fill position.

Payout dates have been removed. There have been no other changes to the policy since the first reading on May 7, 2019.

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

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

5.3 Second Presentation/Review of Revision to Policies GCCA Sick Leave, GCCB and GCCB-R Religious Leave, GCCC Leaves of Absence without Pay, GCD, GDD-R and GDD-E Vacations and Holidays

Mrs. Festa-Daigle recommended that the Governing Board approve the second presentation of revised Policies GCCA Sick Leave, GCCB and GCCB-R Religious Leave, GCCC Leaves of Absence Without Pay, GCD, GDD-R and GDD-E Vacations and Holidays

Per the auditor's request, LHUSD is seeking to eliminate the awarding of earned time off in increments in which it cannot be taken (GCCA, GCCB and GCCB-R, and GDD-R). By moving to a system that gives time off in half and full day increments, employees will be able to use the time off they have earned. This will also improve our ability to account and track for time earned and used. In addition, we are also seeking approval to round up all time annually for full time employees to the nearest half or full day.

We are also requesting to change how we pay out unused vacation (GCD). There have been a number of employees who have either left this year without giving notice, have been let go due to conduct, or have not worked their final two weeks; yet unused vacation has been paid out.

We have developed a process (GDD-E) for staff who are requesting to work during spring break so they seek approval from the Superintendent. Schools and offices are expected to be closed. This process will ensure we know who is working at schools across the district and to encourage employees to take time off.

Currently, there is nothing formally stating when insurance coverage stops for staff who are out on non-FMLA leave without pay for an extended length of time. The update to Policy GCCC states we will continue coverage for 30 days after non-FMLA leave without pay starts. Employees will then be eligible for COBRA.

This has been reviewed by legal. There have been no changes to the policies since the first reading on May 7, 2019.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 5.3 as presented.

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

6. New Business

6.1 Approval to Increase School Meal Prices

Mr. Murray recommended the Governing Board approve an increase of \$.10 to school lunch prices for school year 2019-2020. There will be no increase to the school breakfast price.

The governing board is asked to approve an increase to school lunch prices, to become effective in the 2019-20 school year. USDA requires that there is "Equity in School Lunch Pricing", a provision that requires school districts to charge students for paid meals at a price that is, on average, equal to the difference between free meal reimbursement (\$3.39) and the paid meal reimbursement (\$0.39), \$3.00. Schools that currently charge less for meal prices than the amount needed to create paid lunch equity are required to gradually increase prices over time until they meet the requirement or supplement their food service

operating funds with non-federal funds to insure equity.

The prices for breakfast and lunch, during 2018-19, are as follows (an increase of \$.10 to lunch prices and \$0.00 to breakfast from 2018-19.)

	18-19	19-20
Elementary Breakfast	\$1.25	\$1.25
Elementary Lunch	\$2.40	\$2.50
Middle & High School Breakfast	\$1.25	\$1.25
Middle & High School Lunch	\$2.65	\$2.75

Mr. Masden moved, seconded by Mrs. Aliyar, to approve item 6.1 as presented.

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

6.2 Appointment of Employee Benefit Trustees

Mr. Murray recommended the Governing Board approve the appointment of Mrs. Marcia Cox and Mr. Hal Christiansen to the Employee Benefit Trust Board of Trustees, effective July 1, 2019.

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.

Both Mrs. Cox and Mr. Christiansen have previously served on the EBT Board, and were the only two applicants to apply for the two open positions.

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

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

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

Board thanked the applicants, as it is nice to have people with experience continue to serve on the EBT Board. Mrs. Cohen requested that applications be forwarded to the Governing Board each time an EBT Board position is to be filled.

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

6.3 Approval of Resolutions for Fiscal Year 2019-2020

Mr. Murray recommended the Governing Board approve Resolutions No. 2019-20-01 through 2019-20-10.

The action described in the recommendation is necessary to continue our current practices through the 2019-20 fiscal year. The resolutions, as submitted, are maintenance resolutions and will not effect any substantial change in our current operating procedures.

