

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

Governing Board Minutes

June 19, 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 June 19, 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
 Denise Miner, Director of Personnel/Technology
 Aggie Wolter, Director of Special Services
 Corey Triassi, Principal, Starline Elementary
 Andrea Helart, Principal, Jamaica Elementary
 Scott Becker, Principal, Lake Havasu High School
 Jennifer Cady, Assistant Principal, High School
Others: 30
 Terry Fleming, Secretary

1.3 Pledge of Allegiance

1.4 Call for an Executive Session - none

2. Call to the Public

Form was received in advance from Amber Hoffman to speak about lot on Swanson trade, but she was not present at the meeting.

3. Recognition of Visitors

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

4. Consent Agenda

4.1 Approval of Consent Agenda

4.1.1 Approval of Minutes:

Regular Session of May 8, 2018
Special Session of May 24, 2018
Executive Session of May 24, 2018
Work Session of May 1, 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 \$52,687.43 and to Student Activities Organizations in the amount of \$3,800.00.

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

4.1.5 Approval of Travel

Asseier

4.1.6 Approval of Change in Policy Exhibits GCBA-EC Professional Staff Salary

Miner

Schedules and GDBA-E Support Staff Salary Schedules

- 4.1.7 Approval of Change in Policy Exhibit DBC-E Budget Deadlines and Schedules Murray
- 4.1.8 Approval of Change in Policy Exhibit JICA-R Student Dress Asseier
- 4.1.9 Approval of New Job Description for High School Athletic Head Coach and Assistant Coach Positions Miner

Mrs. Cox 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 Discussion and Possible Action on Governing Board Member Vacancy

Mrs. Asseier recommended that the Governing Board discuss the Governing Board member vacancy created by the resignation of Mr. Alan Ward on April 10, 2018; and possibly take action to appoint an interim Board member.

Per Mr. Mike File, Mohave County School Superintendent, the Governing Board has the following options:

- Agree to leave the position vacant until the 2018 General Election results are final and new Board member is sworn in January 2019.
- Select a community member to fill the open Board position and present the name to Mr. File. Mr. File would then appoint that person to fill the opening until the end of December 2018.
 - If the selected person desires to continue in the position, he/she would have to run in the November 6, 2018, General Election for the open position, which would be for the remaining two years of Mr. Ward's term (December 2020).
- There will be three open Board member positions on the November 6, 2018, General Election ballot.
 - Mr. Ward's position - January 2019 through December 2020
 - Mr. Rooney's position - January 2019 through December 2022
 - Mrs. Cohen's position - January 2019 through December 2022

For information on how to run for an open school board position for Lake Havasu Unified School District, please contact the LHUSD Superintendent's Office or the Mohave County Educational Service Center at <https://www.mohavecounty.us/ContentPage.aspx?id=130&cid=935>.

This item was postponed at the April 17, 2018, Governing Board Meeting.

Mrs. Cohen moved, seconded by Mr. Rooney, to leave the Board position empty until voters vote on Board members (November).

Discussion by Board on whether to leave position or have filled for this short time.

ROLL CALL VOTE: Cox: NO, Cohen: YES, Rooney: NO, Masden: YES. Motion is defeated.

Discussion continued.

Mrs. Cox moved, seconded by Mr. Rooney, to appoint a temporary Board member that is not intending on running for board in November.

ROLL CALL VOTE: Cox: YES, Cohen: NO, Rooney: YES, Masden: NO. Motion is defeated.

6. New Business

6.1 Approval of Compensation Package for 2018-19

Mrs. Asseier recommended the Governing Board approve an additional compensation increase for all staff for the 2018-2019 school year. This increase is in addition to the previously approved compensation package approved by the Board on March 6, 2018.

The Governor's budget proposal and later approved budget through the legislature provides increased funding to school districts. Additional dollars were appropriated to the Base Level formula to increase salaries, fund for inflation, and to begin restoring District Additional Assistance (DAA) funds.

The appropriation of \$210.50 per weighted student count to the Base Level will provide Classroom Site Fund (301) eligible teachers with an additional 7% salary increase while providing an additional 4% salary increase for all remaining staff.

The backup to this item in the presentation format was provided to governing board members prior to the June 19, 2018, meeting. The recommendation information was presented at the meeting.

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

Mrs. Asseier shared a power point presentation with additional information from the budget committee. Discussion ensued about concerns with not using the District Additional Assistance (DAA) funding to give a higher percentage raise, and why District should not use any DAA funds.
ROLL CALL VOTE: Cox: YES with concerns, Cohen: YES, Rooney: YES, Masden: YES

6.2 Appointment of Employee Benefit Trustees

Mrs. Asseier recommended the Governing Board approve the appointment of _____ and _____ to the Employee Benefit Trust Board of Trustees, effective July 1, 2018.

A.R.S. 15-382C specifies: Trustees are appointed by the Governing Board and if a member of the governing board or employee of the school district is acting as a trustee, the trust shall be administered by at least five joint trustees, of whom not more than one may be a member of governing board and 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:

Hal Christiansen	Community Member	Expiration 6-30-2019
Marcia Cox	Community Member	Expiration 6-30-2019
Pat Rooney	Governing Board Member	Expiration 6-30-2020
Dr. Fadi Atassi	Community Member	Expiration 6-30-2020
_____	Employee/Community Member	Expiration 6-30-2021
_____	Community Member	Expiration 6-30-2021

Mr. Masden opened the floor for discussion of the five applications that were received. Both Nina Mersing and Kellee Wolfe, LHUSD staff members, were present to speak and answer questions.

Mrs. Cohen moved, seconded by Mr. Masden, to approve Debbie White and Julie Sasseen as the new EBT Trustees.

Discussion on having one new Trustee be a LHUSD employee.

ROLL CALL VOTE: Cox: NO, Cohen: YES, Rooney: NO, Masden: YES. Motion is defeated.

Mr. Rooney moved, seconded by Mr. Masden, to approve Julie Sasseen as one of the new EBT Trustees.

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

Mrs. Cox moved, seconded by Mr. Rooney, to approve Amy Barney as the second new EBT Trustee.

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

6.3 Approval of the Elementary Schools' Student Handbook for 2018-2019

Mrs. Asseier recommended the Governing Board approve the 2018-2019 Elementary Schools' Student Handbook, which had a complete revision for 2018-19.

There is one unified Elementary School Student Handbook for all District elementary schools; Havasupai Elementary School, Jamaica Elementary School, Nautilus Elementary School, Oro Grande Elementary School, Smoketree Elementary School, and Starline Elementary School.

Elementary School Student Handbooks will be available online for students, parents and staff. A copy of the Elementary School Handbook was provided to the Governing Board prior to the meeting. Ms. Triassi and Mrs. Helart were available to answer any questions that board members may have.

Mr. Rooney moved, seconded by Mrs. Cox, to approve the 2018-19 Elementary Schools' Student Handbook as presented.

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

6.4 Approval of Intergovernmental Agreement between Lake Havasu Unified School District #1 and Yavapai County Education Service Agency for E-Rate Services

Mrs. Miner recommended the Governing Board approve the Intergovernmental Agreement (IGA) between the Yavapai County Education Service Agency ("YCESA") and LHUSD for E-Rate consulting services. The term of this IGA is three (3) years at an annual cost of \$5,500.

In recent years, the F.C.C. has made drastic changes to the E-Rate program. Due to the many program changes and the District's plan to upgrade network infrastructure, the partnership with YCESA will be

essential in helping to maximize all potential discounts, ensure compliance with E-Rate program rules, and provide RFP support for E-Rate related projects. This IGA has been reviewed and approved by District's counsel and purchasing department.

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 Frist 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 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.

Mr. Rooney moved, seconded by Mrs. Cohen, to approve item 6.5 as presented.
 ROLL CALL VOTE: Cohen: YES, Rooney: YES, Cox: YES, Masden: YES

6.6 Approval of Resolutions for Fiscal Year 2018-19

Mr. Murray recommended the Governing Board approve Resolutions No. 2018-19-01 through 2018-19-10.

The action described in the recommendation is necessary to continue our current practices through the 2018-19 fiscal year. The resolutions, as submitted, are maintenance resolutions and would not effect any substantial change in our current operating procedures.

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. Becker recommended the Governing Board approve the removal of the High School's Bigs Club from the list of eligible tax credit programs at Lake Havasu High School.

Mr. Becker is requesting that the Tax Credit account that is associated with Lake Havasu High School's Bigs Club be closed. This club has been inactive and will no longer continue to be a club at Lake Havasu High School. This club was run in partnership with Lake Havasu City's Interagency, which no longer provides funding to this program in our city.

Upon closure of the program, remaining funds will be transferred to LHHS's All/No Preference tax credit account.

Mr. Rooney 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 SmartSchoolsPlus Service Agreement

Mrs. Miner recommended that the Board approve the service agreement between Smartschoolsplus and Lake Havasu Unified School District #1.

Per Board Policy GCQEA, retired employees may return to work under the Post-Retirement Employment Option. Smartschoolsplus is currently the program provider being utilized by district retirees for the school year 2018-2019. They are currently using the associated contract issued by Mohave Educational Services Cooperative: RFP 17A-0217.

The agreement has been reviewed and approved by legal. This has also been reviewed by purchasing.