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

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

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

Mrs. Asseier recommended the Governing Board approve the attached two (2) year Memorandum of Understanding between Hospice of Havasu and the Lake Havasu Unified School District #1 from July 1, 2019, to June 30, 2021.

Approval of the Memorandum of Understanding will enable the Lake Havasu Unified School District #1 to provide much needed grief support when necessary. Hospice of Havasu will provide these services at no cost to LHUSD #1. A copy of the Memorandum of Understanding has been previously approved by legal.

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

Mrs. Cohen requested to review the detailed curriculum from Hospice of Havasu.

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

6.5 Approval of Agreement between Mohave County Community College District and Lake Havasu Unified School District #1 for Educational Program

Mr. Murray recommended the Governing Board approve the Intergovernmental Agreement (IGA) between Lake Havasu Unified School District #1 and Mohave Community College for Dual Enrollment Courses, pending the executed date accompanying MCC's administrative signature and subject to no changes by County Attorney.

Dual enrollment provides high school juniors and seniors with not only high school credits, which count toward high school graduation, but with college credits while they are enrolled in high school. High school students will be able to take Mohave Community College courses, using MCC curricula and textbooks. Classes will be taught at the high school during the school day by qualified high school instructors who are employed at Lake Havasu High School. Dual enrollment provides free college tuition for high school students who are able to take these classes and makes it possible for a graduating high school senior to have completed at least one year's worth of college credit by the end of his/her high school career, thus saving the student both time and money.

This agreement has been reviewed and approved by the district's legal counsel as to form. A copy of the agreement will be provided to the Board prior of the June 18 meeting. Agreement is contingent on the approval of the Mohave County Attorney as to form.

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

Mrs. Cohen requested a copy of any textbooks being used by these courses be brought to the Boardroom so the Board could review them. Mrs. Asseier read the list of dual enrollment classes. Mr. Becker explained what is required to be a teacher for dual enrollment classes; High School teacher – a certificate from the Arizona Department of Education; and a College teacher – a master's degree (or working towards it) in subject you are teaching.

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

6.6 Approval of LHUSD#1 Teacher Evaluation and Growth System

Mrs. Festa-Daigle recommended that the Board approve changes to the LHUSD#1 Teacher Evaluation and Growth System.

As a result of legislative changes and guidelines, as well as feedback received from administration and certified staff, changes have been made to the formal evaluation tool. The tool was developed in alignment with ARS 15-537. This system was created with a philosophy that ongoing data should be gathered, teacher expectations should be clear and equitable from school to school, quality feedback and systems of support are essential to improve teacher practice, teacher reflection is a key component to improving performance over their careers, and the teacher's role is to work with students and support their learning.

The updated tool features a walkthrough instrument that will give evaluators data to support specific indicators on the evaluation tool. The evaluation tool also streamlines forms for teachers and evaluators and clearly lays out timelines and requirements of expectations. The tool cuts the overall evaluation from seven standards to five propositions. The tool is aligned to LHUSD professional development and best practices, so both principals and teachers are able to focus their attention on effective teaching and learning. The system presented today includes suggested additions, adjustments, and refinements from committee members and administration.

A copy of the Teacher Evaluation and Growth System was sent electronically to the Governing Board prior to the June 18 meeting.

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

Mrs. Festa-Daigle reviewed the revisions on page 15-16 and 27-28 handout. Board thanked Mrs. Festa-Daigle and the committee for their time and work spent on developing the evaluation and growth system.

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

6.7 Approval of Consultant Contract for Accounting Services

Mr. Murray recommended the Governing Board approve a contract for accounting services between Kelly Morrison and the Lake Havasu Unified School District #1, effective July 1, 2019, through June 30, 2020.

The district received two quotes for Accounting Services:

Kelly Morrison - \$25/hour + travel expenses

Professional Group - \$100/hr. + travel expenses

Three additional requests for quotes – no response

Kelly Morrison is a former Accounting Specialist of the Lake Havasu Unified School District #1. She

continues to play an important role in our financial software migration.