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 Approval of Contracted Services through Educational Services, Inc., for Subsource Program

Mrs. Miner recommended that the Governing Board approve the contract for services with Educational Services, Inc., (ESI) for the SubSource program for the 2018-2019 school year.

LHUSD is recommending the continuation of contracted services with ESI. ESI will continue to assume the costs of healthcare for all of our long-term substitutes as well as offer health care to those substitutes that qualify. In 17-18, the district was able to save approximately \$20,000 when comparing the fee paid to ESI and what the District would have paid for Health Insurance for Long Term Subs, both certified and classified. Assigning these employees to ESI transfers the Affordable Care Act liability away from the District and allows the substitutes to work as often as they want.

ESI provided a substitute fair in the fall and the district was able to double the number of classified subs in our sub pool. The certified subs continue to be steady with the same number as the District had in its pool the previous year. ESI will be conducting another substitute fair this summer.

Employers must continue to permit employees to accrue (and use) up to 40 hours of paid sick time per year. ESI will continue to track this benefit and pay for all eligible sick time without impact to the availability of substitutes for the District.

Indemnification is provided to protect the District from any fines, assessments, and penalties related to ACA and other legislative initiatives.

Our Substitutes will continue to work with our sub coordinator and use AESOP to accept jobs. Our teachers and administrators will continue to be able to request specific substitutes through AESOP, work with our sub coordinator and provide feedback.

Cost to the District will continue to be 10% of daily rate of substitute pay. This contract has been reviewed by purchasing and legal counsel.

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

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

6.10 Approval of Revisions to the 2018-2019, 2019-2020, and 2020-2021 District Calendars

Mr. Gardner recommended the Governing Board approve the revisions to the District's 2018-2019, 2019-

2020, and 2020-2021 school year calendars.

When “specials” were minimized at the elementary schools, the schools were given weekly early-release days as compensation for the lost planning time in addition to the district wide early-release days for professional development. The secondary schools, which have planning time built in via a daily conference period, have approximately two early-release days per month for professional development.

With the addition of elementary specials’ teachers for 2018-19, the elementary teachers will regain needed planning time during the school day. The revised calendars restore the district to common early-release days for K – 12. In addition, this change restores instructional time to the elementary schools, and allows parents with children at multiple schools the ability to plan for all of their students’ coverage for the same days.

For the 2018-19 Calendar, an additional change was made to the early-release days. The September 20, 2018, early release day has been rescheduled for September 27, 2018. This is to accommodate our tenth graders participation in the Rachel’s Challenge “Chain Reaction” training during the week of September 17 – 21, 2018.

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

6.11 First 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. Miner recommended that the Board approve the first 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.

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

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

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

Mr. Murray recommended that the Governing Board approve:

Approval of Vouchers for April 2018 / \$4,960,774.44

May 2018 / \$4,281,921.87

Student Activity Funds for K-6 for April 2018 / \$7,528.32

Student Activity Funds for 7-8 for April 2018 / \$28,832.72

Student Activity Funds for 9-12 for April 2018 / \$247,697.39

Auxiliary Funds for April 2018:

District Office \$ 7,956.34

Smoketree \$ 9,711.18

Havasupai \$ 6,575.55

Starline \$ 19,467.63

Nautilus \$ 10,085.43

Oro Grande \$ 3,264.88

Jamaica \$ 19,044.27

Thunderbolt \$154,784.20

High School \$640,223.13

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

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

7. Informational

* Superintendent

- 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. An additional amount from Rotary was given to the elementary schools and will be on next month's report. Special thanks to former LHHS student, Curtis Townsend, who continuously donates through the Raytheon Company to the District.
 - 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.
 - July 27 will be a Rachel's Challenge community event.
 - District is thankful to Interagency for the help they gave our students, and is sorry that they are closing down.
 - All six elementary specials positions have been filled.
 - This is Mrs. Miner's last board meeting and we will miss her.
- * Directors - Educational Services, and Special Services Reports.
- * Governing Board Members
- * Advisory Committees
- * Employee Benefit Trust (EBT) Ex-Officio

8. Call to the Public

Rachel Bishop, High School English Teacher, spoke on the High School English Department's recommendation of Pearson textbooks for the Language Arts 9-12 textbook adoption: solid resource for new teachers; has classical and modern readings, testing compares with AzMERIT; differentiation levels are already developed; focused on standards, annotation, and close reading; and it has unit goals for writing task progression.

9. Communications

- 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.
- Board expressed their appreciation to Denise Miner and wished her well.

10. Adjournment

Mr. Rooney moved, seconded by Mrs. Cox to adjourn at 8:33 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] under Governing Board.

Minutes of the Regular Governing Board meeting of June 19, 2018, are approved as submitted.

John Masden, Board President

Nichole Cohen, Board Vice President