The rate of payment listed in the contract is \$25.00 per hour, not to exceed \$60,000 annually, which would include any expenses associated with travel.

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

Mr. Murray stated that after the deadline a third quote did come in in the amount of \$200/hr.

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

6.8 Approval of Memorandum of Understanding between Havasu Community Health Foundation and Lake Havasu Unified School District #1 for Student Assistance Program

Mrs. Wolter recommended the Governing Board approve the Memorandum of Understanding between Havasu Community Health Foundation and Lake Havasu Unified School District for Student Assistance Program (SAP) for the 2019 - 2020 school year.

The Memorandum establishes a formal commitment between the parties to support collaborative work in better addressing the behavioral and social needs of our at risk students through the Student Assistance Program in all our elementary schools, with the intent of providing services in the middle and/or high schools if opportunity and time permit. Havasu Community Health Foundation agrees to administer and provide the Student Assistance Program to support elementary schools, and LHUSD agrees to provide \$20,000 in funding to supplement the wage of the Student Assistance Program Coordinator. This program was previously supported through Interagency.

Funding will come from 291 Medicaid funds. This has been reviewed by purchasing and sent to legal for review as to form. The agreement is attached for your review, and will be presented to the board annually for renewal approval.

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

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

6.9 Discussion and Possible Revisions to Policy Regulation JR-R Student Records

Mrs. Asseier recommended that the Governing Board discuss and, if agreed upon, approve revisions to Regulation JR-R Student Records – Directory Information.

Currently, Policy JR-R lists the maximum information that may be released as directory information pursuant to Federal law (pages 3-4).

Each district's Governing Board must approve the list of information that the district will release as "Directory Information." Recommended changes will be for the 2019-20 school year, if approved.

Mr. Masden moved, seconded by Mrs. Cohen, to open discussion on item 6.9.

Mr. Becker explained what directory information is shared with the Military; name, grade, date of birth, and parent information. And shared with Board of College Regents; name, age, email (school's Havasu online email), date of birth, and parent information.

Decision to remove or change under Directory Information: remove C., remove on D.-and place of birth, add to E.-district provided, remove H, I, J and N. Revised JR-R will come back for second reading at the July 9 board meeting.

Mr. Masden moved, seconded by Mrs. Cohen, to close discussion on item 6.9.

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

6.10 Discussion and Possible Revisions to Policy Regulation JK-R Student Discipline

Mrs. Asseier recommended that the Governing Board discuss and, if agreed upon, approve revisions to Regulation JK-R Student Discipline relative to use of cell phones to video at school.

Recommended changes will be for the 2019-20 school year, if approved.

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

Mrs. Asseier shared an opinion from our attorney, Ms. Tosca Henry: "The concern with regard to the usage of video is triggered when there is more than one minor student portrayed in the recording. If the video meets the FERPA definition of an "educational record" of more than one student, which many recordings do, the District needs to comply with FERPA with regard to dissemination or viewing of the record." Discussion ensued on proving self-defense, conflict resolution, and increasing social bullying.

Mr. Becker explained that if a student shares a video from a school fight, it is only used for identification of

who was involved.

No changes will be made to this policy at this time.

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

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

6.11 Discussion and Possible Revisions to Policy JHCA Open / Closed Campus

Mrs. Asseier recommended that the Governing Board discuss and, if agreed upon, approve revisions to Policy JHCA Open / Closed Campus.

Recommended changes will come back for a second reading in July 2019, and be for the 2019-20 school year, if approved.

Mr. Masden moved, seconded by Mrs. Cohen, to open discussion item 6.11.

Mrs. Cohen stated that this is non-issue since most of our senior students have only 4 class periods. No change will be made to this policy.

Mr. Masden moved, seconded by Mrs. Cohen, to close discussion item 6.11.

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

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

Mrs. Wolter recommended the Governing Board approve the renewal of the Memorandum of Understanding for WACOG Head Start Preschool Classroom Facilities usage at Nautilus Elementary, Oro Grande Elementary, and Havasupai Elementary Schools.

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 one of the current two Head Start classrooms from Nautilus Elementary School to Havasupai Elementary School. This would increase access for eligible low-income families to quality preschool intervention at Nautilus Elementary School, Havasupai Elementary School, and Oro Grande Elementary School 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, and is attached to this item for the Board's review.

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

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

6.13 First Presentation/Review of Revised Policies

Mrs. Asseier recommended that the Board approve the first presentation of the revised policies listed below, per Arizona School Boards Association (ASBA) Policy Services Advisory for May 2019.

Page

Policy Advisory No. 646 DIE – Audits/Financial Monitoring	Murray	1
Policy Advisory No. 647 IHAMB-R – Family Life Education	Gardner/Wolter	3
Policy Advisory No. 648 JFAA, JFAA-EA, JFAA-EB – Admission of Resident Students	Asseier	6
Policy Advisory No. 649 JFAB, JFAB-EA, JFAB-EB – Admission of Nonresident Students	Asseier	12
Policy Advisory No. 650 KDB-R – Public Right to Know / Freedom of Information	Festa-Daigle	20

A copy of the ASBA Policy Services Advisory, with rationale, was emailed to the Governing Board prior to the June 18, 2019, meeting for their review.

Mrs. Cohen moved, seconded by Mr. Masden, to approve item 6.13 as presented, but have each policy advisory as a separate items when they return July 8 for the second reading.

Board voiced concerns with policy KDB-R-no legislative changes, and IHAMB-R-with changes that were approved by the legislators for HIV education under ARS 15-716, and changes approved by the State Board June 18, 2019

of Education under AAC R7-2-303. The State Board is reopening this item for its June 24, 2019, meeting. Mrs. Cohen suggested reading of the book; Sexual Behavior in the Human Male.

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

6.14 Approval of Resolution and Borrowing Request to Wells Fargo Bank

Mr. Murray recommended the Governing Board approve and sign a "borrowing request," to be forwarded 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 credit line in the amount of \$1,000,000. This request replaces the letter of declaration approved by the governing board in past years. It is not anticipated the district will be required to borrow funds from Wells Fargo; however, this paperwork must be in place should that become a necessity.

Also attached is a resolution of the Board authorizing the borrowing request. Both documents have been reviewed and approved by legal counsel.

Mr. Masden moved, seconded by Mrs. Cohan, to approve item 6.14 as presented.

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

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

Mr. Murray recommended the approval of:

Vouchers – Vouchers for April 2019 / \$3,782,930.89

May 2019 / \$3,775,573.55

Student Activity Funds for K-8 for April 2019 / \$34,554.35

Student Activity Funds for 9-12 for April 2019 / \$213,362.77

Auxiliary Funds for April 2019:

Smoketree	\$ 9,289.75
Thunderbolt	\$ 153,553.46
Havasupai	\$ 8,040.00
Starline	\$ 26,262.27
Nautilus	\$ 10,268.42
Oro Grande	\$ 4,960.13
Jamaica	\$ 23,143.81
High School	\$ 559,339.33
District Office	\$ 5,361.27

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 6.15 as presented.

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

7. Informational

* Superintendent

-Mrs. Asseier thanked our community for the generous Gifts and Donations made to the District of over \$203,000.

-Mrs. Asseier announced that Moody's has upgraded LHUSD for general obligation bonds to an Aa2 form Aa3. Congratulations to Mr. Murray and his team.

-Mrs. Asseier thanked everyone who participated in the recent ELA Committee meetings and Singapore Math trainings.

-Mrs. Triassi announced that Starline's 6th grade Future Problem Solvers group were award 9th in the world at their recent competition. Congratulations!

* Directors reports

* Governing Board Members

8. Call to the Public - none

9. Communications - The next regular board meeting will be Monday, July 8, 2019.

10. Adjournment

Mr. Masden moved, seconded by Mrs. Cohen to adjourn at 8:10 p.m.

ROLL CALL VOTE: Cohen: YES, Aliyar: YES, Masden: YES, Cox: 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 June 18, 2019, are approved as submitted.

Kathy Cox, Board President

Lisa Roman, Board Vice